



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

## **AGENDA**

**WEDNESDAY, NOVEMBER 17, 2021, 8:00 AM**

**THURSDAY, NOVEMBER 18, 2021, 8:00 A.M.**

**FRIDAY, NOVEMBER 19, 2021, 8:00 A.M.**

**SATURDAY, NOVEMBER 20, 2021, 8:00 A.M.**

**&**

**MONDAY, FEBRUARY 7, 2022, 5:30 P.M.**

**COUNCIL CHAMBER, CITY HALL**

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF AGENDA**

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

#### **4. ADOPTION OF MINUTES**

- 4.1 January 6, 2021 Budget Committee Meeting Minutes for Approval (MIN 21-11)
- 4.2 January 7, 2021 Budget Committee Meeting Minutes for Approval (MIN 21-12)
- 4.3 January 12, 2021 Budget Committee Meeting Minutes for Approval (MIN 21-90)
- 4.4 January 20, 2021 Budget Committee Meeting Minutes for Approval (MIN 21-91)
- 4.5 January 21, 2021 Budget Committee Meeting Minutes for Approval (MIN 21-92)

## 5. GENERAL FUND BUDGET FOR REVIEW

### 5.1 OVERVIEW & FINANCIAL HIGHLIGHTS

#### 5.1.1 Overview & Financial Highlights

Verbal Presentation: Cheryl Tkachuk, Director of Financial Services

5.1.1.1 Report Tab 1 – Items Referred to 2022 Budget from City Council/Executive Committee/Budget Committee (RPT 21-446)

5.1.1.2 Report Tab 2 – 2022 Long Term Debt Summary (RPT 21-444)

5.1.1.3 Financial Impact of COVID-19 for 2021 (RPT 21-407)

5.1.1.4 Summary of Salary Increases (PRESENTED AT MEETING)

### 5.2 POLICE SERVICE

#### 5.2.1 Police Functional Area

PowerPoint Presentation: Jonathan Bergen, Chief of Police

5.2.1.1 2022 Prince Albert Police Service Budget – Chief of Police Financial Overview (RPT 21-448)

5.2.1.2 2022 Police Service Budget Reduction due to City Fiscal Challenges (RPT 22-75) (PRESENTED AT MEETING)

#### ***Recommendation:***

***That the 2022 Prince Albert Police Service be funded inclusive of Capital expenditures in the amount of \$18,057,100.***

### 5.3 PRINCE ALBERT PUBLIC LIBRARY

#### 5.3.1 Prince Albert Public Library Functional Area

5.3.1.1 Prince Albert Public Library 2022 Budget Submission (CORR 21-88)

#### ***Recommendation:***

***That the 2022 Prince Albert Public Library be funded inclusive of Capital expenditures in the amount of \$2,190,420.***

## 5.4 PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

5.4.1 Prince Albert Downtown Business Improvement District Functional Area

5.4.1.1 Prince Albert Downtown Business Improvement District  
2022 Budget (RPT 21-450)

### ***Recommendation:***

***That the 2022 Prince Albert Downtown Business Improvement District be funded in the amount of \$62,000.***

## 5.5 EXTERNAL AGENCIES

5.5.1 Prince Albert District Planning Commission Functional Area

5.5.1.1 Prince Albert District Planning Commission 2022 Budget  
Submission

### ***Recommendation:***

***That the total 2022 Operating Budget for the Prince Albert District Planning Commission Functional Area be approved at a cost of \$0, as presented.***

5.5.2 Prince Albert Society for the Prevention of Cruelty to Animals Inc.  
Functional Area

5.5.2.1 Prince Albert Society for the Prevention of Cruelty to  
Animals Inc. 2022 Budget Submission

### ***Recommendation:***

***That the total 2022 Operating Budget for the Prince Albert Society for the Prevention of Cruelty to Animals Inc. Functional Area be approved at a cost of \$229,000, as presented.***

5.5.3 Prince Albert Community Service Centre – Special Needs  
Transportation Functional Area

5.5.3.1 Prince Albert Community Service Centre 2022 Budget  
Submission

### ***Recommendation:***

***That the total 2022 Operating Budget for the Prince Albert Community Service Centre – Special Needs Transportation Functional Area be approved at a cost of \$653,410, as presented.***

5.5.4 Prince Albert Community Service Centre – Seniors Transportation Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Prince Albert Community Service Centre – Seniors Transportation Functional Area be approved at a cost of \$69,500, as presented.***

5.5.5 Prince Albert Arts Board Functional Area

5.5.5.1 Prince Albert Arts Board 2022 Budget Submission

**Recommendation:**

***That the total 2022 Operating Budget for the Prince Albert Arts Board Functional Area be approved at a cost of \$25,000, as presented.***

5.5.6 Prince Albert Housing Authority – Housing Grant Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Prince Albert Housing Authority – Housing Grant Functional Area be approved at a cost of \$14,990, as presented.***

5.5.7 Prince Albert Historical Society – Museum Functional Area

5.5.7.1 Prince Albert Historical Society 2022 Budget Submission

**Recommendation:**

***That the total 2022 Operating Budget for the Prince Albert Historical Society – Museum Functional Area be approved at a cost of \$71,080, as presented.***

5.5.8 Mann Art Gallery Functional Area

5.5.8.1 Mann Art Gallery 2022 Budget Submission

**Recommendation:**

***That the total 2022 Operating Budget for the Mann Art Gallery Functional Area be approved at a cost of \$100,000, as presented.***

5.5.9 Prince Albert Mobile Crisis Functional Area

5.5.9.1 Prince Albert Mobile Crisis Unit 2022 Budget Submission

***Recommendation:***

***That the total 2022 Operating Budget for the Prince Albert Mobile Crisis Functional Area be approved at a cost of \$43,600, as presented.***

**5.6 CITY MANAGER, CITY SOLICITOR, CITY CLERK, MAYOR & COUNCIL**

5.6.1 City Clerk Functional Area

5.6.1.1 Report Tab 4 – Corporate Records Management Program  
(RPT 21-394)

***Recommendation:***

***That the total 2022 Operating Budget for the City Clerk Functional Area be approved at a cost of \$605,610, as presented.***

5.6.2 City Manager Functional Area

***Recommendation:***

***That the total 2022 Operating Budget for the City Manager Functional Area be approved at a cost of \$519,300, as presented.***

5.6.3 Mayor Functional Area

***Recommendation:***

***That the total 2022 Operating Budget for the Mayor Functional Area be approved at a cost of \$197,450, as presented.***

5.6.4 City Council Functional Area

***Recommendation:***

***That the total 2022 Operating Budget for the City Council Functional Area be approved at a cost of \$410,530, as presented.***

5.6.5 City Solicitor Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the City Solicitor Functional Area be approved at a cost of \$405,510, as presented.***

**5.7 CORPORATE SERVICES**

5.7.1 Corporate Communications Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Corporate Communications Functional Area be approved at a cost of \$281,570, as presented.***

5.7.2 Human Resources Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Human Resources Functional Area be approved at a cost of \$568,400, as presented.***

5.7.3 Occupational Health and Safety Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Occupational Health and Safety Functional Area be approved at a cost of \$190,060, as presented.***

5.7.4 Information Technology Functional Area

5.7.4 2022 Information Technology Allocation Requests Presentation  
(PRESENTED AT MEETING)

**Recommendation:**

***That the total 2022 Operating Budget for the Information Technology Functional Area be approved at a cost of \$1,351,970, as presented.***

**5.8 PLANNING & DEVELOPMENT SERVICES**

5.8.1 Planning Functional Area

**Recommendations:**

***That the total 2022 Operating Budget for the Planning Functional Area be approved at a cost of \$627,350, as presented.***

5.8.2 Building Inspections Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Building Inspections Functional Area be approved at a cost of \$142,820, as presented.***

5.8.3 Economic Development Functional Area

**Recommendations:**

***That the total 2022 Operating Budget for the Economic Development Functional Area be approved at a cost of \$147,070, as presented.***

5.8.4 Bylaw Enforcement Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Bylaw Enforcement Functional Area be approved at a cost of \$310,520, as presented.***

**5.9 FINANCIAL SERVICES**

5.9.1 Assessment and Taxation Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Assessment and Taxation Functional Area be approved at a cost of \$827,920, as presented.***

5.9.2 Asset Management Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Asset Management Functional Area be approved at a cost of \$84,260, as presented.***

5.9.3 Financial Services and Payroll Functional Area

5.9.3.1 Report Tab 7 – Interfund Transfers – Utility Fund (RPT 21-398)

**Recommendations:**

***That the total 2022 Operating Budget for the Financial Services and Payroll Functional Area be approved at a cost of \$1,638,080, as presented.***

5.9.4 Purchasing and Stores Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Purchasing and Stores Functional Area be approved at a cost of \$358,140, as presented.***

5.9.5 Parking Tickets and Meters Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Parking Tickets and Meters Functional Area be approved at a cost of (\$514,240), as presented.***

5.9.6 Impound Lot Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Impound Lot Functional Area be approved at a cost of (\$210,070), as presented.***

**5.10 FIRE DEPARTMENT**

5.10.1 Fire Administration Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Fire Administration Functional Area be approved at a cost of \$1,218,860, as presented.***

5.10.2 Fire Fighting Functional Area

5.10.2.1 Report Tab 8 – Fire Dispatch Services Agreement – Amendment No. 1 – Saskatchewan Public Safety Agency (RPT 21-419)

**Recommendation:**

***That the total 2022 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$5,561,580, as presented.***

5.10.3 Fire Prevention Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Fire Prevention Functional Area be approved at a cost of \$309,680, as presented.***



5.10.4 Fire Fleet and Equipment Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Fire Fleet and Equipment Functional Area be approved at a cost of \$648,930, as presented.***

5.10.5 Fire Building Maintenance Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Fire Building Maintenance Functional Area be approved at a cost of \$89,130, as presented.***

**5.11 COMMUNITY SERVICES**

5.11.1 Facilities Maintenance – Other Functional Area

2022 List of Proposed Facility Projects – Operating

**Recommendation:**

***That the total 2022 Operating Budget for the Facilities Maintenance – Other Functional Area be approved at a cost of \$479,850, as presented.***

5.11.2 Alfred Jenkins Field House Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Alfred Jenkins Field House Functional Area be approved at a cost of \$207,860, as presented.***

5.11.3 Art Hauser Centre Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Art Hauser Centre Functional Area be approved at a cost of \$643,680, as presented.***

5.11.4 Arts Centre Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Arts Centre Functional Area be approved at a cost of \$134,990, as presented.***

5.11.5 Bernice Sayese Centre Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Bernice Sayese Centre Functional Area be approved at a cost of \$65,000, as presented.***

5.11.6 Cemetery Functional Area

**Recommendations:**

***That the total 2022 Operating Budget for the Cemetery Functional Area be approved at a cost of \$99,250, as presented.***

5.11.7 Facilities Maintenance – City Hall Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Facilities Maintenance – City Hall Functional Area be approved at a cost of \$410,770, as presented.***

5.11.8 Community Clubs Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Community Clubs Functional Area be approved at a cost of \$367,160, as presented.***

5.11.9 Community Services Administration Functional Area

5.11.9.1 Report Tab 9 – 2022 Rates & Fees – Community Services Department (RPT 21-426)

**Recommendation:**

***That the total 2022 Operating Budget for the Community Services Administration Functional Area be approved at a cost of \$629,110, as presented.***

5.11.10 Cooke Municipal Golf Course Functional Area

5.9.3.1 Report Tab 10 – 2022 Rates & Fess – Cooke Municipal Golf Course (RPT 21-420)

**Recommendations:**

***That the total 2022 Operating Budget for the Cooke Municipal Golf Course Functional Area be approved at a cost of (\$2,920), as presented.***

5.11.11 Dave G. Steuart Arena Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Dave G. Steuart Area Functional Area be approved at a cost of \$158,730, as presented.***

5.11.12 E.A. Rawlinson Centre Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the E.A. Rawlinson Centre Functional Area be approved at a cost of \$407,750, as presented.***

5.11.13 City Beautification Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the City Beautification Functional Area be approved at a cost of \$76,300, as presented.***

5.11.14 Frank J. Dunn Swimming Pool Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Frank J. Dunn Swimming Pool Functional Area be approved at a cost of \$480,220, as presented.***

5.11.15 Prince Albert Public Library Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Prince Albert Public Library Functional Area be approved at a cost of \$20,080, as presented.***

5.11.16 Kinsmen Arena Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Kinsmen Arena Functional Area be approved at a cost of \$199,780, as presented.***

5.11.17 Kinsmen Park Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Kinsmen Park Functional Area be approved at a cost of \$120,160, as presented.***

5.11.18 Kinsmen Ski Hill Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Kinsmen Ski Hill Functional Area be approved at a cost of \$90,070, as presented.***

5.11.19 Kinsmen Water Park Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Kinsmen Water Park Functional Area be approved at a cost of \$182,800, as presented.***

5.11.20 Little Red Park Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Little Red Park Functional Area be approved at a cost of \$264,400, as presented.***

5.11.21 Margo Fournier Centre Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Margo Fournier Centre Functional Area be approved at a cost of \$201,480, as presented.***

5.11.22 Museums Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Museums Functional Area be approved at a cost of \$146,680, as presented.***

5.11.23 Outdoor Sports Fields Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Outdoor Sports Fields Functional Area be approved at a cost of \$201,550, as presented.***

5.11.24 Parks Functional Area

5.11.24.1 Report Tab 11 – Forestry Management Plan Update (RPT 21-304)

**Recommendation:**

***That the total 2022 Operating Budget for the Parks Functional Area be approved at a cost of \$1,609,360, as presented.***

5.11.25 Playgrounds and Playstructures Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Playgrounds and Playstructures Functional Area be approved at a cost of \$214,080, as presented.***

5.11.26 Prince Albert Golf and Curling Club Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Prince Albert Golf and Curling Club Functional Area be approved at a cost of \$36,000, as presented.***

5.11.27 Recreation Functional Area

5.11.27.1 Report Tab 12 – Cultural Plan Update (RPT 21-428)

5.11.27.2 Report Tab 13 – Public Art Update (RPT 21-429)

**Recommendations:**

***That the total 2022 Operating Budget for the Recreation Functional Area be approved at a cost of \$683,160, as presented.***

5.11.28 Saskatchewan Lotteries Program Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Saskatchewan Lotteries Program Functional Area be approved at a cost of \$0, as presented.***

5.11.29 Skateboard Park Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Skateboard Park Functional Area be approved at a cost of \$26,290, as presented.***

5.11.30 Tourist Information Centre Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Tourist Information Centre Functional Area be approved at a cost of \$22,480, as presented.***

**5.12 PUBLIC WORKS**

5.12.1 Public Works Administration Functional Area

5.12.1.1 Report Tab 19 – Engineering Technician II Surveyor Position (RPT 21-402)

**Recommendation:**

***That the total 2022 Operating Budget for the Public Works Administration Functional Area be approved at a cost of \$938,920, as presented.***

5.12.2 Municipal Service Centre Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Municipal Service Centre Functional Area be approved at a cost of \$148,330, as presented.***

5.12.3 Old City Yards Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Old City Yards Functional Area be approved at a cost of \$89,730, as presented.***

5.12.4 Back Lanes Maintenance Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Back Lanes Maintenance Functional Area be approved at a cost of \$80,310, as presented.***

5.12.5 Sidewalks Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Sidewalks Functional Area be approved at a cost of \$226,870 as presented.***

5.12.6 Snow Downtown Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Snow Downtown Functional Area be approved at a cost of \$154,700, as presented.***

5.12.7 Snow Management Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Snow Management Functional Area be approved at a cost of \$1,115,900, as presented.***

5.12.8 Street Lighting Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Street Lighting Functional Area be approved at a cost of \$944,500, as presented.***

5.12.9 Streets and Roads Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Streets and Roads Functional Area be approved at a cost of \$638,030, as presented.***

5.12.10 Street Sweeping Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Street Sweeping Functional Area be approved at a cost of \$277,890, as presented.***

5.12.11 Parking Lots Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Parking Lots Functional Area be approved at a cost of (\$98,340), as presented.***

5.12.12 Traffic Counts and Lane Markings Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Traffic Counts and Lane Markings Functional Area be approved at a cost of \$152,510, as presented.***

5.12.13 Traffic Lights Functional Area

**Recommendations:**

***That the total 2022 Operating Budget for the Traffic Lights Functional Area be approved at a cost of \$346,720, as presented.***



5.12.14 Traffic Signs Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the Traffic Signs Functional Area be approved at a cost of \$306,070, as presented.***

5.12.15 City Public Transit Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the City Public Transit Functional Area be approved at a cost of \$1,058,720, as presented.***

**5.13 OPERATING ISSUES NOT FUNDED**

5.13.1 Operating Issues Not Funded

- 5.13.1.1 Report Tab 22 – Funding Request – Prince Albert & Area Community Alcohol Strategy Steering Committee (CORR 21-90 and RPT 21-253)

**Recommendation:**

***That the following 2022 Operating Budget Issues be received as information and filed:***

<b><i>U-01</i></b>	<b><i>Record Retention Clerk Steno – City Clerk’s Office</i></b>	<b><i>\$16,340</i></b>
<b><i>U-02</i></b>	<b><i>Requested New Position – Fire Fighting</i></b>	<b><i>\$387,900</i></b>
<b><i>U-03</i></b>	<b><i>Fire Hall Apparatus Floor Grate Repair</i></b>	<b><i>\$25,000</i></b>
<b><i>U-04</i></b>	<b><i>Prince Albert &amp; Area Community Alcohol Strategy</i></b>	<b><i>\$15,000</i></b>
<b><i>U-05</i></b>	<b><i>Information Technology Staffing Proposal</i></b>	<b><i>\$299,300</i></b>
<b><i>U-06</i></b>	<b><i>Community Service Centre – Special Needs Transportation</i></b>	<b><i>\$82,460</i></b>
<b><i>U-07</i></b>	<b><i>Prince Albert Historical Society</i></b>	<b><i>\$37,320</i></b>
<b><i>U-08</i></b>	<b><i>Engineering Technician II (Surveyor) Position</i></b>	<b><i>\$61,640</i></b>

**5.14 FLEET**

5.14.1 Fleet Equipment Requests

**Recommendation:**

***That the total 2022 Budget for the Fleet Equipment be approved at a cost of \$2,141,000 funded from the Equipment and Fleet, Fire Equipment and Golf Course Equipment Golf Cart Reserves, identified as follows, and the allocations of \$390,000 funded from the Police Fleet Reserve:***

Community Services Equipment		
FL-01	Replacement of Five (5) Zero Turn Mowers	\$175,000
FL-02	Replacement of Single Axle Trailers	\$35,000
FL-03	Replacement of Unit 4714 – John Deere Gator	\$25,000
FL-04	Replacement of Unit 6132 – Fringe Cut Mower	\$82,000
FL-05	Replacement Program – Golf Carts	\$70,000
Fire and Emergency Services Equipment		
FL-06	Replacement Program – Self Contained Breathing Apparatus	\$84,000
Public Works Equipment		
FL-07	Replacement of Unit 39 – Snow Blower	\$260,000
FL-08	Replacement of Forklifts	\$210,000
FL-09	Replacement of Light Duty Trucks	\$205,000
FL-10	Replacement of Unit 52 – Asphalt Roller	\$200,000
FL-11	Replacement of Unit 122 – Sign Truck	\$160,000
FL-12	Replacement of Unit 29 – Skid Steer	\$125,000
FL-13	Replacement of Unit 198 – Walk Behind Line Painter	\$15,000
FL-14	Replacement of Unit 440 – 2014 Paratransit Bus	\$75,000
Sanitation Equipment		
FL-15	Replacement of Unit 67 – Automated Waste Collection Truck	\$420,000
<b>Total Fleet Purchases</b>		<b>\$2,141,000</b>

<b>Reserve Allocation</b>	
Equipment and Fleet Reserve	\$1,905,000
Fire Equipment Reserve	\$84,000
Golf Course Equipment and Golf Carts Reserve	\$152,000
Police Fleet Reserve	\$390,000
External Funding	\$55,000
<b>Total Reserve Funding</b>	<b>\$2,586,000</b>

## 5.15 CAPITAL PROJECTS

### CATEGORY 1:

#### 5.15.1 C1-01 – Networking

**Recommendation:**

***That Item No. C1-01 with respect to Networking be approved at a cost of \$204,000 from the Information Technology Reserve.***

#### 5.15.2 C1-02 – End User Computing and Printing

**Recommendation:**

***That Item No. C1-02 with respect to End User Computing and Printing be approved at a cost of \$101,500 from the Information Technology Reserve.***

#### 5.15.3 C1-03 – Communications

**Recommendation:**

***That Item No. C1-03 with respect to Communications be approved at a cost of \$160,000 from the Information Technology Reserve.***

#### 5.15.4 C1-04 – Business Continuity

**Recommendation:**

***That Item No. C1-04 with respect to Business Continuity be approved at a cost of \$20,000 from the Information Technology Reserve.***

5.15.5 C1-05 – Work and Asset Management Systems

**Recommendation:**

***That Item No. C1-05 with respect to Work and Asset Management Systems be approved at a cost of \$38,900 from the Information Technology Reserve.***

5.15.6 C1-06 – Web and Portal Systems

**Recommendation:**

***That Item No. C1-06 with respect to Web and Portal Systems be approved at a cost of \$22,800 from the Information Technology Reserve.***

5.15.7 C1-07 – Finance and Admin Systems

**Recommendation:**

***That Item No. C1-07 with respect to Finance and Admin Systems be approved at a cost of \$34,300 from the Information Technology Reserve.***

5.15.8 C1-08 – Municipal Service Centre Parking Pedestals

**Recommendation:**

***That Item No. C1-08 with respect to Municipal Service Centre Parking Pedestals be approved at a cost of \$60,000.***

5.15.9 C1-09 – Playground Replacement Program

5.15.9.1 Report Tab 14 – State of the Playgrounds 2021 (RPT 21-427)

**Recommendation:**

***That Item No. C1-09 with respect to Playground Replacement Program be approved at a cost of \$130,000.***

5.15.10 C1-10 – Reconstruction of Park Pathways

**Recommendation:**

***That Item No. C1-10 with respect to Reconstruction of Park Pathways be approved at a cost of \$50,000.***

5.15.11 C1-11 – Roofing Projects

**Recommendation:**

***That Item No. C1-11 with respect to Roofing Projects be approved at a cost of \$100,000.***

5.15.12 C1-12 – Landscaping Projects

**Recommendation:**

***That Item No. C1-12 with respect to Landscaping Projects be approved at a cost of \$50,000.***

5.15.13 C1-13 – Crescent Heights Spray Park

5.15.13.1 Report Tab 15 – Crescent Heights Spray Park (RPT 21-441)

**Recommendation:**

***That Item No. C1-13 with respect to Crescent Heights Spray Park be approved at a cost of \$120,000 from the Future Infrastructure Reserve conditional upon receiving \$200,000 from external funding.***

5.15.14 C1-14 – Golf Course – Reconstruction and Repair of Pathways

**Recommendation:**

***That Item No. C1-14 with respect to Golf Course – Reconstruction and Repair of Pathways be approved at a cost of \$50,000 from the Golf Course Improvement Reserve.***

5.15.15 C1-15 – Little Red River Park Stages of Development

**Recommendation:**

***That Item No. C1-15 with respect to Little Red River Park Stages of Development be approved at a cost of \$146,800 from the Pehonan Parkway Reserve.***

5.15.16 C1-16 – Kinsmen Water Park Landing Pool

**Recommendation:**

***That Item No. C1-16 with respect to Kinsmen Water Park Landing Pool be approved at a cost of \$25,000 from the Kinsmen Water Park Surcharge Reserve.***

5.15.17 C1-17 – E.A. Rawlinson Centre Improvements

**Recommendation:**

***That Item No. C1-17 with respect to E.A. Rawlinson Centre Improvements be approved at a cost of \$44,000 from the E.A. Rawlinson Centre Facility Fee Reserve.***

5.15.18 C1-18 – Art Hauser Centre Air Handling Unit

**Recommendation:**

***That Item No. C1-18 with respect to Art Hauser Centre Air Handling Unit be approved at a cost of \$200,000.***

5.15.19 C1-19 – James Isbister Park Improvements

5.15.19.1 Report Tab 16 – James Isbister Park Improvements (RPT 21-440)

**Recommendation:**

***That Item No. C1-19 with respect to James Isbister Park Improvements be approved at a cost of \$100,000 from the Future Infrastructure Reserve conditional upon receiving \$200,000 from external funding.***

5.15.20 C1-20 – Two Post Vehicle Lift

**Recommendation:**

***That Item No. C1-20 with respect to Two Post Vehicle Lift be approved at a cost of \$50,000 from the Equipment and Fleet Reserve.***

5.15.21 C1-21 – Continuation of Resurfacing Municipal Service Centre Bay Concrete Floor

**Recommendations:**

***That Item No. C1-21 with respect to Continuation of Resurfacing Municipal Service Centre Bay Concrete Floor be approved at a cost of \$50,000.***

5.15.22 C1-22 – Fence Replacement Old Yards

**Recommendation:**

***That Item No. C1-22 with respect to Fence Replacement Old Yards be approved at a cost of \$29,500.***

5.15.23 C1-23 – Concrete Sidewalk, Curb and Median Rehabilitation

**Recommendation:**

***That Item No. C1-23 with respect to Concrete Sidewalk, Curb and Median Rehabilitation be approved at a cost of \$400,000.***

5.15.24 C1-24 – Concrete Sidewalk Replacement Program – Senior Residence

5.15.24.1 Report Tab 20 – Senior Residence Sidewalk Replacement Program (RPT 21-320)

**Recommendation:**

***That Item No. C1-24 with respect to Concrete Sidewalk Replacement Program – Senior Residence be approved at a cost of \$107,200.***

5.15.25 C1-25 – Concrete Sidewalk Connector Program

5.15.25.1 Report Tab 23 – The Sidewalk Connector Program (RPT 20-354)

**Recommendation:**

***That Item No. C1-25 with respect to Concrete Sidewalk Connector Program be approved at a cost of \$100,000.***

5.15.26 C1-26 – Parking Lot Rehabilitation Program

**Recommendation:**

***That Item No. C1-26 with respect to Parking Lot Rehabilitation Program be approved at a cost of \$225,000.***

5.15.27 C1-27 – Roadways Recapping Program

**Recommendation:**

***That Item No. C1-27 with respect to Roadways Recapping Program be approved at a cost of \$4,100,000.***

5.15.28 C1-28 – Survey – Total Station

**Recommendation:**

***That Item No. C1-28 with respect to Survey – Total Station be approved at a cost of \$60,000.***

5.15.29 C1-29 – Municipal Service Centre New Building and Upgrades

5.15.29.1 Report Tab 21 – MSC New Building and Upgrades (RPT 21-400)

**Recommendation:**

***That Item No. C1-29 with respect to Municipal Service Centre New Building and Upgrades be approved at a cost of \$10,491,000 conditional upon receiving the entire amount in external funding.***

5.15.30 C1-30 – Pedestrian Bridge Replacement

**Recommendation:**

***That Item No. C1-30 with respect to Pedestrian Bridge Replacement be approved at a cost of \$35,000 from the Future Infrastructure Reserve.***

5.15.31 C1-31 – Municipal Service Centre Compresses Air Distribution Replacement

**Recommendation:**

***That Item No. C1-31 with respect to Municipal Service Centre Compresses Air Distribution Replacement be approved at a cost of \$80,000.***

5.15.32 C1-32 – Replacement Folding Machine

5.15.32.1 Report Tab 6 – Replacement of Mailroom Equipment (RPT 21-389)

**Recommendation:**

***That Item No. C1-32 with respect to Replacement Folding Machine be approved at a cost of \$20,500.***

5.15.33 C1-33 – Replacement Postage Machine

**Recommendation:**

***That Item No. C1-33 with respect to Replacement Postage Machine be approved at a cost of \$15,200.***



5.15.34 C1-34 – Long-Term Debt Repayment – Golf Course Irrigation Replacement

**Recommendation:**

***That Item No. C1-34 with respect to Long-Term Debt Repayment – Golf Course Irrigation Replacement be approved at a cost of \$65,000 from the Golf Course Improvement Reserve.***

5.15.35 C1-35 – Long-Term Debt Repayment – West Hill Infrastructure Improvements

**Recommendation:**

***That Item No. C1-35 with respect to Long-Term Debt Repayment – West Hill Infrastructure Improvements be approved at a cost of \$22,300.***

5.15.36 C1-36 – Long-Term Debt Repayment – City Transit Buses

**Recommendation:**

***That Item No. C1-36 with respect to Long-Term Debt Repayment – City Transit Buses be approved at a cost of \$252,000.***

5.15.37 C1-37 – Long-Term Debt Repayment – Aquatic and Arenas Centre

**Recommendation:**

***That Item No. C1-37 with respect to Long-Term Debt Repayment – Aquatic and Arenas Centre be approved at a cost of \$269,800 from the Civic Facilities Reserve.***

## 5.16 CAPITAL PROJECTS NOT FUNDED

### 5.16.1 Capital Projects Not Funded

5.16.1.1 Report Tab 5 – Mobile App Budget Proposal (RPT 21-422)

5.16.1.2 Report Tab 17 – Thermal Weed Control Update (RPT 21-439)

5.16.1.3 Report Tab 18 – Off Leash Dog Parks (RPT 21-269)

#### **Recommendation:**

***That the following 2022 Capital Budget Projects be received as information and filed:***

<b>C2-01</b>	<b><i>Business Continuity</i></b>	<b><i>\$50,000</i></b>
<b>C2-02</b>	<b><i>Corporate Portal and Intranet Systems</i></b>	<b><i>\$94,900</i></b>
<b>C2-03</b>	<b><i>Web and Portal Systems</i></b>	<b><i>\$33,800</i></b>
<b>C2-04</b>	<b><i>Finance and Admin Systems</i></b>	<b><i>\$25,000</i></b>
<b>C2-05</b>	<b><i>Work and Asset Management Systems</i></b>	<b><i>\$10,600</i></b>
<b>C2-06</b>	<b><i>City Hall – Replace Elevator</i></b>	<b><i>\$150,000</i></b>
<b>C2-07</b>	<b><i>Thermal Weed Control System</i></b>	<b><i>\$34,700</i></b>
<b>C2-08</b>	<b><i>Golf Course – Renovation and Removal of Sand Bunkers</i></b>	<b><i>\$175,000</i></b>
<b>C2-09</b>	<b><i>Off Leash Dog Parks</i></b>	<b><i>\$20,000</i></b>
<b>C2-10</b>	<b><i>Concrete Sidewalk Replacement – Arts Centre</i></b>	<b><i>\$50,000</i></b>
<b>C2-11</b>	<b><i>New – Water Tanker Truck with 3000 Imperial Gallon Capacity</i></b>	<b><i>\$400,000</i></b>
<b>C2-12</b>	<b><i>New – Amkus ION Combination Rescue Tool (Jaws of Life)</i></b>	<b><i>\$16,500</i></b>
<b>C2-13</b>	<b><i>Central Avenue River Street to 10<sup>th</sup> Street Revitalization – Phase 1</i></b>	<b><i>\$1,200,000</i></b>
<b>C2-14</b>	<b><i>Roadways Recapping Program – Program Increase</i></b>	<b><i>\$167,000</i></b>
<b>C2-15</b>	<b><i>Marquis Road East Widening</i></b>	<b><i>\$1,000,000</i></b>
<b>C2-16</b>	<b><i>Municipal Service Centre Fuel Tanks and Pumps</i></b>	<b><i>\$175,000</i></b>
<b>C2-17</b>	<b><i>Upgrade Municipal Service Centre Heating and HVAC System</i></b>	<b><i>\$600,000</i></b>

## 5.17 CAPITAL BUDGET

### 5.17.1 2022 Capital Budget Approval

#### 5.17.1.1 Report Tab 3 – 2021 General Fund Capital Projects Update (RPT 21-447)

***Recommendation:***

***That the 2022 General Fund Capital Budget in the total amount of \$18,682,840 including \$263,040 in Police Capital be approved as follows:***

Capital Funding	\$5,777,400
Reserve Funding	\$1,750,140
External Funding	\$10,891,000
Long-Term Debts Principal Payments	\$274,300
<b>Total Capital Spending</b>	<b>\$18,692,840</b>

## 5.18 UNFINISHED BUSINESS

## 5.19 RESERVE ALLOCATIONS

### 5.19.1 Reserve Allocations

#### 5.19.1.1 Future Infrastructure Reserve (PRESENTED AT MEETING)

***Recommendation:***

***That the Budgeted Transfers be approved as follows:***

Alfred Jenkins Field House Improvements Reserve	\$103,500
Arenas Improvement Reserve	\$39,080
Civic Facilities Reserve – City of Prince Albert	\$1,541,000
Civic Facilities Reserve – Transfer of Loan Interest	(\$464,000)
Community Services Building Reserve	\$15,000
Destination Marketing Levy Reserve	\$351,500
Downtown Improvement Reserve	\$40,000
Downtown Improvement - 2022 Grants	(\$40,000)
E.A. Rawlinson Centre Facility Fee Reserve	\$65,000
E.A. Rawlinson Mechanical Equipment Reserve	\$10,000
Equipment and Fleet Reserve	\$2,000,000
Fire Equipment Reserve	\$300,000
Future Infrastructure Reserve	\$620,000
Golf Course Carts Reserve	\$40,000
Golf Course Equipment Reserve	\$85,000

Golf Course – Improvements Reserve	\$190,000
Housing Reserve	\$0
Information Technology Reserve	\$500,000
Kinsmen Water Park Surcharge Reserve	\$20,500
Prince Albert Slo-Pitch League Reserve	\$34,300
Prince Albert Golf and Curling Club Mechanical Equipment Reserve	\$10,000
Pehonan Parkway Reserve	\$82,000
Police Capital Reserve	\$263,040
Police Fleet Reserve	\$300,000
Police Operating Reserve – Transfer for 2022	(\$200,000)
Prime Ministers’ Park Improvement Reserve	\$3,760
Proactive Policing Reserve	\$554,600
Proactive Policing Reserve – 2022 Policing Strategy	(\$515,000)
Project Beach Volleyball Courts Reserve	\$3,000
Public Art Capital Reserve	\$50,000
Public Transit Reserve	\$220,000
South Hill Cemetery Perpetual Care Reserve	\$10,000
<b>TOTAL</b>	<b>\$6,232,280</b>

## 5.20 GENERAL GOVERNMENT

### 5.20.1 Allocation of Budgeted Operating Surplus

***Recommendation:***

***That the Budgeted Operating Surplus of (\$4,683,980), be allocated as follows:***

Operating Surplus	(\$4,683,980)
Non-Cash Adjustment - Amortization	(\$7,600,000)
<b>Operating Surplus – Adjusted</b>	<b>(\$12,283,980)</b>
Allocations:	
Capital Budget	\$5,777,400
Reserve Allocation	\$6,232,280
Principal Payments on Loans	\$274,300
Estimated COVID-19 Losses	\$2,000,000
Available COVID-19 Funding from 2020	\$0
<b>Total Allocations</b>	<b>\$14,283,980</b>
<b>Balanced Budget (Surplus)</b>	<b>\$0</b>

5.20.2 General Government Functional Area

**Recommendation:**

***That the total 2022 Operating Budget for the General Government Functional Area be approved at a cost of (\$56,527,490), as presented.***

**6. SUBMIT TO COUNCIL**

6.1 Submit to Council

**Recommendations:**

- 1. That The City of Prince Albert 2022 General Fund Operating and Capital Budgets, as amended, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval; and,***
- 2. That a Tax Policy Report, to raise the required amount of funding to balance the 2022 General Fund Budgets, be forwarded to City Council for consideration, in due course.***

**7. ADJOURNMENT**



***MIN 21-11***

**MOTION:**

That the Minutes for the Budget Committee Regular & Incamera Meetings held January 6, 2021, be taken as read and adopted.

**ATTACHMENTS:**

1. Incamera Minutes
2. Regular Minutes



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**WEDNESDAY, JANUARY 6, 2021, 10:20 A.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

- Mayor Greg Dionne
- Councillor Charlene Miller
- Councillor Terra Lennox-Zepp
- Councillor Tony Head
- Councillor Don Cody
- Councillor Dennis Ogradnick
- Councillor Blake Edwards
- Councillor Dawn Kilmer
- Councillor Ted Zurakowski

- Sherry Person, City Clerk
- Jim Toye, City Manager
- Kris Olsen, Fire Chief
- Wes Hicks, Director of Public Works
- Kiley Bear, Communications Manager
- Ken Leclaire, Director of Corporate Services
- Jody Boulet, Director of Community Services
- Cheryl Tkachuk, Director of Financial Services
- Jerri Hoback, Assistant Director of Financial Services
- Melodie Boulet, Executive Assistant, City Manager's Office
- Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Mayor G. Dionne called the meeting to order.

## **2. APPROVAL OF AGENDA**

0014. **Moved by:** Councillor D. Kilmer

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 Mayor:

1. Add Budget Submission Request from the Prince Albert Seniors Advocacy Centre as Item No. 5.5.11.

**CARRIED**

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

- 3.1 Councillor B. Edwards – Item No. 5.11.8 – Board Member at Carlton Park Community Club.
- 3.2 Councillor B. Edwards – Item No. 5.11.9 – Board Member at Carlton Park Community Club.

## **4. ADOPTION OF MINUTES**

0015. **Moved by:** Councillor C. Miller

That the Minutes for the following Budget Committee Meetings be taken as read and adopted:

1. Public Meeting held November 4, 2019;
2. Public and Incamera Meetings held November 6, 2019;
3. Public Meeting held November 7, 2019;
4. Public Meeting held November 21, 2019;
5. Public Meeting held November 25, 2019; and
6. Public Meeting held December 9, 2020.

**CARRIED**



## **5. GENERAL FUND BUDGET FOR REVIEW**

### **5.1 OVERVIEW & FINANCIAL HIGHLIGHTS**

#### 5.1.1 Overview & Financial Highlights

PowerPoint Presentation was provided by Cheryl Tkachuk, Director of Financial Services.

##### 5.1.1.1 Inside Flap of Binder 2 of 2 – Budget 2021 Highlights

##### 5.1.1.2 Report Tab 1 – Items Referred to 2021 Budget from City Council/Executive Committee/Budget Committee (RPT 20-474)

##### 5.1.1.3 Report Tab 2 – 2021 Long Term Debt Summary (RPT 20-460)

### **5.2 POLICE SERVICE**

#### 5.2.1 Police Functional Area

PowerPoint Presentation was provided by Jonathan Bergen, Chief of Police.

##### 5.2.1.1 Report Tab 4 – 2021 Prince Albert Police Service Budget – Chief of Police Financial Overview (RPT 20-476)

0016. **Moved by:** Councillor T. Head

That the 2021 Prince Albert Police Service be funded inclusive of Capital expenditures in the amount of \$17,625,550.

The meeting recessed to move incamera at 11:27 a.m. to consider personnel matters as it relates to Budget deliberations.

The Committee met Incamera from 11:52 a.m. to 12:38 p.m.

The meeting recessed at 12:38 p.m.

The meeting reconvened at 1:18 p.m.

**MOTION WITHDRAWN**

0017. **Moved by:** Councilor D. Kilmer

That the 2021 Prince Albert Police Service be funded inclusive of Capital expenditures in the amount of \$17,397,850.

**CARRIED**

0018. **Moved by:** Councillor B. Edwards

That Administration bring forward options related to establishing a base tax to be utilized for policing services for consideration within the Tax Policy Report following Budget approval.

**CARRIED**

### **5.3 PRINCE ALBERT PUBLIC LIBRARY**

5.3.1 Prince Albert Public Library Functional Area

5.3.1.1 Report Tab 5 – Prince Albert Public Library 2021 Budget Submission (CORR 20-84)

0019. **Moved by:** Councillor T. Zurakowski

That the 2021 Prince Albert Public Library be funded inclusive of Capital expenditures in the amount of \$2,124,930.

0020. **Moved by:** Councillor T. Head

That the budget be amended to reduce the amount by \$100,000 in relation to the Capital.

**MOTION WITHDRAWN**

0021. **Moved by:** Councillor T. Zurakowski

That the 2021 Prince Albert Public Library be funded inclusive of Capital expenditures in the amount of \$2,124,930.

**CARRIED**

### **5.4 PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT**

5.4.1 Prince Albert Downtown Business Improvement District Functional Area

5.4.1.1 Report Tab 6 – Prince Albert Downtown Business Improvement District 2021 Budget (RPT 20-385)

0022. **Moved by:** Councillor C. Miller

That the 2021 Prince Albert Downtown Business Improvement District be funded in the amount of \$62,000.

**CARRIED**

## 5.5 EXTERNAL AGENCIES

### 5.5.1 Prince Albert District Planning Commission Functional Area

#### 5.5.1.1 EA Tab 1 – Prince Albert District Planning Commission 2021 Budget Submission

0023. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Prince Albert District Planning Commission Functional Area be approved at a cost of \$20,000, as presented.

**CARRIED**

### 5.5.2 Prince Albert Society for the Prevention of Cruelty to Animals Inc. Functional Area

#### 5.5.2.1 EA Tab 2 – Prince Albert Society for the Prevention of Cruelty to Animals Inc. 2021 Budget Submission

0024. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Prince Albert Society for the Prevention of Cruelty to Animals Inc. Functional Area be approved at a cost of \$229,000, as presented.

**CARRIED**

### 5.5.3 Prince Albert Community Service Centre – Special Needs Transportation Functional Area

#### 5.5.3.1 EA Tab 3 – Prince Albert Community Service Centre 2021 Budget Submission

0025. **Moved by:** Councillor B. Edwards

That the \$145,160 increase to the fleet allocation in the 2021 General Fund Budget be removed from the General Government Functional Area.

(Councillor T. Zurakowski was absent for the vote.)

**CARRIED**

0026. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Prince Albert Community Service Centre – Special Needs Transportation Functional Area be approved at a cost of \$653,410, as presented.

(Councillor T. Zurakowski was absent for the vote.)

**CARRIED**

5.5.4 Prince Albert Community Service Centre – Seniors Transportation Functional Area

0027. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Prince Albert Community Service Centre – Seniors Transportation Functional Area be approved at a cost of \$69,500, as presented.

**CARRIED**

5.5.5 Prince Albert Arts Board Functional Area

5.5.5.1 EA Tab 4 – Prince Albert Arts Board 2021 Budget Submission

0028. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Prince Albert Arts Board Functional Area be approved at a cost of \$25,000, as presented.

**CARRIED**

5.5.6 Prince Albert Tourism and Marketing Bureau, Inc. Functional Area

0029. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Prince Albert Tourism and Marketing Bureau, Inc. Functional Area be approved at a cost of \$0, as presented.

**CARRIED**

5.5.7 Prince Albert Housing Authority – Housing Grant Functional Area

5.5.7.1 EA Tab 5 – Prince Albert Housing Authority 2021 Budget Submission

0030. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Prince Albert Housing Authority – Housing Grant Functional Area be approved at a cost of \$14,990, as presented.

**CARRIED**

5.5.8 Prince Albert Historical Society – Museum Functional Area

5.5.8.1 EA Tab 6 – Prince Albert Historical Society 2021 Budget Submission

0031. **Moved by:** Councillor T. Lennox-Zepp

That the total 2021 Operating Budget for the Prince Albert Historical Society – Museum Functional Area be approved at a cost of \$72,500.

**MOTION DEFEATED**

0032. **Moved by:** Councillor D. Ogradnick

That the total 2021 Operating Budget for the Prince Albert Historical Society – Museum Functional Area be approved at a cost of \$71,080, as presented.

**CARRIED**

5.5.9 Mann Art Gallery Functional Area

5.5.9.1 EA Tab 7 – Mann Art Gallery 2021 Budget Submission

0033. **Moved by:** Councillor D. Ogradnick

That the total 2021 Operating Budget for the Mann Art Gallery Functional Area be approved at a cost of \$100,000, as presented.

**CARRIED**

5.5.10 Prince Albert Mobile Crisis Functional Area

5.5.10.1 EA Tab 8 – Prince Albert Mobile Crisis Unit 2021 Budget Submission

0034. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Prince Albert Mobile Crisis Functional Area be approved at a cost of \$43,600, as presented.

**CARRIED**

5.5.11 Prince Albert Seniors Advocacy Centre 2021 Budget Submission  
(PRESENTED AT MEETING)

0035. **Moved by:** Councillor T. Zurakowski

That the total 2021 Operating Budget for the Prince Albert Seniors Advocacy Centre Functional Area be approved at a cost of \$0.

**CARRIED**

**5.6 CITY MANAGER, CITY SOLICITOR, CITY CLERK, MAYOR & COUNCIL**

5.6.1 City Clerk Functional Area

0036. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the City Clerk Functional Area be approved at a cost of \$613,040, as presented.

**CARRIED**

5.6.2 City Manager Functional Area

0037. **Moved by:** Councillor T. Zurakowski

That the total 2021 Operating Budget for the City Manager Functional Area be approved at a cost of \$532,360, as presented.

**CARRIED**

### 5.6.3 Mayor Functional Area

0038. **Moved by:** Councillor D. Cody

That the total 2021 Operating Budget for the Mayor Functional Area be approved at a cost of \$196,140, as presented.

**CARRIED**

### 5.6.4 City Council Functional Area

0039. **Moved by:** Councillor T. Zurakowski

That the total 2021 Operating Budget for the City Council Functional Area be approved at a cost of \$392,180, as presented.

**CARRIED**

### 5.6.5 City Solicitor Functional Area

0040. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the City Solicitor Functional Area be approved at a cost of \$405,330, as presented.

**CARRIED**

## 5.7 CORPORATE SERVICES

### 5.7.1 Corporate Communications Functional Area

5.7.1.1 Report Tab 7 – Marketing Prince Albert (RPT 20-478)

5.7.1.2 Report Tab 7 – Capstone Community Marketing Proposal (CORR 20-86)

5.7.1.3 Report Tab 7 – Social Media Marketing (CORR 20-101)

0041. **Moved by:** Councillor D. Kilmer

1. That the total 2021 Operating Budget for the Corporate Communications Functional Area be approved at a cost of \$296,660, as presented; and,
2. That the City's Communications Office work within existing budgets and with community partners to further promote positive storytelling on digital platforms in 2021.

**CARRIED**

5.7.2 Human Resources Functional Area

0042. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Human Resources Functional Area be approved at a cost of \$578,910, as presented.

**CARRIED**

5.7.3 Occupational Health and Safety Functional Area

0043. **Moved by:** Councillor T. Head

That the total 2021 Operating Budget for the Occupational Health and Safety Functional Area be approved at a cost of \$177,250, which includes the removal of \$63,120 related to an Incamera Budget Item.

**CARRIED**

5.7.4 Information Technology Functional Area

0044. **Moved by:** Councillor B. Edwards

That \$327,000 from the Information Technology Functional Area be allocated from the surplus realized following receipt of Covid assistance money.

**CARRIED**

0045. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Information Technology Functional Area be approved at a cost of \$1,275,360, as presented.

**CARRIED**

The meeting recessed at 3:09 p.m.

The meeting reconvened at 3:35 p.m.



## 5.8 PLANNING & DEVELOPMENT SERVICES

### 5.8.1 Planning Functional Area

0046. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Planning Functional Area be approved at a cost of \$591,600, as presented.

**CARRIED**

### 5.8.2 Building Inspections Functional Area

0047. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Building Inspections Functional Area be approved at a cost of \$98,750, as presented.

**CARRIED**

### 5.8.3 Economic Development Functional Area

0048. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Economic Development Functional Area be approved at a cost of \$143,670, as presented.

**CARRIED**

### 5.8.4 Bylaw Enforcement Functional Area

0049. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Bylaw Enforcement Functional Area be approved at a cost of \$304,760, as presented.

**CARRIED**

## 5.9 FINANCIAL SERVICES

### 5.9.1 Assessment and Taxation Functional Area

0050. **Moved by:** Councillor T. Zurakowski

1. That the total 2021 Operating Budget for the Assessment and Taxation Functional Area be approved at a cost of \$832,550, as presented; and,
2. That one (1) Assessment Appraiser position remain vacant for half of 2021.

**CARRIED**

### 5.9.2 Asset Management Functional Area

0051. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Asset Management Functional Area be approved at a cost of \$103,910, as presented.

**CARRIED**

### 5.9.3 Financial Services and Payroll Functional Area

0052. **Moved by:** Councillor D. Cody

That the total 2021 Operating Budget for the Financial Services and Payroll Functional Area be approved at a cost of \$1,402,610, as presented.

**CARRIED**

### 5.9.4 Purchasing and Stores Functional Area

0053. **Moved by:** Councillor T. Zurakowski

That the total 2021 Operating Budget for the Purchasing and Stores Functional Area be approved at a cost of \$362,160, as presented.

**CARRIED**

5.9.5 Parking Ticketing and Meters Functional Area

0054. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Parking Tickets and Meters Functional Area be approved at a cost of (\$835,250), as presented.

**CARRIED**

**7. ADJOURNMENT – 4:52 P.M.**

0055. **Moved by:** Councillor T. Zurakowski

That this Committee do now adjourn until Thursday, January 7, 2021 at 8:00 a.m.

**CARRIED**

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 17<sup>TH</sup> DAY OF NOVEMBER, A.D. 2021.



***MIN 21-12***

**MOTION:**

That the Minutes for the Budget Committee Regular & Incamera Meetings held January 7, 2021, be taken as read and adopted.

**ATTACHMENTS:**

1. Incamera Minutes
2. Regular Minutes



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**THURSDAY, JANUARY 7, 2021, 8:40 A.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

Mayor Greg Dionne  
Councillor Charlene Miller  
Councillor Terra Lennox-Zepp  
Councillor Tony Head  
Councillor Don Cody  
Councillor Dennis Ogradnick  
Councillor Blake Edwards  
Councillor Dawn Kilmer  
Councillor Ted Zurakowski

Sherry Person, City Clerk  
Jim Toye, City Manager  
Kris Olsen, Fire Chief  
Wes Hicks, Director of Public Works  
Kiley Bear, Communications Manager  
Ken Leclaire, Director of Corporate Services  
Jody Boulet, Director of Community Services  
Cheryl Tkachuk, Director of Financial Services  
Jerri Hoback, Assistant Director of Financial Services  
Melodie Boulet, Executive Assistant, City Manager's Office  
Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Mayor G. Dionne called the meeting to order.

## 5. GENERAL FUND BUDGET FOR REVIEW CONTINUED

### 5.10 FIRE DEPARTMENT

#### 5.10.1 Fire Administration Functional Area

0059. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Fire Administration Functional Area be approved at a cost of \$1,170,670, as presented.

**CARRIED**

#### 5.10.2 Fire Fighting Functional Area

##### 5.10.2.1 Report Tab 8 – Fire Facility Fund, Land Acquisition for Fire Stations and Additional Staffing (RPT 20-457)

0060. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$5,491,260, as presented.

0061. **Moved by:** Councillor T. Lennox-Zepp

That the motion be amended by including the following:

That the staffing complement for Fire Fighters increase to include one (1) permanent fire fighter at a cost of \$83,630.

**MOTION DEFEATED**

0062. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$5,491,260, as presented.

**CARRIED**

#### 5.10.3 Fire Prevention Functional Area

0063. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Fire Prevention Functional Area be approved at a cost of \$303,280, as presented.

**CARRIED**

5.10.4 Fire Fleet and Equipment Functional Area

0064. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Fire Fleet and Equipment Functional Area be approved at a cost of \$639,670, as presented.

**CARRIED**

5.10.5 Fire Building Maintenance Functional Area

0065. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Fire Building Maintenance Functional Area be approved at a cost of \$86,500, as presented.

**CARRIED**

**5.11 COMMUNITY SERVICES**

5.11.1 Facilities Maintenance – Other Functional Area

2021 List of Proposed Facility Projects – Operating

0066. **Moved by:** Councillor T. Head

That the Art Hauser Centre Compressor #2 top end be removed for a savings of \$10,000.

**MOTION DEFEATED**

0067. **Moved by:** Councillor T. Zurakowski

That the Art Centre Reception Upgrade be removed for a savings of \$20,000.

**CARRIED**

0068. **Moved by:** Councillor T. Zurakowski

That the City Hall replacement of 3<sup>rd</sup> Floor Carpet be removed for a savings of \$30,000.

**CARRIED**

0069. **Moved by:** Councillor T. Head

That the City Hall Courtyard and Parking Lot Lights be removed for a savings of \$20,000.

**MOTION DEFEATED**

0070. **Moved by:** Councillor B. Edwards

That the E.A. Rawlinson Centre Replacement of Counter Tops be removed for a savings of \$20,000.

**CARRIED**

0071. **Moved by:** Councillor C. Miller

That the Fire Hall Overhead Door Extension be removed for a savings of \$15,000.

**MOTION DEFEATED**

0072. **Moved by:** Councillor D. Ogrodnick

That the Fire Hall New Flag Poles be removed for a savings of \$6,000.

**CARRIED**

0073. **Moved by:** Councillor T. Head

That the total 2021 Operating Budget for the Facilities Maintenance – Other Functional Area be approved at a cost of \$398,000, which includes the approved removals of \$76,000.

(Councillor T. Lennox-Zepp was absent for the vote.)

**CARRIED**

5.11.2 Alfred Jenkins Field House Functional Area

0074. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Alfred Jenkins Field House Functional Area be approved at a cost of \$216,640, as presented.

**CARRIED**



The meeting recessed at 10:18 a.m.

The meeting reconvened at 10:42 a.m.

#### 5.11.3 Art Hauser Centre Functional Area

0075. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Art Hauser Centre Functional Area be approved at a cost of \$665,800, as presented.

**CARRIED**

#### 5.11.4 Arts Centre Functional Area

0076. **Moved by:** Councillor D. Cody

That the total 2021 Operating Budget for the Arts Centre Functional Area be approved at a cost of \$134,270, as presented.

**CARRIED**

#### 5.11.5 Bernice Sayese Centre Functional Area

0077. **Moved by:** Councillor T. Zurakowski

That the total 2021 Operating Budget for the Bernice Sayese Centre Functional Area be approved at a cost of \$64,920, as presented.

**CARRIED**

#### 5.11.6 Cemetery Functional Area

0078. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Cemetery Functional Area be approved at a cost of \$99,030, as presented.

**CARRIED**

5.11.7 Facilities Maintenance – City Hall Functional Area

0079. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Facilities Maintenance – City Hall Functional Area be approved at a cost of \$408,230, as presented.

**CARRIED**

5.11.8 Community Clubs Functional Area

0080. **Moved by:** Councillor T. Zurakowski

1. That the total 2021 Operating Budget for the Community Clubs Functional Area be approved at a cost of \$376,960; and,
2. That an additional \$20,000 be allocated to the Community Clubs Functional Area to provide support to the Community Clubs from surplus realized following receipt of Covid assistance funding.

(Councillor B. Edwards was excused from the meeting during discussion and voting on this matter as he declared a Conflict of Interest.)

**CARRIED**

5.11.9 Community Services Administration Functional Area

0081. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Community Services Administration Functional Area be approved at a cost of \$522,050, as presented.

(Councillor B. Edwards was excused from the meeting during discussion and voting on this matter as he declared a Conflict of Interest.)

**CARRIED**

5.11.10 Cooke Municipal Golf Course Functional Area

0082. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Cooke Municipal Golf Course Functional Area be approved at a cost of (\$6,050), as presented.

**CARRIED**

5.11.11 Dave G. Steuart Arena Functional Area

0083. **Moved by:** Councillor T. Zurakowski

That the total 2021 Operating Budget for the Dave G. Steuart Arena Functional Area be approved at a cost of \$164,630, as presented.

**CARRIED**

5.11.12 E.A. Rawlinson Centre Functional Area

0084. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the E.A. Rawlinson Centre Functional Area be approved at a cost of \$391,510, as presented.

**CARRIED**

5.11.13 City Beautification Functional Area

0085. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the City Beautification Functional Area be approved at a cost of \$75,800, as presented.

**CARRIED**

The meeting recessed at 12:00 p.m.

The meeting reconvened at 12:58 p.m.

5.11.14 Frank J. Dunn Swimming Pool Functional Area

0086. **Moved by:** Councillor T. Zurakowski

That the total 2021 Operating Budget for the Frank J. Dunn Swimming Pool Functional Area be approved at a cost of \$505,790, as presented.

**CARRIED**

5.11.15 Prince Albert Public Library Functional Area

0087. **Moved by:** Councillor D. Ogradnick

That the total 2021 Operating Budget for the Prince Albert Public Library Functional Area be approved at a cost of \$20,950, as presented.

**CARRIED**

5.11.16 Kinsmen Arena Functional Area

0088. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Kinsmen Arena Functional Area be approved at a cost of \$201,720, as presented.

**CARRIED**

5.11.17 Kinsmen Park Functional Area

0089. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Kinsmen Park Functional Area be approved at a cost of \$127,990, which includes the removal of \$9,600 related to an Incamera Budget Item.

**CARRIED**

5.11.18 Kinsmen Ski Hill Functional Area

0090. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Kinsmen Ski Hill Functional Area be approved at a cost of \$89,630, as presented.

**CARRIED**

5.11.19 Kinsmen Water Park Functional Area

0091. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Kinsmen Water Park Functional Area be approved at a cost of \$172,630, as presented.

**CARRIED**

5.11.20 Little Red Park Functional Area

0092. **Moved by:** Councillor D. Ogradnick

That the total 2021 Operating Budget for the Little Red Park Functional Area be approved at a cost of \$247,600, which includes the removal of \$12,000 related to an Incamera Budget Item.

**CARRIED**

5.11.21 Margo Fournier Centre Functional Area

0093. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Margo Fournier Centre Functional Area be approved at a cost of \$196,050, as presented.

**CARRIED**

5.11.22 Museums Functional Area

0094. **Moved by:** Councillor D. Ogradnick

That the total 2021 Operating Budget for the Museums Functional Area be approved at a cost of \$133,850, as presented.

**CARRIED**

5.11.23 Outdoor Sports Fields Functional Area

0095. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Outdoor Sports Fields Functional Area be approved at a cost of \$202,580, which includes the removal of \$7,200 related to an Incamera Budget Item.

**CARRIED**

0096. **Moved by:** Councillor T. Zurakowski

That the Mayor correspond with the Minister of Education and Minister of Municipal Affairs to discuss arrangements for the land at Prime Ministers' Park.

**CARRIED**

5.11.24 Parks Functional Area

0097. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Parks Functional Area be approved at a cost of \$1,540,250, which includes the removal of \$9,600 related to an Incamera Budget Item.

**CARRIED**

5.11.25 Playgrounds and Playstructures Functional Area

0098. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Playgrounds and Playstructures Functional Area be approved at a cost of \$208,080, as presented.

**CARRIED**

5.11.26 Prince Albert Golf and Curling Centre Functional Area

0099. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Prince Albert Golf and Curling Centre Functional Area be approved at a cost of \$29,600, as presented.

**CARRIED**

5.11.27 Recreation Functional Area

5.11.27.1 Report Tab 9 – Culture Plan Update and 2021 Budget (RPT 20-464)

5.11.27.2 Report Tab 10 – Public Art Update and 2021 and 2022 Budget (RPT 20-466)

0100. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Recreation Functional Area be approved at a cost of \$676,590, as presented.

**CARRIED**

#### 5.11.28 Saskatchewan Lotteries Program Functional Area

0101. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Saskatchewan Lotteries Program Functional Area be approved at a cost of \$0, as presented.

**CARRIED**

#### 5.11.29 Skateboard Park Functional Area

0102. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Skateboard Park Functional Area be approved at a cost of \$27,120, as presented.

**CARRIED**

#### 5.11.30 Tourist Information Centre Functional Area

0103. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Tourist Information Centre Functional Area be approved at a cost of \$22,430, as presented.

**CARRIED**

The meeting recessed at 2:29 p.m.

The meeting reconvened at 2:53 p.m.

### **5.12 PUBLIC WORKS**

#### 5.12.1 Public Works Administration Functional Area

0104. **Moved by:** Councillor D. Cody

That the total 2021 Operating Budget for the Public Works Administration Functional Area be approved at a cost of \$939,410, which includes the removal of \$61,640 related to an Incamera Budget Item.

**CARRIED**

5.12.2 Municipal Service Centre Functional Area

0105. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Municipal Service Centre Functional Area be approved at a cost of \$111,480, as presented.

**CARRIED**

5.12.3 Old City Yards Functional Area

0106. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Old City Yards Functional Area be approved at a cost of \$30,450, as presented.

**CARRIED**

5.12.4 Back Lanes Maintenance Functional Area

0107. **Moved by:** Councillor D. Ogrodnick

That the total 2021 Operating Budget for the Back Lanes Maintenance Functional Area be approved at a cost of \$92,910, as presented.

**CARRIED**

5.12.5 Sidewalks Functional Area

0108. **Moved by:** Councillor C. Miller

That the total 2021 Operating Budget for the Sidewalks Functional Area be approved at a cost of \$226,110, as presented.

**CARRIED**

5.12.6 Snow Downtown Functional Area

0109. **Moved by:** Councillor T. Lennox-Zepp

That the total 2021 Operating Budget for the Snow Downtown Functional Area be approved at a cost of \$150,500, as presented.

**CARRIED**



5.12.7 Snow Management Functional Area

0110. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Snow Management Functional Area be approved at a cost of \$967,990, as presented.

**CARRIED**

5.12.8 Street Lighting Functional Area

0111. **Moved by:** Councillor T. Head

That the total 2021 Operating Budget for the Street Lighting Functional Area be approved at a cost of \$943,800, as presented.

**CARRIED**

5.12.9 Streets and Roads Functional Area

0112. **Moved by:** Councillor T. Zurakowski

That the total 2021 Operating Budget for the Streets and Roads Functional Area be approved at a cost of \$631,380, as presented.

**CARRIED**

5.12.10 Street Sweeping Functional Area

0113. **Moved by:** Councillor D. Cody

That the total 2021 Operating Budget for the Street Sweeping Functional Area be approved at a cost of \$143,290, as presented.

**CARRIED**

5.12.11 Parking Lots Functional Area

0114. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Parking Lots Functional Area be approved at a cost of (\$78,000), as presented.

**CARRIED**

5.12.12 Traffic Counts and Lane Markings Functional Area

0115. **Moved by:** Councillor D. Ogradnick

That the total 2021 Operating Budget for the Traffic Counts and Lane Markings Functional Area be approved at a cost of \$181,410, as presented.

**CARRIED**

5.12.13 Traffic Lights Functional Area

0116. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the Traffic Lights Functional Area be approved at a cost of \$326,420, as presented.

**CARRIED**

5.12.14 Traffic Signs Functional Area

0117. **Moved by:** Councillor D. Kilmer

That the total 2021 Operating Budget for the Traffic Signs Functional Area be approved at a cost of \$271,380, as presented.

**CARRIED**

5.12.15 City Public Transit Functional Area

0118. **Moved by:** Councillor T. Lennox-Zepp

That the total 2021 Operating Budget for the City Public Transit Functional Area be approved at a cost of \$988,890, as presented.

0119. **Moved by:** Councillor D. Cody

That the motion be amended to reduce the approved cost by \$220,000.

**CARRIED**

0120. **Moved by:** Councillor T. Lennox-Zepp

That the total 2021 Operating Budget for the City Public Transit Functional Area be approved at a cost of \$768,890, which includes the removal of \$220,000.

**CARRIED**

0121. **Moved by:** Councillor D. Ogrodnick

That Administration forward a report outlining the cost to provide transit services to Crescent Ares, Little Red River Park, Hazeldell and Nordale for consideration at an upcoming Executive Committee meeting.

**CARRIED**

### 5.13 OPERATING ISSUES NOT FUNDED

#### 5.13.1 Operating Issues Not Funded

0122. **Moved by:** Councillor T. Zurakowski

That Administration prepare a Request for Proposal for a company to implement a positive story telling strategy centered around economic development at a cost up to \$50,000.

**CARRIED**

0123. **Moved by:** Councillor D. Kilmer

That the following 2021 Operating Budget Issues be received as information and filed:

U-01	Fire Fighter Prince Albert Fire Department	\$83,630.
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**CARRIED**

### 5.14 FLEET

#### 5.14.1 Fleet Equipment Requests

0124. **Moved by:** Councillor B. Edwards

That FL-01 – Replacement of Four (4) Grasshopper Mowers be amended to only replace two (2) Grasshopper Mowers, at a cost of \$56,000.

**CARRIED**

0125. **Moved by:** Councillor T. Zurakowski

That FL-07 – Replacement of 545 Parking Meter Vehicle and FL-08 – Parking Meter Vehicle Replacement be amended to a cost of \$25,000 each.

**CARRIED**

0126. **Moved by:** Councillor D. Kilmer

That Budget Committee Resolution No. 0125 dated January 7, 2021, be reconsidered.

**CARRIED**

0127. **Moved by:** Councillor D. Kilmer

1. That FL-07 – Replacement of 545 Parking Meter Vehicle be amended to a cost of \$25,000; and,
2. That FL-08 – Parking Meter Vehicle Replacement at a cost of \$35,000 be removed and replaced with the Fire Vehicle being replaced within FL-09 – Fire Vehicle SUV.

**CARRIED**

0128. **Moved by:** Councillor B. Edwards

That FL-19 – One (1) ½ Ton Truck – Replacement 132 at a cost of \$40,000 be removed from the 2020 Fleet Equipment Replacement List.

**CARRIED**

0129. **Moved by:** Councillor T. Lennox-Zepp

That the total 2021 Budget for the Fleet Equipment be approved at a cost of \$1,891,500 funded from the Equipment and Fleet, Fire Equipment and Golf Course Equipment Golf Cart Reserves, identified as follows, and the allocations of \$320,000 funded from the Police Fleet Reserve:

Community Services Equipment		
FL-01	Replacement of Two (2) Grasshopper Mowers	\$56,000
FL-02	Replacement of 6209 Smithco Sweeper	\$78,000
FL-03	Trailer Replacement 5021	\$17,000
FL-04	Replacement of 5426, Walk behind Sweeper	\$16,000
Golf Course Equipment		
FL-05	Aerator	\$50,500
FL-06	Rotary Mower	\$35,000

Financial Services Equipment		
FL-07	Replacement of 545 Parking Meter Vehicle	\$25,000
FL-08	Parking Meter Vehicle Replacement	\$0
Fire and Emergency Services Equipment		
FL-09	Fire Vehicle SUV	\$60,000
FL-10	Self-Contained Breathing Apparatus Replacement Program	\$82,000
Public Works Equipment		
FL-11	Street Sweeper – Unit 44	\$340,000
FL-12	Public Workers Grader	\$365,000
FL-13	Small Wheel Loader	\$200,000
FL-14	Replacement of Unit 94 – Tandem Axle Gravel Truck	\$190,000
FL-15	Replacement of Units 509 and 510	\$135,000
FL-16	Sander Replacement Unit 352	\$75,000
FL-17	Replacement of Unit 81 – One Ton Truck	\$90,000
FL-18	Transit for Disabled Bus Replacement 441	\$65,000
FL-20	Trailer Replacement 196	\$12,000
	Total Fleet Purchases	\$1,891,500

Reserve Allocation	
Equipment and Fleet Reserve	\$1,664,000
Fire Equipment Reserve	\$142,000
Golf Course Equipment and Golf Carts Reserve	\$85,500
Police Fleet Reserve	\$320,000
External Funding	\$55,000
Total Reserve Funding	\$2,266,500.

**CARRIED**

**7. ADJOURNMENT – 5:17 P.M.**

0130. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn.

**CARRIED**

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 17<sup>TH</sup> DAY OF NOVEMBER, A.D. 2021.



***MIN 21-90***

**MOTION:**

That the Minutes for the Budget Committee Regular Meeting held January 12, 2021, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**TUESDAY, JANUARY 12, 2021, 5:05 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

- Mayor Greg Dionne
- Councillor Charlene Miller
- Councillor Terra Lennox-Zepp
- Councillor Tony Head
- Councillor Don Cody
- Councillor Dennis Ogradnick
- Councillor Blake Edwards
- Councillor Dawn Kilmer
- Councillor Ted Zurakowski

- Sherry Person, City Clerk
- Jim Toye, City Manager
- Kris Olsen, Fire Chief
- Wes Hicks, Director of Public Works
- Kiley Bear, Communications Manager
- Ken Leclaire, Director of Corporate Services
- Jody Boulet, Director of Community Services
- Cheryl Tkachuk, Director of Financial Services
- Jerri Hoback, Assistant Director of Financial Services
- Melodie Boulet, Executive Assistant, City Manager's Office
- Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Mayor G. Dionne called the meeting to order.



## 5. GENERAL FUND BUDGET FOR REVIEW CONTINUED

### 5.15 CAPITAL PROJECTS

#### 5.15.1 C1-01 – Server and Storage Replacement

0131. **Moved by:** Councillor C. Miller

That Item No. C1-01 with respect to Server and Storage Replacement be approved at a cost of \$300,000 from the Information Technology Reserve.

**CARRIED**

#### 5.15.2 C1-02 – Copiers/Multifunction Devices

0132. **Moved by:** Councillor B. Edwards

That Item No. C1-02 with respect to Copiers/Multifunction Devices be approved at a cost of \$30,000 from the Information Technology Reserve.

**CARRIED**

#### 5.15.3 C1-03 – Virtual Server and Operating System Licensing

0133. **Moved by:** Councillor T. Zurakowski

That Item No. C1-03 with respect to Virtual Server and Operating System Licensing be approved at a cost of \$143,000 from the Information Technology Reserve.

**CARRIED**

#### 5.15.4 C1-04 – Monitor Replacement

0134. **Moved by:** Councillor D. Kilmer

That Item No. C1-04 with respect to Monitor Replacement be approved at a cost of \$15,400 from the Information Technology Reserve.

**CARRIED**

5.15.5 C1-05 – Workstation Replacement

0135. **Moved by:** Councillor D. Kilmer

That Item No. C1-05 with respect to Workstation Replacement be approved at a cost of \$28,000 from the Information Technology Reserve.

**CARRIED**

5.15.6 C1-06 – Mobile Workforce

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

That Item No. C1-06 with respect to Mobile Workforce be approved at a cost of \$5,000 from the Information Technology Reserve.

**CARRIED**

5.15.7 C1-7 – Uninterruptible Power Supply Replacement

0137. **Moved by:** Councillor T. Head

That Item No. C1-07 with respect to Uninterruptible Power Supply Replacement be approved at a cost of \$30,000 from the Information Technology Reserve.

**CARRIED**

5.15.8 C1-08 – ¾ Ton Truck with Hydraulic Lift Gate

0138. **Moved by:** Councillor B. Edwards

That Item No. C1-08 with respect to ¾ Ton Truck with Hydraulic Lift Gate at a cost of \$60,000 be removed from the 2021 Capital Projects.

**CARRIED**

5.15.9 C1-09 – Art Centre – New Boilers

0139. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C1-09 with respect to Art Centre – New Boilers be approved at a cost of \$90,000.

**CARRIED**

5.15.10 C1-10 – Playground Replacement Program

5.15.10.1 Report Tab 11 – State of the Playgrounds Update Report (RPT 20-455)

0140. **Moved by:** Councillor T. Zurakowski

That Item No. C1-10 with respect to Playground Replacement Program be approved at a cost of \$130,000.

**CARRIED**

5.15.11 C1-11 – Malhotra Room Flooring Replacement

0141. **Moved by:** Councillor C. Miller

That Item No. C1-11 with respect to Malhotra Room Flooring Replacement be approved at a cost of \$18,000 from the Alfred Jenkins Field House Improvements Reserve.

**CARRIED**

5.15.12 C1-12 – Reconstruction of Park Pathways

0142. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C1-12 with respect to Reconstruction of Park Pathways be approved at a cost of \$50,000.

**CARRIED**

5.15.13 C1-13 – Roofing Projects

0143. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C1-13 with respect to Roofing Projects be approved at a cost of \$100,000.

**CARRIED**

5.15.14 C1-14 – Completion of Outstanding Landscaping

0144. **Moved by:** Councillor B. Edwards

That Item No. C1-14 with respect to Completion of Outstanding Landscaping be approved at a cost of \$50,000.

**CARRIED**

5.15.15 C1-15 – Alfred Jenkins Field House – Outdoor Fitness Park

5.15.15.1 Report Tab 12 – Alfred Jenkins Field House – Outdoor Fitness Park (RPT 20-477)

0145. **Moved by:** Councillor C. Miller

That Item No. C1-15 with respect to Alfred Jenkins Field House – Outdoor Fitness Park be approved at a cost of \$254,000 from the Future Infrastructure Reserve conditional upon receiving \$300,000 from external funding.

**CARRIED**

5.15.16 C1-16 – E.A. Rawlinson Centre Improvements

0146. **Moved by:** Councillor D. Ogrodnick

That Item No. C1-16 with respect to E.A. Rawlinson Centre Improvements be approved at a cost of \$50,000 from the E.A. Rawlinson Centre Facility Fee Reserve.

**CARRIED**

5.15.17 C1-17 – Rotary Adventure Park – Phase 1

5.15.17.1 Report Tab 13 – Little Red River Park Improvements (RPT 20-470)

0147. **Moved by:** Councillor D. Ogrodnick

That Item No. C1-17 with respect to Rotary Adventure Park – Phase 1 be approved at a cost of \$280,000 from the Pehonan Parkway Reserve conditional upon receiving \$520,000 from external funding.

**CARRIED**

5.15.18 C1-18 – City Hall – Replace Elevator

0148. **Moved by:** Councillor B. Edwards

That Item No. C1-18 with respect to City Hall – Replace Elevator at a cost of \$150,000 be removed from the 2021 Capital Projects.

**CARRIED**

5.15.19 C1-19 – Two Way Radio Replacements

0149. **Moved by:** Councillor D. Kilmer

That Item No. C1-19 with respect to Two Way Radio Replacements be approved at a cost of \$15,000.

**CARRIED**

5.15.20 C1-20 – Roadways Recapping Program

5.15.20.1 Report Tab 14 – City’s Paved Roadways – Condition Update (RPT 20-333)

0150. **Moved by:** Councillor D. Ogrodnick

That Item No. C1-20 with respect to Roadways Recapping Program be approved at a cost of \$4,235,000.

**CARRIED**

5.15.21 C1-21 – Concrete Sidewalk and Curb Rehabilitation

5.15.21.1 Report Tab 15 – The Sidewalk Connector Program (RPT 20-354)

0151. **Moved by:** Councillor T. Lennox-Zepp

1. That Item No. C1-21 with respect to Concrete Sidewalk and Curb Rehabilitation be approved at a cost of \$300,000; and,
2. That the Sidewalk Connector Program List and Project Priority, as outlined within the Financial Implications Section of the attached RPT 20-329, be approved.

**CARRIED**

5.15.22 C1-22 – Parking Lot Rehabilitation Program

0152. **Moved by:** Councillor T. Zurakowski

That Item No. C1-22 with respect to Parking Lot Rehabilitation Program at a cost of \$202,000 be removed from the 2021 Capital Projects.

**CARRIED**

5.15.23 C1-23 – Pedestrian Bridge Replacement

0153. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C1-23 with respect to Pedestrian Bridge Replacement be approved at a cost of \$550,000 from the Future Infrastructure Reserve.

**CARRIED**

5.15.24 C1-24 – Resurfacing Municipal Service Centre Shop Bay Concrete Floor

0154. **Moved by:** Councillor B. Edwards

That Item No. C1-24 with respect to Resurfacing Municipal Service Centre Shop Bay Concrete Floor be approved at a cost of \$50,000.

**CARRIED**

5.15.25 C1-25 – Four Column Wheel Lifts

0155. **Moved by:** Councillor T. Zurakowski

That Item No. C1-25 with respect to Four Column Wheel Lifts be approved at a cost of \$65,000 from the Equipment and Fleet Reserve.

**CARRIED**

5.15.26 C1-26 – ½ Ton Truck for Bylaw

0156. **Moved by:** Councillor T. Zurakowski

That Item No. C1-26 with respect to ½ Ton Truck for Bylaw be approved at a cost of \$42,000 from the Equipment and Fleet Reserve.

**CARRIED**

5.15.27 C1-27 – Long-Term Debt Repayment – Golf Course Irrigation Replacement

0157. **Moved by:** Councillor C. Miller

That Item No. C1-27 with respect to Long-Term Debt Repayment – Golf Course Irrigation Replacement be approved at a cost of \$63,000 from the Golf Course Improvements Reserve.

**CARRIED**

5.15.28 C1-28 – Long-Term Debt Repayment – West Hill Infrastructure Improvements

0158. **Moved by:** Councillor T. Zurakowski

That Item No. C1-28 with respect to Long-Term Debt Repayment – West Hill Infrastructure Improvements be approved at a cost of \$21,500.

**CARRIED**

5.15.29 C1-29 – Long-Term Debt Repayment – City Transit Buses

0159. **Moved by:** Councillor T. Head

That Item No. C1-29 with respect to Long-Term Debt Repayment – City Transit Buses be approved at a cost of \$245,000.

**CARRIED**

**5.16 CAPITAL PROJECTS NOT FUNDED**

5.16.1 Capital Projects Not Funded

5.16.2 Report Tab 16 – Weed Control Report (RPT 20-454)

0160. **Moved by:** Councillor D. Ogrodnick

That Item No. C2-01 with respect to Concrete Sidewalk Replacement – City Hall be approved at a cost of \$50,000.

**CARRIED**

0161. **Moved by:** Councillor T. Head

That Item No. C2-05 with respect to Thermal Weed Control System be approved at a cost of \$65,000.

**MOTION DEFEATED**

0162. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C2-05 with respect to Thermal Weed Control System be approved at a cost for rental.

**MOTION WITHDRAWN**

0163. **Moved by:** Councillor T. Zurakowski

That Item No. C2-08 with respect to Spray Park be placed under Unfinished Business for further consideration.

**CARRIED**

0164. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C2-17 with respect to Central Avenue River Street to 10<sup>th</sup> Street Revitalization – Phase 1 be approved at a cost of \$1,180,000 from the Water Works Improvement Fund.

**MOTION DEFEATED**

0165. **Moved by:** Councillor D. Ogradnick

That the following 2021 Capital Budget Projects be received as information and filed:

C2-02	Kinsmen Water Park – Replace Fence	\$50,000
C2-03	Old City Yards – Replace Fencing	\$80,000
C2-04	Fire Hall – Replace Access Apron to Concrete	\$72,000
C2-05	Thermal Weed Control System	\$65,000
C2-06	Carlton Park Community Club Parking Lot	\$175,000
C2-07	Aerobics Room Flooring – Margo Fournier Centre	\$16,000
C2-09	Reconstruction of Park Pathways (Additional Request)	\$25,000
C2-10	Golf Course – Reconstruction and Repair of Pathways	\$50,000
C2-11	Golf Course – Reconstruction and Repair of Stone Wall and Tee Signs	\$65,000
C2-12	Golf Course – Renovation and Removal of Sand Bunkers	\$175,000
C2-13	Concrete Sidewalk Replacement – Art Centre	\$50,000
C2-14	Central Avenue and 22 <sup>nd</sup> Street Traffic Lights	\$100,000
C2-15	Upgrade Municipal Service Centre Heating and HVAC System	\$550,000
C2-16	Concrete Arch Bridge Restoration – Little Red River Park	\$185,000



C2-17	Central Avenue River Street to 10 <sup>th</sup> Street Revitalization – Phase 1	\$1,180,000
C2-18	Marquis Road East Widening	\$1,600,000
C2-19	15 <sup>th</sup> Street East Traffic Signal Relocation 7 <sup>th</sup> to 8 <sup>th</sup> Avenue East	\$410,000
C2-20	Municipal Service Centre Weigh Scale	\$100,000
C2-21	Concrete Sidewalk & Curb Rehabilitation (Additional Request)	\$100,000
C2-22	Concrete Sidewalk Connector Program	\$100,000
C2-23	Municipal Service Centre Fuel Tanks and Pumps	\$165,000
C2-24	Municipal Service Centre New Building Expansion and Upgrades	\$8,800,00
C2-25	Roadways Recapping Program (Additional Request)	\$265,000.

**CARRIED**

The meeting recessed at 6:53 p.m.

The meeting reconvened at 7:08 p.m.

**5.17 CAPITAL BUDGET**

5.17.1 2021 Capital Budget Approval

5.17.2 Report Tab 3 – 2020 General Fund Capital Projects Update (RPT 20-475)

0166. **Moved by:** Councillor D. Cody

That the 2021 General Fund Capital Budget in the total amount of \$8,284,940 including \$255,040 in Police Capital be approved as follows:

Capital Funding	\$5,070,000
Reserve Funding	\$2,128,440
External Funding	\$820,000
Long-Term Debts Principal Payments	\$266,500
Total Capital Spending	\$8,284,940.

**CARRIED**

## 5.18 UNFINISHED BUSINESS

### 5.16.1 Capital Projects Not Funded

0167. **Moved by:** Councillor T. Zurakowski

That Item No. C2-08 with respect to Spray Park at a cost of \$200,000 be removed from the 2021 Capital Projects.

**CARRIED**

## 5.19 GENERAL GOVERNMENT

### 5.19.2 General Government Functional Area

0168. **Moved by:** Councillor T. Lennox-Zepp

That the City Manager's Office investigate options to encourage Census Form Completion for consideration at an upcoming Executive Committee meeting.

**CARRIED**

### 5.19.1 Allocation of Budgeted Operating Surplus

#### 5.19.1.1 Reserve Allocations and Projects

0169. **Moved by:** Councillor T. Head

That the Reserve Transfer to the Future Infrastructure Reserve be reduced from \$500,000 to \$250,000.

**CARRIED**

### 5.19.2 General Government Functional Area

0170. **Moved by:** Councillor T. Zurakowski

That \$141,000 of the 2021 Equipment Fund Surplus remain in the General Fund.

**CARRIED**

5.19.1 Allocation of Budgeted Operating Surplus

5.19.1.1 Reserve Allocations and Projects

0171. **Moved by:** Councillor T. Lennox-Zepp

1. That the 2021 City Budget establish a Reserve Fund for the funding of the Aquatic and Arenas Recreation Centre Phase 3; and,
2. That Administration advise Council on what amount of funds should be established in the Reserve Fund for the 2021 Budget and ongoing, to begin the process of saving for Phase 3 prior to the finalization of the 2021 Budget.

**MOTION DEFEATED**

The meeting recessed at 8:16 p.m.

The meeting reconvened at 8:27 p.m.

0172. **Moved by:** Councillor D. Kilmer

That the Budgeted Operating Surplus of (\$2,847,380), be allocated as follows:

Operating Surplus	(\$2,847,380)
Non-Cash Adjustment - Amortization	(\$7,600,000)
Operating Surplus – Adjusted	(\$10,447,380)
Allocations:	
Capital Budget	\$5,070,000
Reserve Allocation	\$5,457,880
Principal Payments on Loans	\$266,500
Estimated COVID-19 Losses	\$2,137,904
Available COVID-19 Funding from 2020	(\$2,484,904)
Total Allocations	\$10,447,380
Balanced Budget (Surplus)	\$0

Reserve Allocation	
Alfred Jenkins Field House Improvements Reserve	\$103,500
Arenas Improvement Reserve	\$39,080
Civic Facilities Reserve	\$1,538,950

Transfer from Civic Facilities Reserve	(\$201,640)
Community Services Building Reserve	\$15,000
Destination Marketing Levy Reserve	\$351,500
Downtown Improvement Reserve	\$40,000
Downtown Improvement - 2021 Grants	(\$40,000)
E.A. Rawlinson Centre Facility Fee Reserve	\$65,000
E.A. Rawlinson Mechanical Equipment Reserve	\$10,000
Equipment and Fleet Reserve	\$1,859,000
Fire Equipment Reserve	\$300,000
Future Infrastructure Reserve	\$250,000
Golf Course Carts Reserve	\$40,000
Golf Course Equipment Reserve	\$85,000
Golf Course Improvements Reserve	\$68,310
Information Technology Reserve	\$385,580
Kinsmen Water Park Surcharge Reserve	\$20,500
Prince Albert Slo-Pitch League Reserve	\$34,300
Prince Albert Golf and Curling Club Mechanical Equipment Reserve	\$10,000
Pehonan Parkway Reserve	\$82,000
Police Capital Reserve	\$255,040
Police Service Operating Reserve	(\$200,000)
Police Fleet Reserve	\$300,000
Prime Ministers' Park Improvement Reserve	\$3,760
Project Beach Volleyball Courts Reserve	\$3,000
Public Art Capital Reserve	\$30,000
South Hill Cemetery Perpetual Care Reserve	\$10,000
TOTAL	\$5,457,880.

**CARRIED**

5.19.2 General Government Functional Area

0173. **Moved by:** Councillor B. Edwards

That the total 2021 Operating Budget for the General Government Functional Area be approved at a cost of (\$52,409,140), as presented.

**CARRIED**

**6. SUBMIT TO COUNCIL**

0174. **Moved by:** Councillor D. Ogrodnick

1. That The City of Prince Albert 2021 General Fund Operating and Capital Budgets, as amended, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval; and,
2. That a Tax Policy Report, to raise the required amount of funding to balance the 2021 General Fund Budgets, be forwarded to City Council for consideration, in due course.

**CARRIED**

**7. ADJOURNMENT – 8:30 P.M.**

0175. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn.

**CARRIED**

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 17<sup>TH</sup> DAY OF NOVEMBER, A.D. 2021.



***MIN 21-91***

**MOTION:**

That the Minutes for the Budget Committee Regular Meeting held January 20, 2021, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**WEDNESDAY, JANUARY 20, 2021, 4:05 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

Mayor Greg Dionne  
Councillor Charlene Miller  
Councillor Terra Lennox-Zepp  
Councillor Tony Head  
Councillor Don Cody  
Councillor Dennis Ogradnick  
Councillor Blake Edwards  
Councillor Dawn Kilmer  
Councillor Ted Zurakowski

Sherry Person, City Clerk  
Jim Toye, City Manager  
Jason Maier, Finance Manager  
Wes Hicks, Director of Public Works  
Nykol Miller, Capital Projects Manager  
Jeff Da Silva, Engineering Services Manager  
Cheryl Tkachuk, Director of Financial Services  
Jerri Hoback, Assistant Director of Financial Services  
Mohammad Kraishan, Engineering Services Manager  
Melodie Boulet, Executive Assistant, City Manager's Office

## **1. CALL TO ORDER**

Mayor G. Dionne called the meeting to order.

## **2. APPROVAL OF AGENDA**

0176. **Moved by:** Councillor T. Head

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

**CARRIED**

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

## **4. ADOPTION OF MINUTES**

## **5. FUND BUDGET FOR REVIEW**

PowerPoint Presentation was provided by Cheryl Tkachuk, Director of Financial Services.

### **5.1 2021 Water Utility Fund Operating and Capital Budget (RPT 20-485)**

0177. **Moved by:** Councillor T. Zurakowski

1. That the Administration, Billing and Meter Maintenance Functional Area be decreased by \$12,000; and,
2. That Administration move towards electronic utility billing as a default similar to other utility suppliers, while still allowing paper copies to be available upon request.

**CARRIED**

0178. **Moved by:** Councillor D. Cody

That Administration review whether the \$134,000 budgeted amount for street sweeping should be allocated within the utility budget for the 2022 Budget deliberations, including any other transfer amounts allocated from the General Fund to the Water Utility Fund.

**CARRIED**

The meeting recessed at 5:32 p.m.

The meeting reconvened at 6:06 p.m.



0179. **Moved by:** Councillor T. Zurakowski

That the Septic Rebate Program be discontinued on July 1, 2021 at a budgeted savings of \$45,000.

**CARRIED**

0180. **Moved by:** Councillor B. Edwards

1. That the new Water Crane Software be removed at a budgeted savings of \$25,000; and,
2. That Administration provide a report regarding the benefits of installing the Water Crane Software, including a rate review, for consideration by members of Council by July 1, 2021.

**CARRIED**

0181. **Moved by:** Councillor B. Edwards

That the Sewer Line Replacement Program be capped at \$135,000 at a budgeted savings of \$115,000.

**CARRIED**

The meeting recessed at 7:34 p.m.

The meeting reconvened at 7:47 p.m.

0182. **Moved by:** Councillor B. Edwards

That all fleet increases be removed in the Water Utility Fund Budget related to the six percent (6%) fleet rate increase, at a budgeted savings of \$28,040.

**CARRIED**

0183. **Moved by:** Councillor B. Edwards

That the City residential water and sewer utility rates be set at a zero percent (0%) increase.

**CARRIED**

0184. **Moved by:** Councillor T. Lennox-Zepp

That the Water Consumption Rate and the Sewer Consumption Charge for consumers outside the City's corporate limits, excluding the Rural Water Utility, be allocated at 175% times the In-City Utility Rates.

**CARRIED UNANIMOUSLY**

0185. **Moved by:** Councillor T. Lennox-Zepp

That UCNF-01 – Central Avenue River Street to 10<sup>th</sup> Street Revitalization be approved at a cost of \$690,000 to be funded from Debt Financing.

**MOTION DEFEATED**

## **6. ADJOURNMENT – 8:31 P.M.**

0186. **Moved by:** Councillor T. Zurakowski

That this Committee do now adjourn until Thursday, January 21, 2021 at 4:00 p.m.

**CARRIED**

MAYOR GREG DIONNE      CITY CLERK

MINUTES ADOPTED THIS 17<sup>TH</sup> DAY OF NOVEMBER, A.D. 2021.



***MIN 21-92***

**MOTION:**

That the Minutes for the Budget Committee Regular Meeting held January 21, 2021, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**THURSDAY, JANUARY 21, 2021, 4:08 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

Mayor Greg Dionne  
Councillor Charlene Miller  
Councillor Terra Lennox-Zepp  
Councillor Tony Head  
Councillor Don Cody  
Councillor Dennis Ogradnick  
Councillor Blake Edwards  
Councillor Dawn Kilmer  
Councillor Ted Zurakowski

Sherry Person, City Clerk  
Jim Toye, City Manager  
Jason Maier, Finance Manager  
Wes Hicks, Director of Public Works  
Nykol Miller, Capital Projects Manager  
Jeff Da Silva, Engineering Services Manager  
Cheryl Tkachuk, Director of Financial Services  
Jerri Hoback, Assistant Director of Financial Services  
Mohammad Kraishan, Engineering Services Manager  
Melodie Boulet, Executive Assistant, City Manager's Office  
Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Mayor G. Dionne called the meeting to order.

## 5. FUND BUDGET FOR REVIEW CONTINUED

0187. **Moved by:** Councillor T. Zurakowski

1. That Budget Committee Resolution No. 0179 dated January 20, 2021, be rescinded; and,
2. That Administration forward a report regarding the Septic Rebate Program by June, 2021 for consideration by members of Council.

**CARRIED**

0188. **Moved by:** Councillor T. Head

1. That the 2021 Water Utility Fund Operating Budget be approved as follows:
  - a. Operating revenues of \$19,069,150;
  - b. Operating expenses of \$13,900,330;
  - c. Capital and Interfund Transactions of \$6,199,370; and,
  - d. A deficit of \$1,030,550. After adjusting for non-cash amortization, the surplus is \$4,469,450 to fund Capital Projects and Loan Principal Payments;
2. That the 2021 Water Utility Fund Capital expenditures of \$3,715,000 and Loan Principal Payments of \$1,435,700, as identified as UC-01 to UC-11 in RPT 20-485, be approved;
3. That the 2022 – 2025 Water Utility Fund Capital expenditures, as attached to RPT 20-485, be approved in principle, subject to final approval of the annual Budget for each year;
4. That Administration forward a proposed Bylaw for the 2021 Water and Sewer Utility Rates and Fees to City Council for approval and three (3) readings; and,
5. That The City of Prince Albert 2021 Water Utility Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

**CARRIED**

5.2 2021 Sanitation Fund Operating and Capital Budget (RPT 20-486)

0189. **Moved by:** Councillor T. Head

That the \$18.75 Sanitation Surcharge remain the same for 2021.

**MOTION DEFEATED**

0190. **Moved by:** Councillor T. Head

That all fleet increases be removed in the Sanitation Fund Budget related to the six percent (6%) fleet rate increase, at a budgeted savings of \$95,600.

**CARRIED**

0191. **Moved by:** Councillor C. Miller

That SC-02 – Agricultural Style Tractor and Disc be removed for a savings of \$175,000.

**CARRIED**

0192. **Moved by:** Councillor C. Miller

That SC-04 – Hook Lift Truck Landfill be removed for a savings of \$250,000.

**CARRIED**

The meeting recessed at 5:24 p.m.

The meeting reconvened at 6:04 p.m.

0193. **Moved by:** Councillor D. Kilmer

1. That the 2021 Sanitation Fund Operating Budget be approved as follows:

- a. Operating revenues of \$5,260,610;
- b. Operating expenses of \$3,959,400;
- c. Capital and Interfund Transfers of \$1,103,870; and,
- d. A surplus of \$197,340. After adjusting for non-cash amortization, the surplus is \$997,340 to fund Capital Projects and Reserve Transfers;

2. That the 2021 Sanitation Fund Capital expenditures of \$6,350,000, as identified as SC-01 and SC-03 in RPT 20-486, be approved;
3. That the 2022 – 2025 Sanitation fund Capital expenditures, as attached to RPT 20-486, be approved in principle, subject to final approval of the annual Budget for each year; and,
4. That The City of Prince Albert 2021 Sanitation Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

**CARRIED**

5.3 2021 Airport Fund Operating and Capital Budget (RPT 20-487)

0194. **Moved by:** Councillor D. Ogrodnick

That all fleet increases be removed in the Airport Fund Budget related to the six percent (6%) fleet rate increase, at a budgeted savings of \$16,190.

**CARRIED**

0195. **Moved by:** Councillor T. Zurakowski

That AC-03 – Aircraft Radio Control of Aerodrome Lighting System be removed at a cost of \$20,000 from the Airport Improvement Fund.

**CARRIED**

0196. **Moved by:** Councillor T. Zurakowski

That AC-05 – Airport Air Blower Attachment be removed at a cost of \$150,000 from the Airport Improvement Fund.

**MOTION DEFEATED**

0197. **Moved by:** Councillor D. Cody

1. That the 2021 Airport Fund Operating Budget be approved as follows:
  - a. Operating revenues of \$887,610;
  - b. Operating expenses of \$1,028,120;

- c. Capital and Interfund Transfers of \$306,670; and,
  - d. A deficit of \$447,180. After adjusting for non-cash amortization, there is a surplus of \$152,820 to fund Capital Projects and Reserve Transfers;
2. That the 2021 Airport Fund Capital expenditures of \$8,383,800, as identified as AC-01, AC-02, AC-04 to AC-13 in RPT 20-487, be approved;
  3. That the 2022 – 2025 Airport Fund Capital expenditures, as attached to RPT 20-487, be approved in principle, subject to final approval of the annual Budget for each year; and,
  4. That The City of Prince Albert 2021 Airport Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

**CARRIED**

#### 5.4 2021 Land Fund Operating and Capital Budget (RPT 20-488)

0198. **Moved by:** Councillor T. Zurakowski

1. That the 2021 Land Fund Operating Budget be approved as follows:
  - a. Operating revenues of \$430,000;
  - b. Operating expenses of \$198,350;
  - c. Capital and Interfund Transactions of \$68,000; and,
  - d. An operating surplus of \$163,650 to fund Capital Projects and Loan Principal Payments;
2. That the 2021 Land Fund Capital expenditures of \$3,160,000 and Loan Principal Payments of \$193,500, as identified as LC-01 to LC-04 in RPT 20-488, for an overall budget of \$3,353,500 funded by Debit Financing, Reserves and the Land Development Fund, be approved;
3. That the 2022 – 2025 Land Fund Capital expenditures, as attached to RPT 20-488, be approved in principle, subject to final approval of the annual Budget of each year; and,



4. That The City of Prince Albert 2021 Land Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

**CARRIED**

## **6. ADJOURNMENT – 7:16 P.M.**

0199. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn.

MAYOR GREG DIONNE      CITY CLERK

MINUTES ADOPTED THIS 17<sup>TH</sup> DAY OF NOVEMBER, A.D. 2021.



City of  
**Prince Albert**

*BI 21-10*

**TITLE:** Overview & Financial Highlights

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

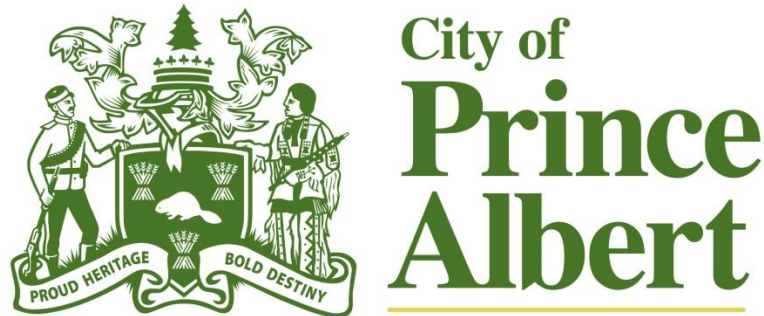
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**ATTACHMENTS:**

1. Overview & Financial Highlights

## SECTION ONE – OVERVIEW AND FINANCIAL HIGHLIGHTS



### *Executive Summary*

Enclosed for Council's consideration is The City of Prince Albert's (The City) 2022 General Fund budget document. The City's detailed financial plans and budgets are linked to, and derived from, The City's broader planning processes including Council's overall strategic direction.

This budget document includes both summarized as well as detailed information about the factors that are driving changes in the budget values. The 2021 budget was the first budget year to include financial impacts related to COVID-19, this will continue for the 2022 budget. A summary of the main areas effected are included in financial highlights. The comprehensive information contained in this document is intended to bring together the issues that will facilitate the budget decision-making process.

This document provides the revenue and expense amounts for the General Fund as well as amounts broken into functional areas within each department. Behind each functional area's budget page is the detail for each general ledger account that make up the total budget. An explanation for the type of transactions in each account is provided. This layout makes it possible to compare the 2022 budget amounts to prior year actuals.

In order for the annual budget to be a success, all departments and functional areas are involved and have direct involvement in the budgeting process. Much time is spent compiling the annual budget and includes the following process:

- Individual account review for the three (3) previous years' actuals from 2018 to 2020;
- Individual account review of the current year actuals in 2021;
- Inclusion of items referred to 2022 budget deliberations;
- Review of one time 2022 budget requests;
- Capital and reserve requirements.

### ***COVID-19 Financial Impact and the 2022 Budget***

The financial impact from COVID-19 is estimated to be similar to 2020 and 2021. Areas that will have a financial impact with revenue are interest, transit, parking lots, parking meters, parking tickets. Community Services' functional areas will have the largest impact whereby public attendance plays a large role. It is expected that there will be no effect to the other funds for 2022.

It is estimated that the financial impact due to COVID-19 for 2022 will be \$2.0 million or less. However, this estimate is dependant on the situation and mandated requirements.

### ***Budgeting by Funds***

The City provides a variety of services that are budgeted through five different funds. It is important to note that taxation and most miscellaneous revenue is recognized in the General Fund whereas most of the other funds are budgeted with the goal of being self-supporting. **Only the General Fund budget is included in this document.**

#### **The General Fund**

The General Fund accounts for the widest variety of City activities. The cost of police and fire services, streets, roads, sidewalks, transit operations, parks, recreation, building maintenance, as well as the majority of administrative costs are shown in this fund. Most areas of service within the General Fund will have some revenue that is used to help offset the cost of the service provided. The bulk of the costs within the General Fund are funded by property tax and levies.

#### **The Airport Fund:**

The Airport Fund accounts for all the City activities at the municipal airport. The Airport Fund will be prepared and presented to Council separately.

#### **The Sanitation Fund**

The Sanitation Fund accounts for the operation of the City's solid waste collection system, operations at the landfill, and the costs associated with the City's recycling program. The operations for these activities are paid for through user fees on utility bills, as well as through access fees at the landfill.

#### **The Land Fund**

The Land Fund accounts for the City's activities in land development. The cost of installing infrastructure within subdivisions owned and developed by the City is the main financial activity, however other costs related to preparing land for sale, and marketing the land are included in this fund.

#### **The Water Sewer and Storm Utility Fund**

The Water and Sewer Utility Fund accounts for the City's activities in treating and distributing potable water, collecting and treating waste water, and collecting and managing storm water. The activities in this fund are paid for through user fees on utility bills.

## ***Important Notes***

### **Operating Budget Surplus**

This budget follows generally accepted accounting principles. The surplus from operations is used to fund capital purchases and projects, loan interest and principal payments, and contributions to reserves. The 2022 budget includes an estimate of \$7.6 million for depreciation. This is a non-cash item that has no impact on the 2022 mill rate. The proposed budget identifies \$4.684 million as the operating surplus. After adjusting for non-cash depreciation the 2022 operating surplus is \$12.284 million. This surplus will fund capital projects of \$5.777 million, \$0.274 million for loan payments and \$6.232 million to fund reserves. (See [Capital Projects Details](#) and [Reserve Projection Reports](#))

### **Reserves and Surpluses**

The growth of City reserves to optimal levels is key to long-term fiscal health and meeting future financial obligations. Reserves ensure the City has the resources to maintain the status quo for future generations. A summary of the projected reserve balances at the end of 2021 and proposed changes for 2022 is provided as [Reserve Projection Reports](#).

### **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. [\*\*Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #25 for Incamera RPT 21-423 – IT \(Information Technology\) Report for additional information including a ten year plan.\*\*](#) The reserve request for the 2022 budget is \$500,000 which represents an increase of \$114,420 from last year. Reserve funding at this level provides permanent and ongoing funding that will build and be available for known future projects that are required.

### **Debt**

At December 31, 2021 (unaudited), The City will have approximately \$19.103 million of external, long-term debt with planned borrowing approved for 2021 of \$35.502 million. The 2022 Capital budget requires new funding from long term debt of \$3.360 million. With new debt funding required the total debt will be \$57.966 million with an estimated annual debt servicing cost for 2022 of approximately \$4.456 million. This includes all funds.

Additional details related to The City's long-term debt including a breakdown by fund can be found in the Supporting Documents section of the budget. [\*\*Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #2 for RPT 21-444 – 2022 Long Term Debt Summary for additional information.\*\*](#)

The City's total legislated borrowing limit is \$75 million and will be sufficient to accommodate borrowing for 2022.

### **Capital Budget Reviewed Project by Project**

The 2022 capital budget has capital expenditures (including loan repayments) of \$6,051,700 (2020 - \$5,336,500) to be funded from operations. Adjustments have been made for projects funded from external sources or reserves where applicable. The Long Term Debt Summary report details the estimated principal, interest, and payments for new debt. [Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #2 for RPT 21-444 - Long Term Debt Summary for additional information.](#)

There is a detailed list of 2022 capital projects (See [Capital Projects Details](#)). Projects that are not funded in 2022 are also listed (See [Capital Projects Not Funded](#)).

### **Tax Increase**

The estimated budget increase within this document that would be funded from increases in property tax is approximately \$4,467,180. This is the funding required to balance the budget for 2022. All items referred to budget committee throughout the year have been included as well as those items being proposed by Administration. The 2022 budget is subject to the budget committee's review and recommendations.

Every \$320,000 increase in budgeted expense equates to an approximate 1.0% tax increase when applied to the general municipal mill rate from taxable properties.

### **Tax Policy**

The City currently uses tax tools made available under the Cities Act. These include base taxes, levies, minimum tax, and mill rate factors. The final determination of the 2022 tax policy will occur after the 2022 General Fund budget has been determined.

### **Disclaimer**

Administration of The City has prepared this document for discussion purposes for the budget committee.

The budget, as printed, represents an estimate at a particular point in the budgeting process. Administration has spent a considerable amount of effort to ensure the accuracy of the information presented within this document however it is possible that errors exist within this document, and this material should not be relied upon for anything other than its intended purpose.

Council will consider public input, its own priorities and the inherent trade-offs in deciding each issue. Council will either accept the issues brought forward, decline or substitute other priorities. Council will set the final tax rate through the budget process and the final tax impact will be determined only following conclusion of Council's deliberations.

## ***Financial Highlights***

The goal of Administration is to improve transparency and decision-making by providing City Council and the citizens of Prince Albert with appropriate information. This includes where City funds are utilized and being accountable to our citizens for delivering services in the most effective and efficient way while maintaining a focus on a sustainable future.

### **COVID-19 2022 Financial Impact**

The 2022 budget presented challenges due to the pandemic that started in 2020. The pandemic will continue into 2022 and the negative financial effects could also be experienced in 2023. The financial impact going into 2022 can only be estimated based on what we know today. The State of Emergency, subsequent phases of the Re-Open Saskatchewan plan in 2020 and the experiences of the pandemic in 2021 provide a basis from which the financial impact will be for 2022. Estimates are based on the continuation of services as per the Saskatchewan Health Authority directive in place as of September 30, 2021. The situation is fluid and

The 2022 budget numbers provided are based on the assumption that City operations are operating as normal. This allows for better estimates of the financial impact from COVID-19. Projections of the negative financial impact from COVID-19 is estimated to be \$2.0 million.

Please refer to [RPT 21-407- Financial Impact of COVID-19 for 2021](#) at the end of the Executive Summary.

### **Information Technology Services Budget**

To assist with long term planning and oversight of IT systems and projects for 2022, the IT operating budget will include all Information Technology Services previously budgeted independently by departments using the 238 object code. To ensure each department's budget reflects accurate costing, IT services will be allocated to departments using object code 410. This costing is based on usage of systems since some systems are shared across departments while others are used exclusively by one department. This change will result in one-time adjustments in each functional area. [Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #25 for Incamera RPT 21-423 – IT \(Information Technology\) Report for additional information.](#)

**Line by Line Budget for 2022**

The 2022 budget is presented using a line by line budget. Each functional area has line items that show specific financial data for accounting purposes. Individual financial statements for each functional area are provided and grouped by category. Below is the legend for the abbreviation of each category.

<b>BUDGET PACKAGE DEFINITIONS FOR LINE BY LINE REVIEW</b>	
<b><u>Category Codes</u></b>	
<b>REVENUES</b>	<b>Code</b>
Taxation	TAX
User Charges and Fees	UCF
Operating Grants and Donations	OGD
Grants in Lieu of Taxes	GIL
Interest and Penalties	INT
Sundry	SUN
<b>EXPENSES</b>	
Council Remuneration	CR
Salaries Wages and Benefits	SWB
Contracted and General Services	CON
Financial Charges	FC
Grants and Donations	G&D
Utilities	UTL
Interest on Long Term Debt	LTD
Fleet Expenses	FLT
Maintenance Materials and Supplies	MMS
Insurance	INS
Bad Debt Expense	BDE
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>	
Capital Revenues	CAP
Amortization	AMORT
Interfund Transfers	IFUND
Reserves	RES
<b><u>Other Definitions</u></b>	
<b>Back Out</b> - Removal of one-time budgeted amounts approved in the prior year.	
<b>Base Adjust</b> - Adjustments made by Financial Services based on detailed analysis and projections for the budget year. Base adjustments are made for the following categories: Salaries Wages and Benefits, Utilities, Fleet Expenses, and Insurance.	





## **Revenues**

- Departments continue to review the fees charged for City services to ensure they were adequately budgeted for and reasonable when compared to other municipalities. User charges and fees are budgeted to decrease by \$85,870 in 2022 related to a decrease in tows for the impound lot and parking revenue dropping.
- Net budgeted operating grants and donations have increased \$235,010 related primarily to the following items:
  - Provincial grant funding for Police increased \$565,970 to Integrated Child Exploitation (ICE) and Municipal Police Grant for the restructured Crime Reduction Team Model.
  - Forecasted reduction of \$340,000 from the Provincial Government Municipal Revenue Sharing Grant as the municipal revenue sharing amount to be distributed to municipalities in 2022 is forecast to decrease by approximately 4.8%.
- Grants in lieu of taxes decreased \$850,100 due mainly to provincially owned property decreases in value from 2021.
- Budgeted interest and penalties decreased \$151,180 due to a review of estimated interest earned. The Bank of Canada dropped rates in 2020 as a result of fiscal pressures and the rate is expected to remain low in 2022. There will still be an impact of lower interest rates due to COVID-19 but this amount is difficult to determine.

## **Expenses**

- The City continuously looks for operational improvements that reduce the cost of service to City residents and businesses. The budgeting process includes reviewing current and previous' years actual expenses and determining operational needs for the new fiscal year.
- Every department is challenged to find ways to fund new programs and projects and maintain existing operations.
- Salaries and benefits increases are related to annual increases for Police, Fire, Union and Out of Scope employees as well as increased budget for snow management.
- Grants and donations increased \$65,590 related to the request for additional funding for the public library.
- Maintenance materials and supplies increase is due to additional cost for street sweeping \$143,300, \$80,000 for snow management, \$208,290 for Police, \$102,350 for information technology and \$159,960 for various community services facilities.

### **Capital Projects**

- We continue to review our current reporting and monitoring process to ensure optimal decisions are based on information provided.
- The capital budget to be funded by operations in 2022 has increased by approximately \$715,200 from 2021. The projects being recommended for 2022 have been classified as follows: Category 1 – Highly Important / Critical and Category 2 – Important.
  - The 2022 capital budget includes \$4,100,000 for the Roadways Recapping Program, \$400,000 for sidewalk, curb & median rehabilitation; \$100,000 for sidewalk connector program; \$107,200 for Senior residence sidewalk replacement; \$225,000 for City parking lot rehabilitation program; \$130,000 for the Playground Replacement Program, and \$50,000 each for reconstructing park pathways and landscaping.

As the budget committee reviews the budget material it is likely that it will identify items that Administration was unable to include within the proposed budget that the budget committee will then amend for recommendation to City Council. There may also be items that Administration included in the proposed budget that upon further discussion by the budget committee will be removed from the recommended final budget.

The main revenue and expense changes and drivers projected for 2022 are listed below:

<b>Revenues</b>	<b>2022 Budget Impact (Favourable) Unfavourable</b>
Taxation Increase	(\$5,840,060)
User Charges and	85,870
Operating Grants and Donations	(235,010)
Grants in Lieu of Taxes	850,100
Interest and Penalties	151,180
Sundry	(9,980)
<b>Total Proposed Revenue Change</b>	<b>(\$4,997,900)</b>

<b>Expenses</b>	<b>2022 Budget Impact (Favourable) Unfavourable</b>
Council Remuneration	\$32,740
Salaries Wages and Benefits	1,779,570
Contracted and General Services	(162,480)
Financial Charges	8,500
Grants and Donations	65,590
Utilities	(15,640)
Interest on Long Term Debt	251,600
Fleet Expenses ( <i>Annual Increase in Rates</i> )	369,050
Maintenance Materials and Supplies	948,910
Insurance	4,120
Bad Debt Expense	1,110
<b>Total Proposed Expense Change</b>	<b>\$3,283,070</b>

**GENERAL GOVERNMENT – CONSOLIDATED OPERATING BUDGET**

	2022 Budget	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
Taxation	(\$46,994,340)	(\$41,154,280)	(\$5,840,060)
User Charges and Fees	(8,249,960)	(8,335,830)	85,870
Operating Grants and Donations	(11,860,650)	(11,625,640)	(235,010)
Grants in Lieu of Taxes	(6,915,860)	(7,765,960)	850,100
Interest and Penalties	(947,870)	(1,099,050)	151,180
Sundry	(374,980)	(365,000)	(9,980)
<b>Total Revenues</b>	<b>(75,343,660)</b>	<b>(70,345,760)</b>	<b>(4,997,900)</b>
<b>EXPENSES</b>			
Council Remuneration	459,360	426,620	32,740
Salaries Wages and Benefits	43,024,430	41,244,860	1,779,570
Contracted and General Services	5,710,540	5,873,020	(162,480)
Financial Charges	158,500	150,000	8,500
Grants and Donations	3,434,150	3,368,560	65,590
Utilities	2,746,260	2,761,900	(15,640)
Interest on Long Term Debt	593,450	341,850	251,600
Fleet Expenses	3,784,000	3,414,950	369,050
Maintenance Materials and Supplies	6,851,450	5,902,540	948,910
Insurance	550,630	546,510	4,120
Bad Debt Expense	153,510	152,400	1,110
<b>Total Expenses</b>	<b>67,466,280</b>	<b>64,183,210</b>	<b>3,283,070</b>
<b>Operating (Surplus) Deficit</b>	<b>(7,877,380)</b>	<b>(6,162,550)</b>	<b>(1,714,830)</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
Amortization	7,600,000	7,600,000	0
Interfund Transfers	(4,406,600)	(4,049,830)	(356,770)
<b>Capital and Interfund Transactions</b>	<b>3,193,400</b>	<b>3,550,170</b>	<b>(356,770)</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(4,683,980)</b>	<b>(2,612,380)</b>	<b>(2,071,600)</b>
<b>Allocations:</b>			
Capital Expenditures	5,777,400	5,070,000	707,400
Reserve Allocations	6,232,280	5,457,880	774,400
Principal Payments on Loans	274,300	266,500	7,800
Estimated COVID-19 2021 Losses	2,000,000	2,137,904	(137,904)
Available COVID-19 Funding from 2020	0	(2,719,904)	2,719,904
Funding to be Determined to Cover Est. COVID Losses	(2,000,000)	0	(2,000,000)
Non-Cash Adjustment - Depreciation	(7,600,000)	(7,600,000)	0
	<b>4,683,980</b>	<b>2,612,380</b>	<b>2,071,600</b>
<b>Balanced Budget - (Surplus) Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>



**GENERAL GOVERNMENT – OPERATING BUDGET SUMMARY**

<b>NET (SURPLUS) DEFICIT</b>	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<u>City Departments</u>			
City Manager, Solicitor, Clerk, Mayor & Council	<b>\$2,138,400</b>	\$2,128,450	\$9,950
Corporate Services	<b>2,392,000</b>	2,327,180	64,820
Planning and Development Services	<b>1,227,760</b>	1,137,780	89,980
Financial Services Department	<b>2,184,090</b>	1,864,980	319,110
Fire Services Department	<b>7,828,180</b>	7,690,380	137,800
Community Services Department	<b>8,176,120</b>	7,933,650	242,470
Public Works Department	<b>6,380,860</b>	5,706,420	674,440
General Government	<b>(56,527,500)</b>	(52,097,540)	(4,429,960)
<b>Total</b>	<b>(26,200,090)</b>	(23,308,700)	(2,891,390)
Police Services Department	<b>18,057,100</b>	17,282,810	774,290
John M. Cuelenaere Public Library	<b>2,190,420</b>	2,124,930	65,490
P.A. Downtown Business Improvement District	<b>62,000</b>	62,000	-
<u>External Agencies</u>			
Prince Albert District Planning Commission	-	20,000	(20,000)
Prince Albert SPCA	<b>229,000</b>	229,000	-
PACSC - Special Needs Transportation *	<b>653,410</b>	653,410	-
PACSC - Seniors Transportation *	<b>69,500</b>	69,500	-
Prince Albert Arts Board	<b>25,000</b>	25,000	-
Prince Albert Housing Authority	<b>14,990</b>	14,990	-
Prince Albert Historical Society - Museums	<b>71,080</b>	71,080	-
Mann Art Gallery	<b>100,000</b>	100,000	-
Prince Albert Mobile Crisis	<b>43,600</b>	43,600	-
<b>Total</b>	<b>1,206,580</b>	1,226,580	(20,000)
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(4,683,990)</b>	(2,612,380)	(2,071,610)

\* PACSC - Prince Albert Community Service Centre



***RPT 21-446***

**TITLE:** Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget

**DATE:** September 24, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENT:**

1. Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget.

**Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council’s Instruction	Status
September 20, 2021 Executive Committee Special Meeting	Replacement of Mailroom Equipment (RPT 21-389)	<p>That the following be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations:</p> <ol style="list-style-type: none"> <li>1. The purchase of a replacement Folding Machine at a cost of \$20,500, which includes Provincial Sales Tax; and,</li> <li>2. The purchase of a replacement Postage Machine at a cost of \$15,190, which includes Provincial Sales Tax.</li> </ol>	<p>See <b>Tab #6</b> in the Reports Section.</p> <p>\$20,500 is included in the Capital Budget as <b>C1-32 - Replacement Folding Machine.</b></p> <p>\$15,200 is included in the Capital Budget as <b>C1-33 – Replacement Postage Machine.</b></p>
September 20, 2021 Executive Committee Special Meeting	Interfund Transfers - Utility Fund (RPT 21-398)	<p>That the following be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations:</p> <ol style="list-style-type: none"> <li>1. That the Street Sweeping allocation charged to the Utility Fund be removed and reallocated back to the General Fund; and,</li> <li>2. That the salary allocation for one (1) full-time equivalent (FTE) Chief Clerk position in the Utility Fund be reallocated back to the General Fund.</li> </ol>	<p>See <b>Tab #7</b> in the Reports Section.</p> <p>The street sweeping re-allocation to the General Fund is identified in the Public Works Department, <b>Functional Area: Street Sweeping.</b></p> <p>The Chief Clerk re-allocation to the General Fund is identified in the Financial Services Department, <b>Functional Area: Financial Services and Payroll.</b></p>

**Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
September 20, 2021 Executive Committee Special Meeting	Fire Dispatch Services Agreement - Amendment No. 1 - Saskatchewan Public Safety Agency (RPT 21-419)	That the increased cost of Amendment No. 1 to the Fire Dispatch Services Agreement be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.	See <b>Tab #8</b> in the Reports Section.  The increased cost of \$8,780 relating to the Dispatching Agreement is included the Fire Department, <b>Functional Area: Fire Fighting.</b>
September 20, 2021 Executive Committee Special Meeting	Mobile App Budget Proposal (RPT 21-422)	That the implementation of a Mobile Application at a cost of \$23,300 be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.	See <b>Tab #5</b> in the Reports Section.  The Mobile App Budget is identified in Section Sixteen – Capital Projects Not Funded as <b>C2-03 – Web &amp; Portal Systems.</b>
September 20, 2021 Executive Committee Special Meeting	Corporate Records Management Program (RPT 21-394)	That the City undertake a Corporate Records Management Initiative Project, with two (2) distinct project outcomes, as follows: a. Electronic Content Management Review; and, b. Retention and Disposition of Corporate Non-Digital Records;	See <b>Tab #4</b> in the Report Section.  \$94,900 is identified in Section Sixteen – Capital Projects Not Funded as <b>C2-02 – Corporate Portal &amp; Intranet Systems.</b>



**Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
September 20, 2021 Executive Committee Special Meeting	Corporate Records Management Program (RPT 21-394)	<p>That one (1) non-permanent Clerk Steno be hired full-time for a four (4) month term each year over the next three (3) to five (5) years to complete retention and disposition duties for corporate non-digital records, located in the basement storage area; and,</p> <p>That the \$16,100 cost to hire the term Clerk Steno be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.</p>	<p>See <b>Tab #4</b> in the Reports Section.</p> <p>The cost associated with the Record Retention Clerk Steno is identified in Section 13 – Operating Issues Not Funded – <b>U-01</b> in the amount of \$16,340.</p>
September 13, 2021 Executive Committee Meeting	Culture Plan (MCAP) Update (RPT 21-428)	That the Municipal Cultural Action Plan 2022 Budget Plan Draft, as attached to RPT 21-378, be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.	<p>See <b>Tab #12</b> in the Reports Section.</p> <p>The Municipal Cultural Action Plan Budget is identified in the Community Services Department, <b>Functional Area: Recreation.</b></p>
September 13, 2021 Executive Committee Meeting	Public Art Update (RPT 21-429)	That the Public Art 2022 Budget Plan Draft, as attached to RPT 21-379, be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.	<p>See <b>Tab #13</b> in the Reports Section.</p> <p>The Public Art Budget is identified in the Community Services Department, <b>Functional Area: Recreation.</b></p>

**Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council’s Instruction	Status
September 13, 2021 Executive Committee Meeting	State of the Playgrounds 2021 (RPT 21-427)	That RPT 21-392 be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.	See <b>Tab #14</b> in the Reports Section.  \$130,000 is included in the Capital Budget as <b>C1-09 - Playground Replacement Program.</b>
September 13, 2021 Executive Committee Meeting	2022 Rates & Fees - Community Services Department (RPT 21-426)	That the 2022 Rates and Fees Proposal, as attached to RPT 21-406, which forms the basis for the 2022 Budget, be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.	See <b>Tab #9</b> in the Reports Section.  The 2022 Rates and Fees are reflected in the 2022 Budget for the Community Services Department.
September 13, 2021 Executive Committee Meeting	MSC New Building and Upgrades (RPT 21-400)	That the upgrade of the Municipal Service Centre be included in the 2022 General Fund Budget deliberations as a Capital Budget Category 6 Item (Identified but not funded).	See <b>Tab #21</b> in the Reports Section.  This project is included in the Capital Budget as <b>C1-29 - MSC New Building and Upgrades.</b>

**Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council’s Instruction	Status
September 13, 2021 Executive Committee Meeting	2022 Rates & Fees - Cooke Municipal Golf Course (RPT 21-420)	<p>That the following be included in the 2022 Budget deliberations for consideration:</p> <ol style="list-style-type: none"> <li>1. That a four percent (4%) increase to the 2022 Rates and Fees for Cooke Municipal Golf Course, as attached to RPT 21-393, be approved;</li> <li>2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,</li> <li>3. That \$50,000 of the annual revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.</li> </ol>	<p>See <b>Tab #10</b> in the Report Section.</p> <p>The 2022 Rates and Fees for the Golf Course are reflected in the 2022 Budget.</p>
September 13, 2021 Executive Committee Meeting	Community Clean Up Costs (RPT 21-395)	<ol style="list-style-type: none"> <li>1. That the Sanitation and Communications Departments organize a Planning Meeting each year, which includes participating Ward Councillors and local Waste Haulers to coordinate for Community Clean-up Events in the four (4) corners of the City during Pitch-In Week; and,</li> <li>2. That pick-up and disposal be coordinated with local contractors and that the approximate \$6,200 expense be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations</li> </ol>	<p>This will be addressed in the Sanitation Fund Budget.</p>

**Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
September 13, 2021 Executive Committee Meeting	Engineering Technician II (Surveyor) Position (RPT 21-402)	That RPT 21-402 be received and referred to the Budget Committee for consideration during the 2022 Budget deliberations.	See <b>Tab #19</b> in the Reports Section.  The cost associated with the requested Engineering Technician position is identified in Section 13 – Operating Issues Not Funded – <b>U-08</b> in the amount of \$61,640.
July 19, 2021 Executive Committee Meeting	Forestry Management Plan Update (RPT 21-304)	That the Forestry Management Plan Update be forwarded for consideration during the 2022 Budget deliberations.	See <b>Tab #11</b> in the Reports Section.  This item is identified in the Community Services Department, <b>Functional Area: Parks.</b>
July 12, 2021 City Council Meeting	Senior Residence Sidewalk Replacement Program (RPT 21-320)	1. That the Senior Residence Sidewalk Replacement Program, as outlined in RPT 21-320, be established; and, 2. That funding for the 2022 Senior Residence Sidewalk Replacement Program in the amount of \$107,164 be forwarded for consideration during the 2022 Budget deliberations.	See <b>Tab #20</b> in the Reports Section.  \$107,200 is included in the Capital Budget as <b>C1-24 - Concrete Sidewalk Replacement Program – Senior Residence.</b>
June 21, 2021 Executive Committee Meeting	Off-Leash Dog Parks (RPT 21-269)	That the options and breakdown of costs for Off-Leash Dog Parks be referred for consideration during the 2022 Budget deliberations.	See <b>Tab #18</b> in the Reports Section.  \$20,000 is identified in Section Sixteen – Capital Projects Not Funded as <b>C2-09 – Off Leash Dog Parks.</b>

**Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
May 25, 2021 City Council Meeting	Funding Request – Prince Albert & Area Community Alcohol Strategy Steering Committee (RPT 21-253)	That the funding request from the Prince Albert & Area Community Alcohol Strategy Steering Committee dated March 12, 2021 be forwarded to the 2022 Budget deliberations for consideration.	See <b>Tab #22</b> in the Reports Section.  The cost associated with the request for funding from the CASSC Committee is identified in Section 13 – Operating Issues Not Funded – <b>U-04</b> in the amount of \$15,000.
January 25, 2021 City Council Meeting	Hudson Bay Route Association 2021 Membership Request (RPT 21-26)	That the Membership in the Hudson Bay Route Association be approved at a cost of \$300, to be funded from the Mayor's Budget	The 2022 Membership Fee cost has been included in the Membership Budget under the <b>Functional Area: General Government.</b>
June 29, 2020 City Council Meeting	Lone Worker Program Agreement - Saskatchewan Public Safety Agency (RPT 20-243)	That the annual Service Fee in the amount of \$24,480, plus Goods and Services Tax, be included as a Budget item in the General Fund Operating Budget.	\$25,000 related to the Lone Worker Program Agreement signed with the Saskatchewan Public Safety Agency in 2020. Operating Budget under the <b>Functional Area: General Government.</b>

**Items Referred to 2022 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
May 19, 2020 City Council Meeting	Transitlive - One Year Trial (RPT 20-197)	<p>That the one (1) year trial of Transitlive with CRL Engineering to provide the Transit Automatic Vehicle Location System and Data Collection Service for the City be deemed satisfactory and that the Service Contract be renewed for the remainder of the Contract term from June 1, 2020 to May 31, 2024;</p> <p>That the Annual Fees for each year shall be as follows:            c. June 1, 2022 to May 31, 2023 – \$30,564; and,            d. June 1, 2023 to May 31, 2024 – \$31,176.</p>	The amount for 2022 has been included in the Public Works Department, <b>Functional Area: City Public Transit.</b>

**RPT 21-444**

**TITLE:** 2022 Long term Debt Summary

**DATE:** September 23, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That this report be received as information and used for discussion for 2022 Budget deliberations.

**TOPIC & PURPOSE:**

To consider the loan payments as part of the 2022 budget process.

**PROPOSED APPROACH AND RATIONALE:**

This report summarizes all existing debt and estimates with annual payments for capital projects approved for the 2021 budget, commencing construction in 2021 and 2022. The interest portion of the loan payments are budgeted as operating expenses and the annual budgeted surplus must be sufficient to cover the principal payments.

**ASSUMPTIONS:**

It is assumed that any new debt financing incurred in 2022 will be at 2.90% for 25 (+) years, 2.70% for 20 years and 2.20% for 10 years (or <). All new loans are disbursed on January 1 and the debenture payments will be made annually on June 30 with the payment fixed for the duration of the loan. These assumptions are subject to change, as the contract for bank services must be tendered.

**Total Long Term Debt – External Funding**

Table 1.0 lists the unaudited loan balances as of December 31, 2021, the projected borrowing for 2022, and the 2022 budgeted payments and interest for all funds.

**Table 1.0 - 2022 Budgeted Payments by Fund**

Purpose of Loan	Unaudited Loan Balance at December 31, 2021	Projected Borrowing Jan 1, 2022 *	Interest Rate	2022 Budgeted Principal Payment	2022 Budgeted Interest Payment
<b>General Fund</b>					
Transit Buses	\$1,622,000		3.40%	\$252,000	\$51,952
Irrigation at Golf Course	\$1,970,000		3.40%	\$65,000	\$66,153
10% of West Hill Development	\$143,400		3.40%	\$22,300	\$4,593
Arena and Aquatic Centre	\$0	\$16,000,000	2.90%	\$269,798	\$464,000
<b>General Fund Totals</b>	<b>\$3,735,400</b>	<b>\$16,000,000</b>		<b>\$609,098</b>	<b>\$586,698</b>
<b>Land Fund</b>					
90% of West Hill Development	\$1,290,600		3.40%	\$200,700	\$41,334
Marquis Road West Extension	\$0	\$2,700,000	2.90%	\$75,033	\$78,300
<b>Land Fund Totals</b>	<b>\$1,290,600</b>	<b>\$2,700,000</b>		<b>\$275,733</b>	<b>\$119,634</b>
<b>Water Utility Fund</b>					
Water Reservoir on River Street	\$6,242,000		3.40%	\$206,000	\$209,611
Upgrades to Water Reservoirs on 2nd Avenue West and Marquis Road	\$5,841,000		3.40%	\$193,000	\$196,139
Upgrades at the Water Treatment Plant	\$1,994,723		3.98%	\$639,133	\$79,390
Waste Water Treatment Plant-Design	\$0	\$1,100,000	2.90%	\$18,549	\$31,900
Raw Water Pump House	\$0	\$12,802,325	2.90%	\$215,878	\$371,267
<b>Water Utility Fund Totals</b>	<b>\$14,077,723</b>	<b>\$13,902,325</b>		<b>\$1,272,560</b>	<b>\$888,308</b>
<b>Sanitation Fund</b>					
Waste Cell Construction	\$0	\$6,260,000	2.20%	\$566,497	\$137,720
<b>Sanitation Fund Totals</b>	<b>\$0</b>	<b>\$6,260,000</b>		<b>\$566,497</b>	<b>\$137,720</b>
<b>Total for all Funds</b>	<b>\$19,103,723</b>	<b>\$38,862,325</b>		<b>\$2,723,888</b>	<b>\$1,732,359</b>

\* Estimate only. Loans will be secured once the tendering process has been awarded.



### **Long Term Debt – Internally Funded**

Table 2.0 shows capital projects internally funded by the General Fund. Principal and interest payments are transferred to the General Fund on an annual basis. The right mix of internal and external financing is important. Internal funding can affect the ability to manage cash flow and could result in cash balances being in overdraft. The interest rate for overdraft balances is prime (currently 2.45%) less 0.75% (1.7%). The approved overdraft limit is \$12 million.

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>General Fund</b>					
Police - Downtown Facility	\$ 160,269	\$ 85,231	\$ 10,193	\$ -	
<b>Water Utility Fund</b>					
Water Meter Replacement	\$ 3,018,547	\$ 2,554,225	\$ 2,075,045	\$1,580,530	\$ 1,070,192
<b>BALANCES AT YEAR END</b>	<b>\$ 3,178,816</b>	<b>\$ 3,178,816</b>	<b>\$ 2,639,456</b>	<b>\$2,085,238</b>	<b>\$ 1,580,530</b>

### **Debt Limit**

The City is currently awaiting final approval for the debt limit increase of \$10.0 million by the Saskatchewan Municipal Board (SMB) to \$75.0 million. The accessible debt limit available after consideration of the existing long-term debt and line of credit is estimated to be \$43.9 million.

Debt Limit	\$75.0 M
Line of Credit	(12.0) M
Loan balances December 31, 2021	<u>(19.1) M</u>
Accessible Funds for 2021 Budget	<u>\$43.9 M</u>

The 2022 Budget includes the need to borrow \$38.8 million for approved capital projects as identified in Table 1.0 for the Arenas and Aquatic Centre, Marquis Road West Extension, Waste Water Treatment Plant-Design, Raw Water Pump House and the Waste Cell construction.

**Debt Per Capita**

Table 3.0 lists long term debt levels, debt per capita, and interest per capita.

<b>Table 3.0 - Historical Debt per Capita</b>					
	<b>Estimate 2022</b>	<b>Estimate 2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Gross external debt	\$55,242,160	\$54,606,048	\$20,626,392	\$22,099,534	\$23,521,049
Capita per census	35,926	35,926	35,926	35,926	35,926
Debt per capita	\$1,538	\$1,520	\$574	\$615	\$655
Interest expense on long term debt	\$1,732,359	\$1,137,203	\$758,759	\$938,947	\$901,193
Interest per capita	\$48	\$32	\$21	\$23	\$25

**FINANCIAL IMPLICATIONS:**

The interest portion of the loan payments are reported on the statement of operations (income statement). The principal payments reduce the long term liability on the statement of financial position (balance sheet). Therefore, the City budgets for the interest portion of loan payments as an operating expense and must also budget an operating surplus that is sufficient to cover the principal portion of the outstanding loans.

**PUBLIC NOTICE:**

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

Written by: Disha Joshi, Finance Manager

Approved by: Director of Financial Services & City Manager

**APPENDIX A  
LONG TERM DEBT – 5 YEAR SCHEDULES FOR EXISTING DEBT  
ANNUAL PAYMENTS**

	2022		2023		2024		2025		2026	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
<b>General Fund</b>										
Transit Buses	\$252,000	\$51,952	\$259,000	\$43,299	\$266,000	\$34,604	\$274,000	\$25,191	\$282,000	\$13,402
Irrigation at Golf Course	65,000	66,153	68,000	63,909	69,000	61,932	73,000	59,034	74,000	56,638
West Hill Infrastructure 10%	22,300	4,593	22,800	3,828	23,600	3,062	24,200	2,228	24,900	1,335
Arena and Aquatic Centre	269,798	464,000	277,622	456,176	285,673	448,125	285,673	439,840	302,482	431,316
	<b>\$609,098</b>	<b>\$586,698</b>	<b>\$627,422</b>	<b>\$567,212</b>	<b>\$644,273</b>	<b>\$547,723</b>	<b>\$656,873</b>	<b>\$526,293</b>	<b>\$683,382</b>	<b>\$502,691</b>
<b>Land Fund</b>										
West Hill Infrastructure 90%	200,700	41,334	205,200	34,456	212,400	27,557	217,800	20,054	224,100	12,015
Marquis Raod West Extension	75,033	78,300	77,209	76,124	79,448	73,885	81,752	71,581	84,123	69,210
	<b>\$275,733</b>	<b>\$119,634</b>	<b>\$282,409</b>	<b>\$110,580</b>	<b>\$291,848</b>	<b>\$101,442</b>	<b>\$299,552</b>	<b>\$91,635</b>	<b>\$308,223</b>	<b>\$81,225</b>
<b>Water Utility Fund</b>										
New Water Storage Reservoirs	206,000	209,611	214,000	202,514	220,000	196,251	229,000	196,251	237,000	179,503
Water Reservoirs Upgrades	193,000	196,139	200,000	189,501	206,000	183,635	214,000	183,635	222,000	167,972
Upgrade Water Treatment Plant	639,133	79,390	664,570	53,953	691,020	27,503	-	-	-	-
Waste Water Treatment Plant- Design	18,549	31,900	19,087	31,362	19,640	30,809	20,210	30,239	20,796	29,653
Raw Water Pump House	215,878	371,267	222,138	365,007	228,580	358,565	235,209	351,936	242,030	345,115
	<b>\$1,272,560</b>	<b>\$888,308</b>	<b>\$1,319,795</b>	<b>\$842,336</b>	<b>\$1,365,240</b>	<b>\$796,763</b>	<b>\$698,419</b>	<b>\$762,061</b>	<b>\$721,826</b>	<b>\$722,243</b>
<b>Sanitation Fund</b>										
Waste Cell Construction	566,497	137,720	578,960	125,257	591,697	112,520	604,714	99,503	618,018	86,199
	<b>\$566,497</b>	<b>\$137,720</b>	<b>\$578,960</b>	<b>\$125,257</b>	<b>\$591,697</b>	<b>\$112,520</b>	<b>\$604,714</b>	<b>\$99,503</b>	<b>\$618,018</b>	<b>\$86,199</b>
	<b>\$2,723,888</b>	<b>\$1,732,359</b>	<b>\$2,808,586</b>	<b>\$1,645,386</b>	<b>\$2,893,059</b>	<b>\$1,558,447</b>	<b>\$2,259,558</b>	<b>\$1,479,492</b>	<b>\$2,331,449</b>	<b>\$1,392,358</b>
<b>ANNUAL PAYMENTS (Principal and interest)</b>		<b>\$4,456,247</b>		<b>\$4,453,972</b>		<b>\$4,451,506</b>		<b>\$3,739,050</b>		<b>\$3,723,807</b>

**APPENDIX B  
LONG TERM DEBT – 5 YEAR SCHEDULES FOR EXISTING DEBT  
BALANCE AT YEAR END**

	2022	2023	2024	2025	2026
	<b>General Fund</b>				
Transit Buses	\$1,370,000	\$1,111,000	\$845,000	\$571,000	\$289,000
Irrigation at Golf Course	1,905,000	1,837,000	1,768,000	1,695,000	1,621,000
West Hill Infrastructure 10%	121,100	98,300	74,700	50,500	25,600
Arena and Aquatic Centre	15,730,202	15,452,580	15,166,907	14,872,949	14,570,466
	<b>\$19,126,302</b>	<b>\$18,498,880</b>	<b>\$17,854,607</b>	<b>\$17,189,449</b>	<b>\$16,506,066</b>
<b>Land Fund</b>					
West Hill Infrastructure 90%	1,089,900	884,700	672,300	454,500	230,400
Marquis Road West Extension	2,624,967	2,547,758	2,468,310	2,386,558	2,302,435
	<b>\$3,714,867</b>	<b>\$3,432,458</b>	<b>\$3,140,610</b>	<b>\$2,841,058</b>	<b>\$2,532,835</b>
<b>Water Utility Fund</b>					
New Water Storage Reservoirs	6,036,000	5,822,000	5,602,000	5,373,000	5,136,000
Water Reservoirs Upgrades	5,648,000	5,448,000	5,242,000	5,028,000	4,806,000
Upgrade Water Treatment Plant	1,355,590	691,020	-	-	-
Waste Water Treatment Plant- Design	1,081,451	1,062,364	1,042,724	1,022,514	1,001,718
Raw Water Pump House	12,586,447	12,364,309	12,135,729	11,900,521	11,658,491
	<b>\$26,707,488</b>	<b>\$25,387,693</b>	<b>\$24,022,453</b>	<b>\$23,324,034</b>	<b>\$22,602,208</b>
<b>Sanitation Fund</b>					
Waste Cell Construction	5,693,503	5,114,543	4,522,846	3,918,132	3,300,114
	<b>\$5,693,503</b>	<b>\$5,114,543</b>	<b>\$4,522,846</b>	<b>\$3,918,132</b>	<b>\$3,300,114</b>
<b>BALANCES AT YEAR END</b>	<b>\$55,242,160</b>	<b>\$52,433,574</b>	<b>\$49,540,516</b>	<b>\$47,272,673</b>	<b>\$44,941,223</b>

***RPT 21-407***

**TITLE:** Financial Impact of COVID-19 for 2021

**DATE:** September 2, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That this report be received and filed.

**TOPIC & PURPOSE:**

This report will provide an updated estimate of the COVID-19 funding shortfall as of August 30, 2021.

**BACKGROUND:**

The Province declared a state of emergency on March 18, 2020. As of July 11, 2021, all general or remaining restrictions previously announced in the Re-open Saskatchewan plan have been lifted.

In July 2020, the City received \$5,163,587 of Municipal Economic Enhancement Program (MEEP) funding. \$2,122,000 was used to fund capital items that were budgeted for 2020, thereby freeing up funds to cover the financial impact from the pandemic.

In September 2020, the Federal Government announced the Safe Restart Program (SRP). Prince Albert was allocated \$2,284,582.

The financial impact of COVID-19 for the year ending December 31, 2020 was \$1,848,189 as per the audited financial statements. Resulting in a COVID-19 funding carry over to 2021 of \$2,558,393.

<b>COVID-19 FUNDING - 2020 ACTUALS</b>	
Municipal Economic Enhancement Program (MEEP)	\$ 2,122,000
Safe Restart Program	2,284,582
Funding Available	<u>4,406,582</u>
COVID-19 Loss as of December 31, 2020	
As per Audited Financial Statements	<u>(1,848,189)</u>
<b>COVID-19 Funding Carried over to 2021</b>	<b><u>\$ 2,558,393</u></b>

The 2021 budget presented to Council in November 2020 had an estimated loss due to COVID-19 for 2021 of \$2,137,904 (See attachment).

During the 2021 budget deliberations Council approved the allocation of \$582,000 of COVID-19 funding for community clubs, IT infrastructure, and balancing the budget to provide citizens with a 0% budget increase.

On April 12, 2021, Council made Motion 0150 to approve \$73,371 of COVID-19 funding be allocated to the Police Albert Police Service Operating Reserve.

This resulted in a projected funding shortfall for 2021 of \$234,882.

<b>COVID-19 FUNDING - 2021 BUDGET</b>	
COVID-19 Funding Carried over to 2021	\$ 2,558,393
2021 Budgeted COVID-19 Loss	(2,137,904)
2021 Budgeted Allocation of COVID-19 Funding	
Community Clubs	(20,000)
IT Infrastructure	(327,000)
Balance 2021 Budget for 0% Increase	(235,000)
Allocation of COVID-19 Funding to Police	<u>(73,371)</u>
<b>COVID-19 Budgeted Funding Shortfall</b>	<b><u>\$ (234,882)</u></b>

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

COVID-19 continues to have an impact on the City's revenues and expenses but the effects have diminished as the Province has moved through the various phases of the Re-Open

Saskatchewan Plan. As of July 11, 2021 all restrictions have been lifted but there is the possibility of future restrictions in response to the spread of potential virus variants and the public's hesitancy to use services. If further health and safety measures are implemented, it is expected that we will see a corresponding impact on the City's revenues and expenses into 2022.

Administration has updated the COVID-19 loss for 2021 using January to June 2021 actuals and July to December 2021 projections. The updated estimate for COVID-19 losses in 2021 has decreased from \$2,137,904 (December 7, 2020) to \$2,105,014 (August 30, 2021).

<b><u>2021 COVID-19 LOSS TO DECEMBER 2021</u></b>	Actuals	Estimate	Total
	Jan-June 2021	July-Dec 2021	Estimate
	<u>Loss (Gain)</u>	<u>Loss (Gain)</u>	<u>Loss (Gain)</u>
<b>General Fund</b>			
Interest Revenue	\$ 108,052	178,649	286,701
Transit Revenue	110,129	106,606	216,735
Parking Lot Revenue - Downtown	21,844	11,158	33,002
Parking Lot Revenue - Sask Polytech	55,780	54,710	110,490
Parking Meter Revenue	88,398	88,438	176,836
Parking Tickets Revenue	49,462	47,441	96,903
Community Services Revenue	1,028,900	823,120	1,852,020
Community Services Operational Savings			-
Reduced Staffing	(266,956)	(213,565)	(480,521)
Reduced Utilities	(63,372)	(50,698)	(114,070)
EA Rawlinson - COVID Grant received	(103,646)	-	(103,646)
Planning & Development - Permits, licenses, other	11,405	19,159	30,564
<b>Other Funds</b>			-
Airport Fund - Landing fee	-	-	-
Utility Fund - Uncollectible accounts	-	-	-
Sanitation Fund	-	-	-
Land Fund	-	-	-
<b>2021 Budgeted COVID-19 Loss</b>	<b>\$ 1,039,996</b>	<b>\$ 1,065,018</b>	<b>\$ 2,105,014</b>

Therefore the funding shortfall has decreased by \$32,890 from \$234,882 to \$201,922.

	Previous Estimate	New Estimate
<b>COVID-19 FUNDING - 2022 BUDGET</b>		
COVID-19 Funding Carried over to 2021	\$ 2,558,393	\$ 2,558,393
2021 COVID-19 Loss Update August 30, 2021	(2,137,904)	(2,105,014)
2021 Budgeted Allocation of COVID-19 Funding		
Community Clubs	(20,000)	(20,000)
IT Infrastructure	(327,000)	(327,000)
Balance 2021 Budget for 0% Increase	(235,000)	(235,000)
Allocation of COVID-19 Funding to Police	(73,371)	(73,371)
COVID-19 Funding Shortfall	<u>\$ (234,882)</u>	<u>\$ (201,992)</u>

### FINANCIAL IMPLICATIONS:

Administration will provide Council with an updated estimate of the 2021 COVID-19 loss closer to the 2022 budget deliberations. Any funding shortfalls should be budgeted in 2022 or funded from fiscal stabilization in 2021.

### PUBLIC NOTICE:

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

### PRESENTATION:

### ATTACHMENTS:

1. Summary of Financial Impact due to COVID-19 for 2021 Budget

Written by: Cheryl Tkachuk

Approved by: Director of Financial Services & City Manager

## 2021 Summary of Financial Impact due to COVID-19

Presented in the General Fund Budget Binder for the December 7, 2020 Budget Committee Meeting and approved at Special Council Meeting February 1, 2021.

<b>2021 BUDGET</b>	
<b><u>2021 SUMMARY OF FINANCIAL IMPACT DUE TO COVID-19</u></b>	
<b>General Fund</b>	
Interest Revenue	\$ 278,520
Transit Revenue	243,400
Parking Lot Revenue	110,000
Parking Meter Revenue	171,000
Parking Tickets	137,000
Community Services	1,065,824
Community Services - City Hall	30,560
Planning & Development - Permits, licenses, other	74,000
<b>Other Funds</b>	
Airport Fund - Landing fee	27,600
Utility Fund - Uncollectible accounts	TBD
Sanitation Fund	N/A
Land Fund	N/A
<b>2021 Budgeted COVID-19 Loss</b>	<b><u>\$ 2,137,904</u></b>





City of  
**Prince Albert**

***BI 21-41***

**TITLE:** Summary of Salary Increases

**DATE:** **December 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Summary of Salary Increases (PRESENTED AT MEETING)

Written by: Financial Services

<u>Summary of Salary Increases</u>	<u>Notes</u>	<u>2022 Increase</u>	<u>% Change from 2021</u>
	1		
Police (net of increases covered by revenue, includes retro accrual)		\$ 487,840	
Fire		99,580	1.40%
Community Services		175,960	2.70%
Public Works		(9,800)	-0.40%
City Manager, Mayor & Council, City Clerk, City Solicitor		6,070	0.50%
Corporate Services		(20,830)	-1.40%
Planning & Development		47,820	3.60%
Financial Services (\$88,400 reallocation from Utility Fund)		174,720	6.30%
General Government (2022 retro accrual for local 882, 160 & OOS)	2	135,180	36.80%
		<hr/>	
		\$ 1,096,540	

<b>Mill Rate Impact</b>	<b>3.4%</b>
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Notes:

1. These figures are based on budgeted figures.
2. The majority of salaries and wages budgeted under General Government relates to the accrual for local 882, 160, and out of scope staff. The accrual relates to Community Services, Public Works, City Manager, City Clerk, City Solicitor, Corporate Services, Planning & Development, and Financial Services. The reason the % is so high is because the prior year figure budget was only \$367,700 (including a retro accrual for 2020 and 2021). The increase for 2022 is updating the retro accrual to include 2022. The existing contracts expired December 31, 2019.



City of  
**Prince Albert**

*BI 21-11*

**TITLE:** Police Service

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

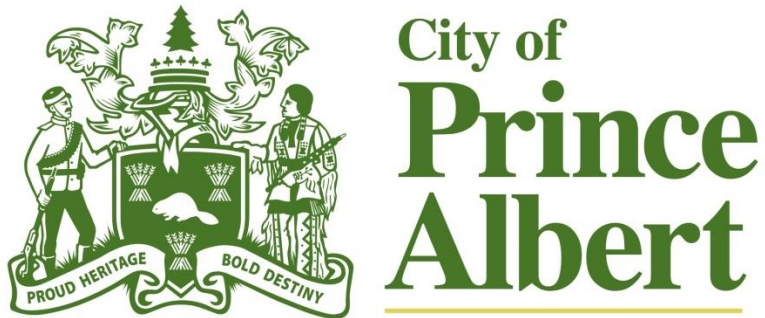
**INCAMERA:**

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**ATTACHMENTS:**

1. Police Service

## SECTION TWO – POLICE SERVICE



Permanent Out of Scope FTE Total: 19.0

Permanent In Scope FTE Total: 111.0

New Permanent Staffing FTE Requests: 2

(FTE: Full Time Equivalent)

**Functional Area:** POLICE SERVICE  
**Department:** Police Service  
**Fund:** General Fund

The Prince Albert Police Service is dedicated to community safety and committed to reducing crime. The diverse group of men and women within the Prince Albert Police Service work diligently to make Prince Albert a safe place to live, work and do business.

The City of Prince Albert Police Service reports to the Prince Albert Board of Police Commissioners, which in turn, reports to City Council.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$1,025,610)	(\$1,034,650)	\$9,040
Operating Grants and Donations	(4,108,670)	(3,533,660)	(575,010)
<b>Total Revenues</b>	<b>(5,134,280)</b>	(4,568,310)	(565,970)
<b>EXPENSES</b>			
Salaries Wages and Benefits	19,210,490	18,025,620	1,184,870
Contracted and General Services	1,300,810	1,335,080	(34,270)
Financial Charges	750	620	130
Utilities	129,900	130,900	(1,000)
Interest on Long Term Debt	6,760	6,760	0
Fleet Expenses	781,490	773,440	8,050
Maintenance Materials and Supplies	1,743,200	1,560,920	182,280
Insurance	17,980	17,780	200
<b>Total Expenses</b>	<b>23,191,380</b>	21,851,120	1,340,460
<b>Operating (Surplus) Deficit</b>	<b>18,057,100</b>	17,282,810	774,290
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>18,057,100</b>	17,282,810	774,290

**\$17,342,100 operating budget request** and a **capital budget request of \$263,040**. The Prince Albert Board of Police Commissioners approved the transfer of \$200,000 from the Police Service Operating Reserve to reduce the impact for the 2022 Year.

City Council in Year 2021 approved the Prince Albert Police Service Multi-Year Proactive Policing Strategy. Council approved that the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service; and, that the unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created

specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service.

For Year 2022, the amount of \$515,000 is budgeted to be transfer from the Proactive Policing Reserve to fund the Proactive Policing Strategy for 2022.

This results in a **net budget request for 2022 of \$17,605,140** compared to \$17,337,850 in 2021 as follows:

	<u>Year 2022</u>
<b>Operating (Surplus) Deficit</b>	<b>\$18,057,100</b>
2022 Police Service Capital Projects	\$263,040
Transfer from Proactive Policing Reserve	(\$515,000)
Transfer from Police Service Operating Reserve	(\$200,000)
<b>Year 2022 Requested Transfer from the City</b>	<b>\$17,605,140</b>
Approved 2021 Transfer from the City	\$17,337,850
<b>Increase in 2022 Budget from 2021 Budget</b>	<b>\$267,290</b>
<b>Percentage Increase</b>	<b>1.54%</b>
<b>Mill Rate Increase</b>	<b>0.84</b>

Please refer to attached report [RPT 21-448 – 2022 Prince Albert Police Service Budget – Chief of Police Financial Overview](#) attached after this functional sheet for additional information. Also attached to the Chief of Police Financial Overview is the PowerPoint Presentation that illustrates the 2022 Police Service challenges, expenditures and revenues.



***RPT 21-448***

**TITLE:** 2022 Prince Albert Police Service Budget - Chief of Police Financial Overview

**DATE:** **September 24, 2021**

**TO:** Budget Committee

**PUBLIC: X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Chief of Police Financial Overview Report – 2022 Prince Albert Police Service Budget
2. PowerPoint Presentation by Chief of Police – 2022 Budget



## PRINCE ALBERT POLICE SERVICE

**TITLE:** 2022 Police Service Budget – Chief of Police Financial Overview

**DATE:** September 24, 2021

**TO:** City Council's Budget Committee

**PUBLIC:**

**INCAMERA:**

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### RECOMMENDATION:

That the Budget Committee approves the proposed 2022 Board of Police Commissioners and Prince Albert Police Service Budget with a Transfer from the City in the amount of \$17,605,140.

### TOPIC & PURPOSE:

To present the proposed 2022 Board of Police Commissioners and Prince Albert Police Service Budget to City Council's Budget Committee for approval.

As per The Police Act, 1990 and as per the Board's Policy document, the Chief is required to bring forward the proposed budget for consideration by the Board that includes anticipated revenues and estimates of expenditures.

The Budget consists of the operational costs of the Police Service as well as the capital projects required for the year. As well, the Chief reviews the fleet requirements of the Police Service, and the demands of the service to meet professional and ethical standards while maintaining financial accountability to our community.

The Board is to submit to the Budget Committee of Council an estimate of all monies required to operate the Service for the next fiscal year. While the Police Service is a separate entity from the City of Prince Albert, we still utilize many of the same policies and practices and this budget is no exception.

This budget is an estimate based on information available at the time it was prepared. Revenue, costs and staffing levels fluctuate throughout the year and may change from the date of this proposal until the beginning of the budget year.



Moving forward into 2022, the Chief will continue to work on finding additional revenues such as Civil Forfeiture, external partnership agreements and Provincial funding to meet our community's needs. Please note however that throughout the year, there may be unbudgeted costs incurred due to staffing, building repairs, serious crimes and crime trends, serious investigations, change in legislation and training. As that occurs throughout the year, the Chief will provide updates to the Board and continually work towards reducing risk in all these areas.

**The Chief and the Administration are committed to allocating resources to enhance community safety and policing initiatives in our community. As a priority, we will continue working with all levels of government to work towards continued growth to meet the growing policing demands of our community. We are committed to continue working towards growth through partnerships that share the expense of policing in achieving a healthier community. Our Prince Albert Police Service is dedicated and committed to our community to provide public safety to our residents.**

### **Recent Police Service and Board Enhancements**

Coming into 2022, there have been many recent positive changes aimed to support our community safety and enhance policing in our City that the Board approved to fund as a priority:

- Approval of the Proactive Policing Strategy for the Prince Albert Police Service to add four (4) municipally funded sworn positions so the Prince Albert Police Service to better meet the needs of our community in delivering professional policing services to our citizens.
- Paramedic Cell Block Pilot Project – Funding from SHA for Parkland Ambulance Care Ltd. to provide emergency medical services in the Prince Albert Police Detention Facility. The intent of the emergency medical services is to provide the necessary support to detained individuals experiencing addiction and mental health challenges, and complete health assessments. **Funded program as a pilot project to March of 2022.**
- Indigenous Mentorship Program - working with Metis Nation Saskatchewan to enhance diversity within PAPS with external funding.
- The approved funding for a Mental Health Strategists to create programs and meet with staff in support of enhancing member wellness.
- Commitment to maintaining adequate funding to acquire emergency safety equipment for PAPS members, (e.g.) the PAPS regular ballistic armour replacement.

- 
- Securing external funding for capital projects for the service, such as forensic identification equipment and special investigation equipment, etc.
  - The renovation of the Downtown Police Service Substation that provides efficiencies for the Police Service. Provides enhanced presence in the downtown core. With the selling of the CID Building and the conclusion of the CFSEU leased building, the Police Service has reduced its buildings from four (4) down to two (2) owned buildings. There is cost savings in lease and efficiencies in the service. The members are now located in two buildings
  - Enhanced supervision to the front-line policing.
  - Expanded the PRMC to flexible shifting options and mobility for front office reception.
  - Casual traffic ticket prosecutor position approved to professionalize and remove duties from the Traffic Sergeant.
  - Budget plan to enhance radio communications for all police members.
  - Professionalizing the Police Service Fleet equipment purchases, which included Board approval for the tactical response vehicle.
  - The new expanded Canine Unit that complements policing initiatives and helps to protect and keep safe our residents and members.
  - The addition of two Community Safety Officers to assist with our front-line policing.
  - Police Service Main Building Renovations to enhance the life term of the building, maximize efficiencies of space and enhance the aesthetics of the building to be more professional and up to date.

Any reductions made by City Council to the requested estimates may affect our policing levels and services to our community.

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Section 25 of The Police Act, 1990 states:

**Municipality responsible for policing:**

*(a) is responsible for the maintenance of law and order within its boundaries;*

*(b) shall provide policing services to maintain a reasonable standard of law enforcement; and*

*(c) shall provide adequate and reasonable facilities required for the policing services mentioned in clause (b).*

**BACKGROUND:**

**As per Section 11 of the Prince Albert Board of Police Commissioners Policy Document under Financial Estimates:**

Pursuant to Section 33 of The Police Act, 1990 and Section 12 of the. Bylaw No. 21 of 2014, on or before December 31<sup>st</sup> in each year, the Board shall submit to City Council's Budget Committee, for consideration within the City's Budget Approval Process, the Board's estimates of all money required for the next fiscal year for the Board and the Prince Albert Police Service.

When Council does not approve the estimates submitted by the Board, Council is to cause the estimates to be returned to the Board together with Council's reasons for not approving the estimates. The Board is then required to submit revised estimates for Council's approval.

If Council does not approve the revised estimates, Council shall determine the gross amount of the estimates. Council's determination in this case is final.

Where Council has approved the estimates or determined the gross amount of the estimates, the Board is then required by The Act to submit a copy of the estimates to the Saskatchewan Police Commission.

The Chief along with the Finance and Human Resources Manager completed a line-by-line review of all account numbers and their associated costs and revenues. The line by line was undertaken in order to:

- Trim where possible;
- Correct revenue projections when necessary;
- Question and understand where budget dollars are spent; and
- Stimulate dialogue to identify cost savings and efficiency proposals.

City Council approved the 2021 Police Service Budget at a percentage increase of 3.52% over the 2020 approved Budget. That resulted in an increase of \$589,490. This includes the reduction approved by City Council in the amount of \$60,000 to the transfer from the City. The \$60,000 reduction made by City Council will be funded through vacancy management savings and the Police Service Operating Reserve.

**PROPOSED APPROACH AND RATIONALE:**

The salary related increases facing the 2022 Police Service Budget include the following:

- January 1, 2022 – awarded wage increase of **1.6% (\$282,600)**
- CPP/EI/WCB Increases **(\$68,000)**
- Step Increases and staff turnover **(\$30,470) – prior year impact for 2021 was \$150,250**
- Guards and Matrons wage per hour increase from \$17.76 per hour to \$18.04 per hour
- National Day for Truth and Reconciliation Statutory Holiday **(\$75,000)**

The proposed 2022 Police Service Budget is requesting a Transfer from the City in the amount of **\$17,605,140, which represents an increase of \$267,290 over 2021.**

**That represents a mill rate increase of 0.84 as follows:**

2021 Approved Police Service Budget	\$17,337,850
2022 Police Service Request for Transfer	\$17,605,140
<b>Increase over 2021 Approved Police Budget</b>	<b>\$267,290</b>
<b>Percentage Increase over 2021 Approved Budget</b>	<b>1.54%</b>
<b>Mill Rate Increase</b>	<b>0.84</b>

The Board as of today’s date has approved an authorized strength of 132 permanent employees. There are five (5) out of scope sworn members consisting of the Chief, Deputy Chief and three Inspectors. There are 100 sworn members connected to the Prince Albert Police Association, and there are 27 civilian positions with the Police Service. The in-scope civilian positions consists of Police Records Management Controllers (PRMC’s), and the out of scope civilian positions consists of victim services, janitorial, administration support, public relations and media coordinator position, and information technology staffing.

## Operating Budget Highlights

Below are highlights of the proposed Operating Budget:

### Provincial Funding – Municipal Policing Grants

The Prince Albert Police Service Operating Grants and Donations revenue consists of:

- The provincial funding received for 22 officers (\$2,420,000). The Prince Albert Police Service receives provincial funding in the amount of \$110,000 per officer which funds the salaries and benefits.
- Combined Traffic Safety Services Program Funding - The Prince Albert Police Service receives funding from SGI for three (3) funded positions assigned to the Combined Traffic Safety Services Program. SGI funds \$120,000 per officer. The total amount received in revenue from SGI for this program totals \$540,000 for salaries, benefits and operating costs.
- Funding in the amount of \$275,770 for the Victim Services, Aboriginal Resource Officer and Missing Person Liaison Programs.

The new funding under the Municipal Provincial Grant by the Ministry of Corrections, Policing and Public Safety as included in the 2022 Police Service Operating Budget is as follows:

	<b>2021 Budget</b>	<b>2022 Budget</b>
20 Sworn Members funded @ \$110,000	\$2,200,000	\$2,200,000
ICRT Funding for operating expenses	\$65,000	
Combined Traffic Services Saskatchewan (CTSS)	\$540,000	\$540,000
<b><u>CRT Program</u></b>		
New Funded CRT sworn member position		\$110,000
Operating Funding for CRT Program		\$308,000
New Intelligence Analyst Position funded for CRT Program		\$75,000
<b><u>ICE Program</u></b>		
Funded ICE Position - Provincial Coordinator	\$110,000	\$110,000
Funding for operations of the entire ICE Program	\$300,000	\$300,000
New Administrative Assistant Funded for ICE Program		\$76,800
New additional funding for the ICE Program		\$67,200
<b>TOTAL MUNICIPAL PROVINCIAL GRANT</b>	<b>\$3,215,000</b>	<b>\$3,787,000</b>

Funding through Municipal Police Grant by the Ministry of Corrections, Policing and Public Safety allows police agencies around Saskatchewan to work together to combat crime and target complex issues that threaten the safety of the wider community. The partnerships support a more focused approach to effectively address crime and illegal activity in our communities.

Below is the breakdown of the Provincially Funded Positions:

<u>Prince Albert Police Service</u>	<u>Positions</u>
Provincially Funded Positions Building Partnerships to Reduce Crime (BPRC)	
SHOCAP (Serious Habitual Offender Comprehensive Action Program)	1
CRT (Crime Reduction Team)	7
Missing Persons Task Force	1
Child Sexual Exploitation	1
ICE Provincial Coordinator	1
ICE (Integrated Child Exploitation)	1
PACT (Police and Crisis Team)	1
Enhanced Investigative Policing	6
Combined Traffic Services – SGI	3
Combined Traffic Services - Provincially Funded	3
<b>TOTAL PROVINCIALY FUNDED</b>	<b>25</b>

*Note: The Prince Albert also receives SGI funding for three (3) positions as described in the Combined Traffic Safety Services Program Funding section.*

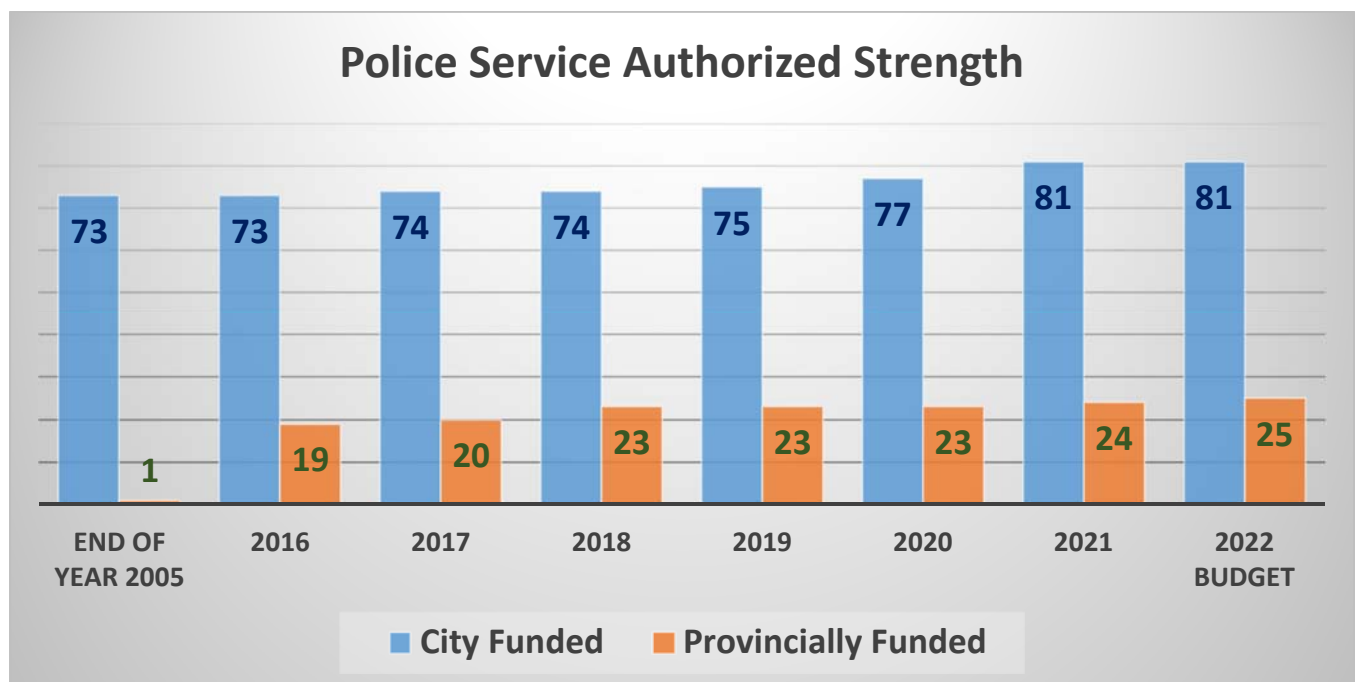
### **2020 – 2021 Funding**

The Ministry of Corrections and Policing provides funds to police services across Saskatchewan through the Municipal Police Grants program to support 129 municipal police positions and targeted policing initiatives.

Regina Police Service	40	31%
Saskatoon Police Service	43	33%
<b>Prince Albert Police Service</b>	<b>20</b>	<b>16%</b>
Moose Jaw Police Service	4	3%
Estevan Police Service	3	2%
Weyburn Police Service	2	2%
North Battleford RCMP	7	5%
Meadow Lake RCMP	7	5%
Yorkton RCMP	3	2%
<b>TOTAL MUNICIPAL FUNDING</b>	<b>129</b>	<b>100%</b>

*Note: 2020-2021 Municipal Funded position*

**Police Service Authorized Strength**



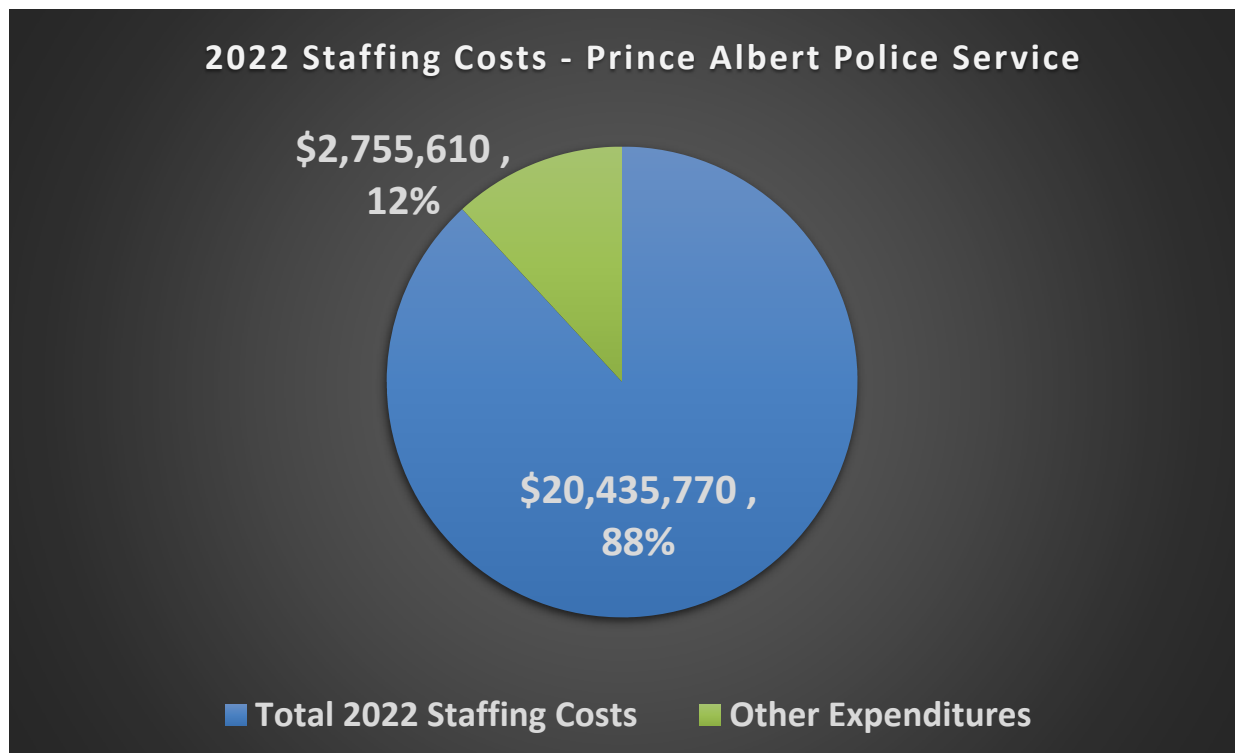
## Staffing Expenses

Staffing the Prince Albert Police Service entails salaries, benefits for the members, involves legal expenses, wellness, and the cost of the dispatching contract. Cost drivers for this category include the number of staff we employ, the rate of pay they receive and any other negotiated or legislated benefits of being an employee.

Below is a summary of the staffing cost for policing the Prince Albert Police Service:

### Staffing - Prince Albert Police Service

Salaries Wages Benefits	\$19,210,490	82.83%
Dispatching Agreement - CanOps	\$1,033,600	
Mental Health Strategists	\$100,330	
Legal Expenses	\$91,350	
<b>Total 2022 Staffing Costs</b>	<b>\$20,435,770</b>	<b>88.12%</b>
<b>Other Expenditures</b>	<b>\$2,755,610</b>	<b>11.88%</b>





### **Collective Bargaining Agreement & Awarded Salary Increases**

The Collective Bargaining Agreement includes a 1.60% wage increase effective January 1, 2022 for the full year.

The negotiated wage increase effective January 1, 2022 at 1.60% has been budgeted for the 2022 Police Service Operating Budget. That equates to an increase to the 2022 Operating Budget in the amount of \$282,600.

### **Multi-Year Proactive Policing Strategy**

City Council on May 3, 2021, approved the following motion:

*That the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service; and,*

*That the unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service.*

**The Police Base Tax approved by Council illustrated a funding model to support the hiring of four (4) new police officers.** The Police Service will deploy the staff into a patrol support shift who will serve primarily a proactive uniform support capacity.

The 2022 Police Service Budget includes a Transfer from the Police Service Proactive Policing Reserve in the amount of \$515,000. The revenue of \$39,600 (\$554,600 approved - \$515,000 in 2022 Budget) will be credited to the Police Service Proactive Policing Reserve for the future Proactive Policing Strategy.

The budgeted amount of \$515,000 represents the following costs:

<b><u>Forecasted Costs for 4 New Sworn Members - 2022</u></b>	
Salaries & Benefits (full year)	\$427,000
Ongoing expenditures - fleet, clothing, etc.	\$80,000
Inflationary Estimate at 1.5%	\$8,000
<b>Total Forecasted Costs for Year 2022</b>	<b>\$515,000</b>

The Multi-Year Proactive Policing Strategy is an enhancement to the Prince Albert Police Service authorized strength and will provide the ability to focus efforts and provide ownership and oversight to areas that require greater attention.

As per the approved Multi-Year Proactive Policing Strategy, the revenue collected from the Police Base Tax will fund four (4) new officers until Year 2027 with no increase in funding request. At the end of Year 2026, there is forecasted to be a shortfall in funding of \$26,000.

### **Crime Reduction Team – Restructured New Model**

The Crime Reduction Team (CRT) is an intelligence-based investigative unit. With a goal of increasing community safety and reducing violence, the main focus of the CRT is to investigate and conduct enforcement on:

- Gang activity/violence
- Illegal firearms associated to gangs/organized crime
- Drugs (with a significant focus on methamphetamine and opioids)
- Property Crime including auto theft

CRT is part of the Provincial Government’s “Gang Violence Reduction Strategy” intended to address gangs in response to the increased gang and firearm related crimes over the past few years.

This **new model has been restructured in Year 2021** from the previous model of an Integrated Crime Reduction Team (ICRT) comprised of PAPS and RCMP members. With the new CRT model, the RCMP members have been redeployed to other RCMP jurisdictions and will no longer work in conjunction with PAPS members.

The new Crime Reduction Team will be comprised strictly of members of the Prince Albert Police Service, along with other funded positions reassigned to the Crime Reduction Team. The new Crime Reduction Team will be comprised of seven (7) members.

The new Crime Reduction Team will also receive funding from the Municipal Police Grant by the Ministry of Corrections, Policing and Public Safety for Prince Albert for a new out of scope civilian Intelligence Analyst funded at \$75,000 and new funding for operating expenses in the amount of \$308,000 for the Program.

The Crime Reduction Team receives funding for resources and operations from the Government of Saskatchewan through the Ministry of Corrections, Public Safety and Policing. Members of CRT come from Combined Forces Special Enforcement Unit (CFSEU) – a previous, similar unit which was also provincially funded.

This Unit is imperative in meeting policing priorities. As well, the new funding for the out of scope civilian Intelligence Analyst at \$75,000 will provide a valuable service to our Police Service with analyzing crime and gang trends. The funding for the operating expenses will provide funding to run the CRT Program in our community.

### **Mental Health Program**

The Board approved \$100,330 in the 2021 Police Service Operating Budget as contracted services for a Clinical Psychologist and Health Program. The 2022 Police Service Operating Budget includes the same amount of \$100,300 as Mental Health Strategists have been hired to lead in the creation and implementation of a mental health program including the coordination, development and evaluation of the strategy. There is no increase to the 2022 Operating Budget.

Administration is supportive of the continued investment into the mental health and wellness strategies and programs as preventative care for our members.

### **Police Training and Outdoor Range**

The 2022 Police Service Operating Budget for Police Training has increased by \$15,000 in relation to:

- The training budget has increased by \$5,000 to reflect the incremental cost of training with four new police officers in the Proactive Policing Unit (PPS) and funded by the Reserve.
- The training budget has also been increased by \$10,000 to support the maintenance of the outdoor range. These costs are being matched by the Ministry of Environment. It is expected that \$10,000 from each party in 2022 and 2023 will bring the range up to operating standard. The range will be rented out to third parties to cover the subsequent ongoing operations and maintenance. The range was developed in 2007.

### **COVID-19 Protocols - Reduction**

As approved by the Board, the 2021 Operating Budget included additional one-time funding for additional cleaning during the COVID-19 pandemic. The request for funding was to maintain the casual janitor position due to the cleaning requirements for COVID-19. The cleaners were tasked with cleaning high-touch areas around the main station and substation, and wiping down patrol cars and cells on a regular basis.

The reduction to the 2022 Police Service Operating Budget as a result of COVID-19 Protocols is as follows:

Removal of Casual Janitorial Staff due to COVID-19	(\$25,920)
Removal of expenses relating to PPE, etc.	(\$25,000)
Total Reduction to the 2022 Police Service Budget	(\$50,920)

### **Guards and Matrons**

The Prince Albert Police Service continues to employ civilian guards and matrons to monitor the health and wellness of the prisoners lodged within the cellblock. The staff are not represented by a union group.

The 2022 Operating Budget includes an increase to the guards and matrons similar to the proposed awarded wage increase to the members at 1.6% effective January 1, 2022.

The wage per hour will be increased by 1.6% from \$17.76 per hour to \$18.04 per hour effective January 1, 2022.

### **Victim Services Program**

The Victim Services Program provides basic services to victims of crime and traumatic events, including information, advocacy, support and referral.

The Service Agreement provides funding to staff the following victim services positions:

- One Full-Time Victim Services Coordinator
- One Full-Time Indigenous Resource Officer
- One 0.4 Assistant Coordinator
- One 0.6 Assistant Coordinator
- One 0.4 Administrative Assistant

The Ministry of Justice and Attorney General forwarded an Amendment to the Victim Services Service Agreement relating to the Prince Albert Victim Services Program, which provided an increase to the salaries for the positions in the Victim Services Unit effective April 1, 2021 for a 1.50% increase. The funding was increased from \$203,430 to \$206,440 for the 2022 Operating Budget. An increase of \$3,010 in revenue.

The amount of \$206,440 in provincial revenue is included in the 2022 Operating Revenue as a grant. The expenditures budgeted for the Victim Services Program totals \$251,950, leaving a shortfall of \$45,510 to be funded from the Police Service. That shortfall results from the Province providing 8% for benefits, while our benefits program costs approximately 21% per permanent employee, and the fleet cost for a vehicle for the victim services program.

### **Victim Services – Missing Persons Liaison Program**

The Service Agreement provides funding to staff a full-time employee as a Missing Person Liaison. As per Service Agreement, the priorities of the Program include:

1. Families of missing Indigenous women;
2. Families of other missing persons;
3. Victims of reported crime;
4. Victims of unreported crime; and
5. At-risk individuals.

As per Service Agreement, the Ministry of Justice and Attorney General will pay the Prince Albert Police Service as follows:

- from April 1, 2021 to March 31, 2022 an amount not to exceed \$69,334

*That funding includes staff salary and benefits, promotion/awareness and program expenses (office equipment, supplies, training, culture, etc.)*

The amount of \$69,330 in provincial revenue is included in the 2022 Operating Revenue as a grant. The expenditures budgeted for the Missing Person Liaison Program totals \$82,240, leaving a shortfall of \$12,910 to be funded from the Police Service. That shortfall results from the Province providing 8% for benefits, while our benefits program costs approximately 21% per permanent employee.

### **Canine Program Increase**

The Board, at its meeting of June 10, 2021, approved the additional fleet vehicle purchase and required equipment for the Canine Unit. The Board also approved that the unbudgeted cost of the fleet vehicle and related equipment for the Canine Unit be funded from the Police Equipment Reserve in 2021.

The 2022 Operating Budget under the Division “Police Dogs” includes the increase for the fleet cost in the amount of \$19,520 for charge out rates.

The 2022 Capital Budget includes the cost of \$26,500 for the purchase of two Police Service Dogs in early 2022 to allow for timely replacement of Febee and the identification of a new team, enabling efficient training of both teams together in the Spring of 2022.

### **Additional 2022 Revenue**

The 2022 Operating Budget includes the following other revenue increases in the Operating Budget:

- (\$10,000) increase in revenue for Criminal Record Checks
- (\$3,000) increase in revenue for running the POPAT

### **Truth and Reconciliation Statutory Holiday**

City Council has proclaimed September 30<sup>th</sup> as National Day for Truth and Reconciliation Statutory Holiday starting 2021.

The cost associated with the statutory holiday for the Prince Albert Police Service is \$75,000.

### **Unbudgeted Item**

**Paramedic Cell Block Program** – The Board approved budget does not include funding for the paramedic cell block program. This program is currently being piloted at the expense of Ministry of Health until March 31, 2022. Paramedic programs currently exist in most police services to ensure the health and wellbeing of persons housed in detention. The total estimate of the cost of the program is \$300,000.

### **Fleet Charge out Rate**

The cost of the PAPS (and City) fleet is tracked in a separate fund where a reserve is built up to fund the replacement of vehicles as they become due for replacement. This fund tracks all expenses for the vehicles and puts money aside for future vehicle replacement. The cost of the fleet vehicles is then budgeted and charged to operations based on a fixed rate per year.

The fleet rate forecasts are to be examined annually to ensure that the fleet charge is sufficient to maintain the reserve at a healthy and adequate level.

The Board reduced the fleet charge out by \$70,000, as such, for Year 2022, the fleet expenses have increased by \$8,050.

In Year 2021, the fleet increased from 36 to 40 vehicles. This was as a result of the Board approving:

- Additional canine unit vehicle; and,
- Three additional vehicles funded from the Multi-Year Proactive Policing Strategy.

### **2022 Police Service Proposed Capital Budget**

Highlights of the proposed 2022 Police Service Capital Budget are:

1. Downtown Substation Funding Model - \$75,040 – This is the principal payment for the 2019 purchase of the Downtown Sub-station based on a 3.2% interest rate. The principal payment for the purchase of the Downtown Substation averages \$75,040 each year until the end of 2024.
2. Computer Replacement - \$26,000 - The amount of \$26,000 is budgeted for computer allocation. The budget is for annual allocation of the replacement for desktop computers and associated licensing for the Prince Albert Police Service. Desktop rotation best practices is to replace old and inefficient computers, laptops and monitors on a 5-year planning life cycle. The Police Service have 110 computer workstations that staff utilize in their daily tasks.
3. MDT Replacement - \$39,000 - This budget is for the replacement of Police MDT Laptops based on a five-year rotation. The usable lifespan of the MDT laptops practice is five years. After five years due to 24-hour use exposed to external elements the devices begin to break down with expired warranty. A rotation must be planned for to ensure that old units are replaced when necessary. PAPS currently has 23 MDT's in vehicles and they are used 24/7 throughout the year.
4. In Car Camera Replacement - \$15,000 - The budget is for the replacement of in car cameras. The public and the courts have come to expect video evidence that has been captured from police vehicles. Video evidence supports the accuracy of an incident including transportation of arrested person. It is important to continue to capture video evidence and to maintain a stable platform to provide this evidence.
5. Virtual Server Replacement - \$20,000 – PAPS utilizes five physical computer servers and two physical storage device to process data and applications. The cost to replace these units is estimated at \$100,000 every five years therefore funds are being set aside for eventual replacement.

6. Police Service Dogs - \$26,500 - The purchase of two Police Service Dogs in early 2022 would allow for timely replacement of Febee and the identification of a new team, enabling efficient training of both teams together in the Spring of 2022.
7. In Cell Video Management Replacement - \$61,500 - In-cells video is vital for providing evidence that support officer's observations. It also protects the service and members from liability when false conduct complaints are made. Such technology is an expectation from the public and the members; it supports public confidence within the service through transparency

**The above Capital Projects total \$263,040. That represents an increase of \$8,000 over the approved 2021 Capital Budget of \$255,040.** It is important to note that the original budget of \$250,300 had been consistently approved by the Board for capital projects, until last year, as the costs have increased slightly to adjust for inflation. As shown above, the majority of capital spending is relating to Information Technology requirements for the protection of the members and the Prince Albert Police Service to provide efficient service to its community.

### **2021 Police Service – Fleet Capital**

**Total Fleet request totals \$390,000: \$260,000 + \$130,000.**

The amount of \$260,000 is budgeted for capital fleet replacement. This budget is for the replacement of existing vehicles that are being retired. This is funded from the Police Service Equipment Reserve. The amount of \$5,000 was increased in Year 2022 due to the rising cost of vehicles.

\$130,000 is also recommended to be approved for the replacement of the Combined Traffic Services Saskatchewan Vehicles. The Police Service receives annual operating funding from the CTSS Program to assist with the fleet purchases.

### **CONSULTATIONS:**

The Chief of Police along with Finance and Human Resources Manager has reviewed the budget in detail.



**FINANCIAL IMPLICATIONS:**Police Service Operating Reserve

The Board approved the Police Service Operating Reserve in 2016. The Police Service Operating Reserve was approved with a cap of \$500,000. The intent of the Operating Reserve is mitigate financial issues should something unexpected or atypical happen in a year such as major investigations, urgent building repairs or an unplanned major expense.

Best practice is to fund operations using funds incurred in the budget year rather than utilizing reserve funds. An operating reserve of this type is useful to mitigate financial issues should something unexpected or atypical happen in a year such as major investigations or an unplanned major expense such as COVID-19 expenditures.

Commencing Year 2021, the Police Service has the amount of \$496,037 in the Reserve as a result of City Council approving a funding transfer from the Safe Restart Program for the unbudgeted COVID-19 expenditures for the Prince Albert Police Service in 2020.

**As part of the approved 2021 Budget, the amount of \$200,000 was approved to offset the 2021 operations and keep the increase to a minimum. As well, City Council approved the final 2021 Funding Transfer for the Police Service from the City with a reduction of \$60,000. The one-time reduction adjustment of \$60,000 for Year 2021 will be funded from the Police Service Operating Reserve and vacancy management savings throughout the year.**

The presented 2022 Police Service Budget includes a transfer of \$200,000 from the Police Service Operating Reserve. A positive reason to use the reserve in 2022 is to effectively budget for savings from unplanned vacancies. When a vacancy occurs, there can be salary savings between the incumbent's last day of work and when the new recruit begins. Further savings can occur when the incumbent's salary is greater than the new recruit. This savings is often reduced by the need for overtime or casual staff to cover the incumbent's work and advertising and other recruitment costs.

**Total Transfer required from the City is \$17,605,140:**

2021 Approved Budget by Council	\$17,337,850
2022 Presented Increase over 2021 Approved Budget	\$267,290
<b>Total Transfer from the City – Year 2022</b>	<b>\$17,605,140</b>

**Increase: 1.54%**

**The mill rate increase would be approximately .84% of a mill rate.**

The increase in the amount of \$267,290 is shown below:

1.6% raise on salaries, wages, benefits	\$282,600
Salary increase – CPP/EI/WCB increases	\$68,000
2021 Transfer reduction	\$60,000
Salary step increases and staff turnover savings	\$30,470
Canine Program Increase – fleet & materials	\$23,970
Outdoor Range Repairs	\$10,000
National Day for Truth and Reconciliation	\$75,000
Misc small items adjusted by line review	(\$12,780)
Dispatch Contract Adjustment	(\$35,500)
Reduction of COVID-19 Protocols	(\$50,920)
Crime Reduction Team – Funding Model Change	(\$113,550)
Fleet Reduction	(\$70,000)
<b>TOTAL INCREASE</b>	<b>\$267,290</b>
<b>Mill Rate Increase</b>	<b>0.84%</b>

The 2022 Police Service Operating Expenses are broken down as follows:

Salaries Wages and Benefits	<b>\$19,210,490</b>	<b>82.83%</b>
Maintenance Materials and Supplies	\$1,743,200	7.52%
Contracted and General Services	\$1,300,810	5.61%
Fleet Expenses	\$781,490	3.37%
Utilities	\$129,900	0.56%
Insurance	\$17,980	0.08%
Interest on Long Term Debt	\$6,760	0.03%
Financial Charges	\$750	0.00%
<b>Total Expenses</b>	<b>\$23,191,380</b>	<b>100%</b>

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Pursuant to the provisions of Section 35, Subsection 5 of The Police Act, 1990, a copy of the Prince Albert Board of Police Commissioners 2022 Budget, once approved by City Council, is to be forwarded to the Saskatchewan Police Commission.

**STRATEGIC PLAN:**

Police Service Strategic Plan #2 – Professional Service ~ Financial Accountability.

**PRESENTATION:**      **VERBAL**   

**ATTACHMENT:**

- PowerPoint Presentation from the Chief of Police regarding 2022 Police Service Budget – Financial Overview.

**Written By:**            Chief of Police Jonathan Bergen



**Approved by:**        **Chief of Police**

**Signature:** \_\_\_\_\_

# *2022 Police Service Chief of Police Financial Overview*



*Highlights of the proposed  
2022 Police Service Budget*

*Presentation to City Council's  
Budget Committee*



# *Prince Albert Police Service*

*136 Years of Service*

# *1886-2022*



***A Diverse Police Service  
Dedicated to Community  
Safety and Committed to  
Reducing Crime***



# ***THE POLICE ACT, 1990 - Section 25***

Municipality responsible for policing:

*25 (a) is responsible for the maintenance of law and order within its boundaries;*

*25 (b) shall provide policing services to maintain a reasonable standard of law enforcement; and*

*25 (c) shall provide adequate and reasonable facilities required for the policing services mentioned in clause (b).*



## *Board's Policy Document as per The Police Act, 1990.*

- The Board shall submit to City Council's Budget Committee, for consideration within the City's Budget Approval Process, the Board's estimates of all money required for the next fiscal year for the Board and the Prince Albert Police Service.
- **When Council does not approve the estimates submitted by the Board, Council is to cause the estimates to be returned to the Board together with Council's reasons for not approving the estimates. The Board is then required to submit revised estimates for Council's approval.**
- If Council does not approve the revised estimates, Council shall determine the gross amount of the estimates. Council's determination in this case is final.



## *Recent Police Service and Board Enhancements*

- **Proactive Policing Strategy** ~ Four (4) municipally funded sworn positions to better meet the needs of our community in delivering professional policing services to our citizens
- **Paramedic Cell Block Pilot Project** ~ Funding from SHA for Parkland Ambulance Care Ltd. to provide emergency medical services in the Prince Albert Police Detention Facility. **Funded program as a pilot project to March of 2022.**
- **Mental Health Strategists** ~ to create programs and meet with staff in support of enhancing member wellness
- **Equipment** ~ commitment to maintaining adequate funding to acquire emergency safety equipment for PAPS members, (e.g. the PAPS regular ballistic armour replacement)
- **Renovation of Downtown Police Service Substation** – reduction down from 4 to 2 buildings for efficiencies
- **Casual traffic ticket prosecutor position** ~ professionalize and remove duties from the Traffic Sergeant



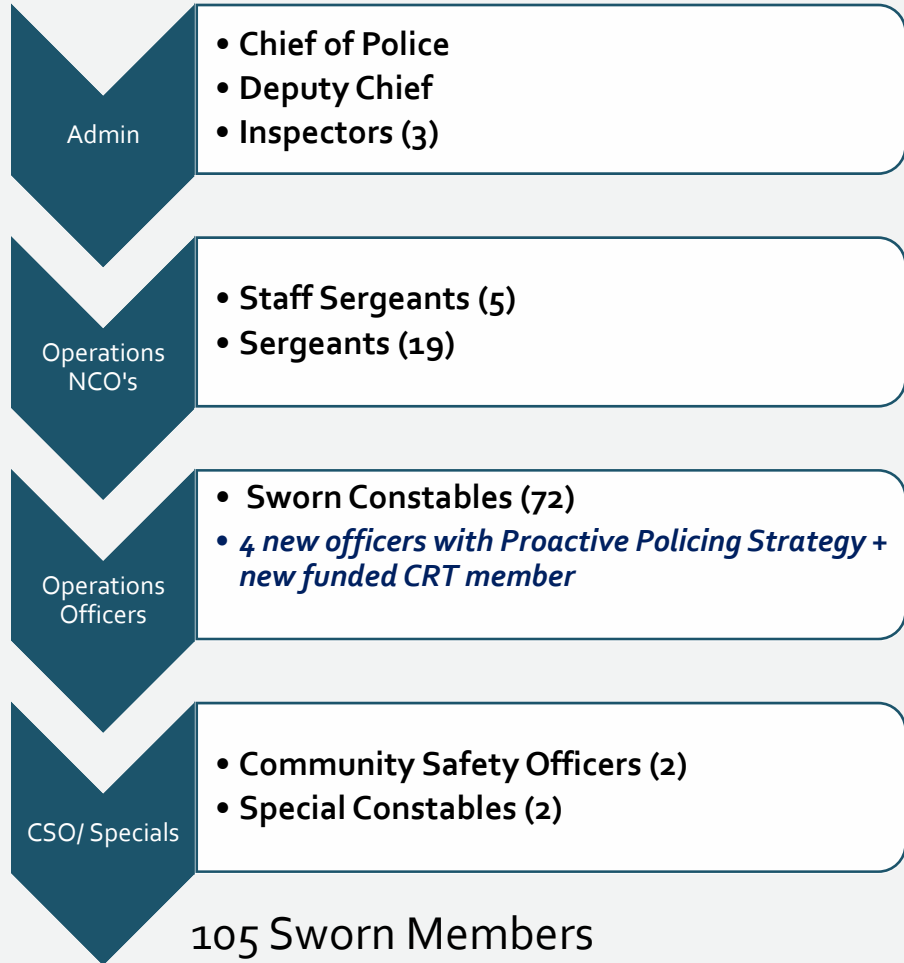


## *Recent Police Service and Board Enhancements*

- **Radio communications** ~ enhancement for all police members
- **Indigenous Mentorship Program** - working with Metis Nation Saskatchewan to enhance diversity within PAPS with external funding
- **Tactical Response Vehicle**
- **Expanded Canine Unit** ~ complements policing initiatives and helps to protect and keep safe our residents and members
- **Addition of two Community Safety Officers** ~ assist with our front-line policing
- **Police Service Main Building Renovations** ~ enhance the life term of the building and maximize efficiencies of space



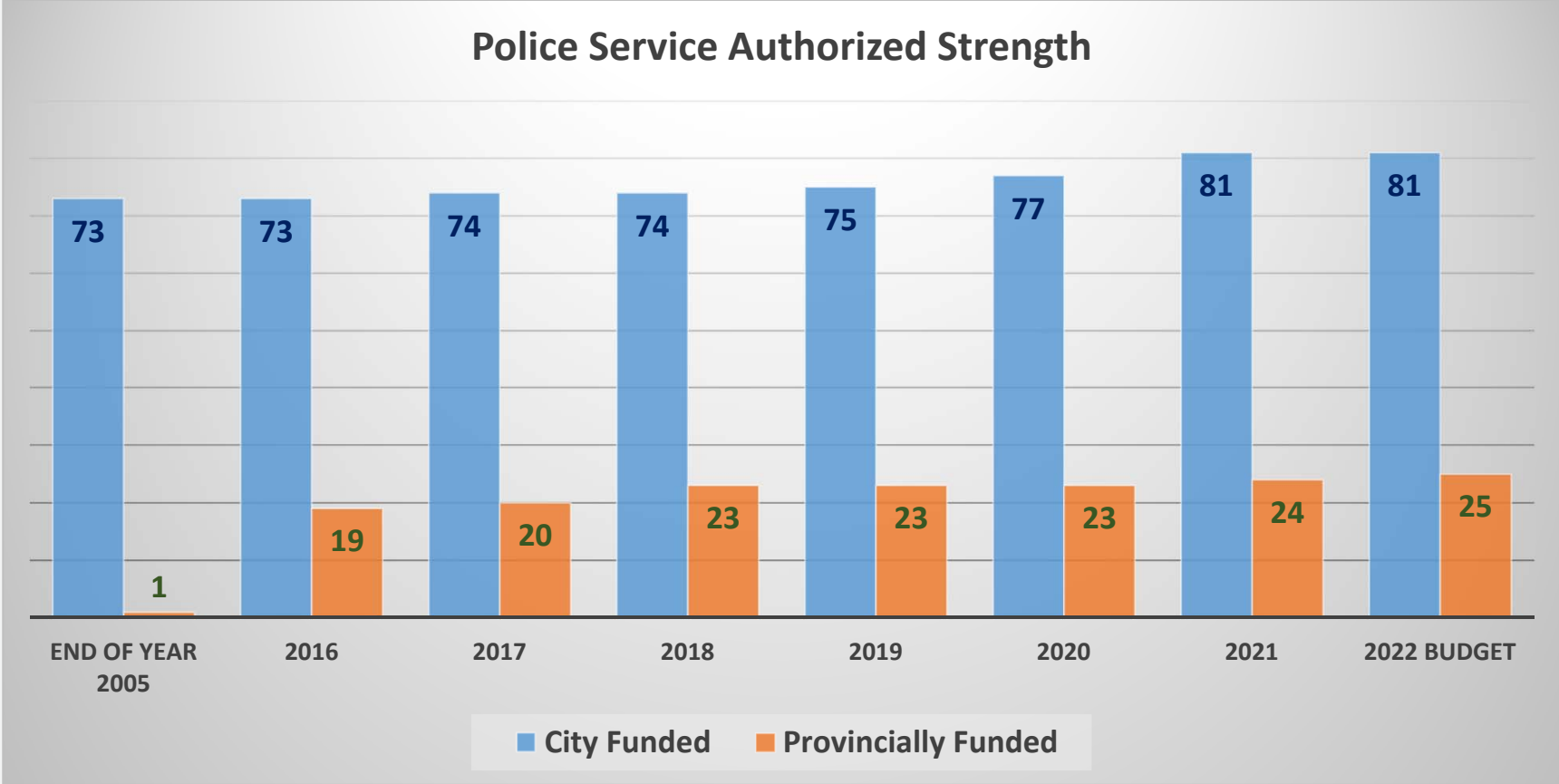
# PRINCE ALBERT POLICE SERVICE



27 Civilian Permanent



# Police Service Authorized Strength *(excludes bylaw)*



## *Police Service Operating Reserve & Transfer from the City*

- As of December 31, 2020: \$496,037 in Operating Reserve.
- 2021 Budget: \$200,000 approved to offset operations and keep the increase to a minimum + \$60,000 Council reduction
- Presented 2022 Police Service Budget includes a transfer of \$200,000 from the Police Service Operating Reserve
- 2022 transfer will not deplete the Reserve, keeps increase to a minimum

<b>2021 Approved Budget by Council</b>	<b>\$17,337,850</b>
<b>2022 Presented Increase over 2021 Approved Budget</b>	\$267,290
<b>Total Transfer from the City – Year 2022</b>	\$17,605,140
	<b>Increase: 1.54%</b> <b>Mill Rate: 0.84</b>

**The mill rate increase would be approximately 0.84 of a mill rate.**



# *New for 2022: Municipal Police Grant*

The Budget for Year 2022 includes the additional new funding under the Municipal Police Grant:

- **Crime Reduction Team (CRT) – Restructured Model : \$493,000**
  - a new funded sworn member at \$110,000 for the officer
  - additional funding in the amount of \$75,000 for an out of scope civilian Intelligence Analyst
  - program funding of \$308,000 for operating expenses
    - *Gang activity/violence*
      - *Illegal firearms associated to gangs/organized crime*
    - *Drugs (with a significant focus on methamphetamine and opioids)*
      - *Property Crime including auto theft*
- **ICE Program additional funding : \$144,000**
  - ICE Administrative Assistant position funded at \$76,800
  - Additional operating funding for entire program at \$67,200
    - \*\* *additional funded positions are not located in Prince Albert but managed by the Provincial Coordinator at PAPS.*



# Provincial Funding

<u>Prince Albert Police Service</u>	<u>Positions</u>
Provincially Funded Positions Building Partnerships to Reduce Crime (BPRC)	
SHOCAP (Serious Habitual Offender Comprehensive Action Program)	1
CRT (Crime Reduction Team)	7
Missing Persons Task Force	1
Child Sexual Exploitation	1
ICE Provincial Coordinator	1
ICE (Integrated Child Exploitation)	1
PACT (Police and Crisis Team)	1
Enhanced Investigative Policing	6
Combined Traffic Services – SGI	3
Combined Traffic Services - Provincially Funded	3
<b>TOTAL PROVINCIALY FUNDED</b>	<b>25</b>

22 Provincially Funded Positions @ \$110,000 per officer  
3 SGI Funded Positions @ \$120,000 per officer (CTSS)



# 2022 Budgetary Considerations:

## Increases

- January 1, 2022 – awarded wage increase of **1.6%** (\$282,600)
- CPP/EI/WCB Increases (**\$68,000**)
- Step Increases and staff turnover (**\$30,470**) – *prior year impact for 2021 was \$150,250*
- Canine Additional Fleet approved by Board (**\$19,520**)
- Outdoor Gun Range Repairs – PAPS share is 50% (**\$10,000**)
- Guards and Matrons wage per hour increase from \$17.76 per hour to \$18.04 per hour
- National Day for Truth and Reconciliation Statutory Holiday (**\$75,000**)

## Decreases

- Fleet Reduction for 2022 (**\$70,000 reduction**)
- Reduction of COVID-19 Protocols (**\$50,920 savings**)



## ***POLICE SERVICE 2022 EXPENDITURE BREAKDOWN***

<b>Salaries Wages and Benefits</b>	<b>\$19,210,490</b>	<b>82.83%</b>
<b>Maintenance Materials and Supplies</b>	<b>\$1,743,200</b>	<b>7.52%</b>
<b>Contracted and General Services</b>	<b>\$1,300,810</b>	<b>5.61%</b>
<b>Fleet Expenses</b>	<b>\$781,490</b>	<b>3.37%</b>
<b>Utilities</b>	<b>\$129,900</b>	<b>0.56%</b>
<b>Insurance</b>	<b>\$17,980</b>	<b>0.08%</b>
<b>Interest on Long Term Debt</b>	<b>\$6,760</b>	<b>0.03%</b>
<b>Financial Charges</b>	<b>\$750</b>	<b>0.00%</b>
<b>Total 2022 Expenses</b>	<b>\$23,191,380</b>	<b>100%</b>





## *User Charges and Fees:*

- ***Provincial Magistrate Fines***  
*(does not include parking meter offences or towing revenue)*
- ***Criminal Record Revenues***
- ***Alarm Charges Revenues***
- ***Remand Agreement – Corrections Reimbursement***
- ***Towing Revenue***

- ***Rental Space charged to ICE***
- ***WCB Revenue***
- ***Fingerprinting***
- ***overtime charged to events***
- ***Police Training for College and New Recruit Application Fee***



## *Operating Grants and Donations:*

- **\$2,420,000** ~ 22 Funded Officers x \$110,000 per officer
- **\$540,000** ~ Funding from SGI for CTSS Program (\$120,000 x 3 officers and \$180,000 for operations)
- **\$444,000** ~ Provincial Funding for ICE Provincial Coordinator housed in PAPS and program operations of entire Provincial Program
- **\$383,000 – New** Provincial Funding for Crime Reduction Team Model
- **\$275,770** ~ Victim Services and Missing Persons Liaison Funding
- **\$45,900** ~ SGI Funding for Traffic Enforcement Initiatives



## ***CONTRACTED SERVICES***

**\$1,033,600** ~ Contract for Police Dispatching Staff (PECC)

**\$100,330** ~ Mental Health Strategists Program

**\$91,350** ~ Legal Services (discipline hearings, member legal fees, etc.)

**\$32,240** ~ laundry services

**\$17,600** ~ Information Technology contracted specialist

**\$11,000** ~ Provincial Analyst

**\$7,200** ~ CBA Dog Handler allowance (*\$1,800 annually per officer*)

**\$3,240** ~ Kennel and Vet Services for Canine Dogs

**\$2,250** ~ IDENT Allowance as per CBA (*\$750 annually per officer*)

**\$2,000** ~ SWAT – ambulance calls



## ***Multi Year Proactive Policing Strategy:***

*That the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service; and,*

*That the unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service.*

<b><u>Forecasted Costs for 4 New Sworn Members - 2022</u></b>	
Salaries & Benefits (full year)	\$427,000
Ongoing expenditures - fleet, clothing, etc.	\$80,000
Inflationary Estimate at 1.5%	\$8,000
<b>Total Forecasted Costs for Year 2022</b>	<b>\$515,000</b>

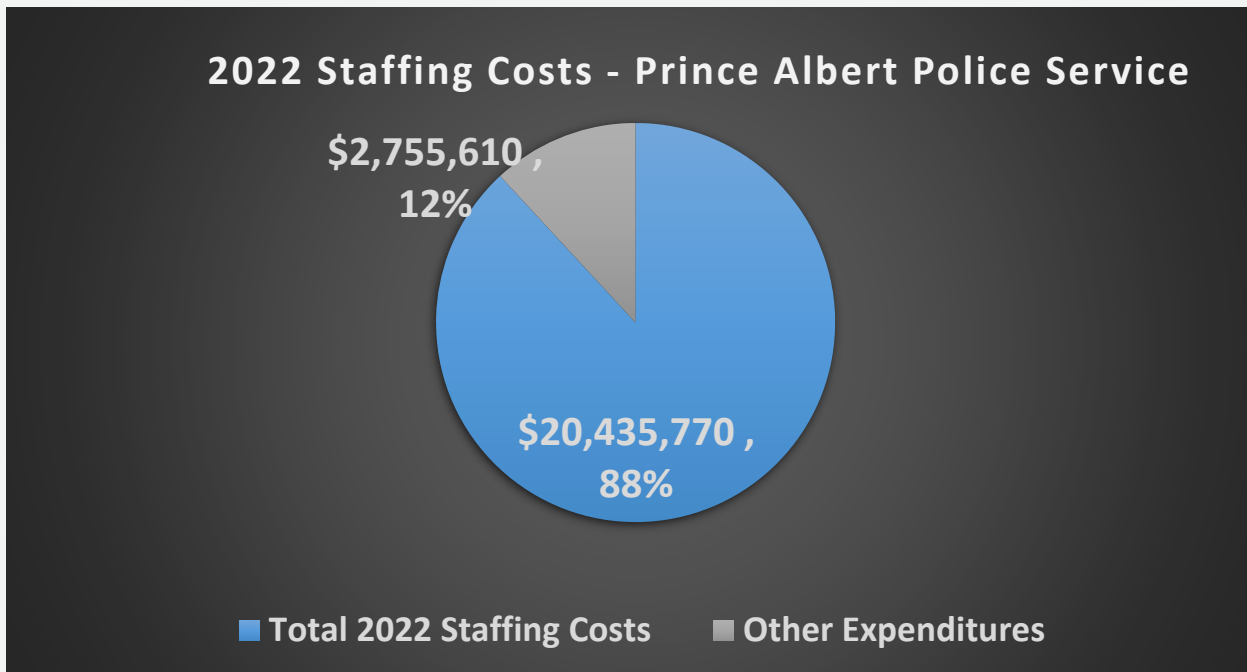
***The Multi-Year Proactive Policing Strategy is an enhancement to the Prince Albert Police Service authorized strength and will provide the ability to focus efforts and provide ownership and oversight to areas that require greater attention.***



# SALARY BREAKDOWN:

## Staffing - Prince Albert Police Service

Salaries Wages Benefits	\$19,210,490	82.83%
Dispatching Agreement - CanOps	\$1,033,600	
Mental Health Strategists	\$100,330	
Legal Expenses	\$91,350	
<b>Total 2022 Staffing Costs</b>	<b>\$20,435,770</b>	<b>88.12%</b>
<hr/>		
<b>Other Expenditures</b>	<b>\$2,755,610</b>	<b>11.88%</b>



## 2022 CAPITAL ALLOCATION

POLICE CAPITAL RESERVE	
PRINCE ALBERT POLICE SERVICE	
Downtown Substation Funding Model	\$75,040
Computer Replacement	\$26,000
MDT Replacement	\$39,000
In Car Camera Replacement	\$15,000
Virtual Server Replacement	\$20,000
Police Service Dogs	\$26,500
In Cell Video Management Replacement	\$61,500
<b>TOTAL 2022 CAPITAL PROJECTS</b>	<b>\$263,040</b>



# 2022 FLEET CAPITAL REPLACEMENT PROGRAM:

## POLICE EQUIPMENT RESERVE

2022 Police Vehicle Replacement	\$260,000
Purchase of 2 CTSS Vehicles ( <u>Funded by CTSS</u> )	\$130,000
<b>TOTAL 2022 POLICE FLEET</b>	<b>\$390,00</b>

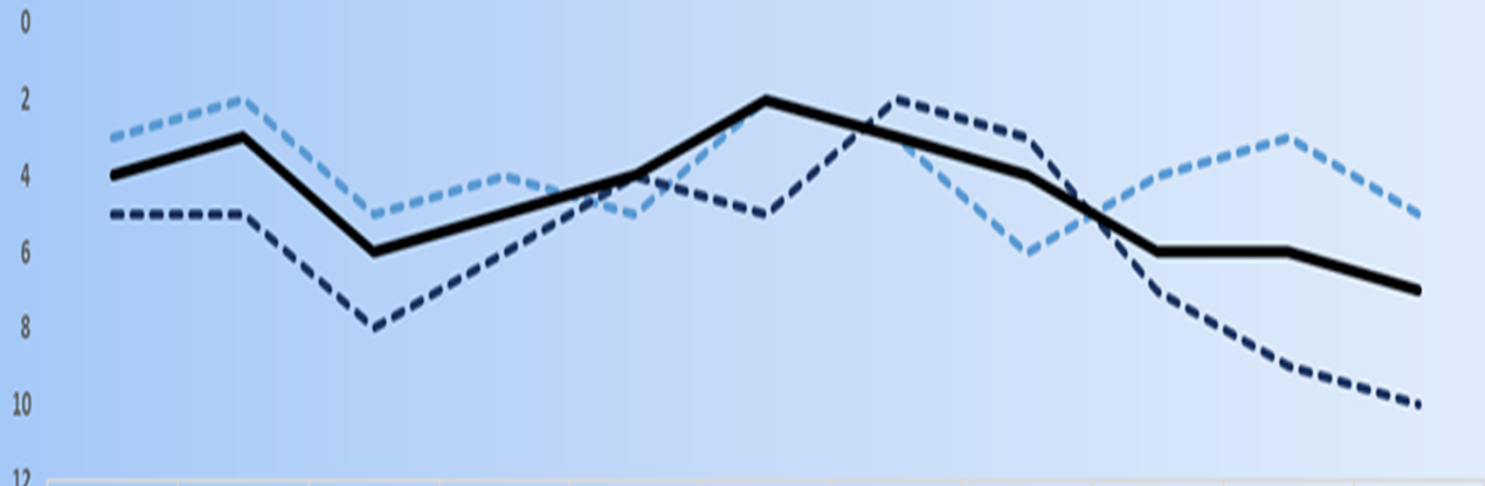
*Note: The vehicle replacement is funded from the Police Service Fleet Reserve – a reserve that houses the surplus funds from the charge out rates for future vehicle replacements.*



# Crime Severity Index – 2020 Saskatchewan

## Prince Albert Crime Severity Index Rankings 2010 to 2020

(Ranking are all Police Agencies with Population over 10,000)

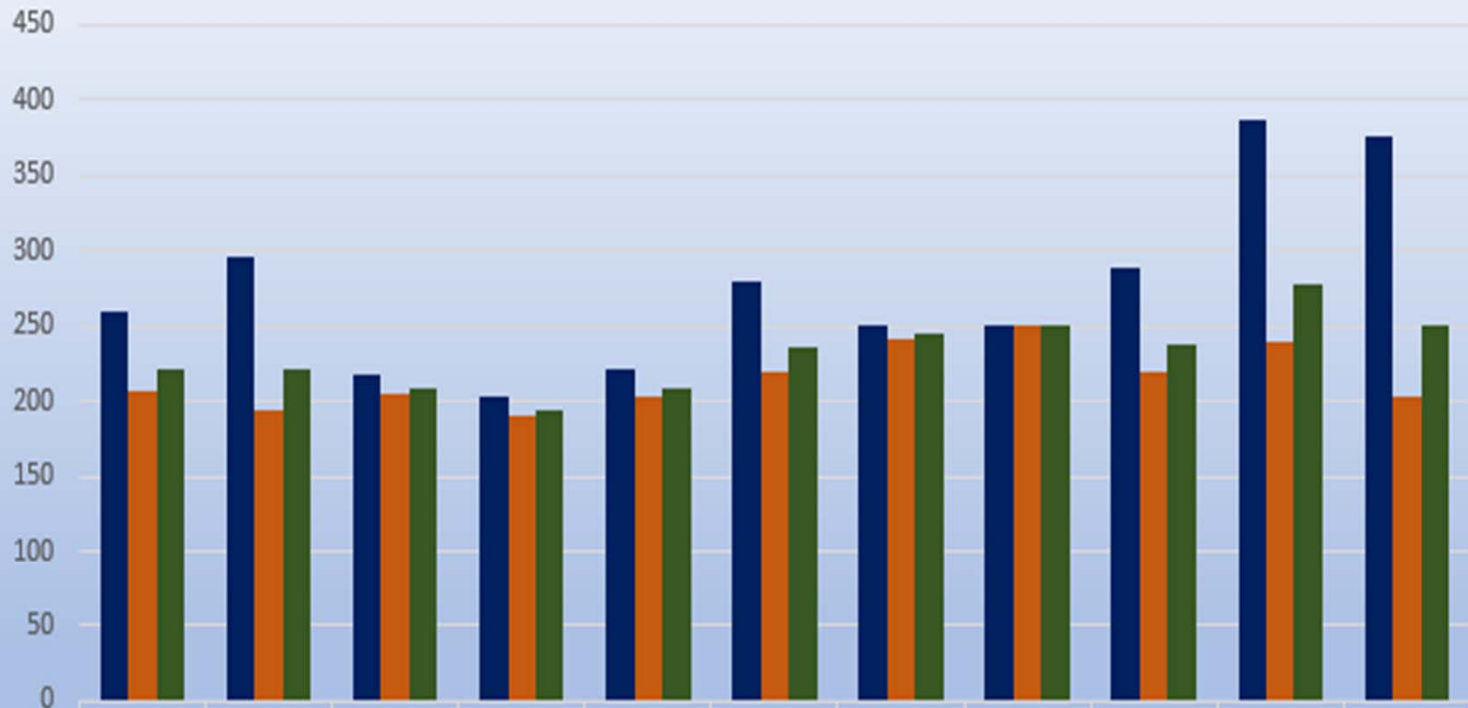


	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Violent Crime Ranking	3	2	5	4	5	2	3	6	4	3	5
Non Violent Crime Ranking	5	5	8	6	4	5	2	3	7	9	10
Overall Rankings	4	3	6	5	4	2	3	4	6	6	7





## Prince Albert Crime Severity Index Numbers 2010 to 2020



	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Violent Crime	260	295	218	202	221	279	251	250	289	387	375.3
Non Violent Crime	206	193	204	190	203	219	241	251	219	240	203.4
Overall	221	221	208	194	208	235	244	251	238	278	249.3



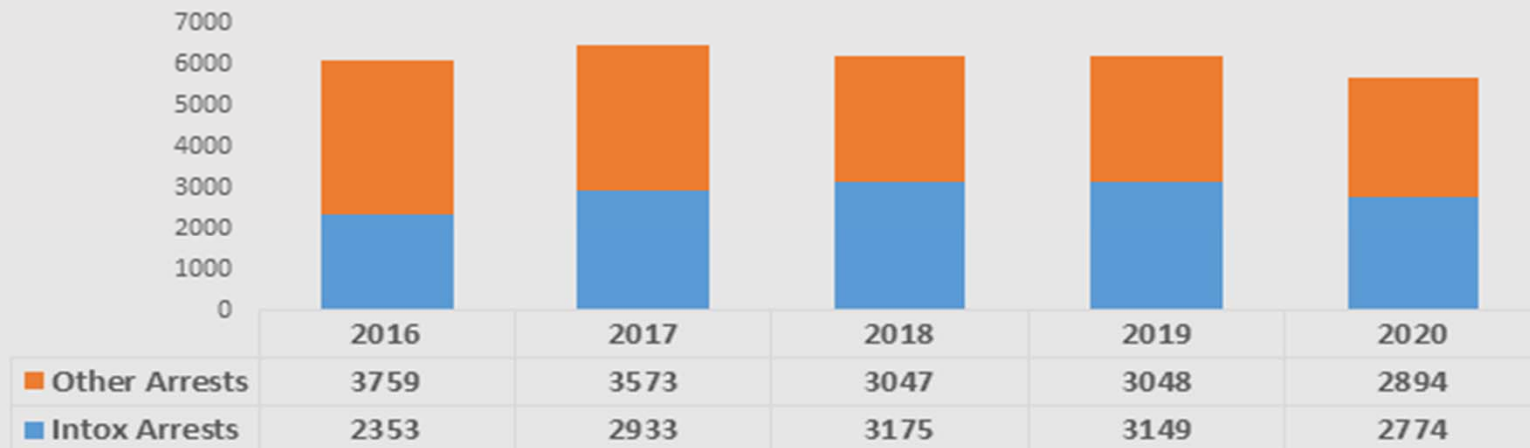
## Prince Albert Crime Severity Overall vs Regina, Saskatoon and the National Crime Severity



## Calls for Service 5 Year Trend



## Arrests 5 year Trend

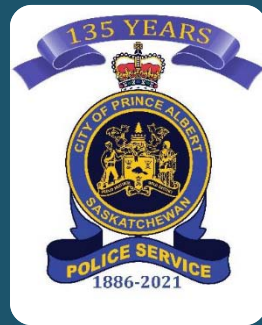


# 2022 Police Service Increases

1.6% raise on salaries, wages, benefits	\$282,600
Salary increase – CPP/EI/WCB increases	\$68,000
2021 Council reduction	\$60,000
Salary step increases and staff turnover savings	\$30,470
Canine Program Increase – fleet & materials	\$23,970
Outdoor Range Repairs	\$10,000
National Day for Truth and Reconciliation	\$75,000
Misc small items adjusted by line review	(\$12,780)
Dispatch Contract Adjustment	(\$35,500)
Reduction of COVID-19 Protocols	(\$50,920)
Crime Reduction Team – Funding Model Change	(\$113,550)
Fleet Reduction	(\$70,000)
<b>TOTAL INCREASE</b>	<b>\$267,290</b>
<b>Mill Rate Increase</b>	<b>0.84%</b>



# Questions?





City of  
**Prince Albert**

***RPT 22-75***

**TITLE:** 2022 Police Service Budget Reduction due to City Fiscal Challenges

**DATE:** February 10, 2022

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**ATTACHMENTS:**

1. 2022 Police Service Budget Reduction due to City Fiscal Challenges (PRESENTED AT MEETING)

Written by: Melodie Boulet, Secretary, Board of Police Commissioners



## Prince Albert Board of Police Commissioners

### DISPOSITION

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**Report Title:** 2022 Police Service Budget Reduction due to City Fiscal Challenges

**Date:** February 1, 2022

**From:** Board of Police Commissioners

**To:** City Council

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#### DISPOSITION:

That the Board forwards the following recommendations to City Council for approval:

1. That an additional \$200,000 for a total of \$400,000 be transferred from the Police Service Operating Reserve to the City's General Fund to assist with the City's significant budgeting shortfalls; and,
2. That the 2022 Prince Albert Police Service be funded in the amount of \$17,805,140, inclusive of Capital expenditures and a transfer from the Police Service Proactive Policing Reserve up to \$515,000.

**Respectfully Submitted,**

A handwritten signature in blue ink that reads "Melodie Boulet".

Melodie Boulet  
Board Secretary  
Board of Police Commissioners



## PRINCE ALBERT POLICE SERVICE

**TITLE:** 2022 Police Service Budget Reduction due to City Fiscal Challenges

**DATE:** January 28, 2022

**TO:** City Council's Budget Committee

**PUBLIC:**

**INCAMERA:**

---

### RECOMMENDATION:

That the Board forwards the following recommendations to City Council for approval:

1. That an additional \$200,000 for a total of \$400,000 be transferred from the Police Service Operating Reserve to the City's General Fund to assist with the City's significant budgeting shortfalls; and,
2. That the 2022 Prince Albert Police Service be funded in the amount of \$17,805,140, inclusive of Capital expenditures and a transfer from the Police Service Proactive Policing Reserve up to \$515,000.

### TOPIC & PURPOSE:

To forward Board approval to City Council that the additional amount of \$200,000 be transferred from the Police Service Operating Reserve to the City's General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with the City's significant budgeting shortfalls for Year 2022.

Section 33 of The Police Act, 1990 and Section 12 of the Bylaw No. 21 of 2014 states the following:

Pursuant to Section 33 of The Police Act, 1990 and Section 12 of the Bylaw No. 21 of 2014, on or before December 31<sup>st</sup> in each year, the Board shall submit to City Council's Budget Committee, for consideration within the City's Budget Approval Process, the Board's estimates of all money required for the next fiscal year for the Board and the Prince Albert Police Service.



When Council does not approve the estimates submitted by the Board, Council is to cause the estimates to be returned to the Board together with Council's reasons for not approving the estimates. The Board is then required to submit revised estimates for Council's approval.

If Council does not approve the revised estimates, Council shall determine the gross amount of the estimates. Council's determination in this case is final.

Where Council has approved the estimates or determined the gross amount of the estimates, the Board is then required by The Act to submit a copy of the estimates to the Saskatchewan Police Commission.

### **City's Budgeting Shortfalls**

Senior Administration have been requested to review the 2022 Budget to explore options for reductions to the budget. The City is facing significant budgeting shortfalls due to increased costs relating to the pandemic and loss of revenue.

The Chief of Police has been included in discussions relating to budgetary reductions. The Budget for the Prince Albert Police Service Budget is majority staffing.

Staffing the Prince Albert Police Service entails salaries, benefits for the members, involves legal expenses, wellness, and the cost of the dispatching contract. Cost drivers for this category include the number of staff we employ, the rate of pay they receive and any other negotiated or legislated benefits of being an employee.

Below is a summary of the staffing cost for policing the Prince Albert Police Service:

<b><u>Staffing - Prince Albert Police Service</u></b>		
Salaries Wages Benefits	\$19,210,490	82.83%
Dispatching Agreement - CanOps	\$1,033,600	
Mental Health Strategists	\$100,330	
Legal Expenses	\$91,350	
<b>Total 2022 Staffing Costs</b>	<b>\$20,435,770</b>	<b>88.12%</b>
<b>Other Expenditures</b>	<b>\$2,755,610</b>	<b>11.88%</b>

As such, the Chief is recommending that a budgetary reduction to the overall approved Transfer from the City will impact staffing and service levels to the community.

This report is recommending that an additional \$200,000 for a total of \$400,000 be transferred from the Police Service Operating Reserve to the City's General Fund to assist with the City's significant budgeting shortfalls; and, that the 2022 Prince Albert Police Service be funded in the amount of \$17,805,140, inclusive of Capital expenditures and a transfer from the Police Service Proactive Policing Reserve up to \$515,000.

### Police Service Operating Reserve

The Board approved the Police Service Operating Reserve in 2016. The Police Service Operating Reserve was approved with a cap of \$500,000. The intent of the Operating Reserve is mitigate financial issues should something unexpected or atypical happen in a year such as major investigations, urgent building repairs or an unplanned major expense.

Best practice is to fund operations using funds incurred in the budget year rather than utilizing reserve funds. An operating reserve of this type is useful to mitigate financial issues should something unexpected or atypical happen in a year such as major investigations or an unplanned major expense such as COVID-19 expenditures.

Commencing Year 2021, the Police Service has the amount of \$496,037 in the Reserve as a result of City Council approving a funding transfer from the Safe Restart Program for the unbudgeted COVID-19 expenditures for the Prince Albert Police Service in 2020.

As part of the approved 2021 Budget, the amount of \$200,000 was approved to offset the 2021 operations and keep the increase to a minimum. As well, City Council approved the final 2021 Funding Transfer for the Police Service from the City with a reduction of \$60,000. The one-time reduction adjustment of \$60,000 for Year 2021 will be funded from the Police Service Operating Reserve and vacancy management savings throughout the year.

The presented 2022 Police Service Budget to City Council's Budget Committee included a transfer of \$200,000 from the Police Service Operating Reserve. A positive reason to use the reserve in 2022 is to effectively budget for savings from unplanned vacancies. When a vacancy occurs, there can be salary savings between the incumbent's last day of work and when the new recruit begins. Further savings can occur when the incumbent's salary is greater than the new recruit. This savings is often reduced by the need for overtime or casual staff to cover the incumbent's work and advertising and other recruitment costs.

**As per recommended within this report, the total amount of \$400,000 will be transferred from the Prince Albert Police Service Operating Reserve to assist with the City's significant budgeting shortfalls.**

## PROPOSED APPROACH AND RATIONALE

A report was forwarded to City Council's 2022 Budget Deliberations regarding the 2022 Police Service Budget.

The recommendation to the Budget Committee included:

***That the Budget Committee approves the proposed 2022 Board of Police Commissioners and Prince Albert Police Service Budget with a Transfer from the City in the amount of \$17,605,140.***

The funding transfer request of \$17,605,140 consists of the following:

\$17,342,100 operating budget request and a capital budget request of \$263,040. The Prince Albert Board of Police Commissioners approved the transfer of \$200,000 from the Police Service Operating Reserve to reduce the impact for the 2022 Year.

City Council in Year 2021 approved the Prince Albert Police Service Multi-Year Proactive Policing Strategy. Council approved that the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service; and, that the unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service. For Year 2022, the amount of \$515,000 is budgeted to be transfer from the Proactive Policing Reserve to fund the Proactive Policing Strategy for 2022.

This results in a **net budget request for 2022 of \$17,605,140** compared to \$17,337,850 in 2021 as follows:

	<b>Year 2022</b>
<b>Operating (Surplus) Deficit</b>	<b>\$18,057,100</b>
2022 Police Service Capital Projects	\$263,040
Transfer from Proactive Policing Reserve	(\$515,000)
Transfer from Police Service Operating Reserve	(\$200,000)
<b>Year 2022 Requested Transfer from the City</b>	<b>\$17,605,140</b>
Approved 2021 Transfer from the City	\$17,337,850
<b>Increase in 2022 Budget from 2021 Budget</b>	<b>\$267,290</b>
<b>Percentage Increase</b>	<b>1.54%</b>
<b>Mill Rate Increase</b>	<b>0.84</b>

The request to Budget Committee included a mill rate increase of 0.84%.

The 2022 Police Service Budget also includes a Transfer from the Police Service Proactive Policing Reserve in the amount of \$515,000. The revenue of \$39,600 (\$554,600 approved - \$515,000 in 2022 Budget) will be credited to the Police Service Proactive Policing Reserve for the future Proactive Policing Strategy.

The budgeted amount of \$515,000 represents the following costs:

<b>Forecasted Costs for 4 New Sworn Members - 2022</b>	
Salaries & Benefits (full year)	\$427,000
Ongoing expenditures - fleet, clothing, etc.	\$80,000
Inflationary Estimate at 1.5%	\$8,000
<b>Total Forecasted Costs for Year 2022</b>	<b>\$515,000</b>

The increase in the amount of \$267,290 is shown below:

1.6% raise on salaries, wages, benefits	\$282,600
Salary increase – CPP/EI/WCB increases	\$68,000
2021 Transfer reduction	\$60,000
Salary step increases and staff turnover savings	\$30,470
Canine Program Increase – fleet & materials	\$23,970
Outdoor Range Repairs	\$10,000
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Misc small items adjusted by line review	(\$12,780)
Dispatch Contract Adjustment	(\$35,500)
Reduction of COVID-19 Protocols	(\$50,920)
Crime Reduction Team – Funding Model Change	(\$113,550)
Fleet Reduction	(\$70,000)
<b>TOTAL INCREASE</b>	<b>\$267,290</b>
<b>Mill Rate Increase</b>	<b>0.84%</b>

The 2022 Police Service Operating Expenses are broken down as follows:

Salaries Wages and Benefits	<b>\$19,210,490</b>	<b>82.83%</b>
Maintenance Materials and Supplies	\$1,743,200	7.52%
Contracted and General Services	\$1,300,810	5.61%
Fleet Expenses	\$781,490	3.37%
Utilities	\$129,900	0.56%
Insurance	\$17,980	0.08%
Interest on Long Term Debt	\$6,760	0.03%
Financial Charges	\$750	0.00%
<b>Total Expenses</b>	<b>\$23,191,380</b>	<b>100%</b>

#### **FINANCIAL IMPLICATIONS:**

This report is requesting that the Board forwards the following recommendations to City Council for approval:

- That an additional \$200,000 for a total of \$400,000 be transferred from the Police Service Operating Reserve to the City's General Fund to assist with the City's significant budgeting shortfalls; and,
- That the 2022 Prince Albert Police Service be funded in the amount of \$17,805,140, inclusive of Capital expenditures and a transfer from the Police Service Proactive Policing Reserve up to \$515,000.

Due to the City's significant budgeting shortfall for Year 2022, the Board as supported by the Chief of Police, supports the additional amount of \$200,000 to be transferred from the Police Service Operating Reserve to the City's General Fund for Year. The total transfer from the Prince Albert Police Service Operating Reserve for 2022 will be \$400,000.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Pursuant to the provisions of Section 35, Subsection 5 of The Police Act, 1990, a copy of the Prince Albert Board of Police Commissioners 2022 Budget, once approved by City Council, is to be forwarded to the Saskatchewan Police Commission.

**STRATEGIC PLAN:**

Police Service Strategic Plan #2 – Professional Service ~ Financial Accountability.

**PRESENTATION:**    **VERBAL**

**Written By:**            Chief of Police Jonathan Bergen

**Approved by:**        Chief of Police

**Signature:** 



City of  
**Prince Albert**

*BI 21-12*

**TITLE:** Prince Albert Public Library

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

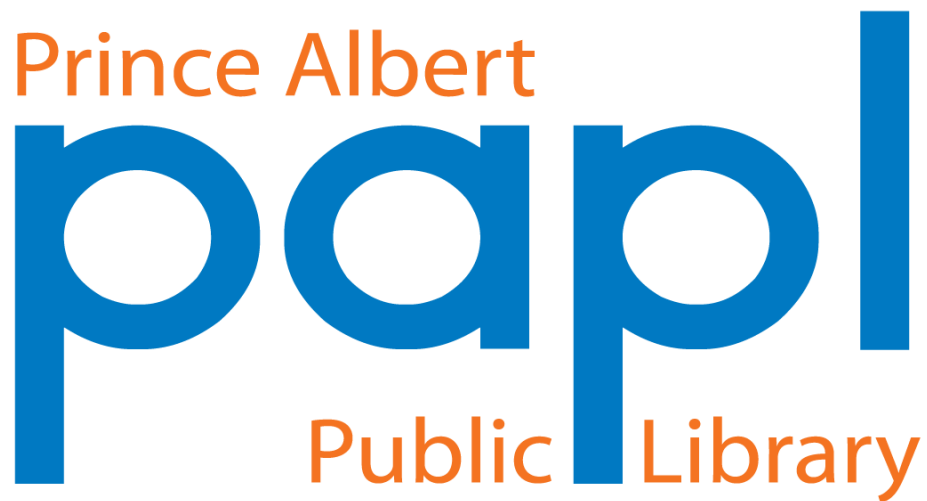
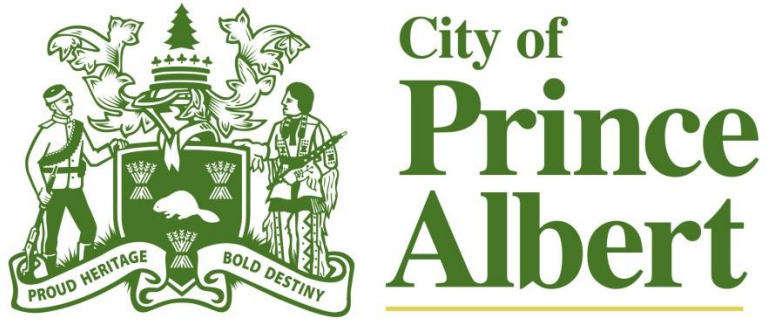
**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert Public Library

**SECTION THREE – THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD**





**Functional Area:** THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD  
**Department:** THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD  
**Fund:** General Fund

The Prince Albert Public Library receives grant funding from the City of Prince Albert collected through a levy to support general and capital activities in four categories: acquiring digital and physical materials for the collection, programs and community outreach, building operation and renovations, and staff salaries.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
<b>EXPENSES</b>			
Grants and Donations	<b>\$2,190,420</b>	\$2,124,930	\$65,490
Total Expenses	<b>2,190,420</b>	2,124,930	65,490
Operating (Surplus) Deficit	<b>2,190,420</b>	2,124,930	65,490
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>2,190,420</b>	2,124,930	65,490

**Budget increase for The City of Prince Albert Public Library Board is funded by library levy as shown on tax notices.**

Please refer to attached report [CORR 21-88 Prince Albert Public Library 2022 Budget Submission](#) after this functional sheet for additional information.



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-79720-295	G&D	JM CUELENAERE LIBRARY:Self-Employed Contractors	\$1,981,394	\$2,001,296	\$2,085,870	\$2,124,930	\$0	\$0	\$2,124,930	\$65,490	\$2,190,420	<p>Please refer to Binder 2 in the supporting documents for The Prince Albert Public Library's complete submission:</p> <p>Increases in the request are driven by the following factors: - A capital request of \$50,000.00 is included in the proposed 2022 budget. The lower floor of the library contains the theatre and meeting rooms, public washrooms, and a compact storage area. All are in need of upgrades and repairs. The theatre and meeting rooms represent a revenue stream for the library. Keeping these areas up to date ensures that we maintain that revenue stream. - Increased costs for staff benefit premiums. Benefit costs are shared between the library and the staff, and the library component of these premiums increased by \$28,000.00 year over year. - A negotiated salary increase of 1.5% with the staff. - The creation of a Community Outreach Librarian position. This position will promote the library service by doing programs on and off site, and assist with web and social media publicity.</p>



***CORR 21-88***

**TITLE:** Prince Albert Public Library 2022 Budget Submission

**DATE:** October 4, 2021

**TO:** Budget Committee

**PUBLIC:** X

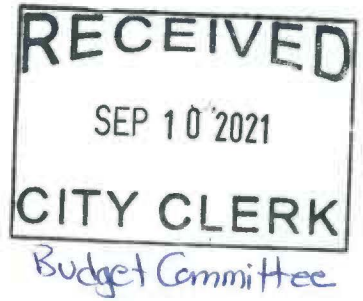
**INCAMERA:**

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**ATTACHMENTS:**

1. 2022 Budget Submission

Written by: Brent Zbaraschuk, Chair, Prince Albert Public Library Board



September 10, 2021

City Clerk's Office  
 1084 Central Avenue  
 Prince Albert SK  
 S6V 7P3

**Attention: Sherry Person, City Clerk**

Dear Sherry Person:

RE: 2022 proposed budget – Prince Albert Public Library

Please find a proposed 2022 budget with comparative 2021 data for the Prince Albert Public Library. Other supporting documents are attached separately. The 2022 proposed budget was approved by the library board at their meeting on September 8, 2021.

	2021	2022	2023	2021/2022 % Change	2022/2023 % change	2021/2022 \$ Change	2022/2023 \$ Change
Total	\$ 2,124,929.16	\$ 2,190,414.34	\$ 2,237,917.81	3.08%	2.17%	65,485.18	\$47,503.47

Increases in the request are driven by the following factors:

- A capital request of \$50,000.00 is included in the proposed 2022 budget. The lower floor of the library contains the theatre and meeting rooms, public washrooms, and a compact storage area. All are in need of upgrades and repairs. The theatre and meeting rooms represent a revenue stream for the library. Keeping these areas up to date ensures that we maintain that revenue stream.
- Increased costs for staff benefit premiums. Benefit costs are shared between the library and the staff, and the library component of these premiums increased by \$28,000.00 year over year.
- A negotiated salary increase of 1.5% with the staff.
- The creation of a Community Outreach Librarian position. This position will promote the library service by doing programs on and off site, and assist with web and social media publicity.

The library remains committed to continuous improvements in efficiency. In 2021, the library network was improved in several ways that will result in savings. Several locally hosted servers were moved offsite. These include the web server, email server, and patron authentication server. Moving these servers offsite moves the cost to maintain them to other parties and will reduce expenses locally. Also, the library internet connection was moved to CommunityNet which means that the library can discontinue SaskTel internet service and save those costs.

Prince Albert Public Library is a popular service in the community. Support from council allows us to maintain this service, and contribute to making the community better for everyone who lives in it.

Respectfully submitted,

 for  
 Brent Zbarschuk

Chair, Prince Albert Public Library Board

**The City of Prince Albert Public Library Board**  
**Consolidated Financial Statements**  
*December 31, 2020*

# The City of Prince Albert Public Library Board Contents

*For the year ended December 31, 2020*

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# Independent Auditor's Report

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To the Trustees of The City of Prince Albert Public Library Board:

## Opinion

We have audited the consolidated financial statements of The City of Prince Albert Public Library Board (the "Library"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in fund balances, remeasurement gains and losses and cash flows for the year then ended, supporting schedules, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Library as at December 31, 2020, and the results of its consolidated operations, its consolidated remeasurement gains and losses and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

## Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

## Independent Auditor's Report *continued*

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As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.
- 

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Albert, Saskatchewan

March 23, 2021

*MNP* **LLP**

Chartered Professional Accountants

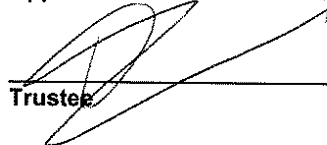


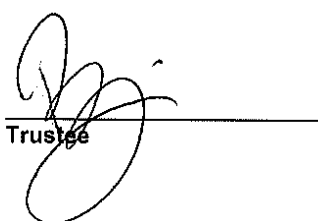
# The City of Prince Albert Public Library Board Consolidated Statement of Financial Position

As at December 31, 2020

	General Fund	Scholarship Fund	Children's Library Fund	General Trust Fund	2020	2019
<b>Assets</b>						
<b>Current</b>						
Cash	593,674	-	-	-	593,674	449,309
Interfund receivable (Note 3)	1,750	-	-	52,000	53,750	53,750
Investments (Note 4)	217,072	81,309	263,810	32,410	594,601	612,728
Accounts receivable (Note 5)	25,253	-	-	63	25,316	43,131
Prepaid expenses	45,530	-	-	-	45,530	31,454
	<b>883,279</b>	<b>81,309</b>	<b>263,810</b>	<b>84,473</b>	<b>1,312,871</b>	<b>1,190,372</b>
<b>Capital assets (Note 6)</b>	595,396	-	-	-	595,396	372,781
<b>SILS Membership (Note 7)</b>	50,000	-	-	-	50,000	50,000
	<b>1,528,675</b>	<b>81,309</b>	<b>263,810</b>	<b>84,473</b>	<b>1,958,267</b>	<b>1,613,153</b>
<b>Liabilities</b>						
<b>Current</b>						
Accounts payable and accruals	81,346	-	-	-	81,346	65,986
Interfund payable (Note 3)	52,000	1,750	-	-	53,750	53,750
Deferred contributions (Note 8)	7,500	-	-	-	7,500	-
	<b>140,846</b>	<b>1,750</b>	<b>-</b>	<b>-</b>	<b>142,596</b>	<b>119,736</b>
<b>Fund Balances</b>						
Accumulated remeasurement gains (losses)	-	332	(989)	151	(506)	33,406
Externally restricted	-	79,227	264,799	84,322	428,348	416,581
Internally restricted (Note 9)	1,387,829	-	-	-	1,387,829	1,043,430
	<b>1,387,829</b>	<b>79,559</b>	<b>263,810</b>	<b>84,473</b>	<b>1,815,671</b>	<b>1,493,417</b>
	<b>1,528,675</b>	<b>81,309</b>	<b>263,810</b>	<b>84,473</b>	<b>1,958,267</b>	<b>1,613,153</b>

Approved on behalf of the Trustees

  
Trustee

  
Trustee

The accompanying notes are an integral part of these consolidated financial statements

**The City of Prince Albert Public Library Board**  
**Consolidated Statement of Operations**

*For the year ended December 31, 2020*

	<i>General Fund (see Schedule 2 and 3)</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	<i>2020</i>	<i>2020</i>	<i>2019</i>
					<i>Budget</i>		
<b>Revenue</b>							
Grant - City of Prince Albert (Note 12)	2,085,870	-	-	-	2,085,870	2,085,870	1,993,830
Grant - Ministry of Education	108,178	-	-	-	107,175	108,178	107,175
Miscellaneous	60,409	-	-	-	2,500	60,409	61,810
Interest income	12,130	-	-	-	10,000	12,130	17,556
Overdue fines	7,699	-	-	-	30,000	7,699	25,155
Photocopying and fax	2,046	-	-	-	7,200	2,046	7,856
Room fees	1,495	-	-	-	7,500	1,495	6,327
Donations	518	-	-	-	1,200	518	566
	<b>2,278,345</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,251,445</b>	<b>2,278,345</b>	<b>2,220,275</b>
<b>Expenses (Schedule 1)</b>	<b>1,933,946</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,791,828</b>	<b>1,933,946</b>	<b>1,914,229</b>
<b>Excess of revenue over expenses before other items</b>	<b>344,399</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,251,445</b>	<b>344,399</b>	<b>306,046</b>
<b>Other items</b>							
Investment income	-	2,445	8,347	975	-	11,767	15,243
<b>Excess of revenue over expenses</b>	<b>344,399</b>	<b>2,445</b>	<b>8,347</b>	<b>975</b>	<b>2,251,445</b>	<b>356,166</b>	<b>321,289</b>

*The accompanying notes are an integral part of these consolidated financial statements*

## The City of Prince Albert Public Library Board Consolidated Statement of Changes in Fund Balances

*For the year ended December 31, 2020*

	<i>General Fund</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	<b>2020</b>	2019
<b>Fund balance, beginning of year</b>	1,043,430	76,782	256,452	83,347	<b>1,460,011</b>	1,138,722
<b>Excess of revenue over expenses</b>	344,399	2,445	8,347	975	<b>356,166</b>	321,289
<b>Fund balance, end of year</b>	<b>1,387,829</b>	<b>79,227</b>	<b>264,799</b>	<b>84,322</b>	<b>1,816,177</b>	1,460,011
<b>Accumulated remeasurement gains (losses)</b>	-	332	(989)	151	<b>(506)</b>	33,406
	<b>1,387,829</b>	<b>79,559</b>	<b>263,810</b>	<b>84,473</b>	<b>1,815,671</b>	1,493,417

*The accompanying notes are an integral part of these consolidated financial statements*

**The City of Prince Albert Public Library Board**  
**Consolidated Statement of Remeasurement Gains and Losses**

*For the year ended December 31, 2020*

	<i>General Fund</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	<b>2020</b>	2019
<b>Accumulated remeasurement gains, beginning of year</b>	-	7,547	22,832	3,027	<b>33,406</b>	29,373
<b>Unrealized remeasurement gains (losses)</b>						
Portfolio investments	-	(7,215)	(23,821)	(2,876)	<b>(33,912)</b>	4,033
<b>Accumulated remeasurement gains (losses), end of year</b>	-	<b>332</b>	<b>(989)</b>	<b>151</b>	<b>(506)</b>	33,406

*The accompanying notes are an integral part of these consolidated financial statements*

# The City of Prince Albert Public Library Board

## Consolidated Statement of Cash Flows

*For the year ended December 31, 2020*

	<b>2020</b>	<b>2019</b>
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Excess of revenue over expenses	<b>356,166</b>	321,289
Amortization	<b>180,325</b>	126,362
	<b>536,491</b>	447,651
Changes in working capital accounts		
Accounts receivable	<b>17,815</b>	(21,211)
Prepaid expenses	<b>(14,076)</b>	(13,020)
Accounts payable and accruals	<b>15,361</b>	13,273
Deferred contributions	<b>7,500</b>	-
	<b>563,091</b>	426,693
<b>Investing</b>		
Purchase of capital assets - Library materials (Note 10)	<b>(231,697)</b>	(263,584)
Purchase of capital assets - Other	<b>(171,243)</b>	-
Purchase of investments	<b>(15,786)</b>	(65,170)
	<b>(418,726)</b>	(328,754)
<b>Increase in cash resources</b>	<b>144,365</b>	97,939
<b>Cash resources, beginning of year</b>	<b>449,309</b>	351,370
<b>Cash resources, end of year</b>	<b>593,674</b>	449,309

*The accompanying notes are an integral part of these consolidated financial statements*

# The City of Prince Albert Public Library Board

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

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### 1. Incorporation and nature of the organization

The City of Prince Albert Public Library Board (the "Library") has been established by the City of Prince Albert to administer the funds of the Public Library under the Public Libraries Act, 1996. The Library was formerly named the John M. Cuelenaere Public Library Board.

### 2. Significant accounting policies

These consolidated financial statements are the representations of management, prepared in accordance with Canadian public sector accounting standards using the standards applicable to government not-for-profit organizations, including the following significant accounting policies:

#### ***Basis of consolidation***

These consolidated financial statements include the Library's proportionate share of Saskatchewan Information & Library Services Consortium Inc. (SILS).

#### ***Cash and cash equivalents***

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

#### ***Fund accounting***

The Library follows the deferral method of accounting for contributions and reports using fund accounting, and maintains four funds: a General Fund, which consists of an Operating Fund and Reserve Fund, and three Trust Funds, which are a Scholarship Fund, a Children's Library Fund, and a General Trust Fund.

The General Fund's Operating Fund reports the Library's general operations related to program delivery and administrative activities.

The General Fund's Reserve Fund is an internally restricted fund which reports resources restricted for various expenditures proposed by management and approved by the Board of Trustees.

The Scholarship Fund reports resources contributed to provide scholarships to Prince Albert and area students who are undertaking the study of Library Sciences. The fund contains initial capital of \$39,890 related to a bequest from the Estate of Helen Ferris. The Library has instituted a policy to spend only the annual investment income earned from these resources.

The Children's Library Fund reports resources contributed to provide for the maintenance of a Children's Library at the Library and for the encouragement of reading in children. The fund contains initial capital of \$123,600 comprised of a bequest from the Estate of Helen Ferris in the amount of \$108,600 and a bequest from the Estate of John V. Hicks in the amount of \$15,000. The Library has instituted a policy to spend only the annual investment income earned from these resources.

The General Trust Fund reports resources contributed to be used by the Library, as they deem proper, in the operation, maintenance and development of the Library. The Fund contains initial capital of \$65,000 comprised of a bequest from the Estate of John V. Hicks of \$15,000 and a bequest from the Estate of Monica Trombley of \$50,000. The Library has instituted a policy to spend only the annual investment income earned from these resources.

# The City of Prince Albert Public Library Board

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

### 2. Significant accounting policies (Continued from previous page)

#### **Measurement uncertainty**

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

#### **Capital assets**

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

Major repairs are charged to operations in the year the expenditure is incurred, as the Library's premises are owned by the City of Prince Albert, except for property and facility improvements which are capitalized.

Computers and equipment	3 to 5 years
Furniture	3 to 10 years
Materials asset pool	5 years

#### **Portfolio investments**

Portfolio investments with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

#### **Revenue recognition**

The Library follows the deferral method of accounting for contributions. Restricted contributions related to general operations are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the Operating Fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Bequests given to, and investment income earned on, the Scholarship Fund resources are reported as revenue of the Scholarship Fund.

Bequests given to, and investment income earned on, the Children's Library Fund resources are reported as revenue of the Children's Library Fund.

Bequests given to, and investment income earned on, the General Trust Fund resources are reported as revenue of the General Trust Fund.

Overdue fines are recognized when collected.

#### **Contributed materials**

Contributions of materials are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials are used in the normal course of the Library's operations and would otherwise have been purchased.

# The City of Prince Albert Public Library Board

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

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### 2. Significant accounting policies (Continued from previous page)

#### **Deferred contributions related to capital assets**

Deferred contributions related to capital assets represent the unamortized portion of restricted contributions that were used to purchase the Library's capital assets. Recognition of these amounts as revenue is deferred to periods when the related capital assets are amortized.

#### **Financial instruments**

The Library recognizes its financial instruments when the Library becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any financial instrument at fair value. The Library has not made such an election during the year.

The Library subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses, while interest and dividend income is recognized in the statement of operations. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at cost or amortized cost.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses.

All financial assets are tested annually for impairment. Any impairment, which is not considered temporary, is recorded in the statement of operations. Write-downs of financial assets measured at cost and/or amortized cost to reflect losses in value are not reversed for subsequent increases in value. Reversals of any net remeasurements of financial assets measured at fair value are reported in the statement of remeasurement gains and losses.

#### **Statement of Remeasurement Gains and Losses**

By presenting remeasurement gains (losses) separately, changes in the carrying value of financial instruments arising from fair value measurement are distinguished from revenues and expenses reported in the statement of operations. The statement of operations reports the extent to which revenues raised in the period were sufficient to meet the expenses incurred. Remeasurement gains (losses) attributable to financial instruments in the fair value category do not affect this assessment as they are recognized in the statement of remeasurement gains and losses. Taken together, the two statements account for changes in a Library's net assets in the period.

Upon settlement of a financial asset or liability measured at fair value, the cumulative gain (loss) is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to all financial instruments are reported in the statement of operations.

#### **Pension expense**

Employees of the Library participate in the Municipal Employees Pension Plan ("MEPP"). Since this plan is a multi-employer defined benefit plan, defined contribution accounting has been applied and the Library's pension expense is limited to its contributions to the plan.

### 3. Interfund balances

In the 2013 fiscal year, an investment in the General Trust Fund matured and proceeds were deposited in the Operating Fund bank account resulting in \$52,000 receivable in the General Trust Fund and an offsetting payable in the Operating Fund.

In prior years, the Library paid expenses from the General Operating Fund for the Scholarship Fund resulting in \$1,750 (2019 - \$1,750) receivable in the General Operating Fund and an offsetting payable in the Scholarship Fund.



# The City of Prince Albert Public Library Board

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2020*

### 4. Investments

	2020	2019
Measured at fair value:		
General Fund - Credential Asset Management	124,902	124,065
General Fund - SILS GIC	92,170	88,990
Children's Library Fund - VPI Cardinal Canadian Income	263,810	279,283
General Trust Fund - VPI Cardinal Canadian Income	32,410	34,311
Scholarship Fund - VPI Cardinal Canadian Income	81,309	86,079
	594,601	612,728

Cost amounts are as follows:

General Fund - Credential Asset Management \$124,902 (2019- \$124,064)  
 General Fund - SILS GICs \$92,170 (2019 - \$88,990)  
 Children's Library Fund - VPI Cardinal Canadian Income \$268,520 (2019 - \$260,061)  
 General Trust Fund - VPI Cardinal Canadian Income \$31,362 (2019 - \$30,374)  
 Scholarship Fund - VPI Cardinal Canadian Income \$78,661 (2019 - \$76,183)

### 5. Accounts receivable

	2020	2019
GST receivable	23,901	33,305
Trade receivables-SILS	1,352	9,763
Trade receivables	63	63
	25,316	43,131

### 6. Capital assets

	2020 Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Materials asset pool	754,646	307,392	447,254	366,486
Furniture	142,373	23,690	118,683	4,951
Computers and equipment	236,195	206,736	29,459	1,344
	1,133,214	537,818	595,396	372,781

### 7. SILS Membership

As a condition of membership in Saskatchewan Information & Library Services Consortium (SILS) the Library has placed a \$50,000 deposit with SILS.

# The City of Prince Albert Public Library Board

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2020*

### 8. Deferred contributions

Deferred contributions consist of unspent contributions externally restricted to support resources promotion and activities related to 2021 Family Literacy Day/Week. Recognition of these amounts as revenue is deferred to periods when the specified expenditures are made. Changes in the deferred contribution balance are as follows:

	<i>General Fund</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	<b>2020</b>	<b>2019</b>
Amount received during the year	<b>7,500</b>	-	-	-	<b>7,500</b>	-
Balance, end of year	<b>7,500</b>	-	-	-	<b>7,500</b>	-

### 9. Internally restricted funds

The Library has internally restricted funds for the following purposes:

	Beginning of year	Excess of Revenue over Expenses	Transfers	End of year
Internally restricted:				
Investment in SILS	152,755	-	7,472	<b>160,227</b>
Investment in capital assets	372,781	-	222,615	<b>595,396</b>
Unrestricted Free Reserve	8,000	(74,990)	66,990	-
Renovation projects	345,888		122,312	<b>468,200</b>
Maintenance	20,000	-	-	<b>20,000</b>
Computers	20,000	-	-	<b>20,000</b>
Equipment	20,000	-	-	<b>20,000</b>
Conferences and workshops	13,249	-	-	<b>13,249</b>
Furnishings	11,000	-	-	<b>11,000</b>
Gallery Reserve	10,000	-	-	<b>10,000</b>
Carpet	20,000	-	-	<b>20,000</b>
MF Circulation Renovation	5,507	-	-	<b>5,507</b>
Security System	32,000	-	-	<b>32,000</b>
Website	1,000	-	-	<b>1,000</b>
Scholarships	1,250	-	-	<b>1,250</b>
Telephone System	10,000	-	-	<b>10,000</b>
	<b>1,043,430</b>	<b>(74,990)</b>	<b>419,389</b>	<b>1,387,829</b>
Unrestricted	-	419,389	(419,389)	-
	<b>1,043,430</b>	<b>344,399</b>	<b>-</b>	<b>1,387,829</b>

# The City of Prince Albert Public Library Board

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2020*

### 10. Library Material Purchases

For information purposes, the following is information on the Library's purchases of library materials in 2020:

	<i>2020 Budget</i>	<i>2020 Actual</i>	<i>2019 Actual</i>
<b>Included in acquisition expense (Schedule 1)</b>			
Digital Materials	<b>36,000</b>	<b>62,444</b>	20,576
<b>Included in materials asset pool</b>			
Books	290,975	186,186	191,490
DVDS	26,000	15,812	25,193
CD - Books/V Games	20,800	13,015	14,470
CD - Music	5,000	4,896	4,430
Subscriptions	16,800	11,788	28,001
	<b>359,575</b>	<b>231,697</b>	263,584
<b>Total</b>	<b>395,575</b>	<b>294,141</b>	284,160

### 11. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. It is management's opinion that the Library is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### **Credit Risk**

Credit risk is the risk of financial loss because a counter party to a financial instrument may fail to discharge its contractual obligations.

The carrying amount of the Library's financial instruments best represents the maximum exposure to credit risk.

#### **Liquidity risk**

Liquidity risk is the risk that the Library may encounter difficulty in meeting financial obligations as they fall due. The Library's financial liabilities as at December 31, 2020 have contractual maturities of less than one year.

#### **Other price risk**

The Library is exposed to market risk on its investments as the fair value will fluctuate based on changes in market prices.

### 12. Related party transactions

The following transactions with entities that are under common control and/or influence occurred during the year:

Included in revenue for the current year is \$2,085,870 (2019 - \$1,993,830) in grant revenue received from the City of Prince Albert.

The Library's premises are provided by the City of Prince Albert for \$nil (2019 - \$nil) in the current year.

These transactions are in the normal course of operations and therefore measured at the exchange amount, which is the amount of consideration established and agreed to by the parties.

# The City of Prince Albert Public Library Board

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2020*

### 13. Pension expense

Employees of the Library participate in MEPP at a contribution rate of 9.0% of salary. The Library matches all the employees' contributions to the plan. Pension expense for the year included in payroll expense is \$64,752 (2019 - \$89,413).

Based on the latest information available, MEPP had net assets available for benefits of \$2,803,037 as of December 31, 2019. The Library's portion of this is not readily determinable.

### 14. Investment in Saskatchewan Information & Library Services Consortium (SILS)

SILS was incorporated in 2009 as a non-profit membership corporation by public library systems in Saskatchewan. The purpose of SILS is to develop and maintain a single integrated library information system and provide a common experience for library users throughout the province. SILS is funded by member libraries and grants from the Ministry of Education. The member libraries share in annual operating expenses based on a service level formula.

The condensed supplementary financial information of SILS is as follows:

#### Statement of Financial Position

	2020	2019
Financial assets	<b>\$2,883,728</b>	\$2,736,312
Financial Liabilities	<u>689,315</u>	<u>705,802</u>
Net financial assets	<u><b>2,194,413</b></u>	<u>2,030,510</u>
Non-financial assets:		
Prepaid expenses	<u>326,050</u>	<u>324,767</u>
Accumulated surplus	<u><b>\$2,520,463</b></u>	<u>\$2,355,277</u>

#### Statement of Operations

Revenue	\$1,282,214	\$1,259,685
Expenses	<u>1,117,028</u>	<u>1,138,204</u>
Surplus	<u><b>\$ 165,186</b></u>	<u>\$ 121,481</u>

The financial statements shown are proportionately consolidated with the Library financial statements at 4.68% (2019 – 4.60%) representing the Library's interest in SILS.

In the event that SILS is dissolved, the Library is responsible for its share of any costs in excess of the net assets of SILS. At December 31, 2020, SILS plans to continue operations for the foreseeable future.

# The City of Prince Albert Public Library Board

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2020*

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### **15. Significant event**

In early March 2020 the impact of the global outbreak of COVID-19 (coronavirus) began to have a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Library's operations were impacted by COVID-19 due to closure of operations and lay-off of staff. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Library as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canadian, provincial and municipal governments to fight the virus.

### **16. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.

**The City of Prince Albert Public Library Board**  
**Schedule 1 - Consolidated Schedule of Expenses**

*For the year ended December 31, 2020*

	<i>General Fund</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	<i>2020 Budget</i>	<i>2020 Actual</i>	<i>2019 Actual</i>
<b>Expenses</b>							
Payroll	1,056,420	-	-	-	1,317,428	1,056,420	1,288,414
Renovation projects	175,253	-	-	-	-	175,253	-
Service contracts	187,932	-	-	-	199,000	187,932	200,133
Amortization	180,325	-	-	-	-	180,325	126,362
Databases, networks, and internet	145,621	-	-	-	62,200	145,621	102,174
Acquisitions <i>(Note 10)</i>	62,444	-	-	-	36,000	62,444	20,576
Utilities	54,320	-	-	-	67,500	54,320	57,390
Supplies	43,841	-	-	-	39,900	43,841	41,040
Conferences - board	7,145	-	-	-	-	7,145	613
Sundry	6,316	-	-	-	10,200	6,316	10,782
Publicity	4,506	-	-	-	15,700	4,506	15,621
Programs and films	3,110	-	-	-	18,450	3,110	15,627
Conferences - staff	2,688	-	-	-	25,450	2,688	28,345
Meeting rooms	2,000	-	-	-	-	2,000	6,000
Bank charges and interest	1,389	-	-	-	-	1,389	1,135
Grace Campbell Gallery	636	-	-	-	-	636	17
	<b>1,933,946</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,791,828</b>	<b>1,933,946</b>	<b>1,914,229</b>

**The City of Prince Albert Public Library Board**  
**Schedule 2 - Consolidated Schedule of Operating Fund Revenues and Expenses**

*For the year ended December 31, 2020*

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2019 Actual</b>
<b>Revenue</b>			
Donations	1,200	518	566
Overdue fines	30,000	7,699	25,155
Photocopying	7,200	2,046	7,856
Interest income	10,000	12,130	17,556
Miscellaneous	2,500	60,409	61,810
Room fees	7,500	1,495	6,327
Grant - City of Prince Albert	1,985,828	1,985,870	1,985,830
Grant - Ministry of Education	107,175	108,178	107,175
	<b>2,151,403</b>	<b>2,178,345</b>	<b>2,212,275</b>
<b>Expenses</b>			
Payroll	1,317,428	1,056,420	1,288,414
Service contracts	199,000	187,932	200,133
Amortization	-	180,325	126,362
Databases, networks, and internet	62,200	145,621	102,174
Acquisitions (Note 10)	36,000	62,444	20,576
Utilities	67,500	54,320	57,390
Supplies	39,900	43,841	41,040
Conferences - board	-	7,145	613
Sundry	10,200	6,316	10,782
Publicity	15,700	4,506	15,621
Programs and films	18,450	3,110	15,627
Conferences - staff	25,450	2,688	28,345
Meeting rooms	-	2,000	6,000
Bank charges and interest	-	1,389	1,135
Grace Campbell Gallery	-	636	17
Renovation projects	-	263	-
	<b>1,791,828</b>	<b>1,758,956</b>	<b>1,914,229</b>
<b>Excess of revenue over expenses</b>	<b>359,575</b>	<b>419,389</b>	<b>298,046</b>

**The City of Prince Albert Public Library Board**  
**Schedule 3 - Consolidated Schedule of Reserve Fund Revenues and Expenses**

*For the year ended December 31, 2020*

	<i>2020 Budget</i>	<i>2020 Actual</i>	<i>2019 Actual</i>
<b>Revenue</b>			
Grant - City of Prince Albert	100,000	100,000	8,000
<b>Expenses</b>			
Renovation projects	-	174,990	-
<b>Excess (deficiency) of revenue over expenses</b>	<b>100,000</b>	<b>(74,990)</b>	<b>8,000</b>

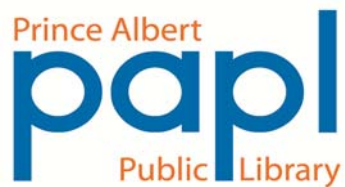


# Prince Albert Public Library

## Strategic Plan

**2020-2025**

Belonging, Learning and Experiencing Together



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## EXECUTIVE SUMMARY

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The Prince Albert Public Library is working toward establishing itself as a cornerstone in the Prince Albert community, in order to remain a vibrant and relevant civic organization. A Strategic Plan has been developed to provide direction.

The following Strategic Plan has three main sections:

- **Section 1:** Belonging Together:
  - Provides an overview of the Library today
- **Section 2:** Learning Together - Five Year Plan:
  - Includes an outline of **Key Action Areas** and their respective **Vision Statements** and **Goals**
- **Section 3:** Experiencing Together – Next Steps:
  - Next steps are provided to begin setting the implementation of the Plan in motion

# 1 BELONGING TOGETHER

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## 1.1 INTRODUCTION

Throughout the world, entering one's local public library can bring an immediate sense of belonging to one's community, and by extension, all that it offers, as a portal to the world. Our public libraries are truly a place of belonging for all.

Public libraries offer an individual time alone or time to be together with others to explore and learn. A public library is a place where you can experience anything your heart desires, your mind enquires about, and your spirit calls on you to do.

During the past century, the library service in Prince Albert has grown and evolved substantially from its beginnings. Our library began as a Mechanics Institute, then became a member of a regional library system, and is now a stand alone municipal library system with two branches serving the community. John M. Cuelenaere Public Library (JMCPL), named after one of the City's former mayors, continues to serve as Prince Albert's central branch of what is now the **Prince Albert Public Library (PAPL)**. It serves as an important, freely accessible public amenity to residents and visitors alike. The **PAPL** is a gathering place for residents, newcomers, and numerous people coming in from communities across central and northern Saskatchewan.

We honour the local wisdom, experience and ancestral founders of this place called Prince Albert. We thank the many people who have helped to shape and guide the Prince Albert Public Library over time and what it is has become today – a vibrant, relevant civic organization.

This document is entitled "Prince Albert Public Library - Strategic Plan 2020-2025 - Belonging, Learning and Experiencing Together." This Plan is intended as a guide. It is organized by **Key Action Areas**, **Vision Statements**, and **Goals**. All elements of the Plan are interconnected and in relationship with one another. This Plan is rooted in the vision and mission of the Library and aligns with the larger municipal vision of the City of Prince Albert and complements the visions set out in other related municipal and community-based plans.

## **1.2 THE PRINCE ALBERT PUBLIC LIBRARY TODAY**

### **1.2.1 Vision, Mission and Core Values**

#### **Vision:**

*A recognized leader in the delivery of quality information and innovative programming for our community.*

#### **Mission:**

*To provide and promote library services to meet the needs of every member of our community.*

#### **Core Values**

*The library is accessible to everyone.*

*The library is a safe, secure and a welcoming place.*

*We are innovative and adaptable to meet the changing needs of our community.*

*We are committed to collaborating with others in the community.*

*Our staff is dedicated to excellence and the protection of intellectual freedom.*

### **1.2.2 Current Context**

The Prince Albert Public Library has a 16,000 square foot main branch located downtown Prince Albert. Additionally, it has a smaller branch in the Bernice Sayese Centre located in the West Flat and a partnership with Saskatchewan Polytechnic. Collectively, the PAPL services the community of Prince Albert and northern Saskatchewan, a population of 150,000+.

As a municipal public library, the PAPL is governed by a Board of Directors appointed by City Council. The Board hires a Director who reports directly to the Board and is responsible for hiring administrative staff and employees of the Library. The Board and the Administration work together to deliver a quality library experience for the user.

### **1.3 PLANNING APPROACH**

Prince Albert Public Library - Strategic Plan 2020 - 2025 – Belonging, Learning, and Experiencing Together, herein named *the Plan*, is a ‘living, breathing document’ guiding library policies, actions and initiatives, and informing related work plans, applications and initiatives over the next five years.

This Plan is inspired and prompted by three main motives:

- A new incoming PAPL Board appointed by City Council as part of a newly re-constituted municipal library;
- Gaps identified in the John M. Cuelenaere Strategic Plan 2016-2021 about what specific internal focuses the Library may be best positioned to lead in and have control over; and
- A new plan is timely given some of the current issues regarding the state of the main library building, and some opportunities for expanded programming and resource opportunities.

The planning process draws from local wisdom and experiences of Board members and Senior Administration members who came together to spend a dedicated two-day weekend Strategic Action Planning Session on November 17 and 18, 2018. Members of Prairie Wild Consulting Co., who have worked on other planning processes the Library has been involved with, were invited to design and facilitate the planning process. The approach utilized for this Plan is grounded in Appreciative Inquiry.

Appreciative Inquiry is a facilitative philosophy and approach that focuses on strengths and seeks out the positives to bring people, communities, organizations and groups together to create and implement their shared vision, goals and strategies.

Following the November 2018 Strategic Action Planning Session, a Working Group was created to work with Prairie Wild Consulting Co. to finalize the Plan. This approach is iterative by nature and involved Senior Administration and Board members, and this process led to development of this Plan.

## 2 LEARNING TOGETHER – FIVE YEAR PLAN

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### 2.1 PREPARING THE LIBRARY FOR THE FUTURE

During the Strategic Action Planning session in 2018, a series of deep exploratory discussions took place. These included identification of critical issues, considerations and questions in relation to the Library. Seven overarching critical issues and considerations were identified. These include:

- People of Prince Albert;
- Library Scope and Resourcing;
- Technology, Collections and Otherwise;
- Library Trends;
- Other New Facilities;
- Our Facility – Why We Need to Think Now; and
- In the Future.

This process led to the development of nine interconnected Strategic Action Areas that include Key Goals and Actions. Upon further feedback from the Working Group and Board, the nine Strategic Action Areas were reduced to five. Further prioritizations of Key Goals were also identified by participants and are summarized on Page 8 of this document.

Specific details about methods used, discussions and the original nine Key Action Areas, Goals and Actions have been included in a separate summary report, *JMCPL 10 Year Strategic Action Plan 2019-2029- Belonging, Learning and Experiencing Together Strategic Planning Session November 17 and 18, 2018 – Summary Report*. This report is intended to help guide Senior Administration in developing work plans by summarizing the comments from the planning session.

## **2.2 KEY ACTION AREAS, VISION STATEMENTS, AND GOALS**

The five identified **Key Action Areas** are deemed to be relevant, realistic and relatable – from both a governance and administrative perspective. Cultural significance is an important aspect in the community and something the Library recognizes and continues to incorporate in the space and through its delivery of programs and services. **Cultural significance** is an overarching theme that has been incorporated into all of the Key Action Areas.

Within this Strategic Plan, each **Key Action Area** includes a **Vision Statement** and **Goals**. From here, these Vision Statements and Goals are translated to Action Plans intended for Senior Administration and Board Members to discuss and implement. The **Key Action Areas** and their respective **Vision Statements** and **Goals** are included below.



	KEY ACTION AREAS	VISION STATEMENTS	GOALS
1	<b>Research, Development and Measurement</b>	<i>Dynamic research tools ensure the library evolves with the community's needs</i>	<p><b>Goal 1.1:</b> Actively listen to and involve the community to identify future directions for library services and facilities</p> <p><b>Goal 1.2:</b> Develop and refine research tools that guide the library's efforts to adapt and maintain relevance</p>
2	<b>Facilities and Programs</b>	<i>The Library is a cornerstone of the cultural and educational structure of our community</i>	<p><b>Goal 2.1:</b> Develop current and future library spaces that are safe, accessible, inclusive, and welcoming</p> <p><b>Goal 2.2:</b> Continue to provide and identify new programming and service opportunities</p> <p><b>Goal 2.3:</b> To ensure timely access to a high quality relevant collection including books, digital resources, and other materials</p>
3	<b>Fiscal Sustainability</b>	<i>The Library has predictable and stable funding sources to sustain and develop library services</i>	<p><b>Goal 3.1:</b> Establish a consistent long-range budget forecasting and monitoring system</p> <p><b>Goal 3.2:</b> Develop alternative funding streams</p>
4	<b>Governance</b>	<i>The Trustees and Administration work as a team to serve the public.</i>	<p><b>Goal 4.1:</b> Work toward the development of a strong Library's Act that supports and protects the mandates of municipal libraries</p> <p><b>Goal 4.2:</b> Maintain effective governance including a strong, stable Board that provides leadership and oversight to Administration</p>
5	<b>Communications, Marketing and Partnerships</b>	<i>The Library has a marketing and engagement plan that aligns with our values and can also adapt and change as relevant to the community.</i>	<p><b>Goal 5.1:</b> Develop and strengthen marketing and communications strategies targeting Prince Albert and area</p> <p><b>Goal 5.2:</b> Continue to be an organization that exhibits inclusiveness, sharing and ability to open minds</p> <p><b>Goal 5.3:</b> Continue to establish strong connections with other agencies to develop future opportunities by developing positive and progressive partnerships</p>

### **2.3 MONITORING AND REPORTING**

Successful implementation of this Plan will depend on whether the Key Action Areas, Goals and resulting Actions can guide future decisions in a variety of contexts over the next five to ten years. This living, breathing Plan is developed to facilitate the development of Action Tables, with each Key Action Area having its own action tables, with an outline of the lead and potential partners, along with a timeline.

Part of the effective implementation of any plan is putting in place mechanisms to track progress toward the implementation of the Plan. The Library has a strong network of partners and allies. This Plan will be most successful when all Library stakeholders cooperate with their time, effort and resources to enhance the library system as a significant civic amenity and service. The City of Prince Albert can lead by example with engaged and informed residents to successfully guide the future along with professional assistance provided by skilled technicians.

Moving forward it will be important to develop detailed and specific success indicators as the Plan is implemented. Although the next steps in the following section are not yet fully defined, once the working groups are formed and begin implementation, this living, breathing Plan will be revisited often and will evolve as the working groups deem necessary.

### 3 EXPERIENCING TOGETHER - NEXT STEPS

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#### 3.1 FORWARD PLANNING

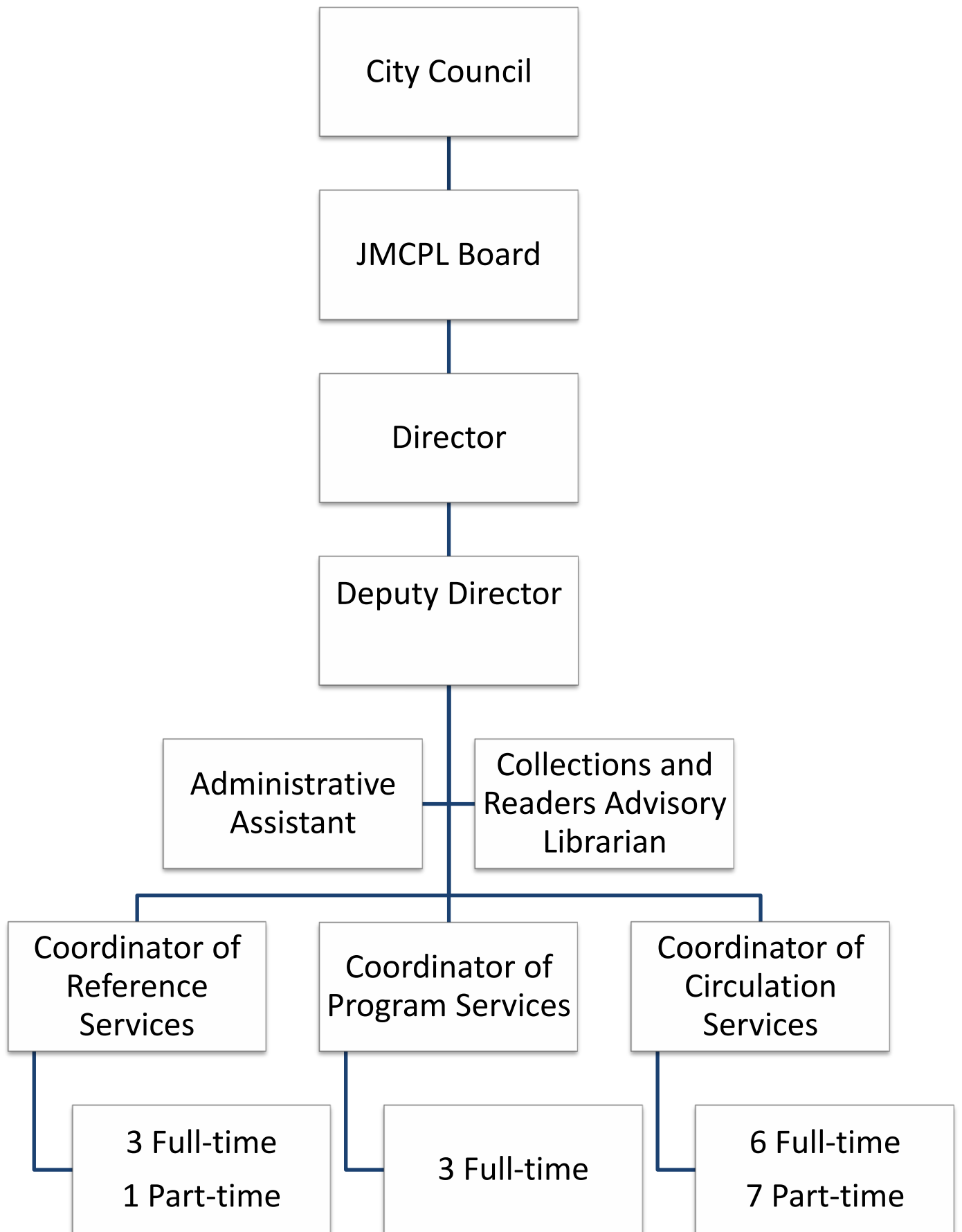
The Library is well poised to take some courageous next steps. Strategic Plans such as this are safe 'guides' as it is in the real actions that must take place off the pages of these documents where the highest risks are assumed. It requires courage, good will and committed intentions entrusted by the Library's Senior Leadership Team - included that of the Board, Administration and other key partners to see the Plan through to fruition.

***The library will be established as a cornerstone in the Prince Albert community to remain a vibrant and relevant civic organization.***

In order to work towards this statement, the Library Board and Administration will form smaller Working Groups to review the Key Goals and prioritize Actions to begin implementation. As identified in this Plan, this will include negotiations and approval from City Council. The community holds the fate of the Library in its hands – which has also been strongly articulated as a priority to understand better as part of this Plan.

The steps the Library takes today will require thoughtful discussions with key stakeholders and partners, a mindful focus on maintaining current levels of service to meet daily client needs, and a commitment to pursuing all options as the evidence provides and supports.

With the continued help of the working groups and the community over the next five years, the Prince Albert Public Library will be able to successfully provide and promote library services to meet the needs of every member of our community for years to come!





City of  
**Prince Albert**

***BI 21-13***

**TITLE:** Prince Albert Downtown Business Improvement District

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert Downtown Business Improvement District

**SECTION FOUR – PRINCE ALBERT DOWNTOWN BUSINESS  
IMPROVEMENT DISTRICT**



City of  
**Prince  
Albert**

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**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. The mission is to encourage and facilitate the continuing development of a vibrant and prosperous downtown district by promoting and marketing the area and by undertaking initiatives and projects.

The City collects a levy on behalf of PADBID. The PADBID levy is reviewed when property tax tools are approved by Council after the budget is approved. The City also provides a grant in lieu of taxes for City owned properties within the PADBID District.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
Taxation	(\$78,000)	(\$78,000)	\$0
Total Revenues	<b>(78,000)</b>	(78,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>62,800</b>	76,800	(14,000)
Contracted and General Services	<b>10,250</b>	1,650	8,600
Grants and Donations	<b>40,000</b>	40,000	0
Utilities	<b>800</b>	800	0
Maintenance Materials and Supplies	<b>26,150</b>	20,750	5,400
Total Expenses	<b>140,000</b>	140,000	0
Operating (Surplus) Deficit	<b>62,000</b>	62,000	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>62,000</b>	62,000	0

Please refer to attached report [RPT 21-450 – Prince Albert Downtown Business Improvement District 2022 Budget](#) after this functional sheet for additional information.

The Downtown Improvement Reserve will have a projected surplus balance of \$237,282 at the end of 2022 with the transfers and grants proposed in the 2022 budget. This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-45500-000	TAX	PADBID:Other Revenue	(\$76,627)	(\$76,803)	(\$74,941)	(\$78,000)	\$0	\$0	(\$78,000)	\$0	(\$78,000)	Bylaw is in place to adjust tax amount to balance all charges to meet \$78,000 each year
2	1-1-45500-054	OGD	PADBID:Provincial Grants - Unconditional	(\$15,102)	(\$105)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-1-45500-056	OGD	PADBID:Other Entities Grants - Unconditional	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-1-45505-051	OGD	PADBID Projects:Federal Grants - Conditional	\$0	(\$3,318)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-1-45505-053	OGD	PADBID Projects:Provincial Grants - Conditional	(\$13)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-1-45505-089	SUN	PADBID Projects:Other Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-45500-111	SWB	PA Bus. Imp. District:Salaries Regular	\$0	\$0	\$2,980	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-45500-112	SWB	PA Bus. Imp. District:Salaries Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-45500-114	SWB	PA Bus. Imp. District:Salary Casual Regular	\$52,849	\$56,730	\$55,800	\$70,000	\$0	\$0	\$70,000	(\$14,000)	\$56,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The decrease relates to the removal of budget for a part-time position.
10	1-2-45500-115	SWB	PA Bus. Imp. District:Wages Regular	\$539	\$292	\$14	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-45500-119	SWB	PA Bus. Imp. District:Payroll Benefits	\$3,722	\$4,913	\$4,913	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-45500-131	SWB	PA Bus. Imp. District:Vehicle Allowance	\$2,025	\$1,800	\$1,929	\$1,800	\$0	\$0	\$1,800	\$0	\$1,800	-
13	1-2-45505-114	SWB	PABID-Projects:Salary Casual Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-45505-119	SWB	PABID-Projects:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-45500-211	CON	PA Bus. Imp. District:Travel & Accommodation	\$70	(\$79)	\$0	\$400	\$0	\$0	\$400	\$100	\$500	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
16	1-2-45500-213	CON	PA Bus. Imp. District:Telephone	\$1,974	\$494	\$593	\$750	\$0	\$0	\$750	\$0	\$750	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
17	1-2-45500-222	CON	PA Bus. Imp. District:Publications & Subscriptions	\$156	\$268	\$255	\$0	\$0	\$0	\$0	\$1,000	\$1,000	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
18	1-2-45500-231	CON	PA Bus. Imp. District:Auditing Services	\$0	(\$837)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-45500-238	CON	PA Bus. Imp. District:Computer Services	\$1,309	\$382	\$263	\$500	\$0	\$0	\$500	\$0	\$500	-
20	1-2-45500-239	CON	PA Bus. Imp. District:Consulting Services	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-45500-253	CON	PA Bus. Imp. District:Purch Mtce-Building	\$0	(\$47)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
22	1-2-45500-264	CON	PA Bus. Imp. District:Rentals-Hired Equipment and Automotive	\$0	(\$13)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-45500-295	CON	PA Bus. Imp. District:Self-Employed Contractors	\$1,163	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$7,500	This budget would be designated to hiring a contractor or temporary staff member to assist with planning of the Street Fair or social media advertising. The increase is offset by a decrease in object code 114. The budget is based on the amount approved by the PADBID Board on September 9, 2021.
24	1-2-45500-296	CON	PA Bus. Imp. District:Housekeeping Services	\$254	(\$7)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-45500-299	CON	PA Bus. Imp. District:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-45500-716	G&D	PA Bus. Imp. District:Grants	\$13,645	\$17,522	\$11,959	\$40,000	\$0	\$0	\$40,000	\$0	\$40,000	The following projects will be funded from the Downtown Improvement Reserve: \$15,000 for Downtown Events \$10,000 for a Facade Grant \$10,000 for Mini Facade Grants \$5,000 for a Business Consultant
27	1-2-45505-716	G&D	PABID-Projects:Grants	\$11,000	\$10,603	\$5,770	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-45500-553	UTL	PA Bus. Imp. District:Electricity	\$897	\$555	\$503	\$800	\$0	\$0	\$800	\$0	\$800	-
29	1-2-45500-212	MMS	PA Bus. Imp. District:Postage & Freight	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-45500-215	MMS	PA Bus. Imp. District:Conventions & Delegations	\$0	\$0	\$297	\$350	\$0	\$0	\$350	\$0	\$350	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
31	1-2-45500-221	MMS	PA Bus. Imp. District:Advertising	\$2,179	\$1,232	\$3,998	\$2,000	\$0	\$0	\$2,000	\$1,250	\$3,250	The budget is based on the amount approved by the PADBID Board on September 9, 2021.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
32	1-2-45500-224	MMS	PA Bus. Imp. District:Memberships & Due	\$967	\$157	\$873	\$850	\$0	\$0	\$850	\$150	\$1,000	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
33	1-2-45500-255	MMS	PA Bus. Imp. District:Purch Mtce-Automotive & Equipment	\$0	\$180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-45500-263	MMS	PA Bus. Imp. District:Rentals-Building	\$10,845	\$7,205	\$9,045	\$12,000	\$0	\$0	\$12,000	\$3,000	\$15,000	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
35	1-2-45500-267	MMS	PA Bus. Imp. District:Rentals-Specialized Equipment	\$796	\$944	\$543	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
36	1-2-45500-511	MMS	PA Bus. Imp. District:Meeting Incidentals	\$428	\$359	\$94	\$500	\$0	\$0	\$500	\$300	\$800	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
37	1-2-45500-541	MMS	PA Bus. Imp. District:Operating Supplies	\$191	\$598	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
38	1-2-45500-544	MMS	PA Bus. Imp. District:Office Supplies	\$854	\$2,798	\$1,192	\$1,500	\$0	\$0	\$1,500	\$1,500	\$3,000	The budget is based on the amount approved by the PADBID Board on September 9, 2021.
39	1-2-45500-551	MMS	PA Bus. Imp. District:Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
40	1-2-45500-552	MMS	PA Bus. Imp. District:Heating Fuels	\$934	\$878	\$558	\$950	\$0	(\$950)	\$0	\$0	\$0	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs.
41	1-2-45500-896	MMS	PA Bus. Imp. District:Insurance	\$250	\$25	\$759	\$100	\$0	\$0	\$100	\$150	\$250	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
42	1-2-45500-741	RES	PA Bus. Imp. District:Provisions For Capital	\$0	\$0	\$0	(\$40,000)	\$0	\$0	(\$40,000)	\$0	(\$40,000)	The Downtown Business Improvement District Reserve request of \$40,000 would be used for: - \$15,000 for Downtown Events - \$10,000 for a Façade Grant - \$10,000 for Mini Façade Grants - \$5,000 Business Consultant

***RPT 21-450***

**TITLE:** Prince Albert Downtown Business Improvement District 2022 Budget

**DATE:** **September 24, 2021**

**TO:** Budget Committee

**PUBLIC:** X **INCAMERA:**

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**RECOMMENDATION:**

That the proposed Prince Albert Downtown Business Improvement District Board (PADBID) 2022 Operating and requisitions be approved.

**TOPIC & PURPOSE:**

Section 25 of The Cities Act empowers Council to establish a business improvement district (the 'BID') and appoint a board to govern the BID.

The PADBID is a statutory board and is submitting its 2022 proposed budget according to the City of Prince Albert Bylaw No. 4 of 2005, Downtown Business Improvement District Bylaw:

"Budget, Section 10 (2) Board will submit to the City the Board's revenue and expenditure estimates for the next fiscal year by September 15 with evidence of support by the majority of the membership. The budget shall set out in its estimates:

- (a) the amounts required to be raised through the levy referred to in section 4 hereof;
- (b) the amounts and details of other revenue projected to be received by the Business Improvement District, ...
- (c) The proposed expenditure for the year, ...
- (d) Details of any proposed financial commitments that extend beyond the current budget year; and
- (e) A narrative description of the specific programs and activities to be undertaken, including associated revenues and expenditures."

**BACKGROUND:**

Bylaw No. 7 of 2021, The 2021 Property Tax Bylaw, There shall be levied, raised and collected as taxes, defined as the Prince Albert Downtown Business Improvement District Levy, upon the taxable and grant in lieu property assessment as shown in the assessment roll for the current year for those properties defined in the Downtown Business Improvement District area at a rate of 7.0% of mill rate generated municipal property taxes.

Projected revenues from The City's Property Tax Bylaw No. 7 of 2021 is estimated at \$78,000 and an estimated grant of \$22,000 for City-owned properties within the Business Improvement District boundary on the basis of 'what-if' those City-owned properties were taxable.

**PROPOSED APPROACH AND RATIONALE:**

Approval of the PADBID budget is required in order for the City to apply the levy established in Bylaw No. 7 of 2021 of the 2021 Property Tax Bylaw.

The PADBID 2022 budget includes a request of \$40,000 from reserve funds for new projects.

A summary of the proposed PADBID 2022 budget with previous year comparatives are as follows:

	2022 Budget	2021 Budget
<b>Revenue</b>		
Prince Albert Business Improvement Tax Levy	\$78,000	\$78,000
City of Prince Albert Grant in Lieu of Taxes	22,000	22,000
Reserve Funding for Programs and Projects	40,000	40,000
<b>Total Revenue</b>	<b>\$140,000</b>	<b>\$140,000</b>
<b>Expenditure</b>		
Salaries, Wages and Benefits	\$62,800	\$76,800
Contracted and General Services	10,250	1,650
Grants and Donations	40,000	40,000
Utilities	800	800
Maintenance, Materials and Supplies	26,150	20,750
<b>Total Expenditure</b>	<b>\$140,000</b>	<b>\$140,000</b>
<b>Net Revenue over Expenditures</b>	<b>\$0</b>	<b>\$0</b>

**Revenue:**

The Downtown Business Improvement District Reserve request of \$40,000 would be used for:

- \$15,000 for Downtown Events
- \$10,000 for a Façade Grant
- \$10,000 for Mini Façade Grants
- \$5,000 Business Consultant

**Expense:**

The Downtown Business Improvement District Reserve request for the 2022 budget is \$40,000 (see revenue section above for details).

The PADBID has no financial commitments that extend beyond the 2022 budget year.

The 2022 budget was supported by the majority of the membership and approved by the PADBID board at a meeting held September 9, 2021.

**CONSULTATIONS:**

- Financial Services department reviews requests relating to purchases and use of reserve funds.
- Planning and Development Services department reviews PADBID'S requests relating to the downtown development.
- City of Prince Albert downtown businesses are involved with the planning and activities of the PADBID board and have an interest in promoting the downtown core. City of Prince Albert residents, City facilities and other businesses will benefit from PADBID's initiatives.

**POLICY IMPLICATIONS:**

The approval of the PADBID budget is required in order for the City to charge the levy established in Bylaw No. 7 or 2021 of the 2021 Property Tax Bylaw.

**FINANCIAL IMPLICATIONS:**

As of December 31, 2020 the Downtown Improvement Reserve (DIR) was \$211,055. Projects approved for 2020 totaled \$40,000 and \$13,773 is estimated to be utilized. The estimated balance of the DIR as of December 31, 2021 is projected to be \$237,282.

<b>Downtown Improvement Reserve</b>	<b>\$</b>	<b>\$</b>
December 31, 2020 Balance		\$211,055
2020 Budgeted Annual Reserve allocation		40,000
2021 Annual Reserve Transfers:		
Downtown Events	\$15,000	
Façade Grant	10,000	
Mini Façade Grants (\$1,000 each)	10,000	
Downtown Business Owners Workshop	<u>5,000</u>	
Total Reserve Funds Approved for 2021		\$(40,000)
Add Estimated Reserve Funds not used in 2021		<u>26,227</u>
Estimated Balance December 31, 2021		<u>\$237,282</u>
2022 Estimated Budgeted Annual Reserve allocation		\$40,000
2022 BID Requested Reserve Funds		<u>(40,000)</u>
Estimated Balance December 31, 2022		\$237,282

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no communication and / or announcement plan, privacy implications, official community plan or options to the recommendation.

**STRATEGIC PLAN:**

This report supports the long-term strategy of improving and revitalizing the City of Prince Albert's downtown core.

**PUBLIC NOTICE:**

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

**PRESENTATION: N/A**

Written by: Carolyn Carleton, Executive Director PADBID and Cheryl Tkachuk, Director of Financial Services

Approved by: Director of Financial Services & City Manager



City of  
**Prince Albert**

*BI 21-14*

**TITLE:** External Agencies

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** X

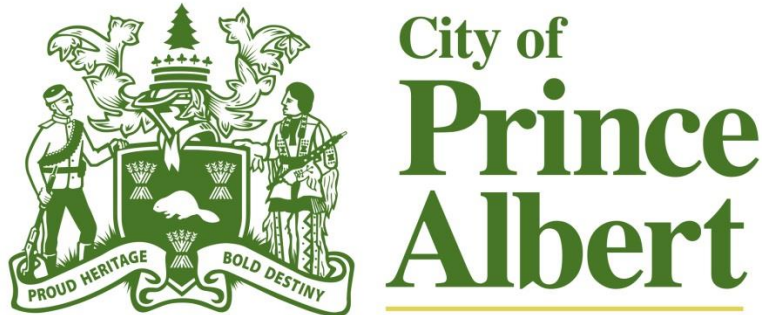
**INCAMERA:**

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**ATTACHMENTS:**

1. External Agencies Summary

## SECTION FIVE – EXTERNAL AGENCIES



### EXTERNAL AGENCIES

**Prince Albert District Planning Commission**

**Prince Albert Society for the Prevention of Cruelty to Animals Inc.**

**Prince Albert and District Community Service Centre - Special Needs Transportation**

**Prince Albert and District Community Service Centre - Senior's Transportation**

**Prince Albert Arts Board**

**Prince Albert Housing Authority**

**Prince Albert Historical Society**

**The Mann Art Gallery**

**Prince Albert Mobile Crisis Unit**

**EXTERNAL AGENCIES SUMMARY**

<b>Organization</b>	<b>2022 Budget</b>	<b>2022 Budget Increase (Decrease) Request</b>	<b>Other Benefits Provided by the City</b>
Prince Albert District Planning Commission	\$ -	\$ (20,000)	Not applicable
Prince Albert Society for the Prevention of Cruelty to Animals Inc.	\$ 229,000	\$ -	Not applicable
Prince Albert and District Community Service Centre - Special Needs Transportation	\$ 653,410	\$ 82,460	Not applicable
Prince Albert and District Community Service Centre - Senior's Transportation	\$ 69,500	\$ -	Not applicable
Prince Albert Arts Board	\$ 25,000	\$ -	Not applicable
Prince Albert Housing Authority	\$ 14,990	\$ -	Not applicable
Prince Albert Historical Society	\$ 71,080	\$ 37,320	In addition to the annual funding grant, the City provides the building that the organization operates out of rent free and the City pays for the maintenance, utilities, and building insurance costs.
The Mann Art Gallery	\$ 100,000	\$ -	In addition to the annual funding grant, the City provides the building that the organization operates out of rent free and the City pays for the maintenance, utilities, and building insurance costs.
Prince Albert Mobile Crisis Unit	\$ 43,600	\$ -	Not applicable
	<b>\$ 1,206,580</b>	<b>\$ 99,780</b>	

**Note:**

Any funding increase requests have been included in Section 13 of the report under Operating Issues not Funded.







City of  
**Prince Albert**

*BI 21-15*

**TITLE:** Prince Albert District Planning Commission

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert District Planning Commission

**Functional Area:** PRINCE ALBERT DISTRICT PLANNING COMMISSION  
**Department:** External Agencies  
**Fund:** General Fund

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.

In 2014, the Prince Albert District Planning Commission agreed to split the funding structure of this commission on a 1/3, 1/3 and 1/3 basis between the City and the Rural Municipalities of Buckland and Prince Albert.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Contracted and General Services	\$0	\$20,000	(\$20,000)
Total Expenses	0	20,000	(20,000)
Operating (Surplus) Deficit	0	20,000	(20,000)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	0	20,000	(20,000)

The complete 2022 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



***BI 21-3***

**TITLE:** Prince Albert District Planning Commission 2022 Budget Submission

**DATE:** October 4, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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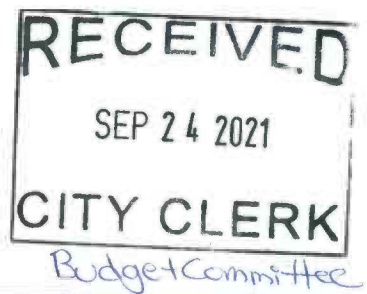
**ATTACHMENTS:**

1. 2022 Budget Submission

Written by: Jason Kaptein, Director of Planning and Development, Prince Albert District Planning Commission

PRINCE ALBERT DISTRICT PLANNING COMMISSION

99 - RIVER STREET EAST  
Prince Albert, SK S6V 0A1  
Phone: 764-2751 / Fax: 763-6369  
Email: padpc@sasktel.net



Mayor Greg Dionne and City of Prince Albert Council  
Via City Clerks Office  
City Hall - 1084 Central Avenue  
Prince Albert SK S6V 7P3

September 24<sup>th</sup>, 2021

**Re: 2022 Prince Albert District Planning Commission Budget**

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Dear Mayor Greg Dionne and City of Prince Albert Council,

Please find attached the 2022 Budget for the Prince Albert District Planning Commission, along with our 2021 Budget and most recent financial statement.

Due to Covid, and an increased workload for the RMs, the PADPC has not held any regional planning meetings to date in 2021. This has greatly reduced our expenditures for the year. With these savings in 2020 and 2021, the PADPC has sufficient reserves to cover the 2022 operational budget without requesting any funding from the member municipalities. Accordingly, the PADPC will not require any funding from the City for the 2022 year.

The City Planning department and I will continue working together, looking for opportunities to coordinate services and provide a coordinated approach to planning and development in the region.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Kaptein".

Jason Kaptein  
Director of Planning & Development

cc. Craig Guidinger, Planning and Development Services

## The Prince Albert Planning District

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### **Purpose of the PAPD**

The Prince Albert Planning District (PAPD) is comprised of the incorporated boundaries of the Rural Municipality of Prince Albert No. 461, the Rural Municipality of Buckland No. 491 and the City of Prince Albert, who together represent the PAPD as the Prince Albert District Planning Commission (the PADPC). The role of the PADPC is to prepare, in accordance with the Act, a District Official Community Plan; an overarching framework of goals, objectives, and policies intended to promote orderly and sustainable growth in the District. The PADPC also reviews development and subdivision applications within the District to ensure that new land use and development is consistent with these goals and objectives.

### **Organizational Structure and Board**

The PADPC is comprised of two representatives from each the City of Prince Albert, the RM of Buckland and the RM of Prince Albert, and one member at large.

The PAPD employs a Director of Planning and Development (Jason Kaptein) and a part time clerical support.

**PRINCE ALBERT DISTRICT PLANNING COMMISSION**  
**2022 Budget**

**REVENUES**

Provincial Grant	0.00
City of Prince Albert	0.00
R.M. of Buckland	0.00
R.M. of Prince Albert	0.00
Subdivision Fees	0.00
Rezoning Fees	0.00
Appeal Fees	0.00
Interest on Investment	0.00
Zoning Memorandums	0.00
Development Application Fees	0.00
Other	0.00
<b>TOTAL REVENUES</b>	<b>0.00</b>

**EXPENDITURES**

Salaries - Director	\$11,700.00
Salaries - Secretarial	\$2,880.00
Employees Benefits - Director	\$0.00
Employees Benefits - Secretarial	\$0.00
Honorarium - Commission	\$1,400.00
Mileage - Commission	\$600.00
Solicitor	\$0.00
Telephone	\$0.00
Postage	\$100.00
Office Supplies	\$500.00
Printing	\$100.00
Advertising	\$0.00
Photocopying	\$0.00
Books/Legislation	\$100.00
Land Titles Fees	\$100.00
Rental	\$0.00
Equipment	\$0.00
Mileage	\$0.00
Refund	\$0.00
Miscellaneous	\$300.00
Bank Charges	\$180.00
MasterCard Service Charges	\$60.00
Professional Development	\$0.00
Furniture	\$0.00
Software	\$0.00
Capital Reserves	\$0.00
Casual Labour	\$0.00
Accounting	\$0.00
Official Community Plan Review	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$18,020.00</b>

Income Statement

July 2021

REVENUE	Monthly	Year to Date	Budget	%
<b>Revenues</b>				
Grants	\$ -	\$ -	\$ -	0.00%
City of Prince Albert	\$ -	\$ 15,000.00	\$ 20,000.00	75.00%
RM of Buckland	\$ -	\$ -	\$ 7,700.00	0.00%
RM of Prince Albert	\$ -	\$ -	\$ 7,700.00	0.00%
Interest on Investment	\$ 0.71	\$ 4.86		0.00%
<b>REVENUE TOTAL</b>	<u>\$ 0.71</u>	<u>\$ 15,004.86</u>	<u>\$ 35,400.00</u>	
<b>TOTAL REVENUE</b>	<u>\$ 0.71</u>	<u>\$ 15,004.86</u>	<u>\$ 35,400.00</u>	42.39%
<b>EXPENSE</b>				
<b>Expenses</b>				
Salaries - Director	\$ 552.50	\$ 4,907.50	\$ 25,000.00	19.63%
Salaries - Assistant		\$ 100.86	\$ 5,000.00	2.02%
Honorarium - Commission		\$ -	\$ 3,360.00	0.00%
Mileage - Commission		\$ -	\$ 600.00	0.00%
Casual Labour		\$ -	\$ -	0.00%
Telephone		\$ -	\$ -	0.00%
Postage		\$ 5.52	\$ 100.00	5.52%
Office Supplies		\$ -	\$ 500.00	0.00%
Printing		\$ -	\$ 100.00	0.00%
Advertising		\$ -	\$ -	0.00%
Books/Legislation		\$ -	\$ 100.00	0.00%
Land Titles		\$ 60.00	\$ 100.00	60.00%
Bank Service Charges	\$ 2.50	\$ 23.50	\$ 180.00	13.06%
Master Card Service Charges		\$ -	\$ 60.00	0.00%
Miscellaneous		\$ -	\$ 300.00	0.00%
<b>EXPENSES TOTAL</b>	<u>\$ 555.00</u>	<u>\$ 5,097.38</u>	<u>\$ 35,400.00</u>	
<b>TOTAL EXPENSE</b>	<u>\$ 555.00</u>	<u>\$ 5,097.38</u>	<u>\$ 35,400.00</u>	14.40%
<b>NET INCOME (LOSS)</b>	<u>\$ (554.29)</u>	<u>\$ 9,907.48</u>		

**PRINCE ALBERT DISTRICT PLANNING COMMISSION**

BANK RECONCILIATION - CREDIT UNION

**ACCOUNT # 8409955**

MONTH OF: July 2021

General Ledger per Sage	73,343.65
	<u>\$0.00</u>
General Ledger Ending Balance	<u><u>\$73,343.65</u></u>
Bank Balance per bank at July 31, 2021	78,357.53
ADD O/S Deposits	
LESS Outstanding Cheques	<u>(\$5,013.88)</u>
Bank Statement Ending Balance	<u>\$73,343.65</u>

LESS Outstanding Cheques:

Cheque #	Description	Amount
1674	RM Buckland	\$ 1,663.02
1675	RM Buckland	\$ 620.86
1676	RM Buckland	\$ 585.00
1677	RM Buckland	\$ 715.00
1678	RM Buckland	\$ 97.50
1679	RM Buckland	\$ 780.00
1680	RM Buckland	\$ 552.50

<b>Total Outstanding Cheques</b>	<b>\$5,013.88</b>
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<b>Proof</b>	<u><u>\$0.00</u></u>
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City of  
**Prince Albert**

***BI 21-16***

**TITLE:** Prince Albert Society for the Prevention of Cruelty to Animals Inc.

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert Society for the Prevention of Cruelty to Animals Inc.

**Functional Area:** PRINCE ALBERT SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS INC.  
**Department:** External Agencies  
**Fund:** General Fund

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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Contracted and General Services	<b>\$229,000</b>	\$229,000	\$0
Total Expenses	<b>229,000</b>	229,000	0
Operating (Surplus) Deficit	<b>229,000</b>	229,000	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>229,000</b>	229,000	0

The SPCA's most recent financial statements can be found behind the External Agency Functional Area Budget Document Sheet.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-29330-295	CON	SPCA-Animal Control:Self-Employed Contractors	\$229,000	\$229,000	\$229,000	\$229,000	\$0	\$0	\$229,000	\$0	\$229,000	-
2	1-2-29330-541	MMS	SPCA-Animal Control:Operating Supplies	\$705	\$719	\$1,272	\$0	\$0	\$0	\$0	\$0	\$0	-

***BI 21-4***

**TITLE:** Prince Albert Society for the Prevention of Cruelty to Animals Inc. 2022 Budget Submission

**DATE:** **October 4, 2021**

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. 2022 Budget Submission

Written by: Lou Doderai, Prince Albert Society for the Prevention of Cruelty to Animals Inc.

**Amber Soles**

**From:** Lou Doderai <lou@royallepagepa.ca>  
**Sent:** Thursday, September 30, 2021 10:24 AM  
**To:** Amber Soles  
**Subject:** Spca Financials  
**Attachments:** SPCA IS Dec 31 20 (1).pdf

**RECEIVED**  
SEP 30 2021  
**CITY CLERK**

*Budget Committee*

Hi Amber,  
Here are the 2019 and 2020 financials for the SPCA. The last couple years have been difficult and we have not met to do an actual budget yet. I took over this position last year from Gord Thompson and my goal in the next year is to get the finance committee to gather and hammer out a budget. If you need anything else, please let me know.

Regards,

Lou

**Lou Doderai Royal LePage Icon Realty**

c. 306.960.7925 [lou@royallepagepa.ca](mailto:lou@royallepagepa.ca)

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# PRINCE ALBERT SPCA

## Comparative Income Statement

	Actual 01/12/2020 to 31/12/2020	Actual 01/12/2019 to 31/12/2019	Actual 01/01/2020 to 31/12/2020	Actual 01/01/2019 to 31/12/2019
<b>REVENUE</b>				
<b>GENERAL REVENUE:</b>				
MEMBERSHIPS	25.00	50.00	330.00	710.00
ADOPTIONS - DOGS	1,470.00	2,292.00	26,569.22	30,253.00
ADOPTIONS - CATS	1,850.00	2,860.00	22,068.00	22,789.65
FEES - LICENCE - DOGS	775.00	1,075.00	13,645.00	11,188.00
FEES - LICENCE - CATS	575.00	600.00	6,875.00	6,300.00
FEES - IMPOUND	480.00	480.00	14,215.00	11,915.00
FEES - REDEMPTION	141.00	310.00	4,042.48	3,252.50
FEES - RELINQUISHING	1,800.00	850.00	5,206.00	7,735.00
FEES - SPAY & NEUTER	1,500.00	2,690.00	26,430.50	32,927.00
FEES - VETRINARY TREATMENTS	80.00	115.00	2,172.55	2,336.42
FEES - MICROCHIPS	360.00	90.00	2,550.00	1,050.00
FEES - BOARDING	0.00	0.00	869.50	3,679.50
SALES - RETAIL	467.90	336.51	6,551.97	5,902.80
OFFLEASH ADVERTISING	80.00	0.00	12,260.00	11,550.00
<b>TOTAL GENERAL REVENUE</b>	<b>9,603.90</b>	<b>11,748.51</b>	<b>143,785.22</b>	<b>151,588.87</b>
<b>CREMATION REVENUE</b>				
SALES - CREMATION	8,265.00	9,424.99	106,375.73	94,692.99
SALES - URNS	327.99	0.00	5,111.35	3,431.18
<b>TOTAL CREMATION REVENUE</b>	<b>8,592.99</b>	<b>9,424.99</b>	<b>111,487.08</b>	<b>98,124.17</b>
<b>FUNDRAISING, DONATIONS, GRANTS</b>				
FUNDRAISERS - GARAGE SALES	0.00	-27.08	0.00	12,893.92
FUNDRAISERS - MISCELLANEOUS	0.00	2,318.50	0.00	7,646.62
DONATIONS - GENERAL	24,099.90	28,034.80	108,243.79	131,693.98
FEE FOR SERVICE- CITY OF PA	19,083.37	19,083.37	229,000.00	229,000.00
LICENCE SALES - CITY OF PA	0.00	1,125.00	7,150.00	10,350.00
SEWER REBATE- CITY OF PA	0.00	3,218.37	5,327.43	12,142.15
ANIMAL CONTROL - CITY OF PA	6,666.66	6,250.00	80,000.00	75,000.00
GRANTS - BINGO	0.00	0.00	3,184.56	6,697.70
LAND LEASE - CITY OF PA	3,000.00	3,000.00	36,000.00	36,000.00
INTEREST / EQUITY INCOME	-196.82	247.78	150.59	326.29
MISCELLANEOUS INCOME	3,102.47	0.00	31,988.83	267.03
BINGO INCOME RESTRICTED	579.62	3,581.32	27,903.78	33,382.83
BINGO INCOME UNRESTRICTED	0.00	0.00	6,858.72	10,105.84
<b>TOTAL FUNDRAISING, DONATIONS, GRANT</b>	<b>56,335.20</b>	<b>66,832.06</b>	<b>535,807.70</b>	<b>565,506.36</b>
<b>TOTAL REVENUE</b>	<b>74,532.09</b>	<b>88,005.56</b>	<b>791,080.00</b>	<b>815,219.40</b>
<b>EXPENSE</b>				
<b>OPERATING EXPENSES:</b>				
WAGES - MANAGER	0.00	0.00	0.00	14,954.99
WAGES - EMPLOYEES	13,186.18	6,051.75	148,182.95	201,144.90
CPP EXPENSE	528.68	676.90	5,998.10	9,818.30
EI EXPENSE	250.36	355.71	2,911.19	5,147.45
PAYROLL EXPENSE	120.09	153.43	1,293.38	1,940.56
GROUP INSURANCE EXPENSE	1,530.46	1,219.87	9,999.64	5,443.18
WCB EXPENSE	0.00	0.00	6,924.97	4,789.57
VET COSTS - SPAY & NEUTER	7,391.81	8,330.11	74,070.70	87,853.36
VET COSTS - MEDICATION & CARE	1,726.43	3,133.14	27,752.22	43,459.23
VET COSTS - VACCINES	2,873.04	795.35	17,958.80	15,374.67
SUPPLIES - GENERAL	-1,491.98	9,908.34	4,244.42	23,873.92
SUPPLIES - MICROCHIPS & ANIMAL PROT	0.00	1,096.87	5,515.08	5,454.11
SUPPLIES - KITTY LITTER	0.00	665.22	2,497.33	7,578.47
COST OF SALES - RETAIL	233.95	168.26	3,240.23	2,934.95
HORIZON PET FOOD	0.00	0.00	2,678.18	5,269.42
<b>TOTAL OPERATING COSTS</b>	<b>26,349.02</b>	<b>32,554.95</b>	<b>313,267.19</b>	<b>435,037.08</b>

12 MONTH FINANCIAL STATEMENT

# PRINCE ALBERT SPCA

## Comparative Income Statement

	Actual 01/12/2020 to 31/12/2020	Actual 01/12/2019 to 31/12/2019	Actual 01/01/2020 to 31/12/2020	Actual 01/01/2019 to 31/12/2019
<b>CREMATION EXPENSES</b>				
SUPPLIES - CREMATORIUM	642.69	-1,259.50	5,180.60	5,800.73
WAGES - CREMATION	2,423.78	2,453.44	30,543.07	32,356.92
EMPLOYEE BENEFITS - CREMATION	210.03	262.94	2,801.36	3,111.18
UTILITIES - GAS - CREMATION	0.00	0.00	0.00	8,019.64
VEHICLE GAS & OIL - CREMATION (60%)	0.00	0.00	0.00	242.40
<b>TOTAL CREMATION EXPENSES</b>	<b>3,276.50</b>	<b>1,456.88</b>	<b>38,525.03</b>	<b>49,530.87</b>
<b>FUNDRAISING COSTS:</b>				
FUNDRAISING EXPENSE - GENERAL	0.00	26.04	0.00	617.63
FUNDRAISING EXPENSE - GARAGE SALE	0.00	0.00	0.00	2,827.00
MISCHELLANEOUS EXPENSE	0.00	0.00	0.00	272.58
<b>TOTAL FUNDRAISING COSTS</b>	<b>0.00</b>	<b>26.04</b>	<b>0.00</b>	<b>3,717.21</b>
<b>OVERHEAD EXPENSES:</b>				
AUDIT & LEGAL	795.00	795.00	8,837.22	9,240.00
BOOKKEEPING	964.30	732.38	6,723.24	11,081.95
ADVERTISING	928.21	1,454.22	9,283.65	4,223.31
DUES & SUBSCRIPTIONS	0.00	0.00	158.87	158.87
LICENSES & FEES	0.00	52.50	0.00	332.50
FREIGHT & POSTAGE	0.00	343.46	1,046.46	1,530.36
MEALS	0.00	211.96	903.91	1,561.40
TRAVEL & ENTERTAINMENT	0.00	0.00	0.00	213.38
EDUCATION	291.57	150.19	757.03	1,805.37
BINGO - MISCELLANEOUS EXP (CANTEEN)	0.00	1,582.50	14,658.00	22,299.00
INSURANCE	1,196.54	348.14	12,926.07	12,169.62
PROPERTY TAXES	931.32	1,237.39	29,736.28	27,628.01
OFFICE EXPENSE	2,271.38	1,137.37	10,601.19	11,862.41
CASH OVER / SHORT	0.00	-0.01	2.40	51.66
BANK CHARGES	4.00	22.75	235.92	672.42
CREDIT/DEBIT CHARGES	134.54	125.89	1,664.57	1,879.87
LONG TERM INTEREST	1,706.56	1,933.00	22,567.40	24,647.72
UTILITIES - ELECTRICITY	1,688.88	502.03	21,384.60	20,470.60
UTILITIES - GAS	2,103.11	-701.60	17,349.01	5,838.35
UTILITIES - WATER	142.85	619.76	1,682.11	2,545.11
UTILITIES - SEWER	1,306.83	1,424.41	14,534.13	24,056.81
TELEPHONE	375.55	-948.08	4,549.87	3,052.21
REPAIRS & MAINT - BUILDING / LAND	289.58	338.17	3,138.27	1,124.46
REPAIRS & MAINT- EQUIPMENT	37.13	835.87	1,801.53	2,998.40
VEHICLE - GAS & OIL	274.83	204.83	2,233.40	3,399.33
VEHICLE - REPAIRS	93.60	0.00	1,580.57	794.56
VEHICLE - LICENCE & INSURANCE	421.97	316.04	4,098.92	2,614.69
DEPRECIATION EXPENSE	8,893.99	9,923.69	106,728.54	115,373.32
FREIGHT EXPENSE	0.00	0.00	0.00	47.93
<b>TOTAL OVERHEAD EXPENSES</b>	<b>24,851.74</b>	<b>22,641.86</b>	<b>299,183.16</b>	<b>313,673.62</b>
<b>ANIMAL CONTROL EXPENSES</b>				
ADMIN OVERHEAD - ANIMAL CONTROL	0.00	19,489.54	0.00	19,489.54
CELL PHONE - ANIMAL CONTROL	88.05	90.75	1,056.61	1,106.51
EMPLOYEE BENEFITS - ANIMAL CONTROL	344.08	341.18	4,471.36	3,337.64
VEHICLE - GAS & OIL - ANIMAL CONTR	0.00	0.00	331.31	646.44
VEHICLE - LICENCE & INSURANCE - ANI	77.81	171.70	741.31	1,539.26
VEHICLE - REPAIRS - ANIMAL CONTROL	0.00	0.00	1,687.31	528.87
WAGES - ANIMAL CONTROL	2,500.00	2,500.00	28,930.72	30,000.00
<b>TOTAL ANIMAL CONTROL EXPENSES</b>	<b>3,009.94</b>	<b>22,593.17</b>	<b>37,218.62</b>	<b>56,648.26</b>
<b>TOTAL EXPENSE</b>	<b>57,487.20</b>	<b>79,272.90</b>	<b>688,194.00</b>	<b>858,607.04</b>
<b>NET INCOME</b>	<b>17,044.89</b>	<b>8,732.66</b>	<b>102,886.00</b>	<b>-43,387.64</b>

12 MONTH FINANCIAL STATEMENT



City of  
**Prince Albert**

***BI 21-17***

**TITLE:** Prince Albert Community Service Centre - Special Needs Transportation

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

---

**ATTACHMENTS:**

1. Prince Albert Community Service Centre - Special Needs Transportation



**Functional Area:** PRINCE ALBERT COMMUNITY SERVICE CENTRE  
**- SPECIAL NEEDS TRANSPORTATION**  
**Department:** External Agencies  
**Fund:** General Fund

The City provides a fee for service grant to the Prince Albert Community Service Centre, who provide barrier-free, courteous, door-to-door service, seven days a week, including holidays, to disabled persons within the City limits. A lift provides convenient, roll-on, roll-off access for wheelchairs, and accessible stairs aid clients with walkers, elbow crutches, canes, or someone who cannot walk long distances. Bus rides can also be scheduled up to a month in advance or for regular transportation to work or school.

The Prince Albert Community Service Centre is subsidized by the City and the Province of Saskatchewan.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Contracted and General Services	<b>\$537,710</b>	\$537,710	\$0
Grants and Donations	<b>115,700</b>	115,700	0
Total Expenses	<b>653,410</b>	653,410	0
Operating (Surplus) Deficit	<b>653,410</b>	653,410	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>653,410</b>	653,410	0

Administration is recommending that the budget is not increased for 2022 due to fiscal constraints, but the following funding request has been made:

The Prince Albert Community Service Centre – Special Needs Transportation has **requested a \$82,460 increase for 2022, or an increase of 15.3%** related to wages for a split-shift to accommodate unfulfilled trips. **This request is included in Section 13 of the report under Operating Issues not Funded.**

**The complete 2022 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.**



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-35500-295	CON	SPECIAL NEEDS TRANSPORTATION:Self-Employed Contractors	\$521,040	\$537,710	\$537,710	\$537,710	\$0	\$0	\$537,710	\$0	\$537,710	-
2	1-2-35500-265	G&D	SPECIAL NEEDS TRANSPORTATION:Rentals-City Automotive & Equipment	\$98,040	\$103,920	\$109,150	\$115,700	\$0	\$0	\$115,700	\$0	\$115,700	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.



***BI 21-5***

**TITLE:** Prince Albert Community Service Centre 2022 Budget Submission

**DATE:** October 4, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. 2022 Budget Submission

Written by: Bill Powalinsky, Chief Executive Officer, Prince Albert Community Service Centre

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*Budget Committee*



*... providing services that enhance the quality of life to meet individual and community needs*

**Community Service Centre**

101 15<sup>th</sup> Street West  
Prince Albert, SK S6V 3P7  
Ph: 306-953-4461  
Fax: 306-953-4480

E-mail: [b.powalinsky@pacsc.com](mailto:b.powalinsky@pacsc.com)

Website: [www.pacsc.com](http://www.pacsc.com)

To: Jason Maier - City of Prince Albert

From: Bill Powalinsky

Date: Thursday, September 9, 2021

Subject: **2022 Budget Submission - Operational Enhancements, Revenue Generation and Cost Controls**

---

I am writing in response to the invitation to submit budget information for 2022 Specialized Transportation operations.

In previous negotiations, prior to COVID, we were working with the City to address a \$34,000 shortfall for 2020 operations. It had been suggested to us by Mayor Dionne that we would receive \$25,000 through a special allocation and that we agree to find the funds to cover the additional \$9,000 out of Centre funds. That adjustment and allocation became unnecessary due to the lay-offs that occurred due to COVID 19.

I raise this bit of history as that would have seen our allocation for 2020 set at \$571,710. Our total ask is for \$620,167. This is \$48,457 over what our adjusted base would/should have been.

We continue to struggle with not being able to meet the demands of service during peak operational times for Paratransit services. We project that we will have 3378 unfulfilled trips this year, meaning that people do not have access to day programs or services as they should have 3378 times over the year. We have included in this year's submission a split-shift to accommodate unfulfilled trips. The cost of the split shift is included in this year's submission and is the primary variance between our request and the adjusted base budget. This represents a subsidy of \$13.53 a trip.

We are asking for no additional funds for Seniors' Transportation. We do plan to increase to our previous level of service over the weekends and the \$35,268 needed to do that will come from Centre funds.

We continue to take advantage of the cost savings through ...

- Bulk fuel purchase,
- Bulk purchase of natural gas,
- Reducing telephone rates through negotiation with SaskTel,
- Reduced bank charges
- maintaining cost savings in place for our office supplies with the previous supplier

We have managed to hold the office costs and bus barn (garage) rental costs to 0% increase for several years.

We review our operating statistics monthly through a management report from our dispatch system to track our billable hours and trips per hour to address efficiency.

The Board of Directors review costs of the transportation operations on a bi-monthly basis.

Our costs are directly tied to the cost-of-service delivery with the bulk of operations being invested in wages and fuel costs.

Transportation Assistance for Persons with Disabilities (TAPD) Program brought in \$169,354 for 2020 in operating grant money and also assists in underwriting the cost of new paratransit bus purchases. It has been suggested by Saskatchewan Human Rights that the TAPD dollars be linked to achievement of standards.

As you can see from our submission, we have worked to achieve both efficiency and effectiveness. This year has been exceptionally challenging with COVID 19. We are basing next year's costs and revenue based on resumption of near normal levels. I hope that our efforts and results are looked upon favorably.



Wm. (Bill) Powalinsky  
Chief Executive Officer



... **providing** services that enhance the quality of life to meet individual and community needs.

## 2022 TRANSPORTATION PROGRAM BUDGET BACKGROUNDER

Transportation continues to be one of the most major and fundamental elements of inclusion in our society for our Paratransit and Senior passengers. This is reflected in the findings of the Senior’s Advocacy Centre and the work of the Saskatchewan Human Rights Commission in accessible transportation services. As stated by veteran driver Mel Fidler...”Being a driver is all about helping people who need the service”.

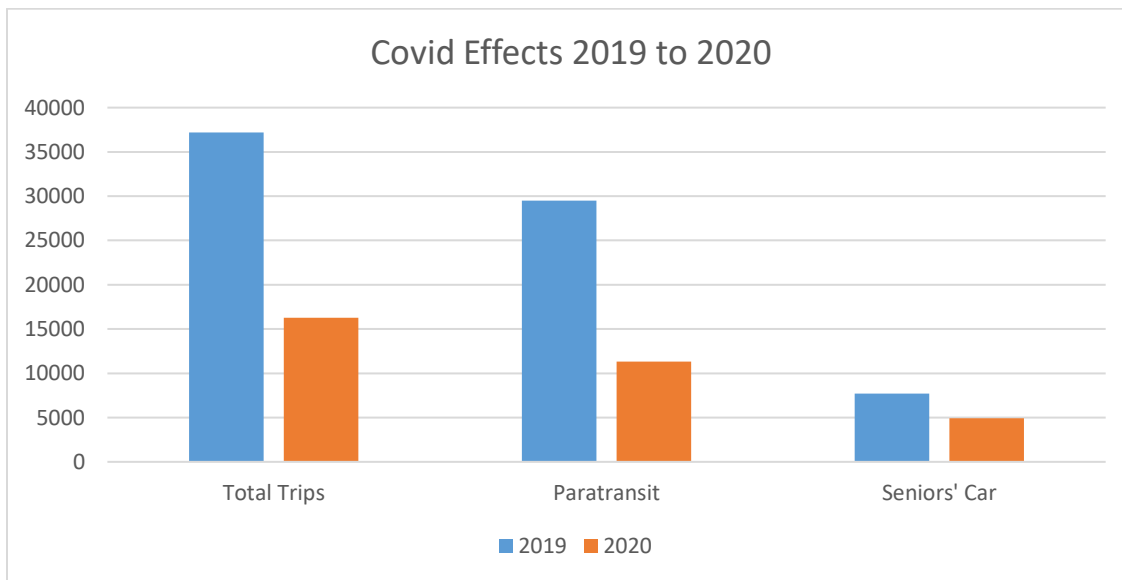


Again, **THANK YOU PRINCE ALBERT** for your continued support for the Two Miles for Mary campaign. This last campaign raised \$28,974 for the much-needed Seniors’ Transportation service.

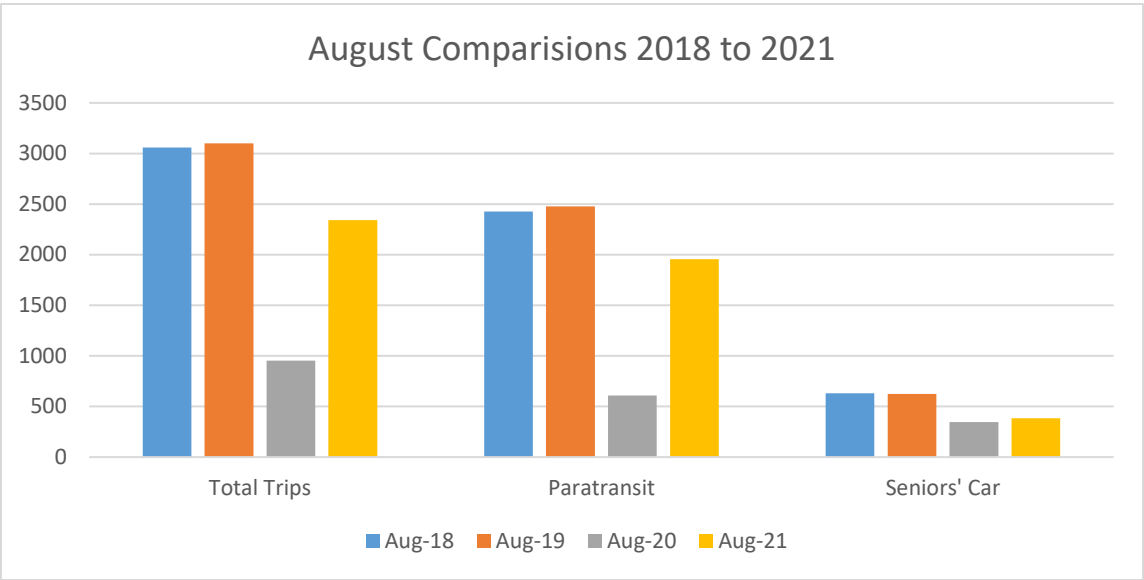
Thank you to the City of Prince Albert and the Government of Saskatchewan who fund the Access Transit paratransit service and to the City of Prince Albert for the funding support for Seniors’ Transportation.

**COVID 19** We maintained services through-out 2020 and into 2021 without disruption. Starting in March of 2020, services were cut-back based on reduced demand.

The numbers tell the story...



With the lifting of COVID restrictions and resumption of services, programs, and public events one can see that we are charting a course for recovery. The graph below indicates a return to near normal volumes for the month of August.



**Strategic Priorities 2022**

---

- 1) **Continue to provide service considering the COVID 19 Pandemic:** As various programs start up again it is our strategic goal to work with our stakeholders to provide safe and efficient service. We will continue to consult with Paratransit providers across Canada and will continue to follow public health guidelines.
  
- 2) **Carry forward item - Eliminate trip turn-aways and unfulfilled trips:** This is a carry-over strategic goal from 2018, 2019, 2020 and 2021. 3159 Paratransit trips went unfulfilled due to capacity issues and scheduling at peak times. 108 Seniors' Transportation trips were turned away due to capacity issues.
  
- 3) **Carry forward item - Meet the additional demand due to University of Saskatchewan Dental School:** With the school of Dentistry offering dental services at reduced rate or free of charge it is anticipated that people with disability and seniors will be looking for service. It is uncertain how COVID 19 has affected the uptake of the school's service offering. It is our strategic goal to work with the primary stakeholders to ensure that we can meet the increased demand for transportation services.
  
- 4) **Carry forward item - Hold public consultations:** In March of 2016, the Centre organized public consultations around Paratransit and Seniors' Transportation services. The plan was to hold a similar consultation in 2020 but COVID 19 interfered with the plan. We have moved this priority to 2022 contingent on pandemic status.

- 5) **Carry forward item - Implement a multi-year operating agreement:** Within the transportation services framework, establish a baseline and COLA guidelines to ensure that services do not have to be reduced to meet budget parameters.

A handwritten signature in black ink, appearing to read 'Bill Powalinsky', written in a cursive style.

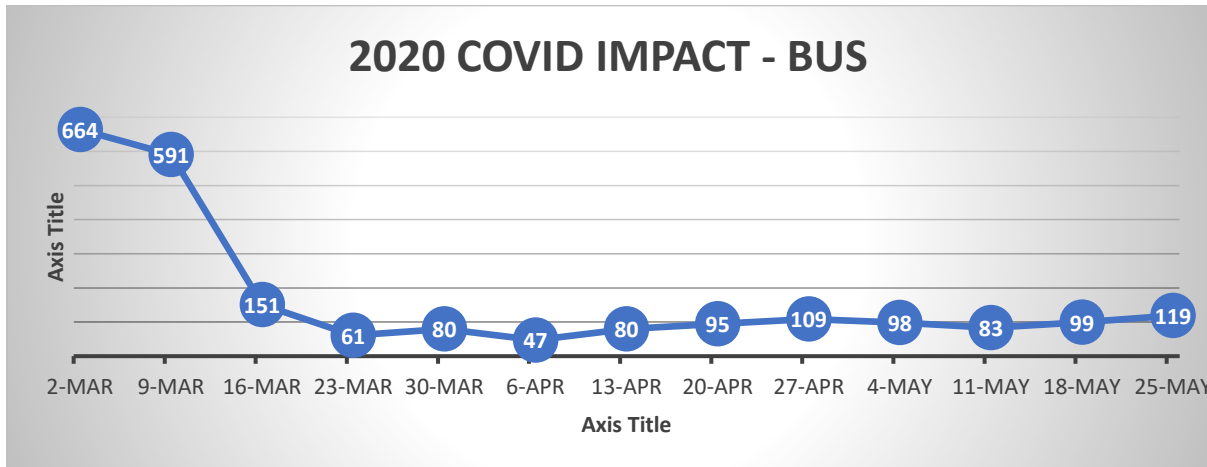
**Bill Powalinsky – Chief Executive Officer**



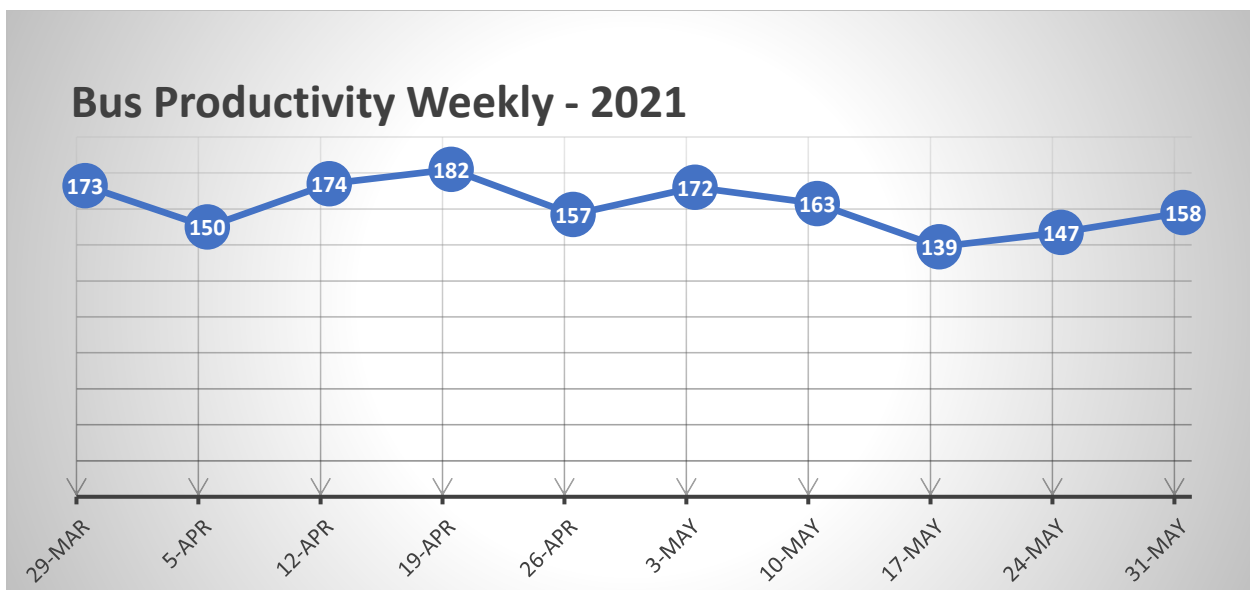
## TRANSPORTATION PROGRAM REPORT 2020

The transportation service continued through the pandemic providing the mission critical lifeline for persons requiring medical and other appointments. We were forced to reduce our workforce as the facilities that we served started to lock down. One anomaly was that seniors' regular car trips only dropped by 18.2% - proof again as to the necessity of the service and the value that is derived from it.

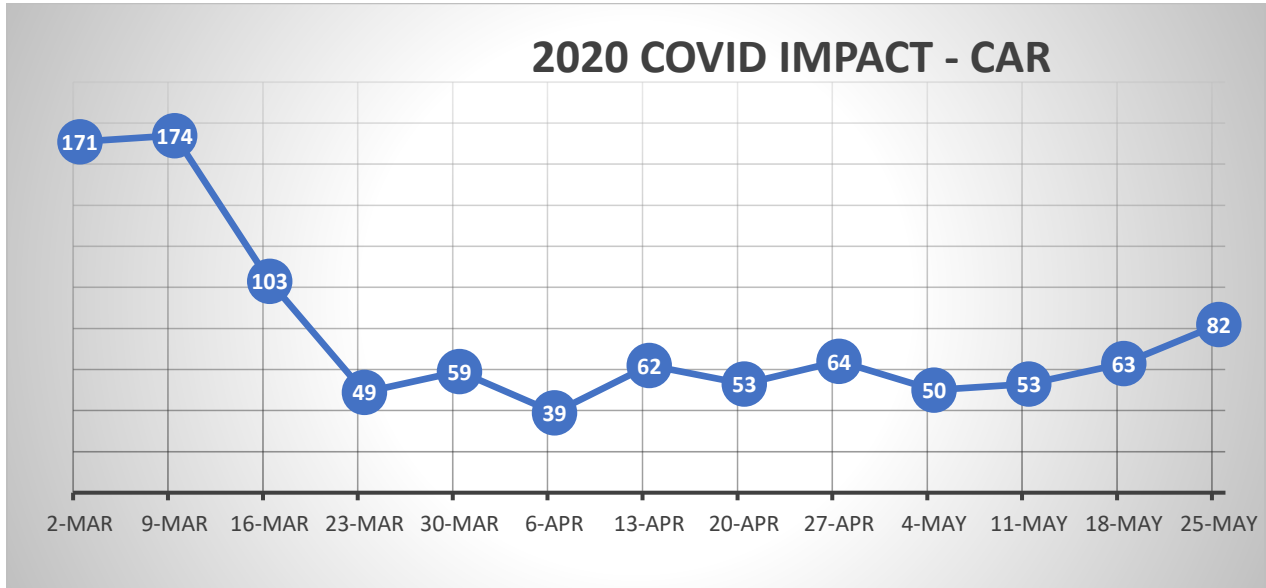
Nowhere in our organization did we get hit as hard as we did in the Access Transportation programs. The following graph shows the decline in March of 2020.



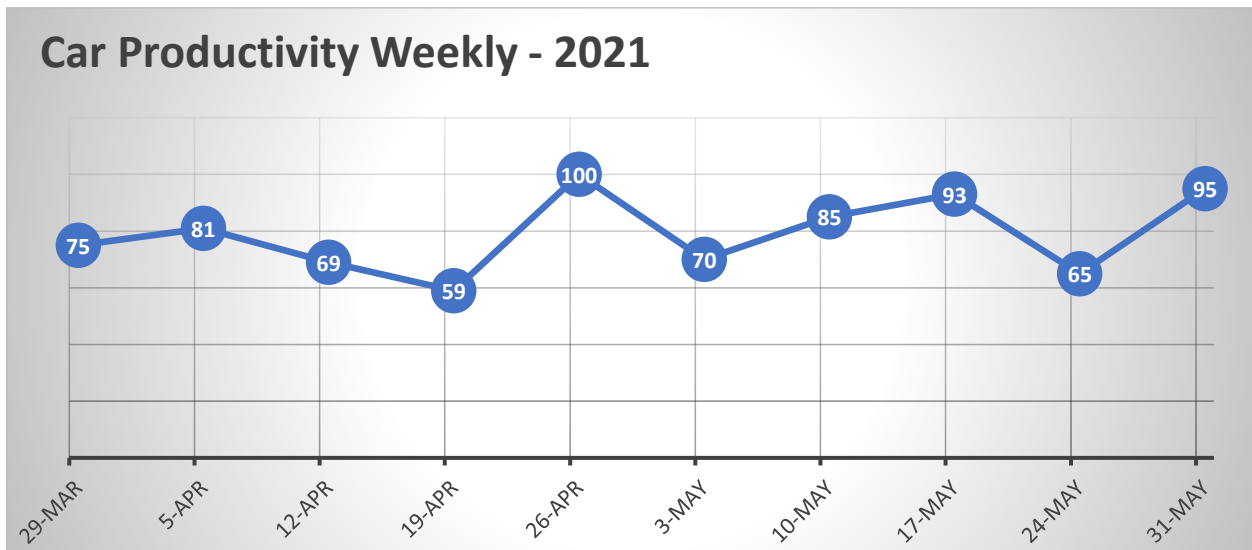
Volumes have continued to remain low only recovering slightly.



The following graph shows the decline in trips due to COVID for the Seniors Transportation program.



Car trip volumes have remained fairly steady with an average of 57 trips per week versus 79 trips per week for the same period between this year and last year at this time.



During the most severe phase of the lock-down we provided pick up and delivery services for people shut in. This included groceries, household supplies, food bank donations etc. One of

our community volunteers – Jaimie Smith-Windsor – organized the production of masks and through our Seniors’ Transportation we distributed hundreds of masks.

Cars and buses were outfitted with isolation shields to protect the passenger and drivers from accidental COVID infection. Drivers were outfitted with masks, gloves, and safety shields. Strict protocols were put in place for sanitization of the vehicle after each trip. The safety precautions have paid off as we had no incidence of COVID 19 among the drivers.

A board transportation sub-committee met with City of Prince Albert elected officials to commence negotiations for multi-year agreements and funding to maintain and sustain current levels of service plus eliminate missed trips and turn-aways. The emergence of COVID 19 has delayed those discussion which have just recently re-commenced with City administration.

A series of community consultations had to be put on hold for this year but as plans unfold for the re-opening of Saskatchewan we will revive the initiative.

Again, **THANK YOU PRINCE ALBERT** and the Jim Pattison Broadcast CKBI group for your continued support for the Two Miles for Mary campaign. This last campaign raised \$28,794 for the much-needed Seniors’ Transportation service. We also want to thank the many volunteers including our auditors from Meyers Norris Penny and the telephone operators from Conexus Credit Union and Diamond North Credit Union.

We said goodbye to veteran dispatcher Caroline Huser at the end of the year and we wish her all the best in her retirement.

The following results tell the story of the impact of COVID in our community and on Transit operations.

		Month	Year to Date	Last Year to Date			Month	Year to Date	Last Year to Date
			2020	2019				2020	2019
		Dec	Dec	Dec			Dec	Dec	Dec
<b>TRIPS</b>		<b>923</b>	<b>16256</b>	<b>37185</b>	<b>REFUSALS</b>				
<b>Paratransit</b>		<b>466</b>	<b>9473</b>	<b>26764</b>					
Demand Trips	466		6316	11938	Paratransit		16	89	263
Subscription	0		3157	14826	Seniors		2	59	108
School Charter (contract)	0		0	0					
<b>Seniors Requiring Assistance</b>		<b>357</b>	<b>4847</b>	<b>7025</b>					
Out of town	2		2	3					
Demand Trips (Bus)	171		1844	2729					
Seniors Car (Regular)	167		2479	3031					
Day Centre (Car)	8		261	809					
Same Address	0		64	23					
Additional stops	9		125	78					
Subscription			72	352					
<b>Seniors</b>		<b>100</b>	<b>1936</b>	<b>3396</b>					
Seniors Car (Regular)	93		1752	3127					
Day Centre (Car)	0		0	0					
Same Address	0		27	65					
Additional stops	7		139	141					
Out of City Limits	0		18	63					
Booked Charters		0	3	17					
Saskatoon Medical Trips		5	34	74					
# of vehicle hours		691	10262						
# of revenue hours		517	7531						
Rides per hour		1.79	2.16						

Wm. (Bill) Powalinsky - CEO

# SENIORS TRANSPORTATION

September 1, 2021

BUDGET  
FOR THE PERIOD JANUARY - DECEMBER 2022

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2022 BUDGET	2021 BUDGET	REQUESTED INCR./DECREASE
<b>SALARIES</b>															
COLA @ 3 %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FULL TIME DRIVER (C. Sauve)	2,767.44	2,767.44	2,767.44	2,767.44	2,767.44	2,767.44	2,767.44	2,767.44	2,767.44	2,767.44	2,767.44	2,767.44	33,209.28	33,209.28	0.00
PART TIME DRIVER (24.5hrs/wk)	1,639.21	1,639.21	1,639.21	1,639.21	1,639.21	1,639.21	1,639.21	1,639.21	1,639.21	1,639.21	1,639.21	1,639.21	19,670.52	17,392.96	2,277.56
PART TIME DRIVER (23.75hrs/wk)	1,589.03	1,589.03	1,589.03	1,589.03	1,589.03	1,589.03	1,589.03	1,589.03	1,589.03	1,589.03	1,589.03	1,589.03	19,068.36	11,474.47	7,593.89
CASUAL DRIVERS	805.13	805.13	805.13	805.13	805.13	805.13	805.13	805.13	805.13	805.13	805.13	805.13	9,661.56	7,779.41	1,882.15
<b>TOTAL SALARIES</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>6,800.81</b>	<b>81,609.72</b>	<b>69,856.12</b>	<b>11,753.60</b>
<b>BENEFITS</b>															
SUPERANNUATION	329.76	329.76	329.76	329.76	329.76	329.76	329.76	329.76	329.76	329.76	329.76	329.76	3,957.15	2,455.00	1,502.15
C.P.P.	292.43	292.43	292.43	292.43	292.43	292.43	292.43	292.43	292.43	292.43	292.43	292.43	3,509.22	3,711.95	-202.73
WORKERS COMP.	0.00	0.00	0.00	946.67	0.00	0.00	0.00	946.67	0.00	0.00	0.00	0.00	1,893.34	1,740.00	153.34
EI	150.43	150.43	150.43	150.43	150.43	150.43	150.43	150.43	150.43	150.43	150.43	150.43	1,805.21	1,545.22	259.99
GROUP INSURANCE	887.86	887.86	887.86	887.86	887.86	887.86	887.86	887.86	887.86	887.86	887.86	887.86	10,654.32	9,651.87	1,002.45
<b>TOTAL BENEFITS</b>	<b>1,660.49</b>	<b>1,660.49</b>	<b>1,660.49</b>	<b>2,607.16</b>	<b>1,660.49</b>	<b>1,660.49</b>	<b>1,660.49</b>	<b>1,660.49</b>	<b>2,607.16</b>	<b>1,660.49</b>	<b>1,660.49</b>	<b>1,660.49</b>	<b>21,819.23</b>	<b>19,104.04</b>	<b>2,715.19</b>
<b>TOTAL SALRIES AND BENEFITS</b>	<b>8,461.30</b>	<b>8,461.30</b>	<b>8,461.30</b>	<b>9,407.97</b>	<b>8,461.30</b>	<b>8,461.30</b>	<b>8,461.30</b>	<b>8,461.30</b>	<b>9,407.97</b>	<b>8,461.30</b>	<b>8,461.30</b>	<b>8,461.30</b>	<b>103,428.95</b>	<b>88,960.16</b>	<b>14,468.79</b>
<b>EXPENSES</b>															
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GAS EXPENSE	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	7,500.00	6,375.00	1,125.00
CAR REPAIRS	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	750.00	5,425.00	5,425.00	0.00
INSURANCE & REGISTR.	0.00	0.00	4,500.00	0.00	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	9,000.00	0.00
EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00	200.00	0.00
BANK CHARGES	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00	240.00	0.00
POSTAGE	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	60.00	0.00
TELEPHONE	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	400.00	1,775.00	1,775.00	0.00
EQUIPMENT RENTAL	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	1,320.00	1,320.00	0.00
OFFICE SUPPLIES	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	600.00	0.00
CONFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RENT	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00	3,600.00	0.00
ADMINISTRATION	1,316.32	1,316.32	1,316.32	1,316.32	1,316.32	1,316.32	1,316.32	1,316.32	1,316.32	1,316.32	1,316.32	1,316.32	15,795.84	15,629.64	166.20
SUNDRY & AUDIT	0.00	0.00	800.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	900.00	0.00
FUND RAISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	520.00	5,980.00	0.00	0.00	6,800.00	6,800.00	0.00
INSURANCE	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	0.00
COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MEDICAL & CPIC REQUIREMENTS	100.00	0.00	80.00	0.00	0.00	100.00	80.00	0.00	0.00	80.00	0.00	100.00	540.00	540.00	0.00
UNIFORMS	100.00	0.00	100.00	0.00	100.00	100.00	0.00	100.00	0.00	0.00	100.00	0.00	600.00	600.00	0.00
VOLUNTEER RECOGNIT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MEDICAL CHARTERS	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400.00	5,400.00	0.00
PANDEMIC SUPPLIES	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	1,800.00	0.00
<b>TOTAL EXPENSES</b>	<b>3,776.32</b>	<b>3,576.32</b>	<b>9,656.32</b>	<b>3,676.32</b>	<b>8,176.32</b>	<b>3,776.32</b>	<b>3,656.32</b>	<b>3,976.32</b>	<b>4,096.32</b>	<b>9,636.32</b>	<b>4,476.32</b>	<b>4,476.32</b>	<b>62,155.84</b>	<b>60,864.64</b>	<b>1,291.20</b>
<b>TOTAL EXPENSES AND SALARIES/BENEFITS</b>	<b>12,237.62</b>	<b>12,037.62</b>	<b>18,117.62</b>	<b>13,084.29</b>	<b>16,637.62</b>	<b>12,237.62</b>	<b>12,117.62</b>	<b>12,437.62</b>	<b>13,504.29</b>	<b>18,097.62</b>	<b>12,137.62</b>	<b>12,937.62</b>	<b>165,584.79</b>	<b>149,824.80</b>	<b>15,759.99</b>
<b>REVENUE</b>															
MISC.REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BANK INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>CITY OF PRINCE ALBERT</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>69,117.00</b>	<b>69,117.00</b>	<b>0.00</b>
CHARTER REVENUE	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400.00	5,400.00	0.00
ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VEHICLE REVENUE	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	28,800.00	21,215.00	7,585.00
TWO MILES FOR MARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,000.00	0.00	0.00	27,000.00	27,000.00	0.00
<b>TOTAL REVENUE</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>35,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>130,317.00</b>	<b>122,732.00</b>	<b>11,435.00</b>
													<b>35267.79</b>	<b>CSC to contribute</b>	
													<b>165584.79</b>		

Administration is 13% of Budget

Cost recovered through Charter Revenue

New Hours will cost the Centre about 35,267.79 per year if Revenue and fundraiser are close to this budget

admin fee is based of 13 % of budget minus the cost of new car wages /relief /cpp and el

149,788.95

-28,282.08

Total budget City cost for admin calc \$121,506.87

**SPECIAL NEEDS TRANSPORTATION**

September 1, 2021

BUDGET  
FOR THE PERIOD JANUARY - DECEMBER 2022

SALARIES	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2022 BUDGET	2021 BUDGET	REQUESTED INCR./DECREASE
F/T SHIFT (36 HRS) Floyd/Lance	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	46,257.12	26,983.32	19,273.80
F/T SHIFT (36 HRS) Mel	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	46,257.12	46,257.12	0.00
F/T SHIFT (36 HRS) Tim	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	46,257.12	46,257.12	0.00
F/T SHIFT (36 HRS) Daniel	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	3,854.76	46,257.12	46,257.12	0.00
DISPATCHER (36 HRS) New Hire	3,517.80	3,517.80	3,517.80	3,517.80	3,517.80	3,517.80	3,517.80	3,517.80	3,517.80	3,517.80	3,517.80	3,517.80	42,213.60	38,993.76	3,219.84
RELIEF DISPATCHER	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00	8,400.00	0.00
P/T (23.5 HRS/WEEK) DON	2,516.30	2,516.30	2,516.30	2,516.30	2,516.30	2,516.30	2,516.30	2,516.30	2,516.30	2,516.30	2,516.30	2,516.30	30,195.60	21,897.15	8,298.45
P/T (22 HRS/WEEK) SHAWN	2,149.77	2,149.77	2,149.77	2,149.77	2,149.77	2,149.77	2,149.77	2,149.77	2,149.77	2,149.77	2,149.77	2,149.77	25,797.24	15,048.39	10,748.85
P/T (24 HRS/WEEK) BERNARD R	2,569.84	2,569.84	2,569.84	2,569.84	2,569.84	2,569.84	2,569.84	2,569.84	2,569.84	2,569.84	2,569.84	2,569.84	30,838.08	17,988.88	12,849.20
CASUAL	3,953.60	3,953.60	3,953.60	3,953.60	3,953.60	3,953.60	3,953.60	3,953.60	3,953.60	3,953.60	3,953.60	3,953.60	47,443.20	37,559.20	9,884.00
P/T (20 HRS/WEEK) Vacant	2,143.53	2,143.53	2,143.53	2,143.53	2,143.53	2,143.53	2,143.53	2,143.53	2,143.53	2,143.53	2,143.53	2,143.53	25,722.36	12,266.80	13,455.56
SPLIT SHIFT (30HRS) VACANT	3,212.30	3,212.30	3,212.30	3,212.30	3,212.30	3,212.30	3,212.30	3,212.30	3,212.30	3,212.30	3,212.30	3,212.30	38,547.60	0.00	38,547.60
ACCRUED VACATION/retro													0.00		

<b>TOTAL SALARIES</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>36,182.18</b>	<b>434,186.16</b>	<b>317,908.86</b>	<b>116,277.30</b>
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BENEFITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2022 BUDGET	2021 BUDGET	REQUESTED INCR./DECREASE
SUPERANNUATION	1,841.51	1,841.51	1,841.51	1,841.51	1,841.51	1,841.51	1,841.51	1,841.51	1,841.51	1,841.51	1,841.51	1,841.51	22,098.12	13,935.04	8,163.08
CPP	1,444.33	1,444.33	1,444.33	1,444.33	1,444.33	1,444.33	1,444.33	1,444.33	1,444.33	1,444.33	1,444.33	1,444.33	17,332.02	15,255.47	2,076.55
WORKERS COMP	0.00	0.00	0.00	5,036.55	0.00	0.00	0.00	5,036.55	0.00	0.00	0.00	0.00	10,073.10	9,222.82	850.28
EI	800.35	800.35	800.35	800.35	800.35	800.35	800.35	800.35	800.35	800.35	800.35	800.35	9,604.20	7,032.14	2,572.06
GROUP INSURANCE	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	21,600.00	14,175.00	7,425.00
<b>TOTAL BENEFITS</b>	<b>5,886.19</b>	<b>5,886.19</b>	<b>5,886.19</b>	<b>10,922.74</b>	<b>5,886.19</b>	<b>5,886.19</b>	<b>5,886.19</b>	<b>10,922.74</b>	<b>5,886.19</b>	<b>5,886.19</b>	<b>5,886.19</b>	<b>5,886.19</b>	<b>80,707.43</b>	<b>59,620.47</b>	<b>21,086.96</b>

<b>TOTAL SALARIES AND BENEFITS</b>	<b>42,068.37</b>	<b>42,068.37</b>	<b>42,068.37</b>	<b>47,104.92</b>	<b>42,068.37</b>	<b>42,068.37</b>	<b>42,068.37</b>	<b>47,104.92</b>	<b>42,068.37</b>	<b>42,068.37</b>	<b>42,068.37</b>	<b>42,068.37</b>	<b>514,893.59</b>	<b>377,529.33</b>	<b>137,364.26</b>
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EXPENSES	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2022 BUDGET	2021 BUDGET	REQUESTED INCR./DECREASE
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00	160.00	0.00
VEHICLE FUEL	5,980.00	5,980.00	5,980.00	5,980.00	5,980.00	5,980.00	5,980.00	5,980.00	5,980.00	5,980.00	5,980.00	5,980.00	71,760.00	51,700.00	20,060.00
EQUIP. REPAIR/MAINT	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00	1,500.00	0.00
BANK CHARGES	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00	240.00	0.00
POSTAGE	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	300.00	0.00
TELEPHONE	245.00	245.00	245.00	245.00	245.00	245.00	245.00	245.00	245.00	245.00	245.00	245.00	2,940.00	2,940.00	0.00
EQUIPMENT RENTAL	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	1,600.00	1,600.00	0.00
OFFICE SUPPLIES	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	2,040.00	2,040.00	0.00
STAFF TRAINING/CONFERENCE	870.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,870.00	2,870.00	0.00
BUILDING RENT	300.00	300.00	300.00	300.00	300.00	300.00	8,700.00	300.00	300.00	300.00	300.00	300.00	12,000.00	12,000.00	0.00
GARAGE REPAIR/MAINT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADMINISTRATION	6,811.61	6,811.61	6,811.61	6,811.61	6,811.61	6,811.61	6,811.61	6,811.61	6,811.61	6,811.61	6,811.61	6,811.61	81,739.32	73,858.68	7,880.64
SUNDRY/ADVERTISING & AUDIT	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,500.00	1,500.00	0.00
INSURANCE	0.00	0.00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	700.00	0.00
UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASE/SOFTWARE	0.00	0.00	0.00	6,650.00	0.00	0.00	850.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00	0.00
UNIFORMS	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00	4,200.00	0.00
VEH. MAIN. (CAR WASH ETC)	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	2,760.00	2,760.00	0.00
MEDICAL & CPIC REQUIREMENTS	100.00	0.00	100.00	0.00	0.00	100.00	0.00	100.00	0.00	0.00	100.00	100.00	600.00	600.00	0.00
PANDEMIC SUPPLIES	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	2,160.00	-960.00
<b>TOTAL EXPENSES</b>	<b>15,459.95</b>	<b>14,489.95</b>	<b>16,289.95</b>	<b>21,139.95</b>	<b>14,489.95</b>	<b>14,589.95</b>	<b>23,739.95</b>	<b>14,589.95</b>	<b>16,489.95</b>	<b>14,489.95</b>	<b>14,589.95</b>	<b>15,249.87</b>	<b>195,609.32</b>	<b>168,628.68</b>	<b>26,980.64</b>

<b>TOTAL EXPENSES AND SALARIES/BENEFITS</b>	<b>57,528.32</b>	<b>56,558.32</b>	<b>58,358.32</b>	<b>68,244.87</b>	<b>56,558.32</b>	<b>56,658.32</b>	<b>65,808.32</b>	<b>61,694.87</b>	<b>58,558.32</b>	<b>56,558.32</b>	<b>56,658.32</b>	<b>57,318.24</b>	<b>710,502.91</b>	<b>546,158.01</b>	<b>164,344.90</b>
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REVENUE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2022 BUDGET	2021 BUDGET	REQUESTED INCR./DECREASE
MISC. REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>CITY OF P.A.</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.58</b>	<b>51,680.53</b>	<b>620,166.91</b>	<b>537,710.00</b>	<b>82,456.91</b>
SCHOOL CHARTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBSCRIPTION REVENUE	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	45,000.00	19,383.00	25,617.00
CHARTERS	258.00	258.00	258.00	258.00	258.00	258.00	258.00	258.00	258.00	258.00	258.00	258.00	3,096.00	1,323.00	1,773.00
VEHICLE REVENUE	3,520.00	3,520.00	3,520.00	3,520.00	3,520.00	3,520.00	3,520.00	3,520.00	3,520.00	3,520.00	3,520.00	3,520.00	42,240.00	23,072.50	19,167.50
CRA WAGE SUBSIDY															
<b>TOTAL REVENUE</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.58</b>	<b>59,208.53</b>	<b>710,502.91</b>	<b>581,488.50</b>	<b>129,014.41</b>

Admin fee is 13% of budget

**Prince Albert and District Community Service Centre Inc.**  
**Financial Statements**  
*March 31, 2021*

# Prince Albert and District Community Service Centre Inc.

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For the year ended March 31, 2021

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## **Management's Responsibility**

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To the Board of Directors of Prince Albert and District Community Service Centre Inc.:

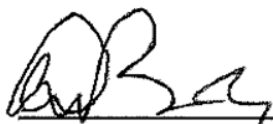
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of Directors who are neither management nor employees of the Centre. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Centre's external auditors.

MNP LLP is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

May 25, 2021



Bill Powalinsky, Chief Executive Officer

## Independent Auditor's Report

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To the members of Prince Albert and District Community Service Centre Inc.:

### Opinion

We have audited the financial statements of Prince Albert and District Community Service Centre Inc. (the "Centre"), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets, cash flows and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Centre as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and the Board of Directors for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so.

The Board of Directors are responsible for overseeing the Centre's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## Independent Auditor's Report

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As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Centre's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centre to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Albert, Saskatchewan

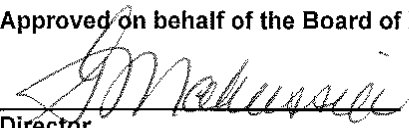
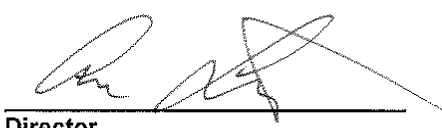
May 25, 2021

*MNP* LLP

Chartered Professional Accountants

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Financial Position**

*As at March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Assets</b>		
<b>Current</b>		
Cash	407,238	435,104
Accounts receivable (Note 3)	21,431	14,348
Prepaid expenses and deposits	2,849	7,176
	<b>431,518</b>	<b>456,628</b>
<b>Capital assets (Note 4)</b>	<b>353,472</b>	<b>413,684</b>
<b>Investments (Note 5)</b>	<b>271,886</b>	<b>252,625</b>
<b>Restricted cash (Note 6)</b>	<b>285,170</b>	<b>122,626</b>
<b>Gifts of property (Note 7)</b>	<b>1</b>	<b>1</b>
	<b>1,342,047</b>	<b>1,245,564</b>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals (Note 8)	21,166	8,771
Deferred revenue (Note 9)	332,349	530,734
Vacation payable	40,384	23,609
Budget counselling trust liability (Note 10)	101,680	106,046
	<b>495,579</b>	<b>669,160</b>
Term loans due on demand (Note 12)	119,444	136,111
	<b>615,023</b>	<b>805,271</b>
<b>Long-term debt (Note 13)</b>	<b>40,000</b>	<b>-</b>
<b>Deferred contributions relating to capital assets (Note 14)</b>	<b>140,407</b>	<b>178,790</b>
	<b>795,430</b>	<b>984,061</b>
<b>Net Assets</b>		
Invested in capital assets	93,620	98,783
Internally restricted (Note 6), (Note 15)	262,264	99,720
Unrestricted	167,827	40,094
Externally restricted (Note 6), (Note 16)	22,906	22,906
	<b>546,617</b>	<b>261,503</b>
	<b>1,342,047</b>	<b>1,245,564</b>
<b>Approved on behalf of the Board of Directors</b>		
 Director	 Director	

The accompanying notes are an integral part of these financial statements

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Operations**  
*For the year ended March 31, 2021*

	<b>2021</b>	2020
<b>Revenue</b>		
Grant revenue		
City of Prince Albert	<b>607,210</b>	608,314
Ministry of Immigration and Career Training	<b>561,172</b>	705,035
Employment and Social Development Canada	<b>386,597</b>	204,044
Ministry of Social Services	<b>96,300</b>	96,514
Minister of Employment and Social Development	<b>6,396</b>	6,396
Administration	<b>233,998</b>	260,806
Computer and office space rental	<b>99,192</b>	75,557
Other income	<b>30,499</b>	26,869
Vehicle and charter	<b>43,080</b>	83,355
Donations	<b>42,737</b>	42,737
Two Miles for Mary fundraiser	<b>28,974</b>	27,147
Investment income	<b>20,306</b>	1,462
Contributions - Pine Industries Marketing Ltd. (Note 18)	<b>12,993</b>	41,017
Subscription	-	46,598
Saskatchewan WCB	-	257
Cognitive Disability Strategy Agreement (CDS)	-	235
	<b>2,169,454</b>	2,226,343

*Continued on next page*

*The accompanying notes are an integral part of these financial statements*

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Operations**  
*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Total revenue</b> <i>(Continued from previous page)</i>	<b>2,169,454</b>	2,226,343
<b>Expenses</b>		
Salaries	<b>989,696</b>	1,198,416
Audit and administrative	<b>169,286</b>	197,867
Employee benefits	<b>168,845</b>	208,697
Building rental	<b>90,042</b>	64,807
Student benefits	<b>69,502</b>	53,689
Amortization	<b>66,342</b>	71,255
Repairs and maintenance	<b>54,014</b>	12,447
Work experience	<b>40,278</b>	2,168
Miscellaneous	<b>40,182</b>	13,437
Vehicle maintenance and fuel	<b>34,652</b>	80,935
Equipment rental and repair	<b>25,257</b>	10,752
Professional fees	<b>22,625</b>	12,918
Office supplies and postage	<b>21,085</b>	30,024
Insurance	<b>19,795</b>	14,145
Telephone	<b>19,239</b>	16,552
Computer installation and software	<b>18,377</b>	13,264
Participant supplies and supports	<b>16,676</b>	18,667
Lab rental	<b>16,550</b>	4,200
Janitorial and maintenance	<b>13,154</b>	11,784
Work assessments	<b>12,888</b>	23,520
Job coach salaries and benefits	<b>12,408</b>	11,066
Utilities	<b>10,163</b>	10,392
Medical charters	<b>9,325</b>	9,365
Vocational and work assessments	<b>9,160</b>	13,472
Bus garage rental <i>(Note 18)</i>	<b>8,400</b>	8,400
Fundraising costs and volunteer recognition	<b>7,589</b>	6,767
Equipment rental	<b>7,050</b>	7,350
CPR/first aid	<b>5,443</b>	5,040
Interest on term loan	<b>4,840</b>	7,569
Staff development	<b>4,682</b>	10,942
Bank charges and interest	<b>2,540</b>	1,346
Board indemnity	<b>2,180</b>	1,405
Pre program	<b>1,600</b>	8,410
Subscriptions and memberships	<b>988</b>	1,189
Uniforms	<b>884</b>	4,007
Travel	<b>503</b>	1,045
Uniforms/medical	<b>151</b>	812
Medical/CPIC	<b>75</b>	215
Security	<b>58</b>	249
CDS agreements	<b>-</b>	235
Balance	<b>-</b>	2,563
Bad debts	<b>-</b>	105
Training and education	<b>-</b>	13
	<b>1,996,524</b>	2,171,501
<b>Excess of revenue over expenses before other items</b>	<b>172,930</b>	54,842

*Continued on next page*

*The accompanying notes are an integral part of these financial statements*

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Operations**  
*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Excess of revenue over expenses before other items</b> <i>(Continued from previous page)</i>	<b>172,930</b>	54,842
<b>Other items</b>		
Canada Emergency Wage Subsidy <i>(Note 11)</i>	<b>92,184</b>	-
Canada Emergency Business Account <i>(Note 11)</i>	<b>20,000</b>	-
	<b>112,184</b>	-
<b>Excess of revenue over expenses</b>	<b>285,114</b>	54,842

*The accompanying notes are an integral part of these financial statements*

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Changes in Net Assets**

*For the year ended March 31, 2021*

	<i>Invested in capital assets</i>	<i>Internally restricted (Note 13)</i>	<i>Unrestricted</i>	<i>Externally restricted (Note 14)</i>	<b>2021</b>	<i>2020</i>
<b>Net assets beginning of year</b>	<b>98,783</b>	<b>99,720</b>	<b>40,094</b>	<b>22,906</b>	<b>261,503</b>	206,661
<b>Excess (deficiency) of revenue over expenses</b>	<b>(66,342)</b>	-	<b>351,456</b>	-	<b>285,114</b>	54,842
<b>Investments in capital assets</b>	<b>6,130</b>	-	<b>(6,130)</b>	-	-	-
<b>Repayment of debt relating to capital assets</b>	<b>16,667</b>	-	<b>(16,667)</b>	-	-	-
<b>Recognition of deferred contributions</b>	<b>38,382</b>	-	<b>(38,382)</b>	-	-	-
<b>Transfer of cash to restricted</b>	-	<b>162,544</b>	<b>(162,544)</b>	-	-	-
<b>Net assets, end of year</b>	<b>93,620</b>	<b>262,264</b>	<b>167,827</b>	<b>22,906</b>	<b>546,617</b>	261,503

*The accompanying notes are an integral part of these financial statements*



# Prince Albert and District Community Service Centre Inc.

## Statement of Cash Flows

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Excess of revenue over expenses	285,114	54,842
Amortization	66,342	71,255
Recognition of income from contribution - capital assets	(38,382)	(38,382)
Forgivable portion of CEBA loan	(20,000)	-
	<b>293,074</b>	<b>87,715</b>
Changes in working capital accounts		
Accounts receivable	(7,083)	16,834
Prepaid expenses and deposits	4,327	(7,175)
Accounts payable and government remittances payable	12,395	(18,943)
Vacation payable	16,775	1,761
Deferred revenue	(198,385)	205,864
Budget counselling trust liability	(4,367)	10,293
	<b>116,736</b>	<b>296,349</b>
<b>Financing</b>		
Repayments short term debt	(16,667)	(16,667)
Advances on CEBA loan	60,000	-
	<b>43,333</b>	<b>(16,667)</b>
<b>Investing</b>		
Purchase of capital assets	(6,130)	(63,459)
Purchase of investments	(19,261)	-
Proceeds on disposal of investments	-	1,547
	<b>(25,391)</b>	<b>(61,912)</b>
<b>Increase in cash resources</b>	<b>134,678</b>	<b>217,770</b>
<b>Cash resources, beginning of year</b>	<b>557,730</b>	<b>339,960</b>
<b>Cash resources, end of year</b>	<b>692,408</b>	<b>557,730</b>
<b>Cash resources are composed of:</b>		
Unrestricted	407,238	435,104
Restricted	285,170	122,626
	<b>692,408</b>	<b>557,730</b>

*The accompanying notes are an integral part of these financial statements*

# Prince Albert and District Community Service Centre Inc.

## Notes to the Financial Statements

For the year ended March 31, 2021

### 1. Description of reporting entity

Prince Albert and District Community Service Centre Inc. ("the Centre") is a not-for-profit entity incorporated under the Non-profit Corporations Act of Saskatchewan and has charity status. The Centre has been established:

- a) to tend to the material and emotional welfare of the residents of the City of Prince Albert and of any member municipality;
- b) to stimulate, help, organize and participate in desirable and constructive community programs, which have as an object the social development of the individual and the family;
- c) to give counselling service to individuals and family, to help them through their problems, whether psychological or material, and to help them make use of community programs and rehabilitation programs;
- d) to engage in study of factors contributing to family disorganization, causes of poverty, and to develop skill and knowledge in dealing with personal and family problems; and,
- e) to promote education for social work and participate in the education of social workers.

### 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada, which are part of Canadian generally accepted accounting principles, and include the following significant accounting policies:

#### **Cash and cash equivalents**

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

#### **Investments**

Long-term investments are portfolio investments recorded at fair value for those with prices quoted in an active market, and cost less impairment for those that are not quoted in an active market. They have been classified as long-term assets in concurrence with the nature of the investment.

Portfolio investments in entities that are not owned, controlled, or influenced by the Centre are measured at cost, less any provision for other than temporary impairment.

#### **Capital assets**

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

	<b>Method</b>	<b>Years</b>
Buildings - Program Support	straight-line	15 years
Vehicles	straight-line	3 years
Equipment, furniture and computer equipment	straight-line	3-5 years

# Prince Albert and District Community Service Centre Inc.

## Notes to the Financial Statements

For the year ended March 31, 2021

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### 2. Significant accounting policies (Continued from previous page)

#### **Internally restricted net assets**

The Centre has placed restrictions on net assets for specific purposes. The Board of Directors transfer allocated amounts to restricted net assets by transfers from unrestricted net assets.

#### **Contributed materials**

Contributions of materials are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials are used in the normal course of the Centre's operations and would otherwise have been purchased.

#### **Revenue recognition**

The Centre follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Subscription revenue is recognized as revenue when the related service is performed.

#### **Government assistance**

The Centre recognizes government assistance when there is reasonable assurance that it will comply with the conditions required to qualify for the assistance, and that the assistance will be received. The Centre recognizes government assistance as other income.

The Centre recognizes government assistance in the form of forgivable loans as other income in the year that the forgivable loan is received.

#### **Financial instruments**

The Centre recognizes its financial instruments when the Centre becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with Section 3840 *Related Party Transactions* (refer to Note 17).

At initial recognition, the Centre may irrevocably elect to subsequently measure any financial instrument at fair value. The Centre has not made such an election during the year.

The Centre subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Centre's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

# Prince Albert and District Community Service Centre Inc.

## Notes to the Financial Statements

*For the year ended March 31, 2021*

### 2. Significant accounting policies *(Continued from previous page)*

#### **Financial asset impairment**

The Centre assesses impairment of all of its financial assets measured at cost or amortized cost. The Centre groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group; there are numerous assets affected by the same factors; no asset is individually significant, etc.. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments; etc. in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Centre determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Centre reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenues over expenses.

The Centre reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess (deficiency) of revenue over expenses in the year the reversal occurs.

#### **Measurement uncertainty (use of estimates)**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

### 3. Accounts receivable

	<b>2021</b>	<b>2020</b>
Budget Counselling Program	16,050	8,025
GST	4,362	3,035
Access Transit	669	2,840
Seniors Transportation	350	448
	<b>21,431</b>	<b>14,348</b>

### 4. Capital assets

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2021 Net book value</b>	<b>2020 Net book value</b>
Land	84,500	-	84,500	84,500
Buildings - Program Support	668,656	438,654	230,002	269,015
Vehicles	40,344	40,344	-	8,972
Equipment, furniture and computer equipment	147,852	115,012	32,840	51,197
Work in progress	6,130	-	6,130	-
	<b>947,482</b>	<b>594,010</b>	<b>353,472</b>	<b>413,684</b>

**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2021*

**5. Investments**

	2021	2020
Conservative income mutual fund is invested in fixed-income and equity investments, recorded at fair value	271,886	252,625

**6. Restricted cash**

Restricted cash is money allocated for restricted net assets and reserves as determined by the Board of Directors and external funders.

**7. Gifts of property**

Gifts of property are comprised of an interest in mineral rights which were received as a bequest. Fair value of the mineral rights could not be estimated and they have been recorded at a nominal amount (\$1).

**8. Accounts payable and accruals**

	2021	2020
Supported Employment	13,000	-
Program Support	3,602	2,637
Access Transit	3,277	4,525
Seniors Transportation	514	636
Specialized Employment and Education	310	174
Youth Futures	193	701
Budget Counselling Program	77	55
Individual Job Search	193	-
Guiding Future Visions	-	43
	21,166	8,771

**9. Deferred revenue**

	Deferred revenue, beginning of year	Funding and contributions received	Revenue recognized	2021 Deferred revenue, end of year	2020 Deferred revenue, end of year
Seniors Transportation (Schedule 2)	5,792	-	(5,792)	-	5,792
Access Transit (Schedule 4)	44,808	-	(44,808)	-	44,808
Guiding Future Visions (Schedule 5)	36,117	-	(36,117)	-	36,117
Specialized Employment (Schedule 6)	53,211	348,002	(386,926)	14,287	53,211
Youth Futures (Schedule 8)	126,672	290,383	(386,597)	30,458	126,672
Supported Employment (Schedule 9)	7,476	63,660	(55,186)	15,950	7,476
Individual Job Search (Schedule 10)	-	101,092	(86,096)	14,996	-
Seniors Transportation - Estate Donation	256,658	-	-	256,658	256,658
	530,734	803,137	(1,001,522)	332,349	530,734

# Prince Albert and District Community Service Centre Inc.

## Notes to the Financial Statements

*For the year ended March 31, 2021*

### 10. Budget Counselling trust liability

The budget counselling program provides trusteeship services. Cash of \$407,238 (2020 - \$435,104) reported as current assets of the Centre includes \$101,680 (2020 - \$106,046) held for the budget counselling trust accounts.

### 11. Government assistance

During the year, the Centre recognized \$92,184 in Canada Emergency Wage Subsidy ("CEWS") and Temporary Wage Subsidy ("TWS") as other income. CEWS and TWS, introduced in response to the COVID-19 pandemic, provide eligible employers with a subsidy to cover a portion of wage costs paid to eligible employees during prescribed claim periods. There are no unfulfilled conditions related to amounts recognized. However, amounts claimed under these programs are subject to validation and detailed verification by the Federal Government. Due to the nature of the eligibility requirements and related calculations judgment is applied in assessing compliance, management believes there is reasonable assurance that the Centre has complied with all conditions.

In April 2020 in response to the COVID-19 pandemic the Government of Canada announced the Canada Emergency Business Account (CEBA) program to support businesses with financing for expenses that cannot be avoided or deferred as they take steps to safely navigate a period of shutdown. The Government of Canada, through Conexus Credit Union provided an interest-free loan of \$60,000 to the Centre. Of the \$60,000 CEBA loan, 33% (\$20,000) of the principal amount is forgivable in the event that 67% (\$40,000) of the principal amount is repaid on or before December 31, 2022. The 33% (\$20,000) forgivable portion of the CEBA loan has been recorded as other income. The forgivable portion which has not yet been forgiven at March 31, 2021 is \$20,000. The Association anticipates that no repayment of the forgivable portion will be necessary.

### 12. Term loans due on demand

	<b>2021</b>	2020
Installment loan repayable on demand, with regular installment payments of \$1,389 plus accrued interest monthly at prime plus 1.250%.	<b>119,444</b>	136,111

The Prince Albert and District Community Service Centre Inc. has an overall credit limit not to exceed \$318,889 with CIBC as per credit facility agreement dated October 7, 2015 which includes the following:

Revolving line of credit limited to \$100,000 with interest calculated at prime plus 1% per annum, none of which was drawn as of March 31, 2021 (2020 - \$nil).

\$5,000 credit limit repayable on demand – VISA.

Security provided to CIBC with respect to the above indebtedness includes a security agreement granting a first security interest in all present and after acquired personal property, collateral mortgage on commercial lot at 101 – 15th Street West in Prince Albert, SK, assignment of fire and other perils insurance, and guarantee of debts from Pine Industries Marketing Ltd. limited to \$250,000.

**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2021*

**13. Long-term debt**

	<b>2021</b>	<b>2020</b>
Conexus Credit Union Canada Emergency Benefit Account (CEBA) term loan in the amount of \$60,000, bearing interest at 0% until December 31, 2022 with no required principal repayments. Commencing January 2023, monthly interest only payments at 5% are required on any outstanding balance. Principal repayment can be made at the discretion of the Centre at any time prior to the due date. Principal repayment is due in full at December 31, 2025 with \$20,000 forgivable if the full principal balance is repaid by December 31, 2022. As at March 31, 2021, \$40,000 was outstanding.	<b>60,000</b>	-
Forgivable portion of CEBA loan	<b>20,000</b>	-
	<b>40,000</b>	-

**14. Deferred contribution relating to capital assets**

	<i>Deferred revenue, beginning of year</i>	<i>Contribution received</i>	<i>Contribution recognized as revenue</i>	<b>2021</b> <i>Deferred revenue, end of year</i>	<b>2020</b> <i>Deferred revenue, end of year</i>
Pine Industries Marketing Ltd. (2012)	<b>40,809</b>	-	<b>(8,909)</b>	<b>31,900</b>	40,809
Pine Industries Marketing Ltd. (2013)	<b>65,972</b>	-	<b>(9,425)</b>	<b>56,547</b>	65,972
Pine Industries Marketing Ltd. (2014)	<b>37,452</b>	-	<b>(4,680)</b>	<b>32,772</b>	37,452
Accessibility grant	<b>25,584</b>	-	<b>(6,396)</b>	<b>19,188</b>	25,584
Seniors transportation (2019)	<b>8,973</b>	-	<b>(8,973)</b>	-	8,973
	<b>178,790</b>	-	<b>(38,383)</b>	<b>140,407</b>	178,790

**15. Internally restricted reserves**

The Board of Directors have placed restrictions on net assets for specific purposes. The amounts listed in the table below have been transferred from unrestricted net assets and are internally restricted.

	<i>Beginning of year</i>	<i>Revenue over expenses</i>	<i>Transfers</i>	<b>2021</b> <i>End of year</i>	<b>2020</b>
<b>Transferred from unrestricted net assets, internally restricted</b>					
Senior Transportation Program	<b>39,179</b>	-	<b>16,482</b>	<b>55,661</b>	39,179
Program Support	<b>3,935</b>	-	<b>1,004</b>	<b>4,939</b>	3,935
Access Transit Program	<b>56,606</b>	-	<b>145,058</b>	<b>201,664</b>	56,606
	<b>99,720</b>	-	<b>162,544</b>	<b>262,264</b>	99,720

**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2021*

**16. Externally restricted reserves**

External funders have requested that surpluses in certain programs be transferred to a reserve to be spent on expenditures as outlined by them. The accumulated surpluses in the programs listed in the table below are externally restricted.

	<i>Beginning of year</i>	<i>Restricted revenue</i>	<i>Transfers</i>	<i>2021 End of year</i>	<i>2020</i>
<b>Accumulated surpluses, externally restricted</b>					
Budget Counselling Program	3,989	-	-	3,989	3,989
Guiding Future Visions	9,125	-	-	9,125	9,125
Specialized Employment and Education	9,792	-	-	9,792	9,792
	<b>22,906</b>	<b>-</b>	<b>-</b>	<b>22,906</b>	<b>22,906</b>

**17. Inter-program charges**

Program Support (Schedule 3) Administration revenue includes \$163,786 of administrative fees charged to various programs and reported within administration expense of each program.

Program Support (Schedule 3) computer and office space rental in the amount of \$99,192 includes \$4,800 building rental and \$600 equipment rental charged to Budget Counselling Program (Schedule 1); \$18,000 building rental and \$3,000 equipment rental charged to Specialized Employment Services (Schedule 6); \$3,600 building rental and \$600 equipment rental charged to the Seniors Transportation Program (Schedule 2); \$3,600 building rental and \$600 equipment rental charged to the Access Transit Program (Schedule 4), \$5,970 building rental, \$450 equipment rental and \$600 janitorial and maintenance charged to the Guiding Future Visions Program (Schedule 5); \$43,272 building rental charged and \$1,500 janitorial and maintenance charges to Youth Futures Program (Schedule 8); \$10,800 building rental and \$1,800 equipment rental charged to Individual Job Search Program (Schedule 10).

Administration charges are allocated based on 13% of each program's operating budget. Equipment and building rent is charged at fair value and based on budgets and projected usage for each program.

**18. Related party transactions**

During the year a total of \$12,993 (2020 - \$41,017) of donation revenue from Pine Industries Marketing Ltd. was reported by Specialized Employment Services (Schedule 6).

Administration revenue includes \$70,212 (2020 - \$70,212) from Pine Industries Marketing Inc. for administrative services. Pine Industries Marketing Ltd. and Prince Albert and District Community Service Centre Inc. are governed by the same Board of Directors.

During the year, \$8,400 (2020 - \$8,400) was paid to Pine Industries Marketing Ltd. for bus garage rental (Schedule 4).



# Prince Albert and District Community Service Centre Inc.

## Notes to the Financial Statements

*For the year ended March 31, 2021*

### 19. Pine Industries Marketing Ltd.

The Prince Albert and District Community Service Centre Inc. is controlled by the same board of directors that controls Pine Industries Marketing Ltd.

Pine Industries Marketing Ltd. is incorporated under the Business Corporations Act of Saskatchewan and has been established to provide employment opportunities and training under the Community Employment Program. The Company operates a Sarcan container return depot.

The financial statements of Pine Industries Marketing Ltd. have not been consolidated with the financial statements of Prince Albert and District Community Service Centre Inc. Financial statements of Pine Industries Marketing Ltd. are available on request. Financial summaries of the entity for the years ended March 31, 2021 and March 31, 2020 are provided below.

	<b>2021</b>	2020
<b>Pine Industries Marketing Ltd.</b>		
<b>Financial position</b>		
Total assets	<b>1,575,266</b>	1,558,944
<hr/>		
Total liabilities	<b>73,428</b>	142,927
Total shareholders' equity	<b>1,501,838</b>	1,416,017
<hr/>		
	<b>1,575,266</b>	1,558,944
<hr/>		
<b>Results of operations</b>		
Total revenues	<b>1,727,940</b>	1,341,063
Total expenses	<b>(1,642,119)</b>	(1,361,205)
<hr/>		
Excess (deficiency) of revenue over expenses	<b>85,821</b>	(20,142)
<hr/>		
<b>Cash flows</b>		
Cash from (used) in operations	<b>(44,280)</b>	49,514
Cash from (used for) financing and investing activities	<b>(66,257)</b>	(10,586)
<hr/>		
Increase (decrease) in cash	<b>(110,537)</b>	38,928
<hr/>		

### 20. Commitments

The Centre leases a postage machine with payments of \$285 quarterly. The lease agreement expires January 2025.

# Prince Albert and District Community Service Centre Inc.

## Notes to the Financial Statements

For the year ended March 31, 2021

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### 21. Financial instruments

The Centre, as part of its operations, carries a number of financial instruments. It is management's opinion that the Centre is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### *Interest rate risk*

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk. The Centre is exposed to interest rate cash flow risk primarily relating to the credit facility loan.

#### *Other price risk*

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or foreign currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Centre's investments in mutual funds exposes the Centre to price risk as these investments are subject to price changes in an open market due to a variety of reasons including changes in market rates of interest, general economic indicators and restrictions on credit markets.

### 22. Significant event

During the year, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Centre as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

### 23. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 1 - Schedule Budget Counselling Program Revenues and Expenses**

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grant revenue		
Ministry of Social Services	<b>96,300</b>	96,514
<b>Expenses</b>		
Salaries	<b>67,350</b>	64,542
Audit and administrative	<b>11,640</b>	11,640
Employee benefits	<b>9,694</b>	9,910
Office supplies and postage	<b>5,623</b>	4,345
Building rental	<b>4,800</b>	4,800
Computer installation and software	<b>1,954</b>	1,740
Equipment rental and repair	<b>1,418</b>	386
Telephone	<b>702</b>	546
Bank charges and interest	<b>603</b>	433
Equipment rental	<b>600</b>	600
Insurance	<b>300</b>	300
Travel	<b>146</b>	-
Miscellaneous	<b>-</b>	12
	<b>104,830</b>	99,254
<b>Deficiency of revenue over expenses before other items</b>	<b>(8,530)</b>	(2,740)
<b>Other items</b>		
Canada Emergency Wage Subsidy (Note 11)	<b>10,175</b>	-
<b>Excess (deficiency) of revenue over expenses</b>	<b>1,645</b>	(2,740)

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 2 - Schedule of Seniors Transportation Revenues and Expenses**

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grant revenue		
City of Prince Albert	69,500	69,186
Two Miles for Mary fundraiser	28,974	27,147
Vehicle and charter	23,614	44,324
Donations	19,722	19,722
Investment income (loss)	19,302	(1,271)
Other income	-	563
	<b>161,112</b>	<b>159,671</b>
<b>Expenses</b>		
Salaries	47,835	74,889
Audit and administrative	16,430	16,430
Employee benefits	15,388	16,021
Insurance	10,793	7,423
Amortization	8,972	13,448
Fundraising costs and volunteer recognition	7,589	6,767
Vehicle maintenance and fuel	6,002	13,578
Medical charters	4,550	9,365
Building rental	3,600	3,600
Telephone	1,408	1,203
Equipment rental	600	-
Equipment rental and repair	437	386
Bank charges and interest	302	217
Miscellaneous	190	420
Uniforms/medical	150	812
Office supplies and postage	3	510
Bad debts	-	60
	<b>124,249</b>	<b>165,129</b>
<b>Excess (deficiency) of revenue over expenses before other items</b>	<b>36,863</b>	<b>(5,458)</b>
<b>Other items</b>		
Canada Emergency Wage Subsidy (Note 11)	4,749	-
<b>Excess (deficiency) of revenue over expenses</b>	<b>41,612</b>	<b>(5,458)</b>

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 3 - Schedule of Program Support Revenues and Expenses**

*For the year ended March 31, 2021*

	2021	2020
<b>Revenue</b>		
Grant revenue		
Minister of Employment and Social Development	6,396	6,396
Administration	233,998	260,806
Computer and office space rental	99,192	75,557
Other	30,499	26,306
Donations	23,014	23,014
Investment income	1,004	2,733
Contributions - Pine Industries Marketing Ltd.	-	21,112
	<b>394,103</b>	<b>415,924</b>
<b>Expenses</b>		
Salaries	164,652	175,569
Amortization	55,791	56,228
Repairs and maintenance	54,014	11,447
Employee benefits	25,982	27,155
Equipment rental and repair	18,718	6,817
Professional fees	15,850	9,948
Miscellaneous	11,881	12,072
Janitorial and maintenance	11,054	8,384
Utilities	10,163	10,392
Insurance	6,201	2,221
Telephone	6,028	4,333
Office supplies and postage	5,680	4,377
Interest on term loan	4,840	7,569
Staff development	4,584	9,797
Computer installation and software	2,412	2,062
Board indemnity	2,180	1,405
Subscriptions and memberships	988	1,189
Travel	327	593
Security	58	249
Bank charges and interest	40	40
	<b>401,443</b>	<b>351,847</b>
<b>Excess (deficiency) of revenue over expenses before other items</b>	<b>(7,340)</b>	<b>64,077</b>
<b>Other items</b>		
Canada Emergency Wage Subsidy (Note 11)	33,512	-
Canada Emergency Business Account (Note 11)	20,000	-
	<b>53,512</b>	<b>-</b>
<b>Excess of revenue over expenses</b>	<b>46,172</b>	<b>64,077</b>

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 4 - Schedule of Access Transit Revenues and Expenses**

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grant revenue		
City of Prince Albert	<b>537,710</b>	539,128
Vehicle and charter	<b>19,466</b>	39,031
Subscription	-	46,598
Saskatchewan WCB	-	257
	<b>557,176</b>	625,014
<b>Expenses</b>		
Salaries	<b>226,048</b>	380,283
Audit and administrative	<b>75,148</b>	73,701
Employee benefits	<b>48,822</b>	71,316
Vehicle maintenance and fuel	<b>28,650</b>	67,357
Bus garage rental <i>(Note 18)</i>	<b>8,400</b>	8,400
Computer installation and software	<b>7,348</b>	9,012
Building rental	<b>3,600</b>	3,600
Telephone	<b>2,346</b>	2,712
Bank charges and interest	<b>992</b>	217
Uniforms	<b>884</b>	4,007
Office supplies and postage	<b>800</b>	2,281
Equipment rental and repair	<b>722</b>	386
Insurance	<b>700</b>	700
Equipment rental	<b>600</b>	-
Transfer to Seniors Transportation	<b>409</b>	641
Medical/CPIC	<b>75</b>	215
Uniforms/medical	<b>1</b>	-
Travel	-	173
Bad debts	-	45
Staff development	-	1,002
	<b>405,545</b>	626,048
<b>Excess (deficiency) of revenue over expenses before other items</b>	<b>151,631</b>	(1,034)
<b>Other items</b>		
Canada Emergency Wage Subsidy <i>(Note 11)</i>	<b>43,747</b>	-
<b>Excess (deficiency) of revenue over expenses</b>	<b>195,378</b>	(1,034)

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 5 - Schedule of Guiding Future Visions Revenues and Expenses**

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	<b>45,957</b>	248,172
<b>Expenses</b>		
Salaries	<b>24,891</b>	134,669
Building rental	<b>5,970</b>	23,880
Audit and administrative	<b>5,627</b>	34,547
Employee benefits	<b>3,687</b>	26,511
Office supplies and postage	<b>2,260</b>	3,990
Pre program	<b>1,600</b>	8,410
Janitorial and maintenance	<b>600</b>	2,400
Telephone	<b>491</b>	2,382
Equipment rental	<b>450</b>	1,800
Equipment rental and repair	<b>72</b>	1,381
Participant supplies and supports	<b>-</b>	6,702
Insurance	<b>-</b>	1,500
	<b>45,648</b>	248,172
<b>Excess of revenue over expenses</b>	<b>309</b>	-

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 6 - Schedule of Specialized Employment Services Revenues and Expenses**

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	<b>373,933</b>	341,136
Contributions - Pine Industries Marketing Ltd. <i>(Note 18)</i>	<b>12,993</b>	19,905
	<b>386,926</b>	361,041
<b>Expenses</b>		
Salaries	<b>245,751</b>	217,741
Audit and administrative	<b>48,211</b>	47,773
Employee benefits	<b>43,349</b>	41,955
Building rental	<b>18,000</b>	18,000
Work assessments	<b>12,888</b>	20,010
Office supplies and postage	<b>4,041</b>	3,131
Participant supplies and supports	<b>3,914</b>	4,108
Telephone	<b>3,512</b>	2,729
Equipment rental	<b>3,000</b>	3,000
Equipment rental and repair	<b>1,828</b>	513
Insurance	<b>1,500</b>	1,500
Bank charges and interest	<b>603</b>	439
Miscellaneous	<b>231</b>	-
Staff development	<b>98</b>	142
	<b>386,926</b>	361,041
<b>Excess of revenue over expenses</b>	<b>-</b>	<b>-</b>



**Prince Albert and District Community Service Centre Inc.**  
**Schedule 7 - Schedule of Targeted Initiative for Older Workers Revenues and Expenses**

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	-	92,689
	-	92,689
<b>Expenses</b>		
Salaries	-	54,331
Audit and administrative	-	12,775
Employee benefits	-	7,189
Building rental	-	4,500
Lab rental	-	4,200
Work assessments	-	3,510
Participant supplies and supports	-	2,123
Equipment rental	-	1,950
Telephone	-	796
Office supplies and postage	-	738
Miscellaneous	-	292
Equipment rental and repair	-	285
	-	92,689
<b>Excess of revenue over expenses</b>	-	-

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 8 - Schedule of Youth Futures Revenues and Expenses**

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grant revenue		
Employment and Social Development Canada	<b>386,597</b>	204,044
<b>Expenses</b>		
Salaries	<b>161,895</b>	96,392
Student benefits	<b>69,502</b>	53,689
Building rental	<b>43,272</b>	6,427
Work experience	<b>40,277</b>	2,168
Lab rental	<b>16,550</b>	-
Employee benefits	<b>15,513</b>	8,641
Participant supplies and supports	<b>11,491</b>	5,733
Professional fees	<b>6,775</b>	2,970
CPR/first aid	<b>5,443</b>	5,040
Medical charters	<b>4,775</b>	-
Telephone	<b>3,785</b>	1,851
Office supplies and postage	<b>2,181</b>	10,652
Amortization	<b>1,579</b>	1,579
Equipment rental and repair	<b>1,513</b>	597
Janitorial and maintenance	<b>1,500</b>	1,000
Job coach salaries and benefits	<b>498</b>	-
Travel	<b>30</b>	279
Miscellaneous	<b>18</b>	-
Balance	-	2,563
Training and education	-	13
Vocational and work assessments	-	1,500
Repairs and maintenance	-	1,000
Audit and administrative	-	1,000
Insurance	-	500
Computer installation and software	-	450
	<b>386,597</b>	204,044
<b>Excess of revenue over expenses</b>	<b>-</b>	<b>-</b>

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 9 - Schedule of Supported Employment Revenues and Expenses**

*For the year ended March 31, 2021*

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	55,186	23,038
Cognitive Disability Strategy Agreement (CDS)	-	235
<b>Expenses</b>		
Work From Home/Pandemic costs	27,454	-
Job coach salaries and benefits	11,910	11,066
Vocational assessments	9,160	11,972
Computer installation and software	6,662	-
CDS agreements	-	235
	<b>55,186</b>	<b>23,273</b>
<b>Excess of revenue over expenses</b>	<b>-</b>	<b>-</b>

**Prince Albert and District Community Service Centre Inc.**  
**Schedule 10 - Schedule of Individual Job Search Revenues and Expenses**

*For the year ended March 31, 2021*

	2021	2020
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	86,096	-
<b>Expenses</b>		
Salaries	51,275	-
Audit and administrative	12,230	-
Building rental	10,800	-
Employee benefits	6,410	-
Equipment rental	1,800	-
Participant supplies and supports	1,271	-
Telephone	967	-
Equipment rental and repair	548	-
Office supplies and postage	495	-
Insurance	300	-
	<b>86,096</b>	<b>-</b>
<b>Excess of revenue over expenses</b>	<b>-</b>	<b>-</b>



City of  
**Prince Albert**

***BI 21-18***

**TITLE:** Prince Albert Community Service Centre - Seniors Transportation

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

---

**ATTACHMENTS:**

1. Prince Albert Community Service Centre - Seniors Transportation

**Functional Area:** PRINCE ALBERT COMMUNITY SERVICE CENTRE – SENIORS TRANSPORTATION  
**Department:** External Agencies  
**Fund:** General Fund

The City provides a grant to the Prince Albert Community Service Centre, who provides courteous, door-to-door transportation and car services, five days a week, to seniors who have difficulties using other transportation.

The Prince Albert Community Service Centre is subsidized by the City and the Province of Saskatchewan.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Grants and Donations	<b>\$69,500</b>	\$69,500	\$0
Total Expenses	<b>69,500</b>	69,500	0
Operating (Surplus) Deficit	<b>69,500</b>	69,500	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>69,500</b>	69,500	0

The complete 2022 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-35400-716	G&D	SENIORS TRANSPORTATION:Grants	\$69,120	\$69,120	\$69,500	\$69,500	\$0	\$0	\$69,500	\$0	\$69,500	No increase requested for 2022.



City of  
**Prince Albert**

***BI 21-19***

**TITLE:** Prince Albert Arts Board

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert Arts Board



Functional Area: **PRINCE ALBERT ARTS BOARD**  
 Department: **External Agencies**  
 Fund: **General Fund**

Prince Albert Arts Board's mandate is to develop, promote, administer and co-ordinate arts policies, program, facilities and issues of the arts in the City and to implement and provide advice to City Council pursuant to the City's Civic Arts Policy.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Grants and Donations	<b>\$25,000</b>	\$25,000	\$0
Total Expenses	<b>25,000</b>	25,000	0
Operating (Surplus) Deficit	<b>25,000</b>	25,000	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>25,000</b>	25,000	0

The complete 2022 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-19580-716	G&D	P A ARTS BOARD:Grants	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$0	\$25,000	\$0	\$25,000	-



***BI 21-6***

**TITLE:** Prince Albert Arts Board 2022 Budget Submission

**DATE:** October 4, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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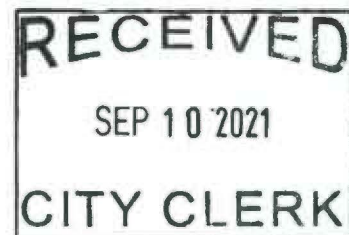
**ATTACHMENTS:**

1. 2022 Budget Submission

Written by: Adreanna Boucher, Chair, Prince Albert Arts Board

Prince Albert Arts Board  
1010 Central Avenue  
Prince Albert, SK  
S6V 4V5

September 6, 2021



Budget Committee

To: City of Prince Albert  
1084 Central Avenue  
Prince Albert, SK  
S6V 7P3

Attention: City Clerk

On behalf of the Prince Albert Arts Board, I'd like to thank the City of Prince Albert for its support over the last number of years, particularly in 2020 and 2021 when the situations of every group, organization, and person have been universally challenged.

In spite of these challenges, and thanks in large part to the funding we received from the City of Prince Albert, the Prince Albert Arts Board has been able to continue in its endeavors to support and enhance our vibrant arts community. We are on task with our Strategic Plan except on points where the Covid-19 pandemic has pushed pause, and we are thinking ahead and pressing forward in anticipation of a return to full-capacity operations.

In 2021, we are pleased to report that we:

- Continued monthly meetings virtually, with the exception of our AGM.
- Welcomed four new members to our board who are reflective of the diversity of our community and bring to the table good representation of varied artistic disciplines.
- Revamped the Helen Ferris Memorial Trust Fund application and guidelines, making the grant application more user-friendly and accessible to more young Prince Albertans in order to help them achieve their artistic goals;
- Held a successful Parts for the Arts event at the E A Rawlinson Centre and via live stream on January 30, 2021. Our theme was *Connections: Personal, Artistic, Online*. At previous Parts for the Arts events, we had received feedback telling us that artists would love to know more about how to market themselves online, and with current events pushing us all onto digital platforms, it was a timely topic to cover. We had a great in-person turnout and our live stream was equally well attended. Jeffrey Straker was a presenter and was also a huge hit as our keynote speaker.
- Had a representative attend this year's virtual ArtsVest presentation, in order that we might garner more knowledge about how we can connect local artists and arts organizations with valuable sponsorship opportunities.
- Welcomed the Barveenok Ukrainian Dancers to the Arts Hall of Fame, despite not having an in-person gala this year.
- Continued to grow our visibility in the community through a stronger online presence. The Prince Albert Arts Board promotes upcoming events and professional development opportunities for local artists both as its own entity and as individual members on our various social media platforms.

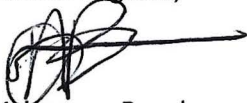
We have decided to forego our usual September date for the Arts Hall of Fame Gala again this year due to the rising numbers of this pandemic. We want to ensure that our inductees can have the full attendance of friends, family, and peers that they deserve while also doing our part to protect public health. After much thoughtful consideration, we have instead made the bold choice host *both* of our annual events on the same weekend in 2022, with the Prince Albert Arts Hall of Fame Gala being held on February 5<sup>th</sup> and Parts for the Arts on February 6<sup>th</sup>. The Arts Hall of Fame Gala will honour our 2020 and 2021 inductees together. It will be a weekend of celebrating the arts! Our committees are gearing up to make both these events the best they have been yet, with a live-stream component as well.

We are continually looking for ways to be more fiscally responsible; currently we are in conversation about how to reduce our annual insurance costs, and over our Parts for the Arts events in 2020 and 2021 we discovered ways to provide good value on a smaller budget. It's a format we will continue with. Lastly but perhaps most significantly, we from an annual review to a "Statement of Financial Position", which led to a savings of over \$3000.

As local arts events work towards opening up full-strength, we will continue to support our community by promoting as much as we can and by having our valued board members attend virtually or in person. The arts sector has been enormously challenged over the last two years, and therefore the work of the Prince Albert Arts Board is more valuable than ever. We are asking respectfully requesting an amount of \$25,000 to fund our initiatives within and for the Prince Albert arts community.

Thank you for your consideration.

Warm Regards,

A handwritten signature in black ink, appearing to be 'Adreanna Boucher', with a long horizontal line extending to the right.

Adreanna Boucher

Chair,

Prince Albert Arts Board



# Prince Albert Arts Board 2022 Budget Draft

Draft: August 4, 2021

REVENUE	2022 Budget	2021 Budget	2020 Budget	2022 Budget Notes
City of Prince Albert	\$25,000.00	\$25,000.00	\$25,000.00	External Agencies Grant Request
Arts Hall of Fame Ticket Sales	\$5,000.00	\$5,000.00	\$5,000.00	Ticket sales (tickets are \$55.25 each or table of 8 for \$400)
Arts Hall of Fame Sponsorships	\$1,000.00	\$1,000.00	\$1,000.00	Private Business Sponsorship
*AHOF/PFTA Rent in Kind	\$0.00	\$0.00	\$0.00	City of Prince Albert in kind
Helen Ferris Memorial Trust Fund	\$1,000.00	\$1,000.00	\$1,000.00	Using interest from 2021 and previous years unused interest.
<b>TOTAL REVENUE</b>	<b>\$32,000.00</b>	<b>\$32,000.00</b>	<b>\$32,000.00</b>	
EXPENSES	2022 Budget	2021 Budget	2020 Budget	2022 Budget Notes
Amortization - Computer	\$0.00	\$525.00	\$525.00	Fully amortized
Amortization - AHOF Kiosk	\$2,200.00	\$2,200.00		
Annual Financial Review	\$1,200.00	\$250.00	\$4,250.00	Darlene (bookkeeper to complete the review)
Bookkeeping	\$1,000.00	\$1,000.00	\$1,000.00	Annual contracted bookkeeping costs.
Insurance	\$1,800.00	\$1,000.00	\$1,000.00	Directors' Liability; Property Contents
Office Supplies & Equipment	\$50.00	\$150.00	\$150.00	Minimal supplies are required such as envelopes, paper, storage shelves, etc.
Websites/Marketing	\$5,000.00	\$4,035.00	\$3,500.00	Arts Hall of Fame; Arts Board; Marketing
Awards	\$150.00	\$150.00		Mann Art Gallery Winter Festival
Office Space	\$0.00	\$0.00	\$0.00	City of Prince Albert in kind
Administrative Support	\$0.00	\$0.00	\$0.00	City of Prince Albert in kind (Arts & Cultural Coordinator)
Banking Fees	\$210.00	\$150.00	\$100.00	Monthly and e-transfer fees
ISC Fees	\$15.00	\$15.00	\$0.00	
Arts Events, Outreach, AGM, Meetings	\$2,300.00	\$1,500.00	\$1,200.00	Board meetings, arts consultation, AGM
Strategic Planning	\$0.00	\$0.00	\$0.00	
Professional Development	\$1,000.00	\$1,000.00	\$1,000.00	For Board Members
Arts Hall of Fame (AHOF)	\$10,050.00	\$11,000.00	\$10,000.00	This includes all costs for the Arts Hall of Fame (professional development and networking for Artists and Arts Organizations). Big Drum Media costs have gone up. *This is for one but there will be two in 2022 (Feb for 2021 and Sept 2022)
AHOF Kiosk Annual Fee	\$525.00	\$525.00	\$525.00	Annual costs to maintain display and software
AHOF Kiosk & Software	\$0.00	\$0.00	\$12,000.00	
Parts for the Arts/Free for All	\$5,500.00	\$7,500.00	\$2,500.00	This is a community arts awareness building and professional development day for artists, arts' organizations, and open to the broader community.
*AHOF/PFTA Rent in Kind	\$0.00	\$0.00	\$0.00	City of Prince Albert in kind
Helen Ferris Scholarships	\$1,000.00	\$1,000.00	\$1,000.00	Funding to student (by application/approval) for development in the arts, i.e. conferences, training.
<b>TOTAL EXPENSES</b>	<b>\$32,000.00</b>	<b>\$32,000.00</b>	<b>\$38,750.00</b>	
<b>Surplus/Deficit</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$6,750.00</b>	

**Legend:**

\* in kind

AHOF - Arts Hall of Fame

PFTA - Parts for the Arts

**Notes:**

There has been an agreement for the two Arts Board major events to have in kind use of the E.A. Rawlinson Centre for the Arts

The Arts Board wishes for the Parts for the Arts professional development event to be no (to low) cost for registrants/participants.

Professional development for the arts is a need identified through the Municipal Cultural Action Plan (MCAP).



# Prince Albert Arts Board 2021 Budget Draft

11-Aug-20

REVENUE	2021 Budget	2020 Budget	2021 Budget Notes
<b>Grants</b>			
City of Prince Albert	\$25,000.00	\$25,000.00	External Agencies Grant Request
Arts Hall of Fame Ticket Sales	\$5,000.00	\$5,000.00	Ticket sales (tickets are \$55.25 each or table of 8 for \$400)
Arts Hall of Fame Sponsorships	\$1,000.00	\$1,000.00	Private Business Sponsorship
*AHOF/PFTA Rent in Kind	\$0.00	\$0.00	City of Prince Albert in kind
Helen Ferris Memorial Trust Fund	\$1,000.00	\$1,000.00	Using interest from 2020 and previous years unused interest.
<b>TOTAL REVENUE</b>	<b>\$32,000.00</b>	<b>\$32,000.00</b>	
<b>EXPENSES</b>			
Amortization - Computer	\$525.00	\$525.00	This is an estimated amount
Amortization - AHOF Kiosk	\$2,200.00		
Annual Financial Review	\$250.00	\$4,250.00	Darlene (bookkeeper to complete the review)
Bookkeeping	\$1,000.00	\$1,000.00	Annual contracted bookkeeping costs.
Insurance	\$1,000.00	\$1,000.00	Directors' Liability; Property Contents
Office Supplies & Equipment	\$150.00	\$150.00	Minimal supplies are required such as envelopes, paper, storage shelves, etc.
Websites/Marketing	\$4,035.00	\$3,500.00	Arts Hall of Fame; Arts Board; Marketing
Awards	\$150.00		Mann Art Gallery Winter Festival
Office Space	\$0.00	\$0.00	City of Prince Albert in kind
Administrative Support	\$0.00	\$0.00	City of Prince Albert in kind (Arts & Cultural Coordinator)
Banking Fees	\$150.00	\$100.00	Monthly fees; cheques
ISC Fees	\$15.00	\$0.00	
Arts Events, Outreach, AGM, Meetings	\$1,500.00	\$1,200.00	Board meetings, arts consultation, AGM
Strategic Planning	\$0.00	\$0.00	Cost again in 2022 for 2023-2025
Professional Development	\$1,000.00	\$1,000.00	For Board Members
Arts Hall of Fame (AHOF)	\$11,000.00	\$10,000.00	This includes all costs for the Arts Hall of Fame (professional development and networking for Artists and Arts Organizations). Big Drum Media costs have gone up.
AHOF Kiosk Annual Fee	\$525.00	\$525.00	Annual costs to maintain display and software
AHOF Kiosk & Software	\$0.00	\$12,000.00	
Parts for the Arts/Free for All	\$7,500.00	\$2,500.00	This is a community arts awareness building and professional development day for artists, arts' organizations, and open to the broader community. The 2020 event was kept low cost due to the AHOF Kiosk purchase, and trying a new format.
*AHOF/PFTA Rent in Kind	\$0.00	\$0.00	City of Prince Albert in kind
Helen Ferris Scholarships	\$1,000.00	\$1,000.00	Funding to student (by application/approval) for development in the arts, i.e. conferences, training.
<b>TOTAL EXPENSES</b>	<b>\$32,000.00</b>	<b>\$38,750.00</b>	
<b>Surplus/Deficit</b>	<b>\$0.00</b>	<b>-\$6,750.00</b>	

**Legend:**

\* in kind

AHOF - Arts Hall of Fame

PFTA - Parts for the Arts

**Notes:**

There has been an agreement for the two Arts Board major events to have in kind use of the E.A. Rawlinson Centre for the Arts

The Arts Board wishes for the Parts for the Arts professional development event to be no (to low) cost for registrants/participants.

Professional development for the arts is a need identified through the Municipal Cultural Action Plan (MCAP).

Prince Albert Arts Board Inc.  
Financial Statements  
December 31, 2020

(Unaudited - See Notice to Reader)



Prince Albert Arts Board Inc.  
Financial Statements  
December 31, 2020  
(Unaudited - See Notice to Reader)

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Statement of Operations	3
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Statement of Cash Flow	5
Notes to the Financial Statements	6

Darlene Otet, CPA, CGA  
Box 33  
Shellbrook, SK. S0J 2E0

### Notice to Reader

On the basis of information provided by the corporation, I have compiled the statement of financial position of Prince Albert Arts Board Inc. as at December 31, 2020 and the statements of operations, changes in fund balances and cash flows for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these financial statements may not be appropriate for their purposes.

Holbein, Saskatchewan  
March 26, 2021



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Darlene Otet, CPA, CGA

Prince Albert Arts Board Inc.  
Statement of Financial Position  
As At December 31, 2020  
(Unaudited - See Notice to Reader)

	<i>General Fund</i>	<i>Helen Ferris Trust Fund</i>	<i>2020</i>	<i>2019</i>
<b>ASSETS</b>				
Current				
Cash	\$41,520		\$41,520	\$37,907
Restricted cash		5,110	5,110	5,252
Interfund receivable			0	500
Accrued interest		207	207	206
Prepaid expenses	739		739	636
	<u>42,259</u>	<u>5,317</u>	<u>47,576</u>	<u>44,501</u>
Capital assets	10,143		10,143	789
<i>(Note 2)</i>				
Investments		20,000	20,000	20,000
<i>(Note 3)</i>				
	<u>\$52,402</u>	<u>\$25,317</u>	<u>\$77,719</u>	<u>\$65,290</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Current				
Accounts payable	\$1,250		\$1,250	\$232
Interfund payable			0	500
	<u>1,250</u>	<u>0</u>	<u>1,250</u>	<u>732</u>
Fund Balances				
Unrestricted	51,151		51,151	39,600
Externally restricted		25,317	25,317	24,958
	<u>51,151</u>	<u>25,317</u>	<u>76,468</u>	<u>64,558</u>
	<u>\$52,402</u>	<u>\$25,317</u>	<u>\$77,719</u>	<u>\$65,290</u>

Prince Albert Arts Board Inc.  
Statement of Operations  
December 31, 2020  
(Unaudited - See Notice to Reader)

	<i>General Fund</i>	<i>Helen Ferris Trust Fund</i>	<i>2020</i>	<i>2019</i>
<b>REVENUE</b>				
Grant revenue	\$25,000		\$25,000	\$25,000
Hall of Fame event	0		0	5,959
Interest		365	365	328
Other revenue	0		0	0
	<u>\$25,000</u>	<u>\$365</u>	<u>\$25,365</u>	<u>\$31,287</u>
<b>EXPENSES</b>				
Amortization	1,624		\$1,624	526
Awards	150		150	0
Bank charges and interest	61	6	67	125
Contracted services	458		458	957
Governance expense	188		188	1,396
Event - Hall of Fame	0		0	8,813
Event - Parts for the Arts	1,713		1,713	8,219
Helen Ferris scholarship			0	500
Insurance	1,165		1,165	1,042
Marketing	0		0	91
Office supplies	77		77	0
Professional development	596		596	768
Professional fees	4,200		4,200	4,200
Strategic planning	0		0	1,440
TV Cover	269		269	0
Website	2,950		2,950	2,936
	<u>\$13,449</u>	<u>\$6</u>	<u>\$13,455</u>	<u>\$31,014</u>
Excess (deficiency) of revenue over expenses	<u>\$11,551</u>	<u>\$359</u>	<u>\$11,910</u>	<u>\$273</u>

Prince Albert Arts Board Inc.  
Statement of Changes in Fund Balances  
December 31, 2020  
(Unaudited - See Notice to Reader)

	<i>General Fund</i>	<i>Helen Ferris Trust Fund</i>	<i>2020</i>	<i>2019</i>
Fund balances, beginning of year	\$39,600	\$24,958	\$64,558	\$64,285
Excess (deficiency) current year	11,551	359	11,910	273
Fund balances, end of year	\$51,151	\$25,317	\$76,467	\$64,558

Prince Albert Arts Board Inc.  
Statement of Cash Flow  
December 31, 2020  
(Unaudited - See Notice to Reader)

	<i>General Fund</i>	<i>Helen Ferris Trust Fund</i>	<i>2020</i>	<i>2019</i>
Cash flows from Operating activities				
Excess (deficiency) current year	\$11,551	\$359	\$11,910	\$273
Items not affecting cash:				
Amortization	1,624		1,624	526
	<u>13,175</u>	<u>358</u>	<u>13,534</u>	<u>798</u>
Changes in non-cash working capital				
Accounts receivable	500		500	-500
Accrued interest		-1	-1	-73
Prepaid expenses	-102		-102	2,451
Accounts payable	1,018	-500	518	482
	<u>14,591</u>	<u>-143</u>	<u>14,449</u>	<u>3,158</u>
Cash flows from Investing activities				
Purchase of capital assets	-10,978		-10,978	0
	<u>-10,978</u>	<u>0</u>	<u>-10,978</u>	<u>0</u>
Increase (decrease) in cash	3,613	-143	3,471	3,158
Cash, beginning of year	37,907	5,252	43,159	40,000
Cash, end of year	<u>\$41,522</u>	<u>\$5,109</u>	<u>\$46,632</u>	<u>\$43,158</u>
Cash is composed of:				
Cash	41,521		41,521	37,907
Restricted cash		5,110	5,110	5,252
	<u>\$41,521</u>	<u>\$5,110</u>	<u>\$46,631</u>	<u>\$43,159</u>

Prince Albert Arts Board Inc.  
Notes to Financial Statements  
For the year Ended December 31, 2020  
(Unaudited - See Notice to Reader)

## 1 DESCRIPTION OF BUSINESS

The Prince Albert Arts Board Inc. (the "Arts Board") is incorporated under the Non-Profit Corporations Act of the Province of Saskatchewan.

- a pursuant to its stated mission, to develop, promote, administer and co-ordinate arts policies, programs, activities and issues of the arts, within the City of Prince Albert; and
- b pursuant to the City of Prince Albert's Civic Arts Policy adopted by its City Council by resolution dated May 2, 1994, to provide strategic assistance and advice to the municipal corporation in the implementation of the municipality's Civic Arts Policy.

The Prince Albert Arts Board Inc. is a not-for-profit organization under the Income Tax Act (the "Act") and thus is exempt from income taxes.

## 2 CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net Book Value	2019 Net Book Value
Computer Equipment	\$2,631	\$2,368	<b>\$263</b>	\$789
Kiosk	10,978	1,098	<b>9,880</b>	0
	<b>\$13,609</b>	<b>\$3,467</b>	<b>\$10,143</b>	<b>\$789</b>

## 3 INVESTMENTS

	2020	2019
Helen Ferris Fund		
3 year non-redeemable term investment	<b>\$20,000.00</b>	\$20,000.00
Interest at 1.800%		
Maturing on June 5, 2022		

Prince Albert Arts Board Inc.  
Notes to Financial Statements  
For the year Ended December 31, 2020  
(Unaudited - See Notice to Reader)

#### 4 SIGNIFICANT EVENTS

During the year the spread of COVID-19 has had a significant impact on many businesses. Measures taken to stop the spread of the virus, including closures of non-essential services, social distancing, and quarantines have resulted in significant economic slowdown. This has resulted in significant disruptions in many businesses, including not-for-profit organizations.

The full duration and effect of the pandemic on the Arts Board is unknown at this time.

#### 5 COMPARATIVE FIGURES

The comparative figures were reviewed by MNP Chartered Professional Accountants.





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PRINCE ALBERT  
ARTS BOARD

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**STRATEGIC PLAN**

**2020-2022**

# Prince Albert Arts Board

## 3 Year Strategic Plan – 2020 to 2022

### EXECUTIVE SUMMARY:

#### VISION

The Vision of the Prince Albert Arts Board is drawn from the City of Prince Albert's Civic Arts Policy.

That Prince Albert's...

- Citizens have a multitude of opportunities to engage in creative pursuits as artists, students, participants, and audience members.
- Reputation as an inclusive, innovative and culturally vibrant city is broadly recognized.
- Artists thrive in an open and encouraging environment that places high value on their contributions to our community.

#### MISSION

The Prince Albert Arts Board achieves its vision by:

- Advocating on behalf of artists and arts organizations
- Stewarding the Civic Arts Policy and assisting the City of Prince Albert in its implementation
- Actively engaging artists and arts organizations to understand their unique perspectives and needs
- Representing the arts in public policy making
- Generating and sharing resources to benefit the diverse community of Prince Albert and area through the arts
- Promoting Prince Albert and area arts within the city and beyond

## VALUES

We celebrate the arts as a key contributor to the fabric of Prince Albert and area and are accountable for the following values:

- ✘ **Inspiration:** We nurture an environment where others will be inspired to explore and participate in the arts and where artists will be inspired to create
- ✘ **Accessibility:** We actively work to reduce barriers to participation in the arts
- ✘ **Inclusivity:** We recognize, celebrate, and encourage diversity in artistic practice and participation
- ✘ **Relevance:** We are committed to proactively and responsively serving the artists and arts participants of Prince Albert and area
- ✘ **Respect:** We will strive to ensure respectful relationships within the Prince Albert Arts Board and between the Arts Board and the community it serves
- ✘ **Collaboration:** We recognize the value and importance of collaboration in everything we do.
- ✘ **Fiscal responsibility:** We are committed to good stewardship of our resources.

## STRATEGIC DIRECTIONS

### *Strategic Direction #1*

*Foster a community of artists and arts organizations*

### *Strategic Direction #2*

*Enhance the City of Prince Albert's support of the arts*

### *Strategic Direction #3*

*Increase the understanding and awareness of the Prince Albert Arts Board in Prince Albert and beyond (CS)*

## 2020-22 STRATEGIC OBJECTIVES and MEASURES

a. *Improve engagement with and among the arts community, ensuring that it includes Indigenous artists, cultural organizations, and groups*

Measure	Target
i. % growth in attendance at PAAB PARTS for the Arts	100% per year
ii. Indigenous content at Arts Hall of Fame (e.g. Inductees; performers; MCs; etc.)	TBD
iii. Number of engagements with arts community	Year 1: Establish a baseline and target Years 2 & 3: TBD

b. *Explore how PAAB can address reconciliation*

Measure	Target
i. # of activities designed to foster reconciliation	TBD, pursuant to discussions with the Office of the Treaty Commissioner

**Actions**

- i. Revisit the organization's mission
- ii. Revisit the organization's values
- iii. Invite the Office of Treaty Commissioner to present
- iv. Explore membership in Prince Albert Urban Indigenous Coalition.

a. *Formalize advocacy processes and the stewardship role for the Civic Arts Policy with the City of Prince Albert*

Measure	Target
i. # of times Community Services and/or City Council request recommendations from PAAB	Every arts issue

**Actions**

- i. Develop a plan with Community Services to formalize processes and roles (i.e. clarify municipal/political role and community development role)

b. *Increase financial support for the arts initiatives, grants, sponsorships, and infrastructure*

Measure	Target
ii. % increase in financial support for the arts	Equivalent to the annual Consumer Price Index

**Actions**

- i. Work with the City of Prince Albert to ensure the programs and services currently located at the Margo Fournier Centre are retained and, if necessary, relocated.

a. *Strengthen our existing events*

Measure	Target
i. Reduce the net financial loss of the Arts Hall of Fame event	50% reduction in loss by end of year 3

**Actions**

- i. Explore participation in ArtsVest

b. *Strengthen our communications*

Measure	Target
i. # of social media 'likes'	1,000 by end of Year 3
ii. # of social media shares	Year 1: Establish baseline and target Years 2 & 3: TBD
iii. # of promotional opportunities participated in by PAAB	1 event per board member per year

# Prince Albert Arts Board

1010 Central Avenue  
Prince Albert, Sask. S6V 4V5

## Board of Directors (min 7, max 11 as per bylaw)

Last Updated: June 16, 2021

as per current bylaw

Name	Member	Signing Authority	Year Started	Year Terms are up	Position
Adreanna Boucher	Member at Large	Yes	2018	2024	Chair
Cara Stelmaschuk	Member at Large	Yes	2015	2021	
Councillor Dennis Ogrodnick	City Council		2021		City appointment
Kevin Joseph	City Appointed MAL		2020 (City 2021)	2026	City appointment
Earl McKay	Member at Large		2021	2027	
Rebecca Strong	Member at Large		2021	2027	
Tia Furstenberg	Member at Large		2021	2027	
Roger Lantz	Member at Large		2021	2027	
Roxanne Dicke	Advisory City of P.A.	Yes	2011	n/a	Advisory City of P.A.
Judy MacLeod Campbell	City of P.A.		n/a	n/a	Staff Support/ Secretary



City of  
**Prince Albert**

*BI 21-20*

**TITLE:** Prince Albert Housing Authority - Housing Grant

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**ATTACHMENTS:**

1. Prince Albert Housing Authority - Housing Grant

**Functional Area:** PRINCE ALBERT HOUSING AUTHORITY – HOUSING GRANT  
**Department:** External Agencies  
**Fund:** General Fund

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 2021 budget projected cost of \$14,990 works out to 41 cents a day to house some of the City’s most vulnerable citizens.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Grants and Donations	<b>\$14,990</b>	\$14,990	\$0
Total Expenses	<b>14,990</b>	14,990	0
Operating (Surplus) Deficit	<b>14,990</b>	14,990	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>14,990</b>	14,990	0

An estimate of the projected profit or loss for 2021 to include in the 2022 Budget was not available when the 2022 Budget was prepared so the budget amount has not been adjusted.



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-19540-716	G&D	MUNICIPAL SHARE-SUBSIDIZED HOUSING:Grants	\$19,899	\$25,708	\$14,987	\$14,990	\$0	\$0	\$14,990	\$0	\$14,990	-





City of  
**Prince Albert**

***BI 21-21***

**TITLE:** Prince Albert Historical Society - Museum

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert Historical Society - Museum

**Functional Area:** PRINCE ALBERT HISTORICAL SOCIETY - MUSEUM  
**Department:** External Agencies  
**Fund:** General Fund

The Prince Albert Historical Society manages the Prince Albert Historical Museum, the Rotary Museum of Police and Corrections, Evolution of Education Museum, Diefenbaker House Museum, is responsible for the Nisbet Presbyterian School as well as the Bill Smiley Archives to serve the people of Prince Albert and area.

The grant funding provided by the City assists with staffing costs and with their operations, including the salary and benefits of the museum curator.

	<b>2022</b>	2021	(Favourable) Unfavourable
	<b>Budget</b>	Budget	Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Grants and Donations	<b>\$71,080</b>	\$71,080	\$0
Total Expenses	<b>71,080</b>	71,080	0
Operating (Surplus) Deficit	<b>71,080</b>	71,080	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>71,080</b>	71,080	0

Administration is recommending that the budget is not increased for 2022 due to fiscal constraints, but the following funding request has been made:

The Prince Albert Historical Society has **requested a \$37,320 increase in their funding from the City for 2022, or an increase of 52.5%**. The Prince Albert Historical Society is asking for two increases this year - a 3% increase to external agency funding and support for a museum educator position. We have not received an increase in our funding since 2019. We are asking the City to provide support for the museum educator position as you do for the museum’s Manager/Curator and the Mann Art Gallery’s educator. This would amount to an additional \$30,000 a year but provide a wealth of possibilities to develop programs and educate Prince Albert’s residents and visitors about the City’s history. **This request is included in Section 13 of the report under Operating Issues not Funded.**

**The complete 2022 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.**



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-75430-716	G&D	Museums - Program:Grants	\$67,030	\$69,680	\$70,080	\$71,080	\$0	\$0	\$71,080	\$0	\$71,080	-

***BI 21-7***

**TITLE:** Prince Albert Historical Society 2022 Budget Submission

**DATE:** October 4, 2021

**TO:** Budget Committee

**PUBLIC:** X

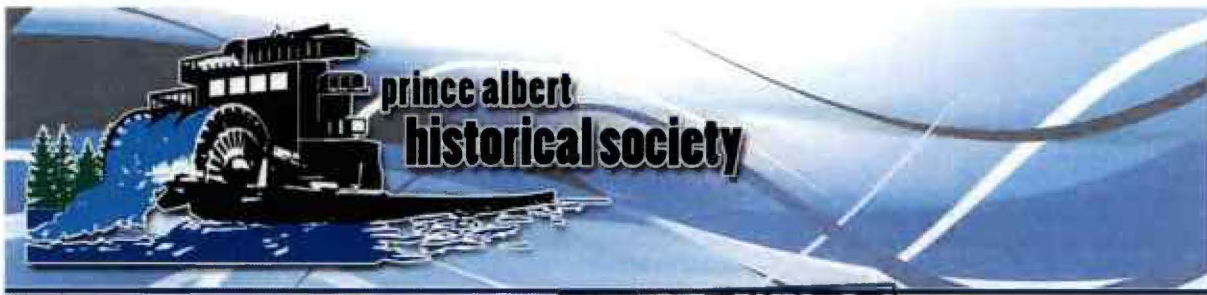
**INCAMERA:**

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**ATTACHMENTS:**

1. 2022 Budget Submission

Written by: Michelle Taylor, Manager/Curator and Fred Payton, President, Prince Albert Historical Society



10 River Street East | Prince Albert, SK | S6V 8A9 | [p] 306-254-2391 | [e] curator@historypa.com | [w] www.historypa.com

RECEIVED  
SEP 10 2021  
CITY CLERK  
*Budget Committee*

September 8, 2021

Dear Mayor and Councillors,

The Prince Albert Historical Society (PAHS) has continually offered services to the people of Prince Albert and area these past two years. Even while in lockdown, information requests were answered by email or on social media by staff or a small number of volunteers. The Prince Albert Museums and the Bill Smiley Archives were able to give people something to look forward to- to learn more about their City while they were at home. This summer, a full 16-week season, visitors returned to the museums in more normal numbers although we are still down from pre-pandemic numbers (>3,000 vs 8,000). The PAHS is encouraged by the number of people who used the museums during the high season and expect to see many people visit the museums throughout the winter months.

Because of the pandemic we have found new ways to interact with fans of Prince Albert history, the biggest being our social media pages. Facebook continues to be a hit with a large number of non-local Prince Albertans remembering what the city and people were like in years past. Younger residents have the opportunity to engage with us and other supporters of the PAHS. In the last two years, the summer museum interpreters have been developing and sharing short videos about different aspects/buildings in Prince Albert. These have been very popular and in 2021 they have all been uploaded to our YouTube page. New, next year will be a TikTok page to further engage younger people.

In March 2021, the Historical Society was notified of our successful application for a National Indian Brotherhood Trust Fund grant within the Métis stream. This grant (\$80,000) will help us to complete our Indigenous history exhibit in the Historical Museum as well as funding a full time researcher to complete the work. Lindsay Sorell, a recent University of Alberta Masters graduate, has done an immense amount of research on the Métis people in the Prince Albert area which will be added to the display and to the Bill Smiley Archives. The addition will give validation to the people who were here prior to settlement and helped in the development of our community.



Dr. C. H. & Lenore Andrews

Philip E. West

In the past year, the Historical Museum gift shop has been revamped. We have increased the number of local interest books and items made by local artists and crafts people. The items we have chosen do not replicate items that can be purchased elsewhere in the city. If we compare the income from 2020 to 2021 we have increased our sales by more than 3 times. Even if we take in pre-pandemic sales, we have doubled our sales. We look forward to providing more diverse locally produced items in the future.

Operationally, our plans for 2022 remain consistent with previous years. The PAHS will continue to seek out grants to help make the money we have work for us. In 2020 and 2021, we have qualified for more than \$50,000 in Covid wage subsidies. We will continue to apply for these funds as long as we are able. Canadian Heritage has also offered two Covid grants for museum reopening; the most recent will come this upcoming winter. This grant will be used to offset some of the cost of our museum educator, freeing the City from complete responsibility for the near future.

The PAHS will continue to apply for federal grants to pay for summer museum interpreters. Young Canada Works and the Canada Summer Job program have on average provided over \$30,000 for the past several years, also taking the stress off our City budget line.

In 2022, the Historical Society plans to be busy! This summer we asked AODBT to look into advise us with respect to some renovation work at the Historical Museum. One project is the renovation of the main floor meeting space and the shared office space. The other is a restoration and replacement of windows at the museum. AODBT has provided an estimate (up to \$20,000) for the preliminary design and design development phases for both of the projects. The Historical Society is prepared to pay for the work pertaining to the office and meeting space renovations. Because the window project is part of a City owned building, we ask that the City pay for those associated costs. (See attached proposal). As the building occupants, we feel the work needs to be done in the near future as water leaks and damage stemming from the windows leads to higher maintenance costs. Many of the windows are original to the 1912 construction and no work has been completed on them since becoming a museum in 1977. They are in desperate need of repair and the Historical Society will help find additional funding for the project.

The renovation of the meeting space will allow the Historical Society to meet the needs of the community by having a dedicated space to provide year round public and school programming. The office space renovation will allow the Office Administrator and the Museum Educator to work more effectively within the same space.

In 2022, there are two new projects that the Historical Society is looking forward to participating in:

- 1) Digitization of the Daily Herald microfilms. This project will see the PAHS partner with the JMC Public Library and the Prince Albert Daily Herald to have a complete set of the Daily Heralds in digital format. This will provide ease of access for all partners and for researchers and members of the public making it a very useful and worthwhile project. The PAHS will move the project forward by applying for a member grant from the Saskatchewan Council for Archives and Archivists.

2) A collaboration with the First Nations University/University of Regina to examine and digitize some of the artefacts in our Indigenous collection. This project will make the scientific analysis and provenance, including oral histories, of artefacts available to the public and researchers. A user-friendly front end will be developed so we can use the information in the exhibit area. The PAHS will apply for a Canadian Heritage Museums Assistance Program – Indigenous Heritage grant for at least the first year of this multi-year project.

2020 and 2021 have been boom years financially for the Historical Society; however, we recognize that this will not last. We are using the increased Federal funds as wisely as possible to make them last but we still require the long term support of the City of Prince Albert. We appreciate that you provide us with almost \$200,000 of support for the buildings on top of our annual external agency funding. The increase we are asking for in 2022 will allow the Historical Society to be more visible in the community and become a place that people want to utilize. We are asking for two increases this year- a 3% increase to our external agency funding and support for the museum educator position. We have not received an increase in our funding since 2019. We are asking the City to provide support for the museum educator position as you do for the museum's Manager/Curator and the Mann Art Gallery's educator. This would amount to an additional \$30,000 a year but provide a wealth of possibilities for us to develop programs and educate Prince Albert's residents and visitors about *our* history.

The PAHS thanks the City of Prince Albert for their support and we look forward to working together to preserve and promote the history of Prince Albert.

Sincerely,



---

Michelle Taylor  
Manager/Curator



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Fred Payton  
Historical Society President

Prince Albert Historical Society  
Budget Income Statement

Approved Budget  
2021

Draft Budget 2022  
Approved August 17,  
2021

Notes

REVENUE

\*\*\*for 2022, we have based our budget on 2019 hoping that things return to normal

Sales Revenue

Admission - Adult		9,000
Admission - Student		
Admission - Child		
Admission - Family	5,000	
Admission - Day Pass (all museums)		
Groups (no tours)		
Tours		1,000
Memberships	1,400	1,400
Walking Food Tours		
Tea Room	900	900
Rent	50	250
Education Program	500	5,000
<b>Total Sales Revenue</b>	<b>7,850</b>	<b>17,550</b>

\*increase due to increase education programs offered throughout the year

Gift Shop Sales

Publications	500	1,000
Historical Museum Souvenirs		
Police Museum Souvenirs	250	1,500
Education Souvenirs		
Diefenbaker Museum Souvenirs		
Other Location Souvenirs	0	100
Other sale items		200
Archives Sales	150	150
Sales not allocated (pd by debit)		
<b>Total Souvenir Sales</b>	<b>900</b>	<b>2,950</b>

\*new and different souvenirs has been purchased for the museums; local interest books and souvenirs are now the highlight

Donations - Tax Receipt

Donations - Tax Receipt - Cash	800	800
Donations - Tax Receipt - Cash Archives		200
Donations - Tax Receipt - in Kind	800	500
<b>Total Donations - Tax Receipt</b>	<b>1,600</b>	<b>1,500</b>

Other Donations

Historical Museum Donations	300	
Police Museum Donation	50	500
Education Museum Donation	50	
Diefenbaker Museum Donations	150	
Donations - deaccessioned / other		
Archive Donations	150	400
Other donations		
From Other Registered Charities		
<b>Total Other Donations</b>	<b>700</b>	<b>900</b>

Operating Grants

SaskCulture Museums Assistance	30,000	30,000
City P.A. - Society budget support	16,594	16,893
City P.A. - Manager's wages	53,251	54,376
City P.A. - Educator's wages		35,986
City P.A. - Vehicle Allowance	1,224	1,232
Community Grant Program		1,000
Other Grant	60	60
deferred from previous		
<b>Total Grants</b>	<b>60</b>	<b>139,547</b>

COVID-19 Subsidies

CEWS Wage Subsidy	0	
-------------------	---	--

\* We have applied for and received Covid funding throughout 2020 and into 2021



TWS Temp Wage Subsidy	0	
CEBA		
<b>Total COVID-19 Subsidies</b>		<b>0</b>
<b>Other Revenue</b>		
<b>Archivess sales</b>		
Federal GST rebate	1,500	1,500
Chequing Interest	100	30
Investment Interest	1,500	750
Misc. Revenue	50	50
<b>Total Other Revenue</b>	<b>3,150</b>	<b>2,330</b>
<b>Project Revenues</b>		
Andrews Bequest (lighting + capital)	60,000	40,000
West Bequest (for Church/Blockhouse)		
Reno Projects		
Sask Archaeological Society - Grant	350	390
Nisbet Church and 1885 Blockhouse (GoGundMe)		
NIB Researcher		24,622
Archives digitization		10,000
Events	1,000	1,000
Fundraising	2,500	2,500
Fundraising - Garage Sale	0	
Fundraising - Raffle		
Fundraising - Living History	3,000	
Plus Deferred Revenue - Beginning of Year		
Less Deferred Revenue - End of Year		
<b>Total Project Revenues</b>	<b>66,850</b>	<b>78,512</b>
<b>TOTAL REVENUE</b>	<b>81,110</b>	<b>243,289</b>
<b>EXPENSE</b>		
<b>Cost of Goods Sold</b>		
Tea Room Expenses	0	
Publications for resale	500	500
Souvenirs (CD's etc.)	500	750
Other items		100
<b>Total Cost of Goods Sold</b>	<b>1,000</b>	<b>1,350</b>
<b>Payroll Expenses</b>		
<b>2021 Payroll budget:</b>		
<b>- 3% increase</b>		
Wages	64,470	107,929
Retroactive Wages	0	
Holiday & Stat Pay	4,769	8,548
Banked Hours		
Employer EI Expense	1,580	2,576
Employer CPP Expense	3,063	5,776
Employer WCB Expense	630	1,060
Health Insurance Benefit	1,056	0
Life Insurance Benefit	96	0
Pension Benefit	1,050	1,050
Vehicle Allowance	1,200	768
Benefits (office admin & educator)	3,000	
Museum Educator (6mos@ \$18/hr)	18,720	
Museum Educator VP, EI, CPP, WCB	2,625	
Chamber Benefits		1,794
<b>Total Payroll Expense</b>	<b>102,259</b>	<b>129,501</b>
<b>Communication Expenses</b>		
Advertising & promotion	4,000	4,000
Collection Communication	1,200	1,200
Special Gallery Display & Events	1,000	

\* We have a planned renovation to our main floor meeting room and office, to bring both up to date for the needs of the Society

\*2021-22 we received a grant from the National Indian Brotherhood Trustfund to pay for a person to research and complete the Indigenous history room

\* We plan to digitize the PA Daily Herald microfilm in our collection. Part of the funds will also come from a grant.

\* We have a 3% increase budgeted for the three staff members. The museum educator has now been hired permanently.

\*This position has been added above for 2022

\*This position has been added above for 2023

Exhibit Galleries Display	2,000	2,000
Programing Supplies	1,000	1,500
Programing equip. & services	250	250
Summer Staff Party	300	300
Collection conservation		500
<b>Total Communication Expense</b>	<b>9,750</b>	<b>9,750</b>
<b>Collection/Archives Expense</b>		
Reference material	250	400
Collection/Archives Supplies	2,500	3,000
Collection/Archives equip. purch.	1,200	2,000
Purchase of Artifacts or Archive		
Tax receipted Gift in Kind	800	500
<b>Total Collection/Archives Expense</b>	<b>4,750</b>	<b>5,900</b>
<b>Other Expenses</b>		
Building Maint. & Occupancy Costs	2,500	2,500
Building equip. purchase	500	
Office equip. purch.	500	1,200
Office Expenses	3,000	3,400
Licenses & Memberships	1,000	1,000
Meeting expenses		400
Training	1,500	1,500
Travel	1,000	1,000
Review engagement	4,200	4,300
Contracts		
City of Prince ALbert		
Contracts- Strategic Plannin	0	500
Honouraria	0	100
Financial Service Charges	100	100
Cash Short (Over) on tills		
Bad debts		
Misc.		
<b>Total Other Expenses</b>	<b>14,300</b>	<b>16,000</b>
<b>Project Expenditure</b>		
Andrews Bequest	60,000	
Capital Projects		40,000
NIB Researcher		24,622
Digitization		10,000
Fundraising Event - Live History	1,500	
Events	1,500	1,500
Community grant program		250
Fundraising expenses	1,500	1,500
<b>Total Project Expenditures</b>	<b>60,000</b>	<b>77,872.00</b>
<b>TOTAL EXPENSE</b>	<b>192,059</b>	<b>240,373.00</b>
<b>NET INCOME</b>	<b>-\$110,949.41</b>	<b>\$2,916.20</b>
PROJECTS	6,850.00	640.00
OPERATIONS	-117,799.41	2,276.20
Budget deficit for Museum Educator	-21,345	
Budget surplus for all other	-89,604	

\*2021 planned rebuild of the Blockhouse along the riverbank did not happen due to problems with engineers stamps.

\*Renovation for the meeting space and office.



Financial Statements

Prince Albert Historical Society

December 31, 2020

# Contents

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Statement of Cash Flows	6
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Schedule of Project Deferrals	12

# Independent Practitioner's Review Engagement Report

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Grant Thornton LLP  
321 Marquis Road East  
Prince Albert, SK  
S6V 5K2

T +1 306 764 3552  
F +1 306 764 3771

To the Members of  
Prince Albert Historical Society

We have reviewed the accompanying financial statements of Prince Albert Historical Society (the "organization"), which comprise the statement of financial position as at December 31, 2020, and the statement of revenues and expenses, statement of changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

## **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Practitioner's Responsibility**

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

# Independent Practitioner's Review Engagement Report (continued)

## Conclusion

Based on our review nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the organization as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Prince Albert, Canada  
March 3, 2021

*Grant Thornton LLP*

Chartered Professional Accountants

# Prince Albert Historical Society

## Statement of Revenues and Expenses

Year ended December 31	2020	2019
<b>Revenues</b>		
Grants	\$ 76,234	\$ 125,804
Donations	5,568	25,493
Admission	3,537	11,211
Miscellaneous	3,219	5,596
Fundraising and events	2,666	6,249
Memberships	1,400	1,600
Souvenirs and publications	492	1,683
	<u>93,116</u>	<u>177,636</u>
<b>Expenses</b>		
Salaries and wages	67,246	70,867
Office equipment	14,335	24,917
Supplies	11,391	13,885
Repairs and maintenance	7,485	7,395
Professional fees	4,224	4,519
Office	4,131	7,559
Contracts and honorariums	3,293	24,628
Advertising and promotion	2,918	4,378
Travel and meetings	1,823	6,871
Licenses and memberships	1,177	907
Interest and bank charges	1,078	333
Souvenirs and publications	210	685
Fundraising and events	32	1,078
Renovations	-	12,447
Bad debts	(86)	230
	<u>119,257</u>	<u>180,699</u>
Deficiency of revenues over expenses before other items	<u>(26,141)</u>	<u>(3,063)</u>
<b>Other items</b>		
Canada Emergency Benefit	(10,000)	-
Canada Emergency Wage Subsidy	(34,935)	-
	<u>(44,935)</u>	<u>-</u>
Excess (deficiency) of revenues over expenses	<u>\$ 18,794</u>	<u>\$ (3,063)</u>

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**Prince Albert Historical Society**  
**Statement of Changes In Net Assets**

Year ended December 31	2020	2019
Balance, beginning of year	\$ 36,786	\$ 39,849
Excess (deficiency) of revenues over expenses	<u>18,794</u>	<u>(3,063)</u>
Balance, ending of year	<u>\$ 55,580</u>	<u>\$ 36,786</u>

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# Prince Albert Historical Society Statement of Financial Position

Year ended December 31

2020

2019

## Assets

### Current

Cash	\$ 84,461	\$ 33,809
Restricted cash (Note 2)	41,414	12,789
Short term investments (Note 3)	119,026	103,183
Accounts receivable	6,288	412
GST receivable	537	989
Prepaid expenses	1,566	2,495
Inventory	6,326	6,415

259,618 160,092

Long-term investments (Note 4)

335 330

\$ 259,953 \$ 160,422

## Liabilities

### Current

Accounts payable and accrued liabilities	\$ 11,373	\$ 4,865
PST payable	14	29
Source deductions payable	1,327	1,720
Wages payable	1,220	1,050
Deferred revenue (Note 5)	160,439	115,972

174,373 123,636

Long-term debt (Note 6)

30,000 -

204,373 123,636

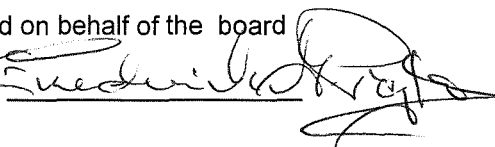
### Net assets

55,580 36,786

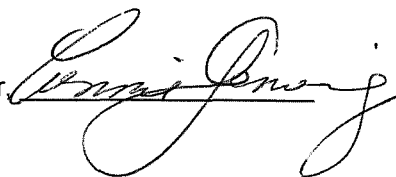
\$ 259,953 \$ 160,422

Approved on behalf of the board

Director,



Director,



# Prince Albert Historical Society

## Statement of Cash Flows

Year ended December 31

2020

2019

### Operating

Excess (deficiency) of revenues over expenses \$ 18,794 \$ (3,063)

#### Change in non-cash working capital items

Accounts receivable	(5,876)	103
Restricted cash	(28,624)	4,590
Prepaid expenses (and deposits)	929	(639)
Inventory	88	375
Short term investments	(15,843)	(2,344)
Accounts payable and accrued liabilities	6,507	573
GST receivable	452	108
PST payable	(15)	-
Source deductions payable	(393)	1,720
Wages payable	171	785
Deferred revenue	<u>44,467</u>	<u>(6,998)</u>

20,657 (4,790)

### Investing

Purchase of long-term investments (5) -

### Financing

Advances of long-term debt 30,000 -

Increase (decrease) in cash 50,652 (4,790)

#### Cash

Beginning of year 33,809 38,599

End of year \$ 84,461 \$ 33,809

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# Prince Albert Historical Society

## Notes to the Financial Statements

Year ended December 31, 2020

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### Nature of operations

Prince Albert Historical Society (the "society") is a not-for-profit organization incorporated provincially under the Non-profit Corporations Act of Saskatchewan. As a registered charity the society is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The society is committed to preserving local history and being able to showcase it to local residents and visitors alike by managing the Prince Albert Historical Museum, the Rotary Museum of Police and Corrections, Evolution of Education Museum, Diefenbaker Museum, and the Bill Smiley Archive.

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### 1. Significant accounting policies

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the first-in, first-out method.

#### Property, plant and equipment

The society has revenues under \$500,000 and has elected to expense capital assets in the year of purchase. Capital expenditures for the year amounted to \$14,335 (2019 - \$24,917).

#### Revenue recognition

Prince Albert Historical Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants relating to current expenditures are recorded as revenue in the current year. Grants received in the current year for expenses to be incurred in the following fiscal year are recorded as deferred revenue.

All other revenue is recognized when the funds are received.

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# Prince Albert Historical Society

## Notes to the Financial Statements

Year ended December 31, 2020

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### 1. Significant accounting policies, continued

#### Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### Works of art

Assets that have a historical or cultural significance, which include works of art, monuments and other cultural artifacts are not recognized as tangible capital assets because a reasonable estimate of future benefits associated with this property cannot be made.

#### Net assets

The society's financial statements are presented so as to highlight net assets as the measurement of financial position. The net assets of the society is determined by its financial assets less its liabilities.

#### Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable. The society has no financial assets measured at fair value, and has elected to carry any financial assets or liabilities at fair value.

It is management's opinion that the society is not exposed to significant credit, liquidity, or interest risk.

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### 2. Restricted cash

Restricted cash of \$41,414 (2019 - \$12,789) is comprised of internally restricted bequests for ongoing museum projects.

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# Prince Albert Historical Society

## Notes to the Financial Statements

Year ended December 31, 2020

### 3. Short term investments

	<u>Maturity Date</u>	<u>Interest rate</u>	<u>2020</u>	<u>2019</u>
Conexus Credit Union	December 10, 2021	0.60%	\$ 40,014	\$ -
Affinity Credit Union	December 15, 2021	0.35%	79,012	-
Canadian Western Bank	February 13, 2020	1.86%	-	25,694
Canadian Western Bank	March 14, 2020	1.87%	-	25,677
Canadian Western Bank	August 22, 2020	2.65%	-	51,812
			<u>\$ 119,026</u>	<u>\$ 103,183</u>

Short term investments are comprised of Guaranteed Investment Certificates purchased from internally restricted bequests for ongoing museum projects.

### 4. Long-term investments

	<u>2020</u>	<u>2019</u>
Conexus Equity	\$ 217	\$ 217
Lake Country Co-op Equity	108	108
Conexus Membership	5	5
Affinity Membership	5	-
	<u>\$ 335</u>	<u>\$ 330</u>

### 5. Deferred revenue

	<u>Balance, beginning of the year</u>	<u>Received</u>	<u>Recognized</u>	<u>Balance, end of year</u>
Andrews Estate Bequest	\$ 69,703	\$ -	\$ (5,533)	\$ 64,170
Payroll	-	88,245	(59,724)	28,521
West Estate Bequest	26,471	-	-	26,471
Nisbet Church and Blockhouse	12,854	9,899	(5)	22,748
Emergency Support Fund	-	18,070	-	18,070
Membership Fees	660	460	(660)	460
Shelving and Storage (MAP)	5,284	-	(5,284)	-
Historical Signage	1,000	-	(1,000)	-
	<u>\$ 115,972</u>	<u>\$ 116,674</u>	<u>\$ (72,206)</u>	<u>\$ 160,440</u>

At year-end, \$90,641 (2019 - \$96,174) of the bequests are held as cash and short-term investments.

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# Prince Albert Historical Society

## Notes to the Financial Statements

Year ended December 31, 2020

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### 6. Long-term debt

Canada Emergency Business Account - The amount of \$30,000 represents the unforgivable balance of the \$40,000 interest-free loan received under the Government of Canada COVID response programs. 25% of the loan will be eligible for loan forgiveness, up to \$10,000, if the loan is fully repaid on or before December 31, 2022. As at the year end date, \$10,000 has been included in other income and represents the maximum forgivable portion of the loan. If the unforgiven balance of the loan is not fully repaid by December 31, 2022 the remaining principal balance will be repayable and will bear interest at a rate of 5% per annum beginning on January 1, 2023. The loan is due in full December 31, 2025.

	<u>2020</u>	<u>2019</u>
Canada Emergency Benefit	<u>\$ 30,000</u>	<u>\$ -</u>

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### 7. Economic dependence

The society relies on funding from the City of Prince Albert through a Memorandum of Agreement that has been in place since April 7, 2009. In 2020, \$71,080 (2019 - \$69,680) was derived from this agreement with the City of Prince Albert. These funds are used to assist with the society with operating expenses.

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### 8. Effects of COVID-19

The spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

Due to government restrictions and physical distancing measures, the number of patrons visiting the museums decreased in the current year, which negatively impacted operating income. However, all other operations continued as normal and additional funding was received from the Government to continue to operations, which is reflected in the statement of operations and deferred revenue balances. Total emergency funding received during the year is \$93,005, which includes \$34,935 in Canada Emergency Wage Subsidy, \$18,070 from the Emergency Support Fund, and \$40,000 from the Canada Emergency Benefit. Of the funds received, \$46,591 is deferred and \$40,000 is held in a term deposit.

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# Prince Albert Historical Society

## Notes to the Financial Statements

Year ended December 31, 2020

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### 9. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

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# Prince Albert Historical Society

## Schedule of Project Deferrals

December 31, 2020

	Andrews Bequest	West Bequest	Niset Church and Blockhouse	Emergency Support Fund	Payroll
<b>Revenue</b>					
Deferred donations from prior year	\$ 69,703	\$ 26,471	\$ 12,854	\$ -	\$ -
Grants received	-	-	-	18,070	53,310
Covid wage subsidies	-	-	-	-	34,935
Donations	-	-	7,192	-	-
Fundraising	-	-	2,696	-	-
Interest on investments	-	-	12	-	-
	<u>69,703</u>	<u>26,471</u>	<u>22,754</u>	<u>18,070</u>	<u>88,245</u>
<b>Expenditures</b>					
Renovations	5,533	-	-	-	-
Financial service charges	-	-	5	-	-
Wages and holiday pay	-	-	-	-	59,724
	<u>5,533</u>	<u>-</u>	<u>5</u>	<u>-</u>	<u>59,724</u>
<b>Deferred to next year</b>	<u>64,170</u>	<u>26,471</u>	<u>22,749</u>	<u>18,070</u>	<u>28,521</u>
<b>Balance, End of Year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>





# 2021-2024 Strategic Plan



## About the PAHS:

The Prince Albert Historical Society dates back to 1887, when the Saskatchewan Institute was formed to preserve the history and natural history of the Prince Albert area. Unfortunately, the building housing the Institute burned down and all artefacts lost in 1890. The organization ceased to function until 1923, when a group met to form a new version of the Society, the current version of the Prince Albert Historical Society was formed in 1932.

The Society has gone through growth and decline in its 88 year existence. Originally, the Heritage Museum was housed in the Nisbet Church once located in Kinsmen Park, one of two buildings donated to the Historical Society in the early 1930s. The museum collection moved to the Queen's Bench Courthouse, back to the Church and finally to the Central Firehall in 1976. The Historical Museum opened to the public in June 1977. Since that time, the Historical Society has increased the number of museums under its care by three in two other locations in the City- the Evolution of Education Museum, the Rotary Museum of Police and Corrections, and the John and Olive Diefenbaker Museum National Historic Site of Canada.

In 2009, the Historical Society entered into a formal agreement with the City of Prince Albert to oversee the care and maintenance of the museum buildings. The care and ownership of the artefacts remains with the Historical Society.

In 2018, the Nisbet Church and the Blockhouse, located in Kinsmen Park, were deconstructed with the purpose of rebuilding them and providing a heritage corridor on the riverbank, west of the Historical Museum. Recently, the Historical Society has undertaken major renovations at the Historical Museum to make it more historically relevant and more accessible to the public.

## Overview:

This is the third strategic plan for the Prince Albert Historical Society. This session, led by Ruth Kinzel of Kinzel Cadrin and Associates Consulting of Saskatoon, took place on July 22, 2020, just three weeks after the province allowed groups of 30 people to meet inside. The Covid-19 pandemic meant that we were unable to meet to update the plan until this time. For this session, the board wanted to update the previous plan and create a manageable plan for the Society for the next 3 to 4 years.

The first plan done for the Historical Society, in 2015, focused not only on what the Board/Society wanted but also the wider community, as representatives from other organizations were invited to attend the planning session. From this plan, the Society learned a lot but ended up with no work plan to follow through on. The 2017-2020 plan was good, but the Society found the outcomes were hard to achieve and fell behind in completing a portion of the plan.

This current plan will help move the Society forward and bring more recognition to it within the community.

This plan focuses on three strategic goals to build capacity in the areas of Resources, Facilities, and Community Engagement and Awareness.

## Purpose:

To preserve and promote the heritage of Prince Albert and area for residents, visitors and researchers to understand the past and inform the future.

## Vision:

All of the Prince Albert Historical Society's museums are inviting and accessible to people of all ages, cultures and backgrounds. They are destinations in their own right for residents, tourists and researchers, and we see increases in visitation every year.

Our facilities are wheelchair accessible and have ample space for exhibitions, programming, rentals, and climate controlled collections storage. Our collections are preserved using professional best-practice museum standards.

Our staff are well-trained and are enthusiastic about sharing information about our collections with visitors. Our interactive programs are sought after by residents and visitors alike.

We are "current" and have evolved with our community to ensure our marketing activities and programs are relevant. We collaborate with community groups and businesses to promote the vibrant history of Prince Albert and area. We have secured financial stability from sales of merchandise in our gift shop, to leases on our meeting and food services space, to sponsorships and donations to grants. As a result of our work and our partnerships we have identified and found support for other significant historic sites.

We have a mutually beneficial relationship with the City of Prince Albert and they provide adequate financial support for our shared vision of preserving the history of our City and area.

The Prince Albert Historical Society, its museums, artefacts, and archives, are an integral part of Prince Albert and area.

## Strategic Goal 1

### Community Awareness, Engagement, and Outreach

Building recognition and need of the Historical Society within the City and immediate surrounding area

Objective	Outcomes	Success	Ongoing Activities
1.1 Build relationships with diverse communities in the City	<ul style="list-style-type: none"> <li>- invitation of others to meetings and events</li> <li>- partner with other organizations to create events and displays</li> <li>- Historical Society to participate in or present to other organizations</li> <li>- host specific events for new/recent immigrants and other cultural groups.</li> </ul>	Participation of the Society and/or groups in at least 3 “events” per year	<p>Seniors outreach Municipal Cultural Action Plan (MCAP) Prince Albert Urban Indigenous Coalition (PAUIC) Prince Albert Science Centre PA Multicultural Council</p> <p>-----</p> <p>2021- The National Indian Brotherhood Trust Fund has allowed for the hiring of an Indigenous project researcher to complete research and development of the Indigenous history space.</p> <p>2021-2024- collaboration with the First Nations University/University of Regina to promote Indigenous artefacts in the collection, and provide scientific study of those artefacts.</p> <p>2021-2022- monthly programming targeting at risk and immigrant families, funded by the Community Grant Program</p> <p>2022- Digitization project of the Daily Heralds with the JMC Public Library and PA Daily Herald.</p> <p>August 2021- Live History event at the museums September 2021- APTN “The Other Side” filming</p>
1.2 Build relationships with	- post more frequently as per schedule	Increase the number of followers and active engagements; creation of a posting schedule	Picture posts, *new videos -----

those on our social media platforms	- provide more interactive content		<p>2021-2021- FB/Instagram videos of interesting PA history and buildings</p> <ul style="list-style-type: none"> <li>- Posting schedule with featured days, including past Mayors and prominent women in the community</li> <li>- Have seen increased engagement on the social media outlets</li> <li>- 2022 TikTok posts</li> </ul>
1.3 Creation of educational opportunities	<p>- hire a qualified museum educator to create and run programs – hired September 2020</p> <p>- contact schools and other organizations to partake in PAHS programs – first contact with schools made mid-October 2020</p> <p>-partner with other community organizations to create and run programs</p>	<p>Creation of day camp, held 2x year; uptake by schools and school aged children in our programs</p>	<p>Suitcases Temporary museum educator position (hired January 2020)</p> <p>-----</p> <p>2020- suitcase program was revamped and made Covid friendly.</p> <p>Fall 2021- invitation to teachers with a “Teacher Night” event at the museum to show how we align with curricula.</p> <p>2021-2022- Renovate the current dated main floor meeting area to a meeting and education space to allow for larger groups in the museum</p> <ul style="list-style-type: none"> <li>- Hosted a practicum student from Athabasca University (Heritage Resource Management)</li> </ul>
1.4 Increase awareness that the museums are open year round	<p>- communication with Society members and the public</p> <p>- signage to show business hours</p>	<p>Increased visitation and usage of the museums throughout the winter months</p>	<p>Winter 2020- offered specific programming when school was out</p>

## Strategic Goal 2

### Facilities

Building facilities that will accommodate the Society's growing collections, use, and staff into the future

Objective	Outcomes	Success	Ongoing Activities
2.1 Creation of a historic corridor along the riverbank	<ul style="list-style-type: none"> <li>- 2020 construction of the Blockhouse</li> <li>- active fundraising campaign</li> <li>-2021 construction of the Nisbet Church</li> <li>- partnership with the City for care and maintenance</li> </ul>	Reconstruction of the church and blockhouse	<p>Working to raise funds for the construction            Communication with the City for a development permit            Consultations with the builder            -----  <span style="color: red;">2020-2021- we have worked to get plans stamped by an engineer and secure a builder for the buildings.</span></p>
2.2 Provide year round service to the public	<ul style="list-style-type: none"> <li>- trained volunteers or staff scheduled during the winter</li> <li>- new front all season doors at Historical Museum</li> <li>- advertise other museums available by appointment</li> </ul>	Historical Museum *front* doors are open and staffed through the fall and winter	Museums are open, but through the side door.
2.3 Create open and diverse display areas	<ul style="list-style-type: none"> <li>- partner with the City to renovate 2<sup>nd</sup> floor windows and walls</li> <li>- installation of culturally diverse displays (Prince Albert's recent history) (year 3)</li> <li>- meaningful partnerships with cultural organizations</li> </ul>	Increased participation by cultural organizations to exhibit their history	<p>Assessment of the Historical Museums windows in 2020 completed.            -----  <span style="color: red;">2021- have spoken with AODBT about renovations to main floor as well as fixing the windows.</span></p>

<p>2.4 Long term feasibility of the Historical Museum building</p>	<ul style="list-style-type: none"> <li>- create a plan and design for a Historical Museum addition (year 3-4)</li> <li>- consider the City's new development for recreation facility</li> <li>- consultation with the City about an addition</li> </ul>	<p>Creation of a plan/blueprint of the enlarged museum</p>	<p>Talked with Wes Moore about possible development in 2018-2019</p>
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## Strategic Goal 3

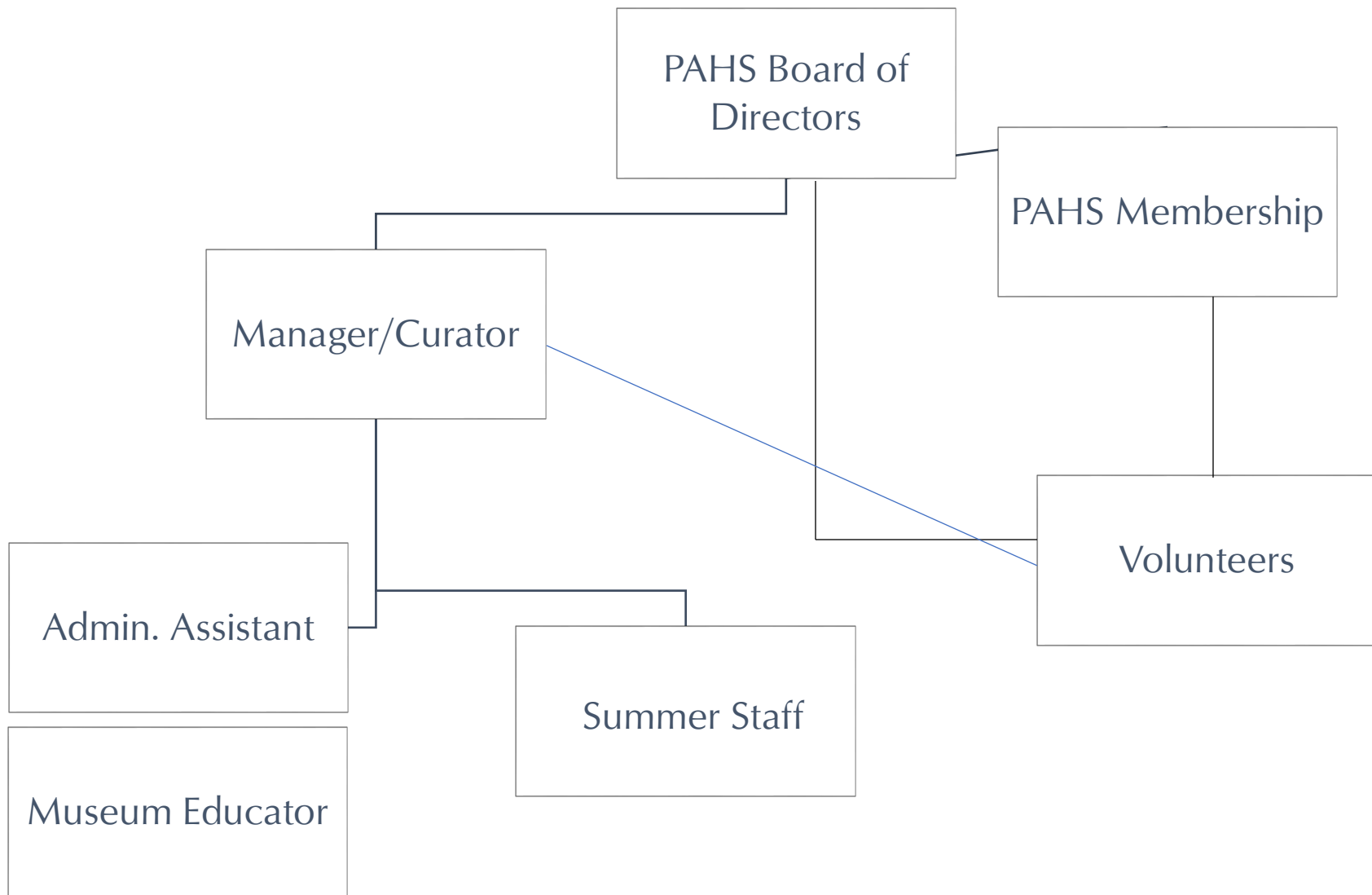
### Resource Development

Building financial and human resource capacities for the PAHS to grow into a strong, stable community organization

Objectives	Outcomes	Success	Ongoing Activities
3.1 Build a strong and diverse volunteer and membership base	<ul style="list-style-type: none"> <li>- committee and volunteer job descriptions</li> <li>- welcome/orientation packages for new members and volunteers</li> <li>- promote inclusion of younger and culturally diverse members</li> </ul>	Creation of member reference material; new active members in the Historical Society	<p>Orientation material is being drafted by Curator</p> <p>-----</p> <p>2021- new membership material was produced and benefits outlined. Welcome and orientation material has been developed for all new members.</p> <ul style="list-style-type: none"> <li>- Covid has put a hold on any member gatherings</li> </ul>
3.2 Increase the number of professional museum staff	<ul style="list-style-type: none"> <li>- hire a museum educator and part-time front desk/social media person</li> <li>- find funding to pay professional wages</li> </ul>	More PAHS staff to allow more use and promotion of the museums year round	<p>Fall 2020- hired a full time museum educator</p> <p>Spring 2021- hired an Indigenous Project researcher</p>
3.3 Society future financial stability	<ul style="list-style-type: none"> <li>- financial independence from the City of Prince Albert</li> </ul>	Creation of endowment fund to allow long term financial stability for the Society	<p>2021-2022- creation of a fee structure for the Bill Smiley Archives</p> <ul style="list-style-type: none"> <li>- Application for additional grants to aid with operations and projects.</li> </ul>



3.4 Review and renew City Agreement	<ul style="list-style-type: none"> <li>- accurately describe the needs of both organizations</li> <li>- accountability of both organizations for the benefit of all (City/PAHS/public)</li> </ul>	Creation of a new agreement/MOU with the City of PA that accurately reflect the changes in our organizations (not updated since 2009)	
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August 24, 2021 (R1)

Attn: Michelle Taylor, Manager/Curator  
Prince Albert Historical Museum  
10 River Street East  
Prince Albert, SK

Submitted Via Email Only: [curator@historypa.com](mailto:curator@historypa.com)

**Re: Historical Museum Interior Renovations and Window Replacement**  
aodbt promo #907-336

Dear Michelle,

Thank you for the opportunity to submit a proposal to provide Architectural Consulting Services for the delivery of interior renovations and window replacements for the Prince Albert Historical Museum building. We have completed many window replacement projects, including a recent one for the Melfort Historic Post Office building, which had many similar considerations to this project. We understand that the building was built in 1911, converted to a museum in 1977, and has a Municipal Heritage Designation. This designation may place some restrictions on how the building can be renovated – our team will work with you to understand what the impacts might be. Please see our proposed scope of work, deliverables, and fees below.

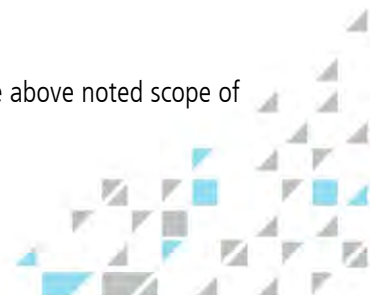
**Understanding of the Project:**

We understand the scope of work to include:

- Part I - Interior renovations to the main Program Space in the Museum, including:
  - Removal of the suspended ceiling to expose original ceiling height.
  - Removal of furred-out interior walls to expose existing original firetruck doors and windows.
  - New flooring and finishes throughout this room.
  - A new door between the building entrance and the Program space.
  - Moving a wall on the existing Staff Kitchen to expand that space.
  - Note that changing the ceiling height in this space, as well as the exterior walls will impact the airflow, heating, and lighting in the space. Our recommendation would be to retain the services of a mechanical and electrical engineer to ensure proper systems are installed in the renovated space.
- Part II - Replacement of most the windows in the Historical Museum building.
  - We understand you have not had any discussion with the Heritage Ministry regarding replacement of the windows (if required).
  - The windows on the south elevation would likely be considered “character defining elements” under the heritage designation and would be required to be replaced with windows of a similar construction and configuration.
- We understand that a complete set of existing drawings does not exist for the building, so one will have to be created to establish a base plan and elevations.
- We understand that a budget has not been set for this work, however the projects will be funded from two different sources.

**Proposed Deliverables:**

aodbt is able to provide full Architectural Consulting Services, in a phased approach for the above noted scope of



work. We would break this into two potential phases, including: Part I - Interior Renovations, and Part II - Window Replacements. For both Parts I and II, we propose using a standard project delivery, including the following Scope of Work and Deliverables:

**Preliminary Design:**

As-built Drawings:

- Our team will measure the existing building to create a full set of architectural plans and elevations.
- Create an inventory of existing windows and identify the ones to be replaced.

Schematic Design:

- Preliminary planning options will be created for the Program space.
- Meeting with the client to review and select preferred planning option.

**Design Development/Contract Documents:**

Design Development:

- Development of the preferred planning option, including finish selections and Interior Design services.
- Meeting with client to review planning option and proposed finishes.

Working Drawings:

- Architectural Drawings.
- Architectural Specifications Manual.
- Integration of engineering systems into the design, in this case mechanical and electrical systems.

Tender:

- Documents to be prepared and issued for Bid to general contractors.
- Bids to be received and reviewed. Recommendation to Owner on awarding of work.

Contract Administration:

- aodbt can provide basic Contract Administration services as-needed, including submittal review, and site inspections during the window installation to ensure conformance with Drawings and Specifications.

**Proposed Team:**

Jason Hurd:	Principal Architect
Kyle Smith-Windsor:	Graduate Architect
Colton James:	Architectural Technologist
Hailey Clossen:	Interior Designer
Ted Engel:	Specification Writer
Amy Webb:	Contract Administration

Please note that renovations to the Program Space may require the services of Engineering Consultants. We would recommend Friggstad Engineering (mechanical) and PWA Engineering (electrical) for these scopes of work.

**Proposed Fees:**

**Part I - Interior Renovations:**

**Preliminary Design:**

We propose a working on an [hourly fee arrangement to a guaranteed maximum fee not to exceed \\$4,500.00](#). We have included our schedule of hourly rates at the end of this letter for your information.

**Design Development/Contract Documents:**

We propose a working on an [hourly fee arrangement to a guaranteed maximum fee not to exceed \\$7,500.00](#). This fees will include all architectural, and interior design work and contract administration during construction.

**Part II - Window Replacements:**

**Preliminary Design:**

We propose a working on an hourly fee arrangement, to a guaranteed maximum fee not to exceed \$3,000.00. We have included our schedule of hourly rates at the end of this letter for your information.

**Design Development/Contract Documents:**

We propose a working on an hourly fee arrangement, to a guaranteed maximum fee not to exceed \$8,500.00.

These fees are exclusive of taxes and disbursements. Expected project disbursements are as follows: Printing (At Cost—\$1,500 Est.), and Permits (At Cost).

**Schedule:**

We have the capacity to take on this work if retained and are very excited to get started. If retained we will develop a Milestone Schedule for review with you outlining the proposed dates of completion of each stage of the work. If the above terms are agreeable to you, please sign where indicated below, and return via email to retain our services. We will draft a formal Client/Architect Agreement and send to you for your review and signature. Again, thank you for contacting us about your project, we look forward to working with you. Please don't hesitate to contact me with any questions.

Regards,



Jason Hurd, SAA, MRAIC  
Principal Architect, aodbt architecture + interior design

cc/ Kyle Smith-Windsor

**Client Authorization:**

Client: \_\_\_\_\_

Date: \_\_\_\_\_

**Hourly Rates:**

Role	2021
Architect – Principal	235
Architect	180
Intern Architect	165
Specification Writer	180
Interior Designer – Intermediate	150
Interior Designer – Junior	100
Architectural Technologist - Senior	175
Architectural Technologist - Intermediate	125
Contract Administrator – Intermediate	155
Administration	80

## Museum Statistics to the end of August 2021

Users	Year 2020	To Last Month	This Month	Total
Visitors/Meetings/Tea Room	2,178	2,773	1,213	3,986
Researchers	28	89	6	95
Archive Requests	264	250	32	282
Group Tours	11	29	2	31
Volunteers Occasions	1,558	1,197	91	1,288
Social Media Engagement*	30,334	32,308	4,966	37,274
Reach	569,938		166,179	911,053
<b>Total Museum Use</b>	<b>34,362</b>	<b>36,617</b>	<b>6,308</b>	<b>42,925</b>

\*Social Media Engagement is counted for only the posts that are put up in the current month. Comments, likes, shares are not counted for engagement with in a previous month's posts. Instagram and YouTube statistics have been included in December 2020.

## Attendance Summary - Summer 2021

<u>Month</u>	<u>Museum</u>	<u>Total</u>		<u>2020</u>	<u>2019</u>
<b>May</b>	Historical Museum	60		0	118
	Diefenbaker House	11		0	7
	Police & Corrections	19		0	79
	Evolution of Education	24		0	69
	<b>Total</b>	<b>114</b>		<b>0</b>	<b>273</b>
<b>June</b>	Historical Museum	510		0	2,431
	Diefenbaker House	100		0	201
	Police & Corrections	68		0	262
	Evolution of Education	70		0	121
	<b>Total</b>	<b>748</b>		<b>0</b>	<b>3,015</b>
	<b>Accum. Total</b>	<b>862</b>		<b>0</b>	<b>3,288</b>
<b>July</b>	Historical Museum	569		186	1,465
	Diefenbaker House	228		78	376
	Police & Corrections	144		77	285
	Evolution of Education	168		66	212
	<b>Total</b>	<b>1,109</b>		<b>407</b>	<b>2,338</b>
	<b>Accum. Total</b>	<b>1,971</b>		<b>407</b>	<b>5,626</b>
<b>August</b>	Historical Museum	635		239	1,314
	Diefenbaker House	293		180	380
	Police & Corrections	151		115	31
	Evolution of Education	134		92	152
	<b>Total</b>	<b>1,213</b>		<b>626</b>	<b>1,877</b>
<b>All</b>	Historical Museum	1,774		425	5,328
	Diefenbaker House	632		258	964
	Police & Corrections	382		192	657
	Evolution of Education	396		158	554
	<b>Grand Total</b>	<b>3,184</b>		<b>1,033</b>	<b>7,503</b>
	<b>%</b>	<b>308.2</b>		<b>13.8</b>	<b>100.0</b>

numbers include only those who stepped through the door  
% is the number of visitors compared to the year before.

2020- Covid-19: The museums did not open to the public until July 10. We could open as early as June 29th.

## Museum Educator Report – February 2021

Projects: tours & programming (in person and virtual), outreach, professional development

Users	Historical Museum	Dief. House	Police & Corrections Education	Total
Tour Groups	2 tours with 13 people			2 (13)
Family Tours				
<b>Programming</b>				
Off-Site	Archives Week Q&A (917) Behind-the-Scenes Tour (1,100) Ask a Curator (766)*			2783
In Museum	44			44
Suitcase				

\* the numbers for virtual off-site programming are taken from Facebook analytics and represent the number of unique viewers on each video program at time of writing

### Tours and Programming

- Hosted 2 tours early in month (one was rebooked from January due to weather)
- There was free programming & admission offered at the Historical Museum during Family Day week (February 15-19)
  - o Very well attended! Throughout the week we saw 74 visitors, with 44 of them participating in programming
  - o We also held two Facebook Live virtual video programs this week, and uploaded a new YouTube video with instructions for our most popular crafty program
  - o An exit survey was prepared and filled out by 19 visitors – a short report on the findings/other impressions from the week is attached
- Archives Week was held from February 7-13, and
  - o On Thursday February 11 we held a Facebook Live Q&A with Ken & Jamie
    - Despite some technical difficulties (especially with the sound!) this was a positive first foray into live digital programming
  - o I filmed a short archives introduction and tour video with Jamie, which was shared on the SCAA YouTube channel

### Professional Development

- During the month of February, I took the OTC course Teaching Treaties in the Classroom. It ran each Saturday of the month via Zoom and has been very eye opening!
- Also took a webinar with Britt Braaten of the Canadian War Museum



## Outreach

- Spoke with Lisa Risom of CTV and created two short clips to air on the news highlighting Archives Week and Family Week programming
- Spoke with Alison of PAnow to give a statement on Family Week programming at the museum
- Shared Family Week stuff with Delphine & CNC
- Visited the Teachers' Resource Centre in PACI
  - o Looked through archival books, took a few to be used in programming
  - o Talked about possibility of partnering with suitcase program



City of  
**Prince Albert**

*BI 21-22*

**TITLE:** Mann Art Gallery

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Mann Art Gallery

**Functional Area: MANN ART GALLERY**  
**Department: External Agencies**  
**Fund: General Fund**

The Mann Art Gallery engages and facilitates the development, presentation and preservation of the visual arts in a diverse and inclusive community. The gallery is located within the EA Rawlinson Centre and is governed by a board of directors elected by the Mann Art Gallery membership. It is incorporated as a not-for-profit organization with charitable status.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Grants and Donations	<b>\$100,000</b>	\$100,000	\$0
Total Expenses	<b>100,000</b>	100,000	0
Operating (Surplus) Deficit	<b>100,000</b>	100,000	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>100,000</b>	100,000	0

The complete 2022 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-19585-716	G&D	Mann Art Gallery:Grants	\$75,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	-



***BI 21-8***

**TITLE:** Mann Art Gallery 2022 Budget Submission

**DATE:** October 4, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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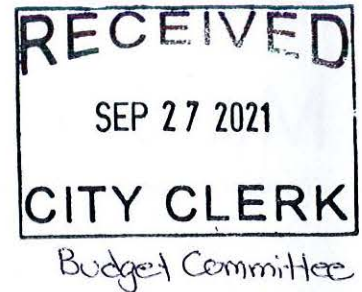
**ATTACHMENTS:**

1. 2022 Budget Submission

Written by: Marcus Miller, Director/Curator, Mann Art Gallery

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.



September 20 2021

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

RE: 2022 Operational Funding Request

On behalf of the Mann Art Gallery Board of Directors, please find enclosed the following documents for the Mann Art Gallery's 2022 Operational Funding Request:

- Proposal letter to City Council that outlines our operational budget request, in addition to the following information:
  - Description of Gallery – Vision, Mission, Purpose, Brief History (pg. 4)
  - Exhibition Programming (pg. 6)
  - Ongoing programs and services (pg. 10)
  - Educational Initiatives (pg. 11)
  - Organizational Structure – Staff & Board of Directors (pg. 14)
  - Operational Improvements (pg. 17)
  - Selections from the 2020 Annual Report (pg. 21)

Please also find enclosed:

- 2022 Draft Budget
- 2021 Approved Budget
- 2020 Audited Financial Statements
- 2017 - 2020 Strategic Plan

Sincerely,

A handwritten signature in black ink, appearing to read "Marcus Miller".

Marcus Miller  
Director/Curator

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

To the Prince Albert City Council,

Thank you for the opportunity to present this 2022 operational funding request. The Mann Art Gallery is proud to be Prince Albert and region's only professionally run, municipal public art gallery. With your generous assistance, we annually engage thousands of individuals of all ages, abilities, and backgrounds each year in the E.A. Rawlinson Centre for the Arts. We continue to be grateful for the operational funding and maintenance of this dynamic home for the arts in our community.

Our funding request for the 2022 budget remains the same as our request for the previous two years: \$100,000. It is only through continuing to seek salary stability for our four full-time core positions – the Director/Curator, Gallery Educator, Registrar/Digital Media Coordinator and Receptionist/Administrator – that we are able to successfully achieve our vision and mission.

We intend to use this core funding to build upon our continued successes. Despite the immense challenges posed by the ongoing COVID-19 pandemic, which forced the gallery to close for 4 months (March 17 – July 13, 2020), we are very proud to be one of the few galleries and museums to have continued, uninterrupted (albeit modified), our regular programming throughout. Even with the doors closed to the public for 4 months, and during some times with staff working completely remotely, our team quickly pivoted to rewrite grants, transition educational programming and professional development online, and coordinated online exhibitions. This included the ever-popular annual Winter Festival Exhibition and the High School Juried Art Show, both of which live-streamed and recorded their awards evenings and the Curator's *walk-through*, which was very well attended and for which we received many compliments for its professional and entertaining delivery. Building on last year's success we secured another Aboriginal Arts and Culture Leadership grant through SaskCulture to create a series of three new temporary outdoor art installations for the public to safely enjoy during the summer. This prioritized Indigenous mentorship between established professional Métis artist Leah Dorion, and Ashley Smith an emerging Métis artist and teacher. We have had a solid year of exhibition programming, one highlight of which was Saskatoon artist Carol Wylie's beautiful and haunting *They Didn't Know We Were Seeds*, a suite of 18 portraits of Jewish Holocaust and Indigenous residential school survivors. During the exhibit, Director/Curator Marcus Miller moderated a remote conversation with the artist and survivors Robbie Waisman and Eugene Arcand, who are old friends from having given talks together (like other Jewish and Indigenous survivors) in remote communities. The conversation is

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

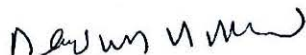
available on the completely updated gallery website and excerpts were published in an illustrated pamphlet accompanying the exhibition that will be toured in Humboldt, Moose Jaw, Saskatoon and Estevan.

Maintaining our existing funding is crucial as the economy recovers from the ongoing impacts of the pandemic. Due to the pandemic, our major fundraising initiatives have been put on hold, which has had a profound impact upon our 2021/2022 budgets, and we anticipate continued financial hardship now and in the future for the private donors and corporate sponsors we intend to approach. In this unprecedented climate of funding fluctuation, for municipalities as well as non-profit organizations, maintaining the commitment of \$100,000 will ensure funding for three of the four core full-time Gallery positions. As you know, the grants that we apply for are never assured; as not all grants may be used for operational funding such as staff, the funding we receive from the City of Prince Albert is a significant cornerstone of our budget. This will assist us in maintaining the stability we need to generate the majority of our budgeted revenue. It will enable us to continue serving the thousands of students, teachers, children, seniors, artists, out-of-city visitors, and partner organizations who rely on us each year to bridge culture and community through excellence in the visual arts.

On behalf of the staff and Board of Directors, we are grateful for the City of Prince Albert's ongoing support of our operating budget, as well as the beautiful E.A. Rawlinson Centre for the Arts where we are located. On behalf of the over 7,000 visitors who came through the gallery doors and engaged in our education programs in 2020, and the thousands we have been able to reach even during the global pandemic in 2021, we thank you. We are proud to be your partner in ensuring that Saskatchewan's third largest city maintains a professional art gallery with dynamic, relevant, and ongoing programming.

I will be happy to answer any questions you may have about our programs, so please do not hesitate to contact me with any questions. Thank you so much for your consideration of our request.

Sincerely,



Marcus Miller

Director/Curator



# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

## Description of Gallery

**Vision:** The Mann Art Gallery bridges culture and community through excellence in the visual arts.

**Mission:** The Mann Art Gallery engages, facilitates, and stimulates the development, presentation, and preservation of the visual arts for the diverse community of Prince Albert and North Central Saskatchewan.

**Purpose:** The Mann Art Gallery's purpose is to foster an understanding of and involvement in the visual arts in North Central Saskatchewan and to stimulate artistic growth in this community by means of a diverse exhibition and extension program and a permanent collection in a facility adequate to these activities.

**Brief History:** In 1976, a group of 12 volunteers came together to create the Little Gallery. Bylaws were registered in 1978, and in 1981, the Little Gallery was incorporated as a non-profit corporation by Special Resolution. In 1987, the Saskatchewan Arts Board awarded the Little Gallery operational status, which enabled it to hire its first full time Visual Arts Director. In 1998, the Gallery received operational funding from the Canada Council for the Arts that enabled the gallery to expand its range and depth of community programming, increase curatorial capacity, and provide professional development opportunities for artists.

The Mann Art Gallery has gone through three name changes over the years. The Little Gallery functioned primarily as a community-based gallery in the former City Hall building, now designated the Arts Centre. In 2003, the E. A. Rawlinson Centre for the Arts, a twelve million dollar performing & visual arts facility, was built to serve the city's growing need for a professional art gallery and theatre complex; the Little Gallery then became the Art Gallery of Prince Albert.

In 2010, the gallery was given its current name, honouring the patronage of Diane and Roger Mann when they committed \$500,000.00 over ten years to enhance its permanent collection and programming. The gallery re-evaluated its governance structure, its strategic plan and acquired a new logo. Appropriately, the original steel structure of Prince Albert's first car dealership (Mann Motor Products, est. 1914) now defines the shape of the current gallery.

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

The Mann is Prince Albert's only public art gallery and the northernmost public art gallery in Saskatchewan, and thus has a crucial role to play in cultivating local and regional artists with a particular emphasis on Indigenous artists through exhibitions, artist talks, catalogues.

**Permanent Collection:** With close to 4,000 objects, the Mann Art Gallery's Permanent Collection is one of the most significant in Saskatchewan. It began with the acquisition of a wooden vessel ("Lacy Birch") created by Frank Sudol and was purchased through a donation from the Kiwanis Club of Prince Albert in 1994. The Director/Curator at the time, Grace Eiko Thomson drafted the gallery's first Collections Policy. With 40% of the Mann family's annual donation allocated for the acquisition of art, the permanent collection has grown steadily. Its mandate focuses on contemporary and historical art by local artists as well as provincial and national contemporary art. Since 2016, the gallery has emphasized the collection of both contemporary and historical art by First Nations and Métis artists.

The collection is housed in the gallery's storage facility, which was upgraded in 2018, with support from the Museums Assistance Program. The RE-ORG compliant upgrade (a federally recognized method developed by the International Centre for the Study of the Preservation and Restoration of Cultural Property), resulted in a much better spatial configuration, and better access to all objects with improved shelves, cabinets, archival boxes and materials, racks etc. However, even though staff are able to monitor temperature and humidity levels, there is very limited control on environmental conditions other than portable humidifiers. The first issue to address is the storage facility's location in the back of the gallery along two outside walls. This situation presents a well-recognized threat to the stability of the environment. Given this circumstance, the gallery would never be granted "Class A" status, with the ability to host artworks from the National Gallery in Ottawa for example.

With this in mind, the Director/Curator has applied to the Canadian Conservation Institute for a facility assessment. This will identify specific risks to our collection, and will provide advice on capital projects and building plans. This will be the first of several assessments and feasibility studies leading to engineering and architectural proposals for a major upgrade to the gallery. The Director/Curator has reached out to officers at the Canada Cultural Spaces Fund. This agency supports (up to 50%): feasibility studies, equipment and capital costs for renovations. These improvements will form the basis of the Mann Art Gallery's next capital campaign.

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

## Exhibition Programming

The Mann’s programs and activities challenge and change perceptions, provide insight, reveal issues, and contribute to the understanding of contemporary and historical art practice, knowledge of art history, and the potential of art to push the boundaries of the gallery walls and permeate the lives of our viewers.

The gallery accommodates and nurtures artists at all stages in their professional development. This results in a diverse and challenging program of exhibitions and educational offerings that reflect and connect with a wide variety of community needs in the context of provincial, national and international contemporary art. The gift shop, soon to be re-branded the “Little Gift Shop,” in homage to the Mann Art Gallery’s founders, serves as an important outlet for regional artisans, writers and our publications. With three gallery spaces and the John V. Hicks Gallery at the Prince Albert Arts Centre, half the exhibitions of which are curated by the Director/Curator, the Mann plays a central role in the dynamic artistic life of Prince Albert.

### 2021

<p>Apr 16 – May 29 Main Gallery</p>	<p><b>Carole Wylie: <i>They Didn't Know We Were Seeds</i></b></p> <p>Portraits of Jewish and Indigenous Survivors of the Holocaust and Residential Schools</p> <p>April 21, 7pm: Remote exchange with Holocaust survivor Robbie Waisman and Residential School survivor Eugene Arcand.</p> <p>Exhibition brochure to accompany this exhibition</p>	<p>The eighteen portraits comprising Carol Wylie's beautiful and haunting exhibition depict Jewish Holocaust and Indigenous residential school survivors. Although their experiences and associations may seem incommensurate or incomparable, there are significant precedents for highlighting the historical and spiritual relations these two communities already have.</p> <p>In 2002, a scandal over racist and antisemitic statements made by the former National Chief of the Assembly of First Nations, prompted Indigenous leaders to reach out to the Canadian Jewish Congress in an attempt to repair the damage. This led to a flourishing relationship that saw survivors of the Holocaust and the residential school system giving talks in remote communities and across Canada. Robbie Waisman and Eugene Arcand became important figures in a deepening cultural association that continues to this day.</p>
<p>Apr 9 – May 29 Project Space</p>	<p><b>10<sup>th</sup> Annual High School Juried Art Show</b></p>	<p>The imagination, talents, and hard work of the City's youth are celebrated through this exhibition that</p>

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

Education Studio	Curated by Lana Wilson	represents schools from Prince Albert and surrounding area.
June 11 – Aug 21 Main Gallery Project Space  Delayed to July 9 due to shipping complications	<b>Jason Baerg: <i>Tawâskweyâw</i></b> <b>ᑕᓴᓴᓴᓴᓴ A Path or Gap</b> <b><i>Among the Trees</i></b> Mid-Career Retrospective	Mid-career, touring retrospective by internationally renown Métis artist Jason Baerg, who was born and raised in Prince Albert. Baerg’s work melds the tropes of Modernist abstraction with Indigenous motifs in a highly sophisticated aesthetic interrogation of cross-cultural exchange and power. The Mann contributed to an exhibition catalogue (with a forward by the Director/Curator). Baerg delivered an artist talk and launched the catalogue at a closing reception held on August 19.
June 23 – July 6 Project Space	<b><i>Ultimate Gray and Illuminating</i></b>	“Ultimate Gray” and “Illuminating” yellow are the colours the Pantone Color Institute designated “Color of the Year 2021.” All the paintings in this exhibition make extensive use of one or both of these colours. For this salon, we ushered all Mann Art Gallery curators out of the room and put our faith in one of the most authoritative fashion forecasts available.
June 11 – Aug 21 Education Studio	<b>Leah Dorion: <i>Generations of Love</i></b> Curated by Jessalyn LeBlanc	The paintings chosen from the illustrative series Giving Thanks, Ways to Carry a Métis Baby, and A Métis New Year express the love passed down through generations of family, including a mother’s adoration for her baby and a grandparent’s deep affection for their grandchild. The energetic colours and lively shapes depicted by the artist grab the viewer’s attention and invite us to examine the themes of family, home, and love. This selection expresses warmth and comfort—most evident in the family’s connection through physical touch.
Sep 7 – Oct 23 Main Gallery	<b>Diana Chabros: <i>samskāra</i></b>	Diana Chabros paints the deep southwest Saskatchewan landscape where her grandparents homesteaded. Potent symbols like animals, human detritus, skulls and bones are inserted, often in disjointed spaces, to create surreal scenes that seem to exist outside of time. The artist writes “This body of work explores the land, its inhabitants and its stories from a personal lens of social and mindful inquiry.”

# MannArtGallery

Tuesday - Friday, 10am - 5pm. Saturday, 12 - 5pm.

Sep 7 - Oct 23 Project Space	<b>Hanna Yokozawa Farquharson: <i>Gaia Symphony</i></b>	The works in this exhibition use antique kimonos that are carefully taken apart and reconstructed. Rigorously produced in serial formats, they are substantially allied to the minimalist tradition. (The artist writes about her great admiration for the Saskatchewan-born artist, Agnes Martin.) These beautiful, meticulously crafted works draw on the artist's deep respect for and knowledge of Japan's iconic garment.
Sep 7 - Oct 23 Education Studio	<b>Leah Dorion: <i>Generations of Love</i></b> Curated by Jessalyn LeBlanc (continues)	(see above)
Nov 12 - Jan 15 Main Gallery	<b>Greg Hardy: <i>Lac La Ronge Drawings, curated by Grant McConnell</i></b>	Greg Hardy (b. 1950) is well known across the country for his landscape paintings of Saskatchewan that are both vigorous and "moody." In this exhibition, he shows large-scale charcoal and conte drawings of Lac La Ronge and the northern landscape. The exhibition is accompanied by an illustrated catalogue with a curatorial essay by Grant McConnell.
Nov 12 - Jan 15 Project Space	<b>Ken Van Reese</b> <i>Carbon Capture</i>	Abstract drawings and paintings produced by leaving canvases in burnt forests that acquire natural marks and residue over time. Forest landscapes may be included.
Nov 12 - Jan 15 Education Studio	- Curated by Collections Intern	Leah Dorion and/or permanent collection

## 2022

Feb 11 - Mar 26 Main Gallery Project Space	<b>46<sup>th</sup> Annual Winter Festival Art Show &amp; Sale</b> Guest Curator TBA	Annual exhibition showing the artistic talent and achievements of our entire region. Any artist who is a member of the Mann Art Gallery and a resident of Saskatchewan may show one artwork (100 - 150 artworks).
Feb 11 - Mar 26 Education Studio	-	Leah Dorion and/or permanent collection
April 14 - May 28 Main Gallery	<b>Elizabeth Babyn</b> <i>Her Industry, Reclaimed</i> --	Textile work with embroidery, mending, sewing, crocheting, tatting and knitting - incorporating up-cycled materials into complex tapestries. The work addresses patriarchal influences that have historically relegated textile work to the domestic sphere, by subversively

8

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

	Possible Collaborative Workshop: <i>Eve</i> (a large evolving suspended tapestry)	deconstructing men's suits and altering them through feminized embellishments and alterations.
April 14 – May 28 Project Space	<b>Negar Devine-Tajgardan</b> <i>The Reunion</i>	As an Iranian expatriate, the artist is acutely aware of and interested in the sense of displacement that new Canadians experience. Thirty boxes (each 1'x1'X4") stacked on each other and hung on the wall, containing tiny furniture replicas that re-enact the longing for familial connection.
Apr 14 – May 28 Education Studio	<b>11<sup>th</sup> Annual High School Juried Art Show</b> Curated by Lana Wilson	The imagination, talents, and hard work of the City's youth are celebrated through this exhibition that represents schools from Prince Albert and surrounding area.
June 23 – Aug 20 Main Gallery	<b>David Lariviere</b> <i>Treaty Six: The Smooth and the Striated</i>	Large map of Treaty Six Territory (5.79 meters wide), embedded into the gallery wall. Various borders are inscribed across the map, indicating the traditional territories of Indigenous nations. A series of recorded interviews are accessed with QR codes, carrying the voices of Indigenous elders, artists and activists that relate thoughts, reflections, and ideas about this land.
June 23 – Aug 20 Project Space	<b>Tracy C Fehr</b>	Research into the origins of Métis embroidery, augmented by family stories resulted in works in thread and clay that are meant to give voice to the women in the artist's family, her shared Métis grandmothers and their Indigenous mothers. The work addresses the impact of assimilation and colonization, and is meant to serve as a lasting record of the history, identity and domestic lives of Métis women and girls in both Manitoba and Saskatchewan.
June 23 – Aug 20 Education Studio	-	Leah Dorion and/or permanent collection
Sep 8 – Nov 5 Main Gallery	<b>Paul Seesequasis</b> <b>Marcel Petit</b> <i>Enclosing Some Snapshots:</i> <i>The Photography of Métis Activist James Brady</i>	James Brady's life (1908-1968) is intrinsically linked to the history and politics of Métis communities in Western Canada. While he is known foremost as a political organizer and activist, he was also a prolific photographer, with his camera always in tow. Brady's snapshots are now an invaluable record of Indigenous life and people in northern Alberta, Saskatchewan and Manitoba. Paul Seesequasis curated the exhibition of

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

		photographs from the collection of the Glenbow Museum. A documentary film on Brady by Marcel Petit accompanies the exhibit.
Sep 8 – Nov 5 Project Space	<b>Leah Dorion</b> <b>Bonny Johnson</b> Métis Women’s Cultural Sewing Workshops (title to be decided)	Exhibition of traditional shawls & Métis-style ribbon skirts by 10+ Métis and Indigenous women who participated in two online workshops.
Sep 8 – Nov 5 Education Studio	-	Leah Dorion and/or permanent collection

## Ongoing programs and services the Mann Art Gallery offers to artists and the public.

**Studio Visits and Group Critiques:** The Director/Curator provides studio visits and critiques to compliment professional development workshops and independent studio research of gallery members and exhibiting artists. \*In-person studio visits have been greatly curtailed due to COVID.

**Permanent Collection Accessibility:** At least once per year, the Mann features an exhibition of artwork from its Permanent Collection. When possible, the newest acquisitions are featured alongside historical works in the collection to provide context and speak to the significance of the acquisition. In addition to our popular annual calendar, featuring works from the collection, this year we are reproducing six holiday cards produced by McGregor (Mac) Hone in the 1950s. In 2020, we extensively improved our website to feature more pages of images and exhibitions featuring the permanent collection. We will be transitioning to a new open-source collections database, supported by the Museums Association of Saskatchewan called “Collective Access.” This will put us into line with other galleries and museums across the province, which will enable research between institutions and help us as we publish the works on our website and “Digital Museums Canada.”

**Curatorial Collaboration and Partnerships:** The Mann has increased its partnerships with regional Saskatchewan galleries to share exhibitions, saving time and labour resources. In addition to borrowing exhibitions produced by other galleries, they show exhibitions that are produced at the Mann and that feature local artists. This creates a supportive environment for artists who choose to live and work in Prince Albert. The Mann Art Gallery’s first traveling exhibition, Catherine Blackburn: New Age Warriors, completed its provincial tour of six locations in 2020, and is on national tour this year.

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**Catalogue Production:** As above, the Mann recognizes that publications are an important means to promote our programming and create recognition and awareness for exhibiting artists. Catalogue production also represents an important step in developing additional audiences, and artists alike, by providing critical discourse and visuals of the exhibitions we produce and by distributing them across the country through the Catalogue Exchange Program.

## Educational Initiatives

**iMAGine Arts Education Program:** The iMAGine Arts Educational programs are dependent on funding for the Gallery Educator and summer student positions. They are of utmost importance to the Mann Art Gallery because they provide context and meaning to viewers, enable them to understand art forms on multiple levels, and provide them with access to artists from both Saskatchewan and further afield. All programs communicate context and concepts behind contemporary and historical works of art to foster visual literacy, visual art concepts, techniques, and materials. Public programming initiatives aim to be inclusive of all community members, from beginner to professional artists, and for individuals of all ages, abilities, mobility levels, mental capacities, and financial situations. The iMAGine Arts Education Program offers exhibition tours, hands-on art workshops, professional development opportunities, outreach work, receptions, fundraisers, special events, and collaborations. All programs provide opportunities for people to create their own works of art, express their ideas and identity through visual media, and share those ideas with the community. While many programs are free thanks to various sources of funding, where registration fees are required (i.e. school tours and art camps), they are kept minimal to ensure that access to art and artists is possible.

Activities are created and delivered by one full-time Gallery Educator, and, when project funding is procured, by two Assistant Educator summer students and contracted professional artists. The Mann intends to continue organizing Artist Residencies, due to the success of Leah Dorion's residencies in 2020 and 2021.

## Programs delivered by iMAGine Arts:

**School Tours:** School tours comprise the majority of the Mann educational programs in terms of hours of work and attendance. School tours consist of a 30 - 45 minute interactive discussion of a gallery exhibition followed by a 45 - 60 minute studio project that relates in material and/or theme to the artwork on display. Each school tour and project typically covers a minimum of three to five curriculum



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points. Newsletters and "At-a-Glance" calendars are sent to schools several times a year and Teacher's Guides that outline pre- and post-tour information and activities are emailed to teachers upon the booking of a tour. This tour format is also utilized by community groups such as Girl Guides, seniors' and long-term care centres, youth groups, and youth at risk organizations. Beyond the tours themselves, the Mann works closely with teachers from Saskatchewan Rivers School Division, Prince Albert Catholic Schools and Northern Lights School Division, Saskatchewan Institute of Applied Science and Technology, Saskatchewan Urban Native Teacher Education Program, Gabriel Dumont Institute of Native Studies and Applied Research, First Nations University, alternative education programs, and home school groups. Virtual Tours as well as in-person gallery tours are now taking place during the pandemic.

**Children's Art Camps:** To supplement the tours in the academic year and to nurture youth with strong interests in the visual arts, we offer weeklong kids' day camps during school breaks and the summer. These programs provide participants with fun, educational, and challenging activities. Participants are ages 6 to 12. Camps held during the summer are often carried out with assistance from project-funded summer students, in turn providing experience and mentorship in the cultural sector for post-secondary students. Virtual camps as well as In-person camps (as well as virtual camps now) are organized every summer. This summer, we conducted two very successful camps at Hazeldell Community Hall.

**Programs for Individuals with Disabilities:** Operating under the belief that art is for everyone, the Mann presents activities that cater to special needs and mental health groups, including a summer program titled Arts Abilities (in collaboration with the SaskAbilities Council). These programs provide opportunities for participants to experiment with numerous forms of art, and also reminds instructors and community members that the artistic experience transcends barriers and offers an improvement to the quality of life of everyone who participates. Working with mentally challenged students and mounting their works of art in the studio and satellite galleries demonstrates their contributions to our community and delivers a sense of pride and accomplishment for the students. Through their artwork, the students inspire a vibrant artistic and cultural identity, expanding community experience with and understanding of art and abilities.

**Seniors' Groups & Intergenerational Art Programs:** The Mann regularly applies for and receives special funding to conduct tours and hands-on activities that are tailored towards seniors and intergenerational groups. These include in-house and outreach projects in retirement and long-term

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care homes to ensure that those with limited mobility are still able to connect with art and the gallery. Whenever possible, the Mann strives to cross the paths of our educational initiatives and groups. For example, since 2016, an inter-generational visual arts program has been developed to encourage communication and interaction between age groups. Residents of care homes and elementary school students will work on a project together. While the Gallery Educator provides the project design, the particular details such as composition, colour, shapes, forms, and patterns are decided in collaboration between the two participants. They then create the artwork together and form meaningful connections and relationships. In 2020 and 2021, virtual programs with art kits were delivered to care home participants as in-person visits were prohibited. We intend to continue remote programming in 2022 as needed.

**Display of Participants' Artwork:** The Mann's Education Studio doubles as a gallery. The gallery serves as a space to display student work where participants can celebrate their accomplishments and share their work with friends, family, and the general public. The gallery frequently displays the artwork of participants in our arts and crafts club and summer day camps, Indigenous art programs, and mental health programs. Receptions for student exhibitions are held in the two spaces complete with refreshments, live music and press coverage (although receptions have been live-streamed and recorded during COVID). These exhibitions and receptions draw viewers in droves to celebrate the achievements of their friends and family and serve as a wonderful means for the gallery to engage with the community and promote our programs and objectives.

**Outreach Programs:** Many programs take place at the Mann, however our extensive outreach services have been developed to ensure that no one is left out of our public programming. The Mann is the only not-for-profit gallery in North Central Saskatchewan; as such Prince Albert plays an integral role in serving residents from northern communities including La Ronge, Meadow Lake, Muskoday, and Nipawin. Our outreach activities extend north to Prince Albert National Park and surrounding local reserve communities. Outreach activities create awareness of the gallery's programming in the community and encourage increased gallery visitation and diverse audiences.

**Family Programming:** As project funding is available and continually procured by the Mann, there are no costs for drop-in programs, making them especially well suited to low-income and young families. By having drop-in art days at regular intervals, the gallery's audience base is further developed and the Mann will continue to be an institution that is regarded as valuable in its community.

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**Indigenous Outreach:** Over the past eight years the Mann has worked with Indigenous artists, interns, and cultural leaders to design programming to engage Indigenous communities and individuals, both here in Prince Albert and in surrounding communities, including on-reserve. Through the Northern Indigenous Media Arts Program, the Cree Summer Art, Culture, and Language Camp, and the two Intergenerational Métis Artist Mentorship Program / Artist Residency with Leah Dorion and Danielle Castle (2020) and Ashley Smith (2021) the Mann has engaged hundreds of Indigenous and non-Indigenous participants by providing art and culture opportunities lead by Indigenous artists.

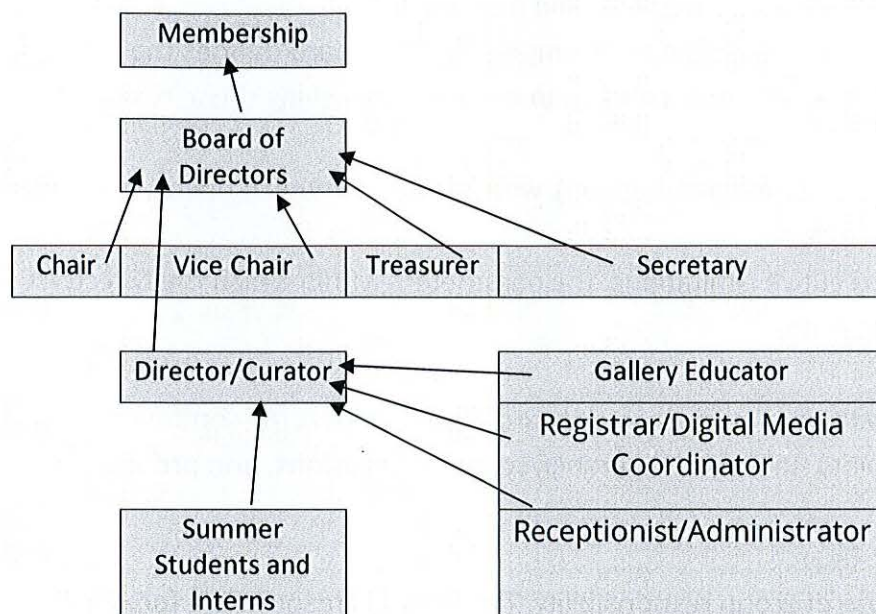
**Other Professional Development Programming:** Hands-on workshops and lectures are provided regularly for emerging and professional artists who wish to develop their art practices and careers. Workshops include instruction in specific media, as well as CARFAC supported talks that are designed to provide information on numerous topics within arts careers. These are vulnerable to funding fluctuations.

## Organizational Structure – Staff & Board of Directors

The Mann Art Gallery is a charitable organization and a provincially constituted Not-for-Profit organization. At the Annual General Meeting held in late March, the voting membership elects up to twelve Directors for two-year terms. The Board of Directors is entrusted to govern the organization through policies and strategic planning that guide the Director/Curator's daily tasks and yearly operational and programming plans. The Director/Curator in turn hires the appropriate level of qualified staff and utilizes volunteers to accomplish the responsibilities set out in the Policies and Strategic Plan. Although the staff works directly for the Director/Curator, they are ratified by the Board of Directors and subsequently the membership at the AGM.

The Mann Art Gallery currently employs three full-time permanent staff members: the Director/Curator the Registrar/Digital Media Coordinator and the Receptionist/Administrator. One more key full-time position, the Gallery Educator, is funded year to year by project grants. In some years, the position has been part-time or non-existent, but is now crucial to the gallery carrying out its operations. As project funding permits, we hire up to three full-time summer students. From 2012 onwards these were Collections Assistant (assisting the Registrar/Digital Media Coordinator in archiving and preserving our Permanent Collection), and two Assistant Educators (assisting the Gallery Educator in providing supplementary educational programming during the summer months).

## Organizational Chart



### Description of the Governing Body's Role in Identifying and Responding to Governance Issues such as Policy Development, Succession Planning, Accountability, and Monitoring of the Organization's Financial Position

1. The Board of Directors exists to:
  - Ensure that the Mann Art Gallery achieves its Purpose and Vision.
  - Oversee the Mann Art Gallery's organizational and financial health so that it may continue to fulfill its Purpose and Vision.
  - Direct, influence, and monitor the Mann Art Gallery's business.
2. Governance is the way that this Board exercises its authority, control, and direction over the Mann Art Gallery. The Board sets policy, and hires a Director/Curator to implement the policy. The Director/Curator is responsible for carrying out the day-to-day work of the Mann Art Gallery, with the assistance of paid staff and/or volunteers.
3. The Board carries out its governance role by developing and monitoring its policies.
  - a. Through policies regarding the Board's role and approach to governance, the Board defines its expectations for Board performance. These policies take the following form:
    - Governance Policies: how the Board conceives, carries out, and monitors its own tasks.

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- Board - Director/Curator Relationship: how the Director/Curator's authority is delegated, carried out, and monitored.
- b. Through policy direction to its employees, the Board defines the results it expects and the activities or conditions it wishes to ensure in achieving those results. Those policies take the following form:
  - Ends (Strategic Direction): what's good; for which needs; at what cost; for what people.
  - Executive Limitations: the parameters within which the Director/Curator must operate.

The Board governs with an emphasis on outward vision, respect for community input, encouragement of diversity in viewpoints, strategic leadership, collective decisions, and pro-activity.

More specifically, the Board:

1. Cultivates a sense of group responsibility. The Board is responsible for excellence in governing.
2. Oversees the Mann Art Gallery through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus is on the intended long-term impacts rather than on the administrative and programmatic means of attaining those effects.
3. Enforces upon itself the discipline that is needed to govern with excellence. Discipline applies to matters such as attendance, preparation for meetings, policy-making principles, fiscal resources, respect of roles, and ensuring the continuity of governance capability.
4. Monitors and regularly discusses the Board's process and performance at each monthly meeting. Self-monitoring includes comparison of Board activity and discipline to policies in the Governance Process and Board-Director/Curator Relationship categories.
5. Ensures continual Board development include professional development and governance training, orientation of all Board members in the Board's governance process, and periodic Board discussion of process improvement.
6. The Board will, to the greatest extent possible, attempt to achieve consensus on decisions. Where consensus is not possible, the Board makes decisions by majority vote. The Chair shall cast a vote only in the case of tie. After a decision is made by vote, in accordance with the principle of speaking with one voice, the Board agrees to support the result.

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## Operational Improvements

The Mann Art Gallery is in the late stage of a growth phase and is now stabilizing. We are constantly looking for ways to create efficiencies and provide high-quality arts programs. We have established well-loved community traditions such as “Wolf Back” Music & Beverage Night and the Winter Festival Art Show & Sale; the bronze wolf *Mahihkan* by Joe Fafard has become an attractive icon within the City; and our core programs (i.e. dynamic exhibition schedule, receptions (in-person and live-streamed), professional development artist workshops, and outreach art programs, amongst others) are recognized within both the region and the province. Unfortunately, COVID-19 has prevented us from running our Wolf Back fundraising event but other fundraising options are currently under discussion by the Board.

Despite limited labour, time, and financial resources, the Board of Directors and staff have maintained a strong Vision, Mission, and Purpose. Knowing that we are in a time of economic challenges, the Mann has implemented changes and made adjustments to improve operations according to the three Strategic Directions of our most recent Strategic Plan:

**Storage Facility:** In 2018, the gallery received funding in the amount of \$12,600.00 from the Canadian Museums Association’s Museum Assistance Program for a RE-ORG compliant upgrade to improve artwork storage conditions in the vault. The next major phase in the improvement is outlined above on page 5. Our goal is to enclose the storage facility and install a proper humidity system and environmental controls, so that the Mann Art Gallery can become a “Class A” Designated Institution.

The Mann Art Gallery is financially supported through project and operating grants from three levels of government in line with our peer organizations and has strong benefactor, sponsor, fundraising and self-generated income.

## Sponsor, Fundraising, and Self-generated Income:

Many of these objectives serve to not only raise funds for gallery programming, but to promote the successful marketing of the gallery and to establish a close knit arts community in North Central Saskatchewan.

- o **Gift Shop Sales:** The Mann takes a 30% commission on artworks sold in the gift shop. Sales of artwork also mean that local artists are supported, strengthening the economy and

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creating a beneficial environment for makers in the community. We generate approximately \$4,000/year from gift shop sales. Since the gift shop was established in 2014, revenue has increased annually. Now that we have a Receptionist/Administrator who is dedicated to managing the recently re-branded “Little Gift Shop,” we anticipate more coherent and higher quality offerings and higher revenues.

- o **Art Rental Program:** Over recent years we have procured new clients who have rented art for their businesses. Requiring little more effort than marketing and the installation of the work by our Registrar/Digital Media Coordinator, the program also serves to increase the Prince Albert business community’s awareness of our organization and opens a door to the possibilities of future corporate sponsorships. The program is based on the Saskatchewan Arts Board’s Art Rental Policy model with a percentage of the value of the artwork representing the cost to rent the work for the year. The gallery’s Permanent Collection insurance covers artworks that are on display outside the gallery premises. We generate approximately \$1,500.00/year from art rental.
- o **Venue Rental:** When our space is used for luncheons, fundraisers, client appreciation events, workshops, concerts, and more, it brings both income and new audiences to the Mann. Normally we generate approximately \$1000 - 2,250.00/year from venue rental, but COVID-19 has had a depressing impact on this revenue source.
- o **Corporate Sponsorship:** We have developed a new Corporate Strategy and Marketing Plan to procure support of gallery spaces, exhibitions, and education programs with funders. In 2020, we took part in the ArtsVest Sponsorship Training & Fund Matching Program, through which we were able to secure matched funds of over \$5,000. The onset of the COVID-19 pandemic in spring 2020 prevented the launch of this campaign, and with the economy still suffering from the impact of the pandemic, we have concerns about how much revenue it will be able to generate.
- o **Tour Rates:** Last year we increased school tour rates from \$2.50/student to \$2.75/student (minimum \$28.00 payment) for a 1.5 hour exhibition discussion and hands-on art activity. We are determined to keep these rates low to provide youth access to the gallery. Today, for example, a high school group of 18 students and two teachers are able to access the gallery tour program for \$49.50 for 1.5 hours of instruction, including all materials, and for a

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program which meets a minimum of 4 -6 curriculum objectives. Unfortunately, our ability to generate revenue from in-person tours and workshops has been badly effected due to the pandemic, despite offering virtual programming in its place.

- o **Winter Festival Artwork Sales:** Prince Albert's longest running exhibition, the *Annual Winter Festival Juried Art Show and Sale* (entering into its 46<sup>th</sup> year) represents a hybrid between exhibition and fundraiser. This unique exhibition, while predominantly a local show & sale, draws artists and visitors from across the province. All artists who enter the exhibition are curated into one of the three exhibition spaces by guest jurors who are chosen from gallery curators, reputable provincial artists, and university professors. The show reflects the incredible level of artistic production in the visual arts and strong community support through local sponsorships and awards that provide an opportunity for artists to gain recognition in the arts community and additional income. For many, it is a rare opportunity to show their work in a professional gallery space. The gallery takes a 30% commission on the works sold.
- o **City Partnerships:** We have found immense efficiency in using HBI Office products thanks to the City's tender. It has saved both time and money, and we continue to explore other areas where we can partner with the City to reduce operational expenses.

## Grants and Patronage

The Mann Art Gallery is fortunate to be supported by both the Saskatchewan Arts Board and the Canada Council for the Arts Multi-Year funding programs. Funding is never guaranteed. In the past, we were supported by an annual sponsorship of \$50,000.00/year from patrons Diane and Roger Mann for ten years, beginning in 2010. \$30,000.00/year was designated for operations, while \$20,000.00/year was earmarked for Permanent Collection acquisitions. This funding commitment has now ended, but the Mann Family has committed \$25,000 for 2021. This is why the new corporate sponsorship campaign is so important. The \$100,000 provided by the City of Prince Albert has been crucial as we have seen decreased and increasingly uncertain grant revenue in the past 2 years. We continue to search for more grants providing both operational and project funding.

- o Our goal is to solidify municipal funding for the three core permanent full-time positions (Director/Curator, Gallery Educator and Registrar/Digital Media Coordinator), allowing the



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Mann to form long term plans and continue serving the local community. Our fourth position, the Receptionist/Administrator, is also an important member though must currently be on yearly contracts, as is the Gallery Educator, subject to funding each year.

- o We continue to apply for federal grants through Young Canada Works and Canada Summer Jobs for summer students and interns to support gallery staff each year.
- o We continue to vigilantly research operational and project grants, especially where funding will be beneficial to address areas of need and gaps in our service. Funding bodies and the projects for which their grants are designated can be found in the 2020 Annual Report.
- o In 2020, we were successful in requesting an increase to our federal funding from the Canada Council for the Arts (previously \$28,000 / year, to \$35,000/year for 2020-2023. However, our provincial core funding was reduced by \$5,000/year for 2020 – 2022. Demonstrating that the Mann is supported, in principle as well as through stable funding, is significant for continuing to secure grants at the provincial and federal levels.

## **The Mann Art Gallery is perceived by the community as a vital service demonstrated by public support, high volunteer participation, and increased membership.**

- We have partnered with the Community Services Department to advertise our complimentary programs through City marketing (free flyers, Community Services newsletter)
- **Open Hours:** Tuesday – Friday, 10 am – 5 pm, and 12 – 5 pm on Saturdays.
- **John V. Hicks Gallery:** In partnership with the Prince Albert Council for the Arts, we program shows of local artwork at the John V. Hicks Gallery, located in the Arts Centre at 1010 Central Avenue. The Mann produces the publicity. The Arts Council and Arts Centre covers installation costs and gallery supplies. Together, we have found that we are able provide a stronger visual arts offering to the local community, thanks to the Mann’s professional knowledge and wide network of artist contacts.
- **Partnerships:** Early in the year, we signed a memorandum of understanding, renewing our partnership with award-winning provincial arts organization Common Weal Community Arts to promote community-focused artist residencies with Indigenous participants. We have embarked on multi-year partnership with the Art Gallery of Regina and five other galleries across the province on a project entitled: *Between Us*. Each gallery chooses two or

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three artists from their community to work with Governor General's Award-winning artist: Aganetha Dyck and a local beekeeper to create new works of art with bees over two years. The results will be exhibited in each of the partner galleries in a touring exhibition. We also continue to work regularly with the PADBID, Multicultural Council, Prince Albert Arts Council, Historical Society, and Arts Centre to put forward a strong offering of arts activities for Culture Days and other events throughout the year. By providing in-kind use of our space for panels and showing artwork by people with physical and mental disabilities, we supported a wide network of people who do not frequently access the gallery.

- **Membership Dues/Sponsorship Program:** The Mann Art Gallery has a tiered system for membership dues that ranges from Individual support (\$20.00) to Patronage (\$1000.00+). Incentives, such as this, the Permanent Collection Calendar, and access to a number of in-house digital and art making equipment have ensured a significant growth of our membership over the years.

## **Selections from the 2020 Annual Report, demonstrating achievements and community engagement statistics**

### **Director/Curator's Report 2020**

I'd like to extend my great appreciation to the members, staff and Board of Directors of the Mann Art Gallery. When I started as Director / Curator in October, I was fortunate to inherit a very well run and beautiful machine. Both Lana Wilson (Educator) and Tia Furstenberg (Registrar) are extremely competent in their key roles. I am greatly indebted to both of them for stepping up and fulfilling crucial tasks, beyond the scope of their positions, especially: bookkeeping and communications. They have been a great pleasure to work with and after seven months of weekly staff meetings and daily consultation, I feel we have congealed as a very functional team. I'm also thankful to the Board of Directors, whose wide range of expertise, good advice and convivial relations has helped make my entrance to the Mann a pleasure.

We are all grateful to Diane and Roger Mann for a solid decade of financial support and their ongoing commitment to the gallery. The City of Prince Albert maintained its enhanced level of support and continued to recognize the Mann as one of its gems. You will appreciate the great role played by the many provincial and federal funding agencies in supporting our exhibition and education programs in the charts below.

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I should also note how impressed I am by the leadership role the Mann Art Gallery played in scrupulously implementing and exceeding COVID 19 protocols issued by all levels of government. As soon as our doors reopened in July, we were and continue to be a safe place for the public and staff. It has been difficult and frustrating for everyone, but staff were nimble and pivoted with Lana's live art appreciation videos and Tia's "Secrets of the Vaults" series. While most receptions had to be cancelled, the opening of Cheryl L'Hirondelle's exhibition in July: "Why the Caged Bird Sings," was held in the parking lot in front of the gallery! I've seen pictures of this well-attended event and wish I had been there. With live music, video projections and carefully prepared refreshments brought to the cars, there is no doubt that good times were had by all. The "Intergenerational Métis Artist Mentorship Project" with Leah Dorion and Danielle Castle was quickly reformatted with temporary outdoor installations and an impressive degree of (safe) public engagement.

Chronically frustrating staffing issues with the gallery bookkeeper / receptionist position burdened Lana (Acting Director/Curator) who nevertheless managed to step up, complete necessary financial reporting and sort the confusion left behind. With the board's good advice, we have reimagined the position, putting much greater emphasis on "reception." With a solid and reliable external bookkeeping service, I am confident that our staff's roles will be better defined and their tasks will be more reasonable and more satisfying.

The Mann's partnership with Common Weal Community Arts has been very productive over the years. Cheryl L'Hirondelle's exhibition was the beneficiary of this partnership. Wanting to continue, I had a memorandum of understanding signed by both organizations. I was also hoping to sign a similar MOU with The Indigenous Peoples Artist Collective (IPAC) whose exhibitions and performances we have hosted over the years, but the pandemic has severely disrupted their organization and we will have to wait to see what re-emerges.

In November, manna fell from the sky in the form of an unexpected bequest of \$10,000 from the estate of Andrée Felley-Martinson (1920 – 2019), who's retrospective former Director / Curator Jesse Campbell curated in 2015. The terms of the bequest state that it be "used only for the capital purchase of art," and will honour the much beloved artist when and wherever that art is displayed.

Finally, you may have noticed a more refined and cohesive graphic look in our communications – especially on the website, social media, newsletters, posters and press releases. Again, more manna –

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this time, it was under our noses all along, in the untapped design talents of our Registrar: Tia Furstenberg. Tia now manages the gallery's communications and we are all the more beautiful for it.

Marcus Miller, Director/Curator

## Gallery Educator's Report 2020

The Mann Art Gallery's Visual Art Education Program delivered innovative solutions to the challenges of 2020. We are very grateful for the creative and dedicated individuals who formed the Education team this year. Their passion and commitment saw us through the difficulties and uncertainties of the beginning of the COVID-19 pandemic. While I was in the role of Acting Director/Curator from January 2019 to October 4, 2020, Danielle Castle was Acting Gallery Educator from September 2019 to October 2020. Our Assistant Educators, funded by Canada Summer Jobs, were summer students Kalie Keyes and Ethan Walder. Ethan remained in this role through the fall of 2020 and spring of 2021 through a Young Canada Works grant. I wish to recognize and sincerely thank Danielle Castle for rising to the challenges of the pandemic by effectively leading this team, preparing successful grant applications, and for developing such a rich, fruitful partnership with artist Leah Marie Dorion. We wish her all the best in her future endeavours.

We are pleased to report that once again, the Mann Art Gallery Education Program successfully delivered activities for a wide range of ages, skill levels, and abilities in the majority of our ten activity categories. Activities were designed to meet the goals identified by the participants and the Acting Educator in both in-person and remote learning/online formats, and provide tangible points of engagement for the exhibitions on display in the galleries. Despite the gallery's four-month closure (mid-March to mid-July), during which staff worked at the gallery and remotely from home, education programming continued to take place with a series of live videos, free take-home art kits, pre-recorded video tutorials, the online 9th Annual High School Juried Art Show, and through the five temporary outdoor art installations of the Intergenerational Métis Mentorship Program, which was part of the ongoing artist residency program with Leah Marie Dorion.

Education staff delivered 89 activities which engaged over 1,944 participants in 2020. (Tia does this match yours? Make it match, I pulled this from a previous grant report.) This could not have been possible without the support of the Education Program's major sponsor, the Community Initiatives Fund. We are grateful for the additional support of the Prince Albert and Area Saskatchewan Lotteries

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Community Grant Program, and the SaskCulture Aboriginal Arts and Leadership Grant (AACL), also funded by Saskatchewan Lotteries. This support, combined with sustained funding from the City of Prince Albert, allowed us to be one of the first galleries in Saskatchewan to re-open with all new exhibitions in July, continue with uninterrupted education programming via a quick pivot to virtual delivery, and maintain our core staff without the need for layoffs during the early months of the pandemic.

## Highlighting Successes of 2020:

- The ongoing, informal artist residency with Leah Marie Dorion is unquestionably one of the greatest successes of this year. Since 2019, Leah has brought cultural sewing workshops with traditional Métis women’s teachings to community members through the Cultural Sewing Workshops (Métis-style High Plains Ribbon Skirt Workshop and the Moss Baby Bag workshops). The gallery purchased 4 sewing machines to facilitate participation in the workshops and enable these types of projects to continue. This summer, through funding from SaskCulture’s AACL grant, we were able to add an art-making component to the residency through the Intergenerational Métis Mentorship Project. This project enabled Leah to mentor Danielle Castle as they created five temporary outdoor art installations, led two painting workshops where community members painted large cardboard bison forms for installation, and presented an online artist talk about the project. This project exemplifies the innovative programming required by the pandemic. The five temporary outdoor art installations were designed to enable the community to experience art outdoors in a safe, socially-distanced, asynchronous way. Developed in April, while all galleries across Canada were closed for an indeterminate length of time, the project allowed people to experience art as well as Métis cultural learning in a safer way in their local environment, rather than online. At the same time, Leah Marie Dorion expanded her artistic repertoire with new projects while sharing skills, knowledge, and teachings centered on the Métis worldview with Danielle Castle. Danielle grew as an independent artist as well as a Gallery Educator through this relationship. This project generated a significant amount of media attention and public interest. You can view full details and photos by All My Relations Photography on our website, under the Education tab.
- The 9th Annual High School Juried Art Show took place entirely online while the gallery was closed. Seventy artworks were submitted by high school students from Prince Albert and area, and a

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virtual, pre- recorded awards night was presented on Facebook and YouTube. As curator, Danielle Castle presented five online discussion videos about the award winning works.

- Virtual Programming Series: From March to May, gallery staff presented digital programming 4 days a week for 5 weeks: Live Art Appreciation series (30 minute live talks about the current exhibition), Secrets of the Vault series (7-10 minute prerecorded segments about artists and works from the permanent collection), Family Art activities with a new children`s art activity presented in either video or blog post format, and a weekly Art Journal prompt with examples. Mann Art Gallery was one of the first galleries to introduce an ongoing series of digital programs to keep our audiences engaged as province-wide isolation protocols began. Due to our virtual school tour activity package, we have been able to offer more schools the opportunity to engage with Cheryl L'Hirondelle's Why the Caged Bird Sings – Immersive Engagements long after its exhibition period ended.
- Kit-based activities for families to take home were developed and offered in place of the previously in- person Free Family Art activities. Kits were prepared and offered for free for Pride, Canada Day, Culture Days, and Winter Holiday events, and were part of the three paid summer online art camp activities. Two sets of kits were prepared and delivered to children at the Women`s Safe Shelter and the Prince Albert Food Bank. Kits accompanied by live and pre-recorded video or instruction sheets were provided to Seniors Care Homes and the YWCA Settlement Services newcomer groups.

**Activity Statistics and Demographics:** The Mann's Education Program encompasses multiple activity categories. Some activities are appropriate for all ages, which other categories are designed for target audiences. The information below shows the number of engagements for each group. Please note that individuals are counted separately for each activity they participate in, and an individual might be counted multiple times if they fit into multiple demographic categories.

The Education team thanks all of our guest artists, community partners, board members, fellow staff members, and our participants for another creative year of art-making. We are gratified to know that our programs are valued by the community and remain in high demand, and look forward to engaging new and existing participants in the coming year.

Lana Wilson, Gallery Educator

# Mann Art Gallery

prepared by Marcus Miller

		<b>2022 Draft Budget</b>	
<b>REVENUE</b>		created Sep. 27, 2021	
<b>GRANTS</b>			
Canada Council (Operating) - confirmed 2020-2023			36,000.00
Sask Arts Board (Operating) - confirmed 2019-2021			63,000.00
City Of Prince Albert (Operating)			100,000.00
Young Canada Works - Summer Students	unconfirmed		7000.00
Young Canada Works - Internship			n/a
Service Canada - Canada Summer Jobs	apply Feb. 1, 2022		
Community Initiatives Fund - iMAGine Arts Summer Grant	apply Feb. 1, 2022		
Community Initiatives Fund - iMAGine Arts Annual Grant	apply Oct. 1, 2021		
Community Grant Program - iMAGine Arts Supplies			6,000.00
PA & Area Community Foundation Grant - Seniors' Activities			
SaskCulture - Aboriginal Arts & Cultural Leadership	apply April 2022		
<b>Total Grants</b>			<b>212,000.00</b>
<b>MANN FUNDING</b>			
Mann Donation (Operating)			15,000.00
Mann Donation (Permanent Collection)			10,000.00
<b>Total</b>			<b>25,000.00</b>
<b>MEMBERSHIPS</b>			
Memberships			5,500.00
<b>Total</b>			<b>5,500.00</b>
<b>FUNDRAISERS</b>			
Wolf Back A Beer - cannot run this event due to COVID-19 in 2021 + 2022	*we budgeted for a \$5,000 net profit previously		-
Other Fundraisers - new 2022 fundraiser. 2022 focus will be on corporate sponsors and private donors	Giving Tuesday Campaign		2,000.00
<b>Total</b>			<b>2,000.00</b>
<b>EDUCATION</b>			
Interpretive Tours * impacted by COVID-19			1,500.00
Workshops/Lectures/Projects			6,500.00
<b>Total</b>			<b>8,000.00</b>

**GIFT SHOP**

Gift Shop - Gallery Commission	2,000.00
Gift Shop - Artist Portion	3,000.00
<b>Total</b>	<b>6,000.00</b>

**OTHER SELF-GENERATED INCOME**

Art Rental	confirmed	4,600.00
Venue Rental * impacted by COVID-19		700.00
Donations (& Sponsorships) * major 2021 focus		54,500.00
Winter Festival Juried Art Show		5,000.00
Perm Collection "In Kind" Donation		0
Miscellaneous		0
"In Kind" Donations		0
<b>Total</b>		<b>64,800.00</b>

**INTEREST**

Hicks Trust Fund Interest	40.00
PC Fund Interest	23.00
Popescul Interest	4.00
Mann Acquisition Interest	100.00
High Interest Savings Account	500.00
Conexus	0.00
Interest - Other	0.00
<b>Total</b>	<b>667.00</b>

**TOTAL REVENUE** **323,967.00**

**EXPENSE****EXHIBITIONS**

Artist, Curator & Writers' Fees	21,000.00
Catalogues & Publications	2,700.00
Freight	4,000.00
Winter Festival Juried Art Show	7,500.00
Reception	1,500.00
Gallery Supplies	2,000.00
Contract work	2,000.00
<b>Total</b>	<b>40,700.00</b>



**PERMANENT COLLECTION RESOURCE CENTER**

Books, Catalogues, Publications	100.00
Acquisitions (In-kind)	0
Acquisitions (Mann Fund)	10,000.00
Vault (Capital Expense)	300.00
Conservation Materials And Supplies	4,000.00
Display	1,000.00
Freight	100.00
<b>Total</b>	<b>15,500.00</b>

**EDUCATION**

Education Supplies & Programming	8,000.00
Guest Artists / Contract Facilitators	
Education Special Projects - Indigenous Engagement/ Artist Residencies	2,000.00
<b>Total</b>	<b>10,000.00</b>

**FUNDRAISING**

Wolf Back A Beer * (not in 2021 or 2022 due to COVID-19)	-
Fundraising (Other)	2,000.00
<b>Total</b>	<b>2,000.00</b>

**SALARIES, BENEFITS & EXPENSES**

Salaries	\$	206,197.00
Health Plan	\$	1,075.00
Honorarium		500.00
Workers Compensation		970.00
<b>Total Salaries/Benefits/Expenses</b>		<b>\$208,742.00</b>

<b>Administration</b>		
	Telephone	3,800.00
Office Supplies (Photocopier)	3,700.00	
Office Supplies (Misc)	2,000.00	
Office Supplies (Postage & Delivery)	300.00	
Office Supplies (Maintenance/IT)	300.00	
Office Supplies (Equipment Purchase)	800.00	
Office Supplies (Software)	350.00	
	<b>Office Supplies SUB-TOTAL</b>	<b>7,450.00</b>
	Janitorial	6,650.00
	Advertising & Marketing	3,000.00
	Magazine Subscriptions	200.00
	Memberships (professional organizations)	1,000.00
	Bank Charges	325.00
	Square Fees (Credit and Interac)	400.00
	Insurance Expense	3,600.00
	Curator's Expenses	500.00
	Staff Mileage	700.00
Professional Development (Staff)	1,900.00	
Professional Development (Board)	1,000.00	
	<b>Professional Development SUB-TOTAL</b>	<b>2,900.00</b>
Professional Fees (Annual Audit)	6,500.00	
Professional Fees (Lawyer)		
Professional Fees (Bookkeeper)	5,000.00	
	<b>Professional Fees SUB-TOTAL</b>	<b>11,500.00</b>
	In Kind Donations General	
	Gift Shop - Artist Portion	3,500.00
	Volunteer Appreciation	500.00
	Facility	500.00
	Other Fed Gov't Expenses	500.00
	Other Prov Gov't Expenses	0.00
	Misc	
<b>Total</b>		<b>47,025.00</b>
<b>TOTAL EXPENSE</b>		<b>323,967.00</b>
<b>NET INCOME</b>		<b>0.00</b>

# The Mann Art Gallery

prepared by Marcus Miller

2021 Approved Budget	
REVENUE	
<b>GRANTS</b>	
Canada Council (Operating) - confirmed 2020-2023	36,000.00
Sask Arts Board (Operating) - confirmed 2019-2021	63,000.00
City Of Prince Albert (Operating)	100,000.00
Young Canada Works - Summer Students	2000.00
Young Canada Works - Internship	n/a
Service Canada - Canada Summer Jobs	17000
SaskSport - Student Summer Works	n/a
Community Initiatives Fund - iMAGine Arts Summer Grant	0
Community Initiatives Fund - iMAGine Arts Annual Grant	25,000.00
Community Grant Program - iMAGine Arts Supplies	6,000.00
PA & Area Community Foundation Grant - Seniors' Activities	
Canada Council - Refugees	n/a
Canada Council - New Chapter	n/a
SaskCulture - Aboriginal Arts & Cultural Leadership	18,000.00
Aboriginal Languages Initiative	n/a
Museums Assistance Program (Re-Org)	n/a
Sask Arts Board - Microgrant (Re-Org)	n/a
COVID emergency funds unknown - more information by November 2020	-
<b>Total Grants</b>	<b>267,000.00</b>
<b>MANN FUNDING</b>	
Mann Donation (Operating)	15,000.00
Mann Donation (Permanent Collection)	10,000.00
<b>Total</b>	<b>25,000.00</b>
<b>MEMBERSHIPS</b>	
Corporate Memberships	1,500.00
Memberships	5,500.00
<b>Total</b>	<b>7,000.00</b>
<b>FUNDRAISERS</b>	
Wolf Back A Beer - cannot run this event due to COVID- *we budgeted for a \$5,000 net profit 19 in 2021 + 2022 previously	-
Other Fundraisers - new 2022 fundraiser. 2022 focus will be on corporate sponsors and private donors	
Giving Tuesday Campaign	2,000.00
<b>Total</b>	<b>2,000.00</b>

**EDUCATION**

Interpretive Tours * impacted by COVID-19	1,500.00
Workshops/Lectures/Projects	6,500.00
<b>Total</b>	<b>8,000.00</b>

**GIFT SHOP**

Gift Shop - Gallery Commission	2,000.00
Gift Shop - Artist Portion	3,000.00
<b>Total</b>	<b>6,000.00</b>

**OTHER SELF-GENERATED INCOME**

Art Rental confirmed	4,600.00
Venue Rental * impacted by COVID-19	700.00
Donations (& Sponsorships) * major 2021 focus	37,000.00
Winter Festival Juried Art Show	5,000.00
Perm Collection "In Kind" Donation	0
Miscellaneous	0
"In Kind" Donations	0
<b>Total</b>	<b>47,300.00</b>

**INTEREST**

Hicks Trust Fund Interest	40.00
PC Fund Interest	23.00
Popescul Interest	4.00
Mann Acquisition Interest	100.00
High Interest Savings Account	500.00
Conexus	0.00
Interest - Other	0.00
<b>Total</b>	<b>667.00</b>

**TOTAL REVENUE** **362,967.00**

**EXPENSE****EXHIBITIONS**

Artist, Curator & Writers' Fees	21,000.00
Catalogues & Publications	2,700.00
Freight	4,000.00
Winter Festival Juried Art Show	7,500.00
Reception	1,500.00
Gallery Supplies	2,000.00
Contract work	2,000.00
<b>Total</b>	<b>40,700.00</b>

**PERMANENT COLLECTION RESOURCE CENTER**

Books, Catalogues, Publications	100.00
Acquisitions (In-kind)	0
Acquisitions (Mann Fund)	10,000.00
Vault (Capital Expense)	300.00
Conservation Materials And Supplies	1,000.00
Display	1000.00
Freight	100.00
<b>Total</b>	<b>12,500.00</b>

**EDUCATION**

Education Supplies & Programming	28,000.00
Guest Artists / Contract Facilitators	
Education Special Projects - Indigenous Engagement/ Artist Residencies	18,000.00
<b>Total</b>	<b>46,000.00</b>

**FUNDRAISING**

Wolf Back A Beer * (not in 2021 or 2022 due to COVID-19)	-
Fundraising (Other)	2,000.00
<b>Total</b>	<b>2,000.00</b>

**SALARIES, BENEFITS & EXPENSES**

Salaries	\$	212,197.00
Health Plan	\$	1,075.00
Honorarium		500.00
Workers Compensation		970.00
<b>Total Salaries/Benefits/Expenses</b>		<b>\$214,742.00</b>

**Administration**

Telephone		3,800.00
Office Supplies (Photocopier)	3,700.00	
Office Supplies (Misc)	2,000.00	
Office Supplies (Postage & E	300.00	
Office Supplies (Maintenanc	300.00	
Office Supplies (Equipment f	800.00	
Office Supplies (Software)	350.00	
Office Supplies SUB-TOTAL		<b>7,450.00</b>

Janitorial		6,650.00
Advertising & Marketing		3,000.00
Magazine Subscriptions		200.00
: (professional organizations)		1,000.00
Bank Charges		325.00
ta Commission (Visa & M/C)		n/a
re Fees (Credit and Interac)		400.00
Insurance Expense		3,600.00
Curator's Expenses		500.00
Staff Mileage		700.00
Professional Development (S	1,900.00	
Professional Development (E	1,000.00	
al Development SUB-TOTAL		<b>2,900.00</b>
Professional Fees (Annual A	6,500.00	
Professional Fees (Lawyer)		
Professional Fees (Bookkee	5,000.00	
ofessional Fees SUB-TOTAL		11,500.00
In Kind Donations General		
Gift Shop - Artist Portion		3,500.00
Volunteer Appreciation		500.00
Facility		500.00
Other Fed Gov't Expenses		500.00
Other Prov Gov't Expenses		0.00
Misc		
<b>Total</b>		<b>47,025.00</b>
<b>TOTAL EXPENSE</b>		<b>362,967.00</b>
<b>NET INCOME</b>		<b>0.00</b>

**THE MANN ART GALLERY, INC.**  
**Financial Statements**  
**Year Ended December 31, 2020**

THE MANN ART GALLERY, INC.  
Index to Financial Statements  
Year Ended December 31, 2020

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of The Mann Art Gallery, Inc.

### *Qualified Opinion*

We have audited the financial statements of The Mann Art Gallery, Inc. (the Organization), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Qualified Opinion*

In common with many not-for-profit organizations, the Organization derives revenue from fundraising and donations the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2020, current assets and net assets as at December 31, 2020.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting

(continues)

process.

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Grant Thornton LLP*

Saskatoon, Canada  
May 20, 2021

Chartered Professional Accountants

**THE MANN ART GALLERY, INC.**  
**Statement of Financial Position**  
**December 31, 2020**

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 3)	\$ 143,524	\$ 179,233
Accounts receivable	105,419	23,740
Prepaid expenses	1,148	-
	250,091	202,973
RESTRICTED TRUST FUNDS (Note 4)	42,504	32,846
PERMANENT COLLECTION	1	1
	\$ 292,596	\$ 235,820
 <b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 3,758	\$ 2,604
Provincial sales tax payable	2,681	1,643
Wages payable	2,190	1,763
Employee deductions payable	35,373	-
Deferred income (Note 5)	1,115	58,901
	45,117	62,911
 <b>NET ASSETS</b>		
Unrestricted net assets	204,975	140,063
Restricted net assets	42,504	32,846
	247,479	172,909
	\$ 292,596	\$ 235,820

ON BEHALF OF THE BOARD

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

See notes to financial statements

**THE MANN ART GALLERY, INC.**  
**Statement of Operations**  
**Year Ended December 31, 2020**

	2020	2019
<b>REVENUES</b>		
Grants <i>(Schedule 1)</i>	\$ 309,804	\$ 253,345
Self-generated <i>(Schedule 1)</i>	21,380	32,684
Fundraising and donations <i>(Schedule 1)</i>	50,588	69,203
	<u>381,772</u>	<u>355,232</u>
<b>EXPENSES</b>		
Administration <i>(Schedule 2)</i>	47,469	46,717
Education <i>(Schedule 2)</i>	28,235	11,675
Exhibitions <i>(Schedule 2)</i>	32,437	39,257
Fundraising <i>(Schedule 2)</i>	7,630	13,289
Permanent collection resource centre <i>(Schedule 2)</i>	13,958	33,295
Salaries, wages, and benefits <i>(Schedule 2)</i>	177,473	182,929
	<u>307,202</u>	<u>327,162</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 74,570</u>	<u>\$ 28,070</u>

See notes to financial statements

**THE MANN ART GALLERY, INC.**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2020**

	Unrestricted Net Assets	Restricted Net Assets	<b>2020</b>	2019
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 140,063	\$ 32,846	<b>\$ 172,909</b>	\$ 144,839
Excess of revenues over expenses	74,570	-	<b>74,570</b>	28,070
Interfund transfers	(9,658)	9,658	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 204,975</b>	<b>\$ 42,504</b>	<b>\$ 247,479</b>	<b>\$ 172,909</b>

See notes to financial statements

**THE MANN ART GALLERY, INC.**  
**Statement of Cash Flows**  
**Year Ended December 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 74,570	\$ 28,070
Changes in non-cash working capital:		
Accounts receivable	(81,679)	(21,812)
Accounts payable	1,153	2,550
Deferred income	(55,785)	21,197
Prepaid expenses	(1,148)	-
PST payable (receivable)	1,038	1,643
Wages payable	427	627
Employee deductions payable	35,373	(13)
Restricted trust funds	(9,658)	17,737
	<u>(110,279)</u>	<u>21,929</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(35,709)</b>	<b>49,999</b>
Cash - beginning of year	<u>179,233</u>	<u>129,234</u>
<b>CASH - END OF YEAR</b>	<b>\$ 143,524</b>	<b>\$ 179,233</b>

See notes to financial statements

# THE MANN ART GALLERY, INC.

## Notes to Financial Statements

Year Ended December 31, 2020

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### 1. PURPOSE OF THE ORGANIZATION

The Mann Art Gallery, Inc. (the "organization") is a not-for-profit organization incorporated provincially under the Non-profit Corporations Act of Saskatchewan. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to engage and facilitate the development, presentation, and preservation of the visual arts in a diverse and inclusive community. The organization is located in Prince Albert, SK.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

#### Revenue recognition

The Mann Art Gallery, Inc. follows the deferral method of accounting for contributions.

Grant contributions are recorded as revenue in the period to which the contribution relates. Grant contributions approved but not received at the end of an accounting period is accrued. The portion of grant contribution that relates to a future period is deferred and recognized in a subsequent period in which the related expenses are incurred.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Self-generated and fundraising revenues are accounted for when there is persuasive evidence that an arrangement exists, delivery has occurred, the price is fixed or determinable, and collection is reasonably assured.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Cash equivalents

Highly liquid investments with maturities of one year or less at date of purchase are classified as cash equivalents.

#### Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

*(continues)*

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THE MANN ART GALLERY, INC.

Notes to Financial Statements

Year Ended December 31, 2020

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Permanent collection

In accordance with section 4441 of the CPA Canada Handbook, "Collections held by not-for-profit organizations," the cost of collections is not capitalized. \$12,277 of collections were expensed in 2020.

The value of the art objects are carried at a nominal value of \$1 in the books and records. Purchases of art are recorded as an operating expense in the year of acquisition. Articles of artwork are not for resale.

Tangible capital assets

The Organization follows the provisions of the CPA Canada Handbook section 4431, "Tangible capital assets held by not for profit organizations", which requires that capitalized assets be amortized. However, under 4431.03, organizations may limit the application of this section to the requirements in paragraph 4431.38 if the average of annual revenues recognized in the statement of operations for the current and preceding period of the organization and any entities it controls is less than \$500,000. Organizations meeting the criterion in paragraph 4431.03 and not following the other requirements of this Section must disclose the following:

- (a) the policy followed in accounting for tangible capital assets;
- (b) information about major categories of tangible capital assets not recorded on the statement of financial position, including a description of the assets; and
- (c) if tangible capital assets are expensed when acquired, the amount expensed in the current period

The organization has always expensed capital additions in the year of acquisition. However, in subsequent periods the organization will begin to capitalize tangible capital assets as their average annual revenues will exceed \$500,000

Tangible capital assets in the amount of \$ nil were expensed in the fiscal year ended December 31, 2020.

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3. CASH

	<u>2020</u>	<u>2019</u>
Bank Conexus Credit Union	\$ 2,672	\$ 126,141
Conexus Credit Union - redeemable equity account	312	312
Petty cash - curator	-	200
Petty cash	-	334
High Interest Savings	<u>140,540</u>	<u>52,246</u>
	<u>\$ 143,524</u>	<u>\$ 179,233</u>

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THE MANN ART GALLERY, INC.

Notes to Financial Statements

Year Ended December 31, 2020

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4. RESTRICTED TRUST FUNDS

	2020	2019
TFI Mann Acquisition Fund	\$ 14,598	\$ 14,697
Conexus Credit Union - Hicks trust fund account	9,447	9,613
Conexus Credit Union - P.C. fund account	6,281	6,264
TFI Popescul	2,178	2,272
Martinson Acq Fund	10,000	-
	<u>\$ 42,504</u>	<u>\$ 32,846</u>

Trust funds are held in individual savings accounts. Due to their restrictive nature they have been presented as long-term assets.

---

5. DEFERRED REVENUE

	2020	2019
Deferred Revenue - Sask Art Board	\$ -	\$ 31,500
Deferred Revenue - Dempsey/WolfBack	-	4,000
Deferred Revenue - Unearned Members CIF	665	1,400
Deferred Revenue - Winter Festival	-	20,000
	<u>450</u>	<u>-</u>
	<u>\$ 1,115</u>	<u>\$ 56,900</u>

Deferred contributions represent externally restricted operating funding received for specific purposes.

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6. SASKATCHEWAN ARTS BOARD GRANTS

The amounts reported in these financial statements as grant revenue from the Saskatchewan Arts Board is made up of a combination of Lottery and non-Lottery funding. This is made possible through the Partnership Agreement between the Saskatchewan Arts Board and SaskCulture Inc., which is the Trustee for the Culture Section of Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation. Under the terms of the agreement, SaskCulture Inc. allocates Lottery funds to the Saskatchewan Arts Board for the program(s) under which the grant was approved.

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7. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and monitors, evaluates and manages these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2020.

**(a) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its customers and accounts payable.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

**THE MANN ART GALLERY, INC.**

**Notes to Financial Statements**

**Year Ended December 31, 2020**

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**8. Impacts of COVID-19**

The outbreak of a novel strain of coronavirus ("COVID-19") was declared a global pandemic by the World Health Organization in March 2020. COVID-19 has severely impacted many economies around the globe. In many countries, including Canada, businesses were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

- General impact on operations and business practices - The gallery was forced to be closed to the public, by provincial and City of Prince Albert mandates, from the afternoon of March 17, 2020 until we reopened on July 14, 2020. Some employees continued to work onsite during the closure, while another primarily worked from home. Educational programming switched to virtual and outdoor delivery. Exhibitions were cancelled and rearranged over the current and next 2 years. The Education program could not deliver in-person tours to schools due to disruptions in the education system, and ran fewer art camps than usual and in a virtual format.

- Government assistance received - Mann Art Gallery received \$32,388 from the federal government designed for the heritage and culture sector through the Museums Assistance Program (MAP) Emergency COVID Relief in fall 2020.

- Going concern considerations – The annual "Wolf Back" fundraiser could not be held in January 2021 due to COVID-19 regulations. Concerns about whether corporate sponsors and private donors have the ability to financially support the gallery. Concerns about the availability of federal, provincial, and municipal funding for the Mann Art Gallery specifically and for the visual arts in general in the coming years as the financial impact of the pandemic is felt.

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**9. COMPARATIVE FIGURES**

Some of the comparative figures may have been reclassified to conform to the current year's presentation.

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THE MANN ART GALLERY, INC.

Schedule of Revenues  
(Schedule 1)

Year Ended December 31, 2020

	2020	2019
<b>Grants</b>		
City of P.A (Operating)	\$ 100,000	\$ 100,000
Sask Arts Board	62,999	68,374
Canada Council Operating Grant	36,000	28,000
Museum Assistance Program - Coivd-19 Emergency Releif Funding	32,388	-
Community Initiatives Grant	30,000	20,000
Sask Culture Aboriginal Art and Culture Leadership	18,500	-
Service Canada - Summer Jobs	16,495	4,338
Council Business & Arts - Arts Vest	6,637	-
Community Initiatives - Summer	5,000	5,000
Young Canada Works - Student	1,784	15,383
Sask Arts Board Micro Grant	-	2,000
Grants - Aboriginal Languages Initi	-	821
Community Grant Program	-	9,430
<b>Grants total</b>	<b>309,803</b>	<b>253,346</b>
<b>Self-Generated</b>		
Winter Festival Juried Art Show	8,220	3,831
Art Rental	1,814	4,473
Regular Membership	4,408	3,540
Gift shop - sales	2,710	8,746
Misc. Income	2,423	498
Workshops, Lectures	1,355	6,228
Interest	270	1,187
Interpretive Tours	142	1,787
Venue Rental	38	960
Bar Revenue	-	1,433
<b>Self-Generated total</b>	<b>21,380</b>	<b>32,683</b>
<b>Fundraising and Donations</b>		
Mann Donation (Operating)	15,000	30,693
Wolf Back	12,270	13,556
Mann Donation Perm. Collection	10,046	20,000
Martinson Acquisition	10,000	-
Donations	3,188	2,575
Other	83	279
Contributor Donor Membership	-	2,100
<b>Fundraising and Donations total</b>	<b>50,587</b>	<b>69,203</b>
<b>Grand Total</b>	<b>\$ 381,770</b>	<b>\$ 355,232</b>

See notes to financial statements

THE MANN ART GALLERY, INC.

Schedule of Expenses  
(Schedule 2)

Year Ended December 31, 2020

	2020	2019
<b>Administration</b>		
Equipment Purchases	\$ 60	\$ 6,592
Janitorial	6,903	6,115
Office Supplies - Software	350	6,063
Professional Fees - Accounting	6,180	5,656
Photocopier	4,734	4,509
Gift Shop Artist Payout	2,545	3,520
Professional Devel - Staff	235	2,799
Insurance	1,818	2,685
Advertising	1,322	1,732
Equip. Maintenance (IT Support)	186	760
Service Charges	143	738
Postage & Delivery	288	602
Square Fees	-	515
Staff Mileage	205	360
Curator	407	330
Dues	230	255
Professional Devel - Board	-	235
Facilities Improvements	2,652	-
Professional Fees - Bookkeeping	6,655	-
Insurance Damaged Art for Claim	7,259	-
Subscriptions	891	-
Telephone	4,406	3,252
<b>Administration total</b>	<b>47,469</b>	<b>46,718</b>
<b>Education</b>		
Education Supplies & Program	4,374	11,675
AACL Project - Supplies & programming	20,474	-
Education Contract Facilitators	3,387	-
<b>Education total</b>	<b>28,235</b>	<b>11,675</b>
<b>Exhibitions</b>		
Artist, Curator and Writer Fees	15,516	19,707
MAG Catalogues & Publications	2,975	3,052
Exhibitions Freight	434	1,651
Gallery Supplies	2,971	1,975
Contract Work (Gallery)	2,802	2,000
Winter Festival Art Show	7,220	9,019
Reception	519	1,853
<b>Exhibitions total</b>	<b>32,437</b>	<b>39,257</b>

(continues)

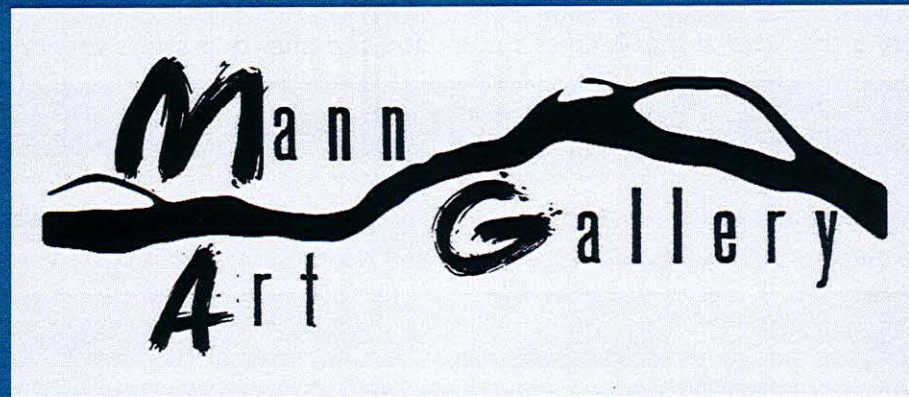
See notes to financial statements

**THE MANN ART GALLERY, INC.**  
**Schedule of Expenses** *(continued)*  
**(Schedule 2)**

**Year Ended December 31, 2020**

	<b>2020</b>	2019
<b>Fundraising total</b>	<u>7,630</u>	<u>13,289</u>
<b>Permanent Collection Resource Centre</b>		
Acquisitions - Mann Fund	12,277	24,363
Materials and supplies	1,656	7,672
Display	-	1,260
Acquisitions (in-kind)	<u>25</u>	<u>-</u>
<b>Permanent Collection Resource Centre total</b>	<u>13,958</u>	<u>33,295</u>
<b>Salaries, Wages, and Benefits total</b>	<u>177,473</u>	<u>182,929</u>
<b>Grand Total</b>	<u>\$ 307,202</u>	<u>\$ 327,163</u>

See notes to financial statements



## STRATEGIC PLAN

2017-2019

# Mann Art Gallery

## 3 Year Strategic Plan – 2017 to 2019

### EXECUTIVE SUMMARY:

<b>VISION</b>
The Mann Art Gallery is the catalyst that bridges culture and community through vitality in the visual arts.
<b>MISSION</b>
The Mann Art Gallery engages, facilitates, and stimulates the development, presentation, and preservation of the visual arts for the diverse community of Prince Albert and North Central Saskatchewan.
<b>VALUES</b>
<ul style="list-style-type: none"><li>✦ The Mann Art Gallery is defined by <i>positive and respectful relationships</i> – between and among its staff, volunteers, and board members as well as with its clients and stakeholders<ul style="list-style-type: none"><li>✦ The Mann Art Gallery is <i>inclusive, accessible and welcoming</i> – serving a diverse population and meeting a wide range of community needs and interests</li><li>✦ The Mann Art Gallery is <i>professional and knowledgeable</i> – operating with a high degree of professionalism in its artistic and business operations and its governance</li><li>✦ The Mann Art Gallery <i>supports and values artists</i>, who are at the centre of its operation and its programs.</li></ul></li></ul>

**Strategic Focus for 2017-2019: Enhancing the strength and stability of the Mann Art Gallery**

**STRATEGIC DIRECTIONS**

<i>Strategic Direction #1</i>	<i>Strategic Direction #2</i>	<i>Strategic Direction #3</i>
<i>The Mann Art Gallery has adequate space for programs and storage and environmental controls conducive to a professional art gallery</i>	<i>The Mann Art Gallery is financially supported through project and operating grants from three levels of government in line with our peer organizations and has strong benefactor, sponsor, fundraising and self-generated income</i>	<i>The Mann Art Gallery is perceived by the community as a vital service demonstrated by public support, high volunteer participation, and increased membership</i>

**2017-19 STRATEGIC OBJECTIVES and MEASURES**

<p>a. Improve the MAG capacity to present and store art (MS)</p> <ul style="list-style-type: none"> <li>○ Measure: Top 5 immediate storage needs resolved                             <ul style="list-style-type: none"> <li>▪ Target: By: mid 2017</li> </ul> </li> <li>○ Measure: Storage issues are identified and a plan to resolve is developed                             <ul style="list-style-type: none"> <li>▪ Target: By: end of 2019</li> </ul> </li> </ul>	<p>a. Increase Financial Sustainability (F)</p> <ul style="list-style-type: none"> <li>○ Measure: Continuity of programming                             <ul style="list-style-type: none"> <li>▪ Target: Current level of service is sustained</li> </ul> </li> <li>○ Measure: % increase in self-generated revenue                             <ul style="list-style-type: none"> <li>▪ Target: 5% per year</li> </ul> </li> </ul>	<p>a. Increase public support of and engagement in MAG (MS)</p> <ul style="list-style-type: none"> <li>○ Measure: % increase in the number of private donors                             <ul style="list-style-type: none"> <li>▪ Target: any increase over the life of the plan</li> </ul> </li> </ul>
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**2017-19 STRATEGIC OBJECTIVES and MEASURES (cont'd)**

<p>b. Develop and Implement a plan to finance improved environmental controls (F)</p> <ul style="list-style-type: none"> <li>○ Measure: Plan developed (board responsibility)             <ul style="list-style-type: none"> <li>▪ Target: By end of 2017</li> </ul> </li> <li>○ Joint plan with City in place re: how to advance the work             <ul style="list-style-type: none"> <li>▪ By: End of 2017</li> </ul> </li> <li>○ Measure: Capacity available to deliver the fund raising plan             <ul style="list-style-type: none"> <li>i. By: middle of 2018</li> </ul> </li> </ul>	<p>b. Define service levels and core staff and financial resources required to deliver them (IP)</p> <ul style="list-style-type: none"> <li>○ Measure: Work complete             <ul style="list-style-type: none"> <li>▪ Target: by Sept 2017</li> </ul> </li> </ul> <p>c. Develop and implement a procedure to identify and contact a corporate list (IP)</p> <ul style="list-style-type: none"> <li>○ List completed             <ul style="list-style-type: none"> <li>▪ By end of 2017</li> </ul> </li> </ul> <p>d. Develop and implement a process to educate City Council on the role and benefits of the Mann Art Gallery (IP)</p> <ul style="list-style-type: none"> <li>○ Process developed             <ul style="list-style-type: none"> <li>▪ By AGM 2017</li> </ul> </li> </ul> <p>e. Increase volunteer capacity to support fund raising and other events (LG)</p> <ul style="list-style-type: none"> <li>○ Measure: % increase in volunteer hours             <ul style="list-style-type: none"> <li>▪ Target: 10% per year</li> </ul> </li> <li>○ Measure: % reduction in banked hours by staff             <ul style="list-style-type: none"> <li>▪ Target: Any reduction (review after year 1 to</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Measure: % increase in attendance at MAG events             <ul style="list-style-type: none"> <li>▪ Target: 5% per year</li> </ul> </li> <li>○ Measure: % increase in membership:             <ul style="list-style-type: none"> <li>▪ Target: 5% per year</li> </ul> </li> <li>○ Measure: Increase in City operating grant             <ul style="list-style-type: none"> <li>▪ Target: Increase by end of 2019</li> </ul> </li> </ul> <p>b. Develop and implement a marketing plan (IP)</p> <ul style="list-style-type: none"> <li>○ Measure: Develop plan             <ul style="list-style-type: none"> <li>▪ Target: By end of 2018</li> <li>▪ Target: Establish further targets based on plan</li> </ul> </li> </ul>
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	update target)	
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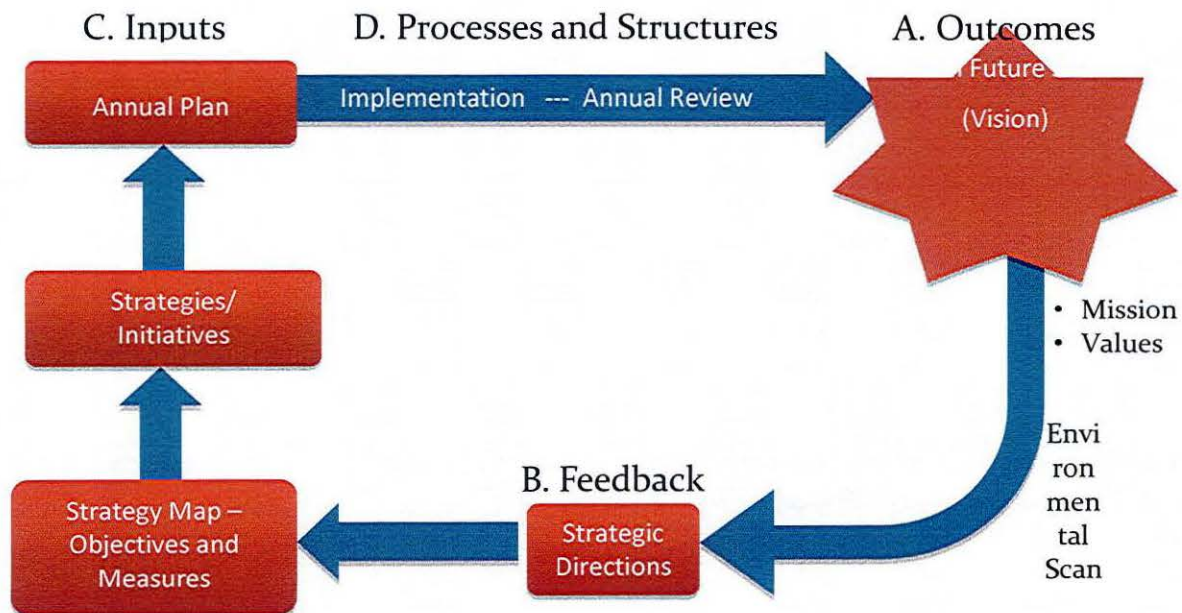
*\*The letters in brackets following objectives refer to how the objective was classified in relation to the Balanced Scorecard: (F) Financial; (MS) Members/Stakeholders; (IP) Internal Processes; (LG) Learning and Growth*

# Mann Art Gallery

## 3 Year Strategic Plan – 2017 to 2019

### BACKGROUND:

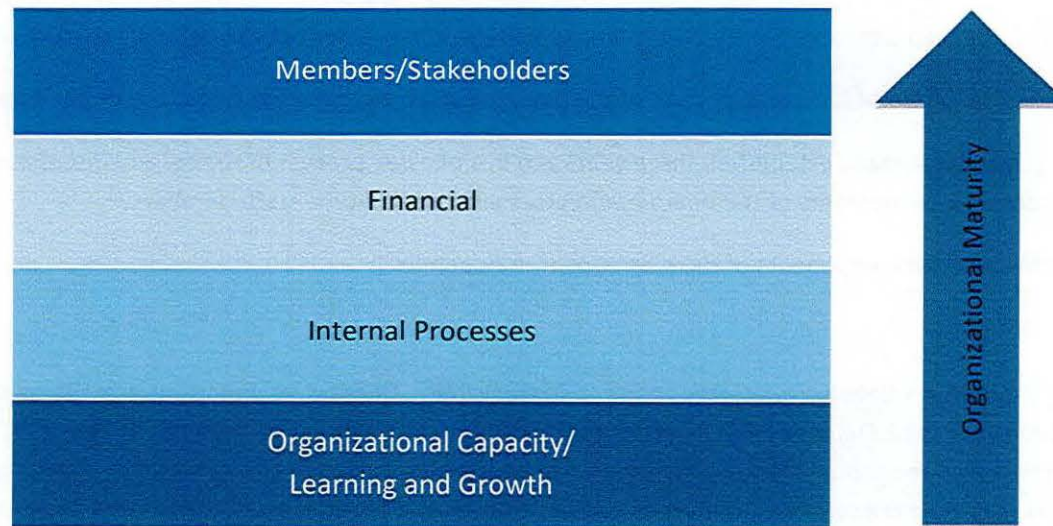
The Mann Art Gallery (MAG) has utilized two approaches to strategic planning. The first, the strategic management approach developed by the Haines Centre for Strategic Management, is a useful tool to conceptualize strategic planning. This approach is designed to be incorporated as a year-round, ongoing approach to management, rather than an occurrence that takes place once every three to five years. The model begins with the end in mind and works backwards to operational strategies, processes and structures and has annual review and renewal built into it. The approach was selected because it is entirely consistent with the Gallery's governance model, Policy Governance. The model is characterized in the graphic presented below.



The second model is the Balanced Scorecard approach. This method enhances the Haines model by providing the organization with more precise tools to examine its choices and identify how it is going to measure success.

The Balanced Scorecard presumes that, once an organization has determined its outcomes, it must recognize that there are four basic organizational mechanisms it can adjust to achieve the outcomes – Financial (F), Internal Processes (IP), Learning and Growth (LG), or Customers (in the case of a non-profit like MAG, this last category can be understood as including Stakeholders) (C). The model argues that any organization should balance its approaches so that its efforts are distributed among the four mechanisms.

**Note:** The bullets below were taken from several multi-group exercises where people were working independently and at the same time. The points are provided in full as they appeared in the group output. Therefore, there is considerable repetition in points. The repetition can be fairly interpreted as points that are agreed upon by many.



The method requires that organizations distribute their objectives into one of the four perspectives of the scorecard – each objective can appear only once. It requires consideration of the dependencies between objectives and analysis of the organization’s capacity and/or maturity.

It forces an organization to acknowledge its capacity and stage of development and clarify its intention for the objective. For example, an objective that speaks to financial viability would most likely be classified as a financial objective. However, in an organization where the financial management knowledge is weak and underdeveloped, a first step may be to develop the skills and knowledge to support financial viability, a learning and growth objective. The model generally recognizes a hierarchy in the quadrants where Learning and Growth objectives and Internal Process objectives support Financial and Customer/Client/Stakeholder objectives. These objectives would tend to come first in a developmental continuum. The clarity gained from the categorization of objectives according to the Balanced Scorecard also assists in clarifying how to measure success.

The Board of Directors of MAG assigned itself the task of determining the ideal future state, the strategic directions, and the strategy map, objectives and measures. In addition a few key initiatives were identified through the development of measures. The Director Curator has been tasked with the job of developing and implementing an operational plan that responds to the higher level strategic plan outlined by the board, including those few strategic initiatives identified by the board. The board's assessment of that plan will be based on the outcomes established and the extent to which the plan advances the organization towards the achievement of the defined measures.

This document provides the board of directors' portion of the plan, the strategic framework that will be the basis of ongoing annual planning.

The plan was built upon a plan already established three years ago in a one day process of review and discussion led by an external consultant. Participants in the process were members of the board of directors and two full-time staff members.

Definitions of the terms used for components of the plan appear in Appendix 4.

## **LOOKING BACK**

As a starting point, the Mann Art Gallery reviewed its current strategic plan. This was an important exercise as the organization had developed an ambitious plan three years ago. Details of the "*Looking Back*" analysis can be found in Appendix 1. Generally, the board was satisfied with the progress that had been made and thought the strategic plan had been helpful in guiding priorities and establishing direction. They also conducted an analysis regarding the keys and barriers to success. They found that the agenda had likely been more ambitious than it should have been given the conditions they were working in. The proposed new plan is significantly more focused.

## IDEAL FUTURE STATE

As a starting point, the participants reviewed their key foundational statements from their previous strategic plan. The Vision, Mission and Values were proudly reconfirmed.

## VISION

The Mann Art Gallery is the catalyst that bridges culture and community through vitality in the visual arts.

## MISSION

The Mann Art Gallery engages, facilitates and stimulates the development, presentation and preservation of the visual arts for the diverse community of Prince Albert and North Central Saskatchewan.

## VALUES

- The Mann Art Gallery is defined by *positive and respectful relationships* – between and among its staff, volunteers, and board members as well as with its clients and stakeholders
- The Mann Art Gallery is *inclusive, accessible and welcoming* – serving a diverse population and meeting a wide range of community needs and interests
- The Mann Art Gallery is *professional and knowledgeable* – operating with a high degree of professionalism in its artistic and business operations and its governance
- The Mann Art Gallery *supports and values artists, who are at the centre of its operation and its programs.*

## ENVIRONMENTAL SCANNING:

Once the ideal Future State was defined through Vision, Mission and Values work, the participants proceeded to analyse the Mann Art Gallery's current state by developing a SWOT analysis. Details of the SWOT analysis can be found in Appendix 2.

Key themes that emerged through this analysis:

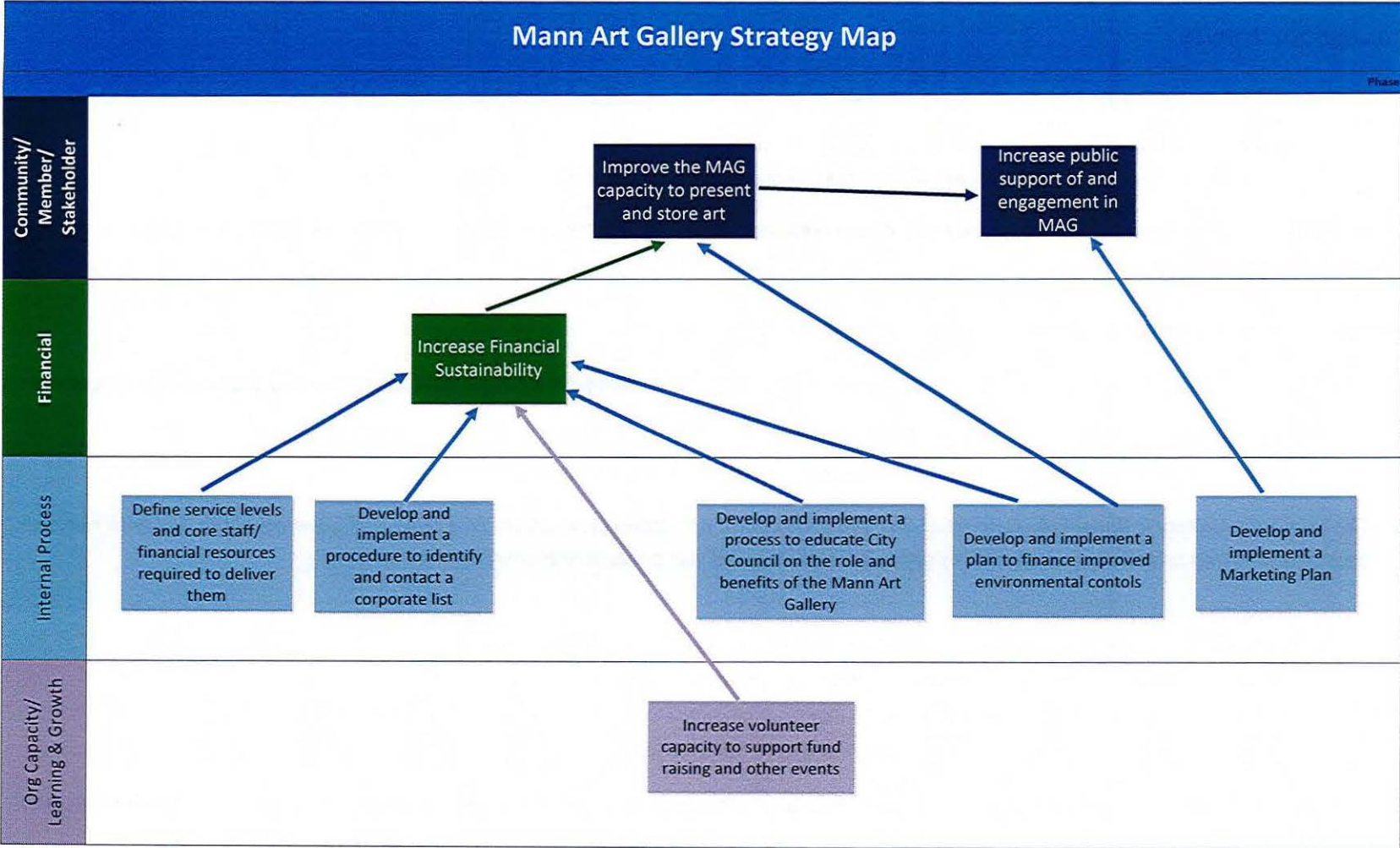
- Programming is considered to be a strong aspect of the organization – any growth in programs will need to be supported by increased staffing.
- The uncertainty of the place of the Mann Art Gallery in the EA Rawlinson Centre (the lack of a contract; conflict with the facility operator; uncertainty about City of Prince Albert priorities/expectations; etc.) is taking its toll on the organization
- The absence of appropriate environmental controls is affecting the organization’s ability to access touring shows and grant funding. The space simply doesn’t meet the standards required to move to the next level
- While strong efforts are being made in fund raising, the brunt of the effort is carried by a small number of people who are at risk for burn out. Diversifying revenue streams could help.
- Improved marketing, including tourism, general public awareness, advocacy, and group marketing opportunities would benefit the organization in many ways.

## STRATEGY MAP

Using the input of the future state decisions and the analysis of the organization’s current state through the *Looking Back* and *SWOT* exercises, participants began to put their minds to the changes they wanted to see over the next period. The work started with thinking about the community changes or improvements that were desired. After some group work and a review of that work, the participants determined that they wanted to continue to work with the strategic directions developed in 2013. These were revised to reflect the current context and one direction was dropped. The following represents the results of that work:

1. ***The Mann Art Gallery has adequate space for programs and storage and environmental controls conducive to a professional art gallery***
2. ***The Mann Art Gallery is financially supported through project and operating grants from three levels of government in line with our peer organizations and has strong benefactor, sponsor, fundraising and self-generated income***
3. ***The Mann Art Gallery is perceived by the community as a vital service demonstrated by public support, high volunteer participation, and increased membership***

These outcomes drove the development of the strategy map, which identifies specific changes or improvements that will drive the organization to these outcomes. The strategy map that was developed is depicted below.





## STRATEGIC OBJECTIVES

The strategy map was developed with a view to delivering on the strategic directions. As the map demonstrates, two key themes emerged:

- a. Assuring the financial sustainability of the organization
- b. Securing the environment within which the organization cared for, presented and stored its considerable collection

This represented a significant narrowing of the focus of the organization from its previous strategic plan and demonstrated an awareness of the importance of these issues and the challenge of putting anything else other than the delivery of day to day programs and services on the agenda. Participants, working in groups, identified and prioritized objectives by developing individual strategy maps for each strategic direction. These objectives were consolidated into the above strategy map and include:

1. ***The Mann Art Gallery has adequate space for programs and storage and environmental controls conducive to a professional art gallery***
  - a. Improve the MAG capacity to present and store art
  - b. Develop and Implement a plan to finance improved environmental controls
2. ***The Mann Art Gallery is financially supported through project and operating grants from three levels of government in line with our peer organizations and has strong benefactor, sponsor, fundraising and self-generated income***
  - a. Increase Financial Sustainability
  - b. Define service levels and core staff and financial resources required to deliver them
  - c. Develop and implement a procedure to identify and contact a corporate list
  - d. Develop and implement a process to educate City Council on the role and benefits of the Mann Art Gallery
  - e. Increase volunteer capacity to support fund raising and other events
3. ***The Mann Art Gallery is perceived by the community as a vital service demonstrated by public support, high volunteer participation, and increased membership***
  - a. Increase public support of and engagement in MAG
  - b. Develop and implement a marketing plan

## MEASURES AND TARGETS

Measures and targets were developed to clarify the progress the Mann Art Gallery intends to achieve through the period of this strategic plan.

### **1. *The Mann Art Gallery has adequate space for programs and storage and environmental controls conducive to a professional art gallery***

- a. Improve the MAG capacity to present and store art
  - i. Measure: Top 5 immediate storage needs resolved
    - o Target: By: mid 2017
  - ii. Measure: Storage issues are identified and a plan to resolve is developed
    - o Target: By: end of 2019
- b. Develop and Implement a plan to finance improved environmental controls
  - i. Measure: Plan developed (board responsibility)
    - o Target: By end of 2017
  - ii. Measure: Joint plan with City in place re: how to advance the work:
    - o Target: By: End of 2017
  - iii. Measure: Capacity available to deliver the fund raising plan
    - o Target: By: middle of 2018

### **2. *The Mann Art Gallery is financially supported through project and operating grants from three levels of government in line with our peer organizations and has strong benefactor, sponsor, fundraising and self-generated income***

- a. Increase Financial Sustainability
  - i. Measure: Continuity of programming
    - o Target: Current level of service is sustained
  - ii. Measure: % increase in self-generated revenue
    - o Target: 5% per year
- b. Define service levels and core staff and financial resources required to deliver them
  - i. Measure: Work complete
    - o Target: by Sept 2017

- c. Develop and implement a procedure to identify and contact a corporate list
    - i. Measure: List completed
      - o Target: By end of 2017
  - d. Develop and implement a process to educate City Council on the role and benefits of the Mann Art Gallery
    - i. Measure: Process developed
      - o Target: By AGM 2017
  - e. Increase volunteer capacity to support fund raising and other events
    - i. Measure: % increase in volunteer hours
      - o Target: 10% per year
    - ii. Measure: % reduction in banked hours by staff
      - o Target: Any reduction (review after year 1 to update target)
3. ***The Mann Art Gallery is perceived by the community as a vital service demonstrated by public support, high volunteer participation, and increased membership***
- a. Increase public support of and engagement in MAG
    - i. Measure: % increase in the number of private donors
      - o Target: any increase over the life of the plan
    - ii. Measure: % increase in attendance at MAG events
      - o Target: 5% per year
    - iii. Measure: % increase in membership:
      - o Target: 5% per year
    - iv. Measure: Increase in City operating grant
      - o Target: Increase by end of 2019
  - b. Develop and implement a marketing plan
    - i. Measure: Develop plan
      - o Target: By end of 2018
      - o Target: Establish further targets based on plan

## APPENDIX #1

### *LOOKING BACK: Review of 2013 Strategic Plan*

**Note:** The bullets below were taken from several multi-group exercises where people were working independently and at the same time. The points are provided in full as they appeared in the group output. Therefore, there is considerable repetition in points. The repetition can be fairly interpreted as points that are agreed upon by many.

- ***What is completed?***
  - Contract with the City is signed
  - City Council understands value of the gallery
  - Financial contributors have been increased
  - Initial steps of the plan are in place
  - Contract with the City
  - City Hall's understanding of MAG
  - Increased contributions from the City
  - More public awareness
  - Wolf Back has grown
  
- ***What is yet to be done?***
  - Secure environmental controls
  - The vault
  - City Council
  - Increase funding; developing a solid plan
  - Create a touring exhibition
  - Volunteer coordinator
  - Develop a marketing plan – a household idea
  - Vault storage; storage of paper works
  - Environmental controls
  - Increased financing from City

- 3 full-time staff
- Developing a marketing plan
- Volunteer coordinator (could Rhonda do this?)
- Touring exhibitions
  
- **Keys to Successes –**
  - Solid Board
  - Strategic Plan
  - Staff: good working relationship; professionalism
  - Jody Boulet; City of Prince Albert more aware of the arts
  - More city funding; building relationships with Council
  - Resolving staff board issues
  - Professionalism of staff
  - Inclusivity of everyone
  - Focus aided by having a strategic plan
  - Decision to drop Reel Rave
  
- **Barriers to success**
  - Funding; Environmental controls in the gallery
  - City Council level of support
  - Storage space
  - Public perception
  - Number of board members
  - Not enough staff; HR issue
  - Lack of funds/volunteers for
    - Financial sustainability (fund raisers)
  - Fear of unknown; risk assessment
  - Definition of level of service
  - Over reaching?

## APPENDIX #2

### Environmental Scanning

#### SWOT Analysis

**Note:** The bullets below were taken from several multi-group exercises where people were working independently and at the same time. The points are provided in full as they appeared in the group output. Therefore, there is considerable repetition in points. Those points appearing in bold were identified through a prioritization exercise as **most important**.

#### **Strengths:**

- Educated, professional, motivated staff
- Long history of gallery
- Facility and location
- Professional, motivated, diverse board
- Good inter/intra facility and City relationships
- Good media coverage
- Wolf acquisition/recognition
- **Education program diversity**
- Use of summer students and interns
- **Good relationships with other arts organizations in the city (IPAC, Arts Centre, Arts Board)**
- Open Saturdays
- Permanent collection
- Winter festival

#### **Weaknesses:**

- Poor storage/environmental controls
- Over-reaching tendencies
  - Education programming
  - Outside agencies
- **Understaffing: risk of burnout and fatigue**

- **Contact with volunteers**
- Marketing plan
- **Cultural diversity on board/staff**
- # of board members (should be odd to help with quorum)
- Attendance at AGM
- **Visitor demographics (lack of 20 to 35 year olds)**
  - The membership renewals are in an older age category. How do we increase renewal with a younger generation?
- **Leverage the capacity of board and staff to offset other demands on the Curator/Director. More balance!**
- Art rental underutilized

**Opportunities:**

- Federal funding? Government attitude
- Growth of downtown
- Art rental
- More recognition from south (e.g. Saskatoon)
- Arts community strong
- Mann family partnership
- **Corporate sponsorships**
- Involvement; people are ready
- Physical and geographical location is good
- Growth and education potential for....
- Community pride, ownership and sense of well-being
- Talk it up – freedom of speech
- More partnership
- **New city council (???)**

**Threats:**

- Funding availability
- **Reputation of art galleries – community perception**
- Long term staffing

- Availability of people who will volunteer
- New city council
- Provincial program; funds; government
- Economy
- Competition; duplication of service?



APPENDIX #3

Summary of Strategic Plan

Strategic Direction	Objective	Measure	Target			Notes
			2017	2018	2019	
1. The Mann Art Gallery has adequate space for programs and storage and environmental controls conducive to a professional art gallery	a. Improve the MAG capacity to present and store art)	i. Top 5 immediate storage needs resolved	X			By mid-year
		ii. Storage issues are identified and a plan to resolve is developed			X	By year-end
	b. Develop and Implement a plan to finance improved environmental controls	i. Plan developed (board responsibility)	X			By year-end
		ii. Joint plan with City in place re: how to advance the work	X			By year-end
		iii. Capacity available to deliver the fund raising plan		X		By mid-year
	2. The Mann Art Gallery is financially supported through project and operating grants from three levels of government in line with our peer organizations and has strong benefactor, sponsor, fundraising and self-generated income	a. Increase Financial Sustainability	i. Continuity of programming	X	X	X
ii. % increase in self-generated revenue			5%	5%	5%	
b. Define service levels and core staff and financial resources required to deliver them		iii. Work complete	X			By September
c. Develop and implement a procedure to identify and contact a corporate list		i. List completed	X			By year-end
d. Develop and implement a process to educate City Council on the role and benefits of the Mann Art Gallery		i. Process developed	X			By AGM
e. Increase volunteer capacity to support fund raising and other events		i. % increase in volunteer hours	10%	10%	10%	
		ii. % reduction in banked hours by staff	X	X	X	Target: Any reduction (review after 1 year to update target)

Strategic Direction	Objective	Measure	Target			Notes
			2017	2018	2019	
3. <i>The Mann Art Gallery is perceived by the community as a vital service demonstrated by public support, high volunteer participation, and increased membership</i>	a. Increase public support of and engagement in MAG	i. % increase the number of private donors	X	X	X	Target: Any increase over the life of the plan
		ii. % increase in attendance and MAG events	5%	5%	5%	Target: 5% per year
		iii. % increase in membership	5%	5%	5%	Target: 5% per year
		iv. Increase in City operating grant			X	Any increase by end of 2019
	b. Develop and implement a marketing plan	i. Develop plan		X		By year-end
					Establish further targets based on plan	

## APPENDIX #4

### Definitions

- **Strategy:** Strategy is an organization's approach to improvement or change. Strategy occurs on top of "business as usual". Strategy assumes:
  - Business as usual (BAU) is clearly defined and understood
  - There is capacity in the organization to undertake change or improvement
- **Strategic Planning:** In mature organizations, strategic planning generally focuses on the development of "strategy". Where "business as usual" is less clearly defined, strategic planning can also help clarify the broader general outcomes of the organization to which the BAU responds
- **Vision:** A statement that is high level and inspirational. It describes what will be different because the organization exists. It is written in the present tense, but describes a visionary future state. It typically covers a 10 to 20 year horizon at minimum.
- **Mission:** A non-profit or public sector organization is generally not the only contributor to the Vision. The mission describes the specific role or contribution the organization makes to the Vision. It describes mandate, purpose, or scope.
- **Values:** Values articulate any value-based guidelines you might place on the achievement of your Vision and Mission. Values tend to be about the behaviors an organization seeks to promote or discourage in the achievement of your Vision and Mission.
- **Strategic Directions:** Strategic directions are statements that breakdown of the Vision into themes generally achievable within the parameters of the Mission. They are focused on stakeholder/community results and answer the question, "What does success look like?" Strategic directions establish the framework for the plan. Similar to a Vision, they are written in the present tense but they describe a more concrete future state (usually a shorter time horizon – 5 to 10 years).

- **Objectives:** Objectives provide a description of the action/change required to achieve strategic directions. They are written beginning with a verb and can be quantified/measured in some way. Generally the time horizon of an objective is similar to that of the strategic plan itself (3 to 5 years).
- **Strategy Map:** A strategy map is a framework for developing objectives. In the non-profit or public sector, community/stakeholder result are the primary driver (the bottom line). A strategy map is a tool to develop objectives based on the levers that an organization can pull to achieve the results it is attempting to achieve. These are: Financial; Internal Process; and Learning and Growth (organizational capacity). The map can help understand the dependencies between objectives so that measures and targets can be developed



City of  
**Prince Albert**

*BI 21-23*

**TITLE:** Prince Albert Mobile Crisis

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**ATTACHMENTS:**

1. Prince Albert Mobile Crisis

**Functional Area:** PRINCE ALBERT MOBILE CRISIS  
**Department:** External Agencies  
**Fund:** General Fund

Prince Albert Mobile Crisis provides emergency intervention and support services to the people of the City of Prince Albert and surrounding areas. They are crisis intervention service, having no fee for service. The service they provide spans across the specific mandates of the community agencies and groups responsible for social and health programs. Funding for this program comes from four agencies: City of Prince Albert; Prince Albert Parkland Health Region; Ministry of Social Services and Ministry of Justice.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Grants and Donations	<b>\$43,600</b>	\$43,600	\$0
Total Expenses	<b>43,600</b>	43,600	0
Operating (Surplus) Deficit	<b>43,600</b>	43,600	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>43,600</b>	43,600	0

The complete 2022 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-19560-716	G&D	Mobile Crisis:Grants	\$43,600	\$43,600	\$43,600	\$43,600	\$0	\$0	\$43,600	\$0	\$43,600	-



***BI 21-9***

**TITLE:** Prince Albert Mobile Crisis Unit 2022 Budget Submission

**DATE:** October 4, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**ATTACHMENTS:**

1. 2022 Budget Submission

Written by: Megan Hendous, Operations Manager, Prince Albert Mobile Crisis Unit



RECEIVED  
SEP 10 2021  
CITY CLERK

*Budget Committee*

**Amber Soles**

---

**From:** Megan Hendous <m.hendous@pacrisis.ca>  
**Sent:** Friday, September 10, 2021 2:27 PM  
**To:** City Clerk  
**Cc:** Vicki Stewart  
**Subject:** RE: 2022 Funding  
**Attachments:** Annual Agreement and Budget.pdf; Board of Directors.pdf; Mission and Mandate.pdf; Employee Structure.pdf; MCU Financial Statements 2020-2021.pdf

Good Afternoon,

Attached are the documents for our 2022 budget submission.

Thanks,

**Megan Hendous**  
Operations Manager  
Prince Albert Mobile Crisis Unit  
Prince Albert Sexual Assault Centre  
Phone: 306-763-8181  
Fax: 306-922-9559  
[www.pacrisis.ca](http://www.pacrisis.ca)

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

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

### **MISSION/MADATE OF PRINCE ALBERT MOBILE CRISIS UNIT AND SEXUAL ASSAULT CENTRE**

Prince Albert Mobile Crisis Unit is a community-based organization providing crisis intervention services to Prince Albert and surrounding area. We offer emergency counselling and assistance to anyone who needs our help. The very nature of crisis intervention is to intervene at the time of crisis to avoid further physical or mental trauma. We can help with problems such as domestic/family violence, sexual assault, mental health – suicide, substance abuse, child abuse/neglect, lost children, person crises, financial problems, emotional problems, elderly abuse and many more.

The Sexual Assault Program currently offers short- and long-term counselling for victims of sexual assault/abuse. The mandate of the program is to provide support to, advocate for and empower survivors of sexual assault and domestic violence regardless of age, gender, race, or sexual orientation; as well as to educate and prevent. We support survivors through counselling, advocacy and empowerment. The program serves not only Prince Albert and surrounding area, but LaRonge, Pinehouse, Sucker River, Grandmothers Bay, Stanley Mission, Meadow Lake and many other remote Northern communities.

We also do prevention work/public education and provide training to the community, service providers, schools, etc. We have also been involved in many other sexual assault prevention initiatives and have provided an education program on sexual abuse and domestic violence.

Prince Albert Mobile Crisis  
Financial Statements

Prince Albert Mobile Crisis Unit	<b>Annual Agreement</b>	<b>Budget Projection</b>
Apr 2021 - Mar 2022		

## SALARY

FUNDING FOR SALARY	Annual Agreement	Budget Projection
Provincial Grant - MSS - Salary	938,789	938,789
Provincial Grant - MSS - Add Transport & Operating	57,295	57,295
Sask Justice - Program Staff	237,848	237,848
United Way	U/K varies	
<b>Total Funding for Salary</b>	<b>1,233,932</b>	<b>1,233,932</b>
<b>SALARY EXPENSES</b>		
Salary Full Time		
<i>Total Salaries Full Time</i>		<b>1,040,000</b>
Salary CSL		
<i>Total Salaries CSL</i>		<b>245,000</b>
WCB Wage Recovery ( - as it lowers the Salary Cost)		
<b>TOTAL SALARY</b>		<b>1,285,000</b>
Surplus (Deficit) for Salary		<b>(51,068)</b>

## BENEFITS

FUNDING FOR BENEFITS	Annual Agreement	Budget
Provincial Grant - MSS - Benefits	155,839	155,839
Sask Justice - Benefits	25,256	25,256
<b>Total Funding for Benefits</b>	<b>181,095</b>	<b>181,095</b>
Benefits		
<i>TOTAL Benefits for Full Time</i>		<b>166,000</b>

Prince Albert Mobile Crisis  
Financial Statements

<b>TOTAL Benefits for Casual</b>		<b>39,000</b>
<b>Blue Cross Variance</b>		
<b>WCB Expense</b>		<b>30,000</b>
<b>Total Benefits</b>		<b>235,000</b>
<b>Surplus (Deficit) for Benefits</b>		<b>(53,905)</b>

<b>Summary for Salary and Benefits</b>	<b>Annual Agreement</b>	<b>Budget</b>
<b>Funding for Salary</b>	<b>1,233,932</b>	1,233,932
<b>Funding for Benefits</b>	<b>181,095</b>	181,095
<b>Funds received to cover Total Payroll Costs</b>	<b>1,415,027</b>	<b>1,415,027</b>
<b>Salary Expense</b>		1,285,000
<b>Benefit Expense</b>		235,000
<b>Actual Total Payroll Costs</b>		<b>1,520,000</b>
<b>Surplus (Deficit) for Salary and Benefits</b>		<b>(104,973)</b>

THE (DEFICIT) REPRESENTS HOW MUCH PAYROLL COST OVER WHAT YOU ARE FUNDED FOR

## OPERATIONAL FUNDING AND COSTS

<b>FUNDING FOR NON-SALARY</b>	<b>Annual Funding</b>	<b>Budget</b>
Provincial Grant - MSS - Non Salary - Audit/Accounting	<b>2,322</b>	2,322
Provincial Grant - MSS - Non Salary - Conference Expenses	<b>4,020</b>	4,020
Provincial Grant - MSS - Non Salary - Insurance	<b>5,025</b>	5,025
Provincial Grant - MSS - Non Salary - Supplies	<b>9,045</b>	9,045
Provincial Grant - MSS - Non Salary - Telephone	<b>15,075</b>	15,075
Provincial Grant - MSS - Non Salary - Transportation	<b>18,090</b>	18,090
Provincial Grant - MSS - One Time IPS/FR Training		
Provincial Grant - MSS - Non Salary - Other	<b>2,010</b>	2,010
Provincial Grant - MSS - STAFF/RECRUIT/EDUC	<b>1,693</b>	1,693

Prince Albert Mobile Crisis  
Financial Statements

Provincial Grant - MSS - Recruitment and Retention	<b>13,315</b>	13,315
<b>Total MSS Funding for Non Salary</b>	<b>70,595</b>	<b>70,595</b>
Sask Justice - Building Costs	30,250	30,250
Sask Justice - Office Supplies - SAW	9,750	9,750
Sask Justice - Transportation	15,050	15,050
Sask Justice - Other Funds (Victim Comp)		
SK Health Authority	83,116	83,116
City of Prince Albert	43,600	43,600
Interest Revenue		
Donations		
SGEU and Other Reimbursements		
Other Revenue (& Training/Workshop Revenue SAW)		
<b>Total Other Funding for Non Salary</b>		<b>181,766</b>
<b>Total Funding for Non-Salary</b>		<b>252,361</b>

## OPERATIONAL FUNDING AND COSTS

OPERATIONAL COSTS		Budget
Audit - Accounting		
<b>Auditing/Accounting - Sub Total</b>		<b>8,000</b>
Purchased Services		
<b>Purchased Services - Sub Total</b>		<b>1,000</b>
Promotion		
<b>Promotion - Sub Total</b>		<b>1,000</b>
Conference/Training		
<b>Conference/Training - Sub Total</b>		<b>4,000</b>
Insurance		
<b>Insurance - Sub Total</b>		<b>12,000</b>
Supplies		
<b>Supplies - Sub Total</b>		<b>15,000</b>
Meetings		
<b>Meetings - Sub Total</b>		<b>1,500</b>
Telephone		
<b>Telephone - Sub Total</b>		<b>16,000</b>

## OPERATIONAL FUNDING AND COSTS

OPERATIONAL COSTS		Budget
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Prince Albert Mobile Crisis  
Financial Statements

<b>Transportation</b>		
<i>Transportation - Sub Total</i>		<b>10,000</b>
<b>Travel</b>		
<i>Travel - Sub Total</i>		<b>7,000</b>
<b>Computer</b>		
<i>Computers - Sub Total</i>		<b>3,000</b>
<b>Equipment/Furniture</b>		
<i>Equipment/Furniture - Sub Total</i>		<b>1,000</b>
<b>Sexual Assault Workers</b>		
<i>Sexual Assault Workers - Sub Total</i>		<b>5,000</b>
<b>Covid Expenses</b>		
<i>Covid Expenses- Sub Total</i>		<b>5,000</b>
<b>Building Costs</b>		
Office Maintenance		8,500
Utilities - Energy		4,000
Utilities - Power		8,000
Utilities - Water		1,100
Utilities - Other (ie. Garbage/Recycle Disposal)		1,000
Buliding Mortgage		7,000
Building Interest on Mortgage		13,000
<i>Other - Sub Total</i>		<b>42,600</b>
<b>Total Operational Costs</b>		<b>132,100</b>
<b>Surplus (Deficit) - Operational Costs</b>		<b>120,261</b>

## FINANCIAL SUMMARY

FUNDING		Budget
Total MSS Funding for Salary		<b>996,084</b>
Total Other Funding for Salary		<b>237,848</b>
Total MSS Funding for Benefits		<b>155,839</b>
Total Other Funding for Benefits		<b>25,256</b>
Total MSS Funding for Non-Salary		<b>70,595</b>
Total Other Funding for Non Salary		<b>181,766</b>
<b>Total Funding</b>		<b>1,667,388</b>

Prince Albert Mobile Crisis  
Financial Statements

<b>Operational Costs</b>		
Salary		1,285,000
Benefits		235,000
<i>Salary and Benefits - Subtotal</i>		<b>1,520,000</b>
Operating Costs		132,100
<b>Total Operational Costs</b>		<b>1,652,100</b>
<b>Operational Surplus (Deficit)</b>		
Allowance for Amortization of Capital Assets		15,000
Allowance for Gain(Loss) on Disposal of Assets		
Allowance for Reserve for Future Capital Purchases		
<b>Total Allowances</b>		<b>15,000</b>
<b>Overall Surplus (Deficit)</b>		<b>288</b>

**PRINCE ALBERT MOBILE  
CRISIS UNIT CO-OPERATIVE LTD.  
Financial Statements  
Year Ended March 31, 2021**



**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Index to Financial Statements**

**Year Ended March 31, 2021**

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Statement of Changes in Net Assets	5
Statement of Cash Flows	6
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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Prince Albert Mobile Crisis Unit Co-operative Ltd.

### *Qualified Opinion*

We have audited the financial statements of Prince Albert Mobile Crisis Unit Co-operative Ltd. (the Co-operative), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Co-operative as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Qualified Opinion*

In common with many not-for-profit organizations, the Co-operative derives revenue from fundraising and donations activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Co-operative. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2021, current assets and net assets as at March 31, 2021.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Co-operative in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Co-operative's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Co-operative or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Co-operative's financial reporting

(continues)

Independent Auditor's Report to the Members of Prince Albert Mobile Crisis Unit Co-operative Ltd.  
(continued)

process.

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Co-operative's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Co-operative's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Co-operative to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Saskatoon, Canada  
June 24, 2021

*Grant Thornton LLP*

Chartered Professional Accountants

**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Statement of Financial Position**

**March 31, 2021**

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 3)	\$ 187,845	\$ 324,711
Accounts receivable	6,536	859
Goods and services tax recoverable	1,498	3,039
Prepaid expenses	4,236	-
	<u>200,115</u>	<u>328,609</u>
<b>TANGIBLE CAPITAL ASSETS (Note 4)</b>	<b>437,878</b>	<b>99,413</b>
	<u>\$ 637,993</u>	<u>\$ 428,022</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 5,093	\$ 8,346
Interest payable	1,209	-
Vacation pay accrual	21,723	24,031
Employee deductions payable	(540)	34,263
Deferred contributions	-	10,900
Current portion of callable debt (Note 5)	7,905	-
	<u>35,390</u>	<u>77,540</u>
Callable debt due thereafter (Note 5)	259,714	-
	<u>295,104</u>	<u>77,540</u>
<b>NET ASSETS</b>		
Restricted Operating Funds	2,848	-
Unrestricted Funds	340,041	350,482
	<u>342,889</u>	<u>350,482</u>
	<u>\$ 637,993</u>	<u>\$ 428,022</u>

**ON BEHALF OF THE BOARD**

*Stacy Gray* Director  
*Jarvis Henderson* Director

See notes to financial statements

**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Statement of Operations  
Year Ended March 31, 2021**

	Budget (unaudited)	Restricted Operating Funds	Unrestricted Funds	Total 2021	Total 2020
<b>REVENUES</b>					
Saskatchewan Ministry of Social Services	\$ 1,203,059	\$ 1,203,059	\$ -	\$ 1,203,059	\$ 1,176,817
Saskatchewan Ministry of Justice	318,154	318,154	-	318,154	258,770
Prince Albert Parkland Health Region	92,164	92,164	-	92,164	83,116
Interest, other donations, and sundry	-	12,400	48,149	60,549	65,271
City of Prince Albert contributions	-	-	43,600	43,600	43,600
United Way contributions	-	-	28,416	28,416	22,725
Gains (losses) on disposal of assets	-	-	(5,610)	(5,610)	4,051
	<u>1,613,377</u>	<u>1,625,777</u>	<u>114,555</u>	<u>1,740,332</u>	<u>1,654,350</u>
<b>EXPENSES</b>					
Salaries and wages	1,252,658	1,341,742	30	1,341,772	1,331,873
Employee benefits	178,415	216,636	-	216,636	206,074
Office	24,000	30,373	4,567	34,940	7,606
Amortization	-	-	33,520	33,520	15,434
Equipment purchases	2,000	19,291	2,082	21,373	10,988
Interest on long term debt	-	-	13,768	13,768	-
Communications	-	13,144	-	13,144	10,325
Utilities	-	11,258	-	11,258	-
Insurance	5,000	11,166	-	11,166	7,037
Repairs and maintenance	-	9,330	-	9,330	-
Staff/recruitment/education	14,934	8,266	-	8,266	11,128
Vehicle operations	33,050	7,666	282	7,948	11,185
Purchased services	-	6,540	-	6,540	6,434
Promotion and publicity	-	5,193	-	5,193	5,242
Property taxes	-	4,662	-	4,662	-
Accounting fees	2,310	2,800	-	2,800	4,917
Legal fees	-	-	2,544	2,544	3,083
Education, conference, and travel	4,000	1,847	-	1,847	8,148
Interest and bank charges	-	-	1,218	1,218	1,144
Other - additional transport and operating (MSS)	57,010	-	-	-	-
Miscellaneous expenses (MoJ)	40,000	-	-	-	-
	<u>1,613,377</u>	<u>1,689,914</u>	<u>58,011</u>	<u>1,747,925</u>	<u>1,640,618</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ -</b>	<b>\$ (64,137)</b>	<b>\$ 56,544</b>	<b>\$ (7,593)</b>	<b>\$ 13,732</b>

See notes to financial statements

**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2021**

	Restricted Operating Funds 2021	Unrestricted Funds 2021	Total 2021	Total 2020
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ -	\$ 350,482	\$ 350,482	\$ 336,750
Deficiency of revenues over expenses	(64,137)	56,544	(7,593)	13,732
Interfund transfers	66,985	(66,985)	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 2,848</b>	<b>\$ 340,041</b>	<b>\$ 342,889</b>	<b>\$ 350,482</b>

See notes to financial statements

**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Statement of Cash Flows  
Year Ended March 31, 2021**

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ (7,593)	\$ 13,732
Items not affecting cash:		
Amortization of tangible capital assets	33,520	15,434
Loss (gain) on disposal of tangible capital assets	5,610	(4,051)
	<u>31,537</u>	<u>25,115</u>
Changes in non-cash working capital:		
Accounts receivable	(5,677)	(859)
Accounts payable	(3,252)	4,294
Deferred contributions	(10,900)	-
Prepaid expenses	(4,236)	-
Goods and services tax payable	1,541	(2,519)
Interest payable	1,210	-
Vacation pay accrual	(2,308)	4,243
Employee deductions payable	(34,803)	34,013
	<u>(58,425)</u>	<u>39,172</u>
Cash flow from (used by) operating activities	<u>(26,888)</u>	<u>64,287</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of tangible capital assets	(377,594)	(85,613)
Proceeds on disposal of tangible capital assets	-	11,828
Cash flow used by investing activities	<u>(377,594)</u>	<u>(73,785)</u>
<b>FINANCING ACTIVITIES</b>		
Proceeds from callable debt financing	275,500	-
Repayment of callable debt	(7,884)	-
Cash flow from financing activities	<u>267,616</u>	<u>-</u>
<b>DECREASE IN CASH FLOW</b>	<b>(136,866)</b>	<b>(9,498)</b>
Cash - beginning of year	<u>324,711</u>	<u>334,209</u>
<b>CASH - END OF YEAR (Note 3)</b>	<b>\$ 187,845</b>	<b>\$ 324,711</b>

See notes to financial statements

**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Notes to Financial Statements**

**Year Ended March 31, 2021**

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1. PURPOSE OF THE CO-OPERATIVE

Prince Albert Mobile Crisis Unit Co-operative Ltd. (the "Co-operative") is a not-for-profit organization incorporated provincially under the Non-profit Corporations Act of Saskatchewan. Management has determined that they are exempt from payment of income tax under Section 149(1) of the Income Tax Act.

The Co-operative operates to provide 24-hour crisis intervention and sexual assault counselling.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Revenue recognition

Prince Albert Mobile Crisis Unit Co-operative Ltd. follows the restricted fund method of accounting for contributions.

Restricted contributions from the Ministry of Social Services, Ministry of Justice, and Prince Albert Parkland Health Region related to general operations are recognized as revenue of the Restricted Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions, such as City of Prince Albert and United Way, are recognized as revenue of the Unrestricted Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Other income and recoveries, interest, other donation and sundry revenue is recognized in the period the funds are received.

*(continues)*

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PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.

Notes to Financial Statements

Year Ended March 31, 2021

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial instruments

The Corporation considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Corporation accounts for the following as financial instruments:

- cash
- trade and other receivables
- accounts payable
- vacation & sick time payable

A financial assets or liability is recognized when the Corporation becomes party to contractual provisions of the instrument.

Measurement:

The Company initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

Financial assets measured at cost or amortized cost less any reduction for impairment include cash, receivables, and deposits.

Financial liabilities measured at amortized cost include payables and vacation & sick time payable.

At the end of each reporting period, the Corporation assesses whether there are any indications that a financial asset (or group of similar financial assets) measured at cost or amortized cost may be impaired. When there is any such indication of impairment, the Corporation determines whether a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from that financial asset. Where this is the case, the carrying amount of the asset is reduced to the highest of the expected value that is actually recoverable from the asset either by holding the asset, by its sale or by exercising the right to any collateral, net of costs. The carrying amount of the asset is reduced directly or through the use of an allowance account and the amount of the reduction is recognized as an impairment loss in net income. Previously recognized impairment losses are reversed to net income if improvements occur.

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization and are amortized over their estimated useful lives on a straight-line basis at the following rates:

Buildings	40 years
Motor vehicles	7 years
Computer equipment	5 years
Furniture and fixtures	10 years

The Co-operative regularly reviews its tangible capital assets to eliminate obsolete items.

*(continues)*

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**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Notes to Financial Statements**

**Year Ended March 31, 2021**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Impairment of Long Lived Assets

The Co-operative tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

Callable debt

The Co-operative's demand loans are classified as current liabilities because the lender has the right to demand repayment within one year.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

3. CASH

	<u>2021</u>	<u>2020</u>
Diamond North Credit Union - operating	\$ 187,814	\$ 324,638
Petty Cash	31	73
	<u>\$ 187,845</u>	<u>\$ 324,711</u>

4. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	<u>2021 Net book value</u>	2020 Net book value
Buildings	\$ 365,000	\$ 14,600	\$ 350,400	\$ -
Motor vehicles	85,613	20,365	65,248	77,479
Computer equipment	19,974	19,974	-	-
Furniture and fixtures	68,139	45,909	22,230	21,934
	<u>\$ 538,726</u>	<u>\$ 100,848</u>	<u>\$ 437,878</u>	<u>\$ 99,413</u>

**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Notes to Financial Statements**

**Year Ended March 31, 2021**

**5. CALLABLE DEBT**

Diamond North Credit Union loan bearing interest at 5.5% per annum, repayable in monthly blended payments of \$1,869. The loan matures on April 1, 2025 and is secured by 15 - 15th Street which has a carrying value of 350,400. Loan is callable on demand.

Principal due in one year

	<u>2021</u>	<u>2020</u>
	\$ 267,619	\$ -
	<u>(7,905)</u>	<u>-</u>
	<u>\$ 259,714</u>	<u>\$ -</u>

Principal repayment terms are approximately:

2022	\$ 7,905
2023	8,351
2024	8,822
2025	9,320
2026	<u>233,221</u>
	<u>\$ 267,619</u>

**6. FINANCIAL INSTRUMENTS**

The Co-operative is exposed to various risks through its financial instruments and monitors, evaluates and manages these risks. The following analysis provides information about the Co-operative's risk exposure and concentration as of March 31, 2021.

**(a) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Co-operative is exposed to this risk mainly in respect of its receipt of funds from its contributors and other related sources, contributions to the pension plan, and accounts payable.

**(b) Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Corporation is exposed to credit risk from customers. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Corporation has a significant number of customers which minimizes concentration of credit risk.

Unless otherwise noted, it is management's opinion that the Co-operative is not exposed to significant other price risks arising from these financial instruments.

**7. PENSION PLAN**

The Co-operative is a member of a money purchase pension plan held at Standard Life for its employees. Standard Life is responsible for overseeing the management of the pension plan funds, including investment of assets. The Co-operative's pension expenses for 2021 were \$75,033 (2020 - \$75,917). The benefits accrued to the Co-operatives employees from the plan are calculated using the following: Funds contributed to the plan by the employer and employee and the plan accrual rate.

**PRINCE ALBERT MOBILE CRISIS UNIT CO-OPERATIVE LTD.**

**Notes to Financial Statements**

**Year Ended March 31, 2021**

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**8. SUBSEQUENT EVENTS**

The outbreak of a novel strain of coronavirus ("COVID-19") was declared a global pandemic by the World Health Organization in March 2020. COVID-19 has severely impacted many economies around the globe. In many countries, including Canada, businesses were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The Co-operative took steps to ensure that mandated health protocols were followed to protect both the public and its staff during the ongoing pandemic. There were also additional mandated health protocols to adhere to. Ongoing operations of the Co-operative will continue to be affected by the ongoing pandemic until health protocols are updated by the Province and adjusted or removed in response to the ongoing risk.

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**9. COMPARATIVE FIGURES**

Some of the comparative figures may have been reclassified to conform to the current year's presentation.

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**BOARD OF DIRECTORS  
2021-2022**

**BEAR, Kiley**  
Vice President

1084 Central Ave  
Prince Albert, SK S6V 7P3  
Email: [kfrantik@gmail.com](mailto:kfrantik@gmail.com)  
Occupation: Communications Manager  
City of Prince Albert

306-953-4367 (work)

**GRAY, Stacy**

Box 3003 1700-7<sup>th</sup> Ave NE  
Prince Albert, SK S6V 6G1  
Email: [stacygray01@hotmail.com](mailto:stacygray01@hotmail.com)  
Occupation: Pinegrove Correctional Centre

306-960-0334 (cell)

**HENDOUS, Janice**  
President

2979 Bliss Crescent  
Prince Albert, SK S6V 7N8  
Email: [h.hendous@shaw.ca](mailto:h.hendous@shaw.ca)  
Occupation: Retired

306-961-5791 (cell)

**NILSON, Chad**

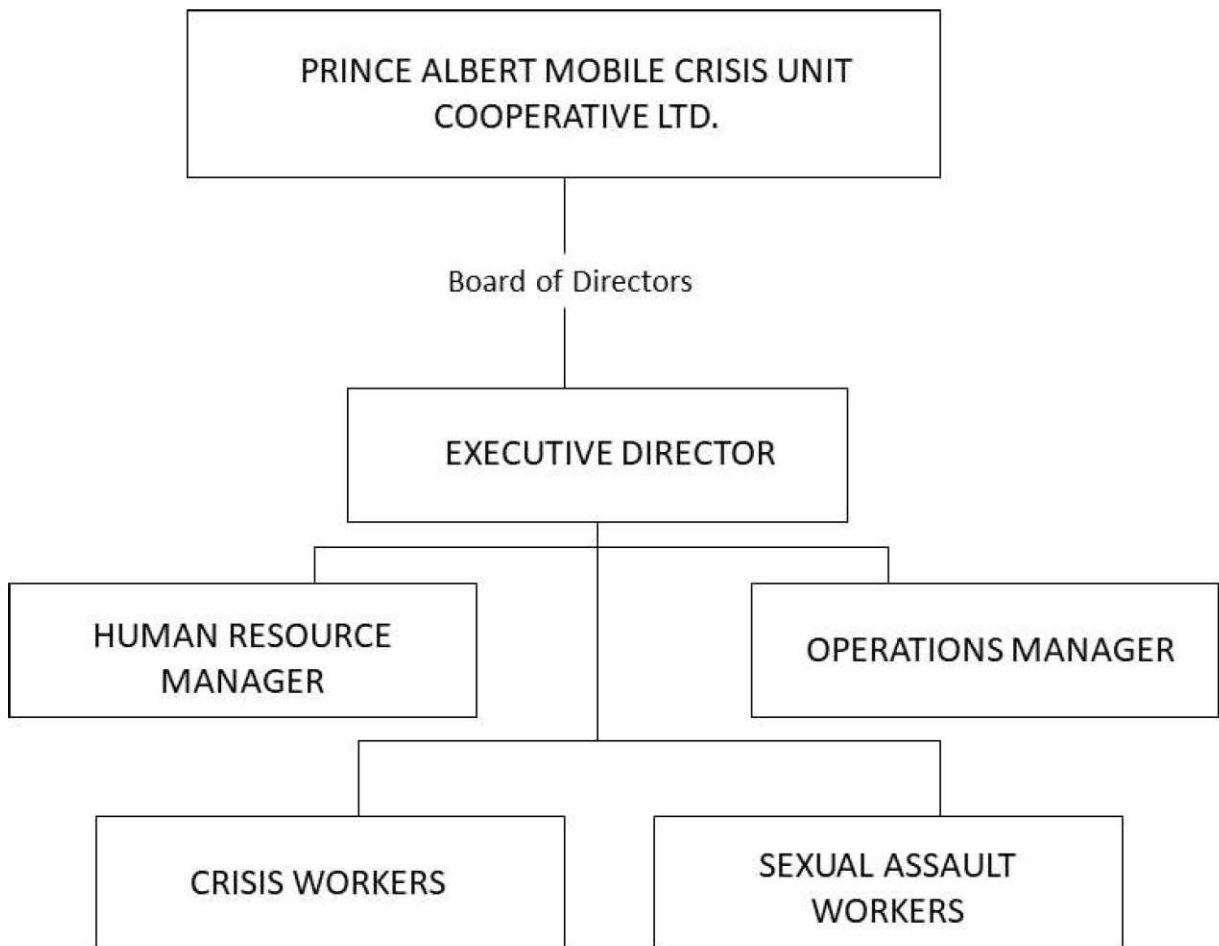
105 1004 1<sup>st</sup> Ave W  
Prince Albert, SK S6V 4Y4  
Email: [lscsi@hotmail.com](mailto:lscsi@hotmail.com)  
Occupation: Researcher Living Skies Centre

306-953-8384 (work)

<b>SCHOPP, Colleen</b>	801 15 <sup>th</sup> Street East Prince Albert, SK S6V 0C7 Email: <a href="mailto:colleen.schopp@rbc.com">colleen.schopp@rbc.com</a> Occupation: Banking Advisor RBC Royal Bank	306-953-5788 (work)
<b>HUNTER, Chrystina</b>	Box 793 Birch Hills, SK S0J 0G0 Occupation: Counsellor	306-941-7081 (cell)
<b>HADLAND, Brenda</b>	Box 27 Weldon, SK S0J 3A0 Occupation: Student Advisor	306-960-8335 (cell)



## EMPLOYEE STRUCTURE





City of  
**Prince Albert**

***BI 21-24***

**TITLE:** City Manager, City Solicitor, City Clerk, Mayor & Council

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

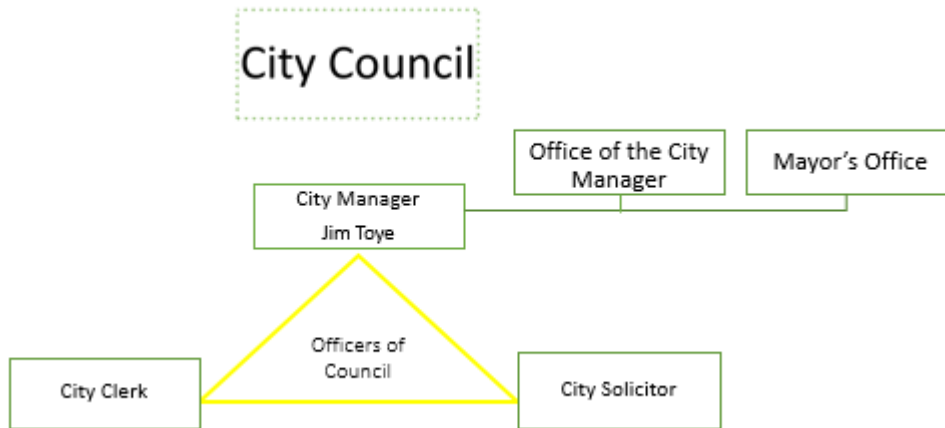
1. City Manager, City Solicitor, City Clerk, Mayor & Council



**SECTION SIX – CITY MANAGER, CITY SOLICITOR, CITY CLERK, MAYOR, AND CITY COUNCIL**



City of  
**Prince  
Albert**



Permanent Out of Scope FTE Total: 8.0  
Permanent In Scope FTE Total: 3.0  
City Solicitor – Contract: 1.0  
New Permanent Staffing FTE Requests: 0



**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$3,000)	(\$3,000)	\$0
Sundry	(800)	(800)	0
<b>Total Revenues</b>	<b>(3,800)</b>	(3,800)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	580,600	575,340	5,260
Contracted and General Services	7,450	15,750	(8,300)
Maintenance Materials and Supplies	21,360	25,750	(4,390)
<b>Total Expenses</b>	<b>609,410</b>	616,840	(7,430)
<b>Operating (Surplus) Deficit</b>	<b>605,610</b>	613,040	(7,430)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>605,610</b>	613,040	(7,430)

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #4 for RPT 21-394 – Corporate Records Management Program for additional information.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-41240-094	UCF	BOARD OF REVISION FEES:Non-Taxable Revenue	(\$12,330)	(\$8,410)	(\$9,260)	(\$3,000)	\$0	\$0	(\$3,000)	\$0	(\$3,000)	Board of Revision Fees received from Applications for Property Assessment Appeals. Any Assessment Appeal Fee refunds that are provided to the owner, are allocated to Account No. 1-2-12320-940. The difference between these amounts provide the revenue that the City would receive from Assessment Appeals submitted through the Board of Revision. In 2020, the Fees received were \$9,260 and the refunds of fees provided back to property owners was \$6,960. Therefore, the revenue the City received in regards to Assessment Appeal Fees in 2020 was \$2,300. We are anticipating for 2022 that due to the revaluation results, there may be more residents coming forward to appeal their assessments after receiving their tax notices.
2	1-1-41220-094	SUN	City Clerks:Non-Taxable Revenue	(\$998)	(\$300)	(\$890)	(\$800)	\$0	\$0	(\$800)	\$0	(\$800)	Revenue from renting older Ballot Boxes to External Agencies; Informal Requests for information submitted to the City Clerk's Office and Formal LAFOIP Requests submitted to the City. The actual amount received in 2021 was higher as a result of one specific LAFOIP request received that is not expected to recur in future years.
3	1-1-41245-094	SUN	Election Cost Recoveries:Non-Taxable Revenue	\$0	\$0	(\$116,262)	\$0	\$0	\$0	\$0	\$0	\$0	In an election year, any costs recovered from the Saskatchewan Rivers Public School and the Prince Albert Catholic School Divisions for the City conducting their elections are allocated to this account.
4	1-2-12120-111	SWB	CITY CLERK:Salaries Regular	\$442,651	\$464,938	\$417,362	\$479,060	\$0	\$2,640	\$481,700	\$0	\$481,700	Salary allocation for 6 1/2 employees within the City Clerk's Office: City Clerk, Corporate Legislative Manager, Records Coordinator, 1/2 Confidential Secretary (Shared with City Solicitor's Office), 2 Secretary II and Clerk Steno II. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-12120-112	SWB	CITY CLERK:Salaries Overtime	\$12	\$134	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-12120-114	SWB	CITY CLERK:Salary Casual Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-12120-115	SWB	CITY CLERK:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-12120-119	SWB	CITY CLERK:Payroll Benefits	\$86,346	\$92,847	\$82,422	\$96,280	\$0	\$2,620	\$98,900	\$0	\$98,900	Benefits allocation for 6 1/2 employees within the City Clerk's Office: City Clerk, Corporate Legislative Manager, Records Coordinator, 1/2 Confidential Secretary (Shared with City Solicitor's Office), 2 Secretary II and Clerk Steno II. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-19110-111	SWB	ELECTIONS:Salaries Regular	\$0	\$0	\$95,793	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-19110-112	SWB	ELECTIONS:Salaries Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-19110-115	SWB	ELECTIONS:Wages Regular	\$0	\$0	\$833	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-19110-119	SWB	ELECTIONS:Payroll Benefits	\$0	\$0	\$19,432	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-12120-239	CON	CITY CLERK:Consulting Services	\$75	\$700	\$425	\$1,350	\$0	\$0	\$1,350	(\$400)	\$950	Payments for the following Quasi-Judicial Boards: Development Appeals Board (3 hearings/yr) (5 mbrs @ \$25/hearing + \$25 for decision writing) - \$450 Property Maintenance Appeals Board (5 hearings/yr) (5 mbrs @ \$25/hearing + \$25 for decision writing) - \$500
14	1-2-12320-239	CON	BOARD OF REVISION:Consulting Services	\$10,327	\$6,883	\$3,524	\$14,400	\$5,100	\$0	\$9,300	(\$2,800)	\$6,500	Payment for the Remuneration of the Board of Revision: 3 members 4 year average = 2.5 hearing days/yr & 16 appeals/yr
15	1-2-19110-238	CON	ELECTIONS:Computer Services	\$0	\$0	\$1,622	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-19110-294	CON	ELECTIONS:Commissionaire Services	\$0	\$0	\$1,613	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-19110-299	CON	ELECTIONS:Other General Services	\$0	\$0	\$25,586	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
18	1-2-12120-211	MMS	CITY CLERK:Travel & Accommodation	\$1,053	\$1,457	\$0	\$1,700	\$0	\$0	\$1,700	\$100	\$1,800	Travel & Accommodation for City Clerk & Corporate Legislative Manager to attend the Saskatchewan Association of City Clerks Spring and Fall Sessions. The staff share accommodation to assist with costs. Travel & Accommodation for City Clerk & an additional staff to attend a Records or Privacy Conference during the year. The OIPC organizes a Conference each year.
19	1-2-12120-212	MMS	CITY CLERK:Postage & Freight	\$274	\$498	\$241	\$1,400	\$400	\$0	\$1,000	\$0	\$1,000	Regular postage, along with costs associated with Board of Revision & other Quasi-Judicial Boards [Property Maintenance Appeal Board & Development Appeals Board] Registered mailing legislative requirements. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
20	1-2-12120-213	MMS	CITY CLERK:Telephone	\$5,144	\$1,434	\$1,456	\$1,850	\$0	\$0	\$1,850	(\$100)	\$1,750	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
21	1-2-12120-215	MMS	CITY CLERK:Conventions & Delegations	\$0	\$0	\$0	\$1,100	\$0	\$0	\$1,100	\$0	\$1,100	Conference registration fee for the City Clerk and an additional staff member to attend a Records and Privacy Conference during the year. The OIPC organizes a conference each year.
22	1-2-12120-221	MMS	CITY CLERK:Advertising	\$0	\$302	\$0	\$0	\$0	\$0	\$0	\$0	\$0	There is various advertising that the City Clerk's Office does over the year for such things as the Board & Committee appointments, and public notices, but these are covered off within the Communications Budget with the Communications Manager.
23	1-2-12120-222	MMS	CITY CLERK:Publications & Subscriptions	\$32	\$46	\$0	\$50	\$0	\$0	\$50	(\$50)	\$0	There are no current publications that the City Clerk's Office requires. Previously, the City Clerk's office had a subscription for Municipal World, but that subscription has changed and is now paid through the Mayor's Office larger subscription.
24	1-2-12120-224	MMS	CITY CLERK:Memberships & Due	\$306	\$234	\$334	\$250	\$0	\$0	\$250	\$410	\$660	Membership for the following: 1. City Clerk & Corporate Legislative Manager - Saskatchewan Association of City Clerk's (\$150) 2. Confidential Secretary - Association of Administrative Professionals (\$85) 3. Records Coordinator - Association of Records Managers and Administrators (\$225) 4. Commissioner of Oaths - Records Coordinator & Confidential Secretary (\$200)
25	1-2-12120-234	MMS	CITY CLERK:Training Services	\$949	\$2,691	\$1,998	\$3,400	\$0	\$0	\$3,400	\$1,000	\$4,400	Local Government Administrator Certificate (UofR) - 2 employees - Winter & Fall sessions: Tuition Cost \$1,000/person/session - Total \$4,000 Estimated Cost for books \$100/person/session - Total \$400
26	1-2-12120-238	MMS	CITY CLERK:Computer Services	\$5,478	\$7,829	\$6,548	\$6,000	\$0	\$0	\$6,000	(\$6,000)	\$0	Computer Services amount has been transferred to the IT Division. Any software license or computer equipment costs that the City Clerk's Office has have been discussed with the IT Division and will be paid through their accounts.
27	1-2-12120-259	MMS	CITY CLERK:Purch Mtce-Other Equipment	\$1,838	\$3,747	\$0	\$200	\$0	\$0	\$200	\$300	\$500	Shredding Costs If the Summer Student is approved, the project of reviewing documentation in the basement for disposal based on the City's Records Retention Bylaw will be undertaken and therefore, there will be the requirement for more shredding and the cost for shredding in 2022 will increase.
28	1-2-12120-267	MMS	CITY CLERK:Rentals-Specialized Equipment	\$840	\$667	\$263	\$800	\$0	\$0	\$800	(\$50)	\$750	Photocopy costs for the Toshiba in the City Clerk's Office
29	1-2-12120-292	MMS	CITY CLERK:Print Shop Services	\$0	\$342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-12120-299	MMS	CITY CLERK:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-12120-541	MMS	CITY CLERK:Operating Supplies	\$677	\$1,317	\$1,050	\$7,500	\$0	\$0	\$7,500	(\$1,900)	\$5,600	Plan File Cabinet, along with supplies - \$5,000 New Chair for Clerk Steno - \$600

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
32	1-2-12120-544	MMS	CITY CLERK:Office Supplies	\$1,438	\$2,093	\$1,911	\$1,500	\$0	\$0	\$1,500	\$300	\$1,800	Cost of paper for the copier in the City Clerk's Office. Although the copier costs are shared with the City Solicitor's Office, Communications Division, IT Division and the Council Accounts, all the paper is paid for from the City Clerk's Office. Regular office supplies for the City Clerk's Office. 2018 - 2020 average is \$1,814.
33	1-2-12320-211	MMS	BOARD OF REVISION:Travel & Accommodation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-12320-212	MMS	BOARD OF REVISION:Postage & Freight	\$40	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Board of Revision postage & freight is paid through the City Clerks Office postage & freight.
35	1-2-12320-234	MMS	BOARD OF REVISION:Training Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000	Legislatively required yearly training for Board of Revision Members and Secretary.
36	1-2-12320-940	MMS	BOARD OF REVISION:Refunds	\$6,870	\$7,910	\$6,960	\$0	\$0	\$0	\$0	\$0	\$0	This is the Account where Assessment Appeal Fee refunds are allocated. We do not budget any dollar amount to this account as this is to balance against the board of revision fees revenue account 1-1-41240.
37	1-2-19110-211	MMS	ELECTIONS:Travel & Accommodation	\$0	\$0	\$221	\$0	\$0	\$0	\$0	\$0	\$0	-
38	1-2-19110-212	MMS	ELECTIONS:Postage & Freight	\$0	\$0	\$4,087	\$0	\$0	\$0	\$0	\$0	\$0	-
39	1-2-19110-213	MMS	ELECTIONS:Telephone	\$12	\$132	\$219	\$0	\$0	\$0	\$0	\$0	\$0	-
40	1-2-19110-221	MMS	ELECTIONS:Advertising	\$0	\$0	\$8,526	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-19110-234	MMS	ELECTIONS:Training Services	\$0	\$0	\$2,385	\$0	\$0	\$0	\$0	\$0	\$0	-
42	1-2-19110-263	MMS	ELECTIONS:Rentals-Building	\$0	\$0	\$13,671	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-19110-266	MMS	ELECTIONS:Rental-Mechanical Equipment	\$0	\$0	\$29,031	\$0	\$0	\$0	\$0	\$0	\$0	-
44	1-2-19110-292	MMS	ELECTIONS:Print Shop Services	\$0	\$0	\$17,242	\$0	\$0	\$0	\$0	\$0	\$0	-
45	1-2-19110-420	MMS	ELECTIONS:Allocation-Services	\$0	\$0	\$108	\$0	\$0	\$0	\$0	\$0	\$0	-
46	1-2-19110-460	MMS	ELECTIONS:Allocation - Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
47	1-2-19110-499	MMS	ELECTIONS:Allocation-Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
48	1-2-19110-511	MMS	ELECTIONS:Meeting Incidentals	\$0	\$0	\$389	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-19110-541	MMS	ELECTIONS:Operating Supplies	\$0	\$0	\$7,149	\$0	\$0	\$0	\$0	\$0	\$0	-
50	1-2-19110-544	MMS	ELECTIONS:Office Supplies	\$0	\$0	\$5,240	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022</b>	2021	(Favourable) Unfavourable
	<b>Budget</b>	Budget	Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$452,150</b>	\$451,920	\$230
Contracted and General Services	<b>1,980</b>	31,200	(29,220)
Maintenance Materials and Supplies	<b>65,170</b>	47,640	17,530
Total Expenses	<b>519,300</b>	530,760	(11,460)
Operating (Surplus) Deficit	<b>519,300</b>	530,760	(11,460)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>519,300</b>	530,760	(11,460)



1	Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
				Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
	1-1-41227-085	OGD	City Manager:Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-2-12110-111	SWB	CITY MANAGER:Salaries Regular	\$379,635	\$392,532	\$389,220	\$394,090	\$0	(\$790)	\$393,300	\$0	\$393,300	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-12110-119	SWB	CITY MANAGER:Payroll Benefits	\$53,122	\$57,690	\$55,423	\$57,830	\$0	\$1,020	\$58,850	\$0	\$58,850	payroll benefits for City Manager, Executive Assistant and Confidential Secretary in office. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-12110-131	SWB	CITY MANAGER:Vehicle Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Commencing Year 2027, the City Manager Vehicle Allowance is included in his salary \$650 x 12 = \$7,800
5	1-2-12110-299	CON	CITY MANAGER:Other General Services	\$0	\$1,114	\$0	\$1,200	\$0	\$0	\$1,200	(\$1,200)	\$0	Budget was previously for the Printing of the Annual Report however the last couple years that cost has been absorbed by the Communications Manager Budget
6	1-2-12111-239	CON	Corporate Governance:Consulting Services	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$1,980	\$1,980	Re-allocation of Budget from Telephone Budget for the costs of Strategic Planning Sessions held for Council 2021 Budget was for the hiring of an external consultant 2022 Budget will be for the Strategic Planning Sessions that are held by Mayor and Council
7	1-2-12110-211	MMS	CITY MANAGER:Travel & Accommodation	\$2,883	\$7,120	\$1,855	\$4,950	\$0	\$0	\$4,950	\$0	\$4,950	budget cut in Year 2021 to reduce taxation increase to \$0.00 below is the description of the budget for City Manager Travel
8	1-2-12110-212	MMS	CITY MANAGER:Postage & Freight	\$266	\$437	\$151	\$400	\$0	\$0	\$400	\$0	\$400	postage for City Manager's Office includes courier of packages relating to Agreement original for execution, City Manager correspondence. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
9	1-2-12110-213	MMS	CITY MANAGER:Telephone	\$2,661	\$3,597	\$3,912	\$3,500	\$0	\$0	\$3,500	\$2,700	\$6,200	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
10	1-2-12110-215	MMS	CITY MANAGER:Conventions & Delegations	\$1,351	\$1,485	\$450	\$2,400	\$0	\$0	\$2,400	(\$900)	\$1,500	Registration Fee for City Manager attendance at the SUMA Conference, CAMA Conference, and SUMA Golf Tournament.
11	1-2-12110-221	MMS	CITY MANAGER:Advertising	\$370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-12110-222	MMS	CITY MANAGER:Publications & Subscriptions	\$1,047	\$1,185	\$2,214	\$1,190	\$0	\$0	\$1,190	\$0	\$1,190	Municipal Network Subscription for entire City Departments 2018 Paid was \$1,015.38 2019 Paid was \$1,184.62 2020 Paid was \$1,058.75 2021 Paid was \$1,155 - charged against 2020 Yearend
13	1-2-12110-224	MMS	CITY MANAGER:Memberships & Due	\$178	\$437	\$185	\$200	\$0	\$0	\$200	\$300	\$500	increased to reflect the costs of memberships Year 2022 - budget increased for the Municipal Service Delivery Official Association Membership Fee
14	1-2-12110-234	MMS	CITY MANAGER:Training Services	\$1,429	\$3,022	\$0	\$5,250	\$0	\$0	\$5,250	\$0	\$5,250	Training budget for the City Manager, Executive Assistant and Confidential Secretary in office - training for excel, micro soft, asset management
15	1-2-12110-238	MMS	CITY MANAGER:Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-12110-267	MMS	City Manager:Rentals-Specialized Equipment	\$717	\$1,272	\$1,039	\$1,950	\$0	\$0	\$1,950	\$0	\$1,950	-

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
	1-2-12110-410	MMS	CITY MANAGER:Allocation-Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,910	\$16,910	Historically, requests for investments in new systems would be included in departmental operating budgets. That has created challenges for both council and IT to gain a big picture view of needs throughout the organization and respond accordingly. Many IT systems are dependent on one another. So, when planning is done independently, challenges arise leading to delayed or incomplete implementation and inefficient spending on IT investments. For 2022, the IT operating budget will include the services that were previously budgeted independently by departments under IT. Services will be allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This will help identify efficiencies, reduce duplication, better manage vendor relationships, and align the overall IT capital and operating budgets with long-term plans.
17	1-2-12110-511	MMS	CITY MANAGER:Meeting Incidentals	\$623	\$717	\$327	\$800	\$0	\$0	\$800	\$0	\$800	meeting incidentals for City Manager's office, includes meeting costs, refreshments, etc. 2014 Actual - \$993 2015 Actual - \$847 2016 Actual - \$919 2017 Actual - \$438 2018 Actual - \$623 2019 Actual - \$717 2020 Actual - \$327
18	1-2-12110-541	MMS	CITY MANAGER:Operating Supplies	\$4,719	\$2,921	\$3,370	\$6,900	\$0	\$0	\$6,900	\$0	\$6,900	this budget includes the Employee Family Christmas Party, Employee Staff Appreciation Barbecues, Long Service Awards, Kinsmen Water Park Night, crown shredding for the office, and operating supplies for the office (paper, binders, etc.) Due to COVID-19, events have been postponed. Request to keep the Budget for 2022 to hold the staff events
19	1-2-12110-544	MMS	CITY MANAGER:Office Supplies	\$1,398	\$2,280	\$1,916	\$1,720	\$0	\$0	\$1,720	\$500	\$2,220	Purchase of office supplies for the office 2014 Actual - \$2,062 2015 Actual - \$1,947 2016 Actual - \$1,167 2017 Actual - \$1,001 2018 Actual - \$1,398 2019 Actual - \$2,280 2020 Actual - \$1,916
20	1-2-12110-950	MMS	CITY MANAGER:Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-12111-212	MMS	Corporate Governance:Postage & Freight	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
22	1-2-12111-213	MMS	Corporate Governance:Telephone	\$0	\$151	\$1,876	\$2,500	\$0	\$0	\$2,500	(\$2,500)	\$0	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
23	1-2-12111-259	MMS	Corporate Governance:Purch Mtce-Other Equipment	\$0	\$0	\$8,395	\$0	\$0	\$0	\$0	\$0	\$0	Previously paid for costs associated with fixing the sound system in the Chamber. This is now an allocation through the IT Department for audits with service providers. Also fixing desks in Chamber, etc.
24	1-2-12111-267	MMS	Corporate Governance:Rentals-Specialized Equipment	\$0	\$1,731	\$788	\$1,000	\$0	\$0	\$1,000	\$400	\$1,400	Photocopy costs for the Toshiba is in the City Clerk's Office associated with all Council & Committee meeting copying.
25	1-2-12111-511	MMS	Corporate Governance:Meeting Incidentals	\$0	\$11,888	\$8,215	\$12,900	\$0	\$0	\$12,900	\$100	\$13,000	Meal, snack and refreshments costs for all Council and Committee meetings
26	1-2-12111-541	MMS	Corporate Governance:Operating Supplies	\$0	\$163	\$206	\$980	\$0	\$0	\$980	\$20	\$1,000	Increase to operating supplies. Payment of any furniture or items required within the Council Chamber or Lounge that remain. examples include framed portraits, chairs, coffee pots.
27	1-2-12111-544	MMS	Corporate Governance:Office Supplies	\$0	\$1,561	\$537	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Office Supplies consist of purchasing of binders or other office supplies required within the Chamber or Lounge that are disposable and will not remain. Examples include budget binders, pens for desks, disinfectant supplies.



**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Council Remuneration	<b>\$103,790</b>	\$100,260	\$3,530
Salaries Wages and Benefits	<b>79,680</b>	79,400	280
Maintenance Materials and Supplies	<b>13,980</b>	15,480	(1,500)
Total Expenses	<b>197,450</b>	195,140	2,310
Operating (Surplus) Deficit	<b>197,450</b>	195,140	2,310
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>197,450</b>	195,140	2,310

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-11100-191	CR	MAYORS OFFICE:Indemnities	\$85,808	\$95,983	\$95,857	\$96,260	\$0	\$0	\$96,260	\$2,530	\$98,790	Represents: Mayor's salary: \$86,079 RRSP: \$7,747 Per Diems: \$4,000 Group Benefit: \$956
2	1-2-11100-211	CR	MAYORS OFFICE:Travel & Accommodation	\$7,563	\$5,616	\$3,801	\$4,000	\$0	\$0	\$4,000	\$1,000	\$5,000	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), SARM Convention (Mar), Provincial Budget (Mar), CMC Meetings (May & Oct), FCM Conference (May/June), misc. vehicle rental, hotel, flights, gas and parking charges.
3	1-2-11100-111	SWB	MAYORS OFFICE:Salaries Regular	\$57,991	\$58,983	\$59,209	\$58,920	\$0	\$0	\$58,920	\$0	\$58,920	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. This represents 70% of Executive Assistant's salary.
4	1-2-11100-114	SWB	Mayors Office:Salary Casual Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-11100-115	SWB	Mayors Office:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-11100-119	SWB	MAYORS OFFICE:Payroll Benefits	\$14,420	\$13,799	\$13,681	\$12,680	\$0	\$280	\$12,960	\$0	\$12,960	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. This represents 70% of the salary wage and benefit cost for the Executive Assistant position.
7	1-2-11100-131	SWB	MAYORS OFFICE:Vehicle Allowance	\$7,800	\$7,800	\$7,800	\$7,800	\$0	\$0	\$7,800	\$0	\$7,800	The Mayor's travel budget is \$650 per month as per the Travel & Accommodation Policy which states, "The Mayor will be provided a \$650 per month vehicle allowance for in-City use of his personal vehicle to attend to City business."
8	1-2-11100-212	MMS	MAYORS OFFICE:Postage & Freight	\$47	\$77	\$0	\$100	\$0	\$0	\$100	\$0	\$100	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022. Postage is used for mailouts such as Certificate of Congratulations, Proclamations, Golden Shovel Awards, Golden Spade Awards, and general correspondence.
9	1-2-11100-213	MMS	MAYORS OFFICE:Telephone	\$2,594	\$1,412	\$1,942	\$2,350	\$0	\$0	\$2,350	(\$1,500)	\$850	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Budget represents cost of: 1 x landline (conf call machine), 3 x VOIP phones (Exec Asst, Mayor's Office and Council Lounge), Exec Asst BYOC program for \$235 and Mayor's monthly cell phone reimbursement of \$840.
10	1-2-11100-215	MMS	Mayors Office:Conventions & Delegations	\$3,024	\$4,555	\$4,175	\$3,680	\$0	\$0	\$3,680	\$0	\$3,680	Represents: State of the City Address (Jan) - \$3000 SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020
11	1-2-11100-221	MMS	MAYORS OFFICE:Advertising	\$863	\$158	\$940	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Purchase of advertisements in PA Daily Herald, PA Shopper, etc. and promotional items for Mayor's Office.
12	1-2-11100-222	MMS	MAYORS OFFICE:Publications & Subscriptions	\$414	\$582	\$551	\$550	\$0	\$0	\$550	\$0	\$550	Cost breakdown: PA Daily Herald subscription - \$153.53 Saskatoon Star Phoenix subscription - \$403.20
13	1-2-11100-224	MMS	Mayors Office:Memberships & Due	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-11100-234	MMS	MAYORS OFFICE:Training Services	\$89	\$399	\$2,995	\$500	\$0	\$0	\$500	\$0	\$500	Professional and certification courses for Executive Assistant.
15	1-2-11100-292	MMS	MAYORS OFFICE:Print Shop Services	\$70	\$32	\$0	\$100	\$0	\$0	\$100	\$0	\$100	-
16	1-2-11100-511	MMS	MAYORS OFFICE:Meeting Incidentals	\$1,307	\$2,074	\$859	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	Represents costs associated with Mayor's business meetings that fall over breakfast, lunch or supper as well as office supplies such as coffee, tea, sugar, cream, etc.
17	1-2-11100-541	MMS	MAYORS OFFICE:Operating Supplies	\$519	\$477	\$1,785	\$500	\$0	\$0	\$500	\$0	\$500	Used when replacement of coffee maker, ice maker, etc. is required. In 2021, was used for purchase of picture frames for artwork that has been gifted to the Mayor's Office.
18	1-2-11100-544	MMS	MAYORS OFFICE:Office Supplies	\$896	\$1,058	\$884	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	Purchase of paper, pens, binders, file folders, and other miscellaneous office supplies.

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
19	1-2-11100-549	MMS	MAYORS OFFICE:Other Supplies	\$661	\$610	\$1,119	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	\$4,000 represents the Mayor's Compassionate Fund. There is also a \$1,000 donation of deferred revenue to offset any overages.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Council Remuneration	<b>\$355,570</b>	\$326,360	\$29,210
Salaries Wages and Benefits	<b>30,380</b>	30,260	120
Maintenance Materials and Supplies	<b>24,580</b>	27,560	(2,980)
Total Expenses	<b>410,530</b>	384,180	26,350
Operating (Surplus) Deficit	<b>410,530</b>	384,180	26,350
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>410,530</b>	384,180	26,350

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-11300-211	CR	COUNCIL EXPENSE:Travel & Accommodation	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-2-11310-119	CR	WARD 1 COUNCILLOR:Payroll Benefits	\$1,185	\$2,242	\$2,101	\$1,850	\$0	\$120	\$1,970	\$0	\$1,970	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-11310-131	CR	WARD 1 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
4	1-2-11310-191	CR	WARD 1 COUNCILLOR:Indemnities	\$29,567	\$36,481	\$33,098	\$34,000	\$0	\$0	\$34,000	\$2,500	\$36,500	\$36,494 represents: Councillor salary: \$28,923 RRSP: \$2,603 Per Diems: \$3,000 Group Benefit: \$1,968
5	1-2-11310-211	CR	WARD 1 COUNCILLOR:Travel & Accommodation	\$3,890	\$1,926	\$1,363	\$2,600	\$0	\$0	\$2,600	\$1,000	\$3,600	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), FCM Conference (May/June), misc. vehicle rental, hotel, flights, gas and parking charges.
6	1-2-11320-119	CR	WARD 2 COUNCILLOR:Payroll Benefits	\$911	\$1,622	\$1,654	\$1,850	\$0	\$120	\$1,970	\$0	\$1,970	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-11320-131	CR	WARD 2 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
8	1-2-11320-191	CR	WARD 2 COUNCILLOR:Indemnities	\$29,267	\$32,902	\$32,598	\$34,000	\$0	\$0	\$34,000	\$2,500	\$36,500	\$36,494 represents: Councillor salary: \$28,923 RRSP: \$2,603 Per Diems: \$3,000 Group Benefit: \$1,968
9	1-2-11320-211	CR	WARD 2 COUNCILLOR:Travel & Accommodation	\$2,117	\$2,161	\$584	\$2,600	\$0	\$0	\$2,600	\$1,000	\$3,600	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), FCM Conference (May/June), misc. vehicle rental, hotel, flights, gas and parking charges.
10	1-2-11330-119	CR	WARD 3 COUNCILLOR:Payroll Benefits	\$888	\$1,550	\$1,663	\$1,850	\$0	\$120	\$1,970	\$0	\$1,970	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-11330-131	CR	WARD 3 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
12	1-2-11330-191	CR	WARD 3 COUNCILLOR:Indemnities	\$28,567	\$31,502	\$31,798	\$34,000	\$0	\$0	\$34,000	\$2,500	\$36,500	\$36,494 represents: Councillor salary: \$28,923 RRSP: \$2,603 Per Diems: \$3,000 Group Benefit: \$1,968
13	1-2-11330-211	CR	WARD 3 COUNCILLOR:Travel & Accommodation	\$2,397	\$0	\$637	\$2,600	\$0	\$0	\$2,600	\$1,000	\$3,600	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), FCM Conference (May/June), misc. vehicle rental, hotel, flights, gas and parking charges.
14	1-2-11340-119	CR	WARD 4 COUNCILLOR:Payroll Benefits	\$264	\$468	\$421	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-11340-131	CR	WARD 4 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
16	1-2-11340-191	CR	WARD 4 COUNCILLOR:Indemnities	\$31,062	\$38,747	\$35,615	\$36,300	\$0	\$0	\$36,300	\$830	\$37,130	\$37,126 represents: Councillor salary: \$28,923 RRSP: \$2,603 Per Diems: \$3,000 Group Benefit: \$2,603

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
17	1-2-11340-211	CR	WARD 4 COUNCILLOR:Travel & Accommodation	\$2,204	\$3,702	\$1,941	\$2,600	\$0	\$0	\$2,600	\$1,000	\$3,600	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), FCM Conference (May/June), CMC meetings (May/Oct), Provincial budget (Mar), misc. vehicle rental, hotel, flights, gas and parking charges.
18	1-2-11350-119	CR	WARD 5 COUNCILLOR:Payroll Benefits	\$872	\$1,561	\$2,112	\$1,850	\$0	\$1,080	\$2,930	\$0	\$2,930	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
19	1-2-11350-131	CR	WARD 5 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
20	1-2-11350-191	CR	WARD 5 COUNCILLOR:Indemnities	\$28,067	\$31,702	\$33,598	\$34,000	\$0	\$0	\$34,000	\$3,450	\$37,450	\$37,450 represents: Councillor salary: \$28,923 RRSP: \$2,603 Per Diems: \$3,000 Group Benefit: \$1,968
21	1-2-11350-211	CR	WARD 5 COUNCILLOR:Travel & Accommodation	(\$1)	\$0	\$1,066	\$2,600	\$0	\$0	\$2,600	\$1,000	\$3,600	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), FCM Conference (May/June), misc. vehicle rental, hotel, flights, gas and parking charges.
22	1-2-11360-119	CR	WARD 6 COUNCILLOR:Payroll Benefits	\$931	\$1,670	\$1,664	\$1,850	\$0	\$120	\$1,970	\$0	\$1,970	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
23	1-2-11360-131	CR	WARD 6 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
24	1-2-11360-191	CR	WARD 6 COUNCILLOR:Indemnities	\$30,067	\$34,002	\$32,798	\$34,000	\$0	\$0	\$34,000	\$2,500	\$36,500	\$36,494 represents: Councillor salary: \$28,923 RRSP: \$2,603 Per Diems: \$3,000 Group Benefit: \$1,968
25	1-2-11360-211	CR	WARD 6 COUNCILLOR:Travel & Accommodation	\$2,147	\$2,330	\$629	\$2,600	\$0	\$0	\$2,600	\$1,000	\$3,600	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), FCM Conference (May/June), misc. vehicle rental, hotel, flights, gas and parking charges.
26	1-2-11370-119	CR	WARD 7 COUNCILLOR:Payroll Benefits	\$904	\$1,036	\$1,607	\$960	\$0	\$630	\$1,590	\$0	\$1,590	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
27	1-2-11370-131	CR	WARD 7 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
28	1-2-11370-191	CR	WARD 7 COUNCILLOR:Indemnities	\$30,867	\$33,997	\$33,398	\$34,000	\$0	\$0	\$34,000	\$2,120	\$36,120	\$36,114 represents: Councillor salary: \$28,923 RRSP: \$2,603 Per Diems: \$3,000 Group Benefit: \$1,588.20

29	Category		2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code								Account Name	Adjustments	
	1-2-11370-211	CR	\$3,699	\$3,998	\$1,918	\$2,600	\$0	\$0	\$2,600	\$1,000	\$3,600	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), FCM Conference (May/June), misc. vehicle rental, hotel, flights, gas and parking charges.
	1-2-11380-119	CR	\$1,182	\$2,107	\$2,043	\$1,850	\$0	\$120	\$1,970	\$0	\$1,970	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
	1-2-11380-131	CR	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
	1-2-11380-191	CR	\$29,467	\$33,402	\$31,998	\$34,000	\$0	\$0	\$34,000	\$2,500	\$36,500	\$36,494 represents: Councillor salary: \$28,923 RRSP: \$2,603 Per Diems: \$3,000 Group Benefit: \$1,968
	1-2-11380-211	CR	\$3,307	\$2,009	\$629	\$2,600	\$0	\$0	\$2,600	\$1,000	\$3,600	\$1,000 was removed in 2021 due to COVID travel restrictions, but as all upcoming conferences are scheduled to have "in person" attendance this budget is being returned. As per the Travel & 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 the following events: SUMA Convention (Feb), FCM Conference (May/June), misc. vehicle rental, hotel, flights, gas and parking charges.
	1-2-11300-111	SWB	\$24,853	\$25,278	\$25,375	\$25,250	\$0	\$0	\$25,250	\$0	\$25,250	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
	1-2-11300-114	SWB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-11300-115	SWB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-11300-119	SWB	\$4,788	\$4,984	\$4,969	\$5,010	\$0	\$120	\$5,130	\$0	\$5,130	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
	1-2-11300-294	CON	\$264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-11500-239	CON	\$0	\$0	\$2,668	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-11300-212	MMS	\$240	\$0	\$60	\$200	\$0	\$0	\$200	\$0	\$200	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
	1-2-11300-213	MMS	\$553	\$0	\$109	\$100	\$0	\$20	\$120	\$0	\$120	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
	1-2-11300-221	MMS	\$3,260	\$1,021	\$3,585	\$4,300	\$0	\$0	\$4,300	\$0	\$4,300	Reflects purchase of promotional materials and advertising in PA Daily Herald and PA Shopper for graduation, Christmas, etc. Flyers for Council's Neighbourhood Watch events are charged to this account.
	1-2-11300-259	MMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-11300-267	MMS	\$1,303	\$0	\$1,448	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Represents 1/3 cost share for the photocopier located in the City Manager-Corporate Services Office.
	1-2-11300-511	MMS	\$10,999	\$0	\$26	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
46	1-2-11300-541	MMS	COUNCIL EXPENSE:Operating Supplies	\$759	\$0	\$731	\$5,600	\$5,000	\$0	\$600	\$2,000	\$2,600	The laminate walls and countertop panels are falling off. \$2000 represents cost to replace all laminate paneling. Replacement of flooring, wall coverings and toilet is not required. \$600 represents the purchase of 10 x Award of Merit frames (annual purchase).
47	1-2-11300-544	MMS	COUNCIL EXPENSE:Office Supplies	\$1,410	\$0	\$472	\$200	\$0	\$0	\$200	\$0	\$200	4 x boxes of photocopy paper are charged to this account annually (\$173.16 plus tax)
48	1-2-11310-215	MMS	WARD 1 COUNCILLOR:Conventions & Delegations	\$1,344	\$1,305	\$675	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	Represents: SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020 Other - \$50
49	1-2-11310-511	MMS	WARD 1 COUNCILLOR:Meeting Incidentals	\$0	\$0	\$86	\$0	\$0	\$0	\$0	\$0	\$0	-
50	1-2-11310-541	MMS	WARD 1 COUNCILLOR:Operating Supplies	\$423	\$299	\$279	\$500	\$0	\$0	\$500	\$0	\$500	For purchases made for home office supplies as per the Elected Official Policy.
51	1-2-11310-544	MMS	WARD 1 COUNCILLOR:Office Supplies	\$0	\$0	\$17	\$0	\$0	\$0	\$0	\$0	\$0	-
52	1-2-11320-215	MMS	Ward 2 Councillor:Conventions & Delegations	\$959	\$915	\$185	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	Represents: SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020 Other - \$50
53	1-2-11320-541	MMS	WARD 2 COUNCILLOR:Operating Supplies	\$478	\$435	\$479	\$500	\$0	\$0	\$500	\$0	\$500	For purchases made for home office supplies as per the Elected Official Policy.
54	1-2-11330-215	MMS	Ward 3 Councillor:Conventions & Delegations	\$999	\$390	\$0	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020 Other - \$50
55	1-2-11330-541	MMS	WARD 3 COUNCILLOR:Operating Supplies	\$442	\$447	\$204	\$500	\$0	\$0	\$500	\$0	\$500	For purchases made for home office supplies as per the Elected Official Policy.
56	1-2-11340-215	MMS	Ward 4 Councillor:Conventions & Delegations	\$959	\$1,050	\$255	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	Represents: SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020 Other - \$50
57	1-2-11340-541	MMS	WARD 4 COUNCILLOR:Operating Supplies	\$182	\$511	\$391	\$500	\$0	\$0	\$500	\$0	\$500	For purchases made for home office supplies as per the Elected Official Policy.
58	1-2-11350-215	MMS	Ward 5 Councillor:Conventions & Delegations	\$0	\$0	\$710	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	Represents: SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020 Other - \$50
59	1-2-11350-541	MMS	WARD 5 COUNCILLOR:Operating Supplies	\$0	\$0	\$477	\$500	\$0	\$0	\$500	\$0	\$500	For purchases made for home office supplies as per the Elected Official Policy.
60	1-2-11350-544	MMS	WARD 5 COUNCILLOR:Office Supplies	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
61	1-2-11360-215	MMS	Ward 6 Councillor:Conventions & Delegations	\$1,337	\$1,405	\$185	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	Represents: SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020 Other - \$50
62	1-2-11360-541	MMS	WARD 6 COUNCILLOR:Operating Supplies	\$0	\$511	\$477	\$500	\$0	\$0	\$500	\$0	\$500	For purchases made for home office supplies as per the Elected Official Policy.
63	1-2-11370-215	MMS	Ward 7 Councillor:Conventions & Delegations	\$1,404	\$1,305	\$720	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	Represents: SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020 Other - \$50
64	1-2-11370-541	MMS	WARD 7 COUNCILLOR:Operating Supplies	\$519	\$492	\$69	\$500	\$0	\$0	\$500	\$0	\$500	For purchases made for home office supplies as per the Elected Official Policy.
65	1-2-11370-544	MMS	Ward 7 Councillor:Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
66	1-2-11380-215	MMS	Ward 8 Councillor:Conventions & Delegations	\$1,344	\$960	\$40	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	Represents: SUMA Convention (Feb) - \$450 FCM Convention (May/June) - \$1020 Other - \$50
67	1-2-11380-541	MMS	WARD 8 COUNCILLOR:Operating Supplies	\$497	\$402	\$477	\$500	\$0	\$0	\$500	\$0	\$500	For purchases made for home office supplies as per the Elected Official Policy.
68	1-2-11500-511	MMS	Council-Strategic Planning:Meeting Incidentals	\$634	\$235	\$160	\$0	\$0	\$0	\$0	\$0	\$0	-



**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.

	<b>2022</b>	2021	(Favourable)
	<b>Budget</b>	Budget	Unfavourable
			Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$41,540</b>	\$41,360	\$180
Contracted and General Services	<b>362,700</b>	362,700	0
Maintenance Materials and Supplies	<b>1,270</b>	1,270	0
Total Expenses	<b>405,510</b>	405,330	180
Operating (Surplus) Deficit	<b>405,510</b>	405,330	180
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>405,510</b>	405,330	180

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-12150-111	SWB	CITY SOLICITOR:Salaries Regular	\$26,108	\$33,990	\$32,276	\$33,950	\$0	\$0	\$33,950	\$0	\$33,950	salary cost for Confidential Secretary at 50% The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-12150-119	SWB	CITY SOLICITOR:Payroll Benefits	\$3,652	\$7,374	\$6,957	\$7,410	\$0	\$180	\$7,590	\$0	\$7,590	payroll cost for Confidential Secretary at 50% The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-12150-232	CON	CITY SOLICITOR:Legal Service	\$220,371	\$543,889	\$504,245	\$362,700	\$0	\$0	\$362,700	\$0	\$362,700	City Council, at its meeting of October 13, 2020, approved the following motion respecting the Contract to Provide City Solicitor Services: "That Mitchell J. Holash, Q.C., continue his appointment as the City Solicitor for an additional two (2) year term from October 1, 2020 to September 30, 2022." The Contract states the following respecting payment of legal Services: (b) Remuneration for Guaranteed On-Site Legal Services: The City shall pay to the Contractor for the Guaranteed On-Site Legal Services during the Term the contract sum of Two Hundred and Forty-Five Thousand (\$245,000.00) Dollars per annum (plus applicable Goods and Services Tax and applicable Provincial Sales Tax ("Taxes") collectible at law by the Contractor), such contract sum to be paid in equal monthly installments of Twenty Thousand Four Hundred and Sixteen (\$20,416.66) Dollars and Sixty-Six Cents per month plus applicable GST and PST.
4	1-2-12150-211	MMS	CITY SOLICITOR:Travel & Accommodation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-12150-212	MMS	CITY SOLICITOR:Postage & Freight	\$32	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$100	postage for City Solicitor - mailing of letters, courier costs. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
6	1-2-12150-213	MMS	CITY SOLICITOR:Telephone	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-12150-215	MMS	CITY SOLICITOR:Conventions & Delegations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-12150-224	MMS	CITY SOLICITOR:Memberships & Due	\$0	\$84	\$84	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-12150-267	MMS	CITY SOLICITOR:Rentals-Specialized Equipment	\$573	\$466	\$386	\$360	\$0	\$0	\$360	\$150	\$510	re-allocation from office supplies
10	1-2-12150-511	MMS	CITY SOLICITOR:Meeting Incidentals	\$0	\$0	\$0	\$210	\$0	\$0	\$210	\$0	\$210	-
11	1-2-12150-541	MMS	CITY SOLICITOR:Operating Supplies	\$311	\$0	\$0	\$300	\$0	\$0	\$300	(\$150)	\$150	reallocation to Rentals Equipment as per costs
12	1-2-12150-544	MMS	CITY SOLICITOR:Office Supplies	\$0	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-

***RPT 21-394***

**TITLE:** Corporate Records Management Program

**DATE:** September 1, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the City undertake a Corporate Records Management Initiative Project, with two (2) distinct project outcomes, as follows:
  - a. Electronic Content Management Review; and,
  - b. Retention and Disposition of Corporate Non-Digital Records;
2. That one (1) non-permanent Clerk Steno be hired full-time for a four (4) month term each year over the next three (3) to five (5) years to complete retention and disposition duties for corporate non-digital records, located in the basement storage area; and,
3. That the \$16,100 cost to hire the term Clerk Steno be referred to the Budget Committee for consideration during the 2022 Budget deliberations.

**TOPIC & PURPOSE:**

The purpose of this report is to provide an understanding of the City's current corporate records management issues and to bring forward a Corporate Records Management Initiative Program for review and implementation.

**BACKGROUND:**

Globally, records management has been around for centuries and has evolved over time from a simple file folder structure system to a complex electronically digital folder structure. Technology has created a very different way of filing due to the many features that were not available in a non-digital filing system, such as enhanced searching and life-cycle capabilities like automated retention and disposition.

The GARP® Principles (Generally Accepted Recordkeeping Principles), published by the International Association of Records Managers and Administrators, constitutes a global standard and framework of good practices for records and information management programs. These principles are meant to provide organizations with a standard of conduct and guidelines for governing information. The implementation process would encompass the eight GARP® Principles, which is attached as supporting documentation.

As you are aware, technology has changed immensely and continues to evolve. Since non-digital based filing is becoming less common in many City departments, being replaced with network drives, emails and scanned documents, some of the following issues have been noted:

- lack of email management;
- requirement of resources to manage information from various sources (ie. Scanner, cell phones, tablets);
- properly retaining records in electronic format (ie. folder structures, naming conventions)
- expectation from external agencies to conduct business virtually.

In addition, the City receives numerous Access to Information Requests pertaining to various records that the City has in its control. As a result of these requests, we have discovered that:

- Records are not easily accessible, such as emails;
- Multiple versions or multiple copies exist of the same records;
- Records that were eligible for disposition, in accordance with the Retention Schedule, were retained unnecessarily and in some cases, pose a serious risk to the City;
- There is a lack of confidence that all the records were gathered for the request;
- Searching capabilities were inadequate and inefficient;
- The searching approach was inconsistent due to varying file systems or lack of file system.

Currently, the City does not have a Corporate Records Management Program. Over the years, attempts have been made to incorporate consistent file systems throughout the Corporation. However, these attempts were never fully implemented in each department due to various reasons, mainly the extensive time requirement from dedicated staff was a deterrent.

In 2001, the City Clerk's Office started utilizing a small Electronic Records Management System for filing electronic documents, from a Company known as Foremost, with the intent to roll-out the system to the entire Corporation. The system, at the time, had capabilities for enhanced searching, develop file systems, install automated retention codes, and provide generated disposition reports to comply with the City's Records & Disposition Bylaw. Upgrades to the System were completed in 2006 and again in 2009, due to the software version reaching its end of life. The upgrades were necessary due to meet the requirements of the web-based environment and customization that had been installed specifically for our purpose.

In December of 2020, the Documentum Electronic Records Management System was decommissioned for the following reasons:

- The program was heavily customized from the very beginning to fit our needs, so upgrades to the system needed specific consultant expertise. The IT Department did not have the knowledge/training or the time commitment that was required to upgrade the program.
- Upgrades for a consultant were costly (in 2009, upgrade services were \$60,480) and always increasing.
- Program was modified dramatically from when we first purchased it in 2000, when it was simply a records management program. Documentum today has evolved into an extremely complex high level management program for electronic records.
- Although the program was helpful for the City Clerk's Office and a select few in the corporation to search quickly, access to the program was limited to only those select few.
- Cost to purchase a seat for each user increased to approximately \$1,000, which increased yearly maintenance costs over time. The purchasing of seats is necessary to allow for expansion to corporate users to use the system to its full extent.
- The City's servers that maintained the program were in need of replacement.

Overall, the cost to maintain the system, secure hardware, upgrade customizations and roll-out to each Department would be extremely costly and was difficult to justify the return on investment. Through this experience, the City Clerk's Office has learned what works and what doesn't work in records management, and is looking forward to moving forward with a comprehensive review of the City's requirements to achieve a successful outcome.

In the last few years, with technology growing, most Departments have expressed their frustration with current file systems, the extreme amount of time to search and retrieve required documents and the extreme amount of duplicate copies of documents in multiple areas of the corporation. Many have requested assistance from I.T. and the City Clerk's Office in developing a solution for the various issues.

It is apparent, through our previous experiences, that neither the I.T. Department nor City Clerk's Office have the time, resources and expertise to solely implement a thorough review of corporate records and file systems for each department. We require assistance to ensure that this project gets the attention it needs to be successful. Therefore, it is imperative that a thorough review be conducted to successfully establish and implement a fully functional City-wide records management plan that will be easy to manage, address all current deficiencies, and be adaptable for future growth and changes.

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

To achieve the best results in a short period of time, it is being requested to divide the Corporate Records Management Initiative Project into 2 areas as follows:

1. Electronic Content Management Program; and,
2. Retention and Disposition of Corporate Non-digital Records.

## 1. Electronic Content Management Program

The strategic rationale to implement an electronic content management program stems from the importance of corporate records and information being considered valuable City assets that are required to:

1. preserve the corporate memory and archives;
2. support effective and informed decision making;
3. meet operational requirements and support service delivery;
4. safeguard vital, private and sensitive information;
5. minimize risk and protect legal, fiscal, and other interests;
6. foster professionalism and organization; and,
7. ensure compliance with legislative requirements.

Recordkeeping is a key resource in the operation of any organization and is used in a way to effectively support the activity of the organization. By having each department follow a designated file system in the same program, it is easier to manage and provides efficiencies over time.

In addition to the above, the Cities Act outlines the following Legislative requirements:

- Clause 85(2)(d) of *The Cities Act* – The Clerk shall ensure that the bylaws and minutes of council meetings and all other records and documents of the city are kept safe; and,
- Sections 89-92 of *The Cities Act* sets out the rules of certain municipal documents including the establishment of a Records and Retention Schedule. Currently, Bylaw No. 2 of 2003 outlines the Retention Schedule, however, there is a need for a comprehensive review of the Bylaw and Schedule to update it to address the technologic matters and Departmental requirements.

It should also be noted that City's must also adhere to the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP). As such, when access to information in the City's control is requested, there is a requirement to provide the information to the person requesting UNLESS there is an exemption from Part III of LAFOIP. When a formal request is made, there are legislated timelines (30 days, with possible 30 day extension) to provide a response to the Applicant. This includes time utilized by Departments in searching for responsive records. We have found over the last few years that a corporate-wide search of records is quite onerous and inefficient, as every Department retains and stores their records in different ways.

With a comprehensive review and assistance from various records management resources, we would be able to develop a Records Management Plan that integrates with the SharePoint platform of Microsoft Office for enterprise content management. This would meet the needs of the Corporation and alleviate any risks posed to the City by complying with the proper guidelines and consistent approaches throughout the Organization.

Within the Plan, we would identify where we need assistance and engage professionals in the records and information management industry. This process would assist in the development of a corporate-wide Plan that fits the needs of the Corporation by gathering information to gain a general understanding of the priorities in each department, which include:

- existing and current file systems;
- websites;
- network drives;
- emails accounts;
- current policies & procedures;
- organizational charts & department responsibilities;
- retention and disposal schedule; and,
- records and information long-term strategic plan.

In conclusion, some of the risks associated for all Departments with not proceeding with the project at this time are outlined as follows:

- Very likely possibility of mismanagement of records and loss of records
- Corporate memory loss with departure of long-term staff
- Continued lack of knowledge in records and information governance and inability to train staff on proper records management guidelines
- Departments will continue to work in unmanaged and inefficient file systems creating a larger problem over time
- Expenses allocated for additional servers to accommodate the accumulation of electronic records
- Possible expenses for additional storage space to accommodate physical records and/or hardware equipment.
- Internal attempts will continue to be made to assist with providing efficiency in each area, however, without a futuristic plan, any attempt will likely prove to be unsuccessful with limited staffing and resources.

The project will be assigned to the following teams, with the associated tasks/steps:

City Clerk's Office, with assistance from Information Technology (I.T.)

<b>Required Tasks &amp; Steps</b>	<b>Approximate Timeline</b>
Review the requirements and implementation plan	Spring, 2022
Implement plan into Records Program	Winter 2022
Training and full implementation of program used by all departments	Winter, 2023
Review and develop plan on email management	Fall 2023
Review and develop plan on archived records to establish appropriate retention and disposition	Spring 2025

### All Departments

Depending on review and the course of action, it is anticipated that designated staff in each department will be required to assist in providing information regarding current records management practices, file systems, business functions, etc. However, it is expected that there would be minimal impact from each Department to implement a file system addressing each of their business areas.

Since this project encompasses all City Departments and functions, there are some assumptions that the:

- Comprehensive review will be expected to develop a program that meets the needs of the Corporation to adhere to the legislated responsibilities relating to the records management retention, disposition and privacy.
- Records Management Plan will be adapted to function and mitigate risk to the City for all departments.
- Training and full implementation of the program will begin in January 2023.

## **2. Retention and Disposition of Corporate Non-digital Records**

Over the last several years, the City Clerk's Office, along with other Departments, have struggled to address the ability to review older records that have been placed in storage to determine if those records meet the retention to be disposed of or if those records have historical value. The basement storage area of City Hall has been designated as the records storage area for all corporate records.

A comprehensive thorough review is required in order to organize, categorize and determine the validity of all archived records in the basement storage area. For example, the City Clerk's storage basement area contains City records dating back to 1904, when the City was first incorporated. There may even be records older than 1904, when the City was established as a Town.

City Hall has many records that are being stored in boxes that we have inherited from other buildings that have never been reviewed. Some of these records may be required to be kept permanently, while other records might be considered transient, and could be disposed of in accordance with the City's Retention Bylaw.

The City Clerk's Office would like to establish a Retention and Disposition of Corporate Non-digital Records Program, whereby each year for the next 3 – 5 years the City hires a 4 month term Clerk Steno to address organizing, categorizing and ultimately retaining and disposing duties for archived non-digital corporate records, located in the basement storage area.

To determine whether this is a feasible Program, the City Clerk's Office would like to initially hire one (1) seasonal non-permanent Clerk Steno full-time for a four (4) month term to establish a process to organize and categorize records in preparation to retain or dispose of records in the basement storage area.



The spring/summer of 2022 would be an ideal time in the City Clerk's Office to trial the position and begin the task of addressing retention and disposition duties for corporate non-digital records, located in the basement storage area. This timeline is in between election and revaluation years and the office workload is typically not quite as onerous, so that we could have an available staff member to train and assist the term position.

This term position would focus on the achieving project and would include tasks such as:

- Data entry and standard clerical work
- Scanning and saving records electronically
- Review records to determine retention period
- Assisting with organization of disposition and shredding services
- Other office duties as required

### **CONSULTATIONS:**

The idea of establishing a corporate-wide records management program has been discussed over the years with various City employees, along with records managers and experts in this field. The City Clerk's Department has assisted various Departments in establishing some type of records management in the past. However, because there has not been a dedicated effort over time, the processes lack consistency and efficiency in the organization and show a lack of maintenance of file systems, network directories, archive records, etc.

Recently, this matter was brought forward to the Information Technology Administrative Group (ITAG). Representatives of the Group (from various Departments) have been supportive of this initiative. Over the last several years, many Departments have raised issues and expressed frustration of filing, searching, retaining and organizing a file system.

In regards to the term position, the City Clerk, Corporate Legislative Manager and Records Coordinator have had several meetings to discuss the feasibility, timing and actionable items that a this position could complete in order to move forward in a thorough and efficient records management clean-up.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

All departments will have a stake in this program since it is a corporate-wide Records Management Initiative. There will be a requirement to have at least one (1) dedicated staff member in each business area to assist as needed in determining the needs and requirements in each of those areas. The City Clerk's Office, along with Information Technology, will work together on this very important initiative.

If the term position is approved in the 2022 Budget, the City Clerk's Office will coordinate with Human Resources to post and hire the position for commencement in May, 2022.

**POLICY IMPLICATIONS:**

The following legislation will be reviewed to ensure compliance in records management requirements:

- The Cities Act
- Local Authority Freedom of information and Protection of Privacy Act
- The Electronic Information and Documents Act, 2000.

In addition, the following City policy documents will be reviewed and updated through the project:

- City's Records Retention and Disposal Bylaw
- City's Freedom of Information and Access to Information Policy

**FINANCIAL IMPLICATIONS:**

The \$80,000 cost for the Electronic Content Management Review has been included within the 2022 Business Systems Initiatives Request within the IT Department's Budget Report for consideration by the Budget Committee.

As the City transitions away from paper-based processes, cost savings related to storage space, retrieval time and disposition process will be realized. This program, once fully established, will be significantly effective in retrieving City records from all Departments to address access to information requests.

With respect to the term position, the estimated wage for a non-permanent Clerk Steno II is set as Step 1 for \$3,143 per month, which includes vacation and statutory pay. Therefore, for eighteen (18) weeks (4 month term), the estimated cost would be \$16,081.92, including those additional costs noted above.

In addition, there is a possibility of applying for a Federal grant for a summer student position, depending on the criteria of the program. The program information and criteria for this type of Grant is currently unavailable, and is anticipated to be available only in January, 2022. In the past, the City has typically been unable to access this grant, however, in 2021 (likely due to COVID), some City departments were successful in being approved for a summer student grant. It should be noted that the Canada Summer job program does not provide full grants, so the City should expect to budget for the full cost, and any additional monies would be a bonus.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are privacy implications and no options to recommendation.

**STRATEGIC PLAN:**

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

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

**OFFICIAL COMMUNITY PLAN:**

Section 4 – Decision Making outlines the following relevant goals:

- Educate and inform employees about City programs, issues and initiatives
- Increase stakeholders' 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 Presentation, Sherry Person, City Clerk

**ATTACHMENTS:**

1. Generally Accepted Recordkeeping Principles
2. Corporate Record Basement Archival Storage

Written by: Sherry Person, City Clerk

Approved by: Director of Corporate Services & City Manager

# ARMA INTERNATIONAL GARP<sup>®</sup>

GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES\*

## **Preamble**

Records and recordkeeping are inextricably linked with any organized activity. It is only through the information an organization records in the normal course of business that it can know what it has done and effectively plan what it will do in the future. As a key resource in the operation of any organization, records must be created, organized, secured, maintained, and used in a way that effectively supports the activity of that organization, including:

- Facilitating and sustaining day-to-day operations
  - Supporting predictive activities such as budgeting and planning
  - Assisting in answering questions about past decisions and activities
  - Demonstrating and documenting compliance with applicable laws, regulations, and standards
- 
- **Principle of Accountability**  
An organization shall assign a senior executive who will oversee a recordkeeping program and delegate program responsibility to appropriate individuals, adopt policies and procedures to guide personnel, and ensure program auditability.
  - **Principle of Integrity**  
A recordkeeping program shall be constructed so the records and information generated or managed by or for the organization have a reasonable and suitable guarantee of authenticity and reliability.
  - **Principle of Protection**  
A recordkeeping program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, secret, or essential to business continuity.
  - **Principle of Compliance**  
The recordkeeping program shall be constructed to comply with applicable laws and other binding authorities, as well as the organization's policies.
  - **Principle of Availability**  
An organization shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.
  - **Principle of Retention**  
An organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational, and historical requirements.
  - **Principle of Disposition**  
An organization shall provide secure and appropriate disposition for records that are no longer required to be maintained by applicable laws and the organization's policies.
  - **Principle of Transparency**  
The processes and activities of an organization's recordkeeping program shall be documented in an understandable manner and be available to all personnel and appropriate interested parties.

### **Preamble**

Records and recordkeeping are inextricably linked with any organized activity. It is only through the information an organization records in the normal course of business that it can know what it has done and effectively plan what it will do in the future. As a key resource in the operation of any organization, records must be created, organized, secured, maintained, and used in a way that effectively supports the activity of that organization, including:

- Facilitating and sustaining day-to-day operations
- Supporting predictive activities such as budgeting and planning
- Assisting in answering questions about past decisions and activities
- Demonstrating and documenting compliance with applicable laws, regulations, and standards

These needs can be fulfilled only if recordkeeping is an objective activity, fully insulated from individual and organizational influence or bias. To achieve this transparency, organizations must adhere to objective records and information management standards and principles, regardless of the type of organization, type of activity, or the type, format, or media of the records themselves. Without adherence to these standards and principles, organizations will have poorly run operations, legal compliance failures, and – potentially – a mask for improper or illegal activities.

The principles of recordkeeping have been well developed by those who are fully involved in records and information management. They form the basis upon which every effective records program is built and are the yardstick by which any recordkeeping program is measured. Regardless of whether an organization or its personnel are aware of them, they form the basis upon which that organization's recordkeeping will one day be judged.

It is in the general interest of all organizations, and of society itself, to be fully aware of these principles and to manage records and information assets in accordance with them. ARMA International published these eight Generally Accepted Recordkeeping Principles<sup>SM</sup> to foster general awareness of recordkeeping standards and principles and to assist organizations in developing records systems that comply with them.

These principles are comprehensive in scope, but general in nature. They are not addressed to a specific situation, industry, country, or organization, nor are they intended to set forth a legal rule for compliance that must be strictly adhered to by every organization in every circumstance. They are intended to set forth the characteristics of an effective recordkeeping program, while allowing flexibility based upon the unique circumstances of an organization's size, sophistication, legal environment, or resources. The objectivity of the principles, combined with a reasonable approach to applying them, will yield sound results for any organization: a responsive, effective, and legally compliant recordkeeping system.

**Principle of Accountability**

**An organization shall assign a senior executive who will oversee a recordkeeping program and delegate responsibility to appropriate individuals, adopt policies and procedures to guide personnel, and ensure auditability.**

- The senior executive in charge should establish a method to design and implement a structure to support the recordkeeping program.
- Governance structure should be established for program development and implementation.
- Necessary components include an accountable person and a developed program.
- A recordkeeping program should have documented and approved policies and procedures to guide its implementation.
- Auditability enables the program to validate its mission and be updated as appropriate.

A basic premise to sound recordkeeping is that within each organization, someone is designated as responsible for the overall program. This does not have to be a full-time responsibility, but it does need to be formally designated to someone in a senior-level position who has access to other senior executives and can ensure program implementation across the organization. The accountable senior executive will oversee the overall recordkeeping program, although this executive often will assign or designate other personnel to roles and tasks involved in different parts of the recordkeeping program.

A major responsibility for this executive is program development. As an on-going program, recordkeeping requires the program to be monitored for compliance and to identify any areas requiring improvement. The matters identified during the monitoring lead to program improvements, which the senior executive will oversee at the appropriate level.

Governance should be established through the organization, assigning defined roles and responsibilities to different staff so it is clear where responsibilities reside and how the chain of command works to build, implement, and upgrade the recordkeeping program. For example, sub-committees can be designated to help build policies or to define and implement technology.

For staff to know how to implement the recordkeeping program, it is essential to have program policies and procedures that are documented, formally approved, and communicated to personnel. Updates to the policy and procedures should be available to staff, as should recordkeeping training. All of this is designed to further standardize the program across the organization. This standardization enhances staff's efforts to effectively implement the recordkeeping program.

*Auditability* is the process designed to prove the program is accomplishing its goals, while seeking areas for improvement to further protect the organization and its records.

- Staff should be able to demonstrate program awareness.
- Records should be retained for the right amount of time and disposed of when no longer required.
- Policies should be kept up-to-date and cover all records media.
- Auditing should verify the status of complying with these standards.

An organization's recordkeeping audits should be reported to the board of directors (or its audit committee) to show program adherence in accordance with documented policies and procedures, requirements (for retention, privacy, access to records, and access controls, for example), and the organization's goals for its recordkeeping program.

**Principle of Integrity**

**A recordkeeping program shall be constructed so the records and information generated or managed by or for the organization have a reasonable and suitable guarantee of authenticity and reliability.**

*Integrity* of a record is directly related to the ability to prove that a record is authentic and unaltered. *Authenticity* requires proof that a document comes from the person, organization, or other legal entity claiming to be its author or authorizing authority.

An organization's executives are ultimately responsible for business records, as they are strategic and operational assets. Proper corporate governance and integrity of the information are important, and it is necessary to maintain the authenticity of records in all media over time. Investors and government regulators alike should expect the integrity of an organization's records and information.

Integrity of records in a recordkeeping environment should include the following:

- Correctness of and adherence to the policies and procedures of the organization
- Reliability of the information management training and direction given to the employees who interact with all systems
- Reliability of the records created
- An acceptable audit trail
- Reliability of the systems that control the recordkeeping including hardware, network infrastructure, and software

***Correctness of and adherence to the policies and procedures of the corporation***

To defend corporate governance and achieve legal and regulatory compliance, organizations must have implemented formal recordkeeping policies and procedures that have been approved by senior management. If formal support has not been obtained, records may be at risk of not being accepted in evidentiary value.

***Reliability of the information management training***

All employees are responsible to comply with the records management program and should be trained on the meaning, importance, and usage of the corporate policies and procedures.

***Reliability of the records created***

To ensure records are created, used, and managed in the usual and ordinary course of business, organizations must have consistent recordkeeping practices throughout the records life cycle.

***An acceptable audit trail***

Audit trails are essential in proving reliability of the recordkeeping actions of the organization. Acceptable audit and quality assurance processes should be in place.

***Reliability of the system***

The recordkeeping system must be reliable to prove reliability and integrity of the records. A record is only as reliable as the system in which it is maintained.



**Principle of Protection**

**A recordkeeping program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, secret, or essential to business continuity.**

Information generated by an organization in the course of business requires various degrees of protection. Such protection is mandated by laws, regulations, or corporate governance, and it is necessary to ensure that information critical to an organization's continued operation during or after a crisis is available. A recordkeeping program must ensure that appropriate protection controls are applied to information from the moment it is created to the moment it undergoes final disposition. Therefore, every system that generates, stores, and uses information should be examined with the protection principle in mind to ensure that appropriate controls are applied to such systems.

Information protection takes multiple forms. First, each system utilized must have an appropriate security structure so only personnel with the appropriate level of security or clearance can gain access to the information. This includes electronic systems as well as physical systems, using such measures as key card access restrictions and locked cabinets. This also requires that as personnel change jobs, their access controls are changed appropriately and immediately.

Second, this requires protecting information from "leaking" outside the organization. Again, this may take various forms – from preventing the physical files from leaving the premises by various mechanical and electronic means to ensuring that electronic information cannot be e-mailed, downloaded, or otherwise proliferated by people with legitimate access to the system. Sometimes, this information should not even be sent by e-mail – even among parties who have access to it – because such an exchange can jeopardize its security. An organization must also safeguard its sensitive records from becoming available on social networking sites and chat rooms by employees who may either inadvertently or maliciously post it there. It is prudent to have such safeguards clearly defined in organizational policy and, if necessary, to monitor sites for any postings that may violate this rule.

Where appropriate, controls and procedures for declassification of confidential and privileged information should be clearly defined and understood. There may be instances, however, when it may be necessary to allow security clearance exceptions. For example, outside counsel engaged to assist with a litigation action may need to access records that they otherwise would not be cleared to access.

Security and confidentiality must be integral parts of the final disposition processing of the information. Whether the final disposition is an accession to an archive, transfer to another organization, or preservation for permanent storage or destruction, the procedures must consider the principle of protection in defining the process. For example, confidential employee paper files should be handled for disposition only by employees with appropriate clearance and must be shredded or otherwise destroyed in an unrecoverable manner. Classified government records must retain their classification for the appropriate number of years even if they are transferred to an archive.

Finally, an organization's audit program must have a clear process to ascertain whether sensitive information is being handled in accordance with the outlined policies in the principle of protection.



**Principle of Compliance**

**The recordkeeping program shall be constructed to comply with applicable laws and other binding authorities, as well as the organization's policies.**

It is the duty of every organization to comply with applicable laws, including those for maintaining records. An organization's credibility and legal standing rest upon its ability to demonstrate that it conducts its activities in a lawful manner. The absence or poor quality of the records required to demonstrate this damages an organization's credibility and may impair its standing in legal matters or jeopardize its right to conduct business.

The duty of compliance affects a recordkeeping system in two ways:

1. The recordkeeping system must contain information showing that the organization's activities are conducted in a lawful manner.
2. The recordkeeping system is itself subject to legal requirements such as requirements to maintain tax or other records.

It follows from this that every organization must:

- Know what information must be entered into its records to demonstrate that its activities are being conducted in a lawful manner
- Enter that information into its records in the manner prescribed by law
- Maintain its records in the manner and for the time prescribed by law

An organization that is subject to codes of conduct, ethics rules, or other authorities is subject to a duty to comply with them also. To the extent that recordkeeping is required to demonstrate compliance with the code or rules, or the organization's records system is itself subject to the code or rules, the organization's records must be maintained in accordance with them.

A policy is an internal rule of conduct for the organization and the organization's own statements of what it deems to be correct conduct. By its nature, a policy imposes a duty of compliance upon the organization and its personnel. To comply with laws and other authorities, an organization must adopt and enforce suitable policies to direct and control its recordkeeping.

The precise manner and duties of compliance will vary from organization to organization. Some organizations may be subject to multiple laws and legal doctrines, as well as codes of ethics and other authorities. This may, in turn, require the organization to adopt and enforce multiple and stringent policies for recordkeeping. An organization that is subject to fewer regulations may need fewer recordkeeping policies to maintain compliance. Every organization, however, should draft and enforce its policies and conduct its activities in a manner reasonably calculated to ensure compliance with the totality of authorities applicable to it.

**Principle of Availability**

**An organization shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.**

Successful and responsible organizations must have the ability to identify, locate, and retrieve the records and related information required to support its ongoing business activities. These records are used by:

- Individuals and groups to reference, share, and support their work
- Legal and compliance for discovery and regulatory review purposes
- Numerous corporate functions to validate management decisions and account for the resources of the organization.

Having the right information available at the right time depends upon an organization's ability to nimbly search through enormous volumes of information.

As more routine business transactions are being conducted exclusively in electronic environments like e-mail, shared local area network drives, collaboration spaces, and websites, this is becoming increasingly difficult to sustain. These electronic environments offer a high degree of individual flexibility in how employees organize the materials they collect on a daily basis. However, this same flexibility results in expensive, time-consuming, and labor-intensive difficulties when specific pieces of electronic information are needed for business or regulatory purposes, months and years after they were originally created. These difficulties are further complicated if the records required are those of employees who have left the organization or of vendors who previously provided records custody for the organization.

Pinpointing complete and accurate information depends on 1) having an efficient and intuitive set of methods and tools to organize the records of the organization and 2) providing employees and agents with sufficient training to utilize these tools successfully. Information must be described during the capture, maintenance, and storage processes in such a way as to make retrieval effective and efficient. A routine approach to capturing descriptive information about the records (known as "metadata") must be documented and utilized in all records systems.

An added complication with electronic information is that even when the media on which it is recorded is available, its accessibility on that media can be uncertain due to its inherent fragility and impermanence. Electronic information needs to be routinely backed up to ensure that it can be restored if there is a disaster, a system malfunctions, or the data becomes corrupted. It also needs to be constantly migrated to currently supported hardware and software to sustain its ongoing accessibility.

To effectively manage the availability of its information assets at a reasonable cost, an organization should in the normal course of business regularly remove obsolete or redundant records and related information from its information systems. This will not only make those remaining records, which have ongoing value to the organization, more identifiable and accessible, but it will also enhance system performance and reduce the maintenance costs of storage, back up, and migration. However, removing unneeded information should occur in adherence with the organization's records retention policies, which should also provide for suspending disposition in the event of pending or ongoing litigation or audit.

An organization's personnel are more likely to retrieve and use information for better decision making and more effective work if it has well-designed storage processes and access to understandable, retrievable, relevant, and consistent information. With properly structured information, personal productivity is improved, storage costs are minimized, and the reliability and speed of retrieval are optimized. Further, complete and accessible records in a well-managed environment minimize inconsistent and erroneous

interpretation of the facts, simplify legal processes and regulatory investigations, and protect valuable information from being lost, corrupted, or stolen.



### **Principle of Retention**

**An organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational, and historical requirements.**

Business and government create enormous quantities of records each business day. To control the growth of these records, an organization needs a program to help maintain and destroy records that are no longer needed. Records retention programs specify the length of time business records must be retained. The retention program is based on the concept that information has a *life cycle*, which is the time period from the creation of a record to its final disposition.

Records document an organization's business operations and are essential to effectively managing that business. The ability to properly and consistently retain records is especially important today, as most records being created and stored are in electronic form.

Organizations make retention decisions based on the content and purpose of records. Retention periods are determined by following these requirements:

- **Legal and regulatory** – Federal, state, local, and even international laws mandate the retention of records and information for a specific period of time. To comply with these extensive laws and regulations, an organization must conduct legal research in consultation with legal counsel to determine all records retention requirements. Laws and regulations establish the minimum retention period for those records to which they pertain. Failure to comply with laws and regulations may result in costly penalties and loss of legal rights.
- **Fiscal** – Records that have financial or tax value must be retained to ensure the timely payment of obligations and the proper receipt of receivables, as well as to support the organization's financial audits and tax returns. Legal research and consultation with legal counsel must be completed to satisfy fiscal retention requirements.
- **Operational** – Once legal, regulatory, and fiscal requirements have been established, an organization must determine how long records are needed to satisfy its business needs. This is usually determined by interviewing the person(s) most knowledgeable about the operational value of each record type.
- **Historical** – Records that depict the history of an organization should be preserved for the life of that organization. Examples of historical records include articles of incorporation, bylaws, charters, and board of directors' minutes. Historical records normally constitute a very small percentage of an organization's total records volume.

Once its records retention requirements are determined, an organization must conduct a risk assessment to determine the appropriate retention period for each type of record. Retention decision makers must be aware that the presence or absence of records can be either helpful or harmful to the organization. Therefore, to minimize risks and costs associated with records retention, it is essential to immediately dispose of records after their retention period expires.

**Principle of Disposition**

**An organization shall provide secure and appropriate disposition for records that are no longer required to be maintained by applicable laws and the organization's policies.**

At the completion of the retention period for an organization's records, the records must be designated for disposition. In many cases, the disposition for records will be destruction. In other cases, the records may be returned to clients, transferred to another organization in connection with a divestiture, or transferred for ongoing preservation to an historical archives, library, or museum. In all instances, the organization must make a reasonable effort to ensure that all versions and copies of the records are included in the disposition. The organization must also document its disposition process.

If records are converted or migrated to new media, disposition of the previous media may also be warranted.

Disposition of relevant records must be suspended in the event of pending or ongoing litigation or audit. The organization should designate records that are to be held pending resolution of the litigation or audit and notify all affected personnel when the hold is issued and when the hold is released. Destruction of records must be performed in a secure manner, ensuring that records to be destroyed are transported securely and destroyed completely. The organization may choose to utilize "green" methods of destruction, but destruction must always be performed in a manner that renders the records completely and irreversibly destroyed.

The transfer of records to the custody of a historical archives, library, or museum should be documented as part of the organization's records retention policy. In general, disposition of records in this manner should be governed by appraisal of the records by a qualified professional. The appraisal should be based upon the historical or intrinsic value of the records. In some instances, the organization's records retention policy will designate which records are to be dispositioned in this manner.

**Principle of Transparency**

**The processes and activities of an organization's recordkeeping program shall be documented in an understandable manner and be available to all personnel and appropriate interested parties.**

Many parties have a legitimate interest in understanding the processes that govern the management of a recordkeeping program and the activities undertaken within it. In addition to the organization itself and its personnel, those parties include but are not limited to government authorities, auditors and investigators, litigants, and, for some organizations, the general public.

It is in the best interest of every organization, and of society in general, that all parties clearly understand:

- The organization conducts its activities in a lawful and appropriate manner.
- The recordkeeping system accurately and completely records the activities of the organization.
- The recordkeeping system is itself structured in a lawful and appropriate manner.
- Activities conducted to implement the recordkeeping program are conducted in a lawful and appropriate manner.

The clearest and most durable evidence of these things are records. In the case of a recordkeeping program, those records include recordkeeping policies and procedures and transactional records of the activities undertaken during the course of the recordkeeping program. To ensure that interested parties will have confidence in them, records documenting the recordkeeping program must themselves adhere to the fundamentals of records management. They should:

- Document the principles and processes that govern the program
- Accurately and completely record the activities undertaken to implement the program
- Be written or recorded in a manner that clearly sets forth the information recorded
- Be readily available to legitimately interested parties

The information recorded in these records and the extent to which they are available to interested parties will vary depending upon the circumstances of the organization.

An organization that is subject to open records laws may need to make all records available to any person upon request. Other organizations may have a legitimate need to protect confidential or proprietary information, and they may therefore reasonably put in place procedures designed to control access to information. Complex and highly regulated recordkeeping systems may require extensive records documenting them. Simple systems may require only a few. In each case, however, the rationales and outcomes should be clear to legitimately interested parties.

Every organization must therefore create and manage the records documenting its recordkeeping program to ensure that the structure, processes, and activities of the program are apparent and understandable to legitimately interested parties and that the records documenting the program and its activities are reasonably available to them.

# Corporate Record Basement Archival Storage





Water Lines Running Over Storage Area





City of  
**Prince Albert**

*BI 21-25*

**TITLE:** Corporate Services

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

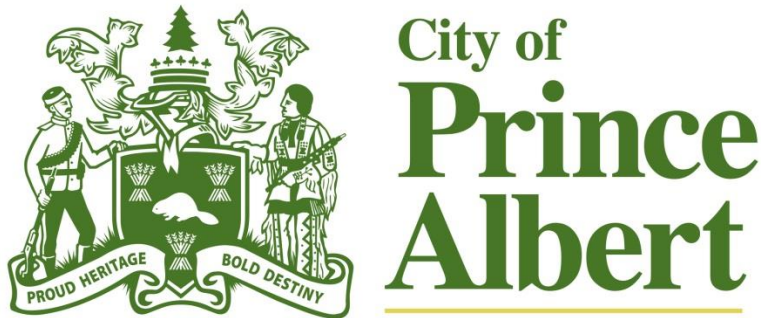
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**ATTACHMENTS:**

1. Corporate Services



## SECTION SEVEN – CORPORATE SERVICES



Permanent Out of Scope FTE Total: 11.0

Permanent In Scope FTE Total: 2.0

New Permanent Staffing FTE Requests: 1.0

New Temporary Staffing Requests: 2.0

(FTE: Full Time Equivalent)



**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.

	<b>2022</b>	2021	(Favourable) Unfavourable
	<b>Budget</b>	Budget	Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$210,810</b>	\$204,660	\$6,150
Contracted and General Services	<b>21,500</b>	24,000	(2,500)
Maintenance Materials and Supplies	<b>49,260</b>	68,000	(18,740)
Total Expenses	<b>281,570</b>	296,660	(15,090)
Operating (Surplus) Deficit	<b>281,570</b>	296,660	(15,090)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>281,570</b>	296,660	(15,090)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-12113-111	SWB	CORPORATE COMMUNICATIONS:Salaries Regular	\$102,247	\$103,995	\$132,305	\$172,160	\$0	\$4,760	\$176,920	\$0	\$176,920	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-12113-112	SWB	CORPORATE COMMUNICATIONS:Salaries Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-12113-119	SWB	CORPORATE COMMUNICATIONS:Payroll Benefits	\$16,674	\$17,696	\$23,883	\$32,500	\$0	\$1,390	\$33,890	\$0	\$33,890	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-12113-239	CON	CORPORATE COMMUNICATIONS:Consulting Services	\$5,651	\$92,826	\$6,125	\$24,000	\$0	\$0	\$24,000	(\$2,500)	\$21,500	Graphic Design Annual Report \$4,500 General Graphic Design - \$3,500 Event Photography \$3500 Video production \$10,000 Reduction in allocation for video production.
5	1-2-12113-211	MMS	CORPORATE COMMUNICATIONS:Travel & Accommodation	\$1,032	\$0	\$0	\$1,750	\$0	\$0	\$1,750	\$1,000	\$2,750	Travel costs associated with a two day Municipal Communications conference in Toronto (2 staff). This annual conference was last attended in 2017.
6	1-2-12113-213	MMS	CORPORATE COMMUNICATIONS:Telephone	\$1,237	\$984	\$1,346	\$2,000	\$0	\$0	\$2,000	(\$290)	\$1,710	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
7	1-2-12113-215	MMS	CORPORATE COMMUNICATIONS:Conventions & Delegations	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000	\$2,000	Conference fees for Municipal Communications Conference (2 ppl)
8	1-2-12113-221	MMS	CORPORATE COMMUNICATIONS:Advertising	\$25,065	\$25,411	\$12,993	\$32,050	\$0	\$0	\$32,050	(\$5,700)	\$26,350	CTV News at Noon Segment - \$6,600 City Page (Daily Herald)- \$3,750 Social Media/Online Advertising - \$2,500 Promotional Materials - \$6,000 Project advertising - \$7,500 Budget request reflects reductions in costs/need for City page publication, social media advertising, purchase of promotional materials and removal of one time Census campaign advertising.
9	1-2-12113-222	MMS	CORPORATE COMMUNICATIONS:Publications & Subscriptions	\$80	\$156	\$156	\$200	\$0	\$0	\$200	\$0	\$200	Annual Daily Herald Subscription
10	1-2-12113-224	MMS	CORPORATE COMMUNICATIONS:Memberships & Due	\$314	\$314	\$432	\$700	\$0	\$0	\$700	\$0	\$700	IABC Membership for two employees.
11	1-2-12113-234	MMS	CORPORATE COMMUNICATIONS:Training Services	\$2,762	\$0	\$729	\$1,500	\$0	\$0	\$1,500	\$2,200	\$3,700	Digital Marketing Certificate for Communications Coordinator.
12	1-2-12113-238	MMS	CORPORATE COMMUNICATIONS:Computer Services	\$1,799	\$1,452	\$10,078	\$17,700	\$3,500	\$0	\$14,200	(\$14,200)	\$0	Centralizing IT Budget
13	1-2-12113-292	MMS	CORPORATE COMMUNICATIONS:Print Shop Services	\$2,183	\$2,328	\$2,268	\$7,250	\$0	\$0	\$7,250	\$750	\$8,000	\$2,500 – Printing Annual Report and Tax Brochure \$3,000 – Printing needs that arise from department priorities for the year (including potential water bill mail-out inserts) \$2,500 - Neighbourhood Planning Meeting Advertising (delivery and printing costs for notice for annual meetings) Additional budget added for anticipated increase in water bill inserts and increases associated with printing annual report and tax insert.
14	1-2-12113-511	MMS	CORPORATE COMMUNICATIONS:Meeting Incidentals	\$0	\$453	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-12113-541	MMS	CORPORATE COMMUNICATIONS:Operating Supplies	\$2,394	\$2,479	\$4,386	\$3,500	\$0	\$0	\$3,500	\$0	\$3,500	Miscellaneous supplies related to communications operations including deliveries, meeting rooms, catering, equipment, presentation materials including display signs, easels, etc.
16	1-2-12113-544	MMS	CORPORATE COMMUNICATIONS:Office Supplies	\$157	\$273	\$195	\$350	\$0	\$0	\$350	\$0	\$350	-
17	1-2-12113-950	MMS	CORPORATE COMMUNICATIONS:Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$472,820</b>	\$490,350	(\$17,530)
Contracted and General Services	<b>50,000</b>	30,000	20,000
Maintenance Materials and Supplies	<b>45,580</b>	57,560	(11,980)
Total Expenses	<b>568,400</b>	577,910	(9,510)
Operating (Surplus) Deficit	<b>568,400</b>	577,910	(9,510)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>568,400</b>	577,910	(9,510)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-41225-094	SUN	HR SUNDRY:Non-Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-1-41232-094	SUN	Union Business-160:Non-Taxable Revenue	(\$10,459)	(\$17,172)	(\$7,691)	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-1-41233-094	SUN	Union Business-882:Non-Taxable Revenue	(\$3,527)	(\$2,494)	(\$2,411)	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-12131-111	SWB	HUMAN RESOURCES:Salaries Regular	\$256,869	\$391,785	\$380,037	\$412,570	\$0	(\$13,810)	\$398,760	\$0	\$398,760	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-12131-114	SWB	HUMAN RESOURCES:Salary Casual Regular	\$0	\$0	\$28,869	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-12131-115	SWB	HUMAN RESOURCES:Wages Regular	\$0	\$0	\$1,684	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-12131-119	SWB	HUMAN RESOURCES:Payroll Benefits	\$48,027	\$71,365	\$72,393	\$73,610	\$0	\$450	\$74,060	\$0	\$74,060	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-12131-142	SWB	HUMAN RESOURCES:Wellness Program	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-12133-115	SWB	Legal & Investigation Services:Wages Regular	\$3,377	\$2,938	\$1,856	\$3,000	\$0	\$0	\$3,000	(\$3,000)	\$0	Budget not required as it has been merged with a more appropriate account for 2022.
10	1-2-12133-116	SWB	Legal & Investigation Services:Wages Overtime	\$0	\$52	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-12133-119	SWB	Legal & Investigation Services:Payroll Benefits	\$1,233	\$1,259	\$706	\$1,170	\$0	\$0	\$1,170	(\$1,170)	\$0	Budget not required as it has been merged with a more appropriate account for 2022.
12	1-2-12135-115	SWB	CUPE 160 Labour-Mgmt:Wages Regular	\$7,507	\$12,416	\$5,567	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-12135-119	SWB	CUPE 160 Labour-Mgmt:Payroll Benefits	\$2,958	\$4,736	\$2,124	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-12136-111	SWB	CUPE 882 Labour-Mgmt:Salaries Regular	\$2,925	\$2,087	\$2,003	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-12136-115	SWB	CUPE 882 LABOUR-MGMT:Wages Regular	\$0	\$26	\$12	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-12136-119	SWB	CUPE 882 Labour-Mgmt:Payroll Benefits	\$601	\$417	\$411	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-12133-232	CON	Legal & Investigation Services:Legal Service	\$16,955	\$3,088	\$0	\$30,000	\$0	\$0	\$30,000	\$20,000	\$50,000	5 x \$10,000 Arbitration Panel Expense for City Nominee (5 Arbitrations to be heard in 2022).
18	1-2-12135-420	CON	CUPE 160 Labour-Mgmt:Allocation-Services	\$236	\$389	\$102	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-12135-265	FLT	CUPE 160 Labour-Mgmt:Rentals-City Automotive & Equipment	\$0	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
20	1-2-12131-211	MMS	HUMAN RESOURCES:Travel & Accommodation	\$830	\$1,855	\$0	\$3,500	\$0	\$0	\$3,500	\$0	\$3,500	Travel to Saskatoon for Accom Law & Labour Update w/ 1 nights Hotel Travel to Western Cities Conference w/ 2 nights hotel
21	1-2-12131-212	MMS	HUMAN RESOURCES:Postage & Freight	\$275	\$129	\$456	\$1,000	\$0	\$0	\$1,000	(\$400)	\$600	Long Service Award Invites/MEPP Enrollment/Max Ben Enrollment based on 2020 Actual. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
22	1-2-12131-213	MMS	HUMAN RESOURCES:Telephone	\$1,764	\$0	\$673	\$1,640	\$0	\$0	\$1,640	(\$890)	\$750	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
23	1-2-12131-215	MMS	HUMAN RESOURCES:Conventions & Delegations	\$0	\$799	\$0	\$4,900	\$0	\$0	\$4,900	(\$1,610)	\$3,290	Accommodation & Labour Law Update \$795 x 2ppl Western Cities \$850 x 2ppl
24	1-2-12131-221	MMS	HUMAN RESOURCES:Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-12131-222	MMS	HUMAN RESOURCES:Publications & Subscriptions	\$308	\$0	\$0	\$120	\$0	\$0	\$120	\$0	\$120	-
26	1-2-12131-224	MMS	HUMAN RESOURCES:Memberships & Due	\$500	\$300	\$500	\$500	\$0	\$0	\$500	\$320	\$820	HR Trading Post \$500 and SAHRP/CPHR SK \$325
27	1-2-12131-234	MMS	HUMAN RESOURCES:Training Services	\$10,247	\$3,975	\$26,805	\$15,500	\$6,000	\$0	\$9,500	\$6,900	\$16,400	Truth and Reconciliation initiatives \$3500 Leadership Development Program \$1700 Orientation Day \$3400 Mental Health \$2500 RESPECT Training \$300 Jeff Mowat Customer Service Training \$5000
28	1-2-12131-235	MMS	HUMAN RESOURCES:Health Services	\$745	\$715	\$200	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
29	1-2-12131-238	MMS	HUMAN RESOURCES:Computer Services	\$9,849	\$7,694	\$6,890	\$8,500	\$0	\$0	\$8,500	(\$8,500)	\$0	Reallocated to IT budgets

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
30	1-2-12131-267	MMS	HUMAN RESOURCES:Rentals-Specialized Equipment	\$933	\$1,272	\$1,689	\$1,500	\$0	\$0	\$1,500	\$200	\$1,700	Photocopier rental 2020 actual
31	1-2-12131-292	MMS	HUMAN RESOURCES:Print Shop Services	\$0	\$0	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	Bulk printing of Collective Agreements for CUPE 882 & 160.
32	1-2-12131-511	MMS	HUMAN RESOURCES:Meeting Incidentals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
33	1-2-12131-541	MMS	HUMAN RESOURCES:Operating Supplies	\$12,790	\$16,940	\$13,047	\$15,500	\$0	\$0	\$15,500	(\$1,000)	\$14,500	Long Service Awards Venue \$1000 Gifts \$9000 Meal \$4500 Based on 2020 Actuals
34	1-2-12131-544	MMS	HUMAN RESOURCES:Office Supplies	\$853	\$630	\$435	\$2,400	\$0	\$0	\$2,400	(\$1,000)	\$1,400	Printer paper \$900, Pens/Filefolder/Notepads etc...\$500 Reduced based on 2020 Actuals
35	1-2-12131-950	MMS	HUMAN RESOURCES:Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-12133-420	MMS	Legal & Investigation Services:Allocation-Services	\$77	\$153	\$166	\$0	\$0	\$0	\$0	\$0	\$0	-

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

The Occupational Health and Safety (OHS) 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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$118,550</b>	\$118,100	\$450
Fleet Expenses	<b>2,500</b>	8,840	(6,340)
Maintenance Materials and Supplies	<b>69,010</b>	50,310	18,700
Total Expenses	<b>190,060</b>	177,250	12,810
Operating (Surplus) Deficit	<b>190,060</b>	177,250	12,810
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>190,060</b>	177,250	12,810

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-12134-094	SUN	OHS-Sundry:Non-Taxable Revenue	(\$2,520)	(\$1,245)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-2-12134-111	SWB	OCCUPATIONAL HEALTH & SAFETY:Salaries Regular	\$96,848	\$98,505	\$98,882	\$98,400	\$0	\$0	\$98,400	\$0	\$98,400	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-12134-115	SWB	OCCUPATIONAL HEALTH & SAFETY:Wages Regular	\$2,089	\$1,721	\$282	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-12134-116	SWB	OCCUPATIONAL HEALTH & SAFETY:Wages Overtime	\$26	\$146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-12134-119	SWB	OCCUPATIONAL HEALTH & SAFETY:Payroll Benefits	\$18,105	\$18,962	\$18,184	\$18,200	\$0	\$450	\$18,650	\$0	\$18,650	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-12134-265	FLT	OCCUPATIONAL HEALTH & SAFETY:Rentals-City Automotive & Equipment	\$0	\$1,404	\$2,064	\$8,840	\$0	\$0	\$8,840	(\$6,340)	\$2,500	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
7	1-2-12134-211	MMS	OCCUPATIONAL HEALTH & SAFETY:Travel & Accommodation	\$3,882	\$4,588	\$2,994	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	2 Travels to Regina w/ 4 nights hotel / travel to Saskatoon w/ 3 nights hotel x2 & monthly mileage
8	1-2-12134-212	MMS	OCCUPATIONAL HEALTH & SAFETY:Postage & Freight	\$169	\$61	\$105	\$300	\$0	\$0	\$300	\$0	\$300	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
9	1-2-12134-213	MMS	OCCUPATIONAL HEALTH & SAFETY:Telephone	\$1,784	\$1,534	\$716	\$1,800	\$0	\$0	\$1,800	(\$1,050)	\$750	MSC Line & Cell
10	1-2-12134-222	MMS	OCCUPATIONAL HEALTH & SAFETY:Publications & Subscriptions	\$243	\$72	\$0	\$500	\$0	(\$250)	\$250	\$0	\$250	-
11	1-2-12134-224	MMS	OCCUPATIONAL HEALTH & SAFETY:Memberships & Due	\$550	\$800	\$800	\$800	\$0	\$0	\$800	\$0	\$800	CSRP & SK Safety Council Membership
12	1-2-12134-234	MMS	OCCUPATIONAL HEALTH & SAFETY:Training Services	\$12,766	\$17,018	\$20,210	\$28,000	\$0	\$0	\$28,000	\$22,000	\$50,000	Anticipated increases to deliver corporate-wide safety training in 2022. Abrasive safety Asbestos awareness Confined space Verbal Judo- Dealing with difficult people COR training Fireman's training- for boilers First aid/cpr Fit testing Hearing testing Flag person Gas Chlorination Ground Disturbance H2S alive Harassment Hoisting and Rigging OHC training ( level 1 and 2) Supervisor training Orientation PME training ( both big and small) Traffic Accommodation-urban workzone Transportation of Dangerous Goods Industrial Safety Seminar WCB Comp institute LEOSH ( law enforcement ) safety conference Refrigeration Chainsaw training Defensive Driving Backing Fundamentals Restricted Radio Operators Fit test instructor Audiological training Pesticide Applicator
13	1-2-12134-235	MMS	OCCUPATIONAL HEALTH & SAFETY:Health Services	\$0	\$815	\$5,920	\$5,000	\$0	\$0	\$5,000	(\$2,000)	\$3,000	Fit for Duty Testing (Estimate, no data to benchmark on)
14	1-2-12134-253	MMS	OCCUPATIONAL HEALTH & SAFETY:Purch Mtce-Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-12134-292	MMS	OCCUPATIONAL HEALTH & SAFETY:Print Shop Services	\$3,871	\$2,156	\$3,692	\$3,860	\$0	\$0	\$3,860	\$0	\$3,860	Orientation guides, pre-trip inspection book, traffic accommodation book, hazard assessment, tool box talk forms etc...



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
16	1-2-12134-511	MMS	OCCUPATIONAL HEALTH & SAFETY:Meeting Incidentals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-12134-541	MMS	OCCUPATIONAL HEALTH & SAFETY:Operating Supplies	\$5,444	\$5,356	\$5,220	\$5,800	\$0	\$0	\$5,800	\$0	\$5,800	Calibration of equipment, safety initiatives such books labeling and testing for asbestos or unplanned emergent services
18	1-2-12134-544	MMS	OCCUPATIONAL HEALTH & SAFETY:Office Supplies	\$315	\$197	\$132	\$250	\$0	\$0	\$250	\$0	\$250	Paper, tabs file folders and certificates.

**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.

	2022 Budget	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	\$660,400	\$670,300	(\$9,900)
Contracted and General Services	36,000	51,840	(15,840)
Maintenance Materials and Supplies	655,570	553,220	102,350
Total Expenses	1,351,970	1,275,360	76,610
Operating (Surplus) Deficit	1,351,970	1,275,360	76,610
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	1,351,970	1,275,360	76,610

[Please refer to Supporting Documents Binder 2 of 2, Incamera Report, Tab #25 for RPT 21-423 – IT \(Information Technology\) Report and Incamera Report Tab #26, RPT 21-381 – 2022 IT \(Information Technology\) Staffing Proposal for additional information.](#)

#### IT Reserve

The requested funding allocation for the IT budget in 2022 is \$500,000 annually. This level of funding provides an annual contribution to the reserve that will build over time and ensure that funding will be available for known future projects that are required. This kind of reliable funding will put the IT division on a solid foundation for the next 5-10 years.

Funding at \$500,000 represents an \$114,420 increase compared to 2021.

#### Capital Projects and the IT Reserve

All capital items proposed will be funded from the IT reserve. Funded capital items include projects like the Online Recreation Programming Software, Networking Improvements and WiFi



at City Hall. Please see Section 15 Capital Project Details for a complete list of projects recommended to proceed in 2022.

Similar to other reserves, the balance of the reserve will fluctuate each year depending on the planned projects. For the first two years a deficit is projected (2022 and 2023) and by 2024, there will be a surplus.

Short term internal borrowing will be used to fund the deficit in the first years of implementation of the IT Capital Plan. If the reserve is funded at \$500,000, the amount of internal borrowing required in 2022 to pay for the Funded-Capital items is approximately \$80,000.

By allocating \$500,000 annually to the reserve, there will be surpluses by 2024. The year-over-year surpluses will be enough to fund projects in future years when significant infrastructure replacements are anticipated (2026).

### **Unfunded Capital Items and Proposed IT Staffing**

There is a relationship between the positions proposed for the IT division in 2022 and the capital projects. Three positions were proposed for 2022. The 2022 budget has been prepared with these three positions not funded. **Please see the proposed positions in Section 13 Operating Items – Not funded.**

Without the additional staff, it will be necessary to postpone projects proposed in the IT Capital Budget. For a list of items that will need to be deferred, **please see the list in Section 16 Capital Items – Not Funded.**

If the budget committee would like to consider including one or more of the proposed positions, the following corresponding projects can continue:

1. If the Network Systems Analyst position is approved, in addition to addressing cyber security risk, the Disaster Recovery (Cloud Back-up) project can continue.
2. If one (one-year term) Business Systems Analyst position is approved, the Records Management program and online payments can continue, if capital is approved for 2022 funding.
3. If two (one-year term) Business Systems Analyst positions are approved, the Mobile App and all other non-funded capital projects can proceed, if capital is approved for 2022.

The permanent Network Systems Analyst position is proposed to provide the security, reliability and ongoing maintenance of the City's networks to prevent against unforeseen system outages as a result of an unreliable or vulnerable network.

Two one-year term Business Systems Analyst positions will be responsible for implementing the proposed 2022 systems and technology that achieve improved customer service and efficiency through automated workflows and reducing overlap and duplication of tasks.

### **Centralization of IT Computer Service Budget**

To assist with long term planning and oversight of IT projects for 2022, the IT operating budget will include 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.

### **Operating – Unfunded**

One permanent Network Systems Analyst position and two one-year term Business System Analyst positions.

**Please refer to Supporting Documents Binder 2 of 2, Tab #26 for [RPT 21-381 2022 IT \(Information Technology\) Staffing Proposal](#) for additional information.**

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-12220-111	SWB	INFORMATION SYSTEMS:Salaries Regular	\$454,319	\$608,739	\$665,042	\$566,970	\$0	(\$12,730)	\$554,240	\$0	\$554,240	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-12220-112	SWB	INFORMATION SYSTEMS:Salaries Overtime	\$5,520	\$8,169	\$3,149	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-12220-114	SWB	INFORMATION SYSTEMS:Salary Casual Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-12220-115	SWB	INFORMATION SYSTEMS:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-12220-119	SWB	INFORMATION SYSTEMS:Payroll Benefits	\$84,326	\$102,927	\$116,389	\$101,330	\$0	\$2,830	\$104,160	\$0	\$104,160	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-12220-194	SWB	INFORMATION SYSTEMS:Moving Expenses	\$4,611	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-12220-239	CON	INFORMATION SYSTEMS:Consulting Services	\$61,106	\$21,771	\$21,768	\$51,840	\$0	\$0	\$51,840	(\$15,840)	\$36,000	Return to 2020 funding levels
8	1-2-12220-211	MMS	INFORMATION SYSTEMS:Travel & Accommodation	\$1,209	\$1,559	\$165	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
9	1-2-12220-212	MMS	INFORMATION SYSTEMS:Postage & Freight	\$45	\$0	\$19	\$200	\$0	\$0	\$200	\$0	\$200	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
10	1-2-12220-213	MMS	INFORMATION SYSTEMS:Telephone	\$7,201	\$2,918	\$2,757	\$16,500	\$0	\$0	\$16,500	\$27,180	\$43,680	The IT Communications budget has been reviewed and now includes all costs related to the centralized management of: VOIP telephone & related services (licensing & support) Telephone handset renewal Primary data connection for City Network IT Landlines/mobility
11	1-2-12220-215	MMS	Information Systems:Conventions & Delegations	\$0	\$32	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
12	1-2-12220-222	MMS	INFORMATION SYSTEMS:Publications & Subscriptions	\$2,309	\$1,129	\$1,580	\$300	\$0	\$0	\$300	\$0	\$300	-
13	1-2-12220-224	MMS	INFORMATION SYSTEMS:Memberships & Due	\$371	\$545	\$200	\$34,000	\$0	\$0	\$34,000	\$7,150	\$41,150	IT Budget Review Increase reflects full year of SRNet membership. Also includes renewal of InfoTech and IIBA professional membership.
14	1-2-12220-234	MMS	INFORMATION SYSTEMS:Training Services	\$887	\$4,696	\$672	\$10,500	\$0	\$0	\$10,500	\$0	\$10,500	-
15	1-2-12220-238	MMS	INFORMATION SYSTEMS:Computer Services	\$10,096	\$11,730	\$53,040	\$43,000	\$0	\$0	\$43,000	\$514,750	\$557,750	Centralization of IT Budget. All license, maintenance and support for departments have been centralized from object code 238. In addition, a review of IT operating budgets for licenses, permits & fees (291), operating supplies (541) and fixed assets computer software (610) was completed. Any system licenses, support and maintenance that should be allocated to departments has been centralized in this account. Systems budgetted include: Diamond Great Plains ERP & related systems Pictomery Microsoft365 Parking systems HR systems Agenda .NET Assessment Systems GIS systems Firehouse Golf systems IT Support Systems Recreation Management System Theatre Manager Landfill software Website Changes/Support/Hosting for City of PA, EARC, Golf Course, etc SolidCAD/AutoDesk Desktop software (Office, PowerPoint, Outlook, Adobe Acrobat, etc) CityWorks & related systems Any requests for additional staff or new licenses required for existing staff as roles/responsibilities change.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
16	1-2-12220-256	MMS	INFORMATION SYSTEMS:Purch Mtce-Mechanical Equipment	\$0	\$4,760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-12220-267	MMS	INFORMATION SYSTEMS:Rentals-Specialized Equipment	\$210	\$221	\$193	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-12220-268	MMS	INFORMATION SYSTEMS:Rentals-Computer Equipment	\$141,600	\$151,600	\$151,600	\$385,580	\$0	\$0	\$385,580	\$114,420	\$500,000	Requested funding for IT reserve. Refer to RPT 21-423 IT Budget 2022. Category is a combination of New Service Levels and Projects (for business systems) and Costs to maintain levels of service (mostly in infrastructure systems) because renewal of existing equipment and systems wasn't being planned for.
19	1-2-12220-291	MMS	INFORMATION SYSTEMS:Licenses Permits & Fees	\$74,897	\$45,376	\$49,129	\$68,440	\$0	\$0	\$68,440	(\$25,050)	\$43,390	Upon review, some systems were budgeted for under this account and have now been moved to 238 to be allocated. Remaining budget is for the operations and support of the City data centre, network, security and related systems. Includes costs for licensing, support, etc.
20	1-2-12220-292	MMS	INFORMATION SYSTEMS:Print Shop Services	\$0	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-12220-410	MMS	INFORMATION SYSTEMS:Allocation-Administration	(\$66,000)	(\$66,000)	(\$66,000)	(\$66,000)	\$0	\$0	(\$66,000)	(\$504,400)	(\$570,400)	-\$66,000 from allocation to other funds for IT support. - (\$504,400): Historically, requests for investments in new systems would be included in departmental operating budgets. That has created challenges for both council and IT to gain a big picture view of needs throughout the organization and respond accordingly. Many IT systems are dependent on one another. So, when planning is done independently, challenges arise leading to delayed or incomplete implementation and inefficient spending on IT investments. For 2022, the IT operating budget will include the services that were previously budgeted independently by departments under IT. Services will be allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This will help identify efficiencies, reduce duplication, better manage vendor relationships, and align the overall IT capital and operating budgets with long-term plans.
22	1-2-12220-511	MMS	Information Systems:Meeting Incidentals	\$0	\$141	\$378	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-12220-541	MMS	INFORMATION SYSTEMS:Operating Supplies	\$27,428	\$13,372	\$11,798	\$21,000	\$0	\$0	\$21,000	(\$4,000)	\$17,000	Upon review adjusted budget to reflect operating supplies related to supporting the end user computing environment including: - Fix/break computers - Fix/break regular printers - Fix/break monitors - Mice, keyboards, laptop bags, cables, tools - Toner
24	1-2-12220-544	MMS	INFORMATION SYSTEMS:Office Supplies	\$49	\$181	\$55	\$410	\$0	\$0	\$410	\$5,590	\$6,000	Office supplies (chairs, desks) for requested IT staff.
25	1-2-12220-610	MMS	INFORMATION SYSTEMS:Fixed Assets Computer Software	\$21,360	\$13,783	\$31,825	\$33,290	\$0	\$0	\$33,290	(\$33,290)	\$0	No longer using this account. All budget has been moved to computer services (238) or another IT object code (213, 541 or 544).
26	1-1-48011-031	CAP	IT CAPITAL REVENUE:General Reserves	\$0	\$0	(\$6,127)	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-64292-875	CAP	Corporate Services Loss on Disposal:Loss on Disposal	\$0	\$845	\$372	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-64215-840	AMORT	Corp Services Machinery & Equip :Amortization Expense	\$82,391	\$68,970	\$67,314	\$0	\$0	\$0	\$0	\$0	\$0	-



City of  
**Prince Albert**

**BI 22-1**

**TITLE:** 2022 Information Technology Allocation Requests Presentation

**DATE:** January 18, 2022

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**PRESENTATION:**

PowerPoint Presentation provided by Rachel Heidecker, Innovation and Information Technology Manager.

**ATTACHMENTS:**

1. 2022 Information Technology Allocation Request Presentation (PRESENTED AT MEETING)

Written by: Rachel Heidecker, Innovation and Information Technology Manager

2022 Computer Service Budget  
**\$557,750**



# 2021 Computer Service Budget

## **\$405,390**

Difference between 2021 and 2022  
**↑ \$152,000**

# What accounts for the difference?

**Reductions in other IT budget areas that were moved to the 2022 238 account.**

Line 25 (610) ↓ \$33,299

Line 19 (291) ↓ \$25,050

Line 41(541) ↓ \$4,000

Difference that remains:  
**\$89,651**

# What accounts for the remaining difference?

- **Annual increases in licensing for existing software**
  - 5% increase to Great Plains
  - City Works graduated increase of \$13,980
  - Increase of 2% budgeted across all licensing
  - Camelot increase to \$28,725 (assessment)
- **Additional licensing for existing systems**
  - FME Enterprise License
  - Office 365
- **Advanced support for key applications**
  - Great Plains
  - ESRI (GIS + City Works)

# Why do the budget this way?

- IT will have more accountability for what's being spent
- Better ability to plan and manage systems
- This approach demands ongoing collaboration between IT and the departments.
- Departments have to approach IT to make a plan for expenditures
- IT doesn't want to be the gatekeeper which is why we allocate back to the departments so budgets reflect what they have prioritized.

# For Example: Public Works

	410 Accounts 2022	238 Accounts 2021	Functional Area  (Favorable) Unfavorable Change 2021 to 2022	Department  (Favorable) Unfavorable Change 2021 to 2022
Public Works Administration				
Engineering Services	115,950		115,950	
		50,000	(50,000)	
Municipal Service Centre		1,000	(1,000)	
			(1,000)	64,950

# Example: Public Works

Engineering Services

Budgeting \$50,000 for 2021

Budgeting \$115,950 for 2022

Increase of \$64,950

This new expense includes their portion for:

- Great Plains 5%
- Questica 10%
- GIS 30%
- Synerion 10%
- Pictometry 28%
- Office 365 (Word, Teams, Sharepoint) 29%
- Work Tech 25%
- Website 30%
- CAD 82%
- City Works 60%



# Operating Budget

- Supports existing systems.
  - Keeps the lights on.
- Includes contribution to the IT reserve
  - New projects are planned in capital with funding from the reserve.
  - We want to build up the reserve over time to pay for those projects.
  - These are mapped out for the next 5-10 years.

# IT Recommendation

That the total 2022 operating budget for the information technology functional area be approved at a cost of \$1,351,970 as presented.

	2022 Budget	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	\$660,400	\$670,300	(\$9,900)
Contracted and General Services	36,000	51,840	(15,840)
Maintenance Materials and Supplies	655,570	553,220	102,350
<b>Total Expenses</b>	<b>1,351,970</b>	<b>1,275,360</b>	<b>76,610</b>
<b>Operating (Surplus) Deficit</b>	<b>1,351,970</b>	<b>1,275,360</b>	<b>76,610</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>1,351,970</b>	<b>1,275,360</b>	<b>76,610</b>



City of  
**Prince Albert**

***BI 21-26***

**TITLE:** Planning and Development Services

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:** **X**

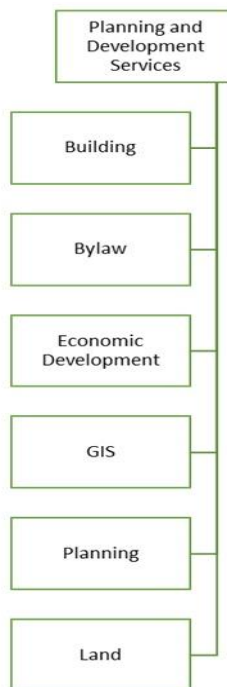
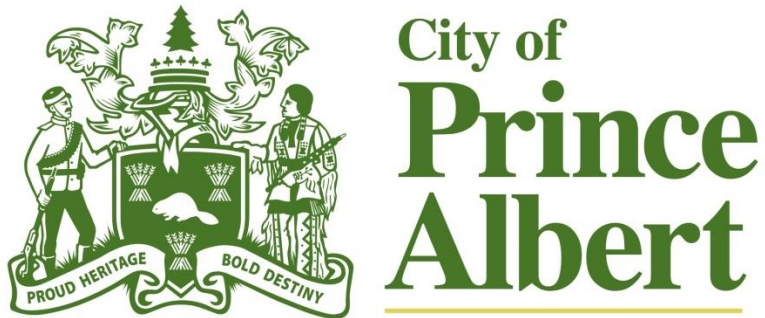
**INCAMERA:**

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**ATTACHMENTS:**

1. Planning and Development Services

## SECTION EIGHT – PLANNING AND DEVELOPMENT SERVICES



Permanent Out of Scope FTE Total: 4.00

Permanent In Scope FTE Total: 11.25

New Permanent Staffing FTE Requests: 0

(FTE: Full Time Equivalent)

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

Planning is responsible for 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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	<b>(\$117,500)</b>	(\$111,500)	(\$6,000)
Total Revenues	<b>(117,500)</b>	(111,500)	(6,000)
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>682,940</b>	661,800	21,140
Contracted and General Services	<b>4,500</b>	3,100	1,400
Maintenance Materials and Supplies	<b>57,410</b>	37,200	20,210
Total Expenses	<b>744,850</b>	702,100	42,750
Operating (Surplus) Deficit	<b>627,350</b>	590,600	36,750
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>627,350</b>	590,600	36,750

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**

Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
			Actuals	Actuals	Actuals					Adjustments	2022 Total Budget		
1	1-1-46100-094	UCF	PLANNING AND ZONING:Non-Taxable Revenue	(\$20,636)	(\$25,618)	(\$17,291)	(\$24,000)	\$0	\$0	(\$24,000)	(\$6,000)	(\$30,000)	Add 6000 to anticipated revenue. permit fees increased.
2	1-1-46105-094	UCF	Billboard Revenue:Non-Taxable Revenue	(\$85,649)	(\$79,421)	(\$87,642)	(\$87,500)	\$0	\$0	(\$87,500)	\$0	(\$87,500)	-
3	1-1-46100-055	OGD	PLANNING AND ZONING:Other Entities Grants - Conditional	\$0	\$0	(\$138,175)	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-61000-111	SWB	PLANNING AND ZONING:Salaries Regular	\$361,238	\$283,557	\$386,066	\$556,350	\$0	\$8,590	\$564,940	\$0	\$564,940	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-61000-112	SWB	Planning And Zoning:Salaries Overtime	\$3,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-61000-114	SWB	Planning And Zoning:Salary Casual Regular	\$0	\$43,298	\$30,225	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-61000-115	SWB	PLANNING AND ZONING:Wages Regular	\$5,149	\$2,541	\$1,850	\$0	\$0	\$3,000	\$3,000	\$0	\$3,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-61000-119	SWB	PLANNING AND ZONING:Payroll Benefits	\$65,312	\$59,993	\$77,337	\$105,450	\$0	\$9,550	\$115,000	\$0	\$115,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-61000-194	SWB	PLANNING AND ZONING:Moving Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-61000-239	CON	PLANNING AND ZONING:Consulting Services	\$392	\$12,521	\$2,499	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-61000-267	CON	Planning And Zoning:Rentals-Specialized Equipment	\$175	\$210	\$636	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
12	1-2-61000-295	CON	PLANNING AND ZONING:Self-Employed Contractors	\$32,600	\$117,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-61000-299	CON	PLANNING AND ZONING:Other General Services	\$6	\$75	\$26,300	\$2,100	\$0	\$0	\$2,100	\$1,400	\$3,500	increase in order to accommodate department's incidental operating costs (\$1000) as well as budget for the motion sensor light program's continuation in 2022 (\$2500).
14	1-2-61000-211	MMS	PLANNING AND ZONING:Travel & Accommodation	\$549	\$1,023	\$0	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
15	1-2-61000-212	MMS	PLANNING AND ZONING:Postage & Freight	\$5,234	\$1,341	\$2,274	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
16	1-2-61000-213	MMS	PLANNING AND ZONING:Telephone	\$3,428	\$454	\$562	\$550	\$0	\$0	\$550	\$150	\$700	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
17	1-2-61000-221	MMS	PLANNING AND ZONING:Advertising	\$400	\$800	\$0	\$1,000	\$0	\$0	\$1,000	\$400	\$1,400	Increase of 400 to account for increase in advertising activity for Planning and Development related projects. This comes from an increased desire for more robust public engagement, which requires advertising.
18	1-2-61000-222	MMS	PLANNING AND ZONING:Publications & Subscriptions	\$296	\$156	\$219	\$200	\$0	\$0	\$200	\$200	\$400	increase in cost of current publications and subscriptions and addition of new (required) GIS based subscription ( Integromat )
19	1-2-61000-224	MMS	PLANNING AND ZONING:Memberships & Due	\$1,791	\$1,424	\$1,458	\$2,250	\$0	\$0	\$2,250	\$500	\$2,750	Addition of Project Management Professional membership fee, SBOA membership fee. Increase in current membership costs.
20	1-2-61000-234	MMS	PLANNING AND ZONING:Training Services	\$2,120	\$2,020	\$1,862	\$3,500	\$0	\$0	\$3,500	\$5,000	\$8,500	Increase of \$5000 to ensure sufficient funds for upcoming training anticipated for Planning and Development Services: project management, public engagement, GIS and succession planning
21	1-2-61000-238	MMS	PLANNING AND ZONING:Computer Services	\$2,525	\$2,011	\$4,552	\$19,000	\$0	\$0	\$19,000	(\$19,000)	\$0	Centralized IT Budget includes AutoCad, Adobe, GIS, Esri Advantage, Pictometry

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
22	1-2-61000-292	MMS	PLANNING AND ZONING:Print Shop Services	\$0	\$0	\$0	\$200	\$0	\$0	\$200	\$0	\$200	-
23	1-2-61000-410	MMS	Planning And Zoning:Allocation-Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,310	\$31,310	Historically, requests for investments in new systems would be included in departmental operating budgets. That has created challenges for both council and IT to gain a big picture view of needs throughout the organization and respond accordingly. Many IT systems are dependent on one another. So, when planning is done independently, challenges arise leading to delayed or incomplete implementation and inefficient spending on IT investments. For 2022, the IT operating budget will include the services that were previously budgeted independently by departments under IT. Services will be allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This will help identify efficiencies, reduce duplication, better manage vendor relationships, and align the overall IT capital and operating budgets with long-term plans.
24	1-2-61000-511	MMS	PLANNING AND ZONING:Meeting Incidentals	\$325	\$53	\$0	\$400	\$0	\$0	\$400	\$0	\$400	-
25	1-2-61000-540	MMS	PLANNING AND ZONING:City Purchased Clothing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400	\$400	Account for the incidental cost of ppe
26	1-2-61000-541	MMS	PLANNING AND ZONING:Operating Supplies	\$482	\$427	\$981	\$1,600	\$0	\$0	\$1,600	\$0	\$1,600	-
27	1-2-61000-544	MMS	PLANNING AND ZONING:Office Supplies	\$245	\$307	\$485	\$2,500	\$1,000	\$0	\$1,500	\$2,250	\$3,750	purchase new file cabinets, required as volume of files has increased over time.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	<b>(\$180,000)</b>	(\$220,000)	\$40,000
Total Revenues	<b>(180,000)</b>	(220,000)	40,000
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>302,690</b>	298,720	3,970
Fleet Expenses	<b>8,840</b>	8,840	0
Maintenance Materials and Supplies	<b>11,290</b>	11,190	100
Total Expenses	<b>322,820</b>	318,750	4,070
Operating (Surplus) Deficit	<b>142,820</b>	98,750	44,070
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>142,820</b>	98,750	44,070

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**





Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-51720-000	UCF	Building Permits:Other Revenue	(\$227,500)	(\$180,767)	(\$186,248)	(\$220,000)	\$0	\$0	(\$220,000)	\$20,000	(\$180,000)	2021 saw a decrease in both residential houses and large commercial projects. This resulted in lower than normal income. 2022 should rebound but it may take some time for residential homes to rebound and large projects will most likely be in planning stages
2	1-2-29210-111	SWB	Building Inspections:Salaries Regular	\$237,040	\$240,994	\$253,502	\$249,710	\$0	\$2,090	\$251,800	\$0	\$251,800	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-29210-112	SWB	BUILDING INSPECTIONS:Salaries Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-29210-115	SWB	BUILDING INSPECTIONS:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-29210-119	SWB	BUILDING INSPECTIONS:Payroll Benefits	\$43,356	\$45,792	\$48,294	\$49,010	\$0	\$1,880	\$50,890	\$0	\$50,890	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-29210-238	CON	BUILDING INSPECTIONS:Computer Services	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-29210-267	CON	Building Inspections:Rentals-Specialized Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-29210-265	FLT	BUILDING INSPECTIONS:Rentals-Automotive & Equipment	\$14,880	\$15,720	\$8,340	\$8,840	\$0	\$0	\$8,840	\$0	\$8,840	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
9	1-2-29210-211	MMS	BUILDING INSPECTIONS:Travel & Accommodation	\$1,630	\$340	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
10	1-2-29210-213	MMS	BUILDING INSPECTIONS:Telephone	\$2,733	\$1,852	\$2,399	\$2,000	\$0	\$0	\$2,000	\$100	\$2,100	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
11	1-2-29210-222	MMS	BUILDING INSPECTIONS:Publications & Subscriptions	\$0	\$129	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-29210-224	MMS	BUILDING INSPECTIONS:Memberships & Due	\$895	\$936	\$780	\$840	\$0	\$0	\$840	\$0	\$840	-
13	1-2-29210-234	MMS	BUILDING INSPECTIONS:Training Services	\$4,604	\$2,801	\$0	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
14	1-2-29210-540	MMS	BUILDING INSPECTIONS:City Purchased Clothing	\$950	\$298	\$204	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
15	1-2-29210-541	MMS	BUILDING INSPECTIONS:Operating Supplies	\$947	\$431	\$334	\$750	\$0	\$0	\$750	\$0	\$750	-
16	1-2-29210-544	MMS	BUILDING INSPECTIONS:Office Supplies	\$967	\$170	\$814	\$1,100	\$0	\$0	\$1,100	\$0	\$1,100	-
17	1-2-66725-840	AMORT	EC DEV Fleet:Amortization Expense	\$3,177	\$3,177	\$3,177	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	<b>(\$295,000)</b>	(\$295,000)	\$0
<b>Total Revenues</b>	<b>(295,000)</b>	(295,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>175,070</b>	170,920	4,150
Contracted and General Services	<b>10,000</b>	10,000	0
Grants and Donations	<b>245,000</b>	245,000	0
Maintenance Materials and Supplies	<b>12,000</b>	12,750	(750)
<b>Total Expenses</b>	<b>442,070</b>	438,670	3,400
<b>Operating (Surplus) Deficit</b>	<b>147,070</b>	143,670	3,400
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>147,070</b>	143,670	3,400

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-51200-000	UCF	BUSINESS & GENERAL LICENCES:Other Revenue	(\$272,400)	(\$299,400)	(\$267,502)	(\$270,000)	\$0	\$0	(\$270,000)	\$0	(\$270,000)	-
2	1-1-51200-001	UCF	BUSINESS & GENERAL LICENCES:Direct Sellers Revenue	(\$5,200)	(\$4,900)	\$0	(\$5,000)	\$0	\$0	(\$5,000)	\$0	(\$5,000)	-
3	1-1-51205-000	UCF	IMBL Revenue:Other Revenue	(\$4,458)	(\$1,833)	(\$2,625)	(\$5,000)	\$0	\$0	(\$5,000)	\$0	(\$5,000)	-
4	1-1-51910-000	UCF	SIGN PERMITS & FEES:Other Revenue	(\$15,129)	(\$14,596)	(\$13,985)	(\$15,000)	\$0	\$0	(\$15,000)	\$0	(\$15,000)	-
5	1-1-53100-000	UCF	CITY PROPERTY RENTALS/LEASES:Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-1-41243-053	OGD	Rental Construction Incentive:Provincial Grants - Conditional	(\$40,088)	(\$15,405)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-1-41210-094	SUN	ECONOMIC DEVELOPMENT:Non-Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-12115-111	SWB	ECONOMIC DEVELOPMENT:Salaries Regular	\$122,637	\$125,902	\$127,668	\$140,580	\$0	\$2,080	\$142,660	\$0	\$142,660	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-12115-112	SWB	Economic Development:Salaries Overtime	\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-12115-115	SWB	Economic Development:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-12115-119	SWB	ECONOMIC DEVELOPMENT:Payroll Benefits	\$24,551	\$25,911	\$26,687	\$30,340	\$0	\$2,070	\$32,410	\$0	\$32,410	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-12115-238	CON	Economic Development:Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-12115-239	CON	Economic Development:Consulting Services	\$31,619	\$2,032	\$15,396	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	-
14	1-2-12115-299	CON	Economic Development:Other General Services	\$15	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-12115-893	FC	Economic Development:Bank Charges	\$744	\$609	\$738	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-12115-716	G&D	ECONOMIC DEVELOPMENT:Grants	\$0	\$100,000	\$22,500	\$245,000	\$0	\$0	\$245,000	\$0	\$245,000	-
17	1-2-82147-716	G&D	Rental Construction Incentive:Grants	\$40,088	\$15,405	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-82148-716	G&D	Planning and Development Grants:Grants	\$2,500	\$30,000	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-12115-211	MMS	ECONOMIC DEVELOPMENT:Travel & Accommodation	\$252	\$609	\$69	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
20	1-2-12115-213	MMS	ECONOMIC DEVELOPMENT:Telephone	\$2,461	\$808	\$900	\$750	\$0	\$0	\$750	\$1,250	\$2,000	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
21	1-2-12115-215	MMS	Economic Development:Conventions & Delegations	\$825	\$500	\$201	\$3,000	\$0	\$0	\$3,000	\$0	\$2,000	To more closely reflect probable use. Because of Covid and a number of other factors, there is uncertainty on hosting a conference/Forum in 2021, and therefore this amount can be reduced by \$1000
22	1-2-12115-221	MMS	ECONOMIC DEVELOPMENT:Advertising	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
23	1-2-12115-224	MMS	ECONOMIC DEVELOPMENT:Memberships & Due	\$1,039	\$1,146	\$1,055	\$500	\$0	\$0	\$500	\$0	\$500	-
24	1-2-12115-234	MMS	ECONOMIC DEVELOPMENT:Training Services	\$418	\$409	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$1,000	Since most training will be online for 2021 through webinars, etc. we are able to curb traditional costs of training for our Ec. Dev. Officer
25	1-2-12115-267	MMS	Economic Development:Rentals-Specialized Equipment	\$1,395	\$0	\$488	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
26	1-2-12115-511	MMS	ECONOMIC DEVELOPMENT:Meeting Incidentals	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
27	1-2-12115-541	MMS	Economic Development:Operating Supplies	\$490	\$603	\$16	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-

28	Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
				Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
	1-2-12115-544	MMS	ECONOMIC DEVELOPMENT:Office Supplies	\$1,123	\$892	\$357	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
	1-2-12115-950	MMS	ECONOMIC DEVELOPMENT:Special Projects	\$446	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-82160-919	BDE	Uncollectible Business Licenses:Bad Debt Expense	\$0	\$0	\$25	\$0	\$0	\$0	\$0	\$0	\$0	-

**Functional Area: BYLAW ENFORCEMENT**  
**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
Interest and Penalties	(\$14,600)	\$0	(\$14,600)
<b>Total Revenues</b>	<b>(14,600)</b>	<b>0</b>	<b>(14,600)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	215,840	197,280	18,560
Contracted and General Services	81,600	81,600	0
Fleet Expenses	17,680	17,680	0
Maintenance Materials and Supplies	10,000	8,200	1,800
<b>Total Expenses</b>	<b>325,120</b>	<b>304,760</b>	<b>20,360</b>
Operating (Surplus) Deficit	310,520	304,760	5,760
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>310,520</b>	<b>304,760</b>	<b>5,760</b>

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-46311-094	UCF	Bylaw Court Judgement Revenue:Non-Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$9,600)	(\$9,600)	We are currently receiving a court ordered judgement of \$800 per month. This equates to \$9600 of revenue for the year.
2	1-1-46312-094	UCF	Enforcement Revenue-Fines:Non-Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$5,000)	(\$5,000)	This is a new revenue stream for the City in relation to Bylaw Enforcement. Although compliance is typically met quicker through
3	1-2-63100-111	SWB	Bylaw Enforcement:Salaries Regular	\$0	\$0	\$19,147	\$163,040	\$0	\$11,890	\$174,930	\$0	\$174,930	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-63100-112	SWB	Bylaw Enforcement:Salaries Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-63100-114	SWB	Bylaw Enforcement:Salary Casual Regular	\$0	\$0	\$16,456	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-63100-115	SWB	Bylaw Enforcement:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-63100-119	SWB	Bylaw Enforcement:Payroll Benefits	\$0	\$0	\$4,530	\$34,240	\$0	\$6,670	\$40,910	\$0	\$40,910	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-63100-192	SWB	Bylaw Enforcement:Witness Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-63100-295	CON	Bylaw Enforcement:Self-Employed Contractors	\$0	\$0	\$210	\$81,600	\$0	\$0	\$81,600	\$0	\$81,600	SPCA Animal Control Service Agreement. Based on new agreement signed in 2021.
10	1-2-63100-299	CON	Bylaw Enforcement:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-63100-265	FLT	Bylaw Enforcement:Rentals-City Automotive & Equipment	\$0	\$0	\$2,780	\$17,680	\$0	\$0	\$17,680	\$0	\$17,680	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
12	1-2-63100-212	MMS	Bylaw Enforcement:Postage & Freight	\$0	\$0	\$357	\$1,200	\$0	\$800	\$2,000	\$0	\$2,000	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
13	1-2-63100-213	MMS	Bylaw Enforcement:Telephone	\$0	\$0	\$1,213	\$2,000	\$0	\$0	\$2,000	\$1,000	\$3,000	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
14	1-2-63100-235	MMS	Bylaw Enforcement:Health Services	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
15	1-2-63100-540	MMS	Bylaw Enforcement:City Purchased Clothing	\$0	\$0	\$1,505	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
16	1-2-63100-541	MMS	Bylaw Enforcement:Operating Supplies	\$0	\$0	\$4,146	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
17	1-2-63100-544	MMS	Bylaw Enforcement:Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-63100-565	MMS	Bylaw Enforcement:Parts - Equipment and Automotive	\$0	\$0	\$419	\$0	\$0	\$0	\$0	\$0	\$0	-



City of  
**Prince Albert**

*BI 21-27*

**TITLE:** Financial Services

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

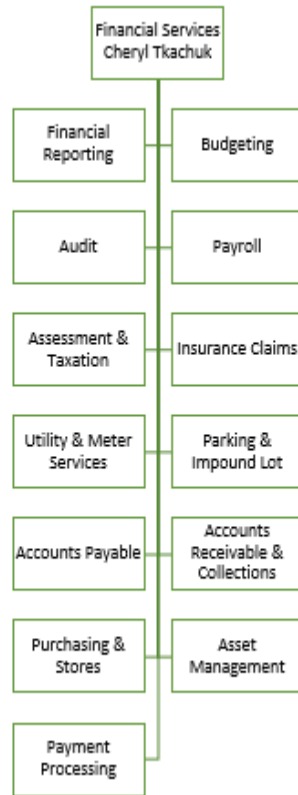
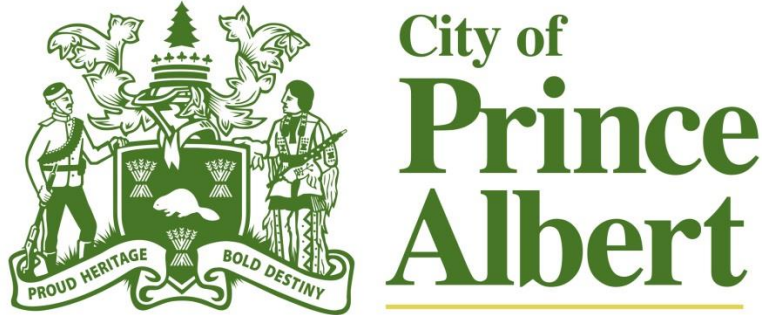
**INCAMERA:**

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**ATTACHMENTS:**

1. Financial Services

## SECTION NINE – FINANCIAL SERVICES



Permanent Out of Scope FTE Total: 11.0

Permanent In Scope FTE Total: 28.0

New Permanent Staffing FTE Requests: 0

(FTE: Full Time Equivalent)





**Functional Area: ASSESSMENT AND TAXATION**  
**Department: Financial Services**  
**Fund: General Fund**

Assessment and Taxation is responsible for the administration of the assessment roll and taxation for the City. Pursuant to The Cities Act and the other Provincial legislation there are a number of requirements for inspection and valuation of properties as well as the application and collection of property taxes.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
User Charges and Fees	(\$40,000)	(\$40,000)	\$0
Total Revenues	<b>(40,000)</b>	(40,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>778,950</b>	779,160	(210)
Contracted and General Services	<b>17,200</b>	4,900	12,300
Fleet Expenses	<b>8,850</b>	8,850	0
Maintenance Materials and Supplies	<b>62,920</b>	79,640	(16,720)
Total Expenses	<b>867,920</b>	872,550	(4,630)
Operating (Surplus) Deficit	<b>827,920</b>	832,550	(4,630)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>827,920</b>	832,550	(4,630)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-41241-094	UCF	TAX CERTIFICATE AND SEARCH FEES:Non-Taxable Revenue	(\$36,190)	(\$40,432)	(\$62,844)	(\$40,000)	\$0	\$0	(\$40,000)	\$0	(\$40,000)	This revenue comes from charges for tax certificates, tax statements, assessment information, etc. charged to the public when requested as per the Financial Services Fees and Charges Bylaw.
2	1-2-12310-111	SWB	ASSESSMENT:Salaries Regular	\$559,876	\$486,287	\$480,335	\$542,460	\$0	\$31,680	\$574,140	\$0	\$574,140	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-12310-112	SWB	ASSESSMENT:Salaries Overtime	\$6,957	\$0	\$2,376	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-12310-114	SWB	ASSESSMENT:Salary Casual Regular	\$0	\$10,269	\$5,624	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-12310-115	SWB	ASSESSMENT:Wages Regular	\$17,290	\$3,900	\$324	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-12310-119	SWB	ASSESSMENT:Payroll Benefits	\$104,188	\$86,987	\$91,873	\$110,160	\$0	\$8,000	\$118,160	\$0	\$118,160	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-12310-120	SWB	Assessment:Salary Allocations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$43,870)	(\$43,870)	The budget relates to a salary allocation from the Assessment and Taxation Functional Area to the Financial Services and Payroll Functional Area to reflect where actual time is spent.
8	1-2-12310-194	SWB	ASSESSMENT:Moving Expenses	\$5,762	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-12310-195	SWB	ASSESSMENT:Interview Expenses	\$95	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-12410-120	SWB	Tax & License Collection:Salary Allocations	\$83,260	\$84,930	\$86,350	\$126,540	\$0	\$0	\$126,540	\$3,980	\$130,520	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to other Financial Services Functional Areas to reflect where actual time is spent.
11	1-2-12310-239	CON	ASSESSMENT:Consulting Services	\$7,047	\$3,624	\$3,800	\$3,700	\$0	\$0	\$3,700	\$12,300	\$16,000	Tanmar Consulting (Alberta) - to use their expertise in the income/expense module in the Camalot Assessment Software for set up of commercial properties to value properties on the income approach for 2025 Revaluation. (Assisted us for the multi-residential set up in 2020) - \$3000 Appeal charges for Court Reporter costs at Board of Revision and cost for transcripts. (4 hrs hearing and transcripts approx. \$2,000 x 4 hearings = \$8,000). Due to tax shifting, expecting increase of appeals with tax agents. This account includes all ISC charges for corporate searches, sales batches, title searches, etc. Sales have increased in 2021 so estimating based on 2021 market activity. \$5,000 (2021 half year is approx. \$2,500)
12	1-2-12310-299	CON	Assessment:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-12410-239	CON	TAX & LICENSE COLLECTION:Consulting Services	\$344	\$634	\$816	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	This account covers all ISC expenses from taxation that don't get charged back to the property owner through the tax enforcement process or other property information needed from ISC.
14	1-2-12310-265	FLT	ASSESSMENT:Rentals-Automotive & Equipment	\$22,320	\$15,720	\$14,595	\$8,850	\$0	\$0	\$8,850	\$0	\$8,850	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 5% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
15	1-2-12310-211	MMS	ASSESSMENT:Travel & Accommodation	\$911	\$6,669	\$521	\$4,000	\$0	\$0	\$4,000	\$2,000	\$6,000	This budget and budget increase is due to the potential of moving meetings from virtual to in person for City Assessor, Sub-Revaluation, and SAMA/Commercial Advisory Meetings. Travel costs in 2019, prior to COVID, were \$6,669.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
16	1-2-12310-212	MMS	ASSESSMENT:Postage & Freight	\$1,059	\$2,833	\$2,487	\$12,000	\$8,500	\$0	\$3,500	\$0	\$3,500	Budget is required for reinspection mailouts and permit changes for January delivery and July & October Supplementary Roll changes. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
17	1-2-12310-213	MMS	ASSESSMENT:Telephone	\$3,031	\$3,072	\$3,522	\$3,540	\$0	\$0	\$3,540	\$230	\$3,770	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
18	1-2-12310-221	MMS	ASSESSMENT:Advertising	\$225	\$0	\$6,046	\$1,000	\$0	\$0	\$1,000	\$5,000	\$6,000	Budget and budget increase is required for further development with the Communications Department on Assessment information related to concepts and principles for public educational material. This will provide more transparency to the public to further explain issues property owners are facing. This will be a continued annual effort to better prepare the public, Council and staff prior to the 2025 Revaluation.
19	1-2-12310-222	MMS	ASSESSMENT:Publications & Subscriptions	\$0	\$1,725	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-12310-224	MMS	ASSESSMENT:Memberships & Due	\$3,290	\$2,311	\$2,571	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	6 staff SAAA x \$250 = \$1,500 1 staff IAAO x \$600 = \$600 Additional charges for new candidates for both SAAA and IAAO.
21	1-2-12310-234	MMS	ASSESSMENT:Training Services	\$3,290	\$3,410	\$1,741	\$6,500	\$0	\$0	\$6,500	\$2,100	\$8,600	Budget increase is based on increases in course costs and a review of required training for each individual as detailed below: UBC Courses approx. \$875/each IAAO Online Courses 102-\$700 and 112-\$860 Ethics Course - \$300 LGA Course - \$830 Brandi - 1 x \$875 + 1 x \$830 = \$1,705 Darcy - 2 x \$875 = \$1,750 Roxanne - 1 x \$700 + 1 x \$860 = \$1,560 3 staff - Ethics Course 3 x \$300 = \$900 SAAA Conference - \$440 x 6 = \$2,640
22	1-2-12310-238	MMS	ASSESSMENT:Computer Services	\$25,081	\$22,386	\$24,959	\$25,000	\$0	\$0	\$25,000	(\$25,000)	\$0	Expense is moved to IT department for budgetting. IT Budget includes: \$28,725 for CAMALot with projected increase for required custom services and SLA review. APEX \$2000
23	1-2-12310-267	MMS	ASSESSMENT:Rentals-Specialized Equipment	\$646	\$943	\$632	\$750	\$0	\$0	\$750	\$0	\$750	Photocopier Expenses
24	1-2-12310-292	MMS	ASSESSMENT:Print Shop Services	\$51	\$191	\$313	\$300	\$0	\$0	\$300	\$300	\$600	Budget and budget increase required for continued notice to provide public awareness to property owners that appraisers will be in the area. Assessment received positive comments on this process that started in 2020. The budget is required for reinspections that involve mail-outs, questionnaires and door tags.
25	1-2-12310-512	MMS	ASSESSMENT:Overtime Meals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-12310-540	MMS	ASSESSMENT:City Purchased Clothing	\$1,774	\$966	\$0	\$500	\$0	\$0	\$500	\$500	\$1,000	Budget required to cover costs of shirts/jacket for new employees and replacement of items for existing staff, as required, that have old shirts.
27	1-2-12310-541	MMS	ASSESSMENT:Operating Supplies	\$974	\$1,393	\$502	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	This budget includes Assessment & Taxation functional areas. Budget is required for replacement of tape measures, keyboard trays, chairs, etc.
28	1-2-12310-544	MMS	ASSESSMENT:Office Supplies	\$459	\$57	\$920	\$250	\$0	\$0	\$250	\$1,250	\$1,500	Budget is for assessment return envelopes that are required for requests for information from the public. Budget is also required for general office supplies (binders / dividers / labels / paper pads / tape / markers / pens / highlighters / white out etc.).

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
29	1-2-12410-212	MMS	TAX & LICENSE COLLECTION:Postage & Freight	\$22,742	\$15,141	\$15,458	\$20,000	\$0	\$0	\$20,000	(\$2,000)	\$18,000	Decrease in postage and freight due to increase of some ebilling sign ups. Budget allows for potential postage cost increases. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
30	1-2-12410-213	MMS	TAX & LICENSE COLLECTION:Telephone	\$1,149	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-12410-221	MMS	TAX & LICENSE COLLECTION:Advertising	(\$490)	(\$31)	(\$23)	\$0	\$0	\$0	\$0	\$5,000	\$5,000	Budget is required for development of Taxation information that will inform and educate the public. Promote TIPPS program & electronic notices & statements. The information will be developed with the Communications Department.
32	1-2-12410-267	MMS	Tax & License Collection:Rentals-Specialized Equipment	\$419	\$388	\$844	\$500	\$0	\$0	\$500	\$400	\$900	Update in printer costs based on increased costs in late 2020 and into 2021.
33	1-2-12410-292	MMS	TAX & LICENSE COLLECTION:Print Shop Services	\$439	\$179	\$1,060	\$500	\$0	\$0	\$500	(\$200)	\$300	Perforated paper for taxation notices are charged to this account.
34	1-2-12410-544	MMS	TAX & LICENSE COLLECTION:Office Supplies	\$1,142	\$867	\$640	\$800	\$0	\$0	\$800	\$2,200	\$3,000	Budget is required for envelopes & paper for annual tax notice mail outs. The increase is related to a change in accounting as the cost of envelopes & paper are allocated to each area within finance to accurately reflect costs.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$77,760</b>	\$75,410	\$2,350
Maintenance Materials and Supplies	<b>6,500</b>	28,500	(22,000)
Total Expenses	<b>84,260</b>	103,910	(19,650)
Operating (Surplus) Deficit	<b>84,260</b>	103,910	(19,650)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>84,260</b>	103,910	(19,650)

1	Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
				Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
	1-2-12270-120	SWB	Asset Management:Salary Allocations	\$90,730	\$92,700	\$72,720	\$75,410	\$0	\$0	\$75,410	\$2,350	\$77,760	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to other Financial Services Functional Areas to reflect where actual time is spent.
	1-2-12270-211	MMS	Asset Management:Travel & Accommodation	\$0	\$0	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
	1-2-12270-234	MMS	Asset Management:Training Services	\$120	\$0	\$0	\$10,000	\$0	(\$5,000)	\$5,000	\$0	\$5,000	Decrease in base budget due to underutilization in this functional area.
	1-2-12270-238	MMS	Asset Management:Computer Services	\$19,341	\$20,308	\$16,441	\$17,000	\$0	\$0	\$17,000	(\$17,000)	\$0	Centralization of IT Budget - This line item was for the WorkTech system for asset management and is now included in the IT budget.
	1-2-12270-512	MMS	Asset Management:Overtime Meals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

**Functional Area:** FINANCIAL SERVICES AND PAYROLL  
**Department:** Financial Services  
**Fund:** General Fund

The Financial Services and Payroll 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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$25,000)	(\$25,000)	\$0
Sundry	(17,000)	(17,000)	0
<b>Total Revenues</b>	<b>(42,000)</b>	<b>(42,000)</b>	<b>0</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	1,379,450	1,214,220	165,230
Contracted and General Services	1,500	2,100	(600)
Financial Charges	1,700	1,330	370
Fleet Expenses	1,520	1,520	0
Maintenance Materials and Supplies	295,910	224,440	71,470
<b>Total Expenses</b>	<b>1,680,080</b>	<b>1,443,610</b>	<b>236,470</b>
<b>Operating (Surplus) Deficit</b>	<b>1,638,080</b>	<b>1,401,610</b>	<b>236,470</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>1,638,080</b>	<b>1,401,610</b>	<b>236,470</b>

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #7 for RPT 21-398 – Interfund Transfers – Utility Fund](#) for additional information.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-41229-094	UCF	FINANCE SUNDRY REVENUE:Non-Taxable Revenue	(\$18,613)	(\$19,843)	(\$10,966)	(\$25,000)	\$0	\$0	(\$25,000)	\$0	(\$25,000)	-
2	1-1-41229-095	UCF	Finance Sundry Revenue:Gain on Foreign Exchange	(\$734)	\$31	(\$193)	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-1-41229-000	SUN	Finance Sundry Revenue:Other Revenue	(\$22,513)	(\$16,614)	(\$142,392)	(\$17,000)	\$0	\$0	(\$17,000)	\$0	(\$17,000)	-
4	1-1-41229-099	SUN	FINANCE SUNDRY REVENUE:Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-12210-111	SWB	FINANCIAL SERVICES:Salaries Regular	\$1,594,886	\$1,517,280	\$1,518,098	\$1,678,420	\$0	\$34,230	\$1,712,650	\$72,840	\$1,785,490	-The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. - \$72,840 increase is due to a reallocation of a chief clerks position from the Water Utility Fund back to the General Fund now that the water meter replacement project has been completed. 0.75FTE of a chief clerks position is allocated to the Utility Fund under object code 120 to reflect their actual time spent.
6	1-2-12210-112	SWB	FINANCIAL SERVICES:Salaries Overtime	\$8,855	\$3,104	\$39	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-12210-114	SWB	FINANCIAL SERVICES:Salary Casual Regular	\$55,909	\$42,389	\$23,777	\$29,790	\$0	\$0	\$29,790	\$0	\$29,790	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. Summer students for coverage.
8	1-2-12210-115	SWB	FINANCIAL SERVICES:Wages Regular	\$6,639	\$3,381	\$9,212	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-12210-119	SWB	FINANCIAL SERVICES:Payroll Benefits	\$301,360	\$314,695	\$308,868	\$342,290	\$0	\$14,660	\$356,950	\$15,560	\$372,510	-\$14,660: The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. - \$15,560 increase is due to a reallocation of a chief clerk's position from the Water Utility Fund back to the General Fund now that the water meter replacement project has been completed. .75FTE of chief clerks positions is allocated to the Utility Fund under object code 120 to reflect their actual time spent.
10	1-2-12210-120	SWB	FINANCIAL SERVICES:Salary Allocations	(\$767,850)	(\$791,250)	(\$782,020)	(\$837,860)	\$0	\$0	(\$837,860)	\$27,940	(\$809,920)	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to the Water Utility Fund as well as other Financial Services Functional Areas. The decrease is due to less FTE hours being charged to the Utility Fund based on an updated review and a correction to the account coding for the transfer of a portion of a Chief Clerks salary from Assessment to Taxation.
11	1-2-12211-115	SWB	Sask PolyTech:Wages Regular	\$0	\$1,203	\$273	\$150	\$0	\$0	\$150	\$0	\$150	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-12211-116	SWB	Sask PolyTech:Wages Overtime	\$1,795	\$1,135	\$1,067	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-12211-119	SWB	Sask PolyTech:Payroll Benefits	\$460	\$640	\$285	\$430	\$0	\$0	\$430	\$0	\$430	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-12210-239	CON	FINANCIAL SERVICES:Consulting Services	\$0	\$0	\$456	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-12210-293	CON	FINANCIAL SERVICES:Collection Services	\$528	\$195	\$810	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-12210-299	CON	FINANCIAL SERVICES:Other General Services	\$20	\$1,075	\$898	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	Bulk document shredding.
17	1-2-12211-238	CON	Sask PolyTech:Computer Services	\$523	\$570	\$570	\$600	\$0	\$0	\$600	(\$600)	\$0	The telephone and data line budget was prepared by financial services based on actual costs. Data line budget has been reallocated from object code 238 to 213.
18	1-2-12210-893	FC	FINANCIAL SERVICES:Bank Charges	\$174	\$173	\$147	\$130	\$0	\$0	\$130	\$70	\$200	\$120 GMEI Utility - Legal Entity Identification Renewal - RBC Loan Requirement \$80 Incidental Wire transfer fees.
19	1-2-12210-895	FC	FINANCIAL SERVICES:Cash Over/short	\$106	\$394	\$271	\$0	\$0	\$0	\$0	\$300	\$300	Three year average for cash shortage is \$282.
20	1-2-12211-893	FC	Sask PolyTech:Bank Charges	\$1,024	\$987	\$540	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	-



2018 YTD	2019 YTD	2020 YTD	Department		Issue								
			2018 YTD Actuals	2019 YTD Actuals		2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Adjustments	2022 Total Budget	
21	1-2-12211-265	FLT	Sask PolyTech:Rentals-City Automotive & Equipment	\$1,283	\$1,856	\$1,540	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
22	1-2-12210-211	MMS	FINANCIAL SERVICES:Travel & Accommodation	\$4,002	\$828	\$347	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	2 CPA courses \$800 - 4 nights hotel \$200 - meal allowance \$51/day \$270 - 140km to Sktn x 4 x \$0.4736 ---- \$1270 Management to attend CAGFO conference \$800 - 4 nights hotel \$200 - meal allowance \$500 - mileage or car rental (SK/AB) ---- \$1500
23	1-2-12210-212	MMS	FINANCIAL SERVICES:Postage & Freight	\$3,602	\$5,091	\$6,078	\$5,500	\$0	\$0	\$5,500	\$230	\$5,730	For mailing AR invoices/statements, AP cheques, payroll, general correspondance. 3 year average = \$5160 Budget for potential rate increase Jan 1/22 of \$0.01 More activity post COVID will mean increase in AP cheques. Estimate 10% increase. Will continue to encourage vendors to use EFT to keep cost down. \$5160 + 50 + 520 = \$5730.
24	1-2-12210-213	MMS	FINANCIAL SERVICES:Telephone	\$21,848	\$15,402	\$8,665	\$8,500	\$0	\$0	\$8,500	\$850	\$9,350	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
25	1-2-12210-215	MMS	FINANCIAL SERVICES:Conventions & Delegations	\$0	\$180	\$0	\$0	\$0	\$0	\$0	\$2,100	\$2,100	\$1100 attend CAGFO online conference unlimited # of employee can attend. \$1000 - 1 person to attend in person CAGFO conference (AB/SK)
26	1-2-12210-221	MMS	FINANCIAL SERVICES:Advertising	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-12210-222	MMS	FINANCIAL SERVICES:Publications & Subscriptions	\$935	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-12210-224	MMS	FINANCIAL SERVICES:Memberships & Due	\$6,507	\$6,045	\$5,524	\$6,360	\$0	\$0	\$6,360	\$150	\$6,510	CPA Professional Dues 5 x \$1000 = \$5,000 GFOA Membership for 5 People \$750.00 CDN Payroll \$660.00 GFOA Sask Membership \$100.00
29	1-2-12210-234	MMS	FINANCIAL SERVICES:Training Services	\$5,376	\$5,250	\$2,798	\$5,000	\$0	\$5,000	\$10,000	\$0	\$10,000	3 CPA core courses \$1350 x 3 = \$4050; CPA final \$1500; CPA Course material \$300. Decreased base budget in asset management functional area due to underutilization. There is no additional cost due to the amount being reallocated within the department. Amount can be utilized in Financial Services for leadership training / general education / training. Advanced Excel training for Finance Manager \$2000;
30	1-2-12210-237	MMS	FINANCIAL SERVICES:Protection Services	\$13,319	\$13,603	\$11,917	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	Budget for Garda Bank Courier and Coin Rolling Services contract. Bank Courier (annual cost) \$7,775 Coin Rolling (\$6000 - \$7000). 3 year average is \$11,212 but with increased parking and use of bussing due to in person classes for University and SaskPoly, 2022 is expected to be above 3 year average.

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
31	1-2-12210-238	MMS	FINANCIAL SERVICES:Computer Services	\$49,566	\$50,009	\$95,701	\$96,820	\$0	\$0	\$96,820	(\$96,820)	\$0	Centralizing IT Budget - Items below have been accounted for: 1) Central Square (Diamond / Great Plains) - annual fee estimated at \$73,400 with 60% allocated to General Fund (\$44,040) and 40% allocated to Water Utility Fund (\$29,360). 2)Questica - Annual fee for 2021 is \$12,050. 3)Caseware budgeted at \$1,000. 4)Pictometry - Annual allocation of \$1,570 (last year of amortization is 2021). 5) \$38,160 - Workforce Management Software / Synerion. \$24,910 for software and \$13,250 for terminal implementation).
32	1-2-12210-259	MMS	FINANCIAL SERVICES:Purch Mtce-Other Equipment	\$265	\$645	\$2,726	\$1,000	\$0	\$0	\$1,000	\$2,000	\$3,000	Folding machine and postage machine repair and maintenance. Due to age of machines repairs are increasing. (replacing rollers etc.) New machines have been requested as a capital purchase plus the old equipment will be kept for redundancy. If new machines are purchased the budget for repairs will only increase \$500 but another \$500 should be kept for the redundant equipment. The increase can then be \$1,000.
33	1-2-12210-267	MMS	FINANCIAL SERVICES:Rentals-Specialized Equipment	\$3,401	\$3,068	\$3,026	\$3,000	\$0	\$100	\$3,100	\$0	\$3,100	Equipment is owned and not leased. \$2700 - 2 main photocopiers, charges are based on # of copies. \$800 - 3 printers, charges are based on # of copies. Copies made are for entire department not including monthly water bill which is allocated to the Utility Fund.
34	1-2-12210-292	MMS	FINANCIAL SERVICES:Print Shop Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
35	1-2-12210-410	MMS	FINANCIAL SERVICES:Allocation-Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$149,360	\$149,360	Historically, requests for investments in new systems would be included in departmental operating budgets. That has created challenges for both council and IT to gain a big picture view of needs throughout the organization and respond accordingly. Many IT systems are dependent on one another. So, when planning is done independently, challenges arise leading to delayed or incomplete implementation and inefficient spending on IT investments. For 2022, the IT operating budget will include the services that were previously budgeted independently by departments under IT. Services will be allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This will help identify efficiencies, reduce duplication, better manage vendor relationships, and align the overall IT capital and operating budgets with long-term plans.
36	1-2-12210-511	MMS	FINANCIAL SERVICES:Meeting Incidentals	\$0	\$37	\$0	\$500	\$0	\$0	\$500	(\$200)	\$300	Materials for in-person meetings. This budget has not been fully utilized for several years. Decrease going forward.
37	1-2-12210-512	MMS	FINANCIAL SERVICES:Overtime Meals	\$31	\$54	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
38	1-2-12210-541	MMS	FINANCIAL SERVICES:Operating Supplies	(\$82)	\$10,500	\$1,150	\$6,000	\$0	\$0	\$6,000	\$0	\$6,000	Office furniture & fixtures \$1500 - table/file cabinet replacements \$1500 - chairs / wheels / stools / cushion replacements \$3000 - Workstations / Divider replacements & Maintenance / Ergonomic Improvements (OHS)
39	1-2-12210-544	MMS	FINANCIAL SERVICES:Office Supplies	\$16,920	\$17,619	\$12,699	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	\$2100 ink for postage machine (\$700/each x3) \$500 replace small office equipment (calculators) \$4500 paper (100 boxes @ \$45/ box) \$2000 window / other sized envelopes \$2000 banker boxes and shannon files \$3900 general office supplies (binders / dividers / labels / paper pads / tape / coloured paper for filing / markers / pens / highlighters / white out etc.)
40	1-2-12210-549	MMS	FINANCIAL SERVICES:Other Supplies	\$0	\$92	\$10	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-12210-950	MMS	FINANCIAL SERVICES:Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
42	1-2-12211-213	MMS	Sask PolyTech:Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$620	\$620	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
43	1-2-12211-264	MMS	Sask PolyTech:Rentals-Hired Equipment and Automotive	\$520	\$0	\$667	\$500	\$0	\$0	\$500	\$0	\$500	-
44	1-2-12211-553	MMS	Sask PolyTech:Electricity	\$2,658	\$3,225	\$3,258	\$3,300	\$0	\$0	\$3,300	\$0	\$3,300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
45	1-2-12250-231	MMS	AUDIT FEES:Auditing Services	\$60,942	\$56,914	\$57,909	\$54,960	\$0	\$0	\$54,960	\$8,080	\$63,040	\$58,100 - 2021 Audit (as per 5 year agreement) \$2,500 - 2021 MAER Audit \$2,000 - 2021 MEEP Audit \$315 US / \$440 Cnd - GFOA Audit review Increase is due to the addition of the MAER and MEEP audits that must be done as a conditions of receiving funding. These audits were not budgeted in the past. Includes Police. 5 year contract with MNP expires in 2022.
46	1-2-64392-875	CAP	Financial Services Loss on Disposal:Loss on Disposal	\$2,098	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
47	1-2-64315-840	AMORT	Financial Services Machinery & Equip:Amortization Expense	\$22,914	\$37,622	\$40,439	\$0	\$0	\$0	\$0	\$0	\$0	-

**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 of 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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$334,490</b>	\$334,010	\$480
Financial Charges	<b>5,600</b>	5,600	0
Fleet Expenses	<b>5,520</b>	5,520	0
Maintenance Materials and Supplies	<b>12,530</b>	17,030	(4,500)
<b>Total Expenses</b>	<b>358,140</b>	362,160	(4,020)
<b>Operating (Surplus) Deficit</b>	<b>358,140</b>	362,160	(4,020)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>358,140</b>	362,160	(4,020)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-43152-089	SUN	PURCHASING-STORES:Other Sources	(\$70,759)	(\$368)	(\$21,000)	\$0	\$0	\$0	\$0	\$0	\$0	No Longer Used
2	1-2-12260-111	SWB	PURCHASING:Salaries Regular	\$143,039	\$152,459	\$153,697	\$98,400	\$0	\$0	\$98,400	\$0	\$98,400	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-12260-119	SWB	PURCHASING:Payroll Benefits	\$27,137	\$29,212	\$29,127	\$18,210	\$0	\$440	\$18,650	\$0	\$18,650	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-12260-120	SWB	PURCHASING:Salary Allocations	\$40,390	\$40,390	\$40,390	\$53,400	\$0	\$0	\$53,400	\$40	\$53,440	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to other Financial Services Functional Areas to reflect where actual time is spent.
5	1-2-31510-115	SWB	STOREKEEPING:Wages Regular	\$108,379	\$112,684	\$110,974	\$113,000	\$0	\$0	\$113,000	\$0	\$113,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-31510-116	SWB	STOREKEEPING:Wages Overtime	\$2,008	\$1,885	\$464	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-31510-119	SWB	STOREKEEPING:Payroll Benefits	\$46,395	\$49,581	\$48,593	\$50,000	\$0	\$0	\$50,000	\$0	\$50,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-31510-132	SWB	STOREKEEPING:Clothing Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No longer required - Use object code 540
9	1-2-31510-960	FC	Storekeeping:Obsolete Inventory	\$15,268	\$3,134	\$742	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	Write off of items identified as no longer of value
10	1-2-31510-970	FC	STOREKEEPING:Overages/shortages	\$15,449	(\$2,325)	\$2,945	\$600	\$0	\$0	\$600	\$0	\$600	Inventory variance Landed cost, taxes, cycle counts, damaged parts, etc.
11	1-2-31510-265	FLT	STOREKEEPING:Rentals-Automotive & Equipment	\$4,680	\$4,980	\$5,280	\$5,520	\$0	\$0	\$5,520	\$0	\$5,520	Forklift charges as per the Fleet rates. The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
12	1-2-12260-211	MMS	PURCHASING:Travel & Accommodation	\$2,518	\$1,486	\$1,914	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	Monthly Mileage < \$100 / month Trade Shows Workshops & Seminars for designation maintenance
13	1-2-12260-212	MMS	PURCHASING:Postage & Freight	\$241	\$11	\$2	\$50	\$0	\$0	\$50	\$0	\$50	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
14	1-2-12260-213	MMS	PURCHASING:Telephone	\$1,521	\$471	\$363	\$400	\$0	\$0	\$400	\$0	\$400	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
15	1-2-12260-222	MMS	PURCHASING:Publications & Subscriptions	\$115	\$133	\$0	\$200	\$0	\$0	\$200	\$0	\$200	Magazine subscriptions as required
16	1-2-12260-224	MMS	PURCHASING:Memberships & Due	\$1,386	\$1,020	\$495	\$900	\$0	\$0	\$900	\$0	\$900	Supply Chain Management Canadian Public Procurement Council
17	1-2-12260-234	MMS	PURCHASING:Training Services	\$4,043	\$1,579	\$2,114	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	Seminar, workshops, training as required for designation maintenance credits
18	1-2-12260-235	MMS	PURCHASING:Health Services	\$0	\$0	\$25	\$0	\$0	\$0	\$0	\$0	\$0	No longer required. HR covers these cost (Doctors fee to complete forms as required)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
19	1-2-12260-238	MMS	PURCHASING:Computer Services	\$40,746	\$42,348	\$18,772	\$5,000	\$0	\$0	\$5,000	(\$5,000)	\$0	Central IT Budget now accounts for \$6000 to account for below: Annual 4% increase as per VendorPanel agreement Includes \$500 training if required Includes PST
20	1-2-12260-259	MMS	PURCHASING:Purch Mtce-Other Equipment	\$0	\$2,454	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-12260-267	MMS	PURCHASING:Rentals-Specialized Equipment	\$471	\$826	\$1,031	\$1,000	\$0	\$0	\$1,000	\$500	\$1,500	Photocopy cost = \$60-\$150/Month Main copier at MSC all charged to Purchasing but used by Public Works (Fleet, Roadways and W&S) Actual printed page usage per month
22	1-2-12260-292	MMS	PURCHASING:Print Shop Services	\$0	\$32	\$0	\$50	\$0	\$0	\$50	\$0	\$50	Business Cards, brochures, etc.
23	1-2-12260-511	MMS	PURCHASING:Meeting Incidentals	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
24	1-2-12260-541	MMS	PURCHASING:Operating Supplies	\$0	\$1,267	\$1,630	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	Miscellaneous items as required Tape measure, phone headset, file cabinets, etc.
25	1-2-12260-544	MMS	PURCHASING:Office Supplies	\$0	\$305	\$841	\$500	\$0	\$0	\$500	\$0	\$500	Miscellaneous items as required Folder, paper, pens, highlighter, etc.
26	1-2-31510-213	MMS	STOREKEEPING:Telephone	\$1,355	\$537	\$445	\$490	\$0	\$0	\$490	\$0	\$490	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
27	1-2-31510-234	MMS	STOREKEEPING:Training Services	\$0	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$300	Training courses as required Word, excel, etc.
28	1-2-31510-253	MMS	Storekeeping:Purch Mtce-Building	\$0	\$604	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No longer required
29	1-2-31510-522	MMS	Storekeeping:Vehicle Propane	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No longer required - Charged to equipment
30	1-2-31510-540	MMS	Storekeeping:City Purchased Clothing	\$191	\$224	\$143	\$500	\$0	\$0	\$500	\$0	\$500	Safety footwear as per collective agreement 2 Full-time Staff @ \$200 each 1 Part-time Staff @ \$100 each
31	1-2-31510-541	MMS	STOREKEEPING:Operating Supplies	\$913	\$777	\$812	\$1,040	\$0	\$0	\$1,040	\$0	\$1,040	Miscellaneous items as required Hand tools, cleaning supplies, floor mats, etc.
32	1-2-31510-544	MMS	STOREKEEPING:Office Supplies	\$0	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$100	Miscellaneous items as required Binding cases, pens, markers, highlighter, etc.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$510,500)	(\$540,500)	\$30,000
Interest and Penalties	(420,000)	(450,000)	30,000
<b>Total Revenues</b>	<b>(930,500)</b>	(990,500)	60,000
<b>EXPENSES</b>			
Salaries Wages and Benefits	364,880	358,010	6,870
Financial Charges	2,650	2,650	0
Fleet Expenses	30,000	26,520	3,480
Maintenance Materials and Supplies	18,730	34,680	(15,950)
<b>Total Expenses</b>	<b>416,260</b>	421,860	(5,600)
<b>Operating (Surplus) Deficit</b>	<b>(514,240)</b>	(568,640)	54,400
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(514,240)</b>	(568,640)	54,400

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-52505-099	UCF	Sask PolyTech Revenue:Taxable Revenue	(\$98,926)	(\$93,245)	(\$33,496)	(\$110,500)	\$0	\$0	(\$110,500)	\$0	(\$110,500)	-
2	1-1-54210-094	UCF	PARKING METERS:Non-Taxable Revenue	(\$470)	(\$1,228)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-1-54210-099	UCF	PARKING METERS:Taxable Revenue	(\$409,266)	(\$396,440)	(\$240,786)	(\$430,000)	\$0	\$30,000	(\$400,000)	\$0	(\$400,000)	No Covid Impact - Down \$30,000 to reflect average over last four years. Even with increase in students to U of S - they tend to use Permits which is not reflected in this amount and is in Public Works – Parking Lots.
4	1-1-52500-000	INT	Parking Ticket Violations:Other Revenue	(\$466,006)	(\$396,849)	(\$296,810)	(\$450,000)	\$0	\$30,000	(\$420,000)	\$0	(\$420,000)	No Covid Impact – Down \$30,00 from 2021 to better reflect averages over past couple of years. Revenue in Parking Tickets is down from the loss of Parking Tickets being written evenings and weekends previously when Bylaw Enforcement was under City Police.
5	1-1-52560-000	INT	Enforcement Parking Ticket Revenue:Other Revenue	(\$134,998)	(\$133,213)	\$39,394	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-32710-111	SWB	PARKING METERS:Salaries Regular	\$0	\$0	\$1,159	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-32710-115	SWB	PARKING METERS:Wages Regular	\$168,704	\$165,324	\$164,780	\$173,530	\$0	(\$3,530)	\$170,000	\$0	\$170,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-32710-116	SWB	PARKING METERS:Wages Overtime	\$845	\$1,183	\$1,449	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-32710-119	SWB	Parking Meters:Payroll Benefits	\$69,488	\$73,434	\$74,862	\$69,410	\$0	\$5,590	\$75,000	\$0	\$75,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-32710-120	SWB	PARKING METERS:Salary Allocations	\$110,650	\$119,750	\$120,620	\$115,070	\$0	\$0	\$115,070	\$4,810	\$119,880	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to other Financial Services Functional Areas to reflect where actual time is spent.
11	1-2-32710-299	CON	PARKING METERS:Other General Services	\$13,410	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-32710-893	FC	PARKING METERS:Bank Charges	\$3,265	\$2,534	\$2,683	\$2,650	\$0	\$0	\$2,650	\$0	\$2,650	-
13	1-2-32710-265	FLT	PARKING METERS:Rentals-Automotive & Equipment	\$14,982	\$23,580	\$32,658	\$26,520	\$0	\$0	\$26,520	\$3,480	\$30,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
14	1-2-32710-211	MMS	PARKING METERS:Travel & Accommodation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-32710-212	MMS	PARKING METERS:Postage & Freight	\$7,911	\$6,637	\$5,346	\$6,500	\$0	\$0	\$6,500	\$0	\$6,500	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
16	1-2-32710-213	MMS	PARKING METERS:Telephone	\$2,231	\$2,149	\$2,143	\$1,650	\$0	\$0	\$1,650	\$600	\$2,250	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
17	1-2-32710-234	MMS	Parking Meters:Training Services	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
18	1-2-32710-238	MMS	PARKING METERS:Computer Services	\$18,080	\$29,494	\$16,286	\$16,550	\$0	\$0	\$16,550	(\$16,550)	\$0	Centralized IT Budget includes: - Gtechna \$2400 - Ticket Tracer \$11,100 - SGI Auto Fund \$3200 as discussed with Trina.
19	1-2-32710-239	MMS	PARKING METERS:Consulting Services	\$963	\$1,179	\$1,014	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-32710-253	MMS	PARKING METERS:Purch Mtce-Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-32710-259	MMS	PARKING METERS:Purch Mtce-Other Equipment	\$37	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
22	1-2-32710-267	MMS	PARKING METERS:Rentals-Specialized Equipment	\$0	\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-32710-292	MMS	PARKING METERS:Print Shop Services	\$1,684	\$0	\$724	\$0	\$0	\$0	\$0	\$0	\$0	-
24	1-2-32710-295	MMS	PARKING METERS:Self-Employed Contractors	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-32710-420	MMS	Parking Meters:Allocation-Services	\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-32710-540	MMS	Parking Meters:City Purchased Clothing	\$2,772	\$1,780	\$396	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	-
27	1-2-32710-541	MMS	PARKING METERS:Operating Supplies	\$4,248	\$10,829	\$9,945	\$6,580	\$0	\$0	\$6,580	\$0	\$6,580	For approximately 700 parking meters-batteries & refurbishing battery packs for all meters, meter cards, meter card maintenance supplies, thermal paper, ticket books, paint, wipes, gloves, lock deicer, small tools, print shop services, etc.
28	1-2-32710-544	MMS	PARKING METERS:Office Supplies	\$343	\$287	\$467	\$500	\$0	\$0	\$500	\$0	\$500	General office supplies (labels / paper pads / tape / markers / pens / highlighters / white out etc.)

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$384,070)	(\$434,970)	\$50,900
Sundry	(34,800)	(35,820)	1,020
<b>Total Revenues</b>	<b>(418,870)</b>	<b>(470,790)</b>	<b>51,920</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	3,300	3,300	0
Contracted and General Services	96,310	100,280	(3,970)
Financial Charges	1,500	1,500	0
Utilities	7,700	7,300	400
Fleet Expenses	1,500	1,500	0
Maintenance Materials and Supplies	63,460	56,380	7,080
Insurance	1,520	1,520	0
Bad Debt Expense	33,510	32,400	1,110
<b>Total Expenses</b>	<b>208,800</b>	<b>204,180</b>	<b>4,620</b>
<b>Operating (Surplus) Deficit</b>	<b>(210,070)</b>	<b>(266,610)</b>	<b>56,540</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(210,070)</b>	<b>(266,610)</b>	<b>56,540</b>

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-52501-000	UCF	Impound Lot:Other Revenue	(\$94,000)	(\$185)	(\$12,089)	(\$10,830)	\$0	\$3,360	(\$7,470)	\$0	(\$7,470)	1. The number of SGI tows is up but Parking Enforcement Tows and Police Tows are down. Budgeting to better reflect actuals. The City's new Bylaw Officers do not (and cannot) have access to the automatic license plate readers (ALPR) so the number of tows has decreased. These plate readers are used to detect unregistered vehicles and plates registered to owners that need to be towed for parking enforcement
2	1-1-52501-065	UCF	Impound Lot:Rental-Lease Revenues-Non Taxable	(\$346,438)	(\$301,706)	(\$347,565)	(\$387,200)	\$0	\$47,540	(\$339,660)	\$0	(\$339,660)	Storage Revenue is related to the number of individual tows and Storage Revenue combined with number of tows decrease revenue by about \$47,540.
3	1-1-52501-066	UCF	Impound Lot:Rental-Lease Revenues - Taxable	(\$28,058)	(\$25,714)	(\$25,714)	(\$25,720)	\$0	\$0	(\$25,720)	\$0	(\$25,720)	Monthly fee from Auto Rescue for the compound subleasing agreement. A/R invoices Auto Rescue who leases the trailer and property from the City. The City leases the property from SPCA.
4	1-1-52501-094	UCF	Impound Lot:Non-Taxable Revenue	(\$11,368)	(\$26,501)	(\$24,601)	(\$11,220)	\$0	\$0	(\$11,220)	\$0	(\$11,220)	Miscellaneous Revenue (\$25.00 lien fees and \$10.00 plate removal fees). We have to take the plates off and return to SGI for SGI Vehicles. Lien Fees are just for Police and Enforcement tows. This is done on all vehicles that go to auction or are disposed of (does not apply to SGI) as they do their own lien checks). This would also include reimbursement for SGI auction costs (i.e. 20% of sale price). Beginning in 2019, this account will also be used to record revenue from sales of vehicles where sale proceeds exceed towing, storage, and administrative fees and all other lien holders have been satisfied. The net revenue will be recorded after SGI administrative fees have been paid - Where no other security interests exist, SGI to collect outstanding administrative fees* (currently: \$125 plus total costs for applicable lien searches; on average \$134 total payable to SGI). This is only applicable to the sale of vehicles that were impounded for Unauthorized Driver and/or Impaired Driving.
5	1-1-52501-099	UCF	Impound Lot:Taxable Revenue	(\$2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-1-52501-089	SUN	Impound Lot:Other Sources	(\$31,140)	(\$31,600)	(\$36,440)	(\$35,820)	\$0	\$1,020	(\$34,800)	\$0	(\$34,800)	Administration Revenue (\$55.00 for SGI impound and \$50.00 for a police/enforcement impound)/ Impound Fee)
7	1-2-32711-115	SWB	Impound Lot:Wages Regular	\$1,717	\$1,054	\$994	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-32711-116	SWB	Impound Lot:Wages Overtime	\$2,078	\$604	\$440	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-32711-119	SWB	Impound Lot:Payroll Benefits	\$740	\$477	\$423	\$800	\$0	\$0	\$800	\$0	\$800	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-32711-238	CON	Impound Lot:Computer Services	\$585	\$671	\$671	\$680	\$0	\$0	\$680	(\$680)	\$0	The telephone and data line budget was prepared by financial services based on actual costs. Data line budget has been reallocated from object code 238 to 213.
11	1-2-32711-294	CON	Impound Lot:Commissionaire Services	\$207	\$80	\$557	\$500	\$0	\$0	\$500	\$0	\$500	Commissionaire Services in case any alarm goes off due to any break-in or any other reason.
12	1-2-32711-295	CON	Impound Lot:Self-Employed Contractors	\$85,665	\$78,586	\$92,433	\$89,100	\$0	(\$3,290)	\$85,810	\$0	\$85,810	This is what we pay Auto Rescue for each tow. Typically \$120 to compound and \$45 to auction. Base off of Revenue Expectations
13	1-2-32711-299	CON	Impound Lot:Other General Services	\$10,209	\$12,377	\$10,934	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	Auction commission costs will vary dependent on auction sales. 8% on SGI, Police and Enforcement.
14	1-2-32711-893	FC	Impound Lot:Bank Charges	\$1,369	\$1,620	\$1,647	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	Moneris charges for processing impound lot payments.
15	1-2-32711-551	UTL	Impound Lot:Water & Sewer	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
16	1-2-32711-552	UTL	Impound Lot:Heating Fuels	\$4,296	\$4,346	\$4,856	\$3,300	\$0	(\$300)	\$3,000	\$0	\$3,000	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
17	1-2-32711-553	UTL	Impound Lot:Electricity	\$3,480	\$4,123	\$4,578	\$4,000	\$0	\$700	\$4,700	\$0	\$4,700	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
18	1-2-32711-265	FLT	Impound Lot:Rentals-City Automotive & Equipment	\$2,292	\$1,383	\$1,464	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
19	1-2-32711-420	FLT	Impound Lot:Allocation-Services	\$0	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-32711-213	MMS	Impound Lot:Telephone	\$119	\$53	\$0	\$0	\$0	\$0	\$0	\$750	\$750	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
21	1-2-32711-237	MMS	Impound Lot:Protection Services	\$146	\$301	\$317	\$320	\$0	\$0	\$320	\$0	\$320	Reed Security Monthly Alarm Monitoring services.
22	1-2-32711-253	MMS	Impound Lot:Purch Mtce-Building	\$5,266	\$1,500	\$2,494	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	For Minor Maintenance Work during the year like fence repair.
23	1-2-32711-256	MMS	Impound Lot:Purch Mtce-Mechanical Equipment	\$345	\$376	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
24	1-2-32711-263	MMS	Impound Lot:Rentals-Building	\$53,462	\$50,429	\$50,501	\$52,060	\$0	\$6,330	\$58,390	\$0	\$58,390	\$3,200 per month SPCA, Trailer rental \$865.17 per month and \$9608 for annual property taxes. The City pays the property taxes as part of the lease for this property. Increase to the budget by \$6,330 is to reflect the increase in property taxes.
25	1-2-32711-264	MMS	Impound Lot:Rentals-Hired Equipment and Automotive	\$0	\$420	\$402	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-32711-533	MMS	Impound Lot:Granular Materials	\$645	\$0	\$602	\$500	\$0	\$0	\$500	\$0	\$500	Gravel used for the maintenance and repair of Impound Lot.
27	1-2-32711-541	MMS	Impound Lot:Operating Supplies	\$2,055	\$1,525	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	For Impound lots-garbage bags, gloves & puncture proof gloves, masks, hand sanitizer, small equipment repairs and other operating supply items as required.
28	1-2-32711-896	INS	Impound Lot:Insurance	\$1,518	\$1,426	\$1,439	\$1,520	\$0	\$0	\$1,520	\$0	\$1,520	2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
29	1-2-32711-919	BDE	Impound Lot:Bad Debt Expense	\$57,585	\$72,775	\$49,423	\$32,400	\$0	\$1,110	\$33,510	\$0	\$33,510	This is not an actual loss. We receive all revenue and reimbursement for any costs from SGI tows. When we dispose of any police or enforcement vehicle, we write-off the difference between the revenues recorded for the vehicle (towing, daily storage, administration, etc.) and the amount received for the vehicle. Of the vehicles sold, the majority of them have some partial write-off.

***RPT 21-398***

**TITLE:** Interfund Transfers - Utility Fund

**DATE:** September 3, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the street sweeping allocation charged to the Utility Fund be removed and reallocated back to the General Fund;
2. That the salary allocation for one full time equivalent (FTE) Chief Clerk position in the Utility Fund be reallocated back to the General Fund, and;
3. That the allocation for street sweeping and Chief Clerk position be accepted and forwarded for consideration at the 2022 budget deliberations.

**TOPIC & PURPOSE:**

To provide information and recommendations of adjustments to the interfund transactions of the Utility Fund.

**BACKGROUND:**

At the 2021 Utility Fund budget deliberations a review of street sweeping of \$134,000 and other transfer amounts was requested.

City Council Resolution No. 0178 dated January 21, 2021:

“That Administration review whether the \$134,000 budgeted amount for street sweeping should be allocated within the utility budget for the 2022 budget deliberations, including any other transfer amounts allocated from the General Fund to the Water Utility Fund.”

**PROPOSED APPROACH AND RATIONALE:**

Street sweeping

From discussion with Public Works, street sweeping would not heavily effect sewer operations therefore should be removed from the Utility Fund budget. The 2020 budget for street sweeping is estimated at \$143,300. Note that the amount will reduce expenses of the Utility Fund but would increase the expenses for Public Works in the General Fund.

Reallocation of Financial Services Chief Clerk Position

Removal of the Financial Services Chief Clerk salary allocation of approximately \$80,000 from the Utility Fund. The 2018 budget for the Utility Fund was approved for a Chief Clerk position to be reallocated from the General Fund to the Utility Fund, as per motion 0664 at the Special City Council meeting December 18, 2017. This allocation is no longer required as the water meter replacement project is now complete. This will increase expenses to the General Fund and reduce expenses to the Utility Fund.

Summary of Adjustments to the Utility Fund

There would be no financial effect to The City as an organization and on a consolidated basis. However, interfund adjustments effect each individual fund. The total adjustments are as follows:

	<b>General Fund Expense</b>
Street Sweeping	143,300
1 FTE Chief Clerk	80,000
<b>Total Expense to General Fund</b>	<b>\$223,300</b>

Interfund Transfers – All Funds

Interfund transfers are part of fund accounting. The premise of fund accounting is to report an accurate financial picture of the operations of functional areas or departments. There are general operating costs incurred that can be identified as relating to specific funds. The following are operating costs that are in the General Fund but can be also considered as an expense to other funds:

- Consultation and advice from the Mayor, City Manager, City Solicitor, City Clerk, Corporate Services, Communications and Financial Services.
- General operational costs such as software, information technology services and hardware and claims costs.

The amount of the interfund transfer is based on the estimate percentage of usage. Interfund transfers do not increase or decrease the economic resources of an organization as a whole just the allocation between funds.

The City of Prince Albert has five (5) operating funds. General, Utility, Sanitation, Airport and Land Fund. All have interfund transactions. As noted in the annual budget documents, funds are typically charged an established fee or allocation between the General Fund and other funds.

The General Fund allocation to the Utility Fund is comprised of City facilities water usage and an estimate for other City resources as noted above. During the 2009 budget discussions the decision was made to have an annual allocation from the General Fund to the Utility Fund based on five percent (5%) of budgeted operational revenues. The amount of \$614,000 was determined for the 2016 budget and has not changed since.

For the past six years, the Utility Fund has had interfund transfers as noted below.

Item	2020	2019	2018	2017	2016	2015
<b>Transfer to General Fund</b>	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$562,870
<b>Transfer to General Fund – City facilities</b>	<sup>1</sup> 421,921	256,560	268,146	*348,576	214,249	191,739
<b>Total Interfund Transfer</b>	\$1,035,921	\$870,560	\$882,146	\$962,576	\$828,249	\$754,609

\*Inflated due to Vic Hospital invoice.

<sup>1</sup>The increase in 2020 is due to spray parks and all City facilities being metered.

\$614,000 represents an allocation of City personnel costs that provide services plus other operational expenses for the Utility Fund. The remaining interfund transfer of \$256,560 offsets water revenue that was recorded for City Facilities in the Utility Fund.

There would be no financial effect to The City as an organization and on a consolidated basis. Any adjustments to interfund transactions will have a direct effect on the General Fund and will need to be considered when determining mill rate increases.

**CONSULTATIONS:**

There was discussion with the Director of Public Works regarding the necessity of street sweeping in the Utility Fund.

Details of Financial Services salary allocations of the Utility Fund were reviewed for accuracy.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Communication tools have been used in the past to explain various aspects of the Utility Fund. This included information inserts and Public Works presentations regarding the waterworks system.

A communication plan regarding The City's utilities can be developed with the Communications Manager. It should include information regarding the utility infrastructure, the importance of sustaining waterworks infrastructure and annual operations but should also include information regarding the utility bill and any other items. However, media creations such as videos are costly and have not been included in the 2022 budget.

### **FINANCIAL IMPLICATIONS:**

The financial impact will be an increase in expenses of \$223,300 to the General Fund and a decrease in expenses to the Utility Fund of \$223,300.

The recommended changes between The City's Funds will not effect The City's financial position however property tax tools and user rates and fees may be effected.

### **3 Year Utility Rate Plan**

Adjustments to interfund transactions for the Utility Fund will need to be considered previous to setting Utility rates. Decisions regarding street sweeping and any other changes will need to be considered for the 3 year utility rate plan that will be brought forward for consideration at the 2022 budget deliberations.

### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There is no policy or privacy implications, options to the recommendation or other considerations.

### **STRATEGIC PLAN:**

2. The City's Strategic Core Value of Accountable and Transparent:  
"We will make decisions based on clear and proactive criteria and we will provide information that is relevant, accessible, timely and accurate."

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

If the allocation was updated to five percent (5%) of budgeted operational revenues from 2021 of \$19,385,830, the interfund transaction to the Utility fund for 2022 would increase to approximately \$969,000 versus the current \$614,000 (equals 3.17%).



**OFFICIAL COMMUNITY PLAN:**

Section 14 – Finance outlines the following relevant goal and policies:

Maintain effective management, efficiencies and accountability of the City's fiscal budgets and operations:

1. Ensure City financial policies and practices are consistent with the Official Community Plan.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Verbal Presentation by Cheryl Tkachuk, Director of Financial Services

**ATTACHMENTS: NONE**

Written by: Cheryl Tkachuk, Director of Financial Services

Approved by: Director of Public Works and City Manager



City of  
**Prince Albert**

*BI 21-28*

**TITLE:** Fire Department  
**DATE:** October 20, 2021  
**TO:** Budget Committee

**PUBLIC:** X

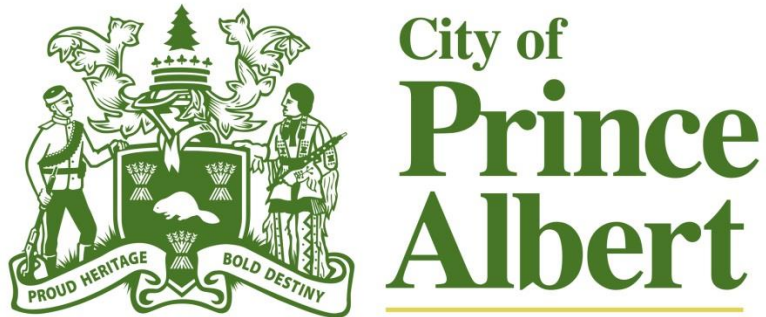
**INCAMERA:**

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**ATTACHMENTS:**

1. Fire Department

## SECTION TEN – FIRE DEPARTMENT



Permanent Out of Scope FTE Total: 7.0

Permanent In Scope FTE Total: 43.0

New Permanent Staffing FTE Requests: 4.0

(FTE: Full Time Equivalent)

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
Sundry	(\$15,000)	\$0	(\$15,000)
Total Revenues	(15,000)	0	(15,000)
<b>EXPENSES</b>			
Salaries Wages and Benefits	1,150,530	1,108,970	41,560
Contracted and General Services	15,000	0	15,000
Maintenance Materials and Supplies	68,170	61,550	6,620
Insurance	160	150	10
Total Expenses	1,233,860	1,170,670	63,190
Operating (Surplus) Deficit	1,218,860	1,170,670	48,190
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	1,218,860	1,170,670	48,190

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-48250-094	SUN	Fire Department Revenues:Non-Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$15,000)	(\$15,000)	Cost recovery for securing property affected by fire and non compliance with the fire safety bylaw. All charges to 1-2-24100-295 are recovered and applied to this account.
2	1-2-24100-111	SWB	FIRE ADMINISTRATION:Salaries Regular	\$774,100	\$800,158	\$870,484	\$891,750	\$0	\$13,190	\$904,940	\$19,560	\$924,500	Required increase for approved Fire Administrative Manager. Difference: CUPE Secretary 1, Step 5. to OOS Pay band 3, Step 3. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-24100-112	SWB	FIRE ADMINISTRATION:Salaries Overtime	\$244	\$958	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-24100-113	SWB	FIRE ADMINISTRATION:Stat Overtime	\$18,993	\$10,992	\$30,307	\$34,730	\$0	\$3,650	\$38,380	\$0	\$38,380	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-24100-115	SWB	FIRE ADMINISTRATION:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-24100-118	SWB	FIRE ADMINISTRATION:Service & Special Pay	\$1,928	\$1,718	\$1,763	\$2,340	\$0	(\$130)	\$2,210	\$0	\$2,210	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-24100-119	SWB	FIRE ADMINISTRATION:Payroll Benefits	\$225,923	\$37,371	\$221,397	\$180,150	\$0	\$1,330	\$181,480	\$3,960	\$185,440	Required increase for approved Fire Administrative Manager. Difference: CUPE Secretary 1, Step 5. to OOS Pay band 3, Step 3. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-24100-195	SWB	FIRE ADMINISTRATION:Interview Expenses	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-24100-239	CON	FIRE ADMINISTRATION:Consulting Services	\$15,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-24100-295	CON	FIRE ADMINISTRATION:Self-Employed Contractors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000	Contractor fees for securing property affected by fire and non compliance 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 1-1-48250-094
11	1-2-24100-211	MMS	FIRE ADMINISTRATION:Travel & Accommodation	\$1,518	\$2,340	\$251	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	Travel and accommodations for OOS professional development, Provincial and National association Meetings.
12	1-2-24100-212	MMS	FIRE ADMINISTRATION:Postage & Freight	\$237	\$251	\$239	\$300	\$0	\$0	\$300	\$0	\$300	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.

Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
			Actuals	Actuals	Actuals					Adjustments	2022 Total Budget		
13	1-2-24100-213	MMS	FIRE ADMINISTRATION:Telephone	\$42,084	\$39,893	\$46,890	\$16,260	\$0	\$0	\$16,260	(\$7,950)	\$8,310	Department Cellular, Ipad and landline contract fees Switching from Sasktel to VOIP has reduced expenditures by approximately \$680.00 Monthly. The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
14	1-2-24100-215	MMS	FIRE ADMINISTRATION:Conventions & Delegations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-24100-221	MMS	FIRE ADMINISTRATION:Advertising	\$0	\$600	\$61	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-24100-222	MMS	FIRE ADMINISTRATION:Publications & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-24100-224	MMS	FIRE ADMINISTRATION:Memberships & Due	\$635	\$1,285	\$1,455	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Canadian Association of Fire Chiefs and Saskatchewan Association of Fire Chief's membership dues for both Chief and Deputy Chief.
18	1-2-24100-234	MMS	FIRE ADMINISTRATION:Training Services	\$0	\$895	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Professional development including courses, seminars and workshops.
19	1-2-24100-238	MMS	FIRE ADMINISTRATION:Computer Services	\$4,992	\$2,752	\$12,161	\$13,930	\$0	\$0	\$13,930	(\$13,930)	\$0	Budget of \$13,930 removed and centralized to Information Technologies Department. The telephone and data line budget was prepared by financial services based on actual costs. Data line budget has been reallocated from object code 238 to 213.
20	1-2-24100-259	MMS	FIRE ADMINISTRATION:Purch Mtce-Other Equipment	\$0	\$143	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-24100-267	MMS	FIRE ADMINISTRATION:Rentals-Specialized Equipment	\$1,850	\$1,615	\$1,078	\$1,840	\$0	\$0	\$1,840	\$0	\$1,840	maintenance agreement for the photocopy/printer. Includes labor, parts, drums, and supplies. Excluding paper and staples. 2020 ending balance was \$1,077.55 2019 ending balance was \$1,615.00
22	1-2-24100-291	MMS	FIRE ADMINISTRATION:Licenses Permits & Fees	\$1,634	\$2,243	\$1,630	\$1,720	\$0	\$0	\$1,720	\$0	\$1,720	Industry Canada - Radio License annual renewal 2020 ending balance was \$1,630.04 2019 ending balance was \$2,243.00
23	1-2-24100-410	MMS	FIRE ADMINISTRATION:Allocation-Administratio	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,000	\$34,000	Historically, requests for investments in new systems would be included in departmental operating budgets. That has created challenges for both council and IT to gain a big picture view of needs throughout the organization and respond accordingly. Many IT systems are dependent on one another. So, when planning is done independently, challenges arise leading to delayed or incomplete implementation and inefficient spending on IT investments. For 2022, the IT operating budget will include the services that were previously budgeted independently by departments under IT. Services will be allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This will help identify efficiencies, reduce duplication, better manage vendor relationships, and align the overall IT capital and operating budgets with long-term plans.
24	1-2-24100-511	MMS	Fire Administration:Meeting Incidentals	\$285	\$217	\$445	\$1,500	\$0	\$0	\$1,500	\$500	\$2,000	Management and Department meetings, Open House, Staff recognition and retirement.
25	1-2-24100-541	MMS	Fire Administration:Operating Supplies	\$498	\$2,180	\$633	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Office equipment and furnishings
26	1-2-24100-544	MMS	FIRE ADMINISTRATION:Office Supplies	\$2,973	\$1,625	\$3,706	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	Office Supplies. Examples: Pens, Paper, envelopes and stationary etc...
27	1-2-25110-211	MMS	EMO ADMINISTRATION:Travel & Accommodation	\$0	\$512	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Saskatchewan Emergency Preparedness Education and Conference held annually in Saskatoon.
28	1-2-25110-238	MMS	EMO ADMINISTRATION:Computer Services	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
29	1-2-25110-511	MMS	EMO ADMINISTRATION:Meeting Incidentals	\$950	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Training facility fees and refreshments.
30	1-2-25110-541	MMS	EMO ADMINISTRATION:Operating Supplies	\$6,029	\$6,254	\$6,077	\$8,000	\$0	\$0	\$8,000	(\$6,000)	\$2,000	City of Prince Albert has ended it's contract with Everbridge (PAalert) and will rely on Provincial Saskalert for any future mass notification needs.
31	1-2-25110-544	MMS	EMO ADMINISTRATION:Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-25110-896	INS	EMO ADMINISTRATION:Insurance	\$143	\$148	\$145	\$150	\$0	\$0	\$150	\$10	\$160	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$308,030)	(\$301,430)	(\$6,600)
Sundry	(39,600)	(43,600)	4,000
<b>Total Revenues</b>	<b>(347,630)</b>	(345,030)	(2,600)
<b>EXPENSES</b>			
Salaries Wages and Benefits	5,733,830	5,682,190	51,640
Contracted and General Services	10,280	1,000	9,280
Maintenance Materials and Supplies	165,100	152,100	13,000
<b>Total Expenses</b>	<b>5,909,210</b>	5,835,290	73,920
<b>Operating (Surplus) Deficit</b>	<b>5,561,580</b>	5,490,260	71,320
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>5,561,580</b>	5,490,260	71,320

Please refer to [Supporting Documents Binder 2 of 2, Incamera Tab, Tab #24 for RPT 21-416 – 2022 Fire Department Staffing Proposal for 2022 Budget](#) for additional information.

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #8 for RPT 21-419 – Fire Dispatch Services Agreement – Amendment No. 1 – Saskatchewan Public Safety Agency](#) for additional information.



Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
			Actuals	Actuals	Actuals					Adjustments	2022 Total Budget		
1	1-1-31100-000	UCF	PENITENTIARY:Other Revenue	(\$24,755)	(\$24,731)	(\$25,950)	(\$26,930)	\$0	\$0	(\$26,930)	(\$600)	(\$27,530)	Service agreement to provide fire and rescue service to the Saskatchewan Penitentiary. This three year agreement expires March 31, 2023
2	1-1-42422-094	UCF	FIRE FIGHTING - OTHER:Non-Taxable Revenue	(\$58,785)	(\$84,330)	(\$67,448)	(\$59,000)	\$0	\$0	(\$59,000)	\$0	(\$59,000)	Revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by PAFD involving SGI insured vehicle.
3	1-1-42423-099	UCF	Fire Services Sundry:Taxable Revenue	\$0	\$0	(\$57)	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-1-42424-094	UCF	Fire Services Training:Non-Taxable Revenue	\$0	(\$775)	\$0	(\$1,500)	\$0	\$0	(\$1,500)	\$0	(\$1,500)	Fees generated from fire and fire extinguisher training.
5	1-1-42425-094	UCF	Fire Services Standby:Non-Taxable Revenue	(\$200,000)	(\$210,000)	(\$214,000)	(\$214,000)	\$0	\$0	(\$214,000)	(\$6,000)	(\$220,000)	2022 Fee for service increase. 3 year Agreement (21-23) to provide fire and rescue services to the R.M. of Prince Albert.
6	1-1-42422-000	SUN	FIRE FIGHTING - OTHER:Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-1-42423-094	SUN	Fire Services Sundry:Non-Taxable Revenue	(\$30,590)	(\$28,541)	(\$65,501)	(\$43,600)	\$0	\$0	(\$43,600)	\$0	(\$43,600)	Revenue from fire work permits, SCBA air filling, file searches, and LAFOIP
8	1-1-42500-094	SUN	Fire Recruitment:Non-Taxable Revenue	(\$1,500)	(\$5,550)	(\$4,050)	\$0	\$0	\$0	\$0	\$4,000	\$4,000	\$150.00 firefighter recruiting fee paid by each participant to off-set recruiting costs. 2020 Account Balance \$4,050.00
9	1-2-24210-111	SWB	FIRE FIGHTING - CITY:Salaries Regular	\$4,180,128	\$4,407,918	\$4,243,550	\$4,315,760	\$0	\$10,650	\$4,326,410	\$0	\$4,326,410	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-24210-112	SWB	FIRE FIGHTING - CITY:Salaries Overtime	\$186,795	\$210,768	\$121,761	\$165,000	\$0	\$0	\$165,000	\$8,000	\$173,000	Based on three years average of \$173,107.80 The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-24210-113	SWB	Fire Fighting - City:Stat Overtime	\$183,186	\$183,727	\$235,041	\$283,090	\$0	\$21,910	\$305,000	\$0	\$305,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-24210-115	SWB	Fire Fighting - City:Wages Regular	\$3,600	\$0	\$3,940	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-24210-118	SWB	FIRE FIGHTING - CITY:Service & Special Pay	\$5,385	\$6,030	\$4,373	\$4,390	\$0	\$130	\$4,520	\$0	\$4,520	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-24210-119	SWB	FIRE FIGHTING - CITY:Payroll Benefits	\$864,906	\$971,176	\$907,774	\$913,950	\$0	\$10,950	\$924,900	\$0	\$924,900	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-24230-111	SWB	Fire Retro:Salaries Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-24230-119	SWB	Fire Retro:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-24500-115	SWB	Fire Recruitment:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-24500-119	SWB	Fire Recruitment:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-24610-115	SWB	FIRE TRAINING:Wages Regular	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-24610-116	SWB	FIRE TRAINING:Wages Overtime	\$0	\$0	\$219	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-24610-119	SWB	FIRE TRAINING:Payroll Benefits	\$0	\$0	\$67	\$0	\$0	\$0	\$0	\$0	\$0	-
22	1-2-24210-297	CON	FIRE FIGHTING - CITY:Laundry Services	\$501	\$590	\$1,315	\$1,000	\$0	\$0	\$1,000	\$500	\$1,500	Dry Cleaning of uniforms and alterations to department issued clothing.
23	1-2-24210-299	CON	Fire Fighting - City:Other General Services	\$25,900	\$999	\$25,704	\$0	\$0	\$0	\$0	\$8,780	\$8,780	Saskatchewan Public Safety has increased the per capita rate for 2022 Dispatch services to .25 cents. This increase is applied to the Statistic Canada 2016 Census population of 35,102.
24	1-2-24210-212	MMS	FIRE FIGHTING - CITY:Postage & Freight	\$29	\$159	\$814	\$500	\$0	\$0	\$500	\$500	\$1,000	Typical freight items: SCBA, air samples, uniforms and safety equipment. Increase to courier costs are a factor. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
25	1-2-24210-213	MMS	FIRE FIGHTING - CITY:Telephone	\$0	\$0	\$0	\$26,500	\$0	\$0	\$26,500	\$0	\$26,500	Operational Communication Equipment: Satellite phone and PPSTN Radio charges The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
26	1-2-24210-235	MMS	FIRE FIGHTING - CITY:Health Services	\$3,045	\$3,652	\$946	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	Annual Medical Screening for Staff. Health and medical assessments are evaluated with screening for occupational cancers.
27	1-2-24210-512	MMS	FIRE FIGHTING - CITY:Overtime Meals	\$848	\$307	\$448	\$1,600	\$0	\$0	\$1,600	\$0	\$1,600	Overtime meals supplied according to the current CBA.
28	1-2-24210-540	MMS	Fire Fighting - City:City Purchased Clothing	\$42,224	\$45,810	\$48,302	\$52,500	\$0	\$0	\$52,500	\$2,500	\$55,000	Department uniforms and accessories as identified in the CBA. Increase required to meet the rising cost to purchase and supply uniforms.
29	1-2-24210-541	MMS	FIRE FIGHTING - CITY:Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-24220-541	MMS	FIRE FIGHTING - OTHER:Operating Supplies	\$0	\$102	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-24500-541	MMS	Fire Recruitment:Operating Supplies	\$1,263	\$3,165	\$1,603	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	Recruiting costs: Pool rental Test centre, tables and chairs. 3rd party testing to determine required firefighting knowledge and competencies. 2020 \$1603.00
32	1-2-24610-211	MMS	FIRE TRAINING:Travel & Accommodation	\$2,352	\$2,176	\$617	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	Hotel and accommodations required for staff enrolled in training not available or offered locally.
33	1-2-24610-234	MMS	Fire Training:Training Services	\$29,321	\$35,366	\$16,872	\$49,000	\$0	\$0	\$49,000	\$9,000	\$58,000	2016 Training Budget reduced from \$74,610.00 Increase required to maintain professional license and proficiencies.
34	1-2-24610-541	MMS	FIRE TRAINING:Operating Supplies	\$217	\$7,413	\$14,425	\$14,000	\$0	\$0	\$14,000	\$1,000	\$15,000	Training props, equipment and supplies.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$4,000)	(\$4,000)	\$0
Total Revenues	<b>(4,000)</b>	(4,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>300,650</b>	294,270	6,380
Maintenance Materials and Supplies	<b>13,030</b>	13,010	20
Total Expenses	<b>313,680</b>	307,280	6,400
Operating (Surplus) Deficit	<b>309,680</b>	303,280	6,400
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>309,680</b>	303,280	6,400

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-42440-094	UCF	Fire Inspection:Non-Taxable Revenue	(\$4,100)	(\$3,550)	(\$4,586)	(\$4,000)	\$0	\$0	(\$4,000)	\$0	(\$4,000)	Revenue from Fire inspections required for Federal and Provincial approved facilities.
2	1-2-24400-111	SWB	Fire Inspection:Salaries Regular	\$229,170	\$225,148	\$240,063	\$244,250	\$0	\$4,900	\$249,150	\$0	\$249,150	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-24400-112	SWB	Fire Inspection:Salaries Overtime	\$0	\$259	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-24400-118	SWB	Fire Inspection:Service & Special Pay	\$668	\$660	\$773	\$810	\$0	\$0	\$810	\$0	\$810	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-24400-119	SWB	Fire Inspection:Payroll Benefits	\$45,150	\$44,895	\$48,311	\$49,210	\$0	\$1,480	\$50,690	\$0	\$50,690	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-24400-213	MMS	Fire Inspection:Telephone	\$722	\$681	\$724	\$750	\$0	\$0	\$750	\$20	\$770	Inspector's 'bring your phone to work program'. The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
7	1-2-24400-215	MMS	Fire Inspection:Conventions & Delegations	\$500	\$375	\$0	\$400	\$0	\$0	\$400	\$0	\$400	Professional development and association meetings.
8	1-2-24400-221	MMS	Fire Inspection:Advertising	\$236	\$75	\$752	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	Advertisement for: Open House Pull to the right campaign - T.V./Radio/Social Media Veterans Day Fire Prevention week Remembrance Day Career Fair Recruiting
9	1-2-24400-222	MMS	Fire Inspection:Publications & Subscriptions	\$2,358	\$1,876	\$1,792	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	NFPA and National Building Code subscriptions required for access to building codes, fire codes and fire prevention material.
10	1-2-24400-224	MMS	Fire Inspection:Memberships & Due	\$190	\$190	\$120	\$360	\$0	\$0	\$360	\$0	\$360	Membership: Saskatchewan Building Officials Association & Canadian Association of Fire Investigators.
11	1-2-24400-292	MMS	Fire Inspection:Print Shop Services	\$0	\$0	\$170	\$500	\$0	\$0	\$500	\$0	\$500	Fire prevention printed material. Exaples: Fire Bylaw brochure regarding approved fire pits. After the fire brochure for individuals affected by a fire loss.
12	1-2-24400-541	MMS	Fire Inspection:Operating Supplies	\$6,275	\$5,271	\$7,129	\$6,000	\$0	\$0	\$6,000	\$0	\$6,000	Fire Prevention supplies. i.e. coloring and activity books, multi media education (sparky), and annual Open House refreshments and supplies.

**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.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
User Charges and Fees	<b>(\$5,000)</b>	(\$5,000)	\$0
Total Revenues	<b>(5,000)</b>	(5,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>1,850</b>	1,850	0
Fleet Expenses	<b>520,830</b>	517,830	3,000
Maintenance Materials and Supplies	<b>131,200</b>	124,830	6,370
Insurance	<b>50</b>	160	(110)
Total Expenses	<b>653,930</b>	644,670	9,260
Operating (Surplus) Deficit	<b>648,930</b>	639,670	9,260
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>648,930</b>	639,670	9,260

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-42487-094	UCF	FIRE FIGHTING EQUIPMENT:Non-Taxable Revenue	(\$5,392)	(\$208)	(\$1,221)	(\$5,000)	\$0	\$0	(\$5,000)	\$0	(\$5,000)	Sale of used firefighting equipment.
2	1-2-24870-115	SWB	FIRE FIGHTING EQUIPMENT:Wages Regular	\$1,171	\$1,089	\$1,126	\$1,360	\$0	\$0	\$1,360	\$0	\$1,360	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-24870-119	SWB	FIRE FIGHTING EQUIPMENT:Payroll Benefits	\$453	\$478	\$423	\$490	\$0	\$0	\$490	\$0	\$490	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-24850-265	FLT	FIRE AUTOMOTIVE:Rentals-City Automotive & Equipment	\$469,190	\$485,270	\$496,270	\$517,830	\$0	\$0	\$517,830	\$3,000	\$520,830	The budget is based on the Asset Management Plan / Fleet projections for the Fire Equipment Reserve. The plan incorporates a 5% increase in the annual funding from the City as well as a contribution from City's agreement with the RM of PA for Fire Services. The increase for 2022 reflects the increase in the contribution from the RM only. The 5% increase recommended for 2021 was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 5% increase recommended last year.
5	1-2-24870-212	MMS	FIRE FIGHTING EQUIPMENT:Postage & Freight	\$904	\$1,261	\$928	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Shipping SCBA for hydro testing and maintenance. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
6	1-2-24870-221	MMS	Fire Fighting Equipment:Advertising	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-24870-234	MMS	Fire Fighting Equipment:Training Services	\$620	(\$500)	\$0	\$500	\$0	\$0	\$500	\$0	\$500	Towing costs for City supplied vehicles used for auto extrication training.
8	1-2-24870-255	MMS	FIRE FIGHTING EQUIPMENT:Purch Mtce-Automotive & Equipment	\$0	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-24870-259	MMS	FIRE FIGHTING EQUIPMENT:Purch Mtce-Other Equipment	\$6,668	\$10,411	\$8,125	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	Hydro Testing on SCBA, Annual Hydraulic tools maintenance and repair and SCBA repair.
10	1-2-24870-420	MMS	FIRE FIGHTING EQUIPMENT:Allocation-Services	\$414	\$376	\$383	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-24870-521	MMS	FIRE FIGHTING EQUIPMENT:Vehicle Fuel & Oil	\$1,007	\$903	\$127	\$500	\$0	\$0	\$500	\$0	\$500	Oil and pre-mixed fuel used in chain saws and wildland fire pumps.
12	1-2-24870-541	MMS	FIRE FIGHTING EQUIPMENT:Operating Supplies	\$68,794	\$57,473	\$69,974	\$67,630	\$0	\$0	\$67,630	\$3,370	\$71,000	Foam, hose, nozzles and other firefighting equipment.
13	1-2-24870-545	MMS	FIRE FIGHTING EQUIPMENT:Safety Supplies	\$41,294	\$40,574	\$39,991	\$45,000	\$0	\$0	\$45,000	\$3,000	\$48,000	Turnout gear, helmets, wildland gear, structural fire boots and other safety supplies
14	1-2-24870-549	MMS	FIRE FIGHTING EQUIPMENT:Other Supplies	\$147	\$158	\$1,201	\$200	\$0	\$0	\$200	\$0	\$200	Miscellaneous firefighting supplies. Example: linseed oil for axes.
15	1-2-24870-565	MMS	FIRE FIGHTING EQUIPMENT:Parts - Equipment and Automotive	\$315	\$327	\$16	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-24870-896	INS	FIRE FIGHTING EQUIPMENT:Insurance	\$181	\$160	(\$395)	\$160	\$0	\$0	\$160	(\$110)	\$50	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
17	1-1-65291-870	CAP	Fire Dept TCA Gain:Gain on Disposal	(\$362)	(\$1,875)	(\$8,037)	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-65292-875	CAP	Fire Dept Loss on Disposal:Loss on Disposal	\$0	\$0	\$5,195	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-65210-840	AMORT	Fire Dept Buildings:Amortization Expense	\$9,429	\$10,088	\$10,609	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-65215-840	AMORT	Fire Dept Machinery & Equipment:Amortization Expense	\$38,852	\$37,176	\$44,721	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-65225-840	AMORT	Fire Dept Fleet:Amortization Expense	\$147,682	\$141,452	\$165,188	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$11,480</b>	\$11,480	\$0
Contracted and General Services	<b>2,500</b>	2,500	0
Utilities	<b>41,200</b>	38,570	2,630
Maintenance Materials and Supplies	<b>31,000</b>	31,000	0
Insurance	<b>2,950</b>	2,950	0
<b>Total Expenses</b>	<b>89,130</b>	86,500	2,630
<b>Operating (Surplus) Deficit</b>	<b>89,130</b>	86,500	2,630
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>89,130</b>	86,500	2,630

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-24730-115	SWB	FIRE STATION MTCE:Wages Regular	\$1,399	\$2,575	\$2,541	\$1,600	\$0	\$0	\$1,600	\$0	\$1,600	Wages coded to maintenance performed at the fire station. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-24730-116	SWB	FIRE STATION MTCE:Wages Overtime	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-24730-119	SWB	FIRE STATION MTCE:Payroll Benefits	\$584	\$1,045	\$832	\$500	\$0	\$0	\$500	\$0	\$500	Overtime wages coded to maintenance performed at the fire station. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-24760-115	SWB	FIRE MECHANICAL SYSTEMS MTCE:Wages Regular	\$6,702	\$8,850	\$7,083	\$6,790	\$0	\$0	\$6,790	\$0	\$6,790	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-24760-116	SWB	FIRE MECHANICAL SYSTEMS MTCE:Wages Overtime	\$70	\$1,632	\$375	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-24760-119	SWB	FIRE MECHANICAL SYSTEMS MTCE:Payroll Benefits	\$3,076	\$3,608	\$2,801	\$2,590	\$0	\$0	\$2,590	\$0	\$2,590	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-24730-297	CON	FIRE STATION MTCE:Laundry Services	\$2,068	\$2,282	\$2,466	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	Contracted laundry service for bedding and kitchen linens. 2020 actual: \$2,465.56
8	1-2-24730-551	UTL	FIRE STATION MTCE:Water & Sewer	\$3,674	\$3,810	\$4,218	\$3,670	\$0	\$0	\$3,670	\$530	\$4,200	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
9	1-2-24730-552	UTL	FIRE STATION MTCE:Heating Fuels	\$8,573	\$11,619	\$15,389	\$12,400	\$0	\$3,000	\$15,400	\$0	\$15,400	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
10	1-2-24730-553	UTL	FIRE STATION MTCE:Electricity	\$23,037	\$21,776	\$20,091	\$22,500	\$0	(\$900)	\$21,600	\$0	\$21,600	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
11	1-2-24730-265	FLT	FIRE STATION MTCE:Rentals-Automotive & Equipment	\$146	\$0	\$549	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
12	1-2-24730-212	MMS	FIRE STATION MTCE:Postage & Freight	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-24730-235	MMS	FIRE STATION MTCE:Health Services	\$530	\$0	\$1,659	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-24730-253	MMS	FIRE STATION MTCE:Purch Mtce-Building	\$16,659	\$4,319	\$13,666	\$8,770	\$0	\$0	\$8,770	\$0	\$8,770	Fire Station Maintenance. Examples are: maintenance and repair on overhead doors, appliances and fixtures.
15	1-2-24730-255	MMS	FIRE STATION MTCE:Purch Mtce-Automotive & Equipment	\$0	\$0	\$240	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-24730-256	MMS	FIRE STATION MTCE:Purch Mtce-Mechanical Equipment	\$1,108	\$3,649	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-24730-259	MMS	FIRE STATION MTCE:Purch Mtce-Other Equipment	\$2,890	\$0	\$48	\$3,130	\$0	\$0	\$3,130	\$0	\$3,130	Fire Station Maintenance. Examples are: purchases to repair overhead doors, appliances and fixtures.
18	1-2-24730-291	MMS	FIRE STATION MTCE:Licenses Permits & Fees	\$0	\$0	\$344	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-24730-420	MMS	FIRE STATION MTCE:Allocation-Services	\$338	\$357	\$57	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-24730-521	MMS	FIRE STATION MTCE:Vehicle Fuel & Oil	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-24730-541	MMS	FIRE STATION MTCE:Operating Supplies	\$9,053	\$7,610	\$9,303	\$11,000	\$0	\$0	\$11,000	\$0	\$11,000	Operating supplies required to maintain the station and yard. Examples are: Paper products, floor maintenance products and paint.
22	1-2-24730-546	MMS	FIRE STATION MTCE:Housekeeping Supplies	\$716	\$537	\$242	\$2,130	\$0	\$0	\$2,130	\$0	\$2,130	Housekeeping supplies required to maintain the station.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
23	1-2-24730-565	MMS	Fire Station Mtce:Parts - Equipment and Automotive	\$185	\$1,669	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
24	1-2-24730-569	MMS	Fire Station Mtce:Other Parts & Small Tools	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
25	1-2-24760-235	MMS	Fire Mechanical Systems Mtce:Health Services	\$168	\$705	\$651	\$0	\$0	\$0	\$0	\$0	\$0	
26	1-2-24760-253	MMS	Fire Mechanical Systems Mtce:Purch Mtce-Building	\$16,674	\$9,422	\$16,572	\$0	\$0	\$0	\$0	\$0	\$0	
27	1-2-24760-255	MMS	FIRE MECHANICAL SYSTEMS MTCE:Purch Mtce-Automotive & Equipment	\$360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
28	1-2-24760-256	MMS	FIRE MECHANICAL SYSTEMS MTCE:Purch Mtce-Mechanical Equipment	\$12,700	\$14,274	\$549	\$2,560	\$0	\$0	\$2,560	\$0	\$2,560	
29	1-2-24760-259	MMS	FIRE MECHANICAL SYSTEMS MTCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	
30	1-2-24760-269	MMS	Fire Mechanical Systems Mtce:Rentals-Other Equipment	\$74	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
31	1-2-24760-291	MMS	Fire Mechanical Systems Mtce:Licenses Permits & Fees	\$710	\$730	\$710	\$700	\$0	\$0	\$700	\$0	\$700	
32	1-2-24760-420	MMS	Fire Mechanical Systems Mtce:Allocation-Services	\$38	\$185	\$19	\$0	\$0	\$0	\$0	\$0	\$0	
33	1-2-24760-541	MMS	FIRE MECHANICAL SYSTEMS MTCE:Operating Supplies	\$5,134	\$4,652	\$1,311	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	
34	1-2-24760-546	MMS	FIRE MECHANICAL SYSTEMS MTCE:Housekeeping Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
35	1-2-24760-565	MMS	Fire Mechanical Systems Mtce:Parts - Equipment and Automotive	\$23	\$56	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
36	1-2-24760-566	MMS	FIRE MECHANICAL SYSTEMS MTCE:Parts-Mechanical Equipment	\$1,727	\$3,186	\$3,828	\$710	\$0	\$0	\$710	\$0	\$710	
37	1-2-24730-896	INS	FIRE STATION MTCE:Insurance	\$2,618	\$2,706	\$2,786	\$2,950	\$0	\$0	\$2,950	\$0	\$2,950	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

***RPT 21-419***

**TITLE:** Fire Dispatch Services Agreement - Amendment No. 1 - Saskatchewan Public Safety Agency

**DATE:** September 3, 2021

**TO:** Executive Committee

**PUBLIC: X**

**INCAMERA:**

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**RECOMMENDATIONS:**

1. That the increased cost of Amendment No. 1 to the Fire Dispatch Services Agreement be referred and included in the 2022 Budget Deliberations.
2. That Amendment No. 1 to the Fire Dispatch Services Agreement between The City and the Saskatchewan Public Safety Agency regarding the provision of dispatching services for fire services to the City of Prince Albert, be forwarded to City Council for approval.
3. That the Mayor and City Clerk be authorized to execute the Amendment No. 1 to Fire Dispatch Services Agreement and any other applicable documents, on behalf of The City once approved by City Council.

**TOPIC & PURPOSE:**

To forward for Council approve the Amendment No. 1 to the Fire Dispatch Services Agreement between The City and Saskatchewan Public Safety Agency, regarding the City engaging Saskatchewan Public Safety Agency to provide the municipality with dispatching services for fire services to July 21, 2028.

To forwarded the increased cost for Fire Dispatching Services by the Saskatchewan Public Safety Agency for inclusion in the 2022 General Fund Budget Deliberations.

**BACKGROUND:**

City Council, at its meeting of January 25, 2021, approved the following recommendation regarding the Fire Dispatch Services Agreement - Saskatchewan Public Safety Agency:

*“That the Fire Dispatch Services Agreement between The City and the Saskatchewan Public Safety Agency, regarding the provision of dispatching services for fire services to the City, be approved to July 21, 2028.”*

**PROPOSED APPROACH AND RATIONALE:**

The attached Fire Dispatch Services Agreement was provided by the Saskatchewan Public Safety Agency whereas the Municipality (City) wishes to acquire from the Agency and the Agency wishes to provide to the Municipality certain dispatching services for fire services.

City Council approved the Fire Dispatching Agreement which includes the following provisions:

**ARTICLE IX - TERM OF AGREEMENT**

- 9.1 Subject to this Article IX, this Agreement shall remain in full force and effect until July 21, 2028 (hereinafter referred to as the "**Term**").

**ARTICLE II – SERVICES**

- 2.1 The Agency agrees to provide to the Municipality Dispatch Services for the Term.
- 2.2 The Agency may deliver the Dispatch Services noted in this Agreement directly or indirectly through a sub-contractor. As of the signing of this Agreement, the Agency has an agreement with CanOps for the operations of the Prince Albert Public Safety Answering Point, which will deliver some or all of the Dispatch Services noted in this Agreement.

### ARTICLE III - FUNDING

#### Service Fee:

The Agency administers *The Emergency 911 System Act* under the direction of the Minister of Government Relations. Pursuant to a letter dated December 19, 2018 from the Ministry of Government Relations, Public Safety Division to the City of Prince Albert, a copy of which is attached hereto as Schedule "C", the Service Fee contemplated in section 3.1 shall be reduced by a **credit in the aggregate amount of \$43,877.50 per year until and including July 21, 2028** at which point the credit will be exhausted and will no longer be applied. The invoice issued by the Agency pursuant to section 3.1(b) shall detail the Service Fee as reduced by the aggregate amount of \$43,877.50 with the exception of the 2028 Service Fee which will receive a credit in the aggregate amount of \$24,335.64 (the credit calculated as 203 days from January 1, 2028 to and including July 21, 2028/366 days multiplied by \$43,877.50).

The attached approved Fire Dispatch Services Agreement reflects a ten (10) year credit to the City as reflected in the December 19, 2018 Letter of Agreement. The credit is \$43,877.50 per year until July 21, 2028.

Attached to this Report is correspondence from the President of the Saskatchewan Public Safety Agency regarding an Amendment No. 1 to the Fire Dispatch Services Agreement. The correspondence states that the Saskatchewan Public Safety Agency (SPSA) have reviewed the cost associated with providing fire service dispatching through to the Provincial Emergency Communication Centre (PECC). The analysis was conducted to determine the total costs for services in order to determine a fair and affordable yet sustainable long-term service for SPSA fire dispatch clients.

The costs for services includes:

- call taking
- dispatching
- technology
- administration

As per attached current Fire Dispatch Services Agreement with SPSA, the fee for service is \$1.25 per capita. That fee for service has not been reviewed since 2006. The fee provides approximately 40% of the total cost to deliver the service. Total cost recovery would require a service fee of approximately \$3.00 per capita.

SPSA has forwarded a developed new fee structure effective January 1, 2022 with a \$0.25 per capital increase per year. As per Schedule “C” of the attached executed Fire Dispatch Services Agreement, the City receives a **credit in the aggregate amount of \$43,877.50 per year until and including July 21, 2028.**

The new fee structure forwarded by Amendment No. 1 to the Fire Dispatch Services Agreement is as follows:

	<b>Increase in Service Fee Per Capita</b>
January 1, 2022	\$0.25
January 1, 2023	\$0.50
January 1, 2024	\$0.75
January 1, 2025	\$0.75
January 1, 2026	\$0.75
January 1, 2027	\$0.75
January 2, 2027	\$0.75

\*\* to July 21, 2028

**Upon completion of the Agreement to July 22, 2028, the fee will increase to \$2.00 per capita.**

The City Solicitor has advised: *“The December 2020 Agreement in Art. 3.1(c) contemplated that Public Safety could adjust rates during the term upon 90 days prior notice in advance of the next calendar year. This constitutes adequate notice of an increase under that term. The negotiated credit continues to apply against the current rates per 3.2.”*

**CONSULTATIONS:**

The attached Agreement had been provided to the City Manager from the Saskatchewan Public Safety Agency.

The City Solicitor and Fire Chief have also reviewed the attached Agreement for legality. The City Solicitor has advised that the Fire Dispatch Services Agreement be forwarded to City Council for approval and execution.

As well, the increased fee for service effective January 1, 2022 will need to be included in the 2022 Budget Deliberations as an increased cost for fire dispatching services.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once approved by City Council, the Agreement will be executed and forwarded back to the Saskatchewan Public Safety Agency for execution.

The increased fee for service will be included in the 2022 Budget Deliberations and Package.

**POLICY IMPLICATIONS:**

This is an amendment to the approved Fire Dispatch Services Agreement approved by City Council.

**FINANCIAL IMPLICATIONS:**

Based on the per capita Service Fee increase as per attached Amendment No. 1, the impact to the City is as follows:

	Increase in Service Fee Per Capita	35,102 POPULATION
<b>CURRENT CREDIT</b>	<b>\$1.25</b>	<b>(\$43,877.50) CREDIT</b>
January 1, 2022	\$0.25	\$8,775.50
January 1, 2023	\$0.50	\$17,551.00
January 1, 2024	\$0.75	\$26,326.50
January 1, 2025	\$0.75	\$26,326.50
January 1, 2026	\$0.75	\$26,326.50
January 1, 2027	\$0.75	\$26,326.50
January 2, 2027	\$0.75	\$26,326.50

\*\* to July 21, 2028

Upon completion of the Agreement to July 22, 2028, the fee will increase to \$2.00 per capita.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

Corporate Sustainability – develop long term corporate-wide plans for the City.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Verbal Presentation by Jim Toye, City Manager

**ATTACHMENTS:**

1. Amendment No. 1 to Fire Dispatch Services Agreement.
2. Executed Fire Dispatch Services Agreement between The City and Saskatchewan Public Safety Agency, regarding the City engaging Saskatchewan Public Safety Agency to provide the municipality with dispatching services for fire services.

Written by: Jim Toye, City Manager

Approved by: City Manager

August 25, 2021

City of Prince Albert  
1084 Central Avenue  
PRINCE ALBERT SK S6V 7P3

Dear City Manager:

The Saskatchewan Public Safety Agency (SPSA) reviewed the cost associated with providing fire service dispatching through the Provincial Emergency Communications Centre (PECC). This analysis was conducted to determine the total costs for services (call taking/dispatching /technology/administration) in order to determine a fair, affordable yet sustainable long-term service for SPSA fire dispatch clients.

The current fire dispatch fee is \$1.25 per capita. It was established before the province began providing the service in 2006 and has not been reviewed or changed since. This fee provides approximately 40 percent of the total cost to deliver the service. Total cost recovery would require a fee of approximately \$3.00 per capita.

A new fee structures has been developed and will commence January 2022 with a \$0.25 per capita per year increase over the next three years. As per Schedule C in the Fire Dispatch Agreement between the Saskatchewan Public Safety Agency and the City of Prince Albert, a credit for fire dispatching for a period of 10 years beginning July 22, 2018 of \$43,877.50 per year (based on 2018 fee of \$1.25 per capita from 2016 census). The credit was applied to the new fee structure leaving a balance for each year as follows:

- January 2022 - \$0.25 per capita;
- January 2023 - \$0.50 per capita;
- January 2024 - \$0.75 per capita;
- January 2025 - \$0.75 per capita;
- January 2026 - \$0.75 per capita;
- January 2027 - \$0.75 per capita;
- January 1, 2028 – July 21, 2028 - \$0.75 per capita.

Upon completion of the agreement July 22, 2028, the fee will increase to \$2.00 per capita.

...2



Please find enclosed:

- 2 copies of the Fire Dispatch Agreement Amendment

Fire Dispatch Agreement Amendment, a designated official will need to sign the two (2) copies of the amendment where indicated. Once signed, both copies are to be returned to the address below. When received, the Agency will sign both copies and a completed contract will be returned to the organization along with a statement showing how much credit will be carried forward to the next year.

**Signed contract amendments are to be mailed to:**

Saskatchewan Public Safety Agency  
Attn: Accounts Receivable  
Box 5005  
Prince Albert, SK S6V 6W9

If you have any questions regarding your current contract or transition, please contact Kathy Evans at 306-953-3650 or via email at [Sask911inquiry@gov.sk.ca](mailto:Sask911inquiry@gov.sk.ca)

The Provincial Emergency Communications Centre (PECC), as operated by CanOps, will continue to deliver the services outlined in your existing contract.

Sincerely,



Marlo Pritchard, MOM, MA  
President

Enclosures:

cc: Charlene Luskey, Emergency Communications, Saskatchewan Public Safety Agency

**Prince Albert, City of**

**Contract No.: REC00109**

**Amendment No.: 1**

**Contract Amendment(s):**

- ‘Article III – Funding Section 3.1’ is amended as follows:
- “Effective January 1, 2022 the Municipality shall pay the Agency for the provision of Dispatch Services a fee in the amount stated in the table below per Resident (the “Per Capita Charge”), plus GST, within the Service Area per calendar year (in the aggregate, the “Service Fee”).”

<b>January 2022</b>	<b>\$0.25 per capita</b>
<b>January 2023</b>	<b>\$0.50 per capita</b>
<b>January 2024</b>	<b>\$0.75 per capita</b>
<b>January 2025</b>	<b>\$0.75 per capita</b>
<b>January 2026</b>	<b>\$0.75 per capita</b>
<b>January 2027</b>	<b>\$0.75 per capita</b>
<b>January 1, 2028 – July 21, 2028</b>	<b>\$0.75 per capita</b>
<b>July 22, 2028</b>	<b>\$2.00 per capita</b>

**All other clauses remain as outlined in the original contract #REC00109.**

\_\_\_\_\_  
**Contractor/Consultant  
(Prince Albert, City of)**

\_\_\_\_\_  
**Date: DD Month YYYY**

\_\_\_\_\_  
**Saskatchewan Public Safety Agency**

\_\_\_\_\_  
**Date: DD Month YYYY**

**SASKATCHEWAN PUBLIC SAFETY AGENCY  
FIRE DISPATCH SERVICES**

**THIS AGREEMENT** made this 3<sup>th</sup> day of December 2020

**BETWEEN:**

**SASKATCHEWAN PUBLIC SAFETY AGENCY** (the “Agency”)

- and -

**City of Prince Albert**, a municipal corporation duly incorporated pursuant to the laws of the Province of Saskatchewan (the “Municipality”)

**WHEREAS:**

The Municipality wishes to acquire from the Agency and the Agency wishes to provide to the Municipality certain dispatching services for fire services.

In consideration of the mutual promises contained herein the parties agree as follows:

**ARTICLE I - INTERPRETATION**

1.1 In this Agreement and schedules:

- (a) “**911 Call**” means an emergency telephone call placed to a PSAP by means of dialing the telephone digits 911;
- (b) “**CanOps**” means Canadian Public Safety Operations Organization.
- (c) “**Confidential Information**” has the meaning given in Section 7.1;
- (d) “**Dispatch**” is a process where, after receipt of a 911 Call, the appropriate ESP is contacted for response to the 911 Call;
- (e) “**Dispatch Services**” means certain services related to the dispatch of Fire Services within the Service Area, as more particularly described in Schedule “A” attached hereto;

- (f) “**Fire Mutual Aid Agreement**” is an agreement entered into pursuant to *The Emergency Planning Act* among local authorities to improve emergency response capabilities with respect to regional parks, provincial parks and municipalities located within the mutual aid area;
- (g) “**Fire Services**” means those fire services provided either by the Municipality or pursuant to a Fire Mutual Aid Agreement;
- (h) “**ESP**” means Emergency Service Provider as defined in clause 2(d) of *The Emergency 911 System Act*;
- (i) “**Per Capita Charge**” has the meaning given in Section 3.1;
- (j) “**PPSTN**” means the Provincial Public Safety Radio Program for radio communication.
- (k) “**PSAP**” means a Public Safety Answering Point as defined in section 2(i) of *The Emergency 911 System Act*;
- (l) “**Year**” refers to the calendar year commencing January 1 in one year and ending on December 31 of the same year;
- (m) “**Resident**” means a natural person, who is ordinarily resident within the municipal boundaries of the Municipality, as these boundaries exist from time to time.
- (n) “**Service Area**” means that geographic area located within the municipal boundaries of the Municipality, as agreed in writing by the parties from time to time; and
- (o) “**Service Fee**” means that amount to be calculated and paid annually by the Municipality to the Agency pursuant to this Agreement, and more particularly described in Article III.
- (p) “**Term**” has the meaning given in Section 9.1;

## ARTICLE II – SERVICES

2.1 The Agency agrees to provide to the Municipality Dispatch Services for the Term.

(a) The Municipality covenants and agrees:

- i. To be responsible to allow public information relating to Enhanced 911 services to be available in the Service Area;
- ii. To provide, without cost to the Agency, copies of maps indicating service boundaries and occupancies as requested by the Agency;  
Request or notices will be sent to:  
Email address: peccupdates@pa911.com  
Or Mail to: PECC  
Box 5000  
Prince Albert, SK S6V 5S7  
Fax to: 306-953-4212
- iii. To give written notice by fax, email, or mail of changes to service levels including staff rosters, personnel and equipment;
- iv. To exert reasonable efforts in providing required information in a timely manner which will enable the Agency to effectively deliver the Dispatch Services;
- v. To install and maintain a functional alerting system for the sole purpose of emergency dispatching and that will be the primary user of this system.
- vi. Participate in the Provincial Public Safety Radio Program (PPSTN) for radio communication.

2.2 The Agency may deliver the Dispatch Services noted in this Agreement directly or indirectly through a sub-contractor. As of the signing of this Agreement, the Agency has an agreement with CanOps for the operations of the Prince Albert Public Safety Answering Point, which will deliver some or all of the Dispatch Services noted in this Agreement.

2.5 The Agency shall immediately notify the Municipality in writing if the requirements of this Agreement cannot be met by it.

2.6 Any amendments to the Dispatch Services shall be in accordance with Schedule “B”. All amendments must be in writing and signed by the Agency and the Municipality.

### ARTICLE III - FUNDING

3.1 The Municipality shall pay the Agency for the provision of Dispatch Services a fee in the amount of ONE DOLLAR AND TWENTY-FIVE CENTS (\$1.25) per Resident (the “**Per Capita Charge**”), plus GST, within the Service Area per calendar year (in the aggregate, the “**Service Fee**”) subject to the following terms and conditions:

- (a) The Service Fee is due and payable, in advance, for each calendar year of service by no later than January 31<sup>st</sup> of the applicable year. For example, the entire Service Fee for 2020 is due in full on or before January 31, 2020.
- (b) The Agency shall issue an invoice to the Municipality on or before December 31 of each year for the Dispatch Services that are to be provided in the upcoming calendar year, it being understood and agreed that the Service Fee shall be calculated based on the number of Residents in the most current census listing as determined by the Saskatchewan Bureau of Statistics for the Service Area.
- (c) The Agency may unilaterally adjust the Per Capita Charge for any upcoming year by providing notice of the increase in writing at least 90 days prior to January 1<sup>st</sup> of the year the increase is to take effect.

3.2 The Agency administers *The Emergency 911 System Act* under the direction of the Minister of Government Relations. Pursuant to a letter dated December 19, 2018 from the Ministry of Government Relations, Public Safety Division to the City of Prince Albert, a copy of which is attached hereto as Schedule “C”, the Service Fee contemplated in section 3.1 shall be reduced by a credit in the aggregate amount of \$43,877.50 per year until and including July 21, 2028 at which point the credit will be exhausted and will no longer be applied. The invoice issued by the Agency pursuant to section 3.1(b) shall detail the Service Fee as reduced by the aggregate amount of \$43,877.50 with the exception of the 2028 Service Fee which will receive a credit in the aggregate amount of \$24,335.64 (the credit calculated as 203 days from January 1, 2028 to and including July 21, 2028/366 days multiplied by \$43,877.50). For greater certainty, the parties acknowledge and agree:

- (a) the Service Fees are subject to change in accordance with section 3.1;

(b) the Service Fee may exceed the yearly credit contemplated in this section and the Municipality is responsible to pay any and all outstanding amounts in accordance with the invoice prepared by the Agency.

(c) in the event of termination of the agreement prior to the end of the term, the contract will be considered fulfilled and complete.

#### **ARTICLE IV – INDEPENDENT CONTRACTOR**

- 4.1 The Agency and the Municipality intend, by entering in this Agreement, to enter into an independent contractor-client relationship.
- 4.2 In providing the Dispatch Services the Agency is an independent contractor and the Municipality has no authority to act or present itself as an agent of the Agency or of the Government of Saskatchewan and will not hold itself as such.

#### **ARTICLE V – INTERRUPTIONS AND DELAYS**

- 5.1 It is understood and agreed that the Agency will provide the Dispatch Services to the Municipality in accordance with the standards set out in Schedule “A”.
- 5.2 The Agency will have in place and continually maintain a business continuity plan to address disruptions that impair the Agency’s ability to deliver the Dispatch Services under this Agreement.
- 5.3 The Agency will not be liable for any default or delay in the performance of the Dispatch Services to the extent that such default or delay is caused directly or indirectly, by forces of nature, natural disaster, disease, epidemic, acts of war, terrorism, riots, civil disorder, rebellions or revolutions or by any other event or circumstance that is beyond the reasonable control of the Agency. The Agency will be excused from any further performance of its obligations as long as such circumstance giving rise to the default or delay continues and the Agency continues to use commercially reasonable efforts to recommence performance

#### **ARTICLE VI - INDEMNITY AND LIABILITY**

- 6.1 The Municipality, shall indemnify and save harmless the Agency, its officers, employees, agents, contractors and subcontractors from and against any and all claims, actions, suits, demands or other proceedings which may result or be brought or made by reason of any act or omission of the Municipality, its officers,

employees, agents and contractors or which relate to or arise from the performance of the Municipality's obligations under this Agreement.

- 6.2 The Agency's maximum, aggregate liability to the Municipality under this Agreement is limited to direct damages in an amount not to exceed the amounts the Municipality was required to pay for the Dispatch Services during the 12 months before the incident giving rise to the claim. In no event will either party be liable for indirect, incidental, special, punitive, or consequential damages however caused on any theory of liability.
- 6.3 Clause 6.1 and 6.2 shall survive the expiration or termination of this Agreement.

#### **ARTICLE VII – CONFIDENTIALITY AND PRIVACY**

- 7.1 All information, including without limitation all documents, data, knowledge, applications and software including "personal information" within the meaning of *The Local Authority Freedom of Information and Protection of Privacy Act*, *The Freedom of Information and Protection of Privacy Act* and "personal health information" within the meaning of *The Health Information Protection Act*, whether in paper, electronic or other form ("**Confidential Information**") which is provided to or obtained by a party shall be treated and maintained as confidential.
- 7.2 The Agency will serve in the collection, retention and use of the data where required under the terms of this Agreement or as required by law.
- 7.3 In accordance with section 7.1, the Agency agrees that it will:
- (a) protect and secure the Confidential Information to ensure that it remains confidential and will not disclose the same to any third party without the express written authorization of the Municipality, or the prior written consent of the person to whom the Confidential Information relates or as required by law; and
  - (b) not use the Confidential Information for any purpose other than for the provision of the Dispatch Services under this Agreement.
- 7.4 The Agency will immediately advise the Municipality:
- (a) if the Agency knows or suspects that the Confidential Information may have been compromised or otherwise disclosed contrary to the terms of this Agreement; and



- (b) if the Agency is served with an Order, demand, warrant or any other document purporting to compel the production of any of the Confidential Information, including an order made pursuant to the *Foreign Intelligence Surveillance Act*.

## **ARTICLE VIII - DISPUTE RESOLUTION PROCESS**

- 8.1 Prior to proceeding to arbitration of any dispute, difference or question pursuant to this Article IX, the parties shall undertake a dispute resolution process, on a basis acceptable to both parties, to try to resolve the dispute, difference or question.
- 8.2 Except as otherwise provided in this Agreement, any dispute shall first be attempted to be resolved by the parties. If the parties do not agree on a resolution within thirty (30) days of being communicated between the parties, the matter shall be referred for mandatory mediation under clause 8.3.
- 8.3 Before any dispute proceeds to arbitration, the parties must engage, in good faith, in mediation with a qualified mediator. The terms of reference of the mediation must require that in the event that the dispute is not settled by the parties through the mediation, the mediator must prepare a report for the parties setting out the issues relating to the dispute on which the parties could not agree, and those issues as set out in the report shall be the matters to be dealt with should the matter be referred to arbitration pursuant to Section 8.4.
- 8.4 If the parties are not able to resolve a dispute by mutual agreement or by mediation under clause 8.3 within ninety (90) days of being communicated between the parties, either party may refer the Dispute to binding arbitration under *The Arbitration Act, 1992*. Neither party shall refer a matter to arbitration until the matter has been escalated as set out in this Article IX, provided that, either party may refer a matter to arbitration immediately if the other party is not participating, in good faith and within reasonable times, in the dispute resolution process. Where there is a controversy concerning this Agreement which is not otherwise a dispute, the parties may voluntarily agree, by separate written agreement signed by each of them to submit the matter to arbitration.

## **ARTICLE IX - TERM OF AGREEMENT**

- 9.1 Subject to this Article IX, this Agreement shall remain in full force and effect until July 21, 2028 (hereinafter referred to as the "**Term**").

- 9.2 This Agreement may be terminated by the Municipality without cause by giving at least 180-day written notice of termination.
- 9.3 If a party defaults in the performance or observance of any of its obligations under this Agreement and does not remedy the default within 30 days after the other party gives the defaulting party written notice of the default, then this Agreement may be immediately terminated by the other party giving written notice of termination to the defaulting party.

#### **ARTICLE X - ASSIGNMENT**

- 10.1 The Agency may engage sub-contractors or agents at its discretion and from time to time to perform, or assist the Agency in providing, the Dispatch Services under this Agreement.

#### **ARTICLE XI – NOTICE**

- 11.1 Any notice, report or communication required or permitted to be given by the Municipality to the Agency under this Agreement shall be delivered to, or mailed by registered mail addressed to:

**President  
Saskatchewan Public Safety Agency  
500-1855 Victoria Avenue  
REGINA SK S4P 3T2**

or such other person and/or address as the Agency may notify the Municipality in writing.

- 11.2 Any notice or communication required or permitted to be given by the Agency to the Municipality under this Agreement shall be delivered to, or mailed by registered mail addressed to:

**City Manager  
City of Prince Albert  
1084 Central Ave.,  
Prince Albert, SK S6V 7P3**

or such other person and/or address as the Municipality may notify the Agency in writing.

- 11.3 Any notice or communication given by hand delivery is to be deemed to have been given and received on the date of delivery. Any notice or communication sent by registered mail is to be deemed to have been given and received five (5) days after the date of mailing in Canada. Either party hereto may change its address for service at any time by notice in writing given to the other party in accordance with this Article XI.

## **ARTICLE XII - GENERAL**


- 12.1 The failure on the part of either party hereto to exercise or enforce any right conferred upon it under this Agreement shall not be deemed to be a waiver of any such right or operate to bar the exercise or enforcement thereof at any time or times thereafter. The exercise by a party of any right under this Agreement shall not prejudice any other right or remedy available to it.
- 12.2 This Agreement shall constitute the entire Agreement between the parties and there are no further or other understandings or agreements, written or verbal, in effect between the two parties, relating to the subject matter hereof.
- 12.3 The insertion of headings in this Agreement is for convenience of reference only and shall not affect the construction or interpretation of this Agreement. In this Agreement, words importing the singular number include the plural and vice versa and words importing gender include both genders.
- 12.4 This Agreement is to be governed by and construed in accordance with the laws of the Province of Saskatchewan.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

  
\_\_\_\_\_  
Witness Signature

Greg Dionne, Mayor  
Witness Name (Please Print)

January 26, 2021  
Date

  
\_\_\_\_\_  
Witness Signature

Marie Braaten  
Witness Name (Please Print)

FEB 19 2021  
Date

  
\_\_\_\_\_  
Municipality Signature

Sherry Person, City Clerk  
Municipality Name (Please Print)

January 26, 2021  
Date

  
\_\_\_\_\_  
Agency Signature

Steve Roberts  
Agency Name (Please Print)

FEB 19 2021  
Date

## **Schedule "A"**

### **Dispatch Services**

The Agency shall provide Dispatch Services, to the Municipality on a continual basis 24 hours a day, 7 days a week, 365 days of the year. The Dispatch Services include:

- Emergency Fire/Rescue call processing
- Notification of responders
- Resource assistance requests
- Scheduled on-scene accountability and status checks
- On-going event communication and recording

Other services that the Agency shall provide include:

- Dispatch reporting via computer aided dispatch systems at the conclusion of every incident
- CAD to FDM interface
- Apparatus management, as per the Provincial Naming Standards
- Management of staff and specialized callouts via PSAP standard processes.
- Database storage for department resource information, as supplied by the client
- Alerting system testing
- Control Burn reporting program

To keep and maintain proper records with respect to the provision of the Dispatch Services including total calls received, and any other information the parties may jointly determine from time to time.

## **SCHEDULE “B”**

### **CONTRACT AMENDMENT PROCESS**

#### **PROCESS**

- Either party will notify the other of any new services it requires with a timeframe of delivery.
- The Agency will determine if it can deliver the applicable new services within its existing funding. In the event additional funding is required for the provision of the new services, the Agency will communicate this amount with supporting rationale to the Municipality.
- The Municipality will review any request for additional funding from the Agency.
  - If the Municipality agrees with the additional funding, this contract will be amended accordingly.
  - If the Municipality does not agree with the additional funding or rationale, the Municipality and the Agency will work together to determine if any changes to either the new services or funding can be made in order to meet the objective.

#### **CHANGE REQUEST INFORMATION**

- Any change initiated under this Schedule will include, at a minimum, the following information:
  - Description of the change requested
  - Benefits of the change requested
  - Effects to services and service levels under this Agreement
  - Cost of the change and implementation therein
  - Implementation requirements and timeframe
  - Risk identification and mitigation
  - Alternatives
- All change requests will be submitted in writing, assigned a unique proposal number, note the response from the receiving party and signed by both parties once the decision has been made.

## Schedule "C"



Government  
of  
Saskatchewan

**Ministry of Government Relations  
Emergency Management and Fire Safety**  
500 – 1855 Victoria Avenue  
Regina, Canada S4P 3T2

December 19, 2018

Jim Toye, City Manager  
City of Prince Albert  
1084 Central Avenue  
PRINCE ALBERT, SK S6V 7P3

Dear Mr. Toye:

This letter is in regards to support services to be provided by the City of Prince Albert as it pertains to the Prince Albert Public Safety Answering Point also known as Provincial Emergency Communication Centre (PECC).

To that end, we will provide the following funding and credit for the services noted, provided the conditions noted in this letter are met.

- A one-time payment of **\$25,000** to cover additional work related to the transition and availability for support in the future regarding information on the administration of the PECC ("the Services") as follows:
  - Pertaining to individuals whose employment moved from the City of Prince Albert to the new employers of the PECC (CanOps) including, but not limited to:
    - ✓ Providing records of employment
    - ✓ Draft and send termination letters to MEPP
    - ✓ Provide T4 and any other required tax forms
    - ✓ Reconciliation of Group Benefits
    - ✓ Process Group Benefits PST reimbursement for 2018
    - ✓ Calculate and process back pay for unionized staff
  - Financial Reporting
    - ✓ Detailed financial reports showing individual transactions for the PECC for the calendar years 2006 through 2018 inclusive.
  - Additional services and supporting information, including, but not limited to:
    - ✓ Forward invoices to CanOps
    - ✓ Change any applicable billing information from the City of Prince Albert to CanOps
    - ✓ Calculate and process MasterCard reimbursement, including a reconciliation of expenses
    - ✓ Provide general payroll information as required to transition the impacted individuals.
    - ✓ Provide information on any dispatching contracts being transferred, such as amounts paid, balances owing and contact information.
    - ✓ Change WCB claim number from City of Prince Albert to CanOps
    - ✓ Process and pay any WCB claims that have not or cannot be transferred to CanOps

Jim Toye, City of Prince Albert  
Page 2  
December 19, 2018

- ✓ Calculate and provide the vacation liability for 2018 for each employee
- ✓ Provide vacation and sick time balances for each employee
- ✓ Calculate and provide vested sick time balances per employee based on a 5 year previous earnings.
- Approval of an annual fire dispatching fee credit of **\$43,877.50** per year (based on the 2018 fee of \$1.25 per capita and the Statistics Canada 2016 Census population of 35,102) for a period of 10 years starting July 22, 2018.
  - o This amount will be prorated in the first and last year of the period based on the mid-year transition date.
  - o This credit will be applied to any costs incurred by the City for fire dispatching services at their discretion, recognizing the possibility of future fire dispatching fee increases.
  - o The credit may be suspended, at the discretion of the Minister, until such time as the Services have been completed if they are not completed by the date specified below.

The funding will be advanced and credit applied to you by the Ministry of Government Relations on the following conditions:

1. The Services will be provided in prompt manner when requested and should be fully completed no later than March 31, 2019;
2. You retain proper financial records in respect to the use of the funding and you will allow the Ministry of Government Relations, its representatives, or agents, to inspect and / or take extracts of these documents at their discretion; and
3. You provide confirmation in writing when the Services have been completed.

The payments and credits provided for in this letter are the only contribution that the Province will make with respect to the services. The City will be responsible for any and all of its costs incurred in providing the Services.

To confirm your agreement with the above conditions, please review and sign this letter and send a physical copy to our Finance Manager as follows:

Ministry of Government Relations  
Public Safety Division  
Finance Unit  
500 – 1855 Victoria Avenue  
Regina, SK S4P 3T2

Payment will be made upon the receipt of a signed copy of this letter.

V. C. D...  
Witness Signature

[Signature]  
Ministry Signature

Veronica Criddle  
Witness Name (please print)

Duane McKay  
Ministry Name (please print)

The City of Prince Albert hereby agrees to the one-time funding and conditions as outlined above.

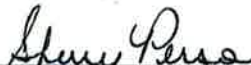


Jim Toye, City of Prince Albert  
Page 2  
December 19, 2018

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\_\_\_\_\_  
Witness Signature

Greg Dionne, Mayor  
\_\_\_\_\_  
Witness Name (please print)

  
\_\_\_\_\_  
City of Prince Albert Signature

Sherry Person, City Clerk  
\_\_\_\_\_  
City of Prince Albert Name (please print)

Dated: January 29, 2019



City of  
**Prince Albert**

*BI 21-29*

**TITLE:** Community Services

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

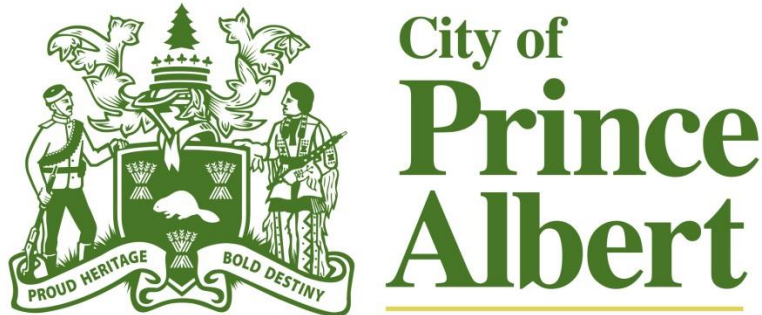
**INCAMERA:**

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**ATTACHMENTS:**

1. Community Services

## SECTION ELEVEN – COMMUNITY SERVICES



Permanent Out of Scope FTE Total: 13.00

Permanent In Scope FTE Total: 45.25

New Permanent Staffing FTE Requests: 0.0

(FTE: Full Time Equivalent)



**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$126,750</b>	\$126,750	\$0
Utilities	<b>9,760</b>	9,760	0
Maintenance Materials and Supplies	<b>343,340</b>	261,490	81,850
Total Expenses	<b>479,850</b>	398,000	81,850
Operating (Surplus) Deficit	<b>479,850</b>	398,000	81,850
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>479,850</b>	398,000	81,850

**This functional area budget includes all the 2022 proposed facility projects for a total of \$320,000. (See details below on the following pages).**

<b>2022 List of Proposed Facilities Projects - Operating</b>		
<b>Project</b>	<b>Story</b>	<b>Dollars</b>
Art Hauser Centre Overhaul both compressors	An overhaul of both compressors will be performed, due to hours of operation.  This would be a <b><i>one-time expenditure of \$25,000.</i></b>	25,000
Art Hauser Centre Replace Boiler	A boiler at the Art Hauser requires replacement. This boiler is at the end of life with no longer available parts.  This would be a <b><i>one-time expenditure of \$20,000.</i></b>	20,000
Art Hauser Centre Replace Brine Pump #2	Brine Pump #2 requires replacement.  This would be a <b><i>one-time expenditure of \$4,000.</i></b>	4,000
<b>Total for Art Hauser Centre</b>		<b>49,000</b>
Art Centre Reception upgrade	The reception area at the Art Centre requires an upgrade. The intention is to replace the front counter, add some shelving and replace the flooring.  This would be a <b><i>one-time expenditure of \$20,000.</i></b>	20,000
<b>Total for Art Centre</b>		<b>20,000</b>
City Hall New Ceiling West Entrance	In the extreme temperatures of winter, the set point temperature in the West Vestibule cannot be met. Installation of a ceiling in the West vestibule similar to the one in the North vestibule will alleviate this issue. Additionally, this will allow the North West corner of the second floor to sustain the set point temperature.  This would be a <b><i>one-time expenditure of \$12,000.</i></b>	12,000



City Hall Clock Repair (Clock Tower)	The clock in the clock tower has failed and requires repairs.  This would be a <b>one-time expenditure of \$10,000.</b>	10,000
City Hall Complete Court Yard and Parking Lot Lighting	There are 4 lights left to complete this project. The intention is to replace the poles and lights with LEDs to look like street lights.  This would be a <b>one-time expenditure of \$30,000.</b>	30,000
<b>Total for City Hall</b>		<b>52,000</b>
Ski Hill Log Cabin Windows and Fire Place	The windows in the Ski Hill Log Cabin require replacement. The building is resting on the fireplace and causing stress cracking. The intention of this project is to replace the leaking windows and cut them out around the fireplace so the building rests on the footing to relieve the pressure on the fireplace and seal it up.  This would be a <b>one-time expenditure of \$15,000.</b>	15,000
<b>Total for Ski Hill Log Cabin</b>		<b>15,000</b>
Kinsmen Water Park Maintenance Issues	Community Services recommended the following be completed in the spring of 2022 at the Kinsmen Water Park: Waterslide preventive maintenance, Replace Boiler for the Hot Tub, Tile Repair in change room building, Men's washroom shower tiling, Repair broken drain line for landing pool, Anti Entrapment retrofits.  This would be a <b>one-time expenditure of \$50,000.</b>	50,000
<b>Total for Kinsmen Water Park</b>		<b>50,000</b>



Kinsmen Arena Replace Boiler	A boiler at the Kinsmen Arena requires replacement. This boiler is at the end of life with no longer available parts.  This would be a <b>one-time expenditure of \$20,000.</b>	20,000
Kinsmen Arena Freon Detector and Sensors	For the safety of staff and contractors in the ice plant room, a Freon Sensor is required in the Kinsmen Arena. This project includes the installation of sensors and detectors to monitor the Freon gas levels in case of a leak.  This would be a <b>one-time expenditure of \$12,000.</b>	12,000
Kinsmen Arena Replace Controller for the ice plant	The controller for the ice plant is at the end of life and requires replacement.  This would be a <b>one-time expenditure of \$20,000.</b>	20,000
Kinsmen Arena Compressor Overhauls	An overhauls of both compressors will be performed, due to hours of operation.  This would be a <b>one-time expenditure of \$18,000.</b>	18,000
Kinsmen Arena Compressor #1 Replace Motor	The motor for compressor #1 requires replacement.  This would be a <b>one-time expenditure of \$4,000.</b>	4,000
<b>Total for Kinsmen Arena</b>		<b>74,000</b>
MFC/Heritage Centre Replace Link Doors	The link doors are not functioning as required due to rust. The doors need replacement.  This would be a <b>one-time expenditure of \$8,000.</b>	8,000
<b>Total for MFC/Heritage Centre</b>		<b>8,000</b>



Old City Yards Replace furnace	One of the furnaces at the Old Yards is not functioning properly and requires replacement.  This would be a <b>one-time expenditure of \$7,000.</b>	7,000
<b>Total for Old Yards</b>		<b>7,000</b>
Prince Albert Golf & Curling Club Replace Expansion Tanks	The expansion tanks of the ice plant at PAGCC require replacement.  This would be a <b>one-time expenditure of \$18,000.</b>	18,000
<b>Total for Prince Albert Golf and Curling Club</b>		<b>18,000</b>
Dave Steuart Arena Compressor Overhauls	An overhaul of both compressors will be performed, due to hours of operation.  This would be a <b>one-time expenditure of \$18,000.</b>	18,000
Dave Steuart Arena Replace Brine Pump #1	The brine pump at the ice plant requires replacement.  This would be a <b>one-time expenditure of \$4000.</b>	4,000
Dave Steuart Arena Replace the R22 Refrigerant	R22 refrigerant has been discontinued and is very expensive to purchase. This is the ideal time to replace the refrigerant once an overhaul is completed.  This would be a <b>one-time expenditure of \$5,000.</b>	5,000
<b>Total for Dave Steuart Arena</b>		<b>27,000</b>
<b>Total 2022 Proposed Facilities Projects - Operating</b>		<b>\$320,000</b>





Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47335-094	UCF	Summer Games Sports Centre:Non-Taxable Revenue	(\$10,648)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-2-77110-111	SWB	FACILITIES SUPERVISION:Salaries Regular	\$99,943	\$93,012	\$94,162	\$92,910	\$0	\$0	\$92,910	\$0	\$92,910	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-77110-115	SWB	FACILITIES SUPERVISION:Wages Regular	\$4,828	\$5,869	\$1,669	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-77110-116	SWB	Facilities Supervision:Wages Overtime	\$1,268	\$468	\$251	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-77110-119	SWB	FACILITIES SUPERVISION:Payroll Benefits	\$26,756	\$37,019	\$31,638	\$25,950	\$0	\$0	\$25,950	\$0	\$25,950	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-77110-132	SWB	Facilities Supervision:Clothing Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-77950-115	SWB	SUMMER GAMES SPORTS CENTRE:Wages Regular	\$91	\$1,096	\$0	\$510	\$0	\$0	\$510	\$0	\$510	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-77950-116	SWB	SUMMER GAMES SPORTS CENTRE:Wages Overtime	\$0	\$140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-77950-119	SWB	SUMMER GAMES SPORTS CENTRE:Payroll Benefits	\$32	\$436	\$0	\$180	\$0	\$0	\$180	\$0	\$180	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-77980-115	SWB	OTHER FACILITIES - MECHANICAL SERVICES:Wages Regular	\$123	\$124	\$228	\$1,620	\$0	\$0	\$1,620	\$0	\$1,620	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-77980-119	SWB	OTHER FACILITIES - MECHANICAL SERVICES:Payroll Benefits	\$48	\$42	\$105	\$580	\$0	\$0	\$580	\$0	\$580	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-77110-239	CON	Facilities Supervision:Consulting Services	\$3,506	\$1,855	\$16,084	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-77110-299	CON	Facilities Supervision:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-77980-294	CON	Other Facilities - Mechanical Services:Commissionaire Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-77950-552	UTL	SUMMER GAMES SPORTS CENTRE:Heating Fuels	\$2,678	\$2,799	\$2,880	\$2,900	\$0	\$200	\$3,100	\$0	\$3,100	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
16	1-2-77950-553	UTL	SUMMER GAMES SPORTS CENTRE:Electricity	\$3,081	\$2,880	\$1,936	\$3,300	\$0	(\$300)	\$3,000	\$0	\$3,000	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
17	1-2-77980-551	UTL	OTHER FACILITIES - MECHANICAL SERVICES:Water & Sewer	\$712	\$893	\$623	\$660	\$0	\$0	\$660	\$0	\$660	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
18	1-2-77980-552	UTL	OTHER FACILITIES - MECHANICAL SERVICES:Heating Fuels	\$1,591	\$1,710	\$1,595	\$1,600	\$0	\$100	\$1,700	\$0	\$1,700	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
19	1-2-77980-553	UTL	OTHER FACILITIES - MECHANICAL SERVICES:Electricity	\$1,114	\$1,077	\$909	\$1,300	\$0	\$0	\$1,300	\$0	\$1,300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
20	1-2-77110-265	FLT	Facilities Supervision:Rentals-City Automotive & Equipment	\$0	\$270	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
21	1-2-77110-211	MMS	FACILITIES SUPERVISION:Travel & Accommodation	\$1,932	\$2,443	\$2,198	\$3,500	\$0	\$0	\$3,500	\$0	\$3,500	-
22	1-2-77110-213	MMS	FACILITIES SUPERVISION:Telephone	\$5,264	\$5,257	\$5,018	\$5,090	\$0	\$0	\$5,090	\$850	\$5,940	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
23	1-2-77110-224	MMS	FACILITIES SUPERVISION:Memberships & Due	\$60	\$60	\$60	\$100	\$0	\$0	\$100	\$0	\$100	-
24	1-2-77110-234	MMS	FACILITIES SUPERVISION:Training Services	\$200	\$282	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
25	1-2-77110-238	MMS	Facilities Supervision:Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-77110-253	MMS	Facilities Supervision:Purch Mtce-Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-77110-267	MMS	Facilities Supervision:Rentals-Specialized Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-77110-291	MMS	FACILITIES SUPERVISION:Licenses Permits & Fees	\$1,200	\$4,501	\$966	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	-
29	1-2-77110-420	MMS	Facilities Supervision:Allocation-Services	\$140	\$217	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-77110-512	MMS	Facilities Supervision:Overtime Meals	\$73	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-77110-521	MMS	Facilities Supervision:Vehicle Fuel & Oil	\$0	\$259	\$30	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-77110-540	MMS	Facilities Supervision:City Purchased Clothing	\$671	\$1,103	\$741	\$950	\$0	\$0	\$950	\$0	\$950	-
33	1-2-77110-541	MMS	FACILITIES SUPERVISION:Operating Supplies	\$5,402	\$6,935	\$9,363	\$4,850	\$0	\$0	\$4,850	\$0	\$4,850	-
34	1-2-77110-544	MMS	FACILITIES SUPERVISION:Office Supplies	\$64	\$111	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-
35	1-2-77110-545	MMS	Facilities Supervision:Safety Supplies	\$143	\$1,382	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
36	1-2-77110-566	MMS	Facilities Supervision:Parts-Mechanical Equipment	\$605	\$2,233	\$1,412	\$0	\$0	\$0	\$0	\$0	\$0	-
37	1-2-77110-569	MMS	Facilities Supervision:Other Parts & Small Tools	\$3,480	\$9,467	\$3,039	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
38	1-2-77110-950	MMS	Facilities Supervision:Special Projects	\$0	\$0	\$0	\$239,000	\$0	\$0	\$239,000	\$81,000	\$320,000	Please refer to the 2022 List of Proposed Facilities Projects. An annual average amount ranging from \$300,000 to \$320,000 is allocated to the project listing based on Budget Committee approval.
39	1-2-77950-237	MMS	SUMMER GAMES SPORTS CENTRE:Protection Services	\$0	\$0	\$350	\$0	\$0	\$0	\$0	\$0	\$0	-
40	1-2-77950-253	MMS	SUMMER GAMES SPORTS CENTRE:Purch Mtce-Building	\$748	\$0	\$667	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	-
41	1-2-77950-256	MMS	SUMMER GAMES SPORTS CENTRE:Purch Mtce-Mechanical Equipment	\$10,473	\$376	\$247	\$500	\$0	\$0	\$500	\$0	\$500	-
42	1-2-77950-291	MMS	SUMMER GAMES SPORTS CENTRE:Licenses Permits & Fees	\$30	\$533	\$30	\$300	\$0	\$0	\$300	\$0	\$300	-
43	1-2-77950-420	MMS	SUMMER GAMES SPORTS CENTRE:Allocation-Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
44	1-2-77950-541	MMS	SUMMER GAMES SPORTS CENTRE:Operating Supplies	\$2,230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
45	1-2-77950-566	MMS	SUMMER GAMES SPORTS CENTRE:Parts-Mechanical Equipment	\$222	\$1,621	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
46	1-2-77980-237	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Protection Services	\$47	\$0	\$0	\$200	\$0	\$0	\$200	\$0	\$200	-
47	1-2-77980-253	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Purch Mtce-Building	\$4,373	\$398	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-
48	1-2-77980-256	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
49	1-2-77980-259	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$100	-
50	1-2-77980-291	MMS	Other Facilities - Mechanical Services:Licenses Permits & Fees	\$42	\$62	\$90	\$0	\$0	\$0	\$0	\$0	\$0	-
51	1-2-77980-541	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Operating Supplies	\$124	\$93	\$454	\$100	\$0	\$0	\$100	\$0	\$100	-
52	1-2-77980-566	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Parts-Mechanical Equipment	\$0	\$0	\$674	\$100	\$0	\$0	\$100	\$0	\$100	-
53	1-2-77950-896	INS	SUMMER GAMES SPORTS CENTRE:Insurance	\$1,213	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022</b>	2021	(Favourable) Unfavourable
	<b>Budget</b>	Budget	Change
<b>REVENUES</b>			
User Charges and Fees	(\$538,250)	(\$538,250)	\$0
Operating Grants and Donations	(3,000)	(3,000)	0
Sundry	(83,500)	(83,500)	0
<b>Total Revenues</b>	<b>(624,750)</b>	(624,750)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	500,830	494,580	6,250
Contracted and General Services	50,820	50,820	0
Financial Charges	14,690	14,690	0
Utilities	148,690	161,290	(12,600)
Fleet Expenses	5,530	7,600	(2,070)
Maintenance Materials and Supplies	78,040	79,170	(1,130)
Insurance	34,010	33,240	770
<b>Total Expenses</b>	<b>832,610</b>	841,390	(8,780)
<b>Operating (Surplus) Deficit</b>	<b>207,860</b>	216,640	(8,780)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>207,860</b>	216,640	(8,780)

**ITEMS INCLUDED ELSEWHERE IN THE BUDGET:**

Administration is recommending a \$20,000 allocation be made to the Alfred Jenkins Field House Improvements Reserve in 2022.

The Alfred Jenkins Field House Improvement Reserve will have a projected surplus balance of \$490,424 at the end of 2022 with the transfers proposed in the 2022 budget. This reserve transfer is included with the reserve allocations to be approved by Council in Section 17 - Reserves.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47149-064	UCF	AJ Fieldhouse Revenues:Sale of Products-Taxable	(\$31,958)	(\$27,736)	(\$9,019)	(\$37,600)	\$0	\$0	(\$37,600)	\$0	(\$37,600)	-
2	1-1-47149-065	UCF	AJ Fieldhouse Revenues:Rental-Lease Revenues-Non Taxable	(\$61,000)	(\$61,120)	(\$40,131)	(\$59,000)	\$0	\$0	(\$59,000)	\$0	(\$59,000)	PA Youth Soccer Assoc Lease-\$56,000.00 PA Volleyball Assoc Lease-\$3,000.00
3	1-1-47149-067	UCF	AJ Fieldhouse Revenues:Vending Comm Revenue - Non Taxable	(\$5,608)	(\$5,292)	(\$2,109)	(\$7,300)	\$0	\$0	(\$7,300)	\$0	(\$7,300)	-
4	1-1-47149-094	UCF	AJ Fieldhouse Revenues:Non-Taxable Revenue	(\$388,535)	(\$395,561)	(\$185,364)	(\$434,350)	\$0	\$0	(\$434,350)	\$0	(\$434,350)	AJF Revenue: Facility Bookings-\$144,450.00 General Admissions-\$51,930.00 Memberships-\$186,970.00 Program Registrations-\$51,000.00
5	1-1-47150-085	OGD	Project Beach:Donations	\$0	\$0	\$0	(\$3,000)	\$0	\$0	(\$3,000)	\$0	(\$3,000)	PA Volleyball Association annual contribution to the Project Beach Reserve Fund.
6	1-1-47149-089	SUN	AJ Fieldhouse Revenues:Other Sources	(\$41,572)	(\$47,444)	(\$31,707)	(\$83,500)	\$0	\$0	(\$83,500)	\$0	(\$83,500)	Facility Advertising/Sponsorship - \$48,240 Facility Fee Surcharge - \$5,260.00 PAYSA Contribution-\$30,000.00 Contributions are allocated to the Alfred Jenkins Field House Improvements Reserve. 1-2-75790-741 \$103,500.00 - Transfer to the Alfred Jenkins Field House Reserve (difference is the City taxation allocation of \$20,000).
7	1-2-75690-111	SWB	AJ Fieldhouse-Concessions:Salaries Regular	\$8,895	\$9,322	\$9,550	\$9,740	\$0	\$20	\$9,760	\$0	\$9,760	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-75690-112	SWB	AJ Fieldhouse-Concessions:Salaries Overtime	\$80	\$195	\$85	\$200	\$0	\$0	\$200	\$0	\$200	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-75690-114	SWB	AJ Fieldhouse-Concessions:Salary Casual Regular	\$9,550	\$7,955	\$2,978	\$8,580	\$0	\$0	\$8,580	\$0	\$8,580	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-75690-115	SWB	AJ Fieldhouse-Concessions:Wages Regular	\$568	\$474	\$180	\$510	\$0	\$0	\$510	\$0	\$510	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-75690-119	SWB	AJ Fieldhouse-Concessions:Payroll Benefits	\$3,379	\$3,356	\$2,528	\$3,240	\$0	\$0	\$3,240	\$0	\$3,240	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-75790-111	SWB	AJ Fieldhouse - Programs:Salaries Regular	\$157,197	\$159,429	\$163,899	\$158,790	\$0	\$0	\$158,790	\$0	\$158,790	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-75790-112	SWB	AJ Fieldhouse - Programs:Salaries Overtime	\$1,409	\$1,444	\$499	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-75790-114	SWB	AJ Fieldhouse - Programs:Salary Casual Regular	\$58,547	\$62,497	\$27,367	\$71,840	\$0	\$0	\$71,840	\$0	\$71,840	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-75790-115	SWB	AJ Fieldhouse - Programs:Wages Regular	\$126,127	\$135,167	\$103,869	\$130,000	\$0	\$0	\$130,000	\$0	\$130,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
16	1-2-75790-116	SWB	AJ Fieldhouse - Programs:Wages Overtime	\$2,958	\$4,944	\$2,045	\$1,670	\$0	\$1,330	\$3,000	\$0	\$3,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
17	1-2-75790-119	SWB	AJ Fieldhouse - Programs:Payroll Benefits	\$78,859	\$82,944	\$68,440	\$79,240	\$0	\$4,900	\$84,140	\$0	\$84,140	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
18	1-2-77790-115	SWB	AJ Fieldhouse - Maintenance:Wages Regular	\$12,751	\$14,400	\$16,380	\$20,000	\$0	\$0	\$20,000	\$0	\$20,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
19	1-2-77790-116	SWB	AJ Fieldhouse - Maintenance:Wages Overtime	\$595	\$967	\$681	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.

20	Category		2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
	Code	Code								Account Name	Actuals		Actuals
20	1-2-77790-119	SWB	AJ Fieldhouse - Maintenance:Payroll Benefits	\$5,431	\$6,246	\$6,540	\$7,770	\$0	\$0	\$7,770	\$0	\$7,770	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
21	1-2-75790-294	CON	AJ Fieldhouse - Programs:Commissionaire Services	\$0	\$7,907	\$557	\$500	\$0	\$0	\$500	\$0	\$500	-
22	1-2-75790-296	CON	AJ Fieldhouse - Programs:Housekeeping Services	\$3,509	\$3,726	\$1,675	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
23	1-2-75790-299	CON	AJ Fieldhouse - Programs:Other General Services	\$37,367	\$36,490	\$21,495	\$47,320	\$0	\$0	\$47,320	\$0	\$47,320	This budget is related to the payment of program instructors.
24	1-2-77790-294	CON	AJ Fieldhouse - Maintenance:Commissionaire Services	\$32	\$1,781	\$2,417	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-77790-296	CON	AJ Fieldhouse - Maintenance:Housekeeping Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-75690-893	FC	AJ Fieldhouse-Concessions:Bank Charges	\$605	\$475	\$376	\$1,060	\$0	\$0	\$1,060	\$0	\$1,060	-
27	1-2-75790-895	FC	AJ Fieldhouse - Programs:Cash Over/short	\$43	\$236	\$54	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-75790-899	FC	AJ Fieldhouse - Programs:Other Financial Charges	\$14,498	\$15,674	\$6,898	\$13,630	\$0	\$0	\$13,630	\$0	\$13,630	-
29	1-2-77790-551	UTL	AJ Fieldhouse - Maintenance:Water & Sewer	\$5,389	\$5,717	\$16,981	\$14,790	\$0	\$0	\$14,790	\$0	\$14,790	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
30	1-2-77790-552	UTL	AJ Fieldhouse - Maintenance:Heating Fuels	\$19,075	\$21,796	\$23,330	\$24,300	\$0	(\$400)	\$23,900	\$0	\$23,900	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
31	1-2-77790-553	UTL	AJ Fieldhouse - Maintenance:Electricity	\$116,464	\$113,716	\$89,213	\$122,200	\$0	(\$12,200)	\$110,000	\$0	\$110,000	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
32	1-2-75790-265	FLT	AJ Fieldhouse - Programs:Rentals-City Automotive & Equipment	\$5,989	\$3,870	\$773	\$7,070	\$0	\$0	\$7,070	(\$2,070)	\$5,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.

33	Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
				Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
	1-2-77790-265	FLT	AJ Fieldhouse - Maintenance:Rentals-City Automotive & Equipment	\$424	\$120	\$171	\$530	\$0	\$0	\$530	\$0	\$530	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
	1-2-75690-213	MMS	AJ Fieldhouse-Concessions:Telephone	\$69	\$69	\$69	\$100	\$0	\$0	\$100	\$0	\$100	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
	1-2-75690-541	MMS	AJ Fieldhouse-Concessions:Operating Supplies	\$71	\$55	\$0	\$380	\$0	\$0	\$380	\$0	\$380	-
	1-2-75690-548	MMS	AJ Fieldhouse-Concessions:Merchandise For Resale	\$8,970	\$8,522	\$4,605	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	-
	1-2-75790-211	MMS	AJ Fieldhouse - Programs:Travel & Accommodation	\$259	\$171	\$41	\$500	\$0	\$0	\$500	\$0	\$500	-
	1-2-75790-213	MMS	AJ Fieldhouse - Programs:Telephone	\$6,452	\$4,212	\$4,214	\$5,480	\$0	\$0	\$5,480	\$20	\$5,500	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
	1-2-75790-224	MMS	AJ Fieldhouse - Programs:Memberships & Due	\$140	\$504	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75790-234	MMS	AJ Fieldhouse - Programs:Training Services	\$30	\$115	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-
	1-2-75790-235	MMS	AJ Fieldhouse - Programs:Health Services	\$0	\$247	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75790-238	MMS	AJ Fieldhouse - Programs:Computer Services	(\$539)	\$1,152	\$1,127	\$1,150	\$0	\$0	\$1,150	(\$1,150)	\$0	The telephone and data line budget was prepared by financial services based on actual costs. Data line budget has been reallocated from object code 238 to 213.
	1-2-75790-259	MMS	AJ Fieldhouse - Programs:Purch Mtce-Other Equipment	\$1,094	\$1,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75790-267	MMS	AJ Fieldhouse - Programs:Rentals-Specialized Equipment	\$2,042	\$2,371	\$1,337	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
	1-2-75790-269	MMS	AJ Fieldhouse - Programs:Rentals-Other Equipment	\$0	\$0	\$1,484	\$220	\$0	\$0	\$220	\$0	\$220	-
	1-2-75790-291	MMS	AJ Fieldhouse - Programs:Licenses Permits & Fees	\$117	\$117	\$616	\$1,120	\$0	\$0	\$1,120	\$0	\$1,120	-
	1-2-75790-420	MMS	AJ Fieldhouse - Programs:Allocation-Services	\$96	\$51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75790-540	MMS	AJ Fieldhouse - Programs:City Purchased Clothing	\$307	\$378	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-
	1-2-75790-541	MMS	AJ Fieldhouse - Programs:Operating Supplies	\$15,692	\$19,642	\$13,202	\$12,700	\$0	\$0	\$12,700	\$0	\$12,700	-
	1-2-75790-543	MMS	AJ Fieldhouse - Programs:Program Supplies	\$1,210	\$2,109	\$968	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
	1-2-75790-544	MMS	AJ Fieldhouse - Programs:Office Supplies	\$2,531	\$1,737	\$1,424	\$1,800	\$0	\$0	\$1,800	\$0	\$1,800	-
	1-2-75790-546	MMS	AJ Fieldhouse - Programs:Housekeeping Supplies	\$7,465	\$8,972	\$7,539	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	-

Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
			Actuals	Actuals	Actuals					Adjustments	2022 Total Budget		
53	1-2-75790-896	MMS	AJ Fieldhouse - Programs:Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-	
54	1-2-77790-212	MMS	AJ Fieldhouse - Maintenance:Postage & Freight	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-	
55	1-2-77790-235	MMS	AJ Fieldhouse - Maintenance:Health Services	\$1,565	\$1,435	\$1,850	\$1,020	\$0	\$0	\$1,020	\$0	\$1,020	-
56	1-2-77790-237	MMS	AJ Fieldhouse - Maintenance:Protection Services	\$111	\$127	\$816	\$100	\$0	\$0	\$100	\$0	\$100	-
57	1-2-77790-253	MMS	AJ Fieldhouse - Maintenance:Purch Mtce-Building	\$4,356	\$18,930	\$30,605	\$8,100	\$0	\$0	\$8,100	\$0	\$8,100	-
58	1-2-77790-256	MMS	AJ Fieldhouse - Maintenance:Purch Mtce-Mechanical Equipment	\$21,689	\$24,881	\$23,773	\$7,000	\$0	\$0	\$7,000	\$0	\$7,000	-
59	1-2-77790-269	MMS	AJ Fieldhouse - Maintenance:Rentals-Other Equipment	\$0	\$4,525	\$2,666	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
60	1-2-77790-291	MMS	AJ Fieldhouse - Maintenance:Licenses Permits & Fees	\$932	\$2,765	\$3,040	\$950	\$0	\$0	\$950	\$0	\$950	-
61	1-2-77790-299	MMS	AJ Fieldhouse - Maintenance:Other General Services	\$369	\$840	\$5,950	\$0	\$0	\$0	\$0	\$0	\$0	-
62	1-2-77790-420	MMS	AJ Fieldhouse - Maintenance:Allocation-Services	\$0	\$204	\$19	\$0	\$0	\$0	\$0	\$0	\$0	-
63	1-2-77790-512	MMS	AJ Fieldhouse - Maintenance:Overtime Meals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
64	1-2-77790-532	MMS	AJ Fieldhouse - Maintenance:Concrete	\$203	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
65	1-2-77790-541	MMS	AJ Fieldhouse - Maintenance:Operating Supplies	\$5,470	\$22,255	\$6,825	\$7,000	\$0	\$0	\$7,000	\$0	\$7,000	-
66	1-2-77790-566	MMS	AJ Fieldhouse - Maintenance:Parts-Mechanical Equipment	\$4,132	\$10,486	\$4,421	\$7,000	\$0	\$0	\$7,000	\$0	\$7,000	-
67	1-2-77790-569	MMS	AJ Fieldhouse - Maintenance:Other Parts & Small Tools	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
68	1-2-77790-896	INS	AJ Fieldhouse - Maintenance:Insurance	\$20,351	\$26,096	\$28,255	\$33,240	\$0	\$0	\$33,240	\$770	\$34,010	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.



**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.

	2022 Budget	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$800,280)	(\$800,280)	\$0
Sundry	(9,460)	(9,460)	0
<b>Total Revenues</b>	<b>(809,740)</b>	<b>(809,740)</b>	<b>0</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	735,160	735,100	60
Contracted and General Services	24,370	24,370	0
Financial Charges	12,710	12,710	0
Utilities	289,420	317,920	(28,500)
Fleet Expenses	50,000	45,810	4,190
Maintenance Materials and Supplies	284,660	284,570	90
Insurance	57,100	55,060	2,040
<b>Total Expenses</b>	<b>1,453,420</b>	<b>1,475,540</b>	<b>(22,120)</b>
<b>Operating (Surplus) Deficit</b>	<b>643,680</b>	<b>665,800</b>	<b>(22,120)</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>643,680</b>	<b>665,800</b>	<b>(22,120)</b>

**ITEMS INCLUDED ELSEWHERE IN THE BUDGET:**

Administration is **recommending a \$20,000 allocation** be made to the Arenas Improvement Reserve in 2022.

**The Arenas Improvement Reserve will have a projected surplus balance of \$48,706 at the end of 2022 with the transfers proposed in the 2022 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 - Reserves.**

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47152-064	UCF	Art Hauser Centre:Sale of Products-Taxable	(\$447,819)	(\$512,462)	(\$155,819)	(\$350,000)	\$0	\$0	(\$350,000)	\$0	(\$350,000)	-
2	1-1-47152-067	UCF	Art Hauser Centre:Vending Comm Revenue - Non Taxable	(\$24,523)	(\$25,090)	(\$7,315)	(\$25,000)	\$0	\$0	(\$25,000)	\$0	(\$25,000)	-
3	1-1-47152-094	UCF	ART HAUSER CENTRE:Non-Taxable Revenue	(\$398,286)	(\$522,949)	(\$218,724)	(\$425,280)	\$0	\$0	(\$425,280)	\$0	(\$425,280)	AHC Revenue: Ice Rentals-\$212,100.00 Arena Rentals (Special Events)-\$24,350.00 Multi-Purpose Rooms-\$101,330.00 Raiders License Agreement Payments-\$40,500.00 A/V Charge Outs-\$25,000.00 Raider Playoff Royalty Payment-\$22,000.00
4	1-1-47152-099	UCF	ART HAUSER CENTRE:Taxable Revenue	\$0	(\$7,124)	(\$4,264)	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-1-47152-089	SUN	Art Hauser Centre:Other Sources	(\$8,904)	(\$6,978)	(\$2,895)	(\$9,460)	\$0	\$0	(\$9,460)	\$0	(\$9,460)	Surcharge Revenue to be allocated to the Arenas Improvements Reserve.
6	1-2-75520-111	SWB	ART HAUSER CENTRE - PROGRAM:Salaries Regular	\$40,599	\$41,458	\$41,914	\$40,450	\$0	\$0	\$40,450	\$0	\$40,450	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-75520-112	SWB	ART HAUSER CENTRE - PROGRAM:Salaries Overtime	\$139	\$370	\$56	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-75520-115	SWB	ART HAUSER CENTRE - PROGRAM:Wages Regular	\$311,753	\$331,320	\$240,285	\$310,000	\$0	\$0	\$310,000	\$0	\$310,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-75520-116	SWB	ART HAUSER CENTRE - PROGRAM:Wages Overtime	\$31,904	\$30,752	\$13,900	\$32,000	\$0	\$0	\$32,000	\$0	\$32,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-75520-119	SWB	ART HAUSER CENTRE - PROGRAM:Payroll Benefits	\$118,099	\$119,978	\$98,241	\$117,240	\$0	\$0	\$117,240	\$0	\$117,240	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-75650-111	SWB	Art Hauser Concession:Salaries Regular	\$45,566	\$47,304	\$61,491	\$48,380	\$0	\$60	\$48,440	\$0	\$48,440	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-75650-112	SWB	Art Hauser Concession:Salaries Overtime	\$2,810	\$8,146	\$85	\$3,080	\$0	\$0	\$3,080	\$0	\$3,080	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-75650-114	SWB	Art Hauser Concession:Salary Casual Regular	\$92,712	\$99,889	\$33,695	\$71,000	\$0	\$0	\$71,000	\$0	\$71,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-75650-115	SWB	Art Hauser Concession:Wages Regular	\$5,726	\$6,337	\$2,830	\$4,260	\$0	\$0	\$4,260	\$0	\$4,260	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-75650-119	SWB	Art Hauser Concession:Payroll Benefits	\$21,623	\$23,647	\$15,287	\$20,150	\$0	\$0	\$20,150	\$0	\$20,150	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
16	1-2-77520-115	SWB	ART HAUSER CENTRE - MTCE:Wages Regular	\$93,984	\$106,211	\$109,784	\$65,410	\$0	\$0	\$65,410	\$0	\$65,410	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
17	1-2-77520-116	SWB	ART HAUSER CENTRE - MTCE:Wages Overtime	\$8,440	\$23,414	\$6,670	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-77520-119	SWB	ART HAUSER CENTRE - MTCE:Payroll Benefits	\$43,103	\$48,869	\$49,407	\$23,130	\$0	\$0	\$23,130	\$0	\$23,130	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
19	1-2-77520-132	SWB	Art Hauser Centre - Mtce:Clothing Allowance	\$392	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-75520-291	CON	Art Hauser Centre - Program:Licenses Permits & Fees	\$963	\$500	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
21	1-2-75520-294	CON	ART HAUSER CENTRE - PROGRAM:Commissionaire Services	\$18,606	\$13,908	\$2,867	\$13,000	\$0	\$0	\$13,000	\$0	\$13,000	-
22	1-2-75520-296	CON	ART HAUSER CENTRE - PROGRAM:Housekeeping Services	\$3,388	\$3,803	\$1,059	\$2,970	\$0	\$0	\$2,970	\$0	\$2,970	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
23	1-2-75520-299	CON	ART HAUSER CENTRE - PROGRAM:Other General Services	\$9,627	\$4,721	\$573	\$6,900	\$0	\$0	\$6,900	\$0	\$6,900	This budget is related to the payment of On-Ice Supervisors for Public Skating and Bartenders for Ches Leach Lounge events.
24	1-2-75520-895	FC	ART HAUSER CENTRE - PROGRAM:Cash Over/short	\$0	\$0	\$1	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-75520-899	FC	ART HAUSER CENTRE - PROGRAM:Other Financial Charges	\$7,633	\$10,547	\$5,922	\$9,080	\$0	\$0	\$9,080	\$0	\$9,080	-
26	1-2-75650-893	FC	Art Hauser Concession:Bank Charges	\$1,806	\$2,677	\$2,416	\$3,630	\$0	\$0	\$3,630	\$0	\$3,630	-
27	1-2-77520-239	FC	ART HAUSER CENTRE - MTCE:Consulting Services	\$4,355	\$730	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-77520-551	UTL	ART HAUSER CENTRE - MTCE:Water & Sewer	\$31,216	\$32,183	\$34,981	\$31,220	\$0	\$0	\$31,220	\$0	\$31,220	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
29	1-2-77520-552	UTL	ART HAUSER CENTRE - MTCE:Heating Fuels	\$55,591	\$62,201	\$54,609	\$61,700	\$0	(\$3,500)	\$58,200	\$0	\$58,200	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
30	1-2-77520-553	UTL	ART HAUSER CENTRE - MTCE:Electricity	\$217,054	\$232,410	\$187,266	\$225,000	\$0	(\$25,000)	\$200,000	\$0	\$200,000	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
31	1-2-75520-265	FLT	ART HAUSER CENTRE - PROGRAM:Rentals-Automotive & Equipment	\$38,817	\$51,546	\$49,200	\$45,810	\$0	\$0	\$45,810	\$4,190	\$50,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
32	1-2-77520-265	FLT	ART HAUSER CENTRE - MTCE:Rentals-Automotive & Equipment	\$10,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
33	1-2-75520-211	MMS	ART HAUSER CENTRE - PROGRAM:Travel & Accommodation	\$254	\$301	\$206	\$400	\$0	\$0	\$400	\$0	\$400	-
34	1-2-75520-212	MMS	Art Hauser Centre - Program:Postage & Freight	\$49	\$0	\$14	\$100	\$0	\$0	\$100	\$0	\$100	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
35	1-2-75520-213	MMS	ART HAUSER CENTRE - PROGRAM:Telephone	\$6,298	\$4,350	\$4,700	\$4,980	\$0	\$0	\$4,980	\$500	\$5,480	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
36	1-2-75520-222	MMS	Art Hauser Centre - Program:Publications & Subscriptions	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	-
37	1-2-75520-234	MMS	Art Hauser Centre - Program:Training Services	\$177	\$0	\$90	\$250	\$0	\$0	\$250	\$0	\$250	-
38	1-2-75520-235	MMS	Art Hauser Centre - Program:Health Services	\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
39	1-2-75520-237	MMS	ART HAUSER CENTRE - PROGRAM:Protection Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
40	1-2-75520-238	MMS	Art Hauser Centre - Program:Computer Services	(\$257)	\$496	\$454	\$500	\$0	\$0	\$500	(\$500)	\$0	The telephone and data line budget was prepared by financial services based on actual costs. Data line budget has been reallocated from object code 238 to 213.
41	1-2-75520-253	MMS	ART HAUSER CENTRE - PROGRAM:Purch Mtce-Building	\$869	\$1,047	\$2,856	\$0	\$0	\$0	\$0	\$0	\$0	-
42	1-2-75520-255	MMS	ART HAUSER CENTRE - PROGRAM:Purch Mtce-Automotive & Equipment	\$600	\$2,401	\$1,440	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-75520-256	MMS	ART HAUSER CENTRE - PROGRAM:Purch Mtce-Mechanical Equipment	\$63	\$0	\$130	\$0	\$0	\$0	\$0	\$0	\$0	-
44	1-2-75520-259	MMS	ART HAUSER CENTRE - PROGRAM:Purch Mtce-Other Equipment	\$26,478	\$16,905	\$0	\$25,500	\$0	\$0	\$25,500	\$0	\$25,500	This budget is related to the services required under the Multi-media Technical Services Agreement with Big Drum Media.
45	1-2-75520-267	MMS	ART HAUSER CENTRE - PROGRAM:Rentals-Specialized Equipment	\$775	\$634	\$750	\$720	\$0	\$0	\$720	\$0	\$720	-
46	1-2-75520-269	MMS	ART HAUSER CENTRE - PROGRAM:Rentals-Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
47	1-2-75520-295	MMS	Art Hauser Centre - Program:Self-Employed Contractors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
48	1-2-75520-420	MMS	ART HAUSER CENTRE - PROGRAM:Allocation-Services	\$128	\$0	\$293	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-75520-512	MMS	ART HAUSER CENTRE - PROGRAM:Overtime Meals	\$345	\$515	\$128	\$500	\$0	\$0	\$500	\$0	\$500	-
50	1-2-75520-540	MMS	Art Hauser Centre - Program:City Purchased Clothing	\$2,319	\$2,675	\$2,475	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
51	1-2-75520-541	MMS	ART HAUSER CENTRE - PROGRAM:Operating Supplies	\$17,372	\$24,560	\$13,777	\$24,100	\$0	\$0	\$24,100	\$0	\$24,100	-
52	1-2-75520-544	MMS	ART HAUSER CENTRE - PROGRAM:Office Supplies	\$1,615	\$1,788	\$2,494	\$1,100	\$0	\$0	\$1,100	\$0	\$1,100	-
53	1-2-75520-546	MMS	ART HAUSER CENTRE - PROGRAM:Housekeeping Supplies	\$19,788	\$17,926	\$12,967	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	-
54	1-2-75520-549	MMS	ART HAUSER CENTRE - PROGRAM:Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
55	1-2-75520-950	MMS	Art Hauser Centre - Program:Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
56	1-2-75650-213	MMS	Art Hauser Concession:Telephone	\$1,492	\$935	\$823	\$850	\$0	\$0	\$850	\$0	\$850	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
57	1-2-75650-234	MMS	Art Hauser Concession:Training Services	\$0	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-
58	1-2-75650-253	MMS	Art Hauser Concession:Purch Mtce-Building	\$2,669	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
59	1-2-75650-259	MMS	Art Hauser Concession:Purch Mtce-Other Equipment	\$2,924	\$182	\$2,770	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
60	1-2-75650-540	MMS	Art Hauser Concession:City Purchased Clothing	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
61	1-2-75650-541	MMS	Art Hauser Concession:Operating Supplies	\$3,106	\$4,483	\$5,659	\$3,300	\$0	\$0	\$3,300	\$0	\$3,300	-
62	1-2-75650-544	MMS	Art Hauser Concession:Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
63	1-2-75650-548	MMS	Art Hauser Concession:Merchandise For Resale	\$171,583	\$188,892	\$64,864	\$130,000	\$0	\$0	\$130,000	\$0	\$130,000	-
64	1-2-75650-549	MMS	Art Hauser Concession:Other Supplies	\$0	\$891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
65	1-2-77520-212	MMS	ART HAUSER CENTRE - MTCE:Postage & Freight	\$0	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
66	1-2-77520-213	MMS	ART HAUSER CENTRE - MTCE:Telephone	\$1,193	\$1,330	\$1,018	\$1,110	\$0	\$0	\$1,110	\$90	\$1,200	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
67	1-2-77520-234	MMS	ART HAUSER CENTRE - MTCE:Training Services	\$0	\$344	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
68	1-2-77520-237	MMS	ART HAUSER CENTRE - MTCE:Protection Services	\$111	\$127	\$3,123	\$100	\$0	\$0	\$100	\$0	\$100	-
69	1-2-77520-238	MMS	ART HAUSER CENTRE - MTCE:Computer Services	\$0	\$0	\$41	\$0	\$0	\$0	\$0	\$0	\$0	-
70	1-2-77520-253	MMS	ART HAUSER CENTRE - MTCE:Purch Mtce-Building	\$38,245	\$19,221	\$27,799	\$7,250	\$0	\$0	\$7,250	\$0	\$7,250	-
71	1-2-77520-255	MMS	Art Hauser Centre - Mtce:Purch Mtce-Automotive & Equipment	\$1,320	\$815	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
72	1-2-77520-256	MMS	ART HAUSER CENTRE - MTCE:Purch Mtce-Mechanical Equipment	\$87,953	\$209,712	\$51,407	\$30,200	\$0	\$0	\$30,200	\$0	\$30,200	Payment for services required under the Arena Refrigeration Plant Maintenance Agreement with Arctic Refrigeration.
73	1-2-77520-259	MMS	ART HAUSER CENTRE - MTCE:Purch Mtce-Other Equipment	\$1,457	\$18,517	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
74	1-2-77520-269	MMS	Art Hauser Centre - Mtce:Rentals-Other Equipment	\$1,277	\$8,584	\$0	\$600	\$0	\$0	\$600	\$0	\$600	-
75	1-2-77520-291	MMS	ART HAUSER CENTRE - MTCE:Licenses Permits & Fees	\$460	\$2,910	\$1,666	\$950	\$0	\$0	\$950	\$0	\$950	-
76	1-2-77520-294	MMS	ART HAUSER CENTRE - MTCE:Commissionaire Services	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
77	1-2-77520-420	MMS	Art Hauser Centre - Mtce:Allocation-Services	\$0	\$96	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
78	1-2-77520-522	MMS	ART HAUSER CENTRE - MTCE:Vehicle Propane	\$0	\$34	\$474	\$0	\$0	\$0	\$0	\$0	\$0	-
79	1-2-77520-540	MMS	ART HAUSER CENTRE - MTCE:City Purchased Clothing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
80	1-2-77520-541	MMS	ART HAUSER CENTRE - MTCE:Operating Supplies	\$18,637	\$33,316	\$22,321	\$19,460	\$0	\$0	\$19,460	\$0	\$19,460	-
81	1-2-77520-546	MMS	Art Hauser Centre - Mtce:Housekeeping Supplies	\$68	\$46	(\$365)	\$500	\$0	\$0	\$500	\$0	\$500	-
82	1-2-77520-549	MMS	ART HAUSER CENTRE - MTCE:Other Supplies	\$576	\$0	\$296	\$0	\$0	\$0	\$0	\$0	\$0	-
83	1-2-77520-566	MMS	ART HAUSER CENTRE - MTCE:Parts-Mechanical Equipment	\$15,076	\$19,950	\$12,835	\$8,800	\$0	\$0	\$8,800	\$0	\$8,800	-
84	1-2-77520-896	INS	ART HAUSER CENTRE - MTCE:Insurance	\$50,478	\$52,366	\$51,945	\$55,060	\$0	\$0	\$55,060	\$2,040	\$57,100	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
User Charges and Fees	(\$60,000)	(\$60,000)	\$0
Operating Grants and Donations	(10,000)	(10,000)	0
<b>Total Revenues</b>	<b>(70,000)</b>	(70,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	124,210	103,650	20,560
Contracted and General Services	37,600	55,600	(18,000)
Financial Charges	2,420	2,420	0
Utilities	13,400	15,300	(1,900)
Maintenance Materials and Supplies	25,580	25,580	0
Insurance	1,780	1,720	60
<b>Total Expenses</b>	<b>204,990</b>	204,270	720
<b>Operating (Surplus) Deficit</b>	<b>134,990</b>	134,270	720
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>134,990</b>	134,270	720

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47241-094	UCF	Arts Centre:Non-Taxable Revenue	(\$53,531)	(\$65,837)	(\$41,066)	(\$60,000)	\$0	\$0	(\$60,000)	\$0	(\$60,000)	Arts Centre Revenue: Product for re-sale-\$9,920.00 Facility Bookings-\$13,290.00 Program Registrations-\$34,190.00 Common Weal Lease-\$2,600.00
2	1-1-47241-055	OGD	Arts Centre:Other Entities Grants - Conditional	(\$9,567)	(\$16,588)	(\$10,000)	(\$10,000)	\$0	\$0	(\$10,000)	\$0	(\$10,000)	-
3	1-1-47241-085	OGD	Arts Centre:Donations	\$0	(\$520)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-75420-111	SWB	ARTS CENTRE - PROGRAM:Salaries Regular	\$56,355	\$57,406	\$49,927	\$51,550	\$0	\$2,560	\$54,110	\$0	\$54,110	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-75420-112	SWB	Arts Centre - Program:Salaries Overtime	\$139	\$427	\$223	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-75420-114	SWB	Arts Centre - Program:Salary Casual Regular	\$27,500	\$26,811	\$19,330	\$26,760	\$0	\$0	\$26,760	\$0	\$26,760	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-75420-115	SWB	Arts Centre - Program:Wages Regular	\$1,595	\$1,578	\$1,336	\$1,670	\$0	\$0	\$1,670	\$0	\$1,670	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-75420-119	SWB	ARTS CENTRE - PROGRAM:Payroll Benefits	\$15,044	\$15,187	\$13,141	\$14,150	\$0	\$0	\$14,150	\$0	\$14,150	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-77420-115	SWB	ARTS CENTRE - MTCE:Wages Regular	\$8,171	\$10,915	\$6,720	\$7,000	\$0	\$0	\$7,000	\$14,400	\$21,400	Daily Janitorial Services are now completed by City staff. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-77420-116	SWB	Arts Centre - Mtce:Wages Overtime	\$0	\$0	\$144	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-77420-119	SWB	ARTS CENTRE - MTCE:Payroll Benefits	\$3,482	\$4,921	\$3,097	\$2,520	\$0	\$0	\$2,520	\$3,600	\$6,120	Daily Janitorial Services are now completed by City staff. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-75420-239	CON	ARTS CENTRE - PROGRAM:Consulting Services	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-75420-296	CON	ARTS CENTRE - PROGRAM:Housekeeping Services	\$1,352	\$1,468	\$935	\$1,600	\$0	\$0	\$1,600	\$0	\$1,600	-
14	1-2-75420-297	CON	Arts Centre - Program:Laundry Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-75420-299	CON	ARTS CENTRE - PROGRAM:Other General Services	\$34,637	\$40,955	\$25,296	\$33,000	\$0	\$0	\$33,000	\$0	\$33,000	This budget is related to program instructors.
16	1-2-77420-239	CON	Arts Centre - Mtce:Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-77420-294	CON	Arts Centre - Mtce:Commissionaire Services	\$3,514	\$2,449	\$1,638	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-77420-296	CON	ARTS CENTRE - MTCE:Housekeeping Services	\$21,200	\$21,730	\$21,837	\$21,000	\$0	\$0	\$21,000	(\$18,000)	\$3,000	Daily Janitorial Services are now completed by City staff.
19	1-2-75420-895	FC	ARTS CENTRE - PROGRAM:Cash Over/short	\$0	\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-75420-899	FC	Arts Centre - Program:Other Financial Charges	\$2,391	\$3,008	\$1,950	\$2,420	\$0	\$0	\$2,420	\$0	\$2,420	-
21	1-2-77420-551	UTL	Arts Centre - Mtce:Water & Sewer	\$0	\$0	\$1,565	\$1,600	\$0	\$0	\$1,600	\$0	\$1,600	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
22	1-2-77420-552	UTL	ARTS CENTRE - MTCE:Heating Fuels	\$5,314	\$5,896	\$6,074	\$6,100	\$0	\$400	\$6,500	\$0	\$6,500	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
23	1-2-77420-553	UTL	ARTS CENTRE - MTCE:Electricity	\$7,502	\$6,581	\$5,065	\$7,600	\$0	(\$2,300)	\$5,300	\$0	\$5,300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
24	1-2-75420-265	FLT	ARTS CENTRE - PROGRAM:Rentals-City Automotive & Equipment	\$0	\$0	\$72	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
25	1-2-75420-211	MMS	Arts Centre - Program:Travel & Accommodation	\$0	\$50	\$70	\$100	\$0	\$0	\$100	\$0	\$100	-
26	1-2-75420-212	MMS	ARTS CENTRE - PROGRAM:Postage & Freight	\$447	\$854	\$0	\$800	\$0	\$0	\$800	\$0	\$800	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
27	1-2-75420-213	MMS	ARTS CENTRE - PROGRAM:Telephone	\$2,109	\$1,679	\$1,300	\$1,800	\$0	\$0	\$1,800	\$0	\$1,800	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
28	1-2-75420-221	MMS	ARTS CENTRE - PROGRAM:Advertising	\$432	\$488	\$50	\$0	\$0	\$0	\$0	\$0	\$0	-
29	1-2-75420-222	MMS	ARTS CENTRE - PROGRAM:Publications & Subscriptions	\$156	\$156	\$156	\$160	\$0	\$0	\$160	\$0	\$160	-
30	1-2-75420-224	MMS	ARTS CENTRE - PROGRAM:Memberships & Due	\$610	\$620	\$660	\$630	\$0	\$0	\$630	\$0	\$630	-
31	1-2-75420-234	MMS	ARTS CENTRE - PROGRAM:Training Services	\$0	\$0	\$40	\$250	\$0	\$0	\$250	\$0	\$250	-
32	1-2-75420-238	MMS	Arts Centre - Program:Computer Services	\$0	\$197	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
33	1-2-75420-267	MMS	ARTS CENTRE - PROGRAM:Rentals-Specialized Equipment	\$292	\$468	\$318	\$400	\$0	\$0	\$400	\$0	\$400	-
34	1-2-75420-294	MMS	Arts Centre - Program:Commissionaire Services	\$80	\$92	\$0	\$460	\$0	\$0	\$460	\$0	\$460	-
35	1-2-75420-511	MMS	ARTS CENTRE - PROGRAM:Meeting Incidentals	\$169	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-75420-541	MMS	ARTS CENTRE - PROGRAM:Operating Supplies	\$5,028	\$3,018	\$3,949	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	-
37	1-2-75420-543	MMS	Arts Centre - Program:Program Supplies	\$3,514	\$4,535	\$2,038	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
38	1-2-75420-544	MMS	ARTS CENTRE - PROGRAM:Office Supplies	\$499	\$768	\$583	\$800	\$0	\$0	\$800	\$0	\$800	-
39	1-2-75420-548	MMS	ARTS CENTRE - PROGRAM:Merchandise For Resale	\$4,704	\$2,892	\$2,424	\$3,500	\$0	\$0	\$3,500	\$0	\$3,500	-
40	1-2-75420-551	MMS	ARTS CENTRE - PROGRAM:Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-77420-235	MMS	ARTS CENTRE - MTCE:Health Services	\$0	\$225	\$275	\$250	\$0	\$0	\$250	\$0	\$250	-
42	1-2-77420-237	MMS	ARTS CENTRE - MTCE:Protection Services	\$349	\$127	\$127	\$100	\$0	\$0	\$100	\$0	\$100	-
43	1-2-77420-253	MMS	ARTS CENTRE - MTCE:Purch Mtce-Building	\$11,824	\$3,233	\$14,399	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
44	1-2-77420-256	MMS	ARTS CENTRE - MTCE:Purch Mtce-Mechanical Equipment	\$2,417	\$9,406	\$2,421	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
45	1-2-77420-269	MMS	ARTS CENTRE - MTCE:Rentals-Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
46	1-2-77420-291	MMS	Arts Centre - Mtce:Licenses Permits & Fees	\$309	\$789	\$985	\$330	\$0	\$0	\$330	\$0	\$330	-
47	1-2-77420-420	MMS	ARTS CENTRE - MTCE:Allocation-Services	\$89	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
48	1-2-77420-541	MMS	ARTS CENTRE - MTCE:Operating Supplies	\$3,287	\$2,236	\$1,832	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
49	1-2-77420-546	MMS	Arts Centre - Mtce:Housekeeping Supplies	\$348	\$720	\$472	\$0	\$0	\$0	\$0	\$0	\$0	-
50	1-2-77420-566	MMS	ARTS CENTRE - MTCE:Parts-Mechanical Equipment	\$734	\$10,873	\$338	\$500	\$0	\$0	\$500	\$0	\$500	-



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
51	1-2-77420-896	INS	ARTS CENTRE - MTCE:Insurance	\$1,517	\$1,571	\$1,626	\$1,720	\$0	\$0	\$1,720	\$60	\$1,780	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$11,500)	(\$11,500)	\$0
<b>Total Revenues</b>	<b>(11,500)</b>	(11,500)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	7,640	7,640	0
Contracted and General Services	6,000	6,000	0
Grants and Donations	16,580	16,580	0
Utilities	34,260	34,360	(100)
Maintenance Materials and Supplies	7,450	7,450	0
Insurance	4,570	4,390	180
<b>Total Expenses</b>	<b>76,500</b>	76,420	80
<b>Operating (Surplus) Deficit</b>	<b>65,000</b>	64,920	80
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>65,000</b>	64,920	80

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47124-094	UCF	Bernice Sayese Centre:Non-Taxable Revenue	(\$11,154)	(\$11,339)	(\$11,554)	(\$11,500)	\$0	\$0	(\$11,500)	\$0	(\$11,500)	Lease payment from the River Bank Development Corporation for Office Space.
2	1-2-77960-115	SWB	Bernice Sayese Centre - Mtce:Wages Regular	\$4,106	\$3,689	\$8,231	\$5,620	\$0	\$0	\$5,620	\$0	\$5,620	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-77960-116	SWB	Bernice Sayese Centre - Mtce:Wages Overtime	\$0	\$246	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-77960-119	SWB	Bernice Sayese Centre - Mtce:Payroll Benefits	\$1,741	\$1,758	\$3,705	\$2,020	\$0	\$0	\$2,020	\$0	\$2,020	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-75960-296	CON	Bernice Sayese Centre:Housekeeping Services	\$5,500	\$6,000	\$5,500	\$6,000	\$0	\$0	\$6,000	\$0	\$6,000	-
6	1-2-77960-294	FC	Bernice Sayese Centre - Mtce:Commissionaire Services	\$48	\$16	\$95	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-75960-711	G&D	Bernice Sayese Centre:Operating Grants	\$12,750	\$12,750	\$12,750	\$12,750	\$0	\$0	\$12,750	\$0	\$12,750	-
8	1-2-75960-713	G&D	Bernice Sayese Centre:Improvement Grants	\$3,830	\$3,830	\$0	\$3,830	\$0	\$0	\$3,830	\$0	\$3,830	-
9	1-2-77960-551	UTL	Bernice Sayese Centre - Mtce:Water & Sewer	\$5,157	\$4,594	\$4,581	\$4,860	\$0	\$0	\$4,860	\$0	\$4,860	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
10	1-2-77960-552	UTL	Bernice Sayese Centre - Mtce:Heating Fuels	\$10,134	\$10,333	\$9,929	\$10,600	\$0	\$300	\$10,900	\$0	\$10,900	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
11	1-2-77960-553	UTL	Bernice Sayese Centre - Mtce:Electricity	\$18,839	\$19,315	\$17,846	\$18,900	\$0	(\$400)	\$18,500	\$0	\$18,500	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
12	1-2-75960-213	MMS	Bernice Sayese Centre:Telephone	\$500	\$544	\$544	\$600	\$0	\$0	\$600	\$0	\$600	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
13	1-2-75960-541	MMS	Bernice Sayese Centre:Operating Supplies	\$0	\$0	\$170	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-77960-237	MMS	Bernice Sayese Centre - Mtce:Protection Services	\$111	\$127	\$127	\$100	\$0	\$0	\$100	\$0	\$100	-
15	1-2-77960-253	MMS	Bernice Sayese Centre - Mtce:Purch Mtce-Building	\$7,402	\$1,282	\$7,278	\$2,220	\$0	\$0	\$2,220	\$0	\$2,220	-
16	1-2-77960-256	MMS	Bernice Sayese Centre - Mtce:Purch Mtce-Mechanical Equipment	\$8,057	\$3,909	\$4,945	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
17	1-2-77960-291	MMS	Bernice Sayese Centre - Mtce:Licenses Permits & Fees	\$1,245	\$1,178	\$199	\$330	\$0	\$0	\$330	\$0	\$330	-
18	1-2-77960-541	MMS	Bernice Sayese Centre - Mtce:Operating Supplies	\$1,903	\$395	\$1,026	\$500	\$0	\$0	\$500	\$0	\$500	-
19	1-2-77960-566	MMS	Bernice Sayese Centre - Mtce:Parts-Mechanical Equipment	\$2,286	\$947	\$2,910	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	-

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
20	1-2-77960-896	INS	Bernice Sayese Centre - Mtce:Insurance	\$3,817	\$3,987	\$4,146	\$4,390	\$0	\$0	\$4,390	\$180	\$4,570	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022</b>	2021	(Favourable)
	<b>Budget</b>	Budget	Unfavourable
			Change
<b>REVENUES</b>			
User Charges and Fees	(\$131,000)	(\$131,000)	\$0
Sundry	(10,000)	(10,000)	0
<b>Total Revenues</b>	<b>(141,000)</b>	(141,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	154,090	154,090	0
Contracted and General Services	2,500	2,500	0
Utilities	5,270	5,070	200
Fleet Expenses	48,980	48,980	0
Maintenance Materials and Supplies	29,000	29,000	0
Insurance	410	390	20
<b>Total Expenses</b>	<b>240,250</b>	240,030	220
<b>Operating (Surplus) Deficit</b>	<b>99,250</b>	99,030	220
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>99,250</b>	99,030	220

**ITEMS INCLUDED ELSEWHERE IN THE BUDGET:**

The South Hill Cemetery Perpetual Care Reserve was established in 2020 for future maintenance of Cemetery. The reserve is funded by the perpetual care fees collected on licenses/burials. The 2022 budget includes a budgeted transfer of \$10,000 to this reserve based on estimates of perpetual care fee revenue to be received.

**The South Hill Cemetery Perpetual Car Reserve will have a projected surplus balance of \$30,400 at the end of 2022 with the transfers proposed in the 2022 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.**



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47530-094	UCF	Cemetery:Non-Taxable Revenue	(\$130,636)	(\$103,082)	(\$114,499)	(\$131,000)	\$0	\$0	(\$131,000)	\$0	(\$131,000)	-
2	1-1-47530-089	SUN	Cemetery:Other Sources	\$0	\$0	(\$10,400)	(\$10,000)	\$0	\$0	(\$10,000)	\$0	(\$10,000)	Surcharge revenue allocation to the Perpetual Care Reserve.
3	1-2-73700-115	SWB	Cemetery:Wages Regular	\$109,348	\$102,988	\$103,075	\$113,800	\$0	\$0	\$113,800	\$0	\$113,800	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-73700-116	SWB	Cemetery:Wages Overtime	\$3,885	\$3,654	\$4,761	\$4,730	\$0	\$0	\$4,730	\$0	\$4,730	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-73700-119	SWB	Cemetery:Payroll Benefits	\$35,147	\$33,218	\$33,057	\$35,560	\$0	\$0	\$35,560	\$0	\$35,560	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-73700-299	CON	Cemetery:Other General Services	\$500	\$0	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
7	1-2-73700-551	UTL	Cemetery:Water & Sewer	\$1,071	\$866	\$872	\$1,070	\$0	\$0	\$1,070	\$0	\$1,070	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
8	1-2-73700-552	UTL	Cemetery:Heating Fuels	\$1,882	\$2,208	\$2,239	\$2,300	\$0	\$100	\$2,400	\$0	\$2,400	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
9	1-2-73700-553	UTL	Cemetery:Electricity	\$1,668	\$1,695	\$1,781	\$1,700	\$0	\$100	\$1,800	\$0	\$1,800	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
10	1-2-73700-265	FLT	Cemetery:Rentals-Automotive & Equipment	\$41,511	\$41,876	\$47,205	\$48,980	\$0	\$0	\$48,980	\$0	\$48,980	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
11	1-2-73700-213	MMS	Cemetery:Telephone	\$859	\$622	\$622	\$690	\$0	\$0	\$690	\$0	\$690	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
12	1-2-73700-224	MMS	Cemetery:Memberships & Due	\$0	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$100	-
13	1-2-73700-235	MMS	Cemetery:Health Services	\$721	\$564	\$196	\$850	\$0	\$0	\$850	\$0	\$850	-
14	1-2-73700-237	MMS	Cemetery:Protection Services	\$111	\$127	\$127	\$60	\$0	\$0	\$60	\$0	\$60	-
15	1-2-73700-253	MMS	Cemetery:Purch Mtce-Building	\$176	\$1,111	\$0	\$750	\$0	\$0	\$750	\$0	\$750	-
16	1-2-73700-254	MMS	Cemetery:Purch Mtce Labour Facilities	\$205	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-73700-256	MMS	Cemetery:Purch Mtce-Mechanical Equipment	\$2,746	\$538	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
18	1-2-73700-259	MMS	Cemetery:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-
19	1-2-73700-291	MMS	Cemetery:Licenses Permits & Fees	\$50	\$100	\$134	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-73700-420	MMS	Cemetery:Allocation-Services	\$51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
21	1-2-73700-521	MMS	Cemetery:Vehicle Fuel & Oil	\$0	\$76	\$32	\$800	\$0	\$0	\$800	\$0	\$800	-
22	1-2-73700-522	MMS	Cemetery:Vehicle Propane	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-73700-540	MMS	Cemetery:City Purchased Clothing	\$76	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
24	1-2-73700-541	MMS	Cemetery:Operating Supplies	\$23,370	\$25,010	\$27,781	\$25,000	\$0	\$0	\$25,000	\$0	\$25,000	-
25	1-2-73700-546	MMS	Cemetery:Housekeeping Supplies	\$28	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-73700-549	MMS	Cemetery:Other Supplies	\$70	\$68	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-73700-566	MMS	Cemetery:Parts-Mechanical Equipment	\$826	\$903	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-73700-896	INS	Cemetery:Insurance	\$342	\$353	\$370	\$390	\$0	\$0	\$390	\$20	\$410	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$205,450</b>	\$149,950	\$55,500
Contracted and General Services	<b>53,640</b>	109,140	(55,500)
Utilities	<b>98,280</b>	96,280	2,000
Fleet Expenses	<b>390</b>	390	0
Maintenance Materials and Supplies	<b>42,450</b>	42,350	100
Insurance	<b>10,560</b>	10,120	440
<b>Total Expenses</b>	<b>410,770</b>	408,230	2,540
<b>Operating (Surplus) Deficit</b>	<b>410,770</b>	408,230	2,540
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>410,770</b>	408,230	2,540



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-12530-111	SWB	CITY HALL MTCE:Salaries Regular	\$91,449	\$93,012	\$93,369	\$92,910	\$0	\$0	\$92,910	\$0	\$92,910	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-12530-115	SWB	CITY HALL MTCE:Wages Regular	\$20,577	\$22,186	\$17,245	\$27,000	\$0	\$0	\$27,000	\$44,400	\$71,400	Daily Janitorial Services are now completed City staff. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-12530-116	SWB	CITY HALL MTCE:Wages Overtime	\$650	\$3,452	\$859	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-12530-119	SWB	CITY HALL MTCE:Payroll Benefits	\$26,311	\$27,874	\$24,567	\$28,040	\$0	\$0	\$28,040	\$11,100	\$39,140	Daily Janitorial Services are now completed by City staff. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-12530-294	CON	CITY HALL MTCE:Commissionaire Services	\$47,834	\$50,013	\$77,701	\$45,440	\$0	\$0	\$45,440	\$0	\$45,440	-
6	1-2-12530-296	CON	CITY HALL MTCE:Housekeeping Services	\$70,258	\$70,827	\$74,748	\$63,500	\$0	\$0	\$63,500	(\$55,500)	\$8,000	Daily Janitorial Services at this location are no longer being completed through a contracted service. This amount is now reflected in the wages & benefits for City Hall. There remains a requirement to contract certain tasks such as window cleaning, carpet cleaning, etc.
7	1-2-12530-299	CON	City Hall Mtce:Other General Services	\$0	\$1,008	\$0	\$200	\$0	\$0	\$200	\$0	\$200	-
8	1-2-12530-551	UTL	CITY HALL MTCE:Water & Sewer	\$8,783	\$8,460	\$6,239	\$6,180	\$0	\$0	\$6,180	\$0	\$6,180	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
9	1-2-12530-552	UTL	CITY HALL MTCE:Heating Fuels	\$34,591	\$3,428	\$22,390	\$19,400	\$0	\$1,500	\$20,900	\$0	\$20,900	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
10	1-2-12530-553	UTL	CITY HALL MTCE:Electricity	\$65,529	\$65,650	\$65,285	\$70,700	\$0	\$500	\$71,200	\$0	\$71,200	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
11	1-2-12530-265	FLT	CITY HALL MTCE:Rentals-Automotive & Equipment	\$332	\$240	\$399	\$390	\$0	\$0	\$390	\$0	\$390	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
12	1-2-12530-212	MMS	City Hall Mtce:Postage & Freight	\$0	\$0	\$59	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-12530-213	MMS	CITY HALL MTCE:Telephone	\$1,977	\$993	\$973	\$1,000	\$0	\$0	\$1,000	\$1,300	\$2,300	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
14	1-2-12530-235	MMS	City Hall Mtce:Health Services	\$1,430	\$935	\$720	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
15	1-2-12530-237	MMS	CITY HALL MTCE:Protection Services	\$2,029	\$127	\$8,989	\$300	\$0	\$0	\$300	\$0	\$300	-
16	1-2-12530-238	MMS	CITY HALL MTCE:Computer Services	(\$460)	\$1,632	\$1,167	\$1,200	\$0	\$0	\$1,200	(\$1,200)	\$0	The telephone and data line budget was prepared by financial services based on actual costs. Data line budget has been reallocated from object code 238 to 213.
17	1-2-12530-253	MMS	CITY HALL MTCE:Purch Mtce-Building	\$8,144	\$29,449	\$80,057	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	-
18	1-2-12530-256	MMS	CITY HALL MTCE:Purch Mtce-Mechanical Equipment	\$53,790	\$40,538	\$28,828	\$9,950	\$0	\$0	\$9,950	\$0	\$9,950	-
19	1-2-12530-267	MMS	City Hall Mtce:Rentals-Specialized Equipment	\$135	\$636	\$350	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-12530-269	MMS	City Hall Mtce:Rentals-Other Equipment	\$0	\$1,047	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-12530-291	MMS	CITY HALL MTCE:Licenses Permits & Fees	\$1,618	\$2,543	\$2,540	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
22	1-2-12530-420	MMS	CITY HALL MTCE:Allocation-Services	\$108	\$191	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-12530-512	MMS	City Hall Mtce:Overtime Meals	\$36	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
24	1-2-12530-521	MMS	CITY HALL MTCE:Vehicle Fuel & Oil	\$0	\$100	\$0	\$400	\$0	\$0	\$400	\$0	\$400	-
25	1-2-12530-532	MMS	City Hall Mtce:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-12530-540	MMS	City Hall Mtce:City Purchased Clothing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-12530-541	MMS	CITY HALL MTCE:Operating Supplies	\$8,402	\$6,860	\$46,676	\$10,400	\$0	\$0	\$10,400	\$0	\$10,400	-
28	1-2-12530-546	MMS	CITY HALL MTCE:Housekeeping Supplies	\$6,136	\$5,951	\$6,548	\$1,100	\$0	\$0	\$1,100	\$0	\$1,100	-
29	1-2-12530-565	MMS	CITY HALL MTCE:Parts - Equipment and Automotive	\$0	\$755	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-12530-566	MMS	CITY HALL MTCE:Parts-Mechanical Equipment	\$1,898	\$4,651	\$4,144	\$6,000	\$0	\$0	\$6,000	\$0	\$6,000	-
31	1-2-12530-896	INS	CITY HALL MTCE:Insurance	\$9,061	\$9,401	\$9,545	\$10,120	\$0	\$0	\$10,120	\$440	\$10,560	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$29,180)	(\$29,180)	\$0
<b>Total Revenues</b>	<b>(29,180)</b>	(29,180)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	22,660	22,660	0
Contracted and General Services	15,000	15,000	0
Grants and Donations	160,220	180,220	(20,000)
Utilities	162,860	173,360	(10,500)
Fleet Expenses	500	770	(270)
Maintenance Materials and Supplies	5,700	5,700	0
Insurance	29,400	28,430	970
<b>Total Expenses</b>	<b>396,340</b>	426,140	(29,800)
<b>Operating (Surplus) Deficit</b>	<b>367,160</b>	396,960	(29,800)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>367,160</b>	396,960	(29,800)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47580-094	UCF	Community Clubs:Non-Taxable Revenue	(\$36,337)	(\$32,426)	(\$21,818)	(\$29,180)	\$0	\$0	(\$29,180)	\$0	(\$29,180)	-
2	1-1-47580-055	OGD	Community Clubs:Other Entities Grants - Conditional	(\$75,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-75910-115	SWB	COMMUNITY CLUBS OPERATION:Wages Regular	\$17,497	\$17,027	\$11,207	\$17,000	\$0	\$0	\$17,000	\$0	\$17,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-75910-116	SWB	COMMUNITY CLUBS OPERATION:Wages Overtime	\$141	\$245	\$741	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-75910-119	SWB	COMMUNITY CLUBS OPERATION:Payroll Benefits	\$5,734	\$6,315	\$4,869	\$5,660	\$0	\$0	\$5,660	\$0	\$5,660	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-75910-253	CON	COMMUNITY CLUBS OPERATION:Purch Mtce-Building	\$0	\$133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-75910-294	CON	COMMUNITY CLUBS OPERATION:Commissionaire Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-75910-296	CON	COMMUNITY CLUBS OPERATION:Housekeeping Services	\$105	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-75910-299	CON	COMMUNITY CLUBS OPERATION:Other General Services	\$20,431	\$16,337	\$12,797	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	This budget line represents the City's costs for contracted maintenance under the Lease Agreements with the Community Clubs. The costs identified are offset in the revenue portion of the budget as the amounts are billed back or deducted from Maintenance or Operating Grants. Examples include: - Fire extinguisher inspections - Kitchen Suppression inspections
10	1-2-75910-711	G&D	COMMUNITY CLUBS OPERATION:Operating Grants	\$124,025	\$125,357	\$125,137	\$145,750	\$20,000	\$0	\$125,750	\$0	\$125,750	-
11	1-2-75910-713	G&D	COMMUNITY CLUBS OPERATION:Improvement Grants	\$24,134	\$24,450	\$16,977	\$34,470	\$0	\$0	\$34,470	\$0	\$34,470	-
12	1-2-75910-716	G&D	COMMUNITY CLUBS OPERATION:Grants	\$25,691	\$19,686	\$13,466	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-75910-551	UTL	COMMUNITY CLUBS OPERATION:Water & Sewer	\$40,361	\$41,557	\$40,202	\$40,460	\$0	\$0	\$40,460	\$0	\$40,460	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
14	1-2-75910-552	UTL	COMMUNITY CLUBS OPERATION:Heating Fuels	\$50,772	\$48,809	\$45,629	\$47,000	\$0	\$400	\$47,400	\$0	\$47,400	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
15	1-2-75910-553	UTL	COMMUNITY CLUBS OPERATION:Electricity	\$111,073	\$106,094	\$71,821	\$85,900	\$0	(\$10,900)	\$75,000	\$0	\$75,000	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.

16	Category		2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		2022 Total Budget	Issue
	Code	Code								Account Name	Adjustments		
	1-2-75910-265	FLT	\$659	\$54	\$0	\$770	\$0	\$0	\$770	(\$270)	\$500		The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
	1-2-75910-213	MMS	\$235	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-235	MMS	\$3,652	\$5,028	\$916	\$3,660	\$0	\$0	\$3,660	\$0	\$3,660		-
	1-2-75910-254	MMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-255	MMS	\$240	\$670	\$50	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-256	MMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-259	MMS	\$721	\$1,254	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-291	MMS	\$898	\$898	\$1,361	\$1,300	\$0	\$0	\$1,300	\$0	\$1,300		-
	1-2-75910-420	MMS	\$3,041	\$4,004	\$2,352	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-532	MMS	\$493	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-541	MMS	\$1,902	\$1,852	\$2,125	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000		-
	1-2-75910-565	MMS	\$179	\$903	\$240	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-566	MMS	\$218	\$94	\$79	\$0	\$0	\$0	\$0	\$0	\$0		-
	1-2-75910-990	MMS	\$0	\$0	\$0	(\$1,260)	\$0	\$0	(\$1,260)	\$0	(\$1,260)		-
	1-2-75910-896	INS	\$25,547	\$29,076	\$26,821	\$28,430	\$0	\$0	\$28,430	\$970	\$29,400		-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
	1-2-75910-897	INS	\$10,561	(\$10,561)	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
Operating Grants and Donations	(\$27,500)	(\$27,500)	\$0
<b>Total Revenues</b>	<b>(27,500)</b>	(27,500)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	507,110	497,320	9,790
Utilities	400	400	0
Fleet Expenses	1,780	1,780	0
Maintenance Materials and Supplies	147,320	49,050	98,270
<b>Total Expenses</b>	<b>656,610</b>	548,550	108,060
<b>Operating (Surplus) Deficit</b>	<b>629,110</b>	521,050	108,060
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>629,110</b>	521,050	108,060

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #9 for RPT 21-426 – 2022 Rates & Fees – Community Services Department](#) for additional information. This report addresses many Functional Areas within the Community Services department.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47110-094	UCF	PARKS SUNDRY REVENUE:Non-Taxable Revenue	(\$13,664)	(\$18,155)	(\$8,647)	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-1-47151-094	UCF	Arenas Administration:Non-Taxable Revenue	\$0	(\$198)	\$34,093	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-1-47151-099	UCF	Arenas Administration:Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-1-47110-053	OGD	Parks Sundry Revenue:Provincial Grants - Conditional	(\$13,270)	(\$16,500)	\$0	(\$5,000)	\$0	\$0	(\$5,000)	\$0	(\$5,000)	-
5	1-1-47110-055	OGD	PARKS SUNDRY REVENUE:Other Entities Grants - Conditional	(\$1,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-1-47110-056	OGD	PARKS SUNDRY REVENUE:Other Entities Grants - Unconditional	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-1-47110-085	OGD	PARKS SUNDRY REVENUE:Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-1-47151-055	OGD	Arenas Administration:Other Entities Grants - Conditional	\$0	\$0	\$0	(\$22,500)	\$0	\$0	(\$22,500)	\$0	(\$22,500)	Community Rink Affordability Grant: AHC - \$2,500 Kinsmen Arena - \$2,500 Steuart Arena - \$2,500 PA Golf & Curling Club - \$2,500 East End Community Club - \$5,000 (Rink & Curling) East Hill Community Club - \$2,500 Crescent Heights Community Club - \$2,500 West Hill Community Club - \$2,500
9	1-1-47328-085	OGD	Pine Needle Bike Festival:Donations	(\$385)	(\$18,565)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-1-47110-099	SUN	PARKS SUNDRY REVENUE:Taxable Revenue	(\$14,979)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-71100-111	SWB	RECREATION ADMINISTRATION:Salaries Regular	\$398,804	\$311,556	\$402,120	\$416,390	\$0	\$7,410	\$423,800	\$0	\$423,800	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-71100-112	SWB	RECREATION ADMINISTRATION:Salaries Overtime	\$0	\$2,146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-71100-119	SWB	RECREATION ADMINISTRATION:Payroll Benefits	\$69,178	\$56,601	\$72,140	\$74,620	\$0	\$2,380	\$77,000	\$0	\$77,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-71100-194	SWB	RECREATION ADMINISTRATION:Moving Expenses	\$5,255	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-73750-115	SWB	CHRISTMAS DECORATIONS:Wages Regular	\$4,067	\$3,593	\$3,924	\$4,640	\$0	\$0	\$4,640	\$0	\$4,640	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
16	1-2-73750-119	SWB	CHRISTMAS DECORATIONS:Payroll Benefits	\$2,323	\$1,446	\$1,433	\$1,670	\$0	\$0	\$1,670	\$0	\$1,670	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
17	1-2-71100-239	CON	Recreation Administration:Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-71100-299	CON	Recreation Administration:Other General Services	\$0	\$6	\$15	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-71100-893	FC	RECREATION ADMINISTRATION:Bank Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-73750-553	UTL	CHRISTMAS DECORATIONS:Electricity	\$434	\$436	\$431	\$400	\$0	\$0	\$400	\$0	\$400	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.

2018 YTD	2019 YTD	2020 YTD	Department										
			Actuals	Actuals	Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Adjustments	2022 Total Budget	Issue	
21	1-2-73750-265	FLT	CHRISTMAS DECORATIONS:Rentals-Automotive & Equipment	\$1,505	\$648	\$1,683	\$1,780	\$0	\$0	\$1,780	\$0	\$1,780	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
22	1-2-71100-211	MMS	RECREATION ADMINISTRATION:Travel & Accommodation	\$5,099	\$3,915	\$3,461	\$1,040	\$0	\$0	\$1,040	\$0	\$1,040	-
23	1-2-71100-212	MMS	RECREATION ADMINISTRATION:Postage & Freight	\$2,463	\$1,534	\$2,130	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
24	1-2-71100-213	MMS	RECREATION ADMINISTRATION:Telephone	\$11,880	\$20,145	\$24,435	\$25,000	\$0	\$0	\$25,000	\$0	\$25,000	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
25	1-2-71100-221	MMS	RECREATION ADMINISTRATION:Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-71100-222	MMS	RECREATION ADMINISTRATION:Publications & Subscriptions	\$4,253	\$3,141	\$8,212	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
27	1-2-71100-224	MMS	RECREATION ADMINISTRATION:Memberships & Due	\$1,184	\$780	\$780	\$750	\$0	\$0	\$750	\$0	\$750	-
28	1-2-71100-234	MMS	RECREATION ADMINISTRATION:Training Services	\$2,822	\$1,298	\$810	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
29	1-2-71100-238	MMS	RECREATION ADMINISTRATION:Computer Services	\$3,709	\$3,169	\$2,985	\$5,000	\$0	\$0	\$5,000	(\$5,000)	\$0	Centralization of IT Budget - includes Pictometry, Adobe licenses.
30	1-2-71100-267	MMS	RECREATION ADMINISTRATION:Rentals-Specialized Equipment	\$2,445	\$2,271	\$2,948	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
31	1-2-71100-410	MMS	Recreation Administration:Allocation-Administrative	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,270	\$103,270	Historically, requests for investments in new systems would be included in departmental operating budgets. That has created challenges for both council and IT to gain a big picture view of needs throughout the organization and respond accordingly. Many IT systems are dependent on one another. So, when planning is done independently, challenges arise leading to delayed or incomplete implementation and inefficient spending on IT investments. For 2022, the IT operating budget will include the services that were previously budgeted independently by departments under IT. Services will be allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This will help identify efficiencies, reduce duplication, better manage vendor relationships, and align the overall IT capital and operating budgets with long-term plans.
32	1-2-71100-511	MMS	RECREATION ADMINISTRATION:Meeting Incidentals	\$60	\$3,392	\$123	\$500	\$0	\$0	\$500	\$0	\$500	-
33	1-2-71100-541	MMS	Recreation Administration:Operating Supplies	\$184	\$11	\$400	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
34	1-2-71100-544	MMS	RECREATION ADMINISTRATION:Office Supplies	\$4,810	\$1,055	\$493	\$1,260	\$0	\$0	\$1,260	\$0	\$1,260	-
35	1-2-73750-541	MMS	CHRISTMAS DECORATIONS:Operating Supplies	\$776	\$453	\$432	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
36	1-2-82154-919	BDE	ActiveNet:Bad Debt Expense	\$0	\$0	\$12,279	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022</b>	2021	(Favourable)
	<b>Budget</b>	Budget	Unfavourable
			Change
<b>REVENUES</b>			
User Charges and Fees	(\$1,089,100)	(\$1,089,100)	\$0
Operating Grants and Donations	(26,000)	(26,000)	0
<b>Total Revenues</b>	<b>(1,115,100)</b>	<b>(1,115,100)</b>	<b>0</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	334,130	351,030	(16,900)
Contracted and General Services	178,480	178,480	0
Financial Charges	13,000	13,000	0
Grants and Donations	65,200	65,200	0
Utilities	124,540	94,700	29,840
Interest on Long Term Debt	66,150	68,330	(2,180)
Fleet Expenses	201,710	201,710	0
Maintenance Materials and Supplies	126,570	134,240	(7,670)
Insurance	2,400	2,360	40
<b>Total Expenses</b>	<b>1,112,180</b>	<b>1,109,050</b>	<b>3,130</b>
<b>Operating (Surplus) Deficit</b>	<b>(2,920)</b>	<b>(6,050)</b>	<b>3,130</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(2,920)</b>	<b>(6,050)</b>	<b>3,130</b>

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #10 for RPT 21-420 – 2022 Rates & Fees – Cooke Municipal Golf Course](#) for additional information.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47140-094	UCF	Golf Course Concessions:Non-Taxable Revenue	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	\$0	\$0	(\$2,000)	\$0	(\$2,000)	Commission payment from the PA Golf & Curling Centre under the Food & Beverage Cart Service Agreement.
2	1-1-47141-094	UCF	GOLF COURSE FEES:Non-Taxable Revenue	(\$580,280)	(\$708,503)	(\$648,670)	(\$814,100)	\$0	\$0	(\$814,100)	\$0	(\$814,100)	CMGC Revenue: Season Passes - \$420,000 Green Fees & Tournaments - \$370,000 Punch Cards - \$24,100
3	1-1-47141-099	UCF	GOLF COURSE FEES:Taxable Revenue	(\$6,307)	(\$9,714)	(\$23)	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-1-47142-094	UCF	GOLF COURSE-OTHER:Non-Taxable Revenue	(\$60)	(\$60)	(\$60)	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-1-47143-094	UCF	GOLF COURSE PATHWAYS FEES:Non-Taxable Revenue	(\$15,034)	(\$13,912)	(\$12,427)	(\$18,000)	\$0	\$0	(\$18,000)	\$0	(\$18,000)	Payment for Private Carts.
6	1-1-47145-094	UCF	Golf Course Cairn Advertising:Non-Taxable Revenue	(\$62,000)	(\$84,886)	(\$69,902)	(\$91,000)	\$0	\$0	(\$91,000)	\$0	(\$91,000)	Golf Course Sponsorship Revenue
7	1-1-47146-094	UCF	Golf Course Cart Rentals:Non-Taxable Revenue	(\$134,635)	(\$165,699)	(\$152,860)	(\$164,000)	\$0	\$0	(\$164,000)	\$0	(\$164,000)	-
8	1-1-47141-085	OGD	GOLF COURSE FEES:Donations	\$0	(\$51,000)	(\$26,100)	(\$26,000)	\$0	\$0	(\$26,000)	\$0	(\$26,000)	Elks Club Donation under the Elks Club Tax Exemption Agreement.
9	1-1-47142-059	OGD	Golf Course-Other:MISC GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-73910-111	SWB	GOLF COURSE MTCE & OPERATION:Salaries Regular	\$91,449	\$93,012	\$93,369	\$92,910	\$0	\$0	\$92,910	\$0	\$92,910	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-73910-115	SWB	GOLF COURSE MTCE & OPERATION:Wages Regular	\$157,976	\$131,547	\$152,832	\$190,000	\$0	(\$20,000)	\$170,000	\$0	\$170,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-73910-116	SWB	GOLF COURSE MTCE & OPERATION:Wages Overtime	\$9,087	\$11,950	\$9,303	\$6,000	\$0	\$4,000	\$10,000	\$0	\$10,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-73910-119	SWB	GOLF COURSE MTCE & OPERATION:Payroll Benefits	\$50,217	\$46,771	\$54,973	\$62,120	\$0	(\$900)	\$61,220	\$0	\$61,220	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-75630-111	SWB	Golf Course-7th Hole Concessions:Salaries Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-75630-115	SWB	Golf Course-7th Hole Concessions:Wages Regular	\$364	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-75630-119	SWB	Golf Course-7th Hole Concessions:Payroll Benefits	\$163	\$124	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-73900-239	CON	GOLF COURSE ADMINISTRATION:Consulting Services	\$115,816	\$145,457	\$138,071	\$140,000	\$0	\$0	\$140,000	\$0	\$140,000	This budget is related to the Golf Course Management Agreement with Darcy's Golf Shop.
18	1-2-73900-299	CON	GOLF COURSE ADMINISTRATION:Other General Services	\$36,500	\$37,105	\$38,480	\$38,480	\$0	\$0	\$38,480	\$0	\$38,480	This budget is related to the payment of Golf Course Marshals.
19	1-2-73910-239	CON	GOLF COURSE MTCE & OPERATION:Consulting Services	\$2,036	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-73910-294	CON	GOLF COURSE MTCE & OPERATION:Commissionaire Services	\$599	\$0	\$147	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-73910-295	CON	Golf Course Mtce & Operation:Self-Employed Contractors	\$12,466	\$10,651	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
22	1-2-73910-299	CON	GOLF COURSE MTCE & OPERATION:Other General Services	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-73900-893	FC	GOLF COURSE ADMINISTRATION:Bank Charges	\$14,303	\$11,352	\$12,381	\$13,000	\$0	\$0	\$13,000	\$0	\$13,000	-
24	1-2-75630-893	FC	Golf Course-7th Hole Concessions:Bank Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-73900-799	G&D	GOLF COURSE ADMINISTRATION:Other Transfers	\$65,000	\$65,000	\$65,200	\$65,200	\$0	\$0	\$65,200	\$0	\$65,200	This budget is related to the annual rental amount under the agreement with the Prince Albert Golf & Curling Club.

26	Category		2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		2022 Total Budget	Issue
	Code	Code								Account Name	Actuals		
	1-2-73910-551	UTL	GOLF COURSE MTCE & OPERATION:Water & Sewer	\$2,263	\$13,247	\$72,757	\$62,260	\$0	\$0	\$62,260	\$37,740	\$100,000	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
	1-2-73910-552	UTL	Golf Course Mtce & Operation:Heating Fuels	\$2,182	\$4,371	\$2,405	\$2,500	\$0	(\$2,500)	\$0	\$0	\$0	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
	1-2-73910-553	UTL	GOLF COURSE MTCE & OPERATION:Electricity	\$26,364	\$27,447	\$20,349	\$29,400	\$0	(\$5,400)	\$24,000	\$0	\$24,000	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
	1-2-75630-551	UTL	Golf Course-7th Hole Concessions:Water & Sewer	\$1,039	\$628	\$0	\$540	\$0	\$0	\$540	\$0	\$540	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
	1-2-73900-820	LTD	Golf Course Administration:Interest on Long Term Loan	\$74,056	\$72,070	\$70,353	\$68,330	\$0	\$0	\$68,330	(\$2,180)	\$66,150	Cooke Municipal Golf Course The 2022 Budget for interest expense was determined by Financial Services based on a review of annual payments and expected interest rates for 2022 and previous principal payments made.
	1-2-73910-265	FLT	GOLF COURSE MTCE & OPERATION:Rentals-Automotive & Equipment	\$199,680	\$206,002	\$209,990	\$201,710	\$0	\$0	\$201,710	\$0	\$201,710	The budget is based on the Asset Management Plan / Fleet projections for the Golf Course Equipment and Golf Carts Reserve. The plan incorporates a 1.5% increase in the annual funding from the City. The 1.5% increase recommended for 2021 was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 1.5% increase recommended last year and therefore no change in budget is required.
	1-2-73900-211	MMS	Golf Course Administration:Travel & Accommodation	\$2,953	\$1,703	\$395	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
	1-2-73900-212	MMS	Golf Course Administration:Postage & Freight	\$41	\$70	\$36	\$100	\$0	\$0	\$100	\$0	\$100	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
	1-2-73900-213	MMS	GOLF COURSE ADMINISTRATION:Telephone	\$4,702	\$3,963	\$3,987	\$4,920	\$0	\$0	\$4,920	\$0	\$4,920	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
	1-2-73900-221	MMS	GOLF COURSE ADMINISTRATION:Advertising	\$1,927	\$7,054	\$1,350	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
	1-2-73900-224	MMS	GOLF COURSE ADMINISTRATION:Memberships & Due	\$915	\$1,346	\$935	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
	1-2-73900-234	MMS	GOLF COURSE ADMINISTRATION:Training Services	\$0	\$618	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-73900-238	MMS	GOLF COURSE ADMINISTRATION:Computer Services	\$7,821	\$5,217	\$8,359	\$7,670	\$0	\$0	\$7,670	(\$7,670)	\$0	The telephone and data line budget was prepared by financial services based on actual costs. Data line budget has been reallocated from object code 238 to 213. Centralized IT Budget includes: Tee-On Golf \$3100 Golf mobile App \$3600 Web Hosting \$350 Website Updates \$500 Direct Mail \$725

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
39	1-2-73900-264	MMS	Golf Course Administration:Rentals-Hired Equipment and Automotive	\$6,858	\$6,296	\$0	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	-
40	1-2-73900-267	MMS	GOLF COURSE ADMINISTRATION:Rentals-Specialized Equipment	\$613	\$405	\$1,131	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
41	1-2-73900-269	MMS	GOLF COURSE ADMINISTRATION:Rentals-Other Equipment	\$4,569	\$445	\$688	\$0	\$0	\$0	\$0	\$0	\$0	-
42	1-2-73900-541	MMS	GOLF COURSE ADMINISTRATION:Operating Supplies	\$99	\$180	\$981	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-73900-544	MMS	GOLF COURSE ADMINISTRATION:Office Supplies	\$3,545	\$2,757	\$2,008	\$3,830	\$0	\$0	\$3,830	\$0	\$3,830	-
44	1-2-73910-212	MMS	GOLF COURSE MTCE & OPERATION:Postage & Freight	\$0	\$48	\$104	\$100	\$0	\$0	\$100	\$0	\$100	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
45	1-2-73910-224	MMS	Golf Course Mtce & Operation:Memberships & Due	\$723	\$842	\$495	\$720	\$0	\$0	\$720	\$0	\$720	-
46	1-2-73910-234	MMS	Golf Course Mtce & Operation:Training Services	\$378	\$1,452	\$310	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
47	1-2-73910-235	MMS	GOLF COURSE MTCE & OPERATION:Health Services	\$2,049	\$1,867	\$2,608	\$640	\$0	\$0	\$640	\$0	\$640	-
48	1-2-73910-237	MMS	GOLF COURSE MTCE & OPERATION:Protection Services	\$111	\$127	\$127	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-73910-253	MMS	GOLF COURSE MTCE & OPERATION:Purch Mtce-Building	\$445	\$18,410	\$5,366	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	-
50	1-2-73910-255	MMS	Golf Course Mtce & Operation:Purch Mtce-Automotive & Equipment	\$0	\$480	\$240	\$0	\$0	\$0	\$0	\$0	\$0	-
51	1-2-73910-256	MMS	GOLF COURSE MTCE & OPERATION:Purch Mtce-Mechanical Equipment	\$1,375	\$1,689	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
52	1-2-73910-259	MMS	GOLF COURSE MTCE & OPERATION:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$800	\$0	\$0	\$800	\$0	\$800	-
53	1-2-73910-264	MMS	GOLF COURSE MTCE & OPERATION:Rentals-Hired Equipment and Automotive	\$2,881	\$1,392	\$546	\$0	\$0	\$0	\$0	\$0	\$0	-
54	1-2-73910-269	MMS	GOLF COURSE MTCE & OPERATION:Rentals-Other Equipment	\$5,764	\$3,299	\$3,783	\$3,500	\$0	\$0	\$3,500	\$0	\$3,500	-
55	1-2-73910-291	MMS	GOLF COURSE MTCE & OPERATION:Licenses Permits & Fees	\$247	\$347	\$633	\$2,020	\$0	\$0	\$2,020	\$0	\$2,020	-
56	1-2-73910-420	MMS	Golf Course Mtce & Operation:Allocation-Services	\$357	\$19	\$45	\$0	\$0	\$0	\$0	\$0	\$0	-
57	1-2-73910-521	MMS	GOLF COURSE MTCE & OPERATION:Vehicle Fuel & Oil	\$0	(\$1,247)	\$0	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
58	1-2-73910-531	MMS	GOLF COURSE MTCE & OPERATION:Asphalt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
59	1-2-73910-532	MMS	GOLF COURSE MTCE & OPERATION:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
60	1-2-73910-533	MMS	GOLF COURSE MTCE & OPERATION:Granular Materials	\$7,043	\$13,472	\$5,323	\$10,300	\$0	\$0	\$10,300	\$0	\$10,300	-
61	1-2-73910-534	MMS	GOLF COURSE MTCE & OPERATION:Chemicals	\$26,277	\$37,407	\$45,962	\$45,700	\$0	\$0	\$45,700	\$0	\$45,700	-
62	1-2-73910-541	MMS	GOLF COURSE MTCE & OPERATION:Operating Supplies	\$24,937	\$17,857	\$19,939	\$25,000	\$0	\$0	\$25,000	\$0	\$25,000	-
63	1-2-73910-544	MMS	Golf Course Mtce & Operation:Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
64	1-2-73910-546	MMS	Golf Course Mtce & Operation:Housekeeping Supplies	\$129	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
65	1-2-73910-565	MMS	GOLF COURSE MTCE & OPERATION:Parts - Equipment and Automotive	\$0	\$585	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
66	1-2-73910-566	MMS	GOLF COURSE MTCE & OPERATION:Parts-Mechanical Equipment	\$0	\$1,571	\$91	\$0	\$0	\$0	\$0	\$0	\$0	
67	1-2-73910-690	MMS	Golf Course Mtce & Operation:Other Capital Assets	\$3,032	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
68	1-2-75630-213	MMS	Golf Course-7th Hole Concessions:Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
69	1-2-75630-237	MMS	Golf Course-7th Hole Concessions:Protection Services	\$239	\$254	\$254	\$240	\$0	\$0	\$240	\$0	\$240	
70	1-2-75630-253	MMS	Golf Course-7th Hole Concessions:Purch Mtce-Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
71	1-2-75630-256	MMS	Golf Course-7th Hole Concessions:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
72	1-2-75630-291	MMS	Golf Course-7th Hole Concessions:Licenses Permits & Fees	\$50	\$50	\$50	\$0	\$0	\$0	\$0	\$0	\$0	
73	1-2-75630-541	MMS	Golf Course-7th Hole Concessions:Operating Supplies	\$19	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
74	1-2-75630-546	MMS	Golf Course-7th Hole Concessions:Housekeeping Supplies	\$107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
75	1-2-75630-548	MMS	Golf Course-7th Hole Concessions:Merchandise For Resale	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
76	1-2-75630-566	MMS	Golf Course-7th Hole Concessions:Parts-Mechanical Equipment	\$17	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
77	1-2-73910-896	INS	GOLF COURSE MTCE & OPERATION:Insurance	\$2,008	\$2,185	\$2,226	\$2,360	\$0	\$0	\$2,360	\$40	\$2,400	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$215,270)	(\$215,270)	\$0
Sundry	(3,530)	(3,530)	0
<b>Total Revenues</b>	<b>(218,800)</b>	(218,800)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	218,130	215,910	2,220
Contracted and General Services	4,100	4,100	0
Financial Charges	5,560	5,560	0
Utilities	91,590	92,690	(1,100)
Fleet Expenses	20,000	21,200	(1,200)
Maintenance Materials and Supplies	34,610	40,560	(5,950)
Insurance	3,540	3,410	130
<b>Total Expenses</b>	<b>377,530</b>	383,430	(5,900)
<b>Operating (Surplus) Deficit</b>	<b>158,730</b>	164,630	(5,900)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>158,730</b>	164,630	(5,900)

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47154-064	UCF	DAVE G STEUART ARENA:Sale of Products-Taxable	(\$25,333)	(\$27,909)	(\$9,527)	(\$30,100)	\$0	\$0	(\$30,100)	\$0	(\$30,100)	-
2	1-1-47154-067	UCF	DAVE G STEUART ARENA:Vending Comm Revenue - Non Taxable	(\$3,688)	(\$2,337)	(\$1,279)	(\$3,400)	\$0	\$0	(\$3,400)	\$0	(\$3,400)	-
3	1-1-47154-094	UCF	DAVE G STEUART ARENA:Non-Taxable Revenue	(\$155,566)	(\$159,358)	(\$101,963)	(\$181,770)	\$0	\$0	(\$181,770)	\$0	(\$181,770)	Steuart Arena Revenue: Ice Rentals-\$167,820.00 Ball Hockey/Lacrosse Bookings-\$13,950.00
4	1-1-47154-099	UCF	DAVE G STEUART ARENA:Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-1-47154-089	SUN	Dave G Steuart Arena:Other Sources	(\$2,685)	(\$2,675)	(\$1,523)	(\$3,530)	\$0	\$0	(\$3,530)	\$0	(\$3,530)	Surcharge revenue to be allocated to the Arenas Improvements Reserve.
6	1-2-75540-111	SWB	DAVE G. STEUART ARENA - PROGRAM:Salaries Regular	\$11,535	\$8,884	\$8,981	\$8,670	\$0	\$0	\$8,670	\$0	\$8,670	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-75540-112	SWB	DAVE G. STEUART ARENA - PROGRAM:Salaries Overtime	\$30	\$79	\$85	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-75540-114	SWB	DAVE G. STEUART ARENA - PROGRAM:Salary Casual Regular	\$1,380	\$1,158	\$1,211	\$1,360	\$0	\$0	\$1,360	\$0	\$1,360	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-75540-115	SWB	DAVE G. STEUART ARENA - PROGRAM:Wages Regular	\$97,712	\$101,595	\$80,874	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-75540-116	SWB	DAVE G. STEUART ARENA - PROGRAM:Wages Overtime	\$11,422	\$13,424	\$9,253	\$11,870	\$0	\$0	\$11,870	\$0	\$11,870	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-75540-119	SWB	DAVE G. STEUART ARENA - PROGRAM:Payroll Benefits	\$42,247	\$41,899	\$34,619	\$43,000	\$0	\$0	\$43,000	\$0	\$43,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-75620-111	SWB	Steuart Concessions:Salaries Regular	\$8,895	\$9,321	\$9,550	\$9,740	\$0	\$20	\$9,760	\$0	\$9,760	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-75620-112	SWB	Steuart Concessions:Salaries Overtime	\$518	\$195	\$0	\$200	\$0	\$0	\$200	\$0	\$200	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-75620-114	SWB	Steuart Concessions:Salary Casual Regular	\$9,580	\$10,489	\$4,413	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-75620-115	SWB	Steuart Concessions:Wages Regular	\$743	\$752	\$534	\$750	\$0	\$0	\$750	\$0	\$750	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
16	1-2-75620-119	SWB	Steuart Concessions:Payroll Benefits	\$3,437	\$3,093	\$2,486	\$3,840	\$0	\$0	\$3,840	\$0	\$3,840	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
17	1-2-77540-115	SWB	DAVE G. STEUART ARENA - MTCE:Wages Regular	\$15,433	\$20,794	\$20,799	\$19,300	\$0	\$1,700	\$21,000	\$0	\$21,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
18	1-2-77540-116	SWB	DAVE G. STEUART ARENA - MTCE:Wages Overtime	\$1,751	\$3,624	\$2,233	\$230	\$0	\$0	\$230	\$0	\$230	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
19	1-2-77540-119	SWB	DAVE G. STEUART ARENA - MTCE:Payroll Benefits	\$6,423	\$8,413	\$8,090	\$6,950	\$0	\$500	\$7,450	\$0	\$7,450	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
20	1-2-75540-294	CON	Dave G. Steuart Arena - Program:Commissionaire Services	\$0	\$0	\$5,936	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
21	1-2-75540-296	CON	DAVE G. STEUART ARENA - PROGRAM:Housekeeping Services	\$3,545	\$4,183	\$236	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-



2018 YTD	2019 YTD	2020 YTD	Department										
			2021 Budget	Back Out	Base Adjust	2022 Base Budget	Adjustments	2022 Total Budget	Issue				
Code	Category Code	Account Name	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
22	1-2-75540-299	CON	DAVE G. STEUART ARENA - PROGRAM:Other General Services	\$2,092	\$1,673	\$1,518	\$1,100	\$0	\$0	\$1,100	\$0	\$1,100	-
23	1-2-75540-899	FC	Dave G. Steuart Arena - Program:Other Financial Charges	\$3,752	\$4,236	\$3,057	\$4,600	\$0	\$0	\$4,600	\$0	\$4,600	-
24	1-2-75620-893	FC	Steuart Concessions:Bank Charges	\$297	\$347	\$367	\$960	\$0	\$0	\$960	\$0	\$960	-
25	1-2-77540-239	FC	Dave G. Steuart Arena - Mtce:Consulting Services	\$0	\$575	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-77540-551	UTL	DAVE G. STEUART ARENA - MTCE:Water & Sewer	\$4,793	\$5,350	\$6,343	\$5,690	\$0	\$0	\$5,690	\$0	\$5,690	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
27	1-2-77540-552	UTL	DAVE G. STEUART ARENA - MTCE:Heating Fuels	\$23,103	\$23,105	\$25,923	\$26,600	\$0	\$400	\$27,000	\$0	\$27,000	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
28	1-2-77540-553	UTL	DAVE G. STEUART ARENA - MTCE:Electricity	\$55,860	\$56,064	\$56,857	\$60,400	\$0	(\$1,500)	\$58,900	\$0	\$58,900	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
29	1-2-75540-265	FLT	DAVE G. STEUART ARENA - PROGRAM:Rentals-Automotive & Equipment	\$10,595	\$16,577	\$17,459	\$21,200	\$0	\$0	\$21,200	(\$1,200)	\$20,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
30	1-2-77540-265	FLT	Dave G. Steuart Arena - Mtce:Rentals-Automotive & Equipment	\$7,410	\$0	\$285	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
31	1-2-75540-213	MMS	DAVE G. STEUART ARENA - PROGRAM:Telephone	\$1,314	\$1,106	\$1,065	\$1,180	\$0	\$0	\$1,180	\$0	\$1,180	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
32	1-2-75540-234	MMS	DAVE G. STEUART ARENA - PROGRAM:Training Services	\$0	\$115	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-
33	1-2-75540-253	MMS	Dave G. Steuart Arena - Program:Purch Mtce-Building	\$0	\$0	\$196	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-75540-255	MMS	Dave G. Steuart Arena - Program:Purch Mtce-Automotive & Equipment	\$0	\$360	\$240	\$0	\$0	\$0	\$0	\$0	\$0	-
35	1-2-75540-259	MMS	DAVE G. STEUART ARENA - PROGRAM:Purch Mtce-Other Equipment	\$1,007	\$636	\$0	\$6,500	\$6,000	\$0	\$500	\$0	\$500	-
36	1-2-75540-295	MMS	DAVE G. STEUART ARENA - PROGRAM:Self-Employed Contractors	\$0	(\$42)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
37	1-2-75540-420	MMS	Dave G. Steuart Arena - Program:Allocation-Services	\$108	\$166	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
38	1-2-75540-512	MMS	DAVE G. STEUART ARENA - PROGRAM:Overtime Meals	\$0	\$91	\$44	\$100	\$0	\$0	\$100	\$0	\$100	-
39	1-2-75540-540	MMS	DAVE G. STEUART ARENA - PROGRAM:City Purchased Clothing	\$949	\$1,608	\$706	\$1,050	\$0	\$0	\$1,050	\$0	\$1,050	-
40	1-2-75540-541	MMS	DAVE G. STEUART ARENA - PROGRAM:Operating Supplies	\$1,063	\$2,213	\$1,020	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
41	1-2-75540-546	MMS	DAVE G. STEUART ARENA - PROGRAM:Housekeeping Supplies	\$4,018	\$4,687	\$3,762	\$4,080	\$0	\$0	\$4,080	\$0	\$4,080	-
42	1-2-75540-549	MMS	DAVE G. STEUART ARENA - PROGRAM:Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-75540-950	MMS	Dave G. Steuart Arena - Program:Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
44	1-2-75620-213	MMS	Steuart Concessions:Telephone	\$507	\$565	\$565	\$550	\$0	\$0	\$550	\$50	\$600	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
45	1-2-75620-259	MMS	Steuart Concessions:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
46	1-2-75620-541	MMS	Steuart Concessions:Operating Supplies	\$0	\$69	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-
47	1-2-75620-548	MMS	Steuart Concessions:Merchandise For Resale	\$6,220	\$5,885	\$2,190	\$7,500	\$0	\$0	\$7,500	\$0	\$7,500	-
48	1-2-77540-235	MMS	Dave G. Steuart Arena - Mtce:Health Services	\$0	\$0	\$350	\$250	\$0	\$0	\$250	\$0	\$250	-
49	1-2-77540-237	MMS	DAVE G. STEUART ARENA - MTCE:Protection Services	\$111	\$127	\$127	\$100	\$0	\$0	\$100	\$0	\$100	-
50	1-2-77540-253	MMS	DAVE G. STEUART ARENA - MTCE:Purch Mtce-Building	\$647	\$4,389	\$1,787	\$3,150	\$0	\$0	\$3,150	\$0	\$3,150	-
51	1-2-77540-255	MMS	Dave G. Steuart Arena - Mtce:Purch Mtce-Automotive & Equipment	\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
52	1-2-77540-256	MMS	DAVE G. STEUART ARENA - MTCE:Purch Mtce-Mechanical Equipment	\$98,688	\$31,189	\$15,301	\$7,000	\$0	\$0	\$7,000	\$0	\$7,000	Payment for services required under the Arena Refrigeration Plant Maintenance Agreement with Arctic Refrigeration.
53	1-2-77540-291	MMS	DAVE G. STEUART ARENA - MTCE:Licenses Permits & Fees	\$1,165	\$1,387	\$1,407	\$550	\$0	\$0	\$550	\$0	\$550	-
54	1-2-77540-420	MMS	Dave G. Steuart Arena - Mtce:Allocation-Services	\$0	\$51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
55	1-2-77540-541	MMS	DAVE G. STEUART ARENA - MTCE:Operating Supplies	\$1,279	\$6,639	\$2,599	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
56	1-2-77540-546	MMS	Dave G. Steuart Arena - Mtce:Housekeeping Supplies	\$32	\$14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
57	1-2-77540-566	MMS	DAVE G. STEUART ARENA - MTCE:Parts-Mechanical Equipment	\$574	\$6,423	\$2,743	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
58	1-2-77540-896	INS	DAVE G. STEUART ARENA - MTCE:Insurance	\$3,315	\$3,446	\$3,215	\$3,410	\$0	\$0	\$3,410	\$130	\$3,540	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$717,800)	(\$717,800)	\$0
Operating Grants and Donations	(2,500)	(2,500)	0
Sundry	(65,000)	(65,000)	0
<b>Total Revenues</b>	<b>(785,300)</b>	<b>(785,300)</b>	<b>0</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	552,800	533,170	19,630
Contracted and General Services	340,310	343,310	(3,000)
Financial Charges	13,000	13,000	0
Utilities	124,630	125,430	(800)
Maintenance Materials and Supplies	151,200	151,200	0
Insurance	11,110	10,700	410
<b>Total Expenses</b>	<b>1,193,050</b>	<b>1,176,810</b>	<b>16,240</b>
<b>Operating (Surplus) Deficit</b>	<b>407,750</b>	<b>391,510</b>	<b>16,240</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>407,750</b>	<b>391,510</b>	<b>16,240</b>

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47240-000	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Other Revenue	(\$33,712)	(\$40,777)	(\$1,146)	(\$40,000)	\$0	\$0	(\$40,000)	\$0	(\$40,000)	Stabilization Surcharge on Ticket Sales.
2	1-1-47240-001	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Surcharges - Pineview Levy	(\$1,566)	(\$1,761)	(\$452)	(\$1,800)	\$0	\$0	(\$1,800)	\$0	(\$1,800)	ATM Commission Revenue
3	1-1-47240-002	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Surcharge - Paving	(\$389)	(\$455)	(\$113)	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-1-47240-003	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Tips	(\$874)	(\$1,789)	(\$511)	(\$1,000)	\$0	\$0	(\$1,000)	\$0	(\$1,000)	-
5	1-1-47240-061	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Sale of Services - Non-Taxable	(\$384,500)	(\$464,381)	(\$73,135)	(\$400,000)	\$0	\$0	(\$400,000)	\$0	(\$400,000)	Ticket Sales for Events.
6	1-1-47240-064	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Sale of Products-Taxable	(\$28,189)	(\$44,418)	(\$7,768)	(\$40,000)	\$0	\$0	(\$40,000)	\$0	(\$40,000)	Food, Beverage & Merchandise sales.
7	1-1-47240-065	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Rental-Lease Revenues-Non Taxable	(\$90,884)	(\$90,554)	(\$15,794)	(\$95,000)	\$0	\$0	(\$95,000)	\$0	(\$95,000)	Facility Rentals
8	1-1-47240-083	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Youth Fees	(\$36,560)	(\$20,366)	(\$573)	(\$30,000)	\$0	\$0	(\$30,000)	\$0	(\$30,000)	Youth Access Surcharge Revenue.
9	1-1-47240-094	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Non-Taxable Revenue	(\$46,621)	(\$66,340)	(\$1,132)	(\$110,000)	\$0	\$0	(\$110,000)	\$0	(\$110,000)	Advertising & Sponsorship Revenue.
10	1-1-47240-059	OGD	E.A. RAWLINSON CENTRE FOR THE ARTS:MISC GRANTS	(\$7,500)	(\$7,500)	(\$87,143)	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-1-47240-085	OGD	E.A. RAWLINSON CENTRE FOR THE ARTS:Donations	(\$5,120)	(\$12,138)	(\$50,822)	(\$2,500)	\$0	\$0	(\$2,500)	\$0	(\$2,500)	-
12	1-1-47240-089	SUN	E.A. RAWLINSON CENTRE FOR THE ARTS:Other Sources	(\$21,899)	(\$51,281)	(\$1,847)	(\$65,000)	\$0	\$0	(\$65,000)	\$0	(\$65,000)	Facility Fee Surcharge Revenue to be allocated to the EA Rawlinson Centre Facility Fee Reserve.
13	1-2-75410-111	SWB	EA RAWLINSON CENTRE:Salaries Regular	\$82,822	\$351,880	\$400,635	\$385,160	\$0	\$8,730	\$393,890	\$0	\$393,890	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-75410-112	SWB	EA RAWLINSON CENTRE:Salaries Overtime	\$41,979	\$26,395	\$2,844	\$0	\$0	\$5,000	\$5,000	\$0	\$5,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-75410-114	SWB	EA RAWLINSON CENTRE:Salary Casual Regular	\$114,973	\$46,445	\$30,102	\$48,000	\$0	\$0	\$48,000	\$0	\$48,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
16	1-2-75410-115	SWB	EA RAWLINSON CENTRE:Wages Regular	\$8,935	\$3,135	\$2,052	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-75410-119	SWB	EA RAWLINSON CENTRE:Payroll Benefits	\$28,852	\$77,119	\$84,236	\$83,450	\$0	\$5,900	\$89,350	\$0	\$89,350	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
18	1-2-77410-115	SWB	E.A. Rawlinson Centre -Mtce:Wages Regular	\$14,496	\$11,776	\$14,117	\$12,000	\$0	\$0	\$12,000	\$0	\$12,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
19	1-2-77410-116	SWB	E.A. Rawlinson Centre -Mtce:Wages Overtime	\$881	\$1,290	\$144	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-77410-119	SWB	E.A. Rawlinson Centre -Mtce:Payroll Benefits	\$6,969	\$5,237	\$5,615	\$4,560	\$0	\$0	\$4,560	\$0	\$4,560	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
21	1-2-75410-238	CON	EA RAWLINSON CENTRE:Computer Services	\$4,440	\$92	\$1,329	\$3,000	\$0	\$0	\$3,000	(\$3,000)	\$0	IT Budget includes \$3000 for Theatre Manager
22	1-2-75410-239	CON	EA RAWLINSON CENTRE:Consulting Services	\$56,935	\$31,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-75410-256	CON	EA RAWLINSON CENTRE:Purch Mtce-Mechanical Equipment	\$39	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
24	1-2-75410-259	CON	EA RAWLINSON CENTRE:Purch Mtce-Other Equipment	\$11,566	\$10,621	\$1,836	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-75410-267	CON	EA RAWLINSON CENTRE:Rentals-Specialized Equipment	\$1,367	\$1,298	\$602	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
26	1-2-75410-269	CON	EA RAWLINSON CENTRE:Rentals-Other Equipment	\$7,355	\$3,902	\$2,900	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
27	1-2-75410-296	CON	EA RAWLINSON CENTRE:Housekeeping Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-75410-299	CON	EA RAWLINSON CENTRE:Other General Services	\$373,585	\$378,940	\$79,936	\$276,310	\$0	\$0	\$276,310	\$0	\$276,310	The majority of this budget is related to Artist Fees, performers, instructors, etc. There are other minor services coded to this account such as piano tuning, Green Room services, etc.
29	1-2-77410-235	CON	E.A. Rawlinson Centre -Mtce:Health Services	\$260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-77410-237	CON	E.A. Rawlinson Centre -Mtce:Protection Services	\$111	\$127	\$127	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-77410-239	CON	E.A. Rawlinson Centre -Mtce:Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-77410-269	CON	E.A. Rawlinson Centre -Mtce:Rentals-Other Equipment	\$67	\$0	\$5,214	\$0	\$0	\$0	\$0	\$0	\$0	-
33	1-2-77410-294	CON	E.A. Rawlinson Centre -Mtce:Commissionaire Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-77410-296	CON	E.A. Rawlinson Centre -Mtce:Housekeeping Services	\$58,300	\$59,095	\$51,251	\$55,000	\$0	\$0	\$55,000	\$0	\$55,000	-
35	1-2-77410-299	CON	E.A. Rawlinson Centre -Mtce:Other General Services	\$200	\$158	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-77410-546	CON	E.A. Rawlinson Centre -Mtce:Housekeeping Supplies	\$326	\$62	\$307	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
37	1-2-75410-893	FC	EA RAWLINSON CENTRE:Bank Charges	\$14,188	\$18,437	\$4,386	\$13,000	\$0	\$0	\$13,000	\$0	\$13,000	-
38	1-2-77410-551	UTL	E.A. Rawlinson Centre -Mtce:Water & Sewer	\$5,526	\$4,935	\$4,731	\$5,030	\$0	\$0	\$5,030	\$0	\$5,030	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
39	1-2-77410-552	UTL	E.A. Rawlinson Centre -Mtce:Heating Fuels	\$17,518	\$28,768	\$22,961	\$25,600	\$0	(\$400)	\$25,200	\$0	\$25,200	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
40	1-2-77410-553	UTL	E.A. Rawlinson Centre -Mtce:Electricity	\$89,820	\$85,139	\$101,213	\$94,800	\$0	(\$400)	\$94,400	\$0	\$94,400	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
41	1-2-75410-265	FLT	EA RAWLINSON CENTRE:Rentals-City Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
42	1-2-77410-265	FLT	E.A. Rawlinson Centre -Mtce:Rentals-Automotive & Equipment	\$0	\$0	\$114	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
43	1-2-75410-211	MMS	EA RAWLINSON CENTRE:Travel & Accommodation	\$14,953	\$23,514	(\$248)	\$17,500	\$0	\$0	\$17,500	\$0	\$17,500	-
44	1-2-75410-212	MMS	EA RAWLINSON CENTRE:Postage & Freight	\$1,316	\$742	\$158	\$500	\$0	\$0	\$500	\$0	\$500	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
45	1-2-75410-213	MMS	EA RAWLINSON CENTRE:Telephone	\$5,074	\$4,025	\$3,632	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
46	1-2-75410-221	MMS	EA RAWLINSON CENTRE:Advertising	\$45,103	\$50,857	\$29,678	\$30,000	\$0	\$0	\$30,000	\$0	\$30,000	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
47	1-2-75410-224	MMS	EA RAWLINSON CENTRE:Memberships & Due	\$1,015	\$1,587	\$1,750	\$900	\$0	\$0	\$900	\$0	\$900	-
48	1-2-75410-234	MMS	EA RAWLINSON CENTRE:Training Services	\$3,128	\$4,884	\$418	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
49	1-2-75410-253	MMS	EA RAWLINSON CENTRE:Purch Mtce-Building	\$817	\$217	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
50	1-2-75410-255	MMS	EA RAWLINSON CENTRE:Purch Mtce-Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
51	1-2-75410-291	MMS	EA RAWLINSON CENTRE:Licenses Permits & Fees	\$5,595	\$37,645	\$5,914	\$13,000	\$0	\$0	\$13,000	\$0	\$13,000	-
52	1-2-75410-297	MMS	EA RAWLINSON CENTRE:Laundry Services	\$2,377	\$3,142	\$708	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
53	1-2-75410-511	MMS	EA RAWLINSON CENTRE:Meeting Incidentals	\$25,705	\$17,272	\$3,942	\$20,000	\$0	\$0	\$20,000	\$0	\$20,000	-
54	1-2-75410-540	MMS	EA RAWLINSON CENTRE:City Purchased Clothing	\$2,993	\$4,143	\$967	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
55	1-2-75410-541	MMS	EA RAWLINSON CENTRE:Operating Supplies	\$36,116	\$46,874	\$63,592	\$20,000	\$0	\$0	\$20,000	\$0	\$20,000	-
56	1-2-75410-544	MMS	EA RAWLINSON CENTRE:Office Supplies	\$3,972	\$2,917	\$1,578	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
57	1-2-75410-546	MMS	EA RAWLINSON CENTRE:Housekeeping Supplies	\$2,030	\$205	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
58	1-2-75410-548	MMS	EA RAWLINSON CENTRE:Merchandise For Resale	\$14,976	\$28,083	\$5,485	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	-
59	1-2-75410-549	MMS	EA RAWLINSON CENTRE:Other Supplies	\$2,367	\$110	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
60	1-2-75410-895	MMS	EA RAWLINSON CENTRE:Cash Over/short	(\$78)	\$174	\$231	\$0	\$0	\$0	\$0	\$0	\$0	-
61	1-2-77410-212	MMS	E.A. Rawlinson Centre -Mtce:Postage & Freight	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
62	1-2-77410-253	MMS	E.A. Rawlinson Centre -Mtce:Purch Mtce-Building	\$4,744	\$12,110	\$26,180	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
63	1-2-77410-256	MMS	E.A. Rawlinson Centre -Mtce:Purch Mtce-Mechanical Equipment	\$15,684	\$22,223	\$10,342	\$10,050	\$0	\$0	\$10,050	\$0	\$10,050	-
64	1-2-77410-259	MMS	E.A. Rawlinson Centre -Mtce:Purch Mtce-Other Equipment	\$452	\$0	\$4,982	\$0	\$0	\$0	\$0	\$0	\$0	-
65	1-2-77410-291	MMS	E.A. Rawlinson Centre -Mtce:Licenses Permits & Fees	\$400	\$784	\$2,319	\$450	\$0	\$0	\$450	\$0	\$450	-
66	1-2-77410-420	MMS	E.A. Rawlinson Centre -Mtce:Allocation-Services	\$51	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
67	1-2-77410-521	MMS	E.A. Rawlinson Centre -Mtce:Vehicle Fuel & Oil	\$0	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
68	1-2-77410-532	MMS	E.A. Rawlinson Centre -Mtce:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
69	1-2-77410-541	MMS	E.A. Rawlinson Centre -Mtce:Operating Supplies	\$15,498	\$5,090	\$8,950	\$250	\$0	\$0	\$250	\$0	\$250	-
70	1-2-77410-566	MMS	E.A. Rawlinson Centre -Mtce:Parts-Mechanical Equipment	\$7,750	\$14,352	\$1,473	\$4,550	\$0	\$0	\$4,550	\$0	\$4,550	-
71	1-2-77410-896	INS	E.A. Rawlinson Centre -Mtce:Insurance	\$9,791	\$10,171	\$10,090	\$10,700	\$0	\$0	\$10,700	\$410	\$11,110	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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 2<sup>nd</sup> Avenue Corridor. The Department will develop a plan based on the priorities set through consultation with the Community Services Advisory Committee and City Council.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$20,080</b>	\$20,080	\$0
Contracted and General Services	<b>35,000</b>	35,000	0
Fleet Expenses	<b>500</b>	0	500
Maintenance Materials and Supplies	<b>20,720</b>	20,720	0
<b>Total Expenses</b>	<b>76,300</b>	75,800	500
<b>Operating (Surplus) Deficit</b>	<b>76,300</b>	75,800	500
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>76,300</b>	75,800	500

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-73780-115	SWB	FLORAL DISPLAYS:Wages Regular	\$5,062	\$3,313	\$5,046	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-73780-116	SWB	FLORAL DISPLAYS:Wages Overtime	\$0	\$345	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-73780-119	SWB	FLORAL DISPLAYS:Payroll Benefits	\$1,095	\$880	\$1,957	\$5,080	\$0	\$0	\$5,080	\$0	\$5,080	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-73780-295	CON	FLORAL DISPLAYS:Self-Employed Contractors	\$0	\$27,494	\$0	\$35,000	\$0	\$0	\$35,000	\$0	\$35,000	-
5	1-2-73780-265	FLT	FLORAL DISPLAYS:Rentals-City Automotive & Equipment	\$0	\$0	\$2,791	\$0	\$0	\$0	\$0	\$500	\$500	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
6	1-2-73780-541	MMS	FLORAL DISPLAYS:Operating Supplies	\$8,432	\$12,498	\$18,744	\$20,720	\$0	\$0	\$20,720	\$0	\$20,720	-



**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 25 meter pool and a separate diving tank with one and three-meter diving boards.

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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$215,000)	(\$215,000)	\$0
Sundry	(5,400)	(5,400)	0
<b>Total Revenues</b>	<b>(220,400)</b>	(220,400)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	358,700	373,040	(14,340)
Contracted and General Services	29,620	29,620	0
Financial Charges	5,200	5,200	0
Maintenance Materials and Supplies	307,100	318,330	(11,230)
<b>Total Expenses</b>	<b>700,620</b>	726,190	(25,570)
<b>Operating (Surplus) Deficit</b>	<b>480,220</b>	505,790	(25,570)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>480,220</b>	505,790	(25,570)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47133-094	UCF	FRANK J DUNN POOL-OPERATIONS:Non-Taxable Revenue	(\$133,170)	(\$144,973)	(\$68,024)	(\$140,000)	\$0	\$0	(\$140,000)	\$0	(\$140,000)	FJD Pool Revenue: General Admission-\$52,430.00 Memberships-\$20,970.00 Swimming Lessons-\$55,100.00 Sharks Swim Club Lease Agreement-\$11,500.00
2	1-1-47134-094	UCF	FRANK J DUNN POOL COORDINATOR:Non-Taxable Revenue	(\$79,188)	(\$81,802)	(\$77,489)	(\$75,000)	\$0	\$0	(\$75,000)	\$0	(\$75,000)	Contribution from Sask Rivers School Division for the Aquatics Recreation Programmer services at Frank Dunn Pool.
3	1-1-47133-089	SUN	Frank J Dunn Pool-Operations:Other Sources	(\$5,898)	(\$5,207)	(\$2,377)	(\$5,400)	\$0	\$0	(\$5,400)	\$0	(\$5,400)	Surcharge revenue allocated to Training Services of Aquatics staff.
4	1-2-75330-111	SWB	FRANK J DUNN POOL-OPERATIONS:Salaries Regular	\$0	\$0	\$11,310	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-75330-112	SWB	FRANK J DUNN POOL-OPERATIONS:Salaries Overtime	\$5,914	\$7,718	\$3,051	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-75330-114	SWB	FRANK J DUNN POOL-OPERATIONS:Salary Casual Regular	\$182,484	\$191,019	\$124,497	\$139,090	\$0	\$0	\$139,090	\$0	\$139,090	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-75330-115	SWB	FRANK J DUNN POOL-OPERATIONS:Wages Regular	\$11,250	\$12,401	\$8,418	\$16,360	\$0	(\$3,360)	\$13,000	\$0	\$13,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-75330-119	SWB	FRANK J DUNN POOL-OPERATIONS:Payroll Benefits	\$22,947	\$24,178	\$18,636	\$22,010	\$0	(\$2,200)	\$19,810	\$0	\$19,810	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-75340-111	SWB	FRANK J DUNN POOL-COORDINATOR:Salaries Regular	\$147,191	\$115,745	\$118,436	\$156,680	\$0	(\$6,730)	\$149,950	\$0	\$149,950	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-75340-112	SWB	Frank J Dunn Pool-Coordinator:Salaries Overtime	\$7,320	\$4,933	\$1,495	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-75340-115	SWB	Frank J Dunn Pool-Coordinator:Wages Regular	\$923	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-75340-119	SWB	FRANK J DUNN POOL-COORDINATOR:Payroll Benefits	\$30,457	\$25,105	\$25,216	\$33,900	\$0	(\$2,050)	\$31,850	\$0	\$31,850	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-75330-294	CON	Frank J Dunn Pool-Operations:Commissionaire Services	\$25,600	\$26,112	\$26,112	\$26,120	\$0	\$0	\$26,120	\$0	\$26,120	-
14	1-2-75330-299	CON	FRANK J DUNN POOL-OPERATIONS:Other General Services	\$1,530	\$1,800	\$1,110	\$3,500	\$0	\$0	\$3,500	\$0	\$3,500	-
15	1-2-75330-895	FC	FRANK J DUNN POOL-OPERATIONS:Cash Over/short	(\$2)	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-75330-899	FC	Frank J Dunn Pool-Operations:Other Financial Charges	\$4,900	\$5,078	\$2,143	\$5,200	\$0	\$0	\$5,200	\$0	\$5,200	-
17	1-2-75330-211	MMS	FRANK J DUNN POOL-OPERATIONS:Travel & Accommodation	\$24	\$139	\$13	\$250	\$0	\$0	\$250	\$0	\$250	-
18	1-2-75330-212	MMS	FRANK J DUNN POOL-OPERATIONS:Postage & Freight	\$0	\$0	\$14	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-75330-213	MMS	FRANK J DUNN POOL-OPERATIONS:Telephone	\$1,714	\$1,586	\$1,582	\$1,730	\$0	\$0	\$1,730	\$0	\$1,730	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
20	1-2-75330-224	MMS	FRANK J DUNN POOL-OPERATIONS:Memberships & Due	\$135	\$135	\$135	\$650	\$0	\$0	\$650	\$0	\$650	-
21	1-2-75330-234	MMS	FRANK J DUNN POOL-OPERATIONS:Training Services	\$5,698	\$10,021	\$4,915	\$5,400	\$0	\$0	\$5,400	\$0	\$5,400	-
22	1-2-75330-235	MMS	FRANK J DUNN POOL-OPERATIONS:Health Services	\$554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-75330-253	MMS	FRANK J DUNN POOL-OPERATIONS:Purch Mtce-Building	\$285,503	\$287,146	\$302,502	\$295,150	\$0	\$0	\$295,150	(\$11,230)	\$283,920	City portion of the Joint Use Agreement is 62%. The budget is projected to decrease by \$11,230 in 2021 for a total of \$283,920.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
24	1-2-75330-259	MMS	FRANK J DUNN POOL-OPERATIONS:Purch Mtce-Other Equipment	\$14,807	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
25	1-2-75330-512	MMS	FRANK J DUNN POOL-OPERATIONS:Overtime Meals	\$290	\$490	\$163	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-75330-540	MMS	FRANK J DUNN POOL-OPERATIONS:City Purchased Clothing	\$2,033	\$1,244	\$634	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
27	1-2-75330-541	MMS	FRANK J DUNN POOL-OPERATIONS:Operating Supplies	\$2,872	\$1,429	\$3,003	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
28	1-2-75330-543	MMS	FRANK J DUNN POOL-OPERATIONS:Program Supplies	\$7,432	\$8,775	\$2,008	\$6,000	\$0	\$0	\$6,000	\$0	\$6,000	-
29	1-2-75330-544	MMS	FRANK J DUNN POOL-OPERATIONS:Office Supplies	\$1,721	\$2,731	\$2,485	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
30	1-2-75330-546	MMS	FRANK J DUNN POOL-OPERATIONS:Housekeeping Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-75330-549	MMS	FRANK J DUNN POOL-OPERATIONS:Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-75340-211	MMS	Frank J Dunn Pool-Coordinator:Travel & Accommodation	\$377	\$676	\$348	\$600	\$0	\$0	\$600	\$0	\$600	-
33	1-2-75340-213	MMS	Frank J Dunn Pool-Coordinator:Telephone	\$721	\$723	\$726	\$750	\$0	\$0	\$750	\$0	\$750	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
34	1-2-75340-540	MMS	FRANK J DUNN POOL-COORDINATOR:City Purchased Clothing	\$0	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-
35	1-2-75340-543	MMS	FRANK J DUNN POOL-COORDINATOR:Program Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

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

This budget is for the maintenance costs of the Prince Albert Public Library building and contractual service for maintenance of the emergency power system.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$6,260</b>	\$6,260	\$0
Utilities	<b>850</b>	850	0
Maintenance Materials and Supplies	<b>7,380</b>	7,380	0
Insurance	<b>5,590</b>	6,460	(870)
Total Expenses	<b>20,080</b>	20,950	(870)
Operating (Surplus) Deficit	<b>20,080</b>	20,950	(870)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>20,080</b>	20,950	(870)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-77970-115	SWB	J.M. CUELENAERE LIBRARY - MTCE:Wages Regular	\$3,980	\$4,570	\$5,913	\$4,600	\$0	\$0	\$4,600	\$0	\$4,600	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-77970-116	SWB	J.M. CUELENAERE LIBRARY - MTCE:Wages Overtime	\$0	\$0	\$467	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-77970-119	SWB	J.M. CUELENAERE LIBRARY - MTCE:Payroll Benefits	\$1,833	\$1,931	\$2,298	\$1,660	\$0	\$0	\$1,660	\$0	\$1,660	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-77970-551	UTL	J.m. Cuelenaere Library - Mtce:Water & Sewer	\$815	\$819	\$852	\$850	\$0	\$0	\$850	\$0	\$850	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
5	1-2-77970-235	MMS	J.M. CUELENAERE LIBRARY - MTCE:Health Services	\$996	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-77970-253	MMS	J.M. CUELENAERE LIBRARY - MTCE:Purch Mtce-Building	\$1,790	\$116	\$7,320	\$500	\$0	\$0	\$500	\$0	\$500	-
7	1-2-77970-256	MMS	J.M. CUELENAERE LIBRARY - MTCE:Purch Mtce-Mechanical Equipment	\$46,234	\$10,137	\$17,155	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	-
8	1-2-77970-291	MMS	J.m. Cuelenaere Library - Mtce:Licenses Permits & Fees	\$50	\$782	\$327	\$380	\$0	\$0	\$380	\$0	\$380	-
9	1-2-77970-420	MMS	J.m. Cuelenaere Library - Mtce:Allocation-Services	\$172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-77970-541	MMS	J.M. CUELENAERE LIBRARY - MTCE:Operating Supplies	\$1,561	\$2,251	\$2,462	\$750	\$0	\$0	\$750	\$0	\$750	-
11	1-2-77970-566	MMS	J.M. CUELENAERE LIBRARY - MTCE:Parts-Mechanical Equipment	\$3,301	\$1,631	\$7,523	\$1,250	\$0	\$0	\$1,250	\$0	\$1,250	-
12	1-2-77970-896	INS	J.M. CUELENAERE LIBRARY - MTCE:Insurance	\$4,137	\$6,033	\$6,094	\$6,460	\$0	\$0	\$6,460	(\$870)	\$5,590	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$332,420)	(\$332,420)	\$0
Sundry	(6,090)	(6,090)	0
<b>Total Revenues</b>	<b>(338,510)</b>	<b>(338,510)</b>	<b>0</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	287,620	285,210	2,410
Contracted and General Services	2,700	2,700	0
Financial Charges	7,030	7,030	0
Utilities	141,630	140,230	1,400
Fleet Expenses	26,210	26,210	0
Maintenance Materials and Supplies	66,250	72,250	(6,000)
Insurance	6,850	6,600	250
<b>Total Expenses</b>	<b>538,290</b>	<b>540,230</b>	<b>(1,940)</b>
<b>Operating (Surplus) Deficit</b>	<b>199,780</b>	<b>201,720</b>	<b>(1,940)</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>199,780</b>	<b>201,720</b>	<b>(1,940)</b>

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47153-064	UCF	Kinsmen Arena:Sale of Products-Taxable	(\$85,069)	(\$90,646)	(\$28,338)	(\$91,000)	\$0	\$0	(\$91,000)	\$0	(\$91,000)	-
2	1-1-47153-067	UCF	Kinsmen Arena:Vending Comm Revenue - Non Taxable	(\$7,941)	(\$8,188)	(\$1,162)	(\$8,870)	\$0	\$0	(\$8,870)	\$0	(\$8,870)	-
3	1-1-47153-094	UCF	Kinsmen Arena:Non-Taxable Revenue	(\$207,296)	(\$219,477)	(\$152,814)	(\$232,550)	\$0	\$0	(\$232,550)	\$0	(\$232,550)	Kinsmen Arena Revenue: Ice Rentals-\$206,800.00 Lacrosse/Ball Hockey Rentals-\$17,110.00 Special Event Rentals-\$7,240.00 License Agreement - Skate Sharpening-\$1,400.00
4	1-1-47153-089	SUN	Kinsmen Arena:Other Sources	(\$5,108)	(\$3,757)	(\$2,663)	(\$6,090)	\$0	\$0	(\$6,090)	\$0	(\$6,090)	Surcharge revenue to be allocated to the Arenas Improvements Reserve.
5	1-2-75530-111	SWB	KINSMEN ARENA - PROGRAM:Salaries Regular	\$8,700	\$8,884	\$8,982	\$8,670	\$0	\$0	\$8,670	\$0	\$8,670	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-75530-112	SWB	KINSMEN ARENA - PROGRAM:Salaries Overtime	\$30	\$79	\$12	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-75530-115	SWB	KINSMEN ARENA - PROGRAM:Wages Regular	\$123,815	\$128,947	\$116,689	\$125,810	\$0	\$0	\$125,810	\$0	\$125,810	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-75530-116	SWB	KINSMEN ARENA - PROGRAM:Wages Overtime	\$14,133	\$14,865	\$9,567	\$16,000	\$0	\$0	\$16,000	\$0	\$16,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-75530-119	SWB	KINSMEN ARENA - PROGRAM:Payroll Benefits	\$47,851	\$51,551	\$44,568	\$48,790	\$0	\$0	\$48,790	\$0	\$48,790	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-75610-111	SWB	Kinsmen Concessions:Salaries Regular	\$16,635	\$17,303	\$17,649	\$17,890	\$0	\$20	\$17,910	\$0	\$17,910	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-75610-112	SWB	Kinsmen Concessions:Salaries Overtime	\$668	\$801	\$143	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-75610-114	SWB	Kinsmen Concessions:Salary Casual Regular	\$23,175	\$25,871	\$11,341	\$23,500	\$0	\$0	\$23,500	\$0	\$23,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-75610-115	SWB	Kinsmen Concessions:Wages Regular	\$1,617	\$1,750	\$759	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-75610-119	SWB	Kinsmen Concessions:Payroll Benefits	\$7,867	\$8,842	\$5,743	\$8,050	\$0	\$0	\$8,050	\$0	\$8,050	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-77530-115	SWB	KINSMEN ARENA - MTCE:Wages Regular	\$16,164	\$21,821	\$20,834	\$25,140	\$0	\$0	\$25,140	\$0	\$25,140	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
16	1-2-77530-116	SWB	KINSMEN ARENA - MTCE:Wages Overtime	\$3,541	\$2,800	\$1,621	\$310	\$0	\$1,690	\$2,000	\$0	\$2,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
17	1-2-77530-119	SWB	KINSMEN ARENA - MTCE:Payroll Benefits	\$7,257	\$8,795	\$9,407	\$9,050	\$0	\$700	\$9,750	\$0	\$9,750	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
18	1-2-75530-294	CON	KINSMEN ARENA - PROGRAM:Commissionaire Services	\$440	\$154	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
19	1-2-75530-296	CON	KINSMEN ARENA - PROGRAM:Housekeeping Services	\$2,453	\$844	\$975	\$1,700	\$0	\$0	\$1,700	\$0	\$1,700	-
20	1-2-75530-899	FC	Kinsmen Arena - Program:Other Financial Charges	\$5,246	\$6,356	\$4,485	\$6,070	\$0	\$0	\$6,070	\$0	\$6,070	-
21	1-2-75610-893	FC	Kinsmen Concessions:Bank Charges	\$374	\$530	\$408	\$960	\$0	\$0	\$960	\$0	\$960	-

22	Category		2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
	Code	Code								Account Name	Adjustments		2022 Total Budget
	1-2-77530-551	UTL	KINSMEN ARENA - MTCE:Water & Sewer	\$8,267	\$9,462	\$11,350	\$12,030	\$0	\$0	\$12,030	\$0	\$12,030	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
	1-2-77530-552	UTL	KINSMEN ARENA - MTCE:Heating Fuels	\$30,451	\$40,986	\$23,354	\$35,700	\$0	\$8,900	\$44,600	\$0	\$44,600	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
	1-2-77530-553	UTL	KINSMEN ARENA - MTCE:Electricity	\$85,547	\$89,102	\$64,620	\$92,500	\$0	(\$7,500)	\$85,000	\$0	\$85,000	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
	1-2-75530-265	FLT	KINSMEN ARENA - PROGRAM:Rentals-Automotive & Equipment	\$22,214	\$22,321	\$24,632	\$26,210	\$0	\$0	\$26,210	\$0	\$26,210	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
	1-2-77530-265	FLT	KINSMEN ARENA - MTCE:Rentals-City Automotive & Equipment	\$0	\$0	\$57	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
	1-2-75530-213	MMS	KINSMEN ARENA - PROGRAM:Telephone	\$1,921	\$2,051	\$2,074	\$2,200	\$0	\$0	\$2,200	\$0	\$2,200	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
	1-2-75530-234	MMS	KINSMEN ARENA - PROGRAM:Training Services	\$0	\$0	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-
	1-2-75530-235	MMS	KINSMEN ARENA - PROGRAM:Health Services	\$0	\$645	\$0	\$240	\$0	\$0	\$240	\$0	\$240	-
	1-2-75530-253	MMS	Kinsmen Arena - Program:Purch Mtce-Building	\$610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75530-255	MMS	KINSMEN ARENA - PROGRAM:Purch Mtce-Automotive & Equipment	\$360	\$480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75530-259	MMS	KINSMEN ARENA - PROGRAM:Purch Mtce-Other Equipment	\$0	\$557	\$0	\$6,500	\$6,000	\$0	\$500	\$0	\$500	-
	1-2-75530-420	MMS	KINSMEN ARENA - PROGRAM:Allocation-Services	\$83	\$0	\$64	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75530-512	MMS	KINSMEN ARENA - PROGRAM:Overtime Meals	\$18	\$18	\$0	\$100	\$0	\$0	\$100	\$0	\$100	-
	1-2-75530-540	MMS	Kinsmen Arena - Program:City Purchased Clothing	\$986	\$1,384	\$432	\$1,050	\$0	\$0	\$1,050	\$0	\$1,050	-
	1-2-75530-541	MMS	KINSMEN ARENA - PROGRAM:Operating Supplies	\$944	\$3,110	\$2,503	\$5,500	\$0	\$0	\$5,500	\$0	\$5,500	-
	1-2-75530-546	MMS	KINSMEN ARENA - PROGRAM:Housekeeping Supplies	\$5,460	\$7,821	\$5,226	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	-



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
38	1-2-75530-549	MMS	KINSMEN ARENA - PROGRAM:Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
39	1-2-75530-950	MMS	KINSMEN ARENA - PROGRAM:Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
40	1-2-75610-213	MMS	Kinsmen Concessions:Telephone	\$561	\$619	\$619	\$650	\$0	\$0	\$650	\$0	\$650	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
41	1-2-75610-235	MMS	Kinsmen Concessions:Health Services	\$0	\$0	\$0	\$200	\$0	\$0	\$200	\$0	\$200	-
42	1-2-75610-259	MMS	Kinsmen Concessions:Purch Mtce-Other Equipment	\$0	\$939	\$989	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-75610-541	MMS	Kinsmen Concessions:Operating Supplies	\$8	\$1,245	\$0	\$910	\$0	\$0	\$910	\$0	\$910	-
44	1-2-75610-548	MMS	Kinsmen Concessions:Merchandise For Resale	\$33,176	\$36,363	\$12,544	\$31,850	\$0	\$0	\$31,850	\$0	\$31,850	-
45	1-2-77530-234	MMS	KINSMEN ARENA - MTCE:Training Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
46	1-2-77530-235	MMS	Kinsmen Arena - Mtce:Health Services	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
47	1-2-77530-237	MMS	KINSMEN ARENA - MTCE:Protection Services	\$111	\$127	\$477	\$100	\$0	\$0	\$100	\$0	\$100	-
48	1-2-77530-253	MMS	KINSMEN ARENA - MTCE:Purch Mtce-Building	\$3,703	\$2,994	\$5,836	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
49	1-2-77530-255	MMS	KINSMEN ARENA - MTCE:Purch Mtce-Automotive & Equipment	\$240	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
50	1-2-77530-256	MMS	KINSMEN ARENA - MTCE:Purch Mtce-Mechanical Equipment	\$15,934	\$59,940	\$9,245	\$6,650	\$0	\$0	\$6,650	\$0	\$6,650	Payment for services required under the Arena Refrigeration Plant Maintenance Agreement with Arctic Refrigeration.
51	1-2-77530-269	MMS	Kinsmen Arena - Mtce:Rentals-Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
52	1-2-77530-291	MMS	KINSMEN ARENA - MTCE:Licenses Permits & Fees	\$50	\$932	\$616	\$550	\$0	\$0	\$550	\$0	\$550	-
53	1-2-77530-420	MMS	Kinsmen Arena - Mtce:Allocation-Services	\$0	\$38	\$64	\$0	\$0	\$0	\$0	\$0	\$0	-
54	1-2-77530-541	MMS	KINSMEN ARENA - MTCE:Operating Supplies	\$1,901	\$12,126	\$21,869	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	-
55	1-2-77530-546	MMS	Kinsmen Arena - Mtce:Housekeeping Supplies	\$0	\$79	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
56	1-2-77530-566	MMS	KINSMEN ARENA - MTCE:Parts-Mechanical Equipment	\$1,240	\$12,173	\$1,527	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
57	1-2-77530-896	INS	KINSMEN ARENA - MTCE:Insurance	\$6,671	\$5,991	\$6,222	\$6,600	\$0	\$0	\$6,600	\$250	\$6,850	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

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

The Kinsmen Park is located along the west side of Central Avenue between 22<sup>nd</sup> Street West and 28<sup>th</sup> 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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$41,380</b>	\$41,580	(\$200)
Contracted and General Services	<b>12,980</b>	12,980	0
Utilities	<b>28,300</b>	26,900	1,400
Fleet Expenses	<b>13,770</b>	15,770	(2,000)
Maintenance Materials and Supplies	<b>21,600</b>	26,600	(5,000)
Insurance	<b>2,130</b>	4,160	(2,030)
Total Expenses	<b>120,160</b>	127,990	(7,830)
Operating (Surplus) Deficit	<b>120,160</b>	127,990	(7,830)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>120,160</b>	127,990	(7,830)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-73220-115	SWB	KINSMEN PARK:Wages Regular	\$34,231	\$44,101	\$25,144	\$29,840	\$0	\$0	\$29,840	\$0	\$29,840	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-73220-116	SWB	KINSMEN PARK:Wages Overtime	\$2,538	\$2,249	\$1,040	\$1,000	\$0	\$1,000	\$2,000	\$0	\$2,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-73220-119	SWB	KINSMEN PARK:Payroll Benefits	\$8,967	\$13,385	\$7,651	\$10,740	\$0	(\$1,200)	\$9,540	\$0	\$9,540	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-73220-295	CON	KINSMEN PARK:Self-Employed Contractors	\$0	\$239	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-73220-296	CON	Kinsmen Park:Housekeeping Services	\$6,259	\$11,384	\$0	\$12,000	\$0	\$0	\$12,000	\$0	\$12,000	-
6	1-2-73220-299	CON	KINSMEN PARK:Other General Services	\$2,122	\$1,657	\$0	\$980	\$0	\$0	\$980	\$0	\$980	-
7	1-2-73220-551	UTL	KINSMEN PARK:Water & Sewer	\$532	\$2,311	\$18,816	\$19,000	\$0	\$0	\$19,000	\$0	\$19,000	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
8	1-2-73220-553	UTL	KINSMEN PARK:Electricity	\$3,082	\$8,485	\$5,737	\$7,900	\$0	\$1,400	\$9,300	\$0	\$9,300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
9	1-2-73220-265	FLT	KINSMEN PARK:Rentals-Automotive & Equipment	\$13,367	\$15,694	\$9,242	\$15,770	\$0	\$0	\$15,770	(\$2,000)	\$13,770	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
10	1-2-73220-235	MMS	Kinsmen Park:Health Services	\$1,955	\$5,685	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
11	1-2-73220-253	MMS	KINSMEN PARK:Purch Mtce-Building	\$449	\$15,207	\$4,576	\$5,000	\$5,000	\$0	\$0	\$0	\$0	-
12	1-2-73220-256	MMS	Kinsmen Park:Purch Mtce-Mechanical Equipment	\$3,005	\$1,285	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-73220-259	MMS	KINSMEN PARK:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
14	1-2-73220-269	MMS	KINSMEN PARK:Rentals-Other Equipment	\$0	\$604	\$0	\$100	\$0	\$0	\$100	\$0	\$100	-
15	1-2-73220-291	MMS	KINSMEN PARK:Licenses Permits & Fees	\$50	\$50	\$50	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-73220-294	MMS	KINSMEN PARK:Commissionaire Services	\$1,162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-73220-420	MMS	Kinsmen Park:Allocation-Services	\$32	\$64	\$96	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-73220-531	MMS	KINSMEN PARK:Asphalt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-73220-541	MMS	KINSMEN PARK:Operating Supplies	\$14,454	\$14,411	\$5,002	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	-
20	1-2-73220-546	MMS	KINSMEN PARK:Housekeeping Supplies	\$0	\$62	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
21	1-2-73220-566	MMS	KINSMEN PARK:Parts-Mechanical Equipment	\$91	\$6,249	\$120	\$0	\$0	\$0	\$0	\$0	\$0	-

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
22	1-2-73220-896	INS	KINSMEN PARK:Insurance	\$955	\$442	\$1,998	\$4,160	\$0	\$0	\$4,160	(\$2,030)	\$2,130	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	\$9,160	\$10,460	(\$1,300)
Contracted and General Services	0	23,080	(23,080)
Grants and Donations	25,000	0	25,000
Fleet Expenses	32,070	32,070	0
Maintenance Materials and Supplies	20,790	21,040	(250)
Insurance	3,050	2,980	70
Total Expenses	90,070	89,630	440
Operating (Surplus) Deficit	90,070	89,630	440
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	90,070	89,630	440

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-73234-115	SWB	KINSMEN SKI HILL:Wages Regular	\$5,692	\$2,536	\$3,268	\$7,000	\$0	(\$1,000)	\$6,000	\$0	\$6,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-73234-116	SWB	Kinsmen Ski Hill:Wages Overtime	\$0	\$77	\$0	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-73234-119	SWB	KINSMEN SKI HILL:Payroll Benefits	\$2,282	\$932	\$1,263	\$2,960	\$0	(\$300)	\$2,660	\$0	\$2,660	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-73234-295	CON	KINSMEN SKI HILL:Self-Employed Contractors	\$16,920	\$20,844	\$21,800	\$23,080	\$0	\$0	\$23,080	(\$23,080)	\$0	The budget amount for the Kinsmen Ski Hill Operator Grant has been transferred to code 716.
5	1-2-73234-299	CON	Kinsmen Ski Hill:Other General Services	\$0	\$0	\$567	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-73234-716	G&D	KINSMEN SKI HILL:Self-Employed Contractors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	Kinsmen Ski Hill Operator Agreement
7	1-2-73234-265	FLT	KINSMEN SKI HILL:Rentals-Automotive & Equipment	\$27,171	\$32,964	\$32,474	\$32,070	\$0	\$0	\$32,070	\$0	\$32,070	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
8	1-2-73234-213	MMS	Kinsmen Ski Hill:Telephone	\$527	\$572	\$2,615	\$2,750	\$0	\$0	\$2,750	(\$250)	\$2,500	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
9	1-2-73234-235	MMS	KINSMEN SKI HILL:Health Services	\$1,717	\$1,932	\$1,308	\$1,360	\$0	\$0	\$1,360	\$0	\$1,360	-
10	1-2-73234-253	MMS	Kinsmen Ski Hill:Purch Mtce-Building	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
11	1-2-73234-256	MMS	Kinsmen Ski Hill:Purch Mtce-Mechanical Equipment	\$8,701	\$20,963	\$256	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-73234-259	MMS	KINSMEN SKI HILL:Purch Mtce-Other Equipment	\$0	\$0	\$2,227	\$980	\$0	\$0	\$980	\$0	\$980	-
13	1-2-73234-269	MMS	KINSMEN SKI HILL:Rentals-Other Equipment	\$0	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-
14	1-2-73234-291	MMS	KINSMEN SKI HILL:Licenses Permits & Fees	\$0	\$0	\$0	\$150	\$0	\$0	\$150	\$0	\$150	-
15	1-2-73234-420	MMS	KINSMEN SKI HILL:Allocation-Services	\$1,061	\$414	\$51	\$500	\$0	\$0	\$500	\$0	\$500	-
16	1-2-73234-521	MMS	Kinsmen Ski Hill:Vehicle Fuel & Oil	\$2,130	\$2,432	\$3,420	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
17	1-2-73234-532	MMS	Kinsmen Ski Hill:Concrete	\$270	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-73234-541	MMS	KINSMEN SKI HILL:Operating Supplies	\$4,637	\$555	\$14,274	\$7,000	\$0	\$0	\$7,000	\$0	\$7,000	-
19	1-2-73234-565	MMS	Kinsmen Ski Hill:Parts - Equipment and Automotive	\$10,238	\$424	\$96	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
20	1-2-73234-566	MMS	Kinsmen Ski Hill:Parts-Mechanical Equipment	\$217	\$3,350	\$4,540	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
21	1-2-73234-896	INS	KINSMEN SKI HILL:Insurance	\$2,526	\$2,744	\$2,807	\$2,980	\$0	\$0	\$2,980	\$70	\$3,050	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$203,390)	(\$203,390)	\$0
Sundry	(20,500)	(20,500)	0
<b>Total Revenues</b>	<b>(223,890)</b>	(223,890)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	312,730	304,280	8,450
Financial Charges	4,500	4,500	0
Utilities	14,590	14,590	0
Fleet Expenses	1,540	1,540	0
Maintenance Materials and Supplies	71,210	71,610	(400)
Insurance	2,120	0	2,120
<b>Total Expenses</b>	<b>406,690</b>	396,520	10,170
<b>Operating (Surplus) Deficit</b>	<b>182,800</b>	172,630	10,170
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>182,800</b>	172,630	10,170

Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
			Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47132-064	UCF KINSMEN WATERPARK:Sale of Products-Taxable	(\$34,389)	(\$44,277)	(\$30)	(\$60,050)	\$0	\$0	(\$60,050)	\$0	(\$60,050)	-
2	1-1-47132-094	UCF KINSMEN WATERPARK:Non-Taxable Revenue	(\$116,615)	(\$133,458)	(\$34,968)	(\$143,340)	\$0	\$0	(\$143,340)	\$0	(\$143,340)	KWP Revenue: General Admission Revenue-\$92,740 After Hour Rentals-\$17,600.00 Swimming Lesson Registrations-\$33,000.00
3	1-1-47132-085	OGD KINSMEN WATERPARK:Donations	(\$6,000)	(\$6,000)	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-1-47132-089	SUN Kinsmen Waterpark:Other Sources	(\$25,593)	(\$20,627)	(\$5,473)	(\$20,500)	\$0	\$0	(\$20,500)	\$0	(\$20,500)	Surcharge revenue to be allocated to the Kinsmen Water Park Surcharge Reserve for future improvements. Expense: 1-2-75320-741 \$20,500.00
5	1-2-75320-111	SWB KINSMEN WATER PARK-PROGRAM:Salaries Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-75320-112	SWB KINSMEN WATER PARK-PROGRAM:Salaries Overtime	\$26,552	\$12,935	\$4,876	\$10,000	\$0	\$2,000	\$12,000	\$0	\$12,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-75320-114	SWB KINSMEN WATER PARK-PROGRAM:Salary Casual Regular	\$225,272	\$262,776	\$95,926	\$191,860	\$0	\$0	\$191,860	\$0	\$191,860	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-75320-115	SWB KINSMEN WATER PARK-PROGRAM:Wages Regular	\$15,116	\$16,786	\$6,269	\$12,470	\$0	\$3,530	\$16,000	\$0	\$16,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-75320-119	SWB KINSMEN WATER PARK-PROGRAM:Payroll Benefits	\$29,725	\$34,546	\$16,092	\$24,150	\$0	\$2,900	\$27,050	\$0	\$27,050	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-75640-111	SWB Kinsmen Waterpark Concessions:Salaries Regular	\$8,895	\$9,321	\$9,550	\$9,740	\$0	\$20	\$9,760	\$0	\$9,760	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-75640-112	SWB Kinsmen Waterpark Concessions:Salaries Overtime	\$416	\$471	\$0	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-75640-114	SWB Kinsmen Waterpark Concessions:Salary Casual Regular	\$8,087	\$10,148	\$0	\$10,380	\$0	\$0	\$10,380	\$0	\$10,380	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-75640-115	SWB Kinsmen Waterpark Concessions:Wages Regular	\$557	\$714	\$0	\$450	\$0	\$0	\$450	\$0	\$450	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-75640-119	SWB Kinsmen Waterpark Concessions:Payroll Benefits	\$3,424	\$3,804	\$1,951	\$3,740	\$0	\$0	\$3,740	\$0	\$3,740	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-77320-115	SWB KINSMEN WATER PARK - MTCE:Wages Regular	\$39,507	\$15,182	\$10,511	\$29,770	\$0	\$0	\$29,770	\$0	\$29,770	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
16	1-2-77320-116	SWB KINSMEN WATER PARK - MTCE:Wages Overtime	\$2,917	\$993	\$0	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
17	1-2-77320-119	SWB KINSMEN WATER PARK - MTCE:Payroll Benefits	\$12,932	\$5,001	\$3,234	\$10,720	\$0	\$0	\$10,720	\$0	\$10,720	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
18	1-2-75320-294	CON Kinsmen Water Park-Program:Commissionaire Services	\$1,838	\$819	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-75320-299	CON KINSMEN WATER PARK-PROGRAM:Other General Services	\$178	\$1,054	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-77320-299	CON Kinsmen Water Park - Mtce:Other General Services	\$696	\$3,639	\$120	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-75320-895	FC KINSMEN WATER PARK-PROGRAM:Cash Over/short	\$32	\$108	\$13	\$0	\$0	\$0	\$0	\$0	\$0	-



22	Category			2018 YTD	2019 YTD	2020 YTD	Department					Issue	
	Code	Code	Account Name	Actuals	Actuals	Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Adjustments		2022 Total Budget
	1-2-75320-899	FC	Kinsmen Water Park-Program:Other Financial Charges	\$4,774	\$5,495	\$1,888	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	-
	1-2-77320-551	UTL	KINSMEN WATER PARK - MTCE:Water & Sewer	\$16,588	\$8,061	\$9,935	\$14,590	\$0	\$0	\$14,590	\$0	\$14,590	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
	1-2-77320-552	UTL	KINSMEN WATER PARK - MTCE:Heating Fuels	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	This meter previously used to be split between Kinsmen Water Park and Kinsmen Arena based on the month. The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
	1-2-75320-265	FLT	KINSMEN WATER PARK-PROGRAM:Rentals-City Automotive & Equipment	\$0	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
	1-2-77320-265	FLT	KINSMEN WATER PARK - MTCE:Rentals-Automotive & Equipment	\$1,300	\$1,479	\$507	\$1,540	\$0	\$0	\$1,540	\$0	\$1,540	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
	1-2-75320-211	MMS	Kinsmen Water Park-Program:Travel & Accommodation	\$435	\$351	\$307	\$450	\$0	\$0	\$450	\$0	\$450	-
	1-2-75320-212	MMS	KINSMEN WATER PARK-PROGRAM:Postage & Freight	\$382	\$419	\$0	\$100	\$0	\$0	\$100	\$0	\$100	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
	1-2-75320-213	MMS	KINSMEN WATER PARK-PROGRAM:Telephone	\$1,520	\$1,682	\$3,231	\$4,650	\$0	\$0	\$4,650	(\$400)	\$4,250	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
	1-2-75320-224	MMS	KINSMEN WATER PARK-PROGRAM:Memberships & Due	\$695	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75320-234	MMS	KINSMEN WATER PARK-PROGRAM:Training Services	\$2,012	\$363	\$236	\$3,400	\$0	\$0	\$3,400	\$0	\$3,400	-
	1-2-75320-235	MMS	Kinsmen Water Park-Program:Health Services	\$181	\$263	\$44	\$280	\$0	\$0	\$280	\$0	\$280	-
	1-2-75320-256	MMS	KINSMEN WATER PARK-PROGRAM:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75320-291	MMS	Kinsmen Water Park-Program:Licenses Permits & Fees	\$287	\$287	\$293	\$300	\$0	\$0	\$300	\$0	\$300	-
	1-2-75320-512	MMS	KINSMEN WATER PARK-PROGRAM:Overtime Meals	\$1,288	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75320-540	MMS	KINSMEN WATER PARK-PROGRAM:City Purchased Clothing	\$1,244	\$0	\$1,474	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
	1-2-75320-541	MMS	KINSMEN WATER PARK-PROGRAM:Operating Supplies	\$20,475	\$8,663	\$6,145	\$4,230	\$0	\$0	\$4,230	\$0	\$4,230	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
38	1-2-75320-543	MMS	KINSMEN WATER PARK-PROGRAM:Program Supplies	\$1,017	\$300	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
39	1-2-75320-544	MMS	KINSMEN WATER PARK-PROGRAM:Office Supplies	\$2,914	\$2,608	\$284	\$1,400	\$0	\$0	\$1,400	\$0	\$1,400	-
40	1-2-75320-546	MMS	KINSMEN WATER PARK-PROGRAM:Housekeeping Supplies	\$2,938	\$555	\$483	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
41	1-2-75320-549	MMS	Kinsmen Water Park-Program:Other Supplies	\$0	\$10,593	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
42	1-2-75640-213	MMS	Kinsmen Waterpark Concessions:Telephone	\$68	\$69	\$69	\$100	\$0	\$0	\$100	\$0	\$100	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
43	1-2-75640-541	MMS	Kinsmen Waterpark Concessions:Operating Supplies	\$0	\$0	\$95	\$600	\$0	\$0	\$600	\$0	\$600	-
44	1-2-75640-548	MMS	Kinsmen Waterpark Concessions:Merchandise For Resale	\$10,201	\$15,763	\$0	\$16,000	\$0	\$0	\$16,000	\$0	\$16,000	-
45	1-2-75640-549	MMS	Kinsmen Waterpark Concessions:Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
46	1-2-75640-893	MMS	Kinsmen Waterpark Concessions:Bank Charges	\$0	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	-
47	1-2-77320-212	MMS	KINSMEN WATER PARK - MTCE:Postage & Freight	\$0	\$117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
48	1-2-77320-235	MMS	Kinsmen Water Park - Mtce:Health Services	\$85	\$295	\$615	\$300	\$0	\$0	\$300	\$0	\$300	-
49	1-2-77320-253	MMS	KINSMEN WATER PARK - MTCE:Purch Mtce-Building	\$22,368	\$20,119	\$20,865	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
50	1-2-77320-256	MMS	KINSMEN WATER PARK - MTCE:Purch Mtce-Mechanical Equipment	\$22,481	\$3,621	\$29,007	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
51	1-2-77320-269	MMS	Kinsmen Water Park - Mtce:Rentals-Other Equipment	\$3,122	\$5,432	\$1,383	\$0	\$0	\$0	\$0	\$0	\$0	-
52	1-2-77320-291	MMS	KINSMEN WATER PARK - MTCE:Licenses Permits & Fees	\$50	\$82	\$110	\$100	\$0	\$0	\$100	\$0	\$100	-
53	1-2-77320-296	MMS	Kinsmen Water Park - Mtce:Housekeeping Services	\$254	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
54	1-2-77320-420	MMS	Kinsmen Water Park - Mtce:Allocation-Services	\$599	\$102	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
55	1-2-77320-512	MMS	Kinsmen Water Park - Mtce:Overtime Meals	\$73	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
56	1-2-77320-531	MMS	Kinsmen Water Park - Mtce:Asphalt	\$1,722	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
57	1-2-77320-533	MMS	Kinsmen Water Park - Mtce:Granular Materials	\$0	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
58	1-2-77320-534	MMS	KINSMEN WATER PARK - MTCE:Chemicals	\$36,562	\$28,667	\$13,561	\$20,000	\$0	\$0	\$20,000	\$0	\$20,000	-
59	1-2-77320-541	MMS	KINSMEN WATER PARK - MTCE:Operating Supplies	\$16,995	\$42,718	\$5,943	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
60	1-2-77320-566	MMS	KINSMEN WATER PARK - MTCE:Parts-Mechanical Equipment	\$5,881	\$13,419	\$3,984	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	-
61	1-2-77320-896	INS	KINSMEN WATER PARK - MTCE:Insurance	\$1,578	\$1,640	\$1,924	\$0	\$0	\$0	\$0	\$2,120	\$2,120	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$80,000</b>	\$38,800	\$41,200
Contracted and General Services	<b>2,000</b>	100,960	(98,960)
Grants and Donations	<b>71,600</b>	5,000	66,600
Utilities	<b>48,400</b>	45,800	2,600
Fleet Expenses	<b>4,940</b>	4,940	0
Maintenance Materials and Supplies	<b>47,860</b>	42,860	5,000
Insurance	<b>9,600</b>	9,240	360
Total Expenses	<b>264,400</b>	247,600	16,800
Operating (Surplus) Deficit	<b>264,400</b>	247,600	16,800
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>264,400</b>	247,600	16,800

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47323-089	SUN	Little Red River:Other Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-2-73231-115	SWB	LITTLE RED RIVER PARK:Wages Regular	\$9,908	\$16,761	\$55,496	\$26,180	\$0	\$0	\$26,180	\$28,820	\$55,000	The base budget was determined after consideration of base adjustments, step increases, and a review of actual costs incurred to meet the increased demand for services at the park.
3	1-2-73231-116	SWB	Little Red River Park:Wages Overtime	\$218	\$382	\$3,340	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-73231-119	SWB	LITTLE RED RIVER PARK:Payroll Benefits	\$4,108	\$6,989	\$22,673	\$12,620	\$0	\$0	\$12,620	\$12,380	\$25,000	The base budget was determined after consideration of base adjustments, step increases, and a review of actual costs incurred to meet the increased demand for services at the park.
5	1-2-73231-239	CON	Little Red River Park:Consulting Services	\$0	\$19,866	\$18,039	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-73231-295	CON	LITTLE RED RIVER PARK:Self-Employed Contractors	\$75,817	\$74,990	\$110,072	\$98,960	\$0	\$0	\$98,960	(\$98,960)	\$0	Budget amount transferred to code 716.
7	1-2-73231-296	CON	Little Red River Park:Housekeeping Services	\$0	\$0	\$1,272	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
8	1-2-73231-299	CON	LITTLE RED RIVER PARK:Other General Services	\$0	\$18,565	\$16,719	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
9	1-2-73231-716	G&D	LITTLE RED RIVER PARK:Grants	\$1,000	\$2,000	\$2,000	\$5,000	\$0	\$0	\$5,000	\$66,600	\$71,600	\$56,600 - Operating grant for 2022 - Cosmo Lodge/Knotty Pine Bistro Agreement. This is reduced from the 2021 grant amount of \$98,960. \$10,000 - Operating grant request from the Prince Albert Ski Club for the maintenance of the network of cross country ski trails. A copy of their request is attached for reference purposes. The City increased their grant from \$2,000 to \$5,000 in 2021. The request for 2022 is for an additional \$10,000 to be dedicated by the Ski Club to their various equipment used to groom and maintain the trail network each winter.
10	1-2-73231-551	UTL	Little Red River Park:Water & Sewer	\$0	\$0	\$1,377	\$2,500	\$0	\$0	\$2,500	(\$500)	\$2,000	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
11	1-2-73231-552	UTL	LITTLE RED RIVER PARK:Heating Fuels	\$4,608	\$5,782	\$5,627	\$5,300	\$0	\$1,100	\$6,400	\$0	\$6,400	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
12	1-2-73231-553	UTL	LITTLE RED RIVER PARK:Electricity	\$37,319	\$37,197	\$35,268	\$38,000	\$0	\$2,000	\$40,000	\$0	\$40,000	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
13	1-2-73231-265	FLT	LITTLE RED RIVER PARK:Rentals-Automotive & Equipment	\$4,188	\$8,119	\$11,558	\$4,940	\$0	\$0	\$4,940	\$0	\$4,940	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.

Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
										Adjustments	2022 Total Budget		
14	1-2-73231-213	MMS	LITTLE RED RIVER PARK:Telephone	\$485	\$496	\$496	\$550	\$0	\$0	\$550	\$0	\$550	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
15	1-2-73231-234	MMS	Little Red River Park:Training Services	\$0	\$0	\$230	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-73231-235	MMS	LITTLE RED RIVER PARK:Health Services	\$9,399	\$11,104	\$13,740	\$10,000	\$0	\$0	\$10,000	\$5,000	\$15,000	Increase in septic pump outs are required to facilitate the increased demand at the Cosmo Lodge.
17	1-2-73231-237	MMS	LITTLE RED RIVER PARK:Protection Services	\$111	\$127	\$127	\$60	\$0	\$0	\$60	\$0	\$60	-
18	1-2-73231-253	MMS	LITTLE RED RIVER PARK:Purch Mtce-Building	\$9,791	\$9,140	\$16,202	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
19	1-2-73231-256	MMS	LITTLE RED RIVER PARK:Purch Mtce-Mechanical Equipment	\$6,860	\$18,408	\$3,628	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
20	1-2-73231-259	MMS	LITTLE RED RIVER PARK:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$150	\$0	\$0	\$150	\$0	\$150	-
21	1-2-73231-264	MMS	LITTLE RED RIVER PARK:Rentals-Hired Equipment and Automotive	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
22	1-2-73231-269	MMS	Little Red River Park:Rentals-Other Equipment	\$0	\$1,482	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-73231-291	MMS	LITTLE RED RIVER PARK:Licenses Permits & Fees	\$750	\$1,054	\$1,513	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
24	1-2-73231-294	MMS	Little Red River Park:Commissionaire Services	\$0	\$0	\$5,454	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-73231-420	MMS	LITTLE RED RIVER PARK:Allocation-Services	\$64	\$57	\$268	\$100	\$0	\$0	\$100	\$0	\$100	-
26	1-2-73231-521	MMS	Little Red River Park:Vehicle Fuel & Oil	\$0	\$1,595	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-73231-533	MMS	LITTLE RED RIVER PARK:Granular Materials	\$0	\$0	\$1,001	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
28	1-2-73231-541	MMS	LITTLE RED RIVER PARK:Operating Supplies	\$21,029	\$12,522	\$37,285	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	-
29	1-2-73231-546	MMS	LITTLE RED RIVER PARK:Housekeeping Supplies	\$1,554	\$1,054	\$942	\$700	\$0	\$0	\$700	\$0	\$700	-
30	1-2-73231-549	MMS	Little Red River Park:Other Supplies	\$16	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-
31	1-2-73231-566	MMS	LITTLE RED RIVER PARK:Parts-Mechanical Equipment	\$1,124	\$4,284	\$2,283	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
32	1-2-73231-896	INS	LITTLE RED RIVER PARK:Insurance	\$8,687	\$8,888	\$8,721	\$9,240	\$0	\$0	\$9,240	\$360	\$9,600	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**Functional Area:** MARGO FOURNIER 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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$51,960)	(\$51,960)	\$0
Total Revenues	(51,960)	(51,960)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	147,990	110,640	37,350
Contracted and General Services	18,800	56,150	(37,350)
Financial Charges	1,200	1,200	0
Utilities	53,100	48,200	4,900
Maintenance Materials and Supplies	21,400	21,250	150
Insurance	10,950	10,570	380
Total Expenses	253,440	248,010	5,430
Operating (Surplus) Deficit	201,480	196,050	5,430
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	201,480	196,050	5,430

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47122-094	UCF	MFC / KCHC:Non-Taxable Revenue	(\$49,716)	(\$45,170)	(\$29,499)	(\$51,960)	\$0	\$0	(\$51,960)	\$0	(\$51,960)	MFC Revenue Summary: Eagles Nest lease Agreement \$17,340.00 Multi-Purpose Room Bookings \$7,320.00 Gymnasium Bookings \$18,000.00 Drop-in Admission \$800.00 Bulk Passes \$5,900.00 Rec Pass \$2,600.00
2	1-1-47122-055	OGD	MFC / KCHC:Other Entities Grants - Conditional	(\$7,875)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-75220-111	SWB	MFC/KCHC - PROGRAM:Salaries Regular	\$56,992	\$57,846	\$58,567	\$57,780	\$0	\$0	\$57,780	\$0	\$57,780	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-75220-112	SWB	Mfc/kchc - Program:Salaries Overtime	\$1,667	\$2,052	\$1,116	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-75220-114	SWB	Mfc/kchc - Program:Salary Casual Regular	\$14,064	\$16,145	\$9,933	\$16,650	\$0	\$0	\$16,650	\$0	\$16,650	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-75220-115	SWB	MFC/KCHC - PROGRAM:Wages Regular	\$963	\$1,030	\$632	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-75220-116	SWB	Mfc/kchc - Program:Wages Overtime	\$134	\$16	\$83	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-75220-119	SWB	MFC/KCHC - PROGRAM:Payroll Benefits	\$14,341	\$15,662	\$14,791	\$14,490	\$0	\$0	\$14,490	\$0	\$14,490	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-77220-115	SWB	MFC/KCHC - MTCE:Wages Regular	\$17,945	\$13,510	\$21,558	\$13,600	\$0	\$0	\$13,600	\$29,880	\$43,480	Daily Janitorial Services are now completed by City staff. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-77220-116	SWB	Mfc/kchc - Mtce:Wages Overtime	\$349	\$314	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-77220-119	SWB	MFC/KCHC - MTCE:Payroll Benefits	\$7,909	\$5,839	\$9,431	\$5,620	\$0	\$0	\$5,620	\$7,470	\$13,090	Daily Janitorial Services are now completed by City Staff. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-75220-294	CON	Mfc/kchc - Program:Commissionaire Services	\$32	\$2,821	\$102	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
13	1-2-75220-296	CON	MFC/KCHC - PROGRAM:Housekeeping Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-75220-299	CON	MFC/KCHC - PROGRAM:Other General Services	\$11,918	\$11,725	\$8,110	\$10,800	\$0	\$0	\$10,800	\$0	\$10,800	This budget is related to the payment of Program Instructors.
15	1-2-77220-296	CON	MFC/KCHC - MTCE:Housekeeping Services	\$39,693	\$41,038	\$43,450	\$42,350	\$0	\$0	\$42,350	(\$37,350)	\$5,000	Daily Janitorial Services are now completed by City Staff.
16	1-2-75220-895	FC	Mfc/kchc - Program:Cash Over/short	\$66	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-75220-899	FC	Mfc/kchc - Program:Other Financial Charges	\$1,307	\$949	\$366	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	-
18	1-2-77220-294	FC	Mfc/kchc - Mtce:Commissionaire Services	\$175	\$64	\$1,208	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-77220-551	UTL	MFC/KCHC - MTCE:Water & Sewer	\$5,261	\$5,854	\$5,806	\$5,800	\$0	\$0	\$5,800	\$0	\$5,800	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
20	1-2-77220-552	UTL	MFC/KCHC - MTCE:Heating Fuels	\$12,985	\$22,261	\$22,147	\$18,200	\$0	\$6,800	\$25,000	\$0	\$25,000	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
21	1-2-77220-553	UTL	MFC/KCHC - MTCE:Electricity	\$23,045	\$23,341	\$22,043	\$24,200	\$0	(\$1,900)	\$22,300	\$0	\$22,300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
22	1-2-75220-265	FLT	MFC/KCHC - PROGRAM:Rentals-City Automotive & Equipment	\$0	\$0	\$24	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
23	1-2-75220-211	MMS	MFC/KCHC - PROGRAM:Travel & Accommodation	\$447	\$481	\$1,007	\$250	\$0	\$0	\$250	\$0	\$250	-
24	1-2-75220-212	MMS	MFC/KCHC - PROGRAM:Postage & Freight	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-75220-213	MMS	MFC/KCHC - PROGRAM:Telephone	\$2,647	\$2,358	\$2,360	\$2,500	\$0	\$0	\$2,500	\$1,200	\$3,700	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
26	1-2-75220-224	MMS	MFC/KCHC - PROGRAM:Memberships & Due	\$562	\$575	\$575	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-75220-234	MMS	MFC/KCHC - PROGRAM:Training Services	\$0	\$138	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-
28	1-2-75220-235	MMS	Mfc/kchc - Program:Health Services	\$425	\$90	\$0	\$540	\$0	\$0	\$540	\$0	\$540	-
29	1-2-75220-237	MMS	MFC/KCHC - PROGRAM:Protection Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-75220-238	MMS	Mfc/kchc - Program:Computer Services	\$338	\$1,009	\$1,031	\$1,050	\$0	\$0	\$1,050	(\$1,050)	\$0	The telephone and data line budget was prepared by financial services based on actual costs. Data line budget has been reallocated from object code 238 to 213.
31	1-2-75220-267	MMS	MFC/KCHC - PROGRAM:Rentals-Specialized Equipment	\$458	\$369	\$234	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-75220-269	MMS	MFC/KCHC - PROGRAM:Rentals-Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
33	1-2-75220-291	MMS	MFC/KCHC - PROGRAM:Licenses Permits & Fees	\$0	\$0	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-
34	1-2-75220-420	MMS	MFC/KCHC - PROGRAM:Allocation-Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
35	1-2-75220-541	MMS	MFC/KCHC - PROGRAM:Operating Supplies	\$2,371	\$4,180	\$884	\$3,300	\$0	\$0	\$3,300	\$0	\$3,300	-
36	1-2-75220-543	MMS	MFC/KCHC - PROGRAM:Program Supplies	\$1,257	\$389	\$1,641	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
37	1-2-75220-544	MMS	MFC/KCHC - PROGRAM:Office Supplies	\$601	\$3,314	\$864	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
38	1-2-75220-546	MMS	MFC/KCHC - PROGRAM:Housekeeping Supplies	\$0	\$0	\$442	\$250	\$0	\$0	\$250	\$0	\$250	-
39	1-2-75220-952	MMS	Mfc/kchc - Program:Special Projects - Conditional	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
40	1-2-77220-212	MMS	Mfc/kchc - Mtce:Postage & Freight	\$0	\$0	\$17	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-77220-235	MMS	Mfc/kchc - Mtce:Health Services	\$3,767	\$1,150	\$1,145	\$500	\$0	\$0	\$500	\$0	\$500	-
42	1-2-77220-237	MMS	Mfc/kchc - Mtce:Protection Services	\$1,742	\$253	\$4,599	\$100	\$0	\$0	\$100	\$0	\$100	-
43	1-2-77220-253	MMS	MFC/KCHC - MTCE:Purch Mtce-Building	\$46,259	\$84,560	\$27,760	\$2,200	\$0	\$0	\$2,200	\$0	\$2,200	-
44	1-2-77220-255	MMS	Mfc/kchc - Mtce:Purch Mtce-Automotive & Equipment	\$0	\$120	\$480	\$0	\$0	\$0	\$0	\$0	\$0	-
45	1-2-77220-256	MMS	MFC/KCHC - MTCE:Purch Mtce-Mechanical Equipment	\$47,119	\$7,923	\$15,666	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
46	1-2-77220-269	MMS	MFC/KCHC - MTCE:Rentals-Other Equipment	\$1,339	\$0	\$1,862	\$0	\$0	\$0	\$0	\$0	\$0	-
47	1-2-77220-291	MMS	MFC/KCHC - MTCE:Licenses Permits & Fees	\$234	\$919	\$361	\$310	\$0	\$0	\$310	\$0	\$310	-
48	1-2-77220-420	MMS	MFC/KCHC - MTCE:Allocation-Services	\$172	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-77220-541	MMS	MFC/KCHC - MTCE:Operating Supplies	\$4,785	\$4,426	\$10,583	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
50	1-2-77220-546	MMS	MFC/KCHC - MTCE:Housekeeping Supplies	\$2,446	\$2,321	\$844	\$0	\$0	\$0	\$0	\$0	\$0	-



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
51	1-2-77220-566	MMS	MFC/KCHC - MTCE:Parts-Mechanical Equipment	\$4,664	\$2,978	\$4,200	\$2,750	\$0	\$0	\$2,750	\$0	\$2,750	-
52	1-2-77220-896	INS	MFC/KCHC - MTCE:Insurance	\$9,250	\$9,616	\$9,969	\$10,570	\$0	\$0	\$10,570	\$380	\$10,950	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
Operating Grants and Donations	(\$20,000)	(\$20,000)	\$0
Total Revenues	<b>(20,000)</b>	(20,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>119,970</b>	119,970	0
Contracted and General Services	<b>600</b>	600	0
Utilities	<b>22,410</b>	21,710	700
Maintenance Materials and Supplies	<b>19,980</b>	7,980	12,000
Insurance	<b>3,720</b>	3,590	130
Total Expenses	<b>166,680</b>	153,850	12,830
Operating (Surplus) Deficit	<b>146,680</b>	133,850	12,830
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>146,680</b>	133,850	12,830

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47242-055	OGD	Museums:Other Entities Grants - Conditional	(\$34,379)	(\$28,847)	(\$25,741)	(\$20,000)	\$0	\$0	(\$20,000)	\$0	(\$20,000)	-
2	1-2-75430-112	SWB	MUSEUMS - PROGRAM:Salaries Overtime	\$5,219	\$4,604	\$2,224	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-75430-114	SWB	MUSEUMS - PROGRAM:Salary Casual Regular	\$108,876	\$116,625	\$79,141	\$101,840	\$0	\$0	\$101,840	\$0	\$101,840	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-75430-115	SWB	MUSEUMS - PROGRAM:Wages Regular	\$6,583	\$6,995	\$4,695	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-75430-119	SWB	MUSEUMS - PROGRAM:Payroll Benefits	\$10,198	\$12,310	\$6,958	\$9,000	\$0	\$0	\$9,000	\$0	\$9,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-77430-115	SWB	MUSEUMS - MTCE:Wages Regular	\$8,742	\$6,750	\$6,805	\$4,670	\$0	\$0	\$4,670	\$0	\$4,670	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-77430-116	SWB	MUSEUMS - MTCE:Wages Overtime	\$106	\$0	\$129	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-77430-119	SWB	MUSEUMS - MTCE:Payroll Benefits	\$3,721	\$2,820	\$2,821	\$1,960	\$0	\$0	\$1,960	\$0	\$1,960	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-77430-295	CON	MUSEUMS - MTCE:Self-Employed Contractors	\$360	\$764	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-77430-296	CON	Museums - Mtce:Housekeeping Services	\$534	\$611	\$458	\$600	\$0	\$0	\$600	\$0	\$600	-
11	1-2-75430-551	UTL	MUSEUMS - PROGRAM:Water & Sewer	\$894	\$1,013	\$1,009	\$1,110	\$0	\$0	\$1,110	\$0	\$1,110	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
12	1-2-77430-551	UTL	MUSEUMS - MTCE:Water & Sewer	\$792	\$828	\$1,157	\$900	\$0	\$0	\$900	\$0	\$900	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
13	1-2-77430-552	UTL	MUSEUMS - MTCE:Heating Fuels	\$5,362	\$6,145	\$6,237	\$6,400	\$0	\$200	\$6,600	\$0	\$6,600	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
14	1-2-77430-553	UTL	MUSEUMS - MTCE:Electricity	\$13,604	\$12,595	\$12,624	\$13,300	\$0	\$500	\$13,800	\$0	\$13,800	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
15	1-2-75430-213	MMS	MUSEUMS - PROGRAM:Telephone	\$2,296	\$2,217	\$2,215	\$2,300	\$0	\$0	\$2,300	\$0	\$2,300	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
16	1-2-75430-541	MMS	MUSEUMS - PROGRAM:Operating Supplies	\$27	\$0	\$170	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-77430-235	MMS	Museums - Mtce:Health Services	\$1,135	\$835	\$2,251	\$700	\$0	\$0	\$700	\$0	\$700	-
18	1-2-77430-237	MMS	MUSEUMS - MTCE:Protection Services	\$443	\$506	\$659	\$500	\$0	\$0	\$500	\$0	\$500	-

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
19	1-2-77430-253	MMS	MUSEUMS - MTCE:Purch Mtce-Building	\$9,278	\$15,840	\$5,594	\$2,600	\$0	\$0	\$2,600	\$12,000	\$14,600	All the windows at the Historical Museum require replacement. The Community Services Department in partnership with the Historical Society will be submitting a grant application to Heritage Canada in support of the project. In order to submit the grant application a design for the project is required. Following completion of the design the Department will submit the application and plan for the replacement of the windows as part of the 2023 budget.
20	1-2-77430-256	MMS	MUSEUMS - MTCE:Purch Mtce-Mechanical Equipment	\$792	\$918	\$13,085	\$500	\$0	\$0	\$500	\$0	\$500	-
21	1-2-77430-265	MMS	Museums - Mtce:Rentals-City Automotive & Equipment	\$2,429	\$0	\$101	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
22	1-2-77430-269	MMS	MUSEUMS - MTCE:Rentals-Other Equipment	\$236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-77430-291	MMS	Museums - Mtce:Licenses Permits & Fees	\$650	\$1,025	\$850	\$380	\$0	\$0	\$380	\$0	\$380	-
24	1-2-77430-294	MMS	MUSEUMS - MTCE:Commissionaire Services	\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-77430-420	MMS	MUSEUMS - MTCE:Allocation-Services	\$140	\$13	\$293	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-77430-541	MMS	MUSEUMS - MTCE:Operating Supplies	\$754	\$3,956	\$6,134	\$500	\$0	\$0	\$500	\$0	\$500	-
27	1-2-77430-566	MMS	MUSEUMS - MTCE:Parts-Mechanical Equipment	\$2,903	\$5,032	\$10,324	\$500	\$0	\$0	\$500	\$0	\$500	-
28	1-2-75430-896	INS	MUSEUMS - PROGRAM:Insurance	\$683	\$1,388	\$2,088	\$1,400	\$0	\$0	\$1,400	\$50	\$1,450	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
29	1-2-77430-896	INS	MUSEUMS - MTCE:Insurance	\$1,918	\$1,991	\$2,064	\$2,190	\$0	\$0	\$2,190	\$80	\$2,270	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022</b>	2021	(Favourable)
	<b>Budget</b>	Budget	Unfavourable
			Change
<b>REVENUES</b>			
User Charges and Fees	(\$160,680)	(\$160,680)	\$0
Sundry	(34,300)	(34,300)	0
<b>Total Revenues</b>	<b>(194,980)</b>	<b>(194,980)</b>	<b>0</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	217,650	224,030	(6,380)
Contracted and General Services	15,610	15,610	0
Financial Charges	400	400	0
Grants and Donations	6,500	6,500	0
Utilities	35,600	29,400	6,200
Fleet Expenses	32,520	33,350	(830)
Maintenance Materials and Supplies	75,010	75,010	0
Insurance	13,240	13,260	(20)
<b>Total Expenses</b>	<b>396,530</b>	<b>397,560</b>	<b>(1,030)</b>
<b>Operating (Surplus) Deficit</b>	<b>201,550</b>	<b>202,580</b>	<b>(1,030)</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>201,550</b>	<b>202,580</b>	<b>(1,030)</b>

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47160-064	UCF	PMP/CA (Arena) Concessions:Sale of Products-Taxable	(\$77,144)	(\$51,064)	(\$50)	(\$40,000)	\$0	\$0	(\$40,000)	\$0	(\$40,000)	-
2	1-1-47160-094	UCF	PMP/CA (Arena) Concessions:Non-Taxable Revenue	\$1,036	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-1-47185-094	UCF	PLAYFIELD:Non-Taxable Revenue	(\$13,729)	(\$10,861)	(\$3,083)	(\$12,900)	\$0	\$0	(\$12,900)	\$0	(\$12,900)	Outdoor Sportfield Bookings at all locations other than Prime Minister's Park & Crescent Acres Park.
4	1-1-47326-094	UCF	PRIME MINISTER'S PARK:Non-Taxable Revenue	(\$30,297)	(\$27,894)	(\$72,202)	(\$97,300)	\$0	\$0	(\$97,300)	\$0	(\$97,300)	PMP Revenue: Reimbursement from SRSD as per Agreement-\$65,000.00 Track Bookings-\$5,940.00 Ball Diamond Bookings-\$16,440.00 Sport Field Bookings-\$9,920.00
5	1-1-47327-094	UCF	CRESCENT ACRES PARK:Non-Taxable Revenue	(\$8,152)	(\$6,385)	(\$378)	(\$10,480)	\$0	\$0	(\$10,480)	\$0	(\$10,480)	-
6	1-1-47326-055	OGD	PRIME MINISTER'S PARK:Other Entities Grants - Conditional	(\$69,771)	(\$72,689)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-1-47326-085	OGD	PRIME MINISTER'S PARK:Donations	\$0	(\$125,225)	(\$88,791)	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-1-47185-089	SUN	Playfield:Other Sources	(\$31,000)	(\$28,000)	\$6,000	(\$34,300)	\$0	\$0	(\$34,300)	\$0	(\$34,300)	Lakeland Ford Park Sponsorship Revenue to be allocated to the PA Slo Pitch League Reserve.
9	1-1-47326-089	SUN	Prime Minister's Park:Other Sources	(\$258,030)	(\$26,250)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-73260-115	SWB	PRIME MINISTER'S PARK:Wages Regular	\$103,777	\$81,911	\$67,528	\$90,000	\$0	(\$5,000)	\$85,000	\$0	\$85,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-73260-116	SWB	PRIME MINISTER'S PARK:Wages Overtime	\$11,600	\$11,031	\$1,231	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-73260-119	SWB	PRIME MINISTER'S PARK:Payroll Benefits	\$32,379	\$26,284	\$22,241	\$27,830	\$0	\$700	\$28,530	\$0	\$28,530	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-73260-132	SWB	PRIME MINISTER'S PARK:Clothing Allowance	\$0	\$0	\$0	\$200	\$0	\$0	\$200	\$0	\$200	-
14	1-2-73270-115	SWB	CRESCENT ACRES PARK:Wages Regular	\$14,703	\$12,522	\$3,046	\$11,500	\$0	\$0	\$11,500	\$0	\$11,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-73270-116	SWB	Crescent Acres Park:Wages Overtime	\$5,584	\$599	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
16	1-2-73270-119	SWB	CRESCENT ACRES PARK:Payroll Benefits	\$5,342	\$4,111	\$1,015	\$3,250	\$0	\$0	\$3,250	\$0	\$3,250	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
17	1-2-73280-115	SWB	PLAYFIELDS MAINTENANCE:Wages Regular	\$30,704	\$37,290	\$21,936	\$42,000	\$0	(\$5,000)	\$37,000	\$0	\$37,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
18	1-2-73280-116	SWB	Playfields Maintenance:Wages Overtime	\$1,464	\$3,971	\$54	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
19	1-2-73280-119	SWB	PLAYFIELDS MAINTENANCE:Payroll Benefits	\$9,356	\$12,315	\$7,595	\$12,900	\$0	\$0	\$12,900	\$0	\$12,900	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
20	1-2-75600-111	SWB	PMP/CA (Arena) Concessions:Salaries Regular	\$8,895	\$9,321	\$9,550	\$9,740	\$0	\$20	\$9,760	\$0	\$9,760	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
21	1-2-75600-112	SWB	PMP/CA (Arena) Concessions:Salaries Overtime	\$80	\$308	\$0	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
22	1-2-75600-114	SWB	PMP/CA (Arena) Concessions:Salary Casual Regular	\$11,796	\$12,034	\$0	\$10,000	\$0	\$2,000	\$12,000	\$0	\$12,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
23	1-2-75600-115	SWB	PMP/CA (Arena) Concessions:Wages Regular	\$692	\$703	\$0	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
24	1-2-75600-119	SWB	PMP/CA (Arena) Concessions:Payroll Benefits	\$3,782	\$3,849	\$1,951	\$3,610	\$0	\$900	\$4,510	\$0	\$4,510	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
25	1-2-73260-295	CON	PRIME MINISTER'S PARK:Self-Employed Contractors	\$1,202	\$120	\$0	\$850	\$0	\$0	\$850	\$0	\$850	-
26	1-2-73260-296	CON	PRIME MINISTER'S PARK:Housekeeping Services	\$350	\$720	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
27	1-2-73260-299	CON	PRIME MINISTER'S PARK:Other General Services	\$5,167	\$35,300	\$15,525	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
28	1-2-73270-235	CON	CRESCENT ACRES PARK:Health Services	\$0	\$0	\$0	\$4,200	\$0	\$0	\$4,200	\$0	\$4,200	-
29	1-2-73270-237	CON	CRESCENT ACRES PARK:Protection Services	\$172	\$106	\$127	\$60	\$0	\$0	\$60	\$0	\$60	-
30	1-2-73270-294	CON	Crescent Acres Park:Commissionaire Services	\$32	\$5,772	\$5,136	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	-
31	1-2-73270-299	CON	Crescent Acres Park:Other General Services	\$0	\$1,272	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
32	1-2-73280-295	CON	Playfields Maintenance:Self-Employed Contractors	\$0	\$1,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
33	1-2-75600-893	FC	PMP/CA (Arena) Concessions:Bank Charges	\$0	\$0	\$0	\$400	\$0	\$0	\$400	\$0	\$400	-
34	1-2-73280-716	G&D	PLAYFIELDS MAINTENANCE:Grants	\$2,500	\$4,000	\$10,500	\$6,500	\$0	\$0	\$6,500	\$0	\$6,500	-
35	1-2-73260-551	UTL	PRIME MINISTER'S PARK:Water & Sewer	\$4,596	\$3,531	\$3,539	\$3,600	\$0	\$0	\$3,600	\$0	\$3,600	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
36	1-2-73260-553	UTL	PRIME MINISTER'S PARK:Electricity	\$19,047	\$21,950	\$12,916	\$16,400	\$0	(\$1,400)	\$15,000	\$0	\$15,000	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
37	1-2-73270-551	UTL	CRESCENT ACRES PARK:Water & Sewer	\$8,474	\$8,476	\$10,767	\$5,000	\$0	\$0	\$5,000	\$7,500	\$12,500	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
38	1-2-73270-552	UTL	CRESCENT ACRES PARK:Heating Fuels	\$2,304	\$2,426	\$2,197	\$2,400	\$0	(\$200)	\$2,200	\$0	\$2,200	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
39	1-2-73270-553	UTL	CRESCENT ACRES PARK:Electricity	\$2,016	\$1,735	\$2,183	\$2,000	\$0	\$300	\$2,300	\$0	\$2,300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
40	1-2-73260-265	FLT	PRIME MINISTER'S PARK:Rentals-Automotive & Equipment	\$22,571	\$36,158	\$26,083	\$26,640	\$0	\$0	\$26,640	\$0	\$26,640	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
41	1-2-73270-265	FLT	CRESCENT ACRES PARK:Rentals-Automotive & Equipment	\$1,972	\$1,305	\$281	\$2,330	\$0	\$0	\$2,330	(\$830)	\$1,500	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
42	1-2-73280-265	FLT	PLAYFIELDS MAINTENANCE:Rentals-Automotive & Equipment	\$3,706	\$2,355	\$3,542	\$4,380	\$0	\$0	\$4,380	\$0	\$4,380	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
43	1-2-73260-213	MMS	PRIME MINISTER'S PARK:Telephone	\$0	\$178	\$236	\$200	\$0	\$0	\$200	\$0	\$200	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
44	1-2-73260-235	MMS	PRIME MINISTER'S PARK:Health Services	\$7,866	\$11,852	\$0	\$8,400	\$0	\$0	\$8,400	\$0	\$8,400	-
45	1-2-73260-253	MMS	PRIME MINISTER'S PARK:Purch Mtce-Building	\$4,623	\$0	\$155	\$0	\$0	\$0	\$0	\$0	\$0	-
46	1-2-73260-256	MMS	PRIME MINISTER'S PARK:Purch Mtce-Mechanical Equipment	\$835	\$0	\$144	\$0	\$0	\$0	\$0	\$0	\$0	-
47	1-2-73260-259	MMS	PRIME MINISTER'S PARK:Purch Mtce-Other Equipment	\$602	\$0	\$0	\$1,750	\$0	\$0	\$1,750	\$0	\$1,750	-
48	1-2-73260-269	MMS	PRIME MINISTER'S PARK:Rentals-Other Equipment	\$59	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-73260-291	MMS	PRIME MINISTER'S PARK:Licenses Permits & Fees	\$100	\$100	\$100	\$100	\$0	\$0	\$100	\$0	\$100	-



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
50	1-2-73260-420	MMS	PRIME MINISTER'S PARK:Allocation-Services	\$943	\$140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
51	1-2-73260-512	MMS	Prime Minister's Park:Overtime Meals	\$236	\$54	\$36	\$100	\$0	\$0	\$100	\$0	\$100	
52	1-2-73260-531	MMS	Prime Minister's Park:Asphalt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
53	1-2-73260-541	MMS	PRIME MINISTER'S PARK:Operating Supplies	\$32,185	\$33,612	\$13,966	\$20,850	\$0	\$0	\$20,850	\$0	\$20,850	
54	1-2-73260-549	MMS	PRIME MINISTER'S PARK:Other Supplies	\$0	(\$3,858)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
55	1-2-73260-566	MMS	PRIME MINISTER'S PARK:Parts-Mechanical Equipment	\$1,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
56	1-2-73270-213	MMS	CRESCENT ACRES PARK:Telephone	\$439	\$496	\$496	\$550	\$0	\$0	\$550	\$0	\$550	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
57	1-2-73270-253	MMS	CRESCENT ACRES PARK:Purch Mtce-Building	\$0	\$200	\$0	\$200	\$0	\$0	\$200	\$0	\$200	
58	1-2-73270-256	MMS	Crescent Acres Park:Purch Mtce-Mechanical Equipment	\$0	\$156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
59	1-2-73270-259	MMS	CRESCENT ACRES PARK:Purch Mtce-Other Equipment	\$3,451	\$0	\$0	\$200	\$0	\$0	\$200	\$0	\$200	
60	1-2-73270-420	MMS	Crescent Acres Park:Allocation-Services	\$134	\$0	\$57	\$0	\$0	\$0	\$0	\$0	\$0	
61	1-2-73270-541	MMS	CRESCENT ACRES PARK:Operating Supplies	\$5,677	\$7,318	\$2,111	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	
62	1-2-73270-546	MMS	Crescent Acres Park:Housekeeping Supplies	\$0	\$225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
63	1-2-73280-235	MMS	PLAYFIELDS MAINTENANCE:Health Services	\$10,350	\$15,913	\$0	\$12,000	\$0	\$0	\$12,000	\$0	\$12,000	
64	1-2-73280-259	MMS	PLAYFIELDS MAINTENANCE:Purch Mtce-Other Equipment	\$0	\$678	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	
65	1-2-73280-420	MMS	Playfields Maintenance:Allocation-Services	\$0	\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$0	
66	1-2-73280-512	MMS	Playfields Maintenance:Overtime Meals	\$0	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67	1-2-73280-541	MMS	PLAYFIELDS MAINTENANCE:Operating Supplies	\$5,703	\$9,057	\$8,602	\$8,820	\$0	\$0	\$8,820	\$0	\$8,820	
68	1-2-75600-213	MMS	PMP/CA (Arena) Concessions:Telephone	\$68	\$69	\$69	\$100	\$0	\$0	\$100	\$0	\$100	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
69	1-2-75600-253	MMS	PMP/CA (Arena) Concessions:Purch Mtce-Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
70	1-2-75600-541	MMS	PMP/CA (Arena) Concessions:Operating Supplies	\$0	\$0	\$0	\$330	\$0	\$0	\$330	\$0	\$330	
71	1-2-75600-548	MMS	PMP/CA (Arena) Concessions:Merchandise For Resale	\$27,217	\$19,528	\$0	\$11,410	\$0	\$0	\$11,410	\$0	\$11,410	
72	1-2-73260-896	INS	PRIME MINISTER'S PARK:Insurance	\$11,382	\$9,721	\$11,699	\$12,400	\$0	\$0	\$12,400	(\$50)	\$12,350	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
73	1-2-73280-896	INS	PLAYFIELDS MAINTENANCE:Insurance	\$639	\$796	\$812	\$860	\$0	\$0	\$860	\$30	\$890	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
User Charges and Fees	<b>(\$8,000)</b>	(\$8,000)	\$0
Total Revenues	<b>(8,000)</b>	(8,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>818,840</b>	811,040	7,800
Contracted and General Services	<b>160,600</b>	81,800	78,800
Grants and Donations	<b>30,780</b>	30,780	0
Utilities	<b>4,000</b>	4,500	(500)
Fleet Expenses	<b>478,270</b>	496,660	(18,390)
Maintenance Materials and Supplies	<b>102,720</b>	102,390	330
Insurance	<b>22,150</b>	21,080	1,070
Total Expenses	<b>1,617,360</b>	1,548,250	69,110
Operating (Surplus) Deficit	<b>1,609,360</b>	1,540,250	69,110
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>1,609,360</b>	1,540,250	69,110

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #11 for [RPT 21-304 – Forestry Management Plan Update](#) for additional information.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-42931-094	UCF	NOXIOUS WEED CONTROL:Non-Taxable Revenue	(\$4,800)	(\$7,074)	(\$7,433)	(\$8,000)	\$0	\$0	(\$8,000)	\$0	(\$8,000)	-
2	1-1-47325-094	UCF	URBAN FORESTRY:Non-Taxable Revenue	(\$975)	\$0	(\$1,308)	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-1-42941-053	OGD	Insect/Disease/Rodent Control Revenue:Provincial Grants - Conditional	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-1-47311-094	OGD	Parks Supervision:Non-Taxable Revenue	\$0	\$0	(\$500)	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-1-47325-059	OGD	URBAN FORESTRY:MISC GRANTS	\$0	(\$6,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-29310-115	SWB	NOXIOUS WEED CONTROL:Wages Regular	\$24,816	\$30,718	\$15,229	\$30,000	\$0	(\$3,000)	\$27,000	\$0	\$27,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-29310-116	SWB	NOXIOUS WEED CONTROL:Wages Overtime	\$375	\$280	\$487	\$220	\$0	\$0	\$220	\$0	\$220	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-29310-119	SWB	NOXIOUS WEED CONTROL:Payroll Benefits	\$8,312	\$9,654	\$4,478	\$9,970	\$0	(\$1,080)	\$8,890	\$0	\$8,890	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-29340-115	SWB	INSECT, DISEASE & RODENTS CONTROL:Wages Regular	\$2,881	\$3,347	\$1,454	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-29340-119	SWB	INSECT, DISEASE & RODENTS CONTROL:Payroll Benefits	\$822	\$1,049	\$451	\$900	\$0	\$0	\$900	\$0	\$900	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-73110-111	SWB	PARKS SUPERVISION:Salaries Regular	\$96,848	\$98,505	\$98,882	\$98,400	\$0	\$0	\$98,400	\$0	\$98,400	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-73110-115	SWB	PARKS SUPERVISION:Wages Regular	\$0	\$144	\$0	\$760	\$0	(\$260)	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-73110-119	SWB	PARKS SUPERVISION:Payroll Benefits	\$15,573	\$16,620	\$16,372	\$16,510	\$0	\$460	\$16,970	\$0	\$16,970	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-73190-115	SWB	PARKS EQUIPMENT:Wages Regular	\$19,973	\$13,729	\$12,835	\$19,260	\$0	\$0	\$19,260	\$0	\$19,260	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-73190-116	SWB	Parks Equipment:Wages Overtime	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-73190-119	SWB	PARKS EQUIPMENT:Payroll Benefits	\$7,976	\$5,616	\$5,013	\$7,350	\$0	\$0	\$7,350	\$0	\$7,350	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
17	1-2-73210-115	SWB	NS RIVER BANK PARK:Wages Regular	\$17,487	\$18,513	\$16,788	\$24,920	\$0	(\$5,920)	\$19,000	\$0	\$19,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
18	1-2-73210-116	SWB	NS RIVER BANK PARK:Wages Overtime	\$0	\$0	\$0	\$50	\$0	\$0	\$50	\$0	\$50	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
19	1-2-73210-119	SWB	NS RIVER BANK PARK:Payroll Benefits	\$4,834	\$5,297	\$4,576	\$7,130	\$0	(\$1,700)	\$5,430	\$0	\$5,430	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
20	1-2-73250-115	SWB	CENTRAL BUSINESS DISTRICT:Wages Regular	\$31,497	\$29,369	\$25,964	\$32,000	\$0	(\$2,000)	\$30,000	\$0	\$30,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
21	1-2-73250-116	SWB	Central Business District:Wages Overtime	\$193	\$114	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
22	1-2-73250-119	SWB	CENTRAL BUSINESS DISTRICT:Payroll Benefits	\$7,747	\$6,408	\$9,942	\$7,360	\$0	\$100	\$7,460	\$0	\$7,460	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
23	1-2-73310-115	SWB	GENERAL PARKS MAINTENANCE:Wages Regular	\$78,305	\$78,143	\$104,115	\$75,000	\$0	\$15,000	\$90,000	\$0	\$90,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
24	1-2-73310-116	SWB	GENERAL PARKS MAINTENANCE:Wages Overtime	\$299	\$473	\$108	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
25	1-2-73310-119	SWB	GENERAL PARKS MAINTENANCE:Payroll Benefits	\$24,642	\$26,745	\$35,628	\$24,580	\$0	\$6,200	\$30,780	\$0	\$30,780	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
26	1-2-73410-115	SWB	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Wages Regular	\$93,768	\$105,791	\$103,417	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
27	1-2-73410-116	SWB	Grass Cutting-Parks/hwys/open Spaces:Wages Overtime	\$0	\$0	\$131	\$0	\$0	\$0	\$0	\$0	\$0	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
28	1-2-73410-119	SWB	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Payroll Benefits	\$26,181	\$28,678	\$28,995	\$30,000	\$0	\$0	\$30,000	\$0	\$30,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
29	1-2-73420-115	SWB	BOULEVARD & PARK MTCE:Wages Regular	\$42,904	\$44,502	\$46,988	\$45,000	\$0	\$0	\$45,000	\$0	\$45,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
30	1-2-73420-116	SWB	BOULEVARD & PARK MTCE:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
31	1-2-73420-119	SWB	BOULEVARD & PARK MTCE:Payroll Benefits	\$10,232	\$10,215	\$11,418	\$11,250	\$0	\$0	\$11,250	\$0	\$11,250	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
32	1-2-73510-115	SWB	BOULEVARD REPAIR:Wages Regular	\$30,567	\$41,711	\$20,447	\$31,500	\$0	\$0	\$31,500	\$0	\$31,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
33	1-2-73510-116	SWB	BOULEVARD REPAIR:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-73510-119	SWB	BOULEVARD REPAIR:Payroll Benefits	\$14,024	\$19,578	\$12,238	\$14,180	\$0	\$0	\$14,180	\$0	\$14,180	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
35	1-2-73620-111	SWB	Urban Forestry Maintenance:Salaries Regular	\$173	\$1,529	\$655	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-73620-112	SWB	Urban Forestry Maintenance:Salaries Overtime	\$3,110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
37	1-2-73620-115	SWB	URBAN FORESTRY MAINTENANCE:Wages Regular	\$134,044	\$180,194	\$142,882	\$150,000	\$0	\$0	\$150,000	\$0	\$150,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
38	1-2-73620-116	SWB	URBAN FORESTRY MAINTENANCE:Wages Overtime	\$4,118	\$2,284	\$1,891	\$1,700	\$0	\$0	\$1,700	\$0	\$1,700	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
39	1-2-73620-119	SWB	URBAN FORESTRY MAINTENANCE:Payroll Benefits	\$63,992	\$78,538	\$64,182	\$69,500	\$0	\$0	\$69,500	\$0	\$69,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
40	1-2-29340-299	CON	Insect, Disease & Rodents Control:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-73110-299	CON	Parks Supervision:Other General Services	\$0	\$3,408	\$0	\$300	\$0	\$0	\$300	\$0	\$300	-
42	1-2-73190-299	CON	Parks Equipment:Other General Services	\$38	\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-73210-239	CON	NS RIVER BANK PARK:Consulting Services	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$0	-
44	1-2-73250-296	CON	CENTRAL BUSINESS DISTRICT:Housekeeping Services	\$17,193	\$27,250	\$17,260	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	Graffiti Removal Services

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
45	1-2-73250-299	CON	Central Business District:Other General Services	\$0	\$0	\$1,094	\$800	\$0	\$0	\$800	\$0	\$800	-
46	1-2-73310-299	CON	GENERAL PARKS MAINTENANCE:Other General Services	\$0	\$14,532	\$29,743	\$700	\$0	\$0	\$700	\$0	\$700	-
47	1-2-73620-299	CON	Urban Forestry Maintenance:Other General Services	\$32,657	\$27,651	\$100,061	\$60,000	\$0	\$0	\$60,000	\$83,800	\$143,800	Please see RPT 21-294 - Forestry Management Update 15 year Pruning Cycle - \$143,800
48	1-2-73620-716	G&D	Urban Forestry Maintenance:Grants	\$0	\$0	\$0	\$30,780	\$0	\$0	\$30,780	\$0	\$30,780	This grant is related to the City's commitment under the Disaster Mitigation Adaptation Fund in partnership with the Wildfire Prevention Branch. Please refer to RPT 21-304 - Forestry Management Update for further information.
49	1-2-73210-553	UTL	NS RIVER BANK PARK:Electricity	\$408	\$413	\$410	\$400	\$0	\$0	\$400	\$0	\$400	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
50	1-2-73310-551	UTL	GENERAL PARKS MAINTENANCE:Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
51	1-2-73310-553	UTL	GENERAL PARKS MAINTENANCE:Electricity	\$2,956	\$2,366	\$2,841	\$3,300	\$0	(\$500)	\$2,800	\$0	\$2,800	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
52	1-2-73510-553	UTL	BOULEVARD REPAIR:Electricity	\$821	\$833	\$615	\$800	\$0	\$0	\$800	\$0	\$800	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
53	1-2-29310-265	FLT	NOXIOUS WEED CONTROL:Rentals-Automotive & Equipment	\$1,689	\$2,521	\$1,032	\$1,990	\$0	\$0	\$1,990	\$0	\$1,990	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
54	1-2-29340-265	FLT	INSECT, DISEASE & RODENTS CONTROL:Rentals-Automotive & Equipment	\$44	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
55	1-2-73110-265	FLT	PARKS SUPERVISION:Rentals-Automotive & Equipment	\$218,222	\$224,400	\$240,860	\$249,100	\$0	\$0	\$249,100	\$0	\$249,100	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
56	1-2-73190-265	FLT	PARKS EQUIPMENT:Rentals-Automotive & Equipment	\$3,960	\$6,370	\$8,100	\$4,670	\$0	\$0	\$4,670	\$0	\$4,670	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
57	1-2-73210-265	FLT	NS RIVER BANK PARK:Rentals-Automotive & Equipment	\$14,093	\$13,462	\$15,164	\$16,630	\$0	\$0	\$16,630	\$0	\$16,630	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
58	1-2-73250-265	FLT	CENTRAL BUSINESS DISTRICT:Rentals-Automotive & Equipment	\$2,450	\$3,628	\$1,819	\$2,890	\$0	\$0	\$2,890	\$0	\$2,890	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
59	1-2-73310-265	FLT	GENERAL PARKS MAINTENANCE:Rentals-Automotive & Equipment	\$5,710	\$3,849	\$13,970	\$6,740	\$0	\$0	\$6,740	\$0	\$6,740	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
60	1-2-73410-265	FLT	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Rentals-Automotive & Equipment	\$64,298	\$77,530	\$59,615	\$67,670	\$0	\$0	\$67,670	(\$7,670)	\$60,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
61	1-2-73420-265	FLT	BOULEVARD & PARK MTCE:Rentals-Automotive & Equipment	\$28,273	\$27,086	\$18,145	\$33,370	\$0	\$0	\$33,370	(\$8,370)	\$25,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
62	1-2-73510-265	FLT	BOULEVARD REPAIR:Rentals-Automotive & Equipment	\$20,631	\$24,946	\$14,912	\$24,350	\$0	\$0	\$24,350	(\$2,350)	\$22,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
63	1-2-73620-265	FLT	URBAN FORESTRY MAINTENANCE:Rentals-Automotive & Equipment	\$75,632	\$84,333	\$76,591	\$89,250	\$0	\$0	\$89,250	\$0	\$89,250	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
64	1-2-29310-541	MMS	NOXIOUS WEED CONTROL:Operating Supplies	\$3,358	\$6,006	\$2,038	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	-
65	1-2-29340-235	MMS	Insect, Disease & Rodents Control:Health Services	\$8,650	\$9,205	\$1,344	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	-

Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
			Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
66	1-2-29340-541	MMS INSECT, DISEASE & RODENTS CONTROL:Operating Supplies	\$1,011	\$1,021	\$1,070	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
67	1-2-73110-211	MMS PARKS SUPERVISION:Travel & Accommodation	\$119	\$679	\$218	\$300	\$0	\$0	\$300	\$0	\$300	-
68	1-2-73110-213	MMS PARKS SUPERVISION:Telephone	\$4,193	\$2,797	\$2,962	\$2,770	\$0	\$0	\$2,770	\$230	\$3,000	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
69	1-2-73110-215	MMS PARKS SUPERVISION:Conventions & Delegations	\$0	\$0	\$176	\$240	\$0	\$0	\$240	\$0	\$240	-
70	1-2-73110-224	MMS PARKS SUPERVISION:Memberships & Due	\$425	\$1,638	\$1,592	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
71	1-2-73110-234	MMS PARKS SUPERVISION:Training Services	\$4,350	\$8,214	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
72	1-2-73110-235	MMS PARKS SUPERVISION:Health Services	\$456	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
73	1-2-73110-256	MMS PARKS SUPERVISION:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
74	1-2-73110-291	MMS PARKS SUPERVISION:Licenses Permits & Fees	\$1,359	\$1,540	\$800	\$750	\$0	\$0	\$750	\$0	\$750	-
75	1-2-73110-511	MMS PARKS SUPERVISION:Meeting Incidentals	\$0	\$223	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
76	1-2-73110-540	MMS PARKS SUPERVISION:City Purchased Clothing	\$4,095	\$1,677	\$2,815	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	-
77	1-2-73110-541	MMS PARKS SUPERVISION:Operating Supplies	\$173	\$81	\$618	\$500	\$0	\$0	\$500	\$0	\$500	-
78	1-2-73110-544	MMS PARKS SUPERVISION:Office Supplies	\$0	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$100	-
79	1-2-73190-255	MMS PARKS EQUIPMENT:Purch Mtce-Automotive & Equipment	\$0	\$25	\$30	\$300	\$0	\$0	\$300	\$0	\$300	-
80	1-2-73190-259	MMS PARKS EQUIPMENT:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$380	\$0	\$0	\$380	\$0	\$380	-
81	1-2-73190-269	MMS Parks Equipment:Rentals-Other Equipment	\$329	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
82	1-2-73190-291	MMS PARKS EQUIPMENT:Licenses Permits & Fees	\$1,170	\$1,042	\$1,022	\$1,400	\$0	\$0	\$1,400	\$0	\$1,400	-
83	1-2-73190-420	MMS PARKS EQUIPMENT:Allocation-Services	\$6,923	\$4,558	\$4,322	\$3,720	\$0	\$0	\$3,720	\$0	\$3,720	-
84	1-2-73190-460	MMS PARKS EQUIPMENT:Allocation - Assets	(\$6,092)	(\$7,961)	(\$7,627)	\$0	\$0	\$0	\$0	\$0	\$0	-
85	1-2-73190-521	MMS PARKS EQUIPMENT:Vehicle Fuel & Oil	\$11,322	\$9,883	\$6,707	\$7,000	\$0	\$0	\$7,000	\$0	\$7,000	-
86	1-2-73190-541	MMS PARKS EQUIPMENT:Operating Supplies	\$6,368	\$392	\$2,632	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	-
87	1-2-73190-565	MMS Parks Equipment:Parts - Equipment and Automotive	\$8,147	\$10,128	\$15,432	\$0	\$0	\$0	\$0	\$0	\$0	-
88	1-2-73210-294	MMS NS RIVER BANK PARK:Commissionaire Services	\$0	\$286	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
89	1-2-73210-541	MMS NS RIVER BANK PARK:Operating Supplies	\$665	\$980	\$626	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
90	1-2-73250-253	MMS Central Business District:Purch Mtce-Building	\$2,360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
91	1-2-73250-420	MMS Central Business District:Allocation-Services	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
92	1-2-73250-541	MMS CENTRAL BUSINESS DISTRICT:Operating Supplies	\$3,693	\$2,219	\$1,362	\$2,480	\$0	\$0	\$2,480	\$0	\$2,480	-
93	1-2-73250-546	MMS Central Business District:Housekeeping Supplies	\$0	\$0	\$2,100	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
94	1-2-73250-566	MMS Central Business District:Parts-Mechanical Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
95	1-2-73310-213	MMS GENERAL PARKS MAINTENANCE:Telephone	\$0	\$178	\$236	\$200	\$0	\$0	\$200	\$100	\$300	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
96	1-2-73310-253	MMS	GENERAL PARKS MAINTENANCE:Purch Mtce-Building	\$4,396	\$1,344	\$735	\$0	\$0	\$0	\$0	\$0	\$0	
97	1-2-73310-254	MMS	GENERAL PARKS MAINTENANCE:Purch Mtce Labour Facilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
98	1-2-73310-256	MMS	GENERAL PARKS MAINTENANCE:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	
99	1-2-73310-259	MMS	GENERAL PARKS MAINTENANCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	
100	1-2-73310-269	MMS	GENERAL PARKS MAINTENANCE:Rentals-Other Equipment	\$8,453	\$4,147	\$196	\$500	\$0	\$0	\$500	\$0	\$500	
101	1-2-73310-291	MMS	GENERAL PARKS MAINTENANCE:Licenses Permits & Fees	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	
102	1-2-73310-420	MMS	General Parks Maintenance:Allocation-Services	\$147	\$0	\$2,601	\$0	\$0	\$0	\$0	\$0	\$0	
103	1-2-73310-521	MMS	GENERAL PARKS MAINTENANCE:Vehicle Fuel & Oil	\$664	\$399	\$2,106	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	
104	1-2-73310-532	MMS	GENERAL PARKS MAINTENANCE:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
105	1-2-73310-540	MMS	GENERAL PARKS MAINTENANCE:City Purchased Clothing	\$0	\$13	\$196	\$0	\$0	\$0	\$0	\$0	\$0	
106	1-2-73310-541	MMS	GENERAL PARKS MAINTENANCE:Operating Supplies	\$11,070	\$31,278	\$39,281	\$30,000	\$0	\$0	\$30,000	\$0	\$30,000	FOR REVIEW - \$9,290 increase in 2021 for: Review as per actuals. Also need to replace the dog bag dispensers. Can this amount be reduced for 2022 depending on how much was budgeted for dog bag dispensers?
107	1-2-73310-566	MMS	GENERAL PARKS MAINTENANCE:Parts-Mechanical Equipment	\$318	\$4,663	\$515	\$0	\$0	\$0	\$0	\$0	\$0	
108	1-2-73410-213	MMS	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Telephone	\$165	\$356	\$472	\$350	\$0	\$0	\$350	\$0	\$350	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
109	1-2-73410-541	MMS	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Operating Supplies	\$1,548	\$2,304	\$1,990	\$1,960	\$0	\$0	\$1,960	\$0	\$1,960	
110	1-2-73420-541	MMS	BOULEVARD & PARK MTCE:Operating Supplies	\$1,505	\$788	\$1,159	\$1,680	\$0	\$0	\$1,680	\$0	\$1,680	
111	1-2-73510-269	MMS	BOULEVARD REPAIR:Rentals-Other Equipment	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	
112	1-2-73510-410	MMS	Boulevard Repair:Allocation-Administration	(\$6,680)	(\$7,740)	(\$7,630)	(\$7,770)	\$0	\$0	(\$7,770)	\$0	(\$7,770)	The City has a historical practice of recovering costs expended in the General Operating Fund from the Utility, Sanitation and Capital Funds. Given that a substantial part of the asphalt work relates to utility repairs, it is apparent that a portion of the cost associated with this activity should be recovered from the Utility Budget. The budget amount represents 10% of the overall spending in this area and is appropriate to be recovered from the Utility Fund. However, cost recoveries from the other Funds may also occur, depending on the type of specific project being completed.
113	1-2-73510-533	MMS	BOULEVARD REPAIR:Granular Materials	\$0	\$0	\$56	\$0	\$0	\$0	\$0	\$0	\$0	
114	1-2-73510-541	MMS	BOULEVARD REPAIR:Operating Supplies	\$5,401	\$1,505	\$6,630	\$5,880	\$0	\$0	\$5,880	\$0	\$5,880	
115	1-2-73620-213	MMS	Urban Forestry Maintenance:Telephone	\$285	\$11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
116	1-2-73620-264	MMS	Urban Forestry Maintenance:Rentals-Hired Equipment and Automotive	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
117	1-2-73620-512	MMS	Urban Forestry Maintenance:Overtime Meals	\$0	\$0	\$54	\$150	\$0	\$0	\$150	\$0	\$150	
118	1-2-73620-540	MMS	Urban Forestry Maintenance:City Purchased Clothing	\$191	\$470	\$162	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
119	1-2-73620-541	MMS	URBAN FORESTRY MAINTENANCE:Operating Supplies	\$14,491	\$14,506	\$17,564	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	-
120	1-2-73190-896	INS	PARKS EQUIPMENT:Insurance	\$453	\$354	\$373	\$370	\$0	\$0	\$370	\$20	\$390	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
121	1-2-73310-896	INS	GENERAL PARKS MAINTENANCE:Insurance	\$17,086	\$17,516	\$18,832	\$20,710	\$0	\$0	\$20,710	\$1,050	\$21,760	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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 50 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/businesses, gifts in kind and volunteer hours to help keep costs to a minimum.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$2,600)	(\$2,600)	\$0
Operating Grants and Donations	(20,000)	(20,000)	0
<b>Total Revenues</b>	<b>(22,600)</b>	(22,600)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	131,820	126,620	5,200
Contracted and General Services	8,100	8,100	0
Utilities	3,700	3,600	100
Fleet Expenses	1,710	1,710	0
Maintenance Materials and Supplies	90,450	90,650	(200)
Insurance	900	0	900
<b>Total Expenses</b>	<b>236,680</b>	230,680	6,000
<b>Operating (Surplus) Deficit</b>	<b>214,080</b>	208,080	6,000
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>214,080</b>	208,080	6,000



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47181-094	UCF	PLAYGROUND ADMINISTRATION:Non-Taxable Revenue	(\$10,057)	(\$1,777)	\$0	(\$2,600)	\$0	\$0	(\$2,600)	\$0	(\$2,600)	-
2	1-1-47181-055	OGD	PLAYGROUND ADMINISTRATION:Other Entities Grants - Conditional	(\$19,510)	(\$24,813)	(\$20,010)	(\$7,000)	\$0	\$0	(\$7,000)	\$0	(\$7,000)	-
3	1-1-47181-085	OGD	PLAYGROUND ADMINISTRATION:Donations	(\$1,600)	(\$1,500)	\$0	(\$13,000)	\$0	\$0	(\$13,000)	\$0	(\$13,000)	-
4	1-1-47181-089	SUN	PLAYGROUND ADMINISTRATION:Other Sources	(\$4,700)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-73290-115	SWB	PLAYGROUND STRUCTURE MAINTENANCE:Wages Regular	\$5,027	\$8,393	\$8,068	\$5,300	\$0	\$3,700	\$9,000	\$0	\$9,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-73290-116	SWB	Playground Structure Maintenance:Wages Overtime	\$0	\$0	\$132	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-73290-119	SWB	PLAYGROUND STRUCTURE MAINTENANCE:Payroll Benefits	\$1,541	\$2,880	\$2,806	\$1,590	\$0	\$1,500	\$3,090	\$0	\$3,090	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-75810-111	SWB	Playground Program:Salaries Regular	\$0	\$0	\$137	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-75810-112	SWB	Playground Program:Salaries Overtime	\$4,419	\$3,529	\$1,762	\$2,800	\$0	\$0	\$2,800	\$0	\$2,800	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-75810-114	SWB	Playground Program:Salary Casual Regular	\$107,193	\$100,664	\$54,298	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-75810-115	SWB	PLAYGROUND PROGRAM:Wages Regular	\$6,755	\$6,369	\$3,358	\$6,430	\$0	\$0	\$6,430	\$0	\$6,430	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-75810-119	SWB	PLAYGROUND PROGRAM:Payroll Benefits	\$10,847	\$10,640	\$5,179	\$9,410	\$0	\$0	\$9,410	\$0	\$9,410	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-77810-115	SWB	PLAYGROUNDS FACILITY MAINTENANCE:Wages Regular	\$53	\$40	\$0	\$800	\$0	\$0	\$800	\$0	\$800	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-77810-119	SWB	PLAYGROUNDS FACILITY MAINTENANCE:Payroll Benefits	\$17	\$23	\$0	\$290	\$0	\$0	\$290	\$0	\$290	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
15	1-2-73290-294	CON	Playground Structure Maintenance:Commissionaire Services	\$0	\$0	\$5,617	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-75810-299	CON	PLAYGROUND PROGRAM:Other General Services	\$10,345	\$9,585	\$0	\$8,100	\$0	\$0	\$8,100	\$0	\$8,100	-
17	1-2-77810-553	UTL	PLAYGROUNDS FACILITY MAINTENANCE:Electricity	\$3,597	\$3,330	\$3,468	\$3,600	\$0	\$100	\$3,700	\$0	\$3,700	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.

18	Category		2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
	Code	Code								Account Name	Adjustments		2022 Total Budget
	1-2-73290-265	FLT	PLAYGROUND STRUCTURE MAINTENANCE:Rentals-Automotive & Equipment	\$1,103	\$1,639	\$1,371	\$1,300	\$0	\$0	\$1,300	\$0	\$1,300	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
	1-2-75810-265	FLT	Playground Program:Rentals-City Automotive & Equipment	\$350	\$660	\$720	\$410	\$0	\$0	\$410	\$0	\$410	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
	1-2-73290-235	MMS	Playground Structure Maintenance:Health Services	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-73290-253	MMS	PLAYGROUND STRUCTURE MAINTENANCE:Purch Mtce-Building	\$0	\$28,649	\$49,614	\$70,000	\$0	\$0	\$70,000	\$0	\$70,000	-
	1-2-73290-259	MMS	Playground Structure Maintenance:Purch Mtce-Other Equipment	\$0	\$0	\$742	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-73290-420	MMS	Playground Structure Maintenance:Allocation-Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-73290-541	MMS	PLAYGROUND STRUCTURE MAINTENANCE:Operating Supplies	\$11,385	\$1,991	\$10,453	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	-
	1-2-75810-211	MMS	PLAYGROUND PROGRAM:Travel & Accommodation	\$715	\$986	\$0	\$950	\$0	\$0	\$950	\$0	\$950	-
	1-2-75810-212	MMS	Playground Program:Postage & Freight	\$223	\$200	\$209	\$400	\$0	\$0	\$400	\$0	\$400	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
	1-2-75810-213	MMS	PLAYGROUND PROGRAM:Telephone	\$513	\$416	\$489	\$700	\$0	\$0	\$700	(\$200)	\$500	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
	1-2-75810-234	MMS	PLAYGROUND PROGRAM:Training Services	\$0	\$0	\$0	\$900	\$0	\$0	\$900	\$0	\$900	-
	1-2-75810-235	MMS	PLAYGROUND PROGRAM:Health Services	\$822	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75810-269	MMS	Playground Program:Rentals-Other Equipment	\$4,635	\$2,838	\$0	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
	1-2-75810-291	MMS	PLAYGROUND PROGRAM:Licenses Permits & Fees	\$117	\$125	\$117	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75810-511	MMS	PLAYGROUND PROGRAM:Meeting Incidentals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-75810-534	MMS	Playground Program:Chemicals	\$865	\$516	\$162	\$800	\$0	\$0	\$800	\$0	\$800	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
34	1-2-75810-540	MMS	PLAYGROUND PROGRAM:City Purchased Clothing	\$0	\$0	\$0	\$600	\$0	\$0	\$600	\$0	\$600	-
35	1-2-75810-541	MMS	PLAYGROUND PROGRAM:Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-75810-543	MMS	PLAYGROUND PROGRAM:Program Supplies	\$9,603	\$7,301	\$458	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	-
37	1-2-75810-544	MMS	PLAYGROUND PROGRAM:Office Supplies	\$0	\$209	\$53	\$0	\$0	\$0	\$0	\$0	\$0	-
38	1-2-75810-546	MMS	PLAYGROUND PROGRAM:Housekeeping Supplies	\$0	\$0	\$178	\$0	\$0	\$0	\$0	\$0	\$0	-
39	1-2-75810-549	MMS	PLAYGROUND PROGRAM:Other Supplies	\$6,205	\$2,491	\$48	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-
40	1-2-77810-253	MMS	PLAYGROUNDS FACILITY MAINTENANCE:Purch Mtce-Building	\$0	\$151	\$0	\$500	\$0	\$0	\$500	\$0	\$500	-
41	1-2-77810-259	MMS	PLAYGROUNDS FACILITY MAINTENANCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$250	\$0	\$0	\$250	\$0	\$250	-
42	1-2-77810-291	MMS	PLAYGROUNDS FACILITY MAINTENANCE:Licenses Permits & Fees	\$50	\$80	\$50	\$50	\$0	\$0	\$50	\$0	\$50	-
43	1-2-77810-541	MMS	PLAYGROUNDS FACILITY MAINTENANCE:Operating Supplies	\$473	\$559	\$335	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
44	1-2-73290-896	INS	PLAYGROUND STRUCTURE MAINTENANCE:Insurance	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$900	Annual insurance for AC Howard Park playground equipment added in 2021.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	\$5,620	\$5,620	\$0
Financial Charges	8,000	0	8,000
Fleet Expenses	1,000	2,320	(1,320)
Maintenance Materials and Supplies	12,880	12,880	0
Insurance	8,500	8,780	(280)
Total Expenses	<b>36,000</b>	29,600	6,400
Operating (Surplus) Deficit	<b>36,000</b>	29,600	6,400
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>36,000</b>	29,600	6,400

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47144-085	OGD	PAGCC:Donations	(\$387,822)	(\$5,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-2-77940-115	SWB	GOLF AND CURLING CLUB:Wages Regular	\$4,322	\$3,914	\$3,122	\$4,130	\$0	\$0	\$4,130	\$0	\$4,130	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-77940-116	SWB	GOLF AND CURLING CLUB:Wages Overtime	\$140	\$246	\$266	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-77940-119	SWB	GOLF AND CURLING CLUB:Payroll Benefits	\$1,846	\$1,697	\$1,489	\$1,490	\$0	\$0	\$1,490	\$0	\$1,490	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-77940-239	FC	GOLF AND CURLING CLUB:Consulting Services	\$0	\$605	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-77940-294	FC	GOLF AND CURLING CLUB:Commissionaire Services	\$0	\$0	\$16	\$0	\$0	\$0	\$0	\$8,000	\$8,000	Mobile Patrols for the Golf & Curling Club and Cooke Municipal Golf Course.
7	1-2-77940-716	G&D	GOLF AND CURLING CLUB:Grants	\$74,783	\$75,000	\$75,000	\$65,200	\$0	\$0	\$65,200	\$0	\$65,200	Rental payment under the Agreement with Prince Albert Golf & Curling Centre.
8	1-2-77940-799	G&D	GOLF AND CURLING CLUB:Other Transfers	(\$65,000)	(\$65,000)	(\$65,200)	(\$65,200)	\$0	\$0	(\$65,200)	\$0	(\$65,200)	-
9	1-2-77940-265	FLT	GOLF AND CURLING CLUB:Rentals-Automotive & Equipment	\$1,963	\$340	\$0	\$2,320	\$0	\$0	\$2,320	(\$1,320)	\$1,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
10	1-2-77940-212	MMS	GOLF AND CURLING CLUB:Postage & Freight	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-77940-235	MMS	GOLF AND CURLING CLUB:Health Services	\$0	\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-77940-237	MMS	GOLF AND CURLING CLUB:Protection Services	\$0	\$0	\$390	\$100	\$0	\$0	\$100	\$0	\$100	-
13	1-2-77940-253	MMS	GOLF AND CURLING CLUB:Purch Mtce-Building	\$14,164	\$3,241	\$8,312	\$500	\$0	\$0	\$500	\$0	\$500	-
14	1-2-77940-256	MMS	GOLF AND CURLING CLUB:Purch Mtce-Mechanical Equipment	\$27,409	\$32,475	\$44,154	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	Payment for services required under the Arena Refrigeration Plant Maintenance Agreement with Arctic Refrigeration.
15	1-2-77940-269	MMS	GOLF AND CURLING CLUB:Rentals-Other Equipment	\$0	\$121	\$1,787	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-77940-291	MMS	GOLF AND CURLING CLUB:Licenses Permits & Fees	\$192	\$203	\$82	\$330	\$0	\$0	\$330	\$0	\$330	-
17	1-2-77940-420	MMS	GOLF AND CURLING CLUB:Allocation-Services	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-77940-541	MMS	GOLF AND CURLING CLUB:Operating Supplies	\$721	\$977	\$5,351	\$1,450	\$0	\$0	\$1,450	\$0	\$1,450	-
19	1-2-77940-566	MMS	GOLF AND CURLING CLUB:Parts-Mechanical Equipment	\$2,623	\$1,518	\$1,015	\$500	\$0	\$0	\$500	\$0	\$500	-
20	1-2-77940-606	MMS	GOLF AND CURLING CLUB:Building Improvements	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-77940-896	INS	GOLF AND CURLING CLUB:Insurance	\$8,110	\$6,991	\$7,721	\$8,780	\$0	\$0	\$8,780	(\$280)	\$8,500	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.



**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
Operating Grants and Donations	(\$5,000)	(\$5,000)	\$0
Sundry	(5,000)	(5,000)	0
<b>Total Revenues</b>	<b>(10,000)</b>	(10,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	572,680	574,020	(1,340)
Contracted and General Services	18,000	10,100	7,900
Fleet Expenses	4,060	4,060	0
Maintenance Materials and Supplies	98,080	98,080	0
Insurance	340	330	10
<b>Total Expenses</b>	<b>693,160</b>	686,590	6,570
<b>Operating (Surplus) Deficit</b>	<b>683,160</b>	676,590	6,570
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>683,160</b>	676,590	6,570

**ITEMS INCLUDED ELSEWHERE IN THE BUDGET:**

Administration is **recommending a \$50,000 allocation** to the Public Art Capital Reserve.

**The Public Art Capital Reserve will have a projected surplus balance of \$17 at the end of 2022 with the transfers and spending proposed in the 2022 budget.**

**This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 - Reserves.**

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #12 for RPT 21-428 – Cultural Plan Update](#) and [Tab #13 for RPT 21-429 – Public Art Update](#) for additional information.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47560-099	UCF	COMMUNITY PROGRAM ASSISTANCE:Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-1-47565-055	OGD	SASK SENIORS ASSOC GAMES:Other Entities Grants - Conditional	\$0	\$0	(\$11,540)	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-1-47565-085	OGD	SASK SENIORS ASSOC GAMES:Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-1-47570-055	OGD	Recreation Supervision:Other Entities Grants - Conditional	(\$1,250)	(\$3,750)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-1-47571-055	OGD	Municipal Cultural Action Plan:Other Entities Grants - Conditional	\$0	(\$5,000)	(\$6,500)	(\$5,000)	\$0	\$0	(\$5,000)	\$0	(\$5,000)	-
6	1-1-47560-094	SUN	COMMUNITY PROGRAM ASSISTANCE:Non-Taxable Revenue	(\$5,270)	(\$2,714)	\$0	(\$5,000)	\$0	\$0	(\$5,000)	\$0	(\$5,000)	-
7	1-2-75110-111	SWB	RECREATION SUPERVISION:Salaries Regular	\$469,846	\$477,666	\$378,729	\$465,380	\$0	\$0	\$465,380	\$0	\$465,380	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-75110-119	SWB	RECREATION SUPERVISION:Payroll Benefits	\$84,950	\$89,951	\$70,455	\$88,850	\$0	\$2,260	\$91,110	\$0	\$91,110	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-75112-115	SWB	Public Art Capital :Wages Regular	\$0	\$118	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-75112-119	SWB	Public Art Capital :Payroll Benefits	\$0	\$51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-79200-115	SWB	COMMUNITY PROGRAM ASSISTANCE:Wages Regular	\$10,157	\$6,816	\$3,718	\$10,500	\$0	(\$3,500)	\$7,000	\$0	\$7,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-79200-116	SWB	COMMUNITY PROGRAM ASSISTANCE:Wages Overtime	\$6,002	\$5,765	\$380	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
13	1-2-79200-119	SWB	COMMUNITY PROGRAM ASSISTANCE:Payroll Benefits	\$4,546	\$3,144	\$1,419	\$4,290	\$0	(\$100)	\$4,190	\$0	\$4,190	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-79205-115	SWB	SASK SENIORS ASSOC GAMES:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-79205-116	SWB	SASK SENIORS ASSOC GAMES:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-79205-119	SWB	SASK SENIORS ASSOC GAMES:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-75110-239	CON	Recreation Supervision:Consulting Services	\$1,365	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-75110-299	CON	RECREATION SUPERVISION:Other General Services	\$7,519	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-75112-239	CON	Public Art Capital :Consulting Services	\$0	\$4,960	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-75112-299	CON	Public Art Capital :Other General Services	\$0	\$46,924	\$56,912	\$7,000	\$0	\$0	\$7,000	\$10,000	\$17,000	Please refer to RPT 21-428 - Culture Plan Update
21	1-2-75113-299	CON	Public Art:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
22	1-2-75119-299	CON	M Culture Plan:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-79200-211	CON	COMMUNITY PROGRAM ASSISTANCE:Travel & Accommodation	\$398	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
24	1-2-79200-237	CON	COMMUNITY PROGRAM ASSISTANCE:Protection Services	\$363	\$310	\$345	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-79200-238	CON	COMMUNITY PROGRAM ASSISTANCE:Computer Services	\$562	\$0	\$2,079	\$2,100	\$0	\$0	\$2,100	(\$2,100)	\$0	Centralizing IT Budget - budget included for metasoftware research grant software.
26	1-2-79200-294	CON	COMMUNITY PROGRAM ASSISTANCE:Commissionaire Services	\$16	\$32	\$32	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-79200-299	CON	COMMUNITY PROGRAM ASSISTANCE:Other General Services	\$0	\$920	\$500	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
28	1-2-79205-295	CON	SASK SENIORS ASSOC GAMES:Self-Employed Contractors	\$0	\$0	\$8,733	\$0	\$0	\$0	\$0	\$0	\$0	-
29	1-2-75110-716	G&D	RECREATION SUPERVISION:Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
30	1-2-79200-265	FLT	COMMUNITY PROGRAM ASSISTANCE:Rentals-Automotive & Equipment	\$3,444	\$3,665	\$1,178	\$4,060	\$0	\$0	\$4,060	\$0	\$4,060	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
31	1-2-75110-211	MMS	RECREATION SUPERVISION:Travel & Accommodation	\$4,582	\$4,252	\$3,725	\$4,480	\$0	\$0	\$4,480	\$0	\$4,480	-
32	1-2-75110-213	MMS	RECREATION SUPERVISION:Telephone	\$1,916	\$1,225	\$965	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
33	1-2-75110-221	MMS	Recreation Supervision:Advertising	\$3,376	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-75110-234	MMS	RECREATION SUPERVISION:Training Services	\$350	\$525	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
35	1-2-75110-238	MMS	RECREATION SUPERVISION:Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-75110-267	MMS	RECREATION SUPERVISION:Rentals-Specialized Equipment	\$611	\$568	\$617	\$0	\$0	\$0	\$0	\$0	\$0	-
37	1-2-75110-511	MMS	Recreation Supervision:Meeting Incidentals	\$973	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
38	1-2-75110-541	MMS	Recreation Supervision:Operating Supplies	\$5,646	\$0	\$245	\$0	\$0	\$0	\$0	\$0	\$0	-
39	1-2-75112-221	MMS	Public Art Capital :Advertising	\$0	\$0	\$339	\$3,450	\$0	\$0	\$3,450	\$0	\$3,450	-
40	1-2-75112-224	MMS	Public Art Capital :Memberships & Due	\$0	\$705	\$206	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-75112-234	MMS	Public Art Capital :Training Services	\$0	\$2,472	\$2,215	\$4,250	\$0	\$0	\$4,250	\$0	\$4,250	-
42	1-2-75112-511	MMS	Public Art Capital :Meeting Incidentals	\$0	\$1,575	\$135	\$1,250	\$0	\$0	\$1,250	\$0	\$1,250	-
43	1-2-75112-541	MMS	Public Art Capital :Operating Supplies	\$0	\$2,373	\$2,120	\$23,800	\$0	\$0	\$23,800	\$0	\$23,800	-
44	1-2-75112-543	MMS	Public Art Capital :Program Supplies	\$0	\$0	\$470	\$0	\$0	\$0	\$0	\$0	\$0	-
45	1-2-75112-544	MMS	Public Art Capital :Office Supplies	\$0	\$0	\$28	\$250	\$0	\$0	\$250	\$0	\$250	-
46	1-2-75119-221	MMS	M Culture Plan:Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
47	1-2-75119-224	MMS	M Culture Plan:Memberships & Due	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
48	1-2-75119-543	MMS	M Culture Plan:Program Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-79200-221	MMS	COMMUNITY PROGRAM ASSISTANCE:Advertising	\$41,436	\$54,393	\$16,609	\$55,930	\$0	\$0	\$55,930	\$0	\$55,930	This budget represents the Advertising budget to market the products & services offered through the Community Services Department.
50	1-2-79200-235	MMS	COMMUNITY PROGRAM ASSISTANCE:Health Services	\$0	\$788	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
51	1-2-79200-255	MMS	Community Program Assistance:Purch Mtce-Automotive & Equipment	\$2,820	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
52	1-2-79200-259	MMS	Community Program Assistance:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
53	1-2-79200-264	MMS	COMMUNITY PROGRAM ASSISTANCE:Rentals-Hired Equipment and Automotive	\$0	\$0	\$0	\$1,170	\$0	\$0	\$1,170	\$0	\$1,170	-
54	1-2-79200-269	MMS	COMMUNITY PROGRAM ASSISTANCE:Rentals-Other Equipment	\$0	\$329	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
55	1-2-79200-420	MMS	COMMUNITY PROGRAM ASSISTANCE:Allocation-Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
56	1-2-79200-511	MMS	COMMUNITY PROGRAM ASSISTANCE:Meeting Incidentals	\$0	\$75	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
57	1-2-79200-512	MMS	COMMUNITY PROGRAM ASSISTANCE:Overtime Meals	\$54	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
58	1-2-79200-541	MMS	COMMUNITY PROGRAM ASSISTANCE:Operating Supplies	\$518	\$941	\$109	\$0	\$0	\$0	\$0	\$0	\$0	-
59	1-2-79205-541	MMS	SASK SENIORS ASSOC GAMES:Operating Supplies	\$0	\$0	\$2,545	\$0	\$0	\$0	\$0	\$0	\$0	-
60	1-2-79205-549	MMS	SASK SENIORS ASSOC GAMES:Other Supplies	\$0	\$0	\$256	\$0	\$0	\$0	\$0	\$0	\$0	-
61	1-2-75112-896	INS	Public Art Capital :Insurance	\$0	\$43	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
62	1-2-79200-896	INS	COMMUNITY PROGRAM ASSISTANCE:Insurance	\$287	\$300	\$312	\$330	\$0	\$0	\$330	\$10	\$340	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
Operating Grants and Donations	(\$142,980)	(\$142,980)	\$0
<b>Total Revenues</b>	<b>(142,980)</b>	(142,980)	0
<b>EXPENSES</b>			
Grants and Donations	142,980	142,980	0
<b>Total Expenses</b>	<b>142,980</b>	142,980	0
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-1-47550-053	OGD	SK LOTTERIES COMMUNITY GRANT PROGRAM:Provincial Grants - Conditional	(\$166,822)	(\$145,923)	(\$97,445)	(\$142,980)	\$0	\$0	(\$142,980)	\$0	(\$142,980)	-
2	1-2-79500-716	G&D	SK LOTTERIES COMMUNITY GRANT PROGRAM:Grants	\$166,822	\$145,923	\$97,445	\$142,980	\$0	\$0	\$142,980	\$0	\$142,980	-
3	1-2-79550-716	G&D	URBAN ABORIGINAL COMMUNITY GRANT PROGRAM:Grants	\$2,286	(\$2,286)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$13,040</b>	\$13,040	\$0
Contracted and General Services	<b>9,900</b>	9,900	0
Utilities	<b>2,300</b>	3,130	(830)
Maintenance Materials and Supplies	<b>1,050</b>	1,050	0
Total Expenses	<b>26,290</b>	27,120	(830)
Operating (Surplus) Deficit	<b>26,290</b>	27,120	(830)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>26,290</b>	27,120	(830)

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-47182-055	OGD	SKATEBOARD PARK:Other Entities Grants - Conditional	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-2-75820-112	SWB	Skateboard Park:Salaries Overtime	\$494	\$263	\$263	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-75820-114	SWB	Skateboard Park:Salary Casual Regular	\$10,573	\$11,041	\$10,922	\$10,140	\$0	\$0	\$10,140	\$0	\$10,140	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-75820-115	SWB	SKATEBOARD PARK:Wages Regular	\$1,223	\$1,545	\$676	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-75820-116	SWB	Skateboard Park:Wages Overtime	\$211	\$52	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-75820-119	SWB	SKATEBOARD PARK:Payroll Benefits	\$1,404	\$1,670	\$1,312	\$1,400	\$0	\$0	\$1,400	\$0	\$1,400	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-75820-213	CON	Skateboard Park:Telephone	\$145	\$0	\$66	\$100	\$0	\$0	\$100	\$0	\$100	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
8	1-2-75820-294	CON	SKATEBOARD PARK:Commissionaire Services	\$12,402	\$8,868	\$5,545	\$8,800	\$0	\$0	\$8,800	\$0	\$8,800	-
9	1-2-75820-299	CON	SKATEBOARD PARK:Other General Services	\$1,500	\$500	\$2,644	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
10	1-2-75820-551	UTL	SKATEBOARD PARK:Water & Sewer	\$933	\$938	\$1,117	\$1,130	\$0	\$0	\$1,130	(\$130)	\$1,000	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
11	1-2-75820-553	UTL	Skateboard Park:Electricity	\$1,676	\$940	\$552	\$2,000	\$0	(\$700)	\$1,300	\$0	\$1,300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
12	1-2-75820-265	FLT	SKATEBOARD PARK:Rentals-Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
13	1-2-75820-211	MMS	Skateboard Park:Travel & Accommodation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-75820-235	MMS	Skateboard Park:Health Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-75820-237	MMS	Skateboard Park:Protection Services	\$2,889	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-75820-253	MMS	SKATEBOARD PARK:Purch Mtce-Building	\$0	\$95	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-75820-254	MMS	Skateboard Park:Purch Mtce Labour Facilities	\$0	\$58	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-75820-291	MMS	Skateboard Park:Licenses Permits & Fees	\$50	\$50	\$50	\$50	\$0	\$0	\$50	\$0	\$50	-
19	1-2-75820-541	MMS	SKATEBOARD PARK:Operating Supplies	\$1,687	\$2,285	\$517	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	-
20	1-2-75820-566	MMS	Skateboard Park:Parts-Mechanical Equipment	\$841	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-75820-896	INS	Skateboard Park:Insurance	\$0	\$419	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-



**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$5,700)	(\$5,700)	\$0
<b>Total Revenues</b>	<b>(5,700)</b>	(5,700)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	5,170	5,170	0
Contracted and General Services	7,120	7,120	0
Utilities	8,000	8,000	0
Maintenance Materials and Supplies	6,730	6,730	0
Insurance	1,160	1,110	50
<b>Total Expenses</b>	<b>28,180</b>	28,130	50
<b>Operating (Surplus) Deficit</b>	<b>22,480</b>	22,430	50
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>22,480</b>	22,430	50

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-46910-000	UCF	TOURISM:Other Revenue	(\$5,617)	(\$5,673)	(\$5,781)	(\$5,700)	\$0	\$0	(\$5,700)	\$0	(\$5,700)	This budget represents the Lease payment from the Prince Albert Chamber of Commerce for Office space at the Tourism Information Centre.
2	1-2-77690-115	SWB	TOURIST INFO CENTRE - MTCE:Wages Regular	\$3,717	\$2,490	\$4,005	\$3,800	\$0	\$0	\$3,800	\$0	\$3,800	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-77690-119	SWB	TOURIST INFO CENTRE - MTCE:Payroll Benefits	\$1,578	\$1,324	\$1,807	\$1,370	\$0	\$0	\$1,370	\$0	\$1,370	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-77690-296	CON	TOURIST INFO CENTRE - MTCE:Housekeeping Services	\$7,338	\$7,171	\$7,162	\$7,000	\$0	\$0	\$7,000	\$0	\$7,000	-
5	1-2-77690-299	CON	TOURIST INFO CENTRE - MTCE:Other General Services	\$0	\$0	\$16	\$120	\$0	\$0	\$120	\$0	\$120	-
6	1-2-77690-551	UTL	TOURIST INFO CENTRE - MTCE:Water & Sewer	\$3,302	\$1,849	\$1,541	\$1,800	\$0	\$0	\$1,800	\$0	\$1,800	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
7	1-2-77690-552	UTL	TOURIST INFO CENTRE - MTCE:Heating Fuels	\$1,630	\$1,844	\$1,952	\$1,900	\$0	\$200	\$2,100	\$0	\$2,100	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
8	1-2-77690-553	UTL	TOURIST INFO CENTRE - MTCE:Electricity	\$4,392	\$4,238	\$3,942	\$4,300	\$0	(\$200)	\$4,100	\$0	\$4,100	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
9	1-2-77690-265	FLT	TOURIST INFO CENTRE - MTCE:Rentals-Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
10	1-2-77690-235	MMS	TOURIST INFO CENTRE - MTCE:Health Services	\$716	\$1,520	\$1,934	\$1,700	\$0	\$0	\$1,700	\$0	\$1,700	-
11	1-2-77690-253	MMS	TOURIST INFO CENTRE - MTCE:Purch Mtce-Building	\$2,700	\$1,265	\$11,227	\$1,460	\$0	\$0	\$1,460	\$0	\$1,460	-
12	1-2-77690-256	MMS	TOURIST INFO CENTRE - MTCE:Purch Mtce-Mechanical Equipment	\$3,911	\$1,972	\$0	\$1,750	\$0	\$0	\$1,750	\$0	\$1,750	-
13	1-2-77690-259	MMS	TOURIST INFO CENTRE - MTCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$490	\$0	\$0	\$490	\$0	\$490	-
14	1-2-77690-291	MMS	TOURIST INFO CENTRE - MTCE:Licenses Permits & Fees	\$50	\$80	\$134	\$330	\$0	\$0	\$330	\$0	\$330	-
15	1-2-77690-294	MMS	TOURIST INFO CENTRE - MTCE:Commissionaire Services	\$0	\$0	\$111	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-77690-420	MMS	TOURIST INFO CENTRE - MTCE:Allocation-Services	\$0	\$0	\$51	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-77690-541	MMS	TOURIST INFO CENTRE - MTCE:Operating Supplies	\$2,460	\$1,082	\$1,315	\$500	\$0	\$0	\$500	\$0	\$500	-
18	1-2-77690-546	MMS	TOURIST INFO CENTRE - MTCE:Housekeeping Supplies	\$66	\$149	\$111	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-2-77690-566	MMS	TOURIST INFO CENTRE - MTCE:Parts-Mechanical Equipment	\$1,724	\$536	\$373	\$500	\$0	\$0	\$500	\$0	\$500	-
20	1-2-77690-896	INS	TOURIST INFO CENTRE - MTCE:Insurance	\$108	\$1,080	\$1,047	\$1,110	\$0	\$0	\$1,110	\$50	\$1,160	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.



***RPT 21-426***

**TITLE:** 2022 Rates & Fees - Community Services Department

**DATE:** September 9, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the 2022 Rates and Fees Proposal, as attached to RPT 21-406, which forms the basis for the 2022 Budget, be forwarded to the Budget Committee for review during the 2022 Budget deliberations.

**PRESENTATION:**

PowerPoint Presentation provided by Curtis Olsen, Sport and Recreation Manager.

**ATTACHMENTS:**

1. 2022 Rates & Fees - Community Services Department (RPT 21-406)

Written by: Community Services Advisory Committee



**RPT 21-406**

**TITLE:** 2022 Rates & Fees - Community Services Department

**DATE:** August 30, 2021

**TO:** Community Services Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the Rates and Fees Proposal forms the basis for the 2022 budget, and be forwarded to the Executive Committee for review prior to the 2022 budget deliberations.

**TOPIC & PURPOSE:**

To allow the Community Services Advisory Committee (CSAC) to review the Rates and Fees Proposal prior to forwarding it to the Executive Committee for review prior to the 2022 budget deliberations.

**BACKGROUND:**

Rates and fees for City facilities and programs are reviewed annually as part of the development of the Community Services Operating Budget.

The City of Prince Albert continues to prioritize subsidy levels for recreational and leisure services for youth. When looking at this investment from a City tax perspective, citizens who benefit from a good or service should pay in proportion to the benefit they receive. It is felt that investing in our community's youth benefits the community as a whole; therefore, the community as whole should contribute to this benefit.

Prior to 2020, significant changes were made to the rate structures after comparing Prince Albert's subsidy levels to other communities around the province. Feedback from the Community Services Master Plan stated that affordability for youth needs to be a focus of the Department moving forward which also led to the following changes:

- General Admissions and Memberships – Youth and Seniors will pay 60% of the Adult rate (Previously 80%) – This has been implemented.
- Facility Rentals – Youth will pay 60% of the Adult rate at ALL facilities by 2022. Due to COVID 19 we will keep this at 70% with the implementation for this to be done by 2024.
- General Admission and Membership rates will now be equal at the Alfred Jenkins Field House, Margo Fournier Centre and Frank J Dunn Pool. (Pool and Margo previously had different rates)
- The City will now have the same age classifications for all facilities.
  - i. (Pre-school 1-5, Youth 6-17, Adult 18-59, Senior 60+)
- All children under the age of 6 will have free access to facilities. (Previously age 2 in Aquatics)
- Family rates have been implemented at all facilities.
- 6% increase to general admission and bulk pass rates at the AJFH, FJD Pool and Margo Fournier Centre (\$.50 cents for adults and \$.25 cents for youth/seniors)
- 4% increase to multi-purpose room rental rates (market adjustment)
- 2% increase to Prince Albert Youth Soccer Associations lease rate (inflation adjustment)
- 10% increase to general at the Kinsmen Water Park (\$1.00 for adults and \$.50 cents for youth/seniors) This adjustment was made to help offset costs associated with the new pool as well as wage increases for aquatic staff.
- 5% increase to swimming lessons (3.5% market adjustment and 1.5% wage increase adjustment)
- 3% increase to sport field rentals (market and inflation adjustment)

**PROPOSED APPROACH AND RATIONALE:**

The following is a summary of the highlights & changes to the 2022 Rates and Fees:

- Maintain the 50% Overall Cost Recovery Target.
- 2% increase to Prince Albert Youth Soccer Associations lease rate (inflation adjustment)
- Price Adjustment on swimmer 5/6 to Bronze Star
- 10 % Increase on after Hour Rentals at Kinsmen Water Park
- Addition of Frank J. Dunn Facility rate
- Addition of batting Cage rental fee at AJFH
- 2 % increase on Arena Rates

The focus of the 2021/2022 Rates and Fees proposal is to continue focusing on our youth subsidy levels to ensure our facilities and programs are more accessible to youth and young families in Prince Albert while ensuring that these changes do not come at a large cost to City tax payers.

Upon implementing significant changes prior to 2020 in which then the COVID 19 pandemic hit, the Department is of the opinion that we have a solid basis to move forward with minimal changes during 2022. We will continue to account for any inflationary adjustments to our rental rates where applicable however it is our recommendation that the General Admission rates remain the same in 2022 with the exception of the Ice Rental Rates.

We are still also considering the unknowns of the COVID -19 Pandemic that has had significant impact on all our operations. We know our user groups across the board are just getting back to operating and running programs with trying to meet their revenue needs through registration and fundraising events which all stopped to pretty much full extent in March 2020. We are also continuing to plan for increases due to the Federal Carbon Tax.

We are also looking to the future at different options to consider with our Rates and Fees. One option is there are many aquatic centers throughout Saskatchewan that allow for different organizations to sponsor public swimming for an afternoon, day, week, etc. An organization can sponsor the full admission or partial admission – the customer pays for the rest. An example could be “toonie night” that was previously hosted at the Kinsmen Water Park. An organization covers the majority of the cost, and the customer covers the remaining \$2.00. Currently at the Frank J. Dunn in the winter, there is a Tim Horton’s Free Swim. This is quite popular – the organization generally does three days of afternoon public swimming. All capacity restrictions apply.

### **CONSULTATIONS:**

The Rates and Fees proposal was developed through:

- Feedback from City Recreation staff
- Feedback from local sporting organizations
- Feedback and research from other cities

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Upon final approval of the Rates and Fees, all stakeholders will be notified of the new rates and fees and the effective date.

### **FINANCIAL IMPLICATIONS:**

Upon receiving approval to proceed with the recommended Rates & Fees, Administration will proceed to finalize the 2022 Budget using the approved Rates & Fees to form the basis for the budget preparation.

### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no other options to consider and no policy or privacy implications associated with the report.

### **STRATEGIC PLAN:**

The rates and fees proposal supports the strategic goal of Fiscal Management and Accountability as rates are strategically structured to ensure taxpayers of Prince Albert are getting full value for the services being provided.

The proposal also supports the goal of Active and Caring Community as the City continues to provide quality services without a drastic increase in cost to the users and tax payers.

**OFFICIAL COMMUNITY PLAN:**

The objectives identified in the Rates and Fees proposal are in line with the Community Services Department's OCP strategy of providing sport, recreational and cultural opportunities for all members of our community.

**PUBLIC NOTICE:**

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

**PRESENTATION:** PowerPoint – Curtis Olsen Sport & Recreation Manager

**ATTACHMENTS:**

1. 2022 Rates and Fees PowerPoint Presentation
2. 2022 Rates and Fees Draft Manual

Written by: Curtis Olsen Sport & Recreation Manager

Approved by: Director of Community Services and City Manager



CITY OF PRINCE ALBERT

# 2022 Rates and Fees Proposal

## Community Services Department

Curtis Olsen - Sport & Recreation Manager

# Community Services - Vision

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



# Background

- Rates and fees for City facilities and programs are reviewed annually as part of the development of the Community Services Operating Budget
- The Community Services Department has a Cost Recovery target of 50%.
- Like many other municipalities, recreational and leisure services for youth are more heavily subsidized than services for adults
- Census data suggests that PA faces greater socioeconomic barriers compared to the rest of the province which helps justify the need for affordable, accessible and inclusive programs and facilities
- In 2020, the Rates and Fees set were used for 3 months in which then in March 2020 all our facilities shut down due to the COVID 19 Pandemic. For 2021, we maintained the same Rates and Fees as the COVID 19 Pandemic was still affecting our operations.

# Background

## Significant Changes were made prior to 2020.

- General Admissions and Memberships – Youth and Seniors will pay 60% of the Adult rate (Previously 80%) – This has been implemented.
- **Facility Rentals – Youth will pay 60% of the Adult rate at ALL facilities by 2022. Due to COVID 19 we will keep this at 70% with the implementation for this to be done by 2024.**
- General Admission and Membership rates will now be equal at the Alfred Jenkins Field House, Margo Fournier Centre and Frank J Dunn Pool. (Pool and Margo previously had different rates)
- The City will now have the same age classifications for all facilities. (Pre-school 1-5, Youth 6-17, Adult 18-59, Senior 60+)
- All children under the age of 6 will have free access to facilities. (Previously age 2 in Aquatics)
- Family rates have been implemented at all facilities

# Background

- 6% increase to general admission and bulk pass rates at the AJFH, FJD Pool and Margo Fournier Centre (\$.50 cents for adults and \$.25 cents for youth/seniors)
- 4% increase to multi-purpose room rental rates (market adjustment)
- **2% increase to Prince Albert Youth Soccer Associations lease rate (inflation adjustment)**
- 10% increase to general at the Kinsmen Water Park (\$1.00 for adults and \$.50 cents for youth/seniors) This adjustment was made to help offset costs associated with the new pool as well as wage increases for aquatic staff.

# Background

- 5% increase to swimming lessons (3.5% market adjustment and 1.5% wage increase adjustment)
- 3% increase to sport field rentals (market and inflation adjustment)

# Increases and Adjustments for 2022

NEW FOR 2022 - PRICE ADJUSTMENT ON SWIMMER 5/6 TO BRONZE STAR

## - **Adjustment on cost from Swimmer 4 to Bronze Cross**

- More children are reaching these levels than in the past. Children didn't very often reach RRS or BS before they were at the age to take Bronze Medallion. This is huge indication that our programming has been successful. Children now are finishing Swimmer 5/6 at a younger age, so we need to be offering something affordable/comparable so children can continue to swim.
- Many children repeat these classes a few times and therefore parents will register their child for the same RRS program over again as their child can improve their swimming and lifesaving ability at a young age.
- RRS does not have many more additional costs than Swimmer 5/6. The report cards are done in house, there is no specialized equipment that we don't already have/use, the only cost is that the class time is slightly longer.

# Increases and Adjustments for 2022

NEW FOR 2022 – PRICE ADJUSTMENT FROM SWIMMER 5/6 TO RRS TO BRONZE STAR

Swimmer (1-4)	\$53.50
Swimmer (5-6)	\$61.00
Rookie, Ranger, Star Patrol	\$69.00
Sport Level 1	\$64.00
Sport Level 2	\$69.00
Sport Level 3	\$74.00
Sport Level 4	\$79.00
Sport Level 5	\$84.00
Adult (1-3)	\$69.25
Bronze Star	\$70.00
Bronze Medallion	\$176.50

Swimmer (1-4)	\$53.50
Swimmer (5-6)	\$61.00
Rookie, Ranger, Star Patrol	\$83.00
Sport Level 1	\$64.00
Sport Level 2	\$69.00
Sport Level 3	\$74.00
Sport Level 4	\$79.00
Sport Level 5	\$84.00
Adult (1-3)	\$69.25
Bronze Star	\$99.75
Bronze Medallion	\$176.50
Bronze Cross	\$191.00



# Increases and Adjustments for 2022

## NEW FOR 2022 – 10 % INCREASE ON AFTER HOUR RENTALS

- The Demand for our After Hour Rentals in 2019 and 2021 was full capacity. In 2020 After Hour Rentals only had access to the main pool and had a limit of 45 people.
- With this Demand and number of booking also increases staffing costs.
- Removal of Half Facility booking option. Since implemented we have not had this request or booking take place.

GST AND PST INCLUDED NO TAXES ON CONCESSION FEE	2022
<b>Rental Charge</b>	\$50.00
<b>0 – 60 People</b> (6 Lifeguards Required)	\$303.00
<b>61 – 120 People</b> (7 Lifeguards Required)	\$358.00
<b>121 – 180 People</b> (8 Lifeguards Required)	\$418.00
<b>181 – 240 People</b> (9 Lifeguards Required)	462.00
<b>241+ People</b> (10 Lifeguards Required)	517.00
<b>Concession Fee</b> (Optional)	25.00

GST AND PST INCLUDED NO TAXES ON CONCESSION FEE	CURRENT
<b>Rental Charge</b>	\$50.00
<b>0 – 60 People</b> (6 Lifeguards Required)	\$275.00
<b>61 – 120 People</b> (7 Lifeguards Required)	\$325.00
<b>121 – 180 People</b> (8 Lifeguards Required)	\$380.00
<b>181 – 240 People</b> (9 Lifeguards Required)	420.00
<b>241+ People</b> (10 Lifeguards Required)	470.00
<b>Concession Fee</b> (Optional)	25.00

# Increases and Adjustments for 2022

## NEW FOR 2022 – ADDITION OF FRANK J. DUNN FACILITY RATE

- The Frank J.Dunn has some open times when it can be rented for private exclusive rentals. This is only occurs when we no programming as our regular programming is never altered for this.
- There is currently no facility rental structure that is in place for the Frank J. Dunn Pool. As of now they are charged a lifeguard fee and a rental fee. The price does often vary.
- Implementing a fee structure similar to the Kinsmen Water Park would allow a set fee and price structure

# Increases and Adjustments for 2022

NEW FOR 2022 – ADDITION OF FRANK J. DUNN FACILITY RATE

	<b>BASE PRICE</b>	<b>BASE PRICE + ADMIN</b>
ADMIN FEE (ALL RENTALS)	\$30	
0 – 25	\$120	\$150
26 - 50	\$160	\$190
51 -75	\$200	\$230
76 - 100	\$240	\$270
101 - 150	\$280	\$310

# Increases and Adjustments for 2022

NEW FOR 2022 – ADDITION OF BATTING CAGE RENTAL FEE AT AJFH

In partnership with Malcolm Jenkins the AJFH has the addition off a Batting Cage in the Gymnasium.

- This rate was based off the gym rental and the use of the batting cage

<b>Batting Cage</b>	<b>\$75.00</b> <b>ADULT</b>	<b>\$45.00</b> <b>YOUTH</b>	✓
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# Increases and Adjustments for 2022

## NEW FOR 2022 – ARENAS CHANGES

- Change Youth Ice Fee and Adult Ice fee from August 1 to September 5.
- In the past NorSask Hockey school paid for the Demand Charge as they were the primary Booking in August. With more private rentals, that charge needs to be distributed among all groups Booking Ice.

<b>Hourly Rates GST AND PST INCLUDED</b>	<b>Art Hauser Centre</b>	<b>Kinsmen and Dave G Steuart</b>
Youth Prime Time	\$140.00	\$133.00
Adult Prime Time	\$200.00	\$190.00
Non Prime	\$126.00	\$120.00
Youth Summer Ice - Aug 1 to Sept 5	\$192.50	
Adult Summer Ice - Time Aug 1 to Sept 5	\$275.00	
Adult Rec Hockey Rate	\$159.50	\$151.50
Rush Ice	n/a	\$12.25

- 2 percent increase to Ice Fees – This is based off finance as Utilities, have increase by 2 %

# Options to consider for Future

## CONSIDERATION - ORGANIZATION SPONSORED PUBLIC SWIMS

- There are many aquatic centers throughout Saskatchewan that allow for different organizations to sponsor public swimming for an afternoon, day, week, etc.
- Possible at the Frank J. Dunn or Kinsmen Water Park. An organization can sponsor the full admission or partial admission – the customer pays for the rest. An example could be “toonie night”. An organization covers the majority of the cost, and the customer covers the remaining \$2.00.
- Currently at the Frank J. Dunn in the winter, there is a Tim Horton’s Free Swim. This is quite popular – the organization generally does three days of afternoon public swimming. All capacity restrictions apply

# Questions and Feedback

**2022 Rates and Fees**  
**Community Services Department**

**DRAFT**



City of  
**Prince Albert**



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## RECREATION FACILITIES

### Recreation Facility - Admission Rates

Alfred Jenkins Field House, Margo Fournier Centre, Frank J. Dunn Pool

\*Rates effective January 1, 2022 for Alfred Jenkins Field House and Margo Fournier Centre\*

\*Rates effective April 1, 2022 for Frank J. Dunn Pool\*

GST INCLUDED PST NOT APPLICABLE	Pre-School (1-5 yrs)	Youth (6-17 yrs)	Adult (18 – 59 yrs)	Senior (60+)	Family Rate
<b>Single Admission</b>	FREE	\$5.25	\$8.75	\$5.25	\$17.50
<b>Group Rates</b>	FREE	\$4.25	\$7.75	\$4.25	n/a
<b>Bulk Passes (5)</b>	FREE	\$21.00	\$35.00	\$21.00	\$70.00
<b>Bulk Passes (10)</b>	FREE	\$36.75	\$61.25	\$36.75	\$122.50
<b>Monthly Membership</b> (single facility – AJFH or FJD)	n/a	\$24.00	\$40.00	\$24.00	\$80.00
<b>Monthly Recreation Pass</b> (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	n/a	\$27.00	\$45.00	\$27.00	\$90.00
<b>Drop-in Fitness Classes</b>	n/a	\$5.25	\$8.75	\$5.25	n/a

### Additional Membership Benefits

- 30% discount on registered programs
- \$5.00 drop-in fee for registered programs that are not full.

*\*Family is defined as 6 individuals related by birth, legal status or marriage with a minimum of one adult and maximum of two adults. Additional family members are subject to regular rates*

*\*Groups must have a minimum of 10 people and must contact the facility to book in advance*

*\*High School and Post-Secondary students are eligible for the youth rate with proof of valid Student ID*

*\*Bulk Passes are only redeemable at the facility they were purchased*

### Additional Admission Rates – Alfred Jenkins Field House

\*Rates effective January 1, 2022\*

GST INCLUDED PST NOT APPLICABLE	Pre-School (1-5 yrs)	Youth (6-17 yrs)	Adult (18 – 59 yrs)	Senior (60+)	Family Rate
<b>Seniors Walking Program (Monthly)</b>	n/a	n/a	n/a	\$15.00	n/a
<b>Toddler Turf Time</b>	\$2.50	\$2.50	n/a	n/a	n/a

## Recreation Facility – Rental Options

\*Rates effective January 1, 2022\*

### Hourly Rentals

GST AND PST INCLUDED	ADULT Hourly Fee	YOUTH/SENIOR Hourly Fee	Alfred Jenkins Field House	Margo Fournier Centre
<b>Multi-Purpose Room</b>	\$25.00	\$20.00	✓	✓
<b>Gymnasium</b>	\$55.00	\$37.25	✓	✓
<b>Turf Field (Full)</b>	\$175.00	\$116.50	✓	
<b>Turf Field (Half)</b>	\$87.50	\$58.25	✓	
<b>Indoor Track</b>	\$45.00	\$29.50	✓	
<b>Climbing Wall (Per person, Per hour)</b>	\$8.75	\$5.25	✓	
<b>Batting Cage</b>	\$75.00	\$45.00		✓

### Daily Rentals

GST AND PST INCLUDED	ADULT Daily Fee	YOUTH/SENIOR Daily Fee	Alfred Jenkins Field House	Margo Fournier Centre
<b>Multi-Purpose Room</b>	\$150.00	\$120.00	✓	✓
<b>Gymnasium</b>	\$330.00	\$223.50	✓	✓
<b>Turf Field (Full)</b>	\$1050.00	\$699.00	✓	
<b>Turf Field (Half)</b>	\$525.00	\$349.50	✓	

*\*The hourly rental fee for Turf Fields include a \$10.00 facility improvement fee for full field rentals and \$5.00 for half field rentals. Daily turf rentals have a \$60.00 facility fee. The revenue generated from this fee is directed towards the future replacement of the indoor turf.*

*\*Bookings for multi-purpose rooms include standard meeting set-up of up to 25 chairs and 4 tables set up in theatre, boardroom or classroom style.*

*\*Additional charges may apply for setup, cleanup and repair to any rented facility. These fees will be assessed by the Facility Manager and may be billed post event if necessary.*

**Prince Albert Youth Soccer Association Annual Lease Rate**

- \$80,000.00 (\$30,000.00 is put towards future replacement of the indoor turf fields)

## AQUATICS

**Kinsmen Water Park - Admission Rates**

\*Rates effective April 1, 2022\*

GST INCLUDED PST NOT APPLICABLE	Pre-School (1-5 yrs)	Youth (6-17 yrs)	Adult (18 – 59 yrs)	Senior (60+)	Family Rate
<b>Single Admission (Before 6pm)</b>	FREE	\$6.50	\$11.00	\$6.50	\$22.00
<b>Last Hour Promotion (6pm – 7pm)</b>	FREE	\$3.25	\$5.50	\$3.25	\$11.00
<b>Group Rate</b>	FREE	\$5.50	\$10.00	\$5.50	n/a
<b>Bulk Passes (5)</b>	FREE	\$26.00	\$44.00	\$26.00	\$88.00
<b>Bulk Passes (10)</b>	FREE	\$45.50	\$77.00	\$45.50	\$154.00
<b>Summer Membership (June, July, August)</b>	n/a	\$81.00	\$135.00	\$81.00	\$270.00
<b>Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)</b>	n/a	\$27.00	\$45.00	\$27.00	\$90.00

*\*All general admission rates include a \$1.00 facility improvement fee which is used exclusively for future repairs and maintenance at the water park.*

*\*Family is defined as 6 individuals related by birth, legal status or marriage with a minimum of one adult and maximum of two adults. Additional family members are subject to regular rates.*

*\*Groups must have a minimum of 10 people and must contact the facility to book in advance. There is no charge for Group supervisors if not wearing swim attire.*

*\*High School and Post-Secondary students are eligible for the youth rate with proof of valid Student ID.*

**Kinsmen Water Park – After Hour Facility Rentals**

\*Rates effective April 1, 2022\*

Entire Facility		Main Pool/Hot Tub/Tot Pool Only REMOVE		
GST AND PST INCLUDED NO TAXES ON CONCESSION FEE		GST AND PST INCLUDED NO TAXES ON CONCESSION FEE		Fee
<b>Rental Charge</b>	\$50.00	\$35.00	<b>Rental Charge</b>	\$35.00
<b>0 – 60 People</b> (6 Lifeguards Required)	\$297.00	\$270.00	<b>0 – 60 People</b> (4 Lifeguards Required)	\$185.00
<b>61 – 120 People</b> (7 Lifeguards Required)	\$358.00	\$315.00	<b>61 – 120 People</b> (5 Lifeguards Required)	\$235.00
<b>121 – 180 People</b> (8 Lifeguards Required)	\$418.00	\$360.00	<b>121 – 180 People</b> (6 Lifeguards Required)	\$275.00
<b>181 – 240 People</b> (9 Lifeguards Required)	462.00	\$405.00	<b>181 – 240 People</b> (8 Lifeguards Required)	\$380.00
<b>241+ People</b> (10 Lifeguards Required)	517.00	\$450.00	<b>241+ People</b> (9 Lifeguards Required)	\$420.00
<b>Concession Fee</b> (Optional)	25.00	\$22.00	<b>Concession Fee</b> (Optional)	\$25.00

\*The rental charge is a facility improvement fee which is used exclusively for future repairs and maintenance at the water park.

\*Rentals are available throughout the Water Park season from 7:30pm to 9:00pm

\*Groups must book for entire period

\*The regulated lifeguard to swimmer ratio in the main pool is 1 : 25

\*Spectators not wearing swim attire are not considered in the final number count

**Paddling Pool Rentals**

GST AND PST INCLUDED	Per Booking
<b>1 Playground Leader</b>	\$57.00
<b>2 Playground Leaders</b>	\$85.00

**Swimming and Advanced Course Rates – Frank J. Dunn Pool / Kinsmen Water Park**

\*Rates effective April 1, 2022\*

**Lifesaving Society**
**Advanced Courses**

GST AND PST NOT APPLICABLE FOR MOST ADULT AND BRONZE CLASSES INCLUDE GST	Cost	GST AND PST NOT APPLICABLE	Cost
<b>Parent &amp; Tot (1-3)</b>	\$53.50	<b>National Lifeguard</b>	\$309.75
<b>Preschool (1-5)</b>	\$53.50	<b>National Lifeguard Recertification</b>	\$103.00
<b>Swimmer (1-4)</b>	\$53.50	<b>Lifesaving Instructor</b>	\$351.75
<b>Swimmer (5-6)</b>	\$61.00	<b>Lifesaving Sport Coach Level 1</b>	\$193.25
<b>Rookie, Ranger, Star Patrol</b>	\$69.00	<b>Aquatic Supervisor Training</b>	\$138.50
<b>Sport Level 1</b>	\$64.00	<b>Standard First Aid</b>	\$152.25
<b>Sport Level 2</b>	\$69.00	<b>Standard First Aid Recertification</b>	\$94.50
<b>Sport Level 3</b>	\$74.00	<b>CPR Recertification</b>	\$57.75
<b>Sport Level 4</b>	\$79.00		
<b>Sport Level 5</b>	\$84.00		
<b>Adult (1-3)</b>	\$69.25		
<b>Bronze Star</b>	\$70.00		
<b>Bronze Medallion</b>	\$176.50		
<b>Bronze Cross</b>	\$191.00		
<b>30 Min Lessons – 5 Classes (Preschool 1-4)</b>	\$41.00		
<b>45 Min Lessons – 5 Classes (Swimmer 1&amp;2)</b>	\$49.25		

*\*All swimming lessons and advanced courses include a \$7.00 staff training fee which is directed towards the costs of ensuring all Aquatics staff are properly trained and certified.*

## OUTDOOR SPORTS & EVENTS

### Outdoor Sport Field - Rental Rates

\*Rates effective April 1, 2022\*

#### Class 'A' Facilities – Baseball/Softball/Slo-Pitch Diamonds and Multi-Purpose Fields

GST AND PST INCLUDED NO TAXES ON SURCHARGES	Adult Base Rate	Youth Base Rate
<b>Practice Rate</b>	\$20.00	\$12.50
<b>Game Rate (Soccer/Baseball/Softball)</b>	\$50.00	\$31.50
<b>Game Rate (Football/Rugby)</b>	\$60.00	\$39.25
<b>Day Rate</b>	\$200.00	\$126.00
<b>Lights Surcharge (Bookings after 8:30pm)</b>	\$33.00	\$21.75
<b>Field Prep Surcharge (Practices Only)</b>	\$16.00	\$10.50
<b>Staff Surcharge (Rate per additional staff)</b>	\$215.00	\$140.00

*\*The Light Surcharge is applied for all bookings after 8:30pm (if lights are available)*

*\*The Field Prep Surcharge is applied when there are requests for diamond/field prep prior to practices. There is no charge for games and day rates*

*\*1 City staff is provided for diamond/field maintenance with the day rate. Additional staff requests are subject to the Staff Surcharge*

#### Beach Volleyball Courts – Alfred Jenkins Field House

GST AND PST INCLUDED	Adult Base Rate	Youth Base Rate
<b>Court Hourly Rate</b>	\$30.00	\$19.50
<b>Complex Hourly Rate (4 Courts)</b>	\$90.00	\$58.50

## Harry Jerome Track - Rental Rates

\*Rates effective April 1, 2022\*

### Hourly Rentals

GST AND PST INCLUDED NO TAXES ON SURCHARGES	Adult Hourly Rates	Youth Hourly Rates
<b>Entire Track &amp; Field Complex</b>	\$65.00	\$42.25
<b>Track Only</b>	\$33.00	\$21.25
<b>Throwing Complex</b> (Shot Put, Javelin, Discus)	\$17.00	\$10.75
<b>Jumping Complex</b> Long Jump, Triple Jump, High Jump)	\$17.00	\$10.75
<b>Lights Surcharge</b> (Applied to Bookings after 8:30pm)	\$33.00	\$21.75

### Daily Rentals

GST AND PST INCLUDED NO TAXES ON SURCHARGES	Adult Daily Rates	Youth Daily Rates
<b>Entire Track Complex</b>	\$385.00	\$253.50
<b>Track Only</b>	\$190.00	\$126.75
<b>Local School Division Track Meets</b>	n/a	\$185.00
<b>Lights Surcharge</b> (Applied to Bookings after 8:30pm)	\$33.00	\$21.75

## Outdoor Special Events

\*Rates effective April 1, 2020\*

### Mobile Stage, Portable Stage and Amphitheatre Cover Rental Rates

GST AND PST INCLUDED	Setup Rate	Takedown Rate
<b>Business Hours</b> (Mon to Fri -8am to 4:30pm)	\$325.00	\$325.00
<b>Non-Business Hours</b>	\$485.00	\$485.00



## ARENAS

### Arena – Rental Rates

\*Rates effective April 15, 2022

#### Ice Rentals

Hourly Rates GST AND PST INCLUDED	Art Hauser Centre	Kinsmen and Dave G Stuart
Youth Prime Time	\$140.00	\$133.00
Adult Prime Time	\$200.00	\$190.00
Non Prime Time	\$126.00	\$120.00
Youth Prime Time Aug 1 to Sept 5	\$192.50	
Adult Prime Time Aug 1 to Sept 5	\$275.00	
Adult Rec Hockey Rate	\$159.50	\$151.50
Rush Ice	n/a	\$12.25

#### Summer Rentals (Ice Out)

Hourly Rates GST AND PST EXTRA	Kinsmen and Dave G Stuart
Youth Prime Time	\$66.50
Adult Prime Time	\$94.75
Non-Prime Time	\$59.75

*\*All hourly rental rates include a \$2.00 facility improvement fee which is used exclusively for future repairs and maintenance at City operated arenas.*

*\***Prime Time Hours:** Mon - Fri (6am-7am) (3:30pm-11pm) / Sat - Sun (All Day) / Stat Holidays (All day)*

*\***Non-Prime Time Hours:** Mon - Fri (7am – 3:30pm)*

## Public Skating

\*Rates effective April 15, 2022\*

GST INCLUDED PST NOT APPLICABLE	Pre-School (0-5 yrs)	Youth (6-17 yrs)	Adult (18 – 59 yrs)	Senior (60+)	Family Rate
<b>General Admission</b>	FREE	\$3.00	\$5.00	\$3.00	\$10.00

## Arena – Special Event Rental Rates

\*Rates effective April 15, 2022\*

GST AND PST INCLUDED	Art Hauser Centre	Kinsmen Arena	Steuart Arena
<b>Concert Base Rate (Ice In)</b>	\$10,640.00	n/a	n/a
<b>Concert Base Rate (Ice Out)</b>	\$6,600.00	n/a	n/a
<b>Concert All-Inclusive Rate (Ice In)</b>	\$12,520.00	n/a	n/a
<b>Concert All-Inclusive Rate (Ice Out)</b>	\$8,600.00	n/a	n/a
<b>High School Graduations</b>	\$4,575.00	n/a	n/a
<b>Annual Pow Wow</b>	\$11,950.00	n/a	n/a
<b>Annual PBR Event</b>	\$13,450.00	n/a	n/a
<b>Special Event Daily Rate (Ice Out)</b>	\$3,000.00	\$1,350.00	\$1,350.00
<b>Parking Lot Daily Rate (Art Hauser)</b>	\$550.00	n/a	n/a
<b>Tri-Height Stage Rental</b>	\$820.00	\$800.00	\$800.00

*\*All special event rates include a \$250.00 to \$500.00 facility improvement fee which is used exclusively for future repairs and maintenance at City operated arenas.*

## Banquet and Multi-Purpose Rooms – Art Hauser Centre

\*Rates effective April 15, 2022\*

GST AND PST INCLUDED	Ches Leach Lounge	Kinsmen Room	Steve Ruznisky Boardroom	Johnny Bower Lobby / SHOF
<b>Daily Rate</b>	\$995.00	\$261.00	\$120.00	\$330.00
<b>Half Day</b>	\$497.50	\$130.50	\$60.00	\$165.00

<b>Hourly Rate</b>	n/a	n/a	\$20.00	\$55.00
<b>Corkage</b>	\$3.50 per person	n/a	n/a	n/a

*\*All banquet and multi-purpose room rates include a \$25.00 to \$50.00 facility improvement fee which is used exclusively for future repairs and maintenance at City operated arenas.*

## ARTS AND CULTURE

### Prince Albert Arts Centre – Room Rental Rates

\*Rates effective January 1, 2022\*

Room GST AND PST INCLUDED	Room Details	Regular Rates		Groups & Guilds Rates	
		Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
<b>Studio</b>	Large room on 2 <sup>nd</sup> floor, with a capacity of approximately 80	\$17.25	\$102.50	\$12.00	\$72.00
<b>Heritage Room</b>	Large room on the main floor with a capacity of approximately 40	\$17.25	\$102.50	\$12.00	\$72.00
<b>Boardroom</b>	Meeting room with board table and chairs on the main floor with a capacity of 12	\$17.25	\$102.50	\$12.00	\$72.00
<b>Pottery Studio</b>	Exclusive use rental. The Pottery Studio is in the basement.	\$17.25	\$102.50	\$12.00	\$72.00

*\*Bookings outside of our regular hours may be available and are an additional \$20.00/hour.*

*\*Hollander (Paper Maker) Rental – The Hollander can be rented through a Heritage Room rental at the Groups & Guilds Rates. The renter must be oriented to the machine.*

*\*Piano Rental – There are two pianos that can be rented by the half hour (Room Groups & Guilds rates as above) as available.*

*\*Sandblaster Rental – The Sandblaster can be rented by the half hour (Room Groups & Guilds rates as above). The renter must be familiar with the machine.*

### Groups/Schools Pottery Classes (Weekdays from Sept-June)

\*Rates effective January 1, 2019\*

### Hand Building – Clay Included

*\*Pieces are bisque fired and ready for pickup in approximately one week*

Type of Program	1-10 Participants/ Students	11-18 Participants/ Students	Over 18, Add for Instructor Assistant
<b>One Time Visit - 1 hour hand building (or glazing) class</b> GST Included	\$125.00	\$175.00	\$40.00
<b>One Time Visit - 1.5 hour hand building class</b> GST Included	\$175.00	\$250.00	\$50.00
<b>Two Time Visit - 1 hour hand building and 1 hour glazing class</b> GST Included	\$225.00	\$300.00	\$80.00

### Pottery Studio Fees

*\*Rates effective January 1, 2022\**

You may use the pottery studio during regular Arts Centre hours but not when programs/classes are in progress. Please call (306) 953-4811 to check studio availability.

For individuals who are registered in a class – You pay for clay and fire & glaze fees only. Costs for studio time, shelf rental, and kiln loading & unloading are included.

For individual potters - individuals not registered in a class – You can choose from the following options. Clay must be purchased at the Arts Centre or firing fees also apply (as listed below).

Options	Fee (GST and PST Included)
Per Hour	\$5.00
Per Day (Includes kiln loading and unloading)	\$10.00
Punch Card (Includes 10 punches/10 hours, shelf rental for one month max, kiln loading and unloading)	\$30.00
Monthly Membership (Includes unlimited access when programs are not in progress, shelf rental for one month max, kiln unloading and loading)	\$70.00

## Clay

Clay (types and quantity)	Half Box (Clay, Glaze and Firing Fee)	Full Box (Clay, Glaze and Firing Fee)
M340	\$32.50	\$65.00
M350; M390	\$35.00	\$70.00
M370; L212; F78G	\$37.50	\$75.00
Laguna	\$42.50	\$85.00
Reclaim Log (Approx. size of ¼ box – as available)	\$15.00	

## Firing Fees

For clay not purchased at the Arts Centre (includes both bisque and glaze firing).

Firing Fee	Per piece	Per Half Kiln	Per Full Kiln
Firing Fee – Per Piece, 2 Firings (Approx. Mug size)	\$5.00/piece	\$30.00	\$60.00
Re-fire – 1 Item	\$2.50 - \$10.00/Item (Pottery Studio Technician discretion based on size of item)		

## EA RAWLINSON CENTRE

### Rental Rates Community Users

\*Rates effective January 1, 2022\*

\* All prices are increased 2 times on all statutory holidays.\*

### **Theatre Rental**

Includes:

- Theatre with standard lights and sound
- Lobby – with Bar Service, Dressing rooms, Servery and Green room
- Front of House Captain and volunteers
- 2 Technicians and a Duty Manager (up to 5 hours)

### **Community Non-Profit Rate**

Options	Fee (GST and PST Included)
Performance Time (Up to 5 Hours)	\$650.00
Same Day 2 <sup>nd</sup> Performance	\$380.00
Additional Set-up/Rehearsal Time (Same Day, Max 5 Hours)	\$40.50/hour
Additional Set-up/Rehearsal Day (Max 5 Hours)	\$450.00
Time Required over 5 Hours	\$40.50/hour
Technicians	Included in the 5 hour rental block
Technicians (Additional Hours up to the 8 <sup>th</sup> Hour)	\$40.00/hour
Technicians (Additional Hours after the 8 <sup>th</sup> Hour)	\$80.00/hour

### **Ticket Service Charges (Facility Fees)**

A total of \$5.00 plus GST in Facility Fees will be added to your ticket price:

- Captial Building Levy - \$2.00 plus GST
- Stabilization Fee – \$2.00 plus GST
- Youth Access Fee – \$1.00 plus GST

Non-Profit/Not For Profit Set-up Fee per event/session is \$75.00.

Ticket Sales Reports will be sent out on Mondays. If you require additional Sales Reports you will be charged \$25.00 per report.

### Concession/Merchandise Fees

Options	Fee (GST and PST Included)
When any area of the Centre is used as a Concession or for the Sale of Merchandise	\$250.00/day
Cleaning Fee (If used, the servery is expected to be left clean. Failure to do so will result in a cleaning fee.)	\$80.00
Additional cleaning/sanitation visits required or requested	\$50.00/visit

### Festival Rental

Includes:

- Use of Theatre, Lobby, Green Room, Dressing Rooms, Multipurpose Area, Loading Room, Laundry Room, Coat Check and Servery
- Set-up of Centre's tables and chairs as required
- Front of House Captain and volunteers
- 2 Technicians and a Duty Manager

### Community Non-Profit Rate

Options	Fee (GST and PST Included)
12 hours (9:00am – 11:00pm), including 2 one hour breaks	\$1300.00
Meal Break Penalty (6 hours without a one hour meal break)	\$200.00
Additional Set-up	\$50.50/hour

### Commercial Festival Rate

Options	Fee (GST and PST Included)
12 hours (9:00am – 11:00pm), including 2 one hour breaks	\$2400.00
Meal Break Penalty (6 hours without a one hour meal break)	\$200.00

### Non-Ticketed Seminars, Meetings and Conferences

Includes:

- Theatre, Lobby, Servery, Tables, and Chairs set-up as required
- 2 Technicians, Duty Manager or Security Guard

### Commercial Rate

Options	Fee (GST and PST Included)
9:00am – 5:00pm or 4:00pm – 12:00am (8 hours)	\$1200.00
Additional Hours	\$50.50/hour

### Non-Profit Rate

Options	Fee (GST and PST Included)
9:00am – 5:00pm or 4:00pm – 12:00am (8 hours)	\$1115.00
Additional Hours	\$50.50/hour

### Lobby Functions

Includes:

- Lobby, Servery, Tables and Chairs
- Duty Manager or Security Guard

Options	Fee (GST and PST Included)
5 Hours (Including set-up time)	\$475.00
Additional Hours	\$50.50/hour

### Multipurpose Space Rental

Options	Fee (GST and PST Included)
All groups – 8 Hours (Including set-up time)	\$225.00
Additional Hours	\$50.50/hour



## Marketing Fees/Packages

Options	Fee (GST and PST Included)
Printing of 60 Posters	\$75.00
Poster Distribution on our Regular Poster Runs	\$75.00
Full Marketing/Promotion (Includes printing of 60 posters, distribution on regular poster runs, newsletter and eblasts to our ticket base)	\$250.00

## Rental Rates Commercial Users

\*Rates effective January 1, 2022\*

\* All prices are increased 2 times on all statutory holidays.\*

### Theatre Rental

Includes:

- Theatre with standard lights and sound
- Lobby — standard set-up of tables and chairs
- Dressing rooms, Green room
- Front of House Captain and volunteers
- Coat Check
- Bar Service (optional)

### Commercial Presenters Rate

Options	Fee (GST and PST Included)
Performance time (Up to 5 hours)	\$1380.00 or 10% of total sales net tax and ticket service charges (Whichever is greater)
Same Day 2 <sup>nd</sup> Performance (Up to 5 hours)	\$1380.00 or 10% of total sales net tax and ticket service charges (Whichever is greater)
*Commercial Renters shall pay all labour costs, minimum Crew of 2 Technicians	
Crew Regular Rate	\$40.00/hour
Time Over 8 Hours and Regular Time on Stat Holidays	\$80.00/hour
Time Over 8 Hours on Stat Holidays	\$120.00/hour

Merchandise Fee: Licensee or Renter 85%. Centre 15%.

### Ticket Service Charges (Facility Fees)

A total of \$5.00 plus GST in Facility Fees will be added to your ticket price:

- Captial Building Levy - \$2.00 plus GST
- Stabilization Fee – \$2.00 plus GST
- Youth Access Fee – \$1.00 plus GST

Commercial Set-up Fee per event/session is \$125.00 plus 2.5% from all credit/debit card transactions.

Ticket Sales Reports will be sent out on Mondays. If you require additional Sales Reports you will be charged \$25.00 per report.

### Lobby Functions

Includes:

- Lobby, Servery, Tables and Chairs
- Venue Technician or Security Guard

Options	Fee (GST and PST Included)
8 Hours (Including set-up/take down time)	\$470.00
Additional Hours	\$50.00/hour
Bar Tender (Minimum 3 hours)	\$20.00/hour

### Multipurpose Space Rental

Options	Fee (GST and PST Included)
All Groups – 8 Hours (Including set-up time)	\$225.00
Additional Hours	\$50.50/hour

### Concession/Merchandise Fees

Options	Fee (GST and PST Included)
When any area of the Centre is used as a Concession or for the Sale of Merchandise	\$250.00/day
Cleaning Fee (If used, the servery is expected to be left clean. Failure to do so will result in a cleaning fee.)	\$80.00
Additional cleaning/sanitation visits required or requested	\$50.00/visit

## Marketing Fees/Packages

Options	Fee (GST and PST Included)
Printing of 60 Posters	\$75.00
Poster Distribution on our Regular Poster Runs	\$75.00
Full Marketing/Promotion (Includes printing of 60 posters, distribution on regular poster runs, newsletter and eblasts to our ticket base)	\$250.00

## BIRTHDAY/GROUP PACKAGES

### Party Packages

\*Rates effective January 1, 2022\*

#### Prince Albert Arts Centre

Options	Fee (GST and PST Included)
Pottery or Arts/Craft Class (minimum 8 people)	\$15.00/person
Pottery or Arts/Craft Class (10-12 children/youth)	\$150.00
Pottery or Arts/Craft Class (13+ children/youth)	\$15.00/person
Room Rental Only	\$16.75/hour
Children's Art Supplies from the Arts Centre (with room booking)	\$2.00/person

#### Create Your Own Program (any age group)

Options	Fee (GST and PST Included)
1.5 hour Pottery Class (Hand Building or Wheel for ages 10+); minimum 6, maximum 12	\$30.00/person, min.6 (\$180.00)
1.5 hour Arts Activity (i.e. Painting, Cooking/Little Chefs, Drawing); minimum 6, maximum 12	\$25.00/person, min. 6 (\$150.00)
2 Pottery Classes (1.5 hr. as above + 1 hr. Glazing); minimum 6; maximum 12	\$50.00/person, min.6 (\$300.00)

*Note: Parties are dependent on Instructor availability. A minimum 1 week notice is required for a cancellation. All supplies included.*

### Alfred Jenkins Field House

Options	Fee (GST and PST Included)
Gymnasium/Multi-Purpose Space (2 hrs in Gym, 1hr in Room for cake/gifts)	\$94.25
Rock Climbing Adventure	\$155.50
Bouncy Castle Rental (Additional Fee to Gym Rate)	\$127.75

### Frank J. Dunn Pool

Options	Fee (GST and PST Included)
Mezzanine Rental (1 hour)	\$20.00

***RPT 21-420***

**TITLE:** 2022 Rates & Fees - Cooke Municipal Golf Course

**DATE:** September 3, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the following be included in the 2022 Budget deliberations for consideration:

1. That a four percent (4%) increase to the 2022 Rates and Fees for Cooke Municipal Golf Course, as attached to RPT 21-393, be approved;
2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,
3. That \$50,000 of the annual revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.

**PRESENTATION:** Verbal by Jody Boulet, Director of Community Services

**ATTACHMENTS:**

1. 2022 Rates & Fees - Cooke Municipal Golf Course (RPT 21-393)

Written by: Golf Course Advisory Committee

***RPT 21-393***

**TITLE:** 2022 Rates & Fees - Cooke Municipal Golf Course

**DATE:** August 24, 2021

**TO:** Golf Course Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the following recommendations be forwarded to the 2022 Budget Committee deliberations:

That a 2% increase to the Rates & Fees for Cooke Municipal Golf Course, as attached to RPT 21-393, be approved.

That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve.

That \$50,000 of the annual Revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.

**TOPIC & PURPOSE:**

The purpose of the report is to receive advice and input from the Golf Course Advisory Committee in advance of forwarding the proposed recommendations to City Council through the Budget Committee deliberations.

**BACKGROUND:**

In 2017 the Golf Course Advisory Committee adopted an Asset Management Plan for Cooke Municipal Course. The plan outlines the resources required to balance the Capital and Operational requirements over a 10 year timeframe. The Annual process includes the setting of the Rates and Fees for the upcoming season in order to achieve the necessary funds in

combination with Sponsorship Revenue to complete the prioritized capital upgrades and maintain the service delivery capacity. As per the Annual Fee Setting Policy Administration is to provide three options for consideration by the Golf Course Advisory Committee.

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

A major component in the Asset Management Plan was the requirement to complete the Irrigation System Replacement, Pond Expansion, 5<sup>th</sup> Green Re-construction and the upgrades to the 17<sup>th</sup> and 18<sup>th</sup> Tee Boxes. Financing is in place to fund the project that is now complete. An annual Principal payment of approximately \$60,000 is included in the Budget along with an interest payment of approximately \$75,000 to pay for the long term loan. Sufficient funds are required on an annual basis to achieve these payments and to plan for other future infrastructure upgrades.

Examples of further priorities in the plan include:

- Upgrades & Reduction of the number of Bunkers.

The project would potentially be completed in 2 phases. \$175,000 in Phase 1 and \$175,000 in Phase 2 for a total of \$350,000. In 2003/2004 efforts were made to try and extend the life span. It is now at a stage where complete renovation is required. Plugged drainage, poor quality sand and overall deterioration over time makes them unplayable during wet conditions. Currently there are 29 bunkers on the golf course. The goal will be to reduce the total number while still maintaining the integrity of the golf course. Upon completion of the draft plan in 2019, it is proposed to reduce the current inventory by 38% down to 18 reconstructed bunkers to reduce the amount of resources required.

- Upgrades to the network of Pathways throughout the golf course.

The reconstruction and repair is necessary to the network of pathways throughout the golf course. The 2022 season will mark 19 years since any paving has been completed on the golf course. Similar to the annual amount allocated for the City's park pathways, it is recommended that an annual amount of \$50,000 be budgeted in order to complete the replacement of the pathways over time.

- Fleet Program

A Fleet Program is managed annually to appropriately plan for the Fleet Replacement as required. The allocation for the Fleet Program is included in the Operating Budget and a separate Golf Course Equipment Reserve & Golf Cart Reserve Fund is established.

- The Turf Care Centre is also included in the Plan. Administration has had some preliminary discussions regarding the addition of equipment storage for the Golf Course Fleet during the off-season due to our adverse winter conditions.

For consideration by the Golf Course Advisory Committee as part of the Rates & fees review the following is attached:

- 2014 – 2021 Cooke Municipal Golf Course Fee Comparison
- 2014 – 2021 Benchmark Usage Overview for Cooke Municipal Golf Course
- A Status Quo Option, a 2% Option and a 4% Option for review as per the Annual Fee Setting Policy.

#### **CONSULTATIONS:**

The report is submitted for review and consultation purposes by the Golf Course Advisory Committee at their next meeting on September 2, 2021.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Upon approval by the Committee and City Council, Administration will proceed to the 2022 season sales effective December 1<sup>st</sup>.

#### **POLICY IMPLICATIONS:**

Annual Fee Setting Policy

#### **FINANCIAL IMPLICATIONS:**

Financial support was required from the City for the 2020 season in order to meet the operational requirements and long term loan payment as outlined in the 2020 Overview. As a result, the Golf Course Improvement Reserve balance was protected at a total of \$107,164.53 at the end of 2020.



The Golf Course Improvement Reserve is currently funded through two allocations:

### **1. Surplus Revenue**

Currently the Golf Course Improvements Reserve is funded by Surplus Revenue in a season where a surplus is generated. Likewise, in a season where a deficit is experienced the balance is funded from the Reserve. This makes it challenging to be confident in our long-term planning to achieve the further upgrades outlined in the Asset Management Plan.

### **2. Elks Club Donation**

The Elks Club Donation to Cooke Municipal Golf Course was approved in 2019 for a 5 year term. The annual amount is \$26,000 in support of improvements at Cooke Municipal Golf Course. At the March 24, 2021 Golf Course Advisory Committee it was recommended that \$65,000 of the Elks Donation to date be invested to Reconstruct & Repair the Stonewall work on the Golf Course and to replace the Tee Signs on each hole.

Three separate allocations were approved to be spent from the Golf Course Improvement Reserve in 2021:

- \$65,000 investment of the Elks Club Donation as outlined above.
- Installation of the Create A Legacy Fund Honour Wall in the amount of \$25,000.
- \$63,000 principal loan payment in 2021.

The balance of the Golf Course Improvements Reserve is projected to be \$24,164.53 pending the potential allocation of an operational surplus from the 2021 season.

**There are two proposed funding options that are recommended beginning with the 2022 season to address the project planning challenges.**

### **1. Sponsorship Funding**

The Department continues to maintain the Sponsorship Plan to generate external funding in support of further improvements at the Golf Course. Since implementing this new revenue source in 2016 a total of approximately \$500,000 has been secured through the Sponsorship Plan. The Sponsorship Revenue contributes to the overall revenue generated at the golf course with the goal of achieving a surplus. The annual average sponsorship generated is \$75,000.

Beginning with the 2022 season, it is recommended that the total amount of Sponsorship Funding generated in a season is allocated to the Golf Course Improvements Reserve. This will provide the opportunity for a more predictable funding source allocated to the Reserve that is dedicated to future golf course improvements.

Dedicating this funding source to improvements will also assist with negotiating future sponsorship packages. Over the past 5 years it has been communicated to the Department from Sponsors that it would be more attractive for Sponsors if their funding is re-invested for improvements versus contributing to overall operations.

## **2. Cart Rentals & Pathway Fees**

The second funding option for consideration is related to a portion of the annual Cart Rentals and Pathway Fees to be allocated to the Golf Course Improvements Reserve for the specific purpose of Pathway Reconstruction and Repairs. On average \$180,000 is generated annually through the sale of Cart Rentals and Pathway Fees.

The recommendation is to allocate \$50,000 of the total amount to the Reserve fund for this specific purpose. Similar to the Sponsorship Funding allocation, this dedicated allocation would provide for a more predictable funding source to consider when developing the annual improvement plans for the golf course.

### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no Official Community Plan or Privacy Implications.

### **STRATEGIC PLAN:**

Fiscal Management & Accountability: The development of a 10 Year Asset Management Plan has assisted with determining the revenue and financing options to fund the operations and infrastructure upgrades.

### **OPTIONS TO RECOMMENDATION:**

1. Status Quo Option as attached.
  
2. 4% Option as attached.

**PUBLIC NOTICE:**

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

**PRESENTATION: Verbal – Darcy Myers, Head Professional & Jody Boulet, Director of Community Services**

**ATTACHMENTS:**

1. 2014 - 2021 Rates Comparison
2. 2014 - 2021 Benchmark Usage
3. 2021 Status Quo Fee Option
4. 2021 - 2% Fee Option
5. 2021 - 4% Fee Option

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager

CATEGORY	2014	2015	2016	2017	2018	2019	2020	2021
7 DAY PASS	\$1,450.00	\$1,490.00	\$1,530.00	\$1,575.00	\$1,620.00	\$1,620.00	\$1,670.00	\$1,750.00
5 DAY PASS	\$1,090.00	\$1,120.00	\$1,150.00	\$1,185.00	\$1,220.00	\$1,220.00	\$1,260.00	\$1,325.00
7 DAY SENIOR	\$1,090.00	\$1,120.00	\$1,150.00	\$1,185.00	\$1,220.00	\$1,220.00	\$1,260.00	\$1,425.00
5 DAY SENIOR								\$1,325.00
FAMILY PASS	\$2,900.00	\$2,980.00	\$3,060.00	\$3,150.00	\$3,240.00	\$3,240.00	\$3,340.00	N/A
7 DAY YOUTH	\$910.00	\$935.00	\$960.00	\$990.00	\$1,020.00	\$1,020.00	\$1,050.00	\$1,200.00
5 DAY YOUTH								\$1,100.00
JUNIOR	\$225.00	\$230.00	\$230.00	\$235.00	\$235.00	\$235.00	\$235.00	\$250.00
JR STARTER	\$185.00	\$190.00	\$190.00	\$195.00	\$195.00	\$195.00	\$195.00	N/A
6 PACK (5%OFF)	\$265.00	\$275.00	\$275.00	\$300.00	\$300.00	\$300.00	\$315.00	\$320.00
11 PACK (10% OFF)	\$500.00	\$510.00	\$510.00	\$530.00	\$530.00	\$530.00	\$550.00	\$560.00
23 PACK (15% OFF)							\$1,100.00	\$1,120.00
ADULT GF	\$50.00	\$51.00	\$51.00	\$53.00	\$53.00	\$53.00	\$55.00	\$56.00
ADULT TWILIGHT	\$35.00	\$36.00	\$36.00	\$37.00	\$37.00	\$37.00	\$39.00	\$40.00
TOURNAMENT	\$46.00	\$47.00	\$47.00	\$48.00	\$48.00	\$48.00	\$50.00	\$51.00
PROMOTION	\$41.00	\$42.00	\$42.00	\$43.00	\$43.00	\$43.00	\$45.00	\$46.00
11 HOLE	\$31.00	\$32.00	\$32.00	\$33.00	\$33.00	\$33.00	\$35.00	\$36.00
JUNIOR	\$22.00	\$23.00	\$23.00	\$24.00	\$24.00	\$24.00	\$25.00	\$25.00
JUNIOR TWILIGHT	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$15.00	\$15.00
POWER CART SEASON	\$475.00	\$475.00	\$475.00	\$490.00	\$490.00	\$490.00	\$505.00	\$550.00
POWER CART 18	\$42.00	\$42.00	\$42.00	\$44.00	\$44.00	\$44.00	\$46.00	\$48.00
TRAIL FEE SEASON	\$205.00	\$190.00	\$210.00	\$230.00	\$230.00	\$230.00	\$240.00	\$280.00
TRAIL FEE 18	\$21.00	\$21.00	\$21.00	\$22.00	\$22.00	\$22.00	\$23.00	\$24.00

\*TAXES INCLUDED IN ALL PRICES

**PASSES**

7 DAY ADULT  
 5 DAY ADULT  
 7 DAY SENIOR  
 5 DAY SENIOR  
 7 DAY YOUTH  
 5 DAY YOUTH  
 JUNIOR  
 STARTER

	2014	2015	2016	2017	2018	2019	2020	*2021
7 DAY ADULT	111	111	105	103	87	74	60	68
5 DAY ADULT	56	48	53	46	45	41	34	33
7 DAY SENIOR	124	126	126	129	124	144	130	116
5 DAY SENIOR								33
7 DAY YOUTH	16	17	16	13	8	30	24	49
5 DAY YOUTH								0
JUNIOR	40	43	37	35	25	23	29	50
STARTER	22	26	20	2	7	21	17	n/a
	375	377	364	330	296	333	294	349

**CARDS**

6 PACK  
 11 PACK  
 23 PACK

6 PACK	8	24	16	14	3	31	11	4
11 PACK	30	30	38	32	15	12	37	37
23 PACK							6	5

**GREEN FEES**

ADULT  
 ADULT TWILIGHT  
 TOURNAMENT  
 PROMOTIONAL  
 11 HOLE  
 JUNIOR  
 JUNIOR TWILIGHT

ADULT	3948	4370	3848	2757	580	3095	3874	3234
ADULT TWILIGHT	919	915	860	1017	1092	1231	1116	691
TOURNAMENT	1123	614	1121	1600	0	665	0	420
PROMOTIONAL	1196	1233	1433	1897	3660	1330	260	248
11 HOLE	970	789	938	711	890	1038	668	791
JUNIOR	363	586	113	310	70	88	162	102
JUNIOR TWILIGHT	197	203	136	109	113	139	129	51
	8716	8699	8449	8401	6397	7586	6209	5537

**POWER CARTS**

SEASONAL  
 DAILY

SEASONAL	50	55	65	76	79	88	91	113
DAILY	3328	3191	3266	3252	2277	3001	2842	2666

**TRACK FEES**

SEASONAL  
 DAILY

SEASONAL	99	89	87	78	73	65	54	59
DAILY	3	8	7	12	3	4	4	22

**ADVERTISING**

CAIRNS  
 CARTS  
 HOLE

CAIRNS	22	21	3	4	2	2	0	0
CARTS	0	0	1	1	1	3	3	3
HOLE	0	0	9	12	12	14	11	10

\* as of August 15/21

# STATUS QUO

CATEGORY	2022	QTY	REVENUE	% + -	# ROUNDS	2021
7 DAY PASS - ADULT	\$1,750.00	80	\$140,000.00	1.000	31.25	\$1,750.00
5 DAY PASS - ADULT	\$1,325.00	45	\$59,625.00	1.000	23.66	\$1,325.00
7 DAY SENIOR (65+)	\$1,425.00	56	\$79,800.00	1.000	25.45	\$1,425.00
5 DAY SENIOR (65+)	\$1,325.00	84	\$111,300.00	1.000	23.66	\$1,325.00
7 DAY YOUTH (19-29)	\$1,200.00	12	\$14,400.00	1.000	21.43	\$1,200.00
5 DAY YOUTH (19-29)	\$1,100.00	18	\$19,800.00	1.000	19.64	\$1,100.00
JUNIOR (18 + UNDER)	\$250.00	50	\$12,500.00	1.000	10	\$250.00
		<b>345</b>				
			\$437,425.00			
<b>CARDS</b>						
6 PACK (5%OFF)	\$320.00	15	\$4,800.00	1.000		\$320.00
11 PACK (10% OFF)	\$560.00	27	\$15,120.00	1.000		\$560.00
23 PACK (15% OFF)	\$1,100.00	10	\$11,000.00	1.000		\$1,100.00
		<b>52</b>				
			\$30,920.00			
<b>GREEN FEES</b>						
ADULT GF	\$56.00	3600	\$201,600.00	1.000		\$56.00
ADULT TWILIGHT	\$40.00	1100	\$44,000.00	1.000		\$40.00
TOURNAMENT	\$51.00	1100	\$56,100.00	1.000		\$51.00
PROMOTION	\$46.00	1500	\$69,000.00	1.000		\$46.00
11 HOLE	\$36.00	1000	\$36,000.00	1.000		\$36.00
JUNIOR	\$25.00	150	\$3,750.00	1.000		\$25.00
JUNIOR TWILIGHT	\$15.00	150	\$2,250.00	1.000		\$15.00
		<b>8600</b>				
			\$412,700.00			
<b>POWER CARTS</b>						
SEASONAL	\$550.00	100	\$55,000.00	1.000	22.92	\$550.00
DAILY	\$48.00	3000	\$144,000.00	1.000		\$48.00
			\$199,000.00			
<b>TRACK FEES</b>						
SEASONAL	\$280.00	57	\$15,960.00	1.000		\$280.00
DAILY	\$24.00	5	\$120.00	1.000		\$24.00
			\$16,080.00			
<b>ADVERTISING</b>						
CAIRN	\$500.00	3	\$1,500.00	1.000		\$500.00
CART	\$1,000.00	4	\$4,000.00	1.000		\$1,000.00
HOLE	\$5,000.00	13	\$65,000.00	1.000		\$5,000.00
LEGACY	?					?
			\$70,500.00			

\$1,166,625.00

\$1,176,580.00

-\$9,955.00

## 2021 BUDGETED EXPENSES

ADMIN \$360,030.00

MAINTENANCE \$816,550.00

\$1,176,580.00

\*assume 60/40 for weekday/seven day senior and youth pass

## 2% OPTION

CATEGORY	2022	QTY	REVENUE	% + -	# ROUNDS	2021
7 DAY PASS - ADULT	\$1,785.00	80	\$142,800.00	1.020	31.25	\$1,750.00
5 DAY PASS - ADULT	\$1,351.50	45	\$60,817.50	1.020	23.66	\$1,325.00
7 DAY SENIOR (65+)	\$1,453.50	56	\$81,396.00	1.020	25.45	\$1,425.00
5 DAY SENIOR (65+)	\$1,351.50	84	\$113,526.00	1.020	23.66	\$1,325.00
7 DAY YOUTH (19-29)	\$1,224.00	12	\$14,688.00	1.020	21.43	\$1,200.00
5 DAY YOUTH (19-29)	\$1,122.00	18	\$20,196.00	1.020	19.64	\$1,100.00
JUNIOR (18 + UNDER)	\$255.00	50	\$12,750.00	1.020	10	\$250.00
		345				
			\$446,173.50			
<b>CARDS</b>						
6 PACK (5%OFF)	\$326.40	15	\$4,896.00	1.020		\$320.00
11 PACK (10% OFF)	\$571.20	27	\$15,422.40	1.020		\$560.00
23 PACK (15% OFF)	\$1,122.00	10	\$11,220.00	1.020		\$1,100.00
		52				
			\$31,538.40			
<b>GREEN FEES</b>						
ADULT GF	\$57.12	3600	\$205,632.00	1.020		\$56.00
ADULT TWILIGHT	\$40.80	1100	\$44,880.00	1.020		\$40.00
TOURNAMENT	\$52.02	1100	\$57,222.00	1.020		\$51.00
PROMOTION	\$46.92	1500	\$70,380.00	1.020		\$46.00
11 HOLE	\$36.72	1000	\$36,720.00	1.020		\$36.00
JUNIOR	\$25.50	150	\$3,825.00	1.020		\$25.00
JUNIOR TWILIGHT	\$15.30	150	\$2,295.00	1.020		\$15.00
		8600				
			\$420,954.00			
<b>POWER CARTS</b>						
SEASONAL	\$561.00	100	\$56,100.00	1.020	22.92	\$550.00
DAILY	\$48.96	3000	\$146,880.00	1.020		\$48.00
			\$202,980.00			
<b>TRACK FEES</b>						
SEASONAL	\$285.60	57	\$16,279.20	1.020		\$280.00
DAILY	\$24.48	5	\$122.40	1.020		\$24.00
			\$16,401.60			
<b>ADVERTISING</b>						
CAIRN	\$500.00	3	\$1,500.00	1.000		\$500.00
CART	\$1,000.00	4	\$4,000.00	1.000		\$1,000.00
HOLE	\$5,000.00	13	\$65,000.00	1.000		\$5,000.00
LEGACY	?					?
			\$70,500.00			

**2021 BUDGETED EXPENSES**

ADMIN	\$360,030.00
MAINTENANCE	\$816,550.00
	<b>\$1,176,580.00</b>
MAINTENANCE	\$816,550.00
	<b>\$1,993,130.00</b>

\$1,188,547.50
\$1,176,580.00
<b>\$11,967.50</b>

# 4% OPTION

CATEGORY	2022	QTY	REVENUE	% + -	# ROUNDS	2021
7 DAY PASS - ADULT	\$1,820.00	80	\$145,600.00	1.040	31.25	\$1,750.00
5 DAY PASS - ADULT	\$1,378.00	45	\$62,010.00	1.040	23.66	\$1,325.00
7 DAY SENIOR (65+)	\$1,482.00	56	\$82,992.00	1.040	25.45	\$1,425.00
5 DAY SENIOR (65+)	\$1,378.00	84	\$115,752.00	1.040	23.66	\$1,325.00
7 DAY YOUTH (19-29)	\$1,248.00	12	\$14,976.00	1.040	21.43	\$1,200.00
5 DAY YOUTH (19-29)	\$1,144.00	18	\$20,592.00	1.040	19.64	\$1,100.00
JUNIOR (18 + UNDER)	\$260.00	50	\$13,000.00	1.040	10	\$250.00
		<b>345</b>				
			\$454,922.00			
<b>CARDS</b>						
6 PACK (5%OFF)	\$332.80	15	\$4,992.00	1.040		\$320.00
11 PACK (10% OFF)	\$582.40	27	\$15,724.80	1.040		\$560.00
23 PACK (15% OFF)	\$1,144.00	10	\$11,440.00	1.040		\$1,100.00
		<b>52</b>				
			\$32,156.80			
<b>GREEN FEES</b>						
ADULT GF	\$58.24	3600	\$209,664.00	1.040		\$56.00
ADULT TWILIGHT	\$41.60	1100	\$45,760.00	1.040		\$40.00
TOURNAMENT	\$53.04	1100	\$58,344.00	1.040		\$51.00
PROMOTION	\$47.84	1500	\$71,760.00	1.040		\$46.00
11 HOLE	\$37.44	1000	\$37,440.00	1.040		\$36.00
JUNIOR	\$26.00	150	\$3,900.00	1.040		\$25.00
JUNIOR TWILIGHT	\$15.60	150	\$2,340.00	1.040		\$15.00
		<b>8600</b>				
			\$429,208.00			
<b>POWER CARTS</b>						
SEASONAL	\$572.00	100	\$57,200.00	1.040	22.92	\$550.00
DAILY	\$49.92	3000	\$149,760.00	1.040		\$48.00
			\$206,960.00			
<b>TRACK FEES</b>						
SEASONAL	\$291.20	57	\$16,598.40	1.040		\$280.00
DAILY	\$24.96	5	\$124.80	1.040		\$24.00
			\$16,723.20			
<b>ADVERTISING</b>						
CAIRN	\$500.00	3	\$1,500.00	1.000		\$500.00
CART	\$1,000.00	4	\$4,000.00	1.000		\$1,000.00
HOLE	\$5,000.00	13	\$65,000.00	1.000		\$5,000.00
LEGACY	?					?
			\$70,500.00			

\$1,210,470.00

\$1,176,580.00

\$33,890.00

**2021 BUDGETED EXPENSES**

ADMIN \$360,030.00

MAINTENANCE \$816,550.00

\$1,176,580.00



***RPT 21-304***

**TITLE:** Forestry Management Plan Update

**DATE:** **June 24, 2021**

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the Forestry Management Plan Update be forwarded for consideration during the 2022 Budget deliberations.

**PRESENTATION:**

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

**ATTACHMENTS:**

1. Forestry Management Plan Update (RPT 21-294)

Written by: Community Services Advisory Committee

***RPT 21-294***

**TITLE:** Forestry Management Plan Update

**DATE:** **June 11, 2021**

**TO:** Community Services Advisory Committee

**PUBLIC:** X **INCAMERA:**

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**RECOMMENDATION:**

That the Forestry Management Plan Update be forwarded to an upcoming Executive Committee meeting and the 2022 Budget Committee deliberations.

**TOPIC & PURPOSE:**

The purpose of this report is to provide Council with an update to Forestry Management and related practices within the City since the release of the 2018 Forestry Management Plan.

**BACKGROUND:**

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

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

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

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

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

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

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

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

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

**PROPOSED APPROACH AND RATIONALE:**

The Parks Division is responsible for the planting, maintenance, and protection of trees and vegetation on city-owned and public land within the City of Prince Albert.

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

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

Prince Albert's urban forest, as in many cities, is confronted with various challenges that threaten its health and sustainability. Key pressures include changes in land use, urban intensification, conflicts with infrastructure, climate change, invasive pests (DED – Dutch Elm, Disease, EAB – Emerald Ash Borer), plants and diseases, and limited allocation of resources. To maintain and enhance the urban forest under these conditions requires thoughtful planning, effective management, sufficient resource allocation and ongoing cooperation between the city, its residents and other local stakeholders.

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

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

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

**STAT's on pruning and removals for the City of Prince Albert:**

Some important information that should be considered that helps to paint a picture of where we currently stand as a City in regards to maintenance and planting of trees, for the remainder of this report we will focus more on the pruning requirements and shortfalls.

*Average pruning cycle goal of a municipality (getting to every tree before starting the process over) is 15 years.*

**2019 estimated 40,000 trees that need to be visited on City boulevards, this does not include parks or natural stands of forest within City boundaries.**

- Pruning Cycle as of October – **38.68 Years**
- Trees pruned/removed – **1081**
- Crews are averaging **6.86** trees per day or **1.3** trees per hour
- Trees removed – **185**
- Trees planted – **162**
- Planting Goal based on our Forestry Masterplan– **370**
- The City should be planting at a ratio of **2 to 1** for each removal.

**2020 estimated 38,074 trees that need to be visited on City boulevards, this does not include parks or natural stands of forest within City boundaries.**

- Pruning Cycle city as of October – **45.06 Years**
- Trees pruned/removed – **845**
- Crews are averaging **8.66** trees per day or **1.47** trees per hour

- Trees removed – **310**
- Trees Planted – **67**
- Planting Goal based on our Forestry Masterplan – **620**
- The City should be planting at a ratio of **2 to 1** for each removal.

The stats above are very important as we continue to track our Urban Forestry pruning, removals and plantings. 2019 was a good first year of focus and 2020 numbers which I suspect are partial due to changes in how we operated due to COVID were down 22% over 2019 for pruning. Experience through out the forestry department is still fairly new and with that reality we are also challenged with seeing staff move from department to department due to other internal career opportunities presenting a unique challenge in our day to day operations. What we currently lack is depth in experience and confidence in skill set, something that can be built over the years but in the process presents its own set of unique challenges for the department.

The Forestry crew will continue to focus through 2021 on block pruning as it has proven very favorable and created positivity within neighborhoods amongst home owners knowing that the crew will deal with all boulevard trees on that block at one time. The need to challenge and push our Forestry Crew(s) is going to be very important in making any head way on improving upon our goals and improving our pruning cycle which is noted to be three times what the average pruning cycle should be. This puts the City at a higher risk of potential liability concerns and large storm damage costs if we cannot get this going in the right direction sooner than later.

How do we address this concern while allowing crew(s) to focus on the day to day operations? This will require planning, budgeted dollars and the assistance of an outside source to help get us to a point in the City where every tree has been visited, assessed for health, and hazards removed.

The reduction in the pruning cycle number is far too big for us to accomplish alone and without consideration being given to contracting out some of the work we will continue to see the gap continue to widen.

### **Removal of Trees – Utility Digs and Street Repaving**

A motion of Council (0178 RPT 21-208) was made at the regular City Council Meeting May 3, 2021. Within that motion there were several recommendations that came forth:

1. That an update regarding the Forestry Management Plan be forwarded to the Community Services Advisory Committee as part of the 2021 Committee Work Plan;
2. That Administration provide correspondence to the property owners adjacent to 2021 and future Capital Utility Replacement Programs by the first week of May each year advising if tree removal of more than three (3) trees per block is included within the project scope;
3. That the City's website provide a map indicating the locations of the Capital Utility Replacement Programs;
4. That if discovered conditions result in the need to remove more than three (3) trees per block, not previously identified in the May correspondence, that revised communication be provided;
5. That administration provide annually, to the City Council meeting following April 15, a report on the intended Work Plan for the Capital Paving and Utility Infrastructure Replacement Program for the construction season;
6. That the City Arborist be consulted prior to the removal of any trees by the Public Works Department; and,
7. That the City Standards applied by the Public Works Department when reconstructing existing streets be made flexible to allow for retention of existing surface works and boulevard trees in established neighbourhoods when it is practical and desirable to do so.

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

### **Contracted Services**

Costs of contracted block pruning have been going down over the last few years due to the amount of contractors providing service, however it is expected that we will see these costs

rise as the province works towards COVID regulations being lifted. Consideration on getting updated pricing will be important in helping us understand actual costing for budgeting purposes. I have reached out to other Municipalities and the City of Moose Jaw was kind enough to provide the city with their cost comparisons for reference from 2014-2017.

2017 – 420 trees contracted out at a cost of \$33,463; \$80 per tree (*this would equal 1.1% of the City of Prince Albert boulevard trees as of 2020*).

2016 – 319 trees contracted out at a cost of \$24,715.00; \$78 per tree

2015 – 309 trees contracted out at a cost of \$42,258; \$136 per tree

2014 – 290 trees contracted out at a cost of \$31,125.00; \$107 per tree.

As we move into the 2022 budget season it will be important to recognize that further investment into forestry operations will be required. If we work towards a 10-year pruning cycle we would require that 3808 tree are visited each year, with City Crews focusing on the block pruning of approximately 1100 of trees a year. This would require that the City consider contracting out 2708 trees in 2022 at an estimated \$100 dollars a tree or an overall budget of \$270,800.

The City could consider spreading this out and work towards a 15-year pruning cycle which would require that 2538 trees are visited each year, with City Crews focusing on the block pruning of approximately 1100 trees. This would require that the City consider contracting out 1438 trees in 2022 at an estimated \$100 a tree or an overall budget of \$143,800.

The recommendation would be to extend the pruning cycle goal out past 15 years as we are already faced with 45 year pruning cycle.

### **Fire Smart Management & Planning**

Another area for consideration that will require further conversation on the required levels of dedicated funding is the work related to Fire Smart Management and Planning. The City currently has a partnership with the Saskatchewan Public Safety Agency through the Disaster Mitigation Adaptation Fund with funding coming from Federal and Municipal sources. Noting the recent wildfire in the month of May just North and East of the City, there is a heightened sense of urgency to protect Municipal assets and to do more over and above the current DMAF agreement with the SPSA.

The city requires a more in depth strategy and plan to deal with Fire Smart Management issues within our vast Urban Forest noting that Little Red River Park is one of Canada's largest Municipal Parks at just over 1200 acres and borders on the Boreal Forest with considerable assets. It is an opportune time to discuss funding requirements for Fire Smart Management for



the vast Pêhônán Parkway and large natural forested areas through out the City. A review of what would be required from a budgeting standpoint to ensure we are equipped and prepared for the worst case scenario remains a priority. As the Parks and Open Spaces Manager I am certainly not the expert on Fire Smart Management and would rely on internal and external expertise to guide the conversation and planning.

The current DMAF funding involves 85 communities across Saskatchewan with the focus being on thinning and fire guard construction on Crown, Municipal, and SaskPower right-of-ways.

Over the past decade, almost every jurisdiction in Canada has experienced significant weather-related events or disasters triggered by natural hazards. The impacts of climate change are already becoming evident across Canada, with observed changes in air temperature, precipitation, snow/ice cover and other indicators.

The objective of the DMAF is aimed at strengthening the resilience of Canadian communities through investments in large-scale infrastructure projects, including natural infrastructure projects, enabling them to better manage the risk associated with current and future natural hazards, such as floods, wildfires and droughts.

In doing so, the DMAF will contribute to the objectives of the Pan-Canadian Framework (PCF) on Clean Growth and Climate Change relating to building climate resilience through infrastructure and reducing climate-related hazards and disaster risks.

Fire Smart is living with and managing for wildfire on our landscape. Preparing for the threat of wildfire is a shared responsibility. From home owners, to industry and government we all have responsibility to lessen the effects of wildfire. Wildland Urban interface is popular term used to describe an area where structures and forested areas meet. Simply put, Wildland Urban Interface is where the urban lifestyle meets environments that are prone to wildfire. By choosing to extend our lifestyle and communities further into forested areas we become more exposed to the danger of wildfire.

The goal would be to manage risks through *thinning* for fire suppression and creating *fire guards* within certain communities.

Currently the grass fire risk is high and 75% of all spring grass fires are human caused, so spring/fall fire risk mitigation is highly recommended by seasoned forestry specialists.

Being proactive is very important and part of this can be had through public engagement by the Municipalities involved with help and support for the Forest Service branch of government.

The City's commitment towards the Wildfire Mitigation Project work is noted to be at the funding level of \$153,900 over a 5-year period. The City will see this project work started in the fall of 2021 and broken down as follows:

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

As part of the agreement with SPSA the City does require an annual meeting between parties to discuss and review the scheduled priorities.

#### **CONSULTATIONS:**

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

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

The department continues to consult with the following:

- Saskatchewan Public Safety Agency
- Ministry of Environment Forest Services Branch
- SaskPower
- Board Directors with the Association of Saskatchewan Urban Parks and Conservation Agencies
- International Society of Arboriculture
- Certified Arborists
- Other Municipalities

- Land Developers
- Current and Retired members of the forestry profession.
- Public Works
- Planning and Development

We have also gained valuable insight from the community through Prince Albert resident inquiries and forestry requests have informed the priorities, concerns, and outcomes of the Plan.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

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

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

This report supports the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable; operating with efficiency, mitigating risk, and utilizing transparent and realistic costing. This report also supports the Strategic Goal of Active & Caring Community through the development of an Urban Forest Management Plan.

**OFFICIAL COMMUNITY PLAN:**

This report supports the Community Services Master Plan initiatives and addresses the Goal of contributing to Infrastructure and sustainability efforts through proper planning which can help preserve and maintain natural and built environments. Our connection to the natural world is important and must be considered in the delivery of community services. This document would also support the Community Services Master Plan in the development of a master plan for Little Red River one of our 'Jewel' parks and also would support the consideration and development of a Forestry Bylaw to help protect and maintain our Urban Forest.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

**Verbal Presentation** – Timothy Yeaman, Parks and Open Spaces Manager

**ATTACHMENTS:**

1. Urban Forestry Management Plan
2. DMAF City of Prince Albert Agreement Letter
3. DMAF 2021 - 2025 Fire Management Areas

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

# Forestry Management Plan 2018-2038

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



City of  
**Prince Albert**

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## 1.0 THE URBAN FOREST

### 1.1 Acknowledgments

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

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

### 1.2 What is the Urban Forest?

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

### 1.3 Overview

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

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

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

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

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

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

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

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

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

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

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



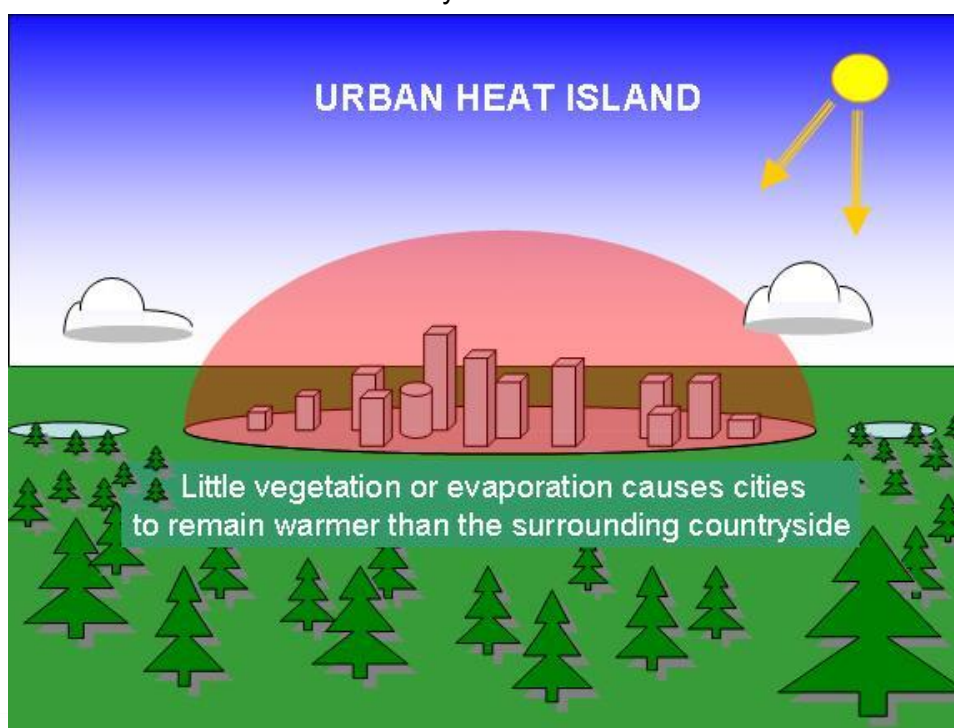
## 2.0 URBAN FOREST BENEFITS

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

### 2.1 Environmental Benefits

Trees in cities provide valuable environmental services, including these:

- **Filtering air pollution** – Trees and vegetation reduce air pollution through carbon sequestration; by absorbing carbon dioxide and ozone, and releasing oxygen. Plants can capture and remove airborne pollutants and particulates such as dust, smog, and soot.
- **Removing atmospheric carbon** – Young trees absorb CO<sub>2</sub> at a rate of 13 pounds per tree each year. Trees reach their most productive stage of carbon storage at about 10 years at which point they are estimated to absorb 48 pounds of CO<sub>2</sub> per year. At that rate, they release enough oxygen back into the atmosphere to support two human beings.
- **Moderating the Urban Heat Island Effect** – Urban environments typically exhibit higher temperatures than their rural surroundings due to lack of vegetation, and increase in reflective, heat-absorbing, and impermeable surfaces. This is referred to as the Urban Heat Island Effect. Trees and vegetation can reduce urban temperatures by cooling cities during hot summer months through their daily dew and evaporation cycle. The light absorbed by vegetation might otherwise be converted into heat energy. Trees can extend the life of sidewalks and roadways.



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



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

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

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

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

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

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

## 2.2 Social/Economic Benefits

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

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

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

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

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

## 2.3 Urban (Forestry) Myth



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

## 3.0 PREAMBLE

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

### 3.1 Vision

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

### 3.2 Guiding Principles

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

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

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

### 3.3 Strategic Goals

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

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

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

### 3.4 Purpose of the Plan

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

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

## 4.0 URBAN FOREST SUSTAINABILITY

### 4.1 Challenges and Solutions

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

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

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

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

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

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

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

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

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

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

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

## 5.0 PRINCE ALBERT URBAN FOREST

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

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



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

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

## 6.0 PARK & BOULEVARD TREE PLANTING PROGRAM

### 6.1 Diversity

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

### 6.2 General Tree Pruning

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

#### i) Health

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

#### ii) Safety

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

### iii) Aesthetics

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

## 7.0 BACK LANE/ALLEY'S

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

## 8.0 PRUNING AND CHEMICAL DAMAGE

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



## 9.0 MAINTENANCE / PLANTING OF TREES

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

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

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

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

## 10.0 NATURAL STANDS

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

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

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

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

## 11.0 TREE PLANTING

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



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

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

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

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

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

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

## 11.1 Park Trees

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

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

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

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

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

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

## 11.2 Street (Boulevard and Median) Trees

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

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

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

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

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

Street trees should be spaced a minimum 10 metres apart.

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

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

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

Refer to Appendix “A” Tree Planting Letter

### 11.3 Minimum Planting Distances from Infrastructure

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

Refer to Appendix “B” Tree Planting Tips

#### City of Prince Albert | Tree Planting Guidelines

(metres)

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

**Buildings**

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

**Fences, Bollards, and Site Furniture**

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

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

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

**Utilities**

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

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

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

## 12.0 REFORESTATION PROGRAM

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

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

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

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

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

Refer to Appendix “C” – Preferred Tree Species.

## 13.0 CAPITAL PLANTING PROJECTS

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

## 14.0 PARK & BOULEVARD TREE MAINTENANCE PROGRAM

### 14.1 General Information

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

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

### 14.2 Services Provided

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

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

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



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

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

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

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

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

### 14.3 Current Status of Resources & Approaches

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

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

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

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

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

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

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

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

## 14.4 Tree Inquiry Program

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

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

## 14.5 Procedure

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

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

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

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

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

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

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

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

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

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

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

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

**v) STEP 5 - The service work is performed.**

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

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

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

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

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

## 14.6 Incident Report Priority Guidelines

**i) Emergencies:**

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

**ii) Top Priority**

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

**iii) Low Priority**

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

## 14.7 Pest Management

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

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

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

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

## 14.8 Damage to Private Property Caused by City Trees

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

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

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

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

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

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

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

## 15.0 TREE REMOVALS

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

### 15.1 Hazard Tree(s)

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

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

### 15.2 Other Considerations for Tree Removal

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

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

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

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

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

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

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

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

Refer to Appendix “F” – Appraisal Worksheet

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

### 15.3 Non Hazard Trees

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

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

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

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

## **16.0 URBAN FOREST STORM RESPONSE PLAN**

### **16.1 General**

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

### **16.2 Minor Storm**

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

### **16.3 Major Storm**

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



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

## 16.4 Staff Responsibilities

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

All staff will be responsible for completing hazard assessments.

## 16.5 Training (Importance of ISA Certification)

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

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

### First of all, what is an ISA arborist certification?

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

### What are the benefits of having a certified arborist?

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

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

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

### What is the ISA?

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

## 16.6 Staffing

### i) Assistant Parks Manager

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

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

#### **ii) Forestry Foreman (Foreman III)**

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

#### **iii) Forestry Foreman (Foreman II)**

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

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

#### iv) Forestry Crew

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

#### v) Parks, Public Works, Contractor Crews

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

#### vi) Duty Foreman

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

#### vii) Parks & Open Space Manager

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

## 17.0 STORM CLEAN-UP PRIORITIES

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

### 17.1 High Priority

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

### 17.2 Mid Priority

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

- Trees down blocking local streets and rear lanes.

### 17.3 High Priority

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

## 18.0 TREES ON PRIVATE PROPERTIES

City crews will only go on private property if:

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

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

## 19.0 PUBLIC EDUCATION AND PROGRAMS

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

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

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

## 20.0 PRUNING CYCLE

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

Pruning Crews would be responsible for the following:

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

The seven zones involved in this cycle would be:

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

### Homeowner Requests

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

## 21.0 INVENTORY STRATEGY

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

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

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

### **Why Tree Inventories are Important**

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

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

## **22.1 Status of Tree Inventory in the City of Prince Albert**

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

### **22.1 GIS & Asset Management**

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

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

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

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

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

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

**SMALL-SCALE** (requires a comprehensive tree inventory)

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

## 23.0 QUANTIFYING OUR SUCCESS (ES)

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

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

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

## 24.0 POLICY AND GUIDELINE RECOMMENDATIONS

The Community Services Department:



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

### **Communications Recommendations**

The Community Services Department:

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

## **26.0 INVENTORY RECOMMENDATIONS**

The Community Services Department:

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

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

## 27.0 GLOSSARY

Boulevard  
Corner Visibility Triangle  
Hardscape  
Median  
Soft scape

## 28.0 APPENDIXES

FIGURE 4.0

# COMMUNITY SERVICES

## PARKS – WINTER

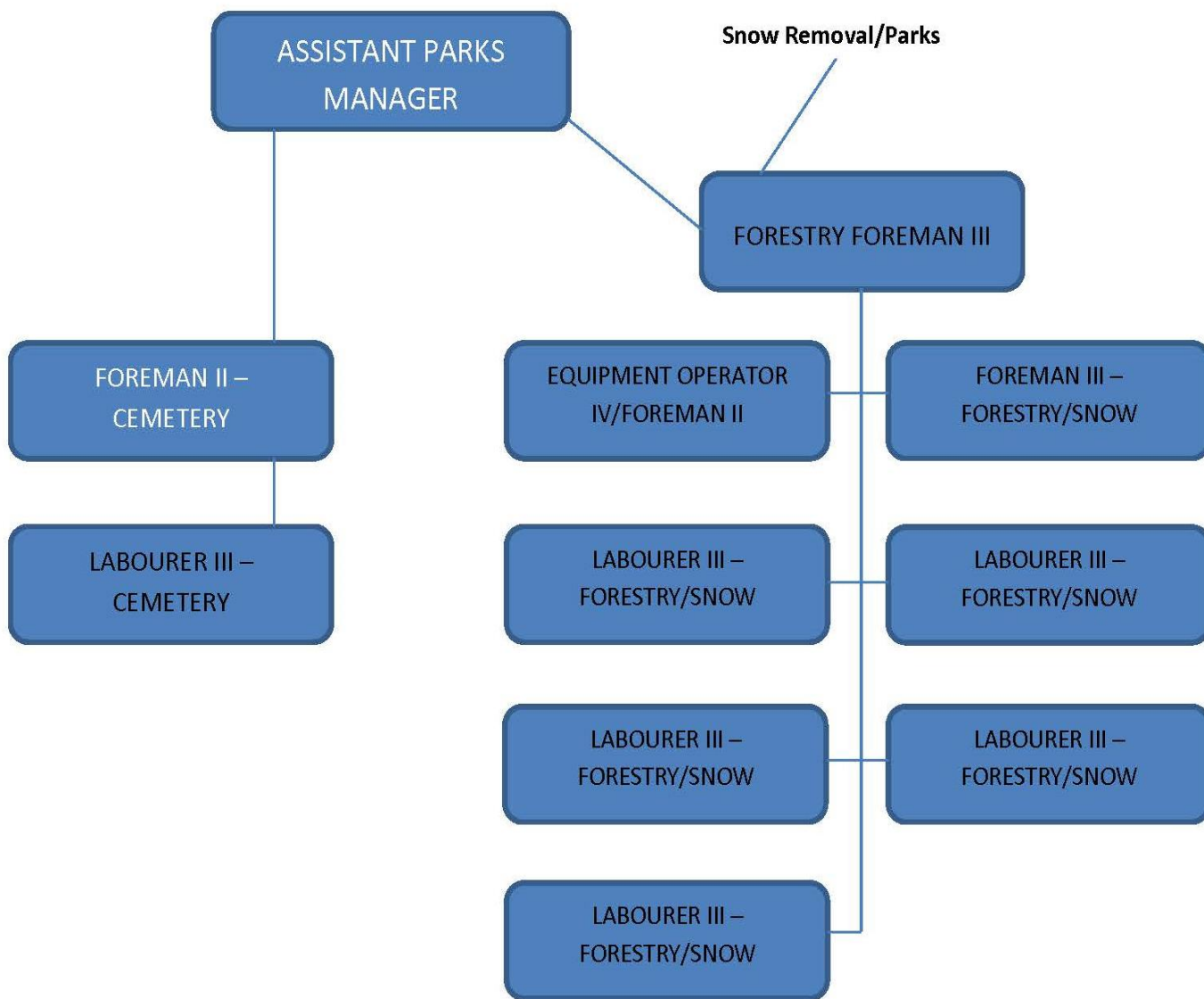
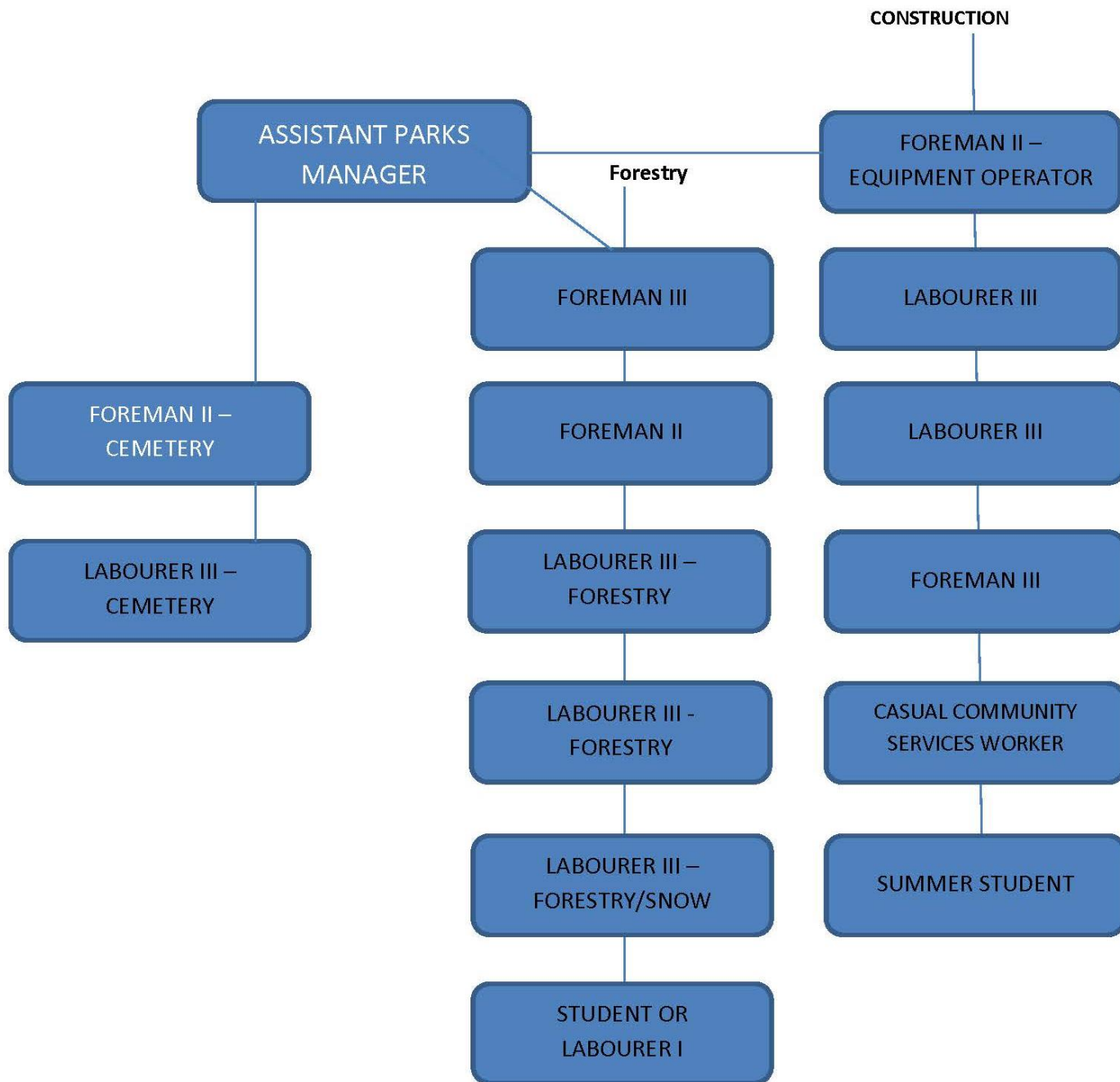


FIGURE 4.1

# COMMUNITY SERVICES

## PARKS – SUMMER



## Appendix “A” TREE PLANTING LETTER



Date:

Dear Homeowner;

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

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

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

### WHY SHOULD I WATER MY TREE(S)?

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

### CAN I OVERWATER MY TREE(S)?

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

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

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

**Wet** – No additional watering required

### HOW WILL I KNOW WHAT THE CONDITION IS?

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

**Drought** – 0 mm of rainfall per week

**Normal** – 30 mm of rainfall per week

**Wet** – 60+ mm of rainfall per week.

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

Respectfully,

Parks Manager



## Appendix “B” TREE PLANTING TIPS

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

## Appendix “C” PREFERRED TREE SPECIES – SUBJECT TO CHANGE

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

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

### All-Purpose Trees for All Applications

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

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

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

### Upright Conifer Trees for Winter Interest Located where Space Allows

#### Park and Nature Trees Located Away from Infrastructure

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

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

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

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



# Appendix "D" Basic Tree Risk Assessment Form

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

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

### Site Factors

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

### Tree Health and Species Profile

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

### Load Factors

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

### Tree Defects and Conditions Affecting the Likelihood of Failure

**— Crown and Branches —**

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

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

**— Roots and Root Collar —**

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

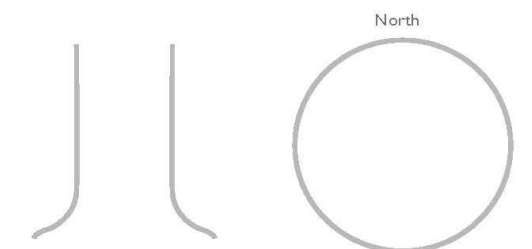
Risk Categorization																		
Target (Target number or description)	Tree part	Condition(s) of concern	Likelihood											Consequences		Risk rating (from Matrix 2)		
			Failure				Impact				Failure & Impact (from Matrix 1)			Negligible	Minor		Significant	Severe
			Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely					

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impact			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely


Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low



Notes, explanations, descriptions

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Mitigation options

1. \_\_\_\_\_ Residual risk \_\_\_\_\_

2. \_\_\_\_\_ Residual risk \_\_\_\_\_

3. \_\_\_\_\_ Residual risk \_\_\_\_\_

4. \_\_\_\_\_ Residual risk \_\_\_\_\_

Overall tree risk rating    Low     Moderate     High     Extreme

Overall residual risk    None     Low     Moderate     High     Extreme     Recommended inspection interval \_\_\_\_\_

Data  Final  Preliminary    Advanced assessment needed  No  Yes-Type/Reason \_\_\_\_\_

Inspection limitations  None  Visibility  Access  Vines  Root collar buried Describe \_\_\_\_\_

**Appendix “E” TREE REMOVAL LETTER**

City of  
**Prince Albert**

Date

Dear Resident:

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

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

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

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

Sincerely,

Parks Manager



## Appendix "F" APPRAISAL WORKSHEETS

### Appraisal Worksheet

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

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

## CTLA Tree and Landscape Appraisal

(Draft 10<sup>th</sup> Edition)

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

1. **Species** \_\_\_\_\_ Common name (*Scientific name*)
  
2. **Trunk diameter** \_\_\_\_\_ in. \_\_\_\_\_  
(Measured at 54" above grade)
  
3. **Condition rating** \_\_\_\_\_ % \_\_\_\_\_  
Based upon observations of the health and structure made on
  
4. **Functional limitations rating** \_\_\_\_\_ % \_\_\_\_\_
  
5. **External limitations rating** \_\_\_\_\_ % \_\_\_\_\_
  
6. **Replacement tree size** \_\_\_\_\_ sq. in. \_\_\_\_\_  
Based on \_\_\_\_\_ (regional guidelines) \_\_\_\_\_
  
7. **Replacement tree cost** \_\_\_\_\_ \$ \_\_\_\_\_
  
8. **Installation cost** \_\_\_\_\_ \$ \_\_\_\_\_
  
9. **Unit tree cost** \_\_\_\_\_ \$ \_\_\_\_\_  
Based on \_\_\_\_\_ (regional guidelines) \_\_\_\_\_
  
10. **Appraised trunk area** \_\_\_\_\_ sq. in. \_\_\_\_\_  
*Trunk area = (line 2)<sup>2</sup> x 0.7854*
  
11. **Appraised trunk area increase** (over replacement tree) \_\_\_\_\_ sq. in. \_\_\_\_\_  
(Line 11 – Line 6)
  
12. **Basic tree cost** \_\_\_\_\_ \$ \_\_\_\_\_  
(Line 12 x Line 10 + Line 8)
  
13. **Estimated depreciated reproduction cost** \_\_\_\_\_ \$ \_\_\_\_\_  
(Line 12 x Line 3 x Line 4 x Line 5, rounded to the nearest \$50.00)

## GUIDELINES FOR EVALUATION OF TREES

Applied only to Single-Stemmed trees

### 1. Basic Value Data

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

### 2. Tree Species Ratings for the City of Prince Albert

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

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

### 3. Method of Determining Value

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

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

Condition:

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

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

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

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

OR

- In this example, 10 cm diameter, the area of the
- 78.54 cm<sup>2</sup> x \$11.01 x 100% = \$ 864.72. Therefore, the Basic Value of a Tree = \$865
- This figure is then multiplied by the Condition % (Say 80%) \$864.72 x 80% condition is \$ 691.78.
- Therefore, the value of this example Spruce with dbh of 10 cm is \$692. (round to nearest dollar)

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

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





# City of Prince Albert

December 3, 2020

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

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

Dear Ms. Harris,

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

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

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

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

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

The two main contacts for this agreement will be:

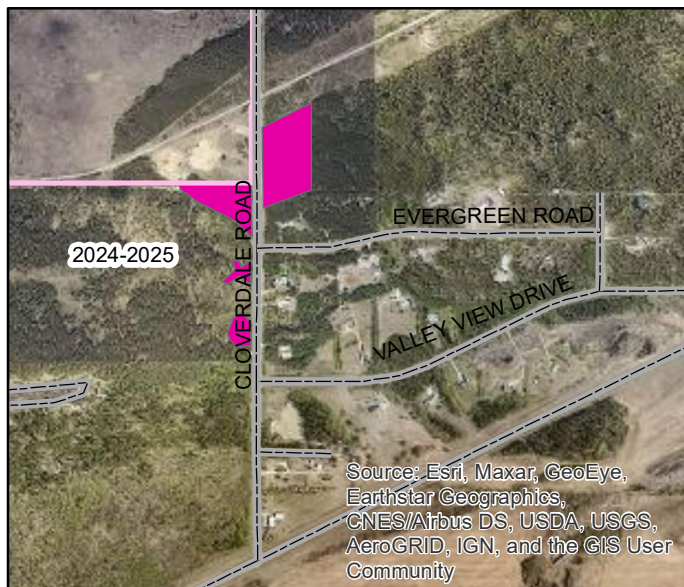
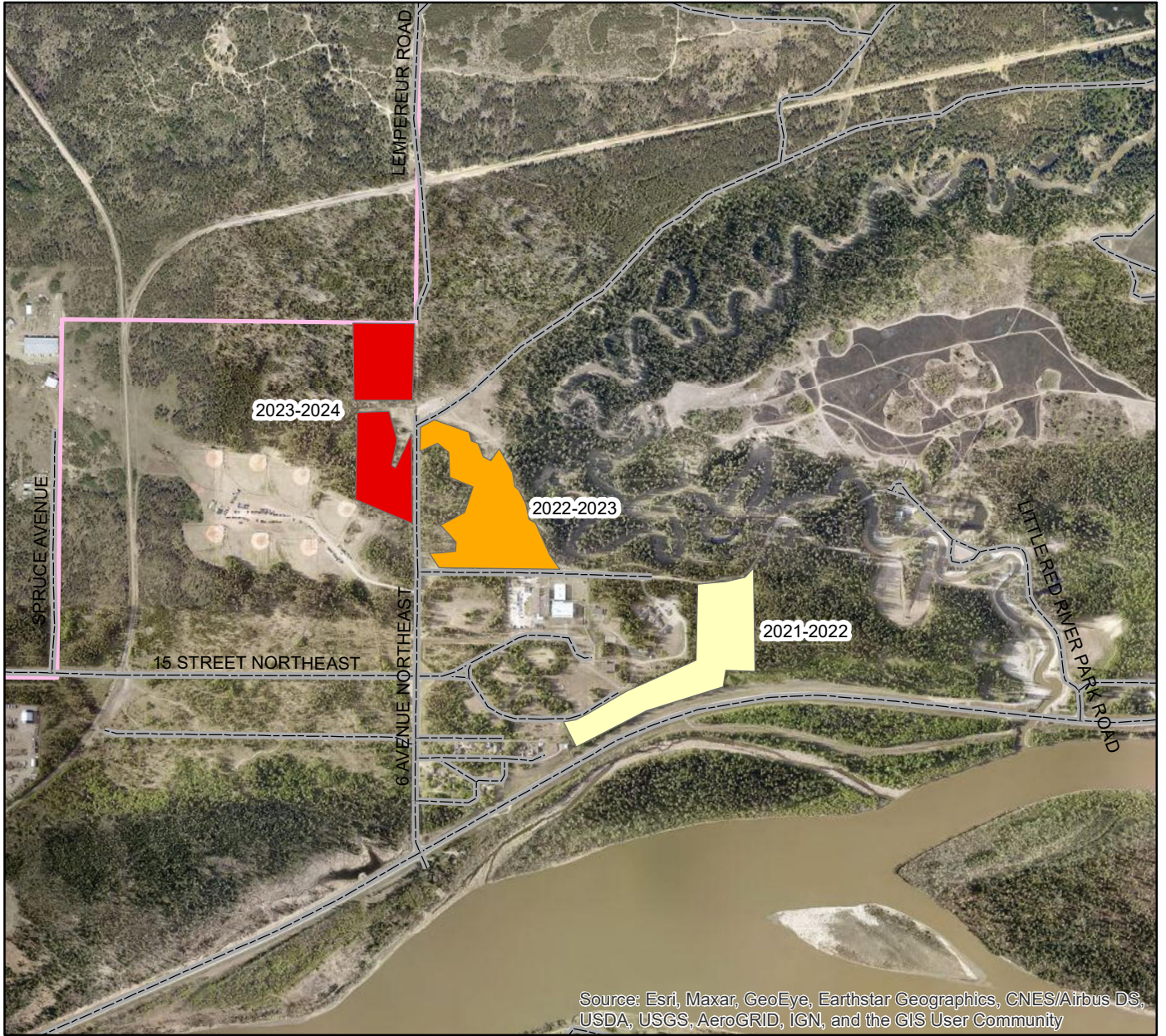
Jody Boulet  
Director of Community Services  
[jboulet@citypa.com](mailto:jboulet@citypa.com)

Timothy Yeaman  
Parks Manager  
[tyeaman@citypa.com](mailto:tyeaman@citypa.com)

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

Yours truly,

  
Jim Toye  
CITY MANAGER



***RPT 21-428***

**TITLE:** Culture Plan (MCAP) Update

**DATE:** September 9, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the Municipal Cultural Action Plan 2022 Budget Plan Draft, as attached to RPT 21-378, be forwarded to the Budget Committee for review during the 2022 budget deliberations.

**PRESENTATION:**

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

**ATTACHMENTS:**

1. Culture Plan (MCAP) Update (RPT 21-378)

Written by: Community Services Advisory Committee

***RPT 21-378***

**TITLE:** Culture Plan (MCAP) Update

**DATE:** **August 17, 2021**

**TO:** Community Services Advisory Committee

**PUBLIC:** X **INCAMERA:**

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**RECOMMENDATION:**

1. That the Culture Plan (MCAP) update, including the draft MCAP “Refresh” attached to report RPT21-378, be received and filed; and,
2. That the Culture Plan (MCAP) 2022 Budget Plan Draft as attached to report RPT21-378 be reviewed during the 2022 budget deliberations.

**TOPIC & PURPOSE:**

To provide the Budget Committee with an update on the City’s Municipal Cultural Action Plan (MCAP) 2021 initiatives to date; the 2020 highlights, evaluation and tracking; the draft “Refresh” addendum to the MCAP (2022-2026), and the budget request and draft plan for 2022.

**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. We are now in year five of implementation and evaluation, half way through the 10 year plan. Prairie Wild has been contracted to coordinate a “Reflect & Refresh” process to evaluate the past five years successes and challenges and develop a “Refresh” addendum to the Culture Plan to guide the work for the next five years. The draft “Refresh” is attached to this report.

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 (note funding crosses over into two years)	Other grants and funding accessed
2015 (-2016)	\$10,000	\$10,000	
2016 (-2017)	\$10,000	\$10,000	\$4000 (SaskCulture Culture Days)
2017 (-2018)	\$40,000	\$5,000	\$4000 (SaskCulture Culture Days)
2018 (-2019)	\$20,450	\$5,000	\$4000 (SaskCulture Culture Days)
2019 (-2020)	\$40,000	\$2,500	\$9000 (SaskCulture Culture Days; NLCDC)
2020 (-2021)	\$40,000	\$5,000	\$6,000 (SaskCulture Culture Days; Sask Arts)
2021 (-2022)	\$40,000	\$5000	\$17,000 (SaskCulture Culture Days sponsorship; Sask Arts Artists in Communities grants (2); SPRA Cultural Diversity Grant)
Total to date	\$200,450	\$42,500	\$44,000

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 initiatives and programs directly related to the Culture Plan.

Each year, an evaluation has been completed by Prairie Wild Consulting and with the MCAP Working Group. The 2020 Evaluation and Tracking Summary is attached to this report, as well as a document highlighting some of the 2020 MCAP key initiatives and accomplishments.

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

The attached 2021 MCAP budget provides the status of the initiatives to date in 2021. Despite the COVID 19 pandemic challenges, we continue to work towards the goals of the Culture Plan for our City. Some of the highlights to date in 2021 include:

- The continued engagement of the working group members/organizations in the culture plan. Since the pandemic, we have been meeting by Zoom (online platform) and continue to have 15-20 people participating in the meetings.
- The installation of the three River Street signs (posts with blades) in our six local Indigenous languages.
- Providing opportunities and participation options during the pandemic for our City with events and cultural offerings. Examples include the 2021 Canada Day reconciliation

virtual event organized by the Prince Albert Multicultural Council, Arts Centre virtual and “take and make” offerings, and Culture Days events (virtual, in person and self guided).

- Working with the Dakota Knowledge Keepers, Elders and community, developing four proposed new interpretive signs providing the history of the Ancient Dakota Village which is now Little Red River Park. There is also a fifth sign proposed that acknowledges the land we are on, to be placed by Cosmo Lodge.
- Three community organizations accessed the MCAP micro event grants.
- Artists in Communities – this year we accessed Sask Art Board development and project grants to hire a coordinator and a mentor to work with three local artists to create more opportunities for artist to work in the community with local organizations.
- Working with the Friendship Centre and a member of the Public Art Working Group to create a Call for an Indigenous Artist to create a design for Orange Shirt Day that is unique and specifically for Prince Albert. An artist has been chosen and this work is underway.
- Coordinated two Crosswalk Art installations, with designs from a local artist.
- Coordinating programming with and for YWCA newcomers at the Prince Albert Arts Centre. Several programs have been provided at the Arts Centre and at Carlton High School.
- Installation of the Outdoor Art Gallery in Kinsmen Park (arbors) for displaying images of children’s art created at summer arts and culture camps in the City.
- The “Reflect and Refresh” process to consult and engage with the community about the first five years (reflect and evaluate) and the next five. This process relied on community consultation and engagement (one on one interviews, surveys, and focus groups) as well as best practices.

The “Refresh” draft has informed the budget plan for 2022, attached to this report. The resources to the MCAP are important and appreciated to continue to grow our City’s culture. Research has shown that “Almost 65% of businesses and skilled workers agree that a thriving arts and culture scene is a driving factor when considering relocation.” (Canadian Arts Presenting Association)

#### **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. Two meetings of the Working Group were held in 2021.

Our city has many cultural strengths, benefits and assets. We need to continue to work together and to share stories of positivity so that we all know and believe we live in a great city.

#### **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 ex. 2020 MCAP Highlights
- Micro Event Grant

- 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
- Social Master Plan (in development)
- Community Services Master Plan
- Cultural Diversity & Protocol Policy
- Civic Arts Policy
- Public Art Policy

**FINANCIAL IMPLICATIONS:**

As noted in the attached 2022 MCAP Budget and Plan, the total 2022 MCAP budget is \$70,000, \$50,000 from the City of Prince Albert (proposed increase of \$10,000) and continuing to attempt to secure grants and sponsorship (\$20,000).

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

The Municipal Cultural Action Plan is linked to the following goals of the strategic plan: Active and Caring Community: The City strives to provide high quality services to meet the dynamic needs and expectations of our citizens.

Sustainable Growth: the City will anticipate, encourage and prepare for growth and be responsive to the needs of our community.

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

**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.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal by Judy MacLeod Campbell, Arts & Culture Coordinator

**ATTACHMENTS:**

1. MCAP 2022 Budget Plan Draft
2. MCAP Refresh Addendum Draft
3. MCAP 2021 Budget to Date Tracking
4. MCAP 2020 Highlights
5. MCAP 2020 Evaluation Tracking
6. MCAP Visual - Progress at 4.5 years

Written by: Judy MacLeod Campbell, Art & Culture Coordinator

Approved by: Director of Community Services and City Manager



Prince Albert Municipal Cultural Action Plan  
2022 Budget Initiatives  
Draft 1: August 15, 2021



2021 Action/Initiative	Theme/Goal Reference	Action/Initiative Detail	Timeline	2020 COPA Budget Requested	Potential Partners/Generated Budget	Code
<b>EXPENSES</b>						
<b>Event Support - MCAP Event Micro Grant (that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP)</b>	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;	Changes for 2022: Support to new, emerging or developing special events that animate public spaces (includes adding virtual option). Events that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP. \$500-\$1000 max.	Ongoing	\$5,000.00	Community Organizations	299
<b>Cultural Diversity &amp; Protocol Policy Grant</b>		A new grant program that supports: Cultural Heritage; Truth & Reconciliation; Strengthens the cultural; community through partnerships; Improve access to arts and culture activity; Strengthen newcomer and indigenous participation in arts and culture	Ongoing	\$5,000.00	Community Organizations	299
<b>Culture Days Free Events</b>	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 2022	Culture Days: September 23-October 23	\$7,000.00	Culture Days Committee/SaskC ulture	299 (\$5000); 543 (\$1500); 221 (\$500)
<b>Marketing Prince Albert Positives &amp; Culture</b>	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;	Photography; Video		\$500.00	COPA Communications	221
<b>Cultural Protocols</b>	Bridging Nations; Our Heritage	Funding for cultural protocol related expenses such as tobacco, cloth, Knowledge Keeper consultation meetings, etc.	Ongoing	\$1,500.00	COPA; Knowledge Keepers	543
<b>Community Reconciliation initiatives</b>	Bridging Nations; Our Heritage	Canada Day Reconciliation Ceremony; Training/Education	July 1 - Canada Day Event	\$1,500.00	PAMC, PAGC, PAUIC	299
<b>Indigenous Naming Initiative</b>	Our Heritage; Bridging Nations	Name one space every 1-2 years		\$3,000.00	Knowledge Keepers	299
<b>Diversity and Multicultural Awareness Initiatives</b>	Bridging Nations; Food Related/Culinary Culture	Integrating activities/supports for newcomers in City run programs and facilities; Newcomers & Indigenous relationship building through art; Anti-Racism initiatives		\$1,000.00	YWCA, PAMC	299
<b>Support non-profit and cultural organizations training and networking opportunities (i.e. volunteers, grants,)</b>	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Research needs; Identify opportunities; LDSCR Partnership. Ideas: Racism, Equity, Inclusion, Governance, Social Media/Promotions, Virtual Programming, Grant Writing; Steven Hill Pottery Workshop (\$1000)		\$1,500.00	LDSCR; Potters Guild	299
<b>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.</b>	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 Public Art Project; Entrances Public Art; Crosswalk Art		\$10,000.00	Parks; Community Organizations; Businesses/Chamber/PADBID	299
<b>Supporting Professional and Developing Artists - Artists in Communities</b>	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 Residency projects.		\$20,000.00	Sask Arts (grant)	299

	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;	To be determined from the refresh. Priority goal areas are: Infrastructure and Related Resources; Bridging Nations; The River and Natural Surroundings/Places.		\$10,000.00	Parks; Community Organizations; Businesses/Chamber/PADBID	299
<b>Initiatives from the 2021 MCAP Refresh</b>						
<b>OPERATIONAL ACTIONS</b>						
<b>MCAP continues promotion and awareness building</b>	All Themes and Operational	Infographic or Condensed Annual Report (4 page)	Ongoing	\$500.00	COPA Communications	221
<b>Ongoing internal evaluation of the MCAP</b>	Operational	Prairie Wild documentation/tracking/metrics development	Ongoing	\$3,000.00	Prairie Wild	299
<b>MCAP continued communication, promotion, awareness building, and collaboration and support across community organizations</b>	Operational	Working Group meeting costs such as coffee, lunch, etc.	Ongoing	\$500.00	MCAP Working Group	511
<b>Total Expenses</b>				<b>\$70,000.00</b>		
<b>REVENUE</b>						
COPA				\$50,000.00	<b>Budget Codes</b>	<b>Budget</b>
SaskCulture CCEP Carry Over from 2021				\$0.00	221	\$1,500.00
SK Arts Artists in Communities Project Grant Carry Over From 2021				\$10,000.00	299	\$65,000.00
SaskCulture Culture Days Sponsorship (not guaranteed)				\$5,000.00	511	\$500.00
SaskCulture CCEP 2021 (application in 2021 - NOT guaranteed)				\$5,000.00	543	\$3,000.00
<b>Total Revenue</b>				<b>\$70,000.00</b>		<b>\$70,000.00</b>



PRINCE ALBERT  
**MCAP**  
MUNICIPAL  
CULTURAL  
ACTION PLAN

**Refresh**

**DRAFT  
AUGUST  
2021**

**Addendum**



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# 1

## INTRODUCTION AND PURPOSE

In 2016, the City of Prince Albert (City) adopted its first Municipal Cultural Action Plan (MCAP). The City, together with a number of community-based organizations, have been implementing and measuring MCAP actions and initiatives. This effort has been acknowledged as an example of planning excellence by the Saskatchewan Professional Planners Institute and shared as a best practice by the Canadian Institute of Planners.

This is the fifth year the MCAP is being implemented. The City, and community partners, are now refreshing the MCAP to identify priorities for the next five years.

The MCAP Refresh is presented as an addendum. The MCAP Refresh Addendum is **not intended to replace the original comprehensive plan**. The Addendum provides additional information about how the MCAP has developed over the past five years since its inception. The Addendum drew its information from multiple sources including regular annual report cards that were established to monitor the plan and public feedback.

Other changes affecting the MCAP include new and amended City of Prince Albert plans, policies, and initiatives, the COVID-19 pandemic, climate change, the Truth and Reconciliation Commission Calls to Action, Missing and Murdered Indigenous Women and Girls and Two-Spirited Calls for Justice, and new partnership opportunities identified and happening within Prince Albert's cultural sector.

This information and public feedback are used to inform the MCAP as it continues to be implemented over the next five years. The Addendum highlights where emphasis and attention can be placed to maintain MCAP's successes, and to elevate the Action Areas/Cultural Planning Themes, Goals, and Action items that have either not progressed as intended, or that have been impacted by other changes affecting the municipal cultural and policy context.



Photo's courtesy of the 2020 MCAP Cultural Highlights



# 2 PRINCE ALBERT MUNICIPAL CULTURAL ACTION PLAN (MCAP) OVERVIEW AND BACKGROUND

## 2.1 Overview

In 2015, the City of Prince Albert engaged with the community to identify a Vision, Action Areas/- Cultural Planning Themes, Goals, and Actions for culture in the community over the next 25+ years. There are 10 Action Areas/Cultural Planning Themes, 13 Goals, and 153 Actions with associated initiatives.

The Action Areas/Cultural Planning Themes (herein referred to as Action Areas) and respective goals are summarized in the graphics.



**Cultural Goal 1:** Honour the past and provide a balance in this narrative of both the positives and the challenges that have occurred when sharing our story.

**Cultural Goal 2:** Enhance and showcase the riverfront to promote the natural elements of Prince Albert and surrounding area.

**Cultural Goal 3:** Utilize current amenities and park spaces as focal points of the community to provide centralized activities and events.

**Cultural Goal 4:** Ensure that all nations, communities, newcomers, and individuals are welcomed and celebrated in the community.

**Cultural Goal 5:** Promote and communicate cross cultural understanding and learnings across nations, communities, newcomers, and individuals.

**Cultural Goal 6:** Ensure a culturally vibrant community by supporting existing volunteers and organizations and promoting new partnerships.

**Cultural Goal 7:** To collaborate with various community groups and organizations to foster the retention and expansion of cultural activities, amenities, and programming for all ages to ensure everyone has access locally to opportunities in a fair and equitable manner.

**Cultural Goal 8:** Support and celebrate the value of sports and recreational programming, activities, and initiatives and the role they play in enhancing Prince Albert's cultural identity and make-up.

**Cultural Goal 9:** Recognize, strengthen, and honour the artistic and cultural community and the significant role it plays in developing and enhancing Prince Albert's cultural make-up and identity and beyond.

**Cultural Goal 10:** Strengthen and enhance the downtown as a major cultural and economic hub to create a culturally vibrant community.

**Cultural Goal 11:** Continue to invest in cultural initiatives and support other organizations and individuals that strive to make Prince Albert a vibrant cultural community.

**Cultural Goal 12:** Ensure food remains accessible and affordable and encourage local food production and availability of ethnic food.

**Cultural Goal 13:** Ensure cultural aspects are considered in infrastructure and related resource development.

## 2.2 Cultural Inventory

A comprehensive cultural inventory of cultural resources in Prince Albert is included as part of the MCAP in Section 4. It includes a breakdown of cultural resources by Type, Primary Function, Cultural Theme, and Predominant Organizational Model. The cultural inventory is intended to be updated regularly. This will be completed over the next five years.

## 2.3 Report Card

Section 6 of the MCAP provides a framework to monitor implementation of the Plan along with operational actions. Section 6.2 Operational Actions in the MCAP includes the following recommendation:

**“Recommendation for annual review of Municipal Cultural Action Plan by the current Cultural Planning Consultants, facilitators and developer of this MCAP.”**

This measure was implemented through an annual report card system to track progress across the MCAP Action Areas. Annual report cards are informed through engagement with the MCAP Working Group and community.

Accomplishments and observations are documented and progress ratings, using the MCAP logo, are assigned to each Action Area and the specific actions and initiatives.

The image on the next page summarizes the progress by Action Area from 2016-2020.

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

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Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020



The Action Area, Bridging Nations, had the most progress from 2016-2020. This is followed by: The River and Natural Surroundings/Places; All Ages – Activities, Amenities, and Programming; Community Volunteering and Networking; Performing, Visual, and Mixed Arts; Our Heritage; and Food and Food-Related/Culinary Arts.

Three Action Areas had the least amount of progress. These included: Industry, Business, and Innovation; Supportive Infrastructure and Related Resources; Sports and Recreation. Detailed reporting on progress for each Action Area and respective actions and initiatives may be found in the annual report cards and tracking.<sup>1</sup>

<sup>1</sup>MCAP Report Cards and Tracking: <https://www.citypa.ca/en/parks-recreation-and-culture/culture-plan.aspx>



# 3 CHANGING CONTEXT

Since the adoption of the MCAP in 2016, the City of Prince Albert has adopted and amended various plans and policies that relate to culture in the community. There are also other factors on the national and global scale that impact culture and must be considered as implementation of the MCAP continues. This section summarizes those changes and its relation to MCAP.

## 3.1 Links to the Newest Municipal Planning Initiatives and Studies

Since 2016, the City of Prince Albert has undertaken several planning initiatives that directly relate to at least one MCAP Action Area. These initiatives broadly align with MCAP and offer opportunities to advance specific actions.

### 3.1.1 Kistapinanihk-2035 Official Community Plan No. 21-2015 and Zoning Bylaw No. 01-2019

The Official Community Plan (OCP) and the corresponding Zoning Bylaw are living, breathing documents. The City of Prince Albert adopted a new Zoning Bylaw in 2019. Bylaw amendments and consolidation is done regularly. The OCP and Zoning Bylaw relates to all Action Areas. MCAP implementation actions such as downtown development, residential infill, recreational expansion, riverfront improvements, neighbourhood upgrades, regional economic development, and park enhancements correspond to the OCP and Zoning Bylaw.

### 3.1.2 Little Red River Master Plan 2020

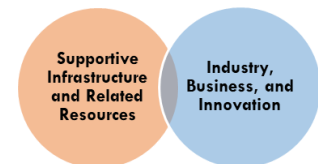
The Little Red River Master Plan was released in May 2020 to guide the Little Red River Park’s development over the next 10 years. This plan was initiated through the MCAP and the Community Services Master Plan 2018.

The plan recommends multiple improvements to the park including repairs to meet accessibility requirements, establishing a governance model for the park, feasibility studies, seeking funding and partnerships, keeping the public informed and seeking feedback, sustainable operation and management, and monitoring.

### 3.1.3 Central Avenue Streetscape Development Master Plan 2019

The Central Avenue Streetscape Development Master Plan was released in February 2019. This plan proposes strategies for developing Central Avenue between River Street and 15 Street E. as an all-season hub for culture, history, entertainment, education, and commerce in Prince Albert. The proposals include guidelines for inclusive transportation and streetscape design. The plan identifies the intersections at River Street and 15 Street E. as important gateways to the downtown. The plan also calls for linking Memorial Square and University Plaza to form a central downtown hub.

## RELATED ACTION AREAS



### 3.1.4 Community Services Master Plan 2018

The Community Services Master Plan was released in January 2018. This plan manages recreational programs and indoor and outdoor recreational, parks, and cultural facilities in Prince Albert.

The Community Services Master Plan Strategic Directions most relevant to MCAP include efforts to improve service delivery through partnerships, to improve facilities and amenities for events and activities, to promote recreation, and supporting volunteers and community organizations. The plan includes a framework for prioritizing related infrastructure spending.

### 3.1.5 Flood Plain Mapping Study 2018

The City of Prince Albert commissioned a Flood Plain Mapping Study in 2018. This is primarily a technical study regarding flood hazards surrounding the North Saskatchewan River and the Little Red River. These findings will inform development along these two rivers.

### 3.1.6 Forestry Management Plan 2018-2038

The Forestry Management Plan 2018-2038 is intended to sustain Prince Albert’s urban forest. This includes trees planted in city parks, along streets, in yards, and in natural outdoor areas. The plan includes policy for tree planting, pruning, maintenance, and removal.

### 3.1.7 Communications Master Plan 2017

The Communications Master Plan 2017 establishes strategies to improve the City of Prince Albert’s ability to communicate publicly, to improve stakeholder engagement, to strengthen the City’s image and brand, to improve access to information, and to improve internal communication. Effective communication and public engagement supports all MCAP goals and Action Areas since public support and engagement with MCAP objectives is fundamental to their success.

## RELATED ACTION AREAS



## RELATED ACTION AREAS

### 3.2 Pandemic Era - COVID-19

The COVID-19 virus was first identified in 2019 in Wuhan Province in China.<sup>2</sup> COVID-19 was officially declared a pandemic on March 11, 2020. Pandemic conditions persist globally at the time of this Addendum report's release.

Beginning on March 17, 2020, the Saskatchewan Ministry of Health declared a provincial state of emergency and issued several public health orders restricting attendance at educational institutions, indoor and outdoor gatherings, non-critical travel, and other restrictions. This, combined with general public apprehension, greatly impeded most in-person cultural events and activities over this period.<sup>3</sup>

In Canada, vaccination has accelerated over the Spring and Summer of 2021. This has been accompanied by declining infection rates. Over 80% of eligible Canadians over age twelve have had at least one dose, while over 65% are fully vaccinated. In Saskatchewan these figures are slightly lower. On July 11, 2021, the Saskatchewan Government lifted all restrictions previously imposed to control the pandemic. Currently, businesses are reopening, and outdoor and indoor events have begun to resume. It is unclear if this positive trend will continue or suffer another reversal. This event will have lasting effects on event and activity planning over at least the next five year period.

### 3.3 Climate Change

Climate change is a global phenomenon observable since approximately the mid-twentieth century at rates exceeding normal natural patterns. Global temperature rise is perhaps the best known measure of climate change with most change occurring over the past 40 years according to NASA.

Global temperatures have so far risen approximately 1.18 degrees Celsius since the late 19th century. Oceans have warmed by approximately 0.6 degrees Celsius, since 1969. The Greenland Ice Sheet has lost approximately 279 billion tons of ice per year between 1993 and 2019 while the Antarctic Ice Sheet has lost approximately 148 billion tons per year. Arctic sea ice is declining. Glaciers are retreating. Snow cover has reduced in the past five decades and melts earlier. Global sea level rose approximately 20 cm in the last century and is accelerating. Extreme weather events have become more common since 1950. Ocean surface acidity has increased approximately 30% since the Industrial Revolution.

Changing climate patterns will need to be considered by communities over the coming years. This will have impacts related to planning and implementation of the MCAP.

<sup>2</sup>World Health Organization. WHO Director-General's opening remarks at the media briefing on COVID-19 - 11 March 2020. <https://www.who.int/director-general/-/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19--11-march-2020>. Accessed July 28, 2021

<sup>3</sup>Government of Saskatchewan. Public Health Orders Archive. <https://publications.saskatchewan.ca/#/categories/5478> Accessed July 28, 2021

<sup>4</sup>NASA. Global Climate Change: Vital Signs of the Planet. <https://climate.nasa.gov/evidence/> Accessed July 28, 2021



## RELATED ACTION AREAS



### 3.4 Truth and Reconciliation Commission of Canada: Calls to Action

The Truth and Reconciliation Commission of Canada (TRC) presented its final report in 2015; releasing 94 Calls to Action.<sup>5</sup> The Calls to Action call upon all orders of governments, educational and religious institutions, and various organizations and agencies to implement the Calls to Action to further reconciliation efforts across Canada. The Calls to Action are related to the MCAP, particularly Action Area: Bridging Nations.

As an adopted municipal document, making the links to specific actions that call upon the municipal government is important in the context of enhancing culture and cultural understanding in the community. These include:

- **Legacy** – Action 3: ...to fully implement Jordan's Principle.
- **Language and Culture** – Action 17: ...to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.
- **Health** – Action 23: ...to: i. Increase the number of Aboriginal professionals working in the health-care field. ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities. iii. Provide cultural competency training for all healthcare professionals.
- **Justice** – Action 40: ...in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.
- **Reconciliation** – Action 43: ...to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.
- **Royal Proclamation and Covenant of Reconciliation** – Action 47: ...to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and terra nullius, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.
- **National Council for Reconciliation** – Action 55: ...to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation...
- **Professional Development and Training for Public Servants** – Action 57: ...to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relation. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

<sup>5</sup>Truth and Reconciliation Commission of Canada. 2015. Truth and Reconciliation Commission of Canada: Calls to Action. [https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls\\_to\\_Action\\_English2.pdf](https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls_to_Action_English2.pdf)

- **Education for Reconciliation** – Action 64: ...provide public funds to denomination schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.
- **Missing Children and Burial Information** – Action 75: ...to develop strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried.
- **National Centre for Truth and Reconciliation** – Action 77: ...to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.
- **Sports and Recreation** – Action 87: ...to provide public education that tells the national story of Aboriginal athletes in history.
  - o Action 88: ...to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.

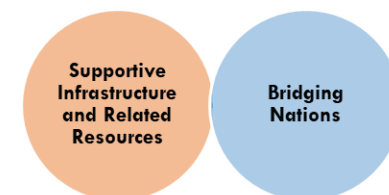
The MCAP identified the TRC Calls to Action as a priority in 2016. Strong efforts have been successfully implemented to support this action. Some examples include: supporting the work of the Prince Albert Urban Indigenous Coalition; naming of streets in Indigenous languages; developing and adopting land acknowledgment protocols; installation of interpretive signage on the riverbank; cultural awareness training; and more.

### 3.5 Missing and Murdered Indigenous Women and Girls and Two-Spirited Calls for Justice

The Missing and Murdered Indigenous Women and Girls and Two-Spirited Calls for Justice were released in 2021 and followed by a National Action Plan in the same year. These Calls for Justice call upon all governments, industries, institutions, services, and partnerships, and all Canadians to implement the actions.

These Call for Justice include actions to reduce marginalization of Indigenous women, girls, and 2SLGBTQQIA people, promote their cultural inclusion and “cultural safety,” promote Indigenous language instruction, provide more funding, form more partnerships with Indigenous groups, and promote greater security, among other things. The Calls for Justice include calls for action by all governments. These Calls for Justice are centered around Human and Indigenous Rights and Governmental Obligations; Culture; Health and Wellness; Human Security; and Justice.<sup>6</sup>

### RELATED ACTION AREAS



<sup>6</sup> Calls for Justice: <https://www.mmiwg-ffada.ca/final-report/for-justice>: <https://www.mmiwg-ffada.ca/final-report/>

### 3.6 New Partnerships

Through the MCAP, there are a number of partnerships that have been ignited and strengthened in the community through existing and new organizations and initiatives. Two successful collaborations that resulted directly from the efforts of the MCAP include the Prince Albert Urban Indigenous Coalition and the Community Building Youth Futures Prince Albert.



#### 3.6.1 Prince Albert Urban Indigenous Coalition (PAUIC)

The Prince Albert Urban Indigenous Coalition (PAUIC) was formed in 2017 through an engagement process led by the City of Prince Albert. There is participation from over 80 Indigenous and non-Indigenous community groups and members. PAUIC holds open monthly meetings for members and the public to come together and share cultural teachings and information.

The PAUIC leads reconciliation efforts in the Prince Albert region to improve the wellbeing of community members. This includes working on inter-agency development, creating cultural awareness and events, and working on collective community actions and initiatives. The PAUIC has formed a partnership with the long-standing Community Networking Coalition (CNC). Together, the Coalitions connect 500+ community-based organizations (health, education, police, social, cultural, and more) to share and learn from one another, created and regularly update a comprehensive community directory of programs and services, developing a Community Social Action Plan, and lead the formation of Community Building Youth Futures Prince Albert.

The PAUIC and CNC have been recognized for their work in the community and furthering reconciliation in Prince Albert. The PAUIC is supported by the Government of Canada Indigenous Services Canada.



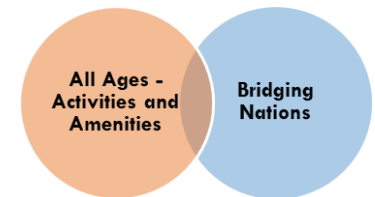
#### 3.6.2 Community Building Youth Futures Prince Albert (CBYF PA)

Community Building Youth Futures Prince Albert (CBYF PA) was established in 2020 in collaboration with PAUIC and the CNC. CBYF PA is one of 13 communities across Canada selected to participate in this initiative.

CBYF PA is a circle of youth leading youth. Through a community developed action plan, CBYF PA is implementing actions including identifying opportunities to spread the word and engage with other youth, provide youth with access to technology to reduce the digital divide, provide connections to Elders and Knowledge Keepers to share cultural teachings, and identify gaps and opportunities related to services and programs in the community specifically for youth. CBYF PA also supports local community events, including Prince Albert Pride, Heart of the Youth Community Powwow, and Voices of Our Youth Conference.

The goal of this initiative is to address education and employment barriers for youth in the community. This initiative is funded by the Government Canada with support through the Tamarack Institute.

### RELATED ACTION AREAS



# 4 MCAP REFRESH APPROACH

## 4.1 Engagement

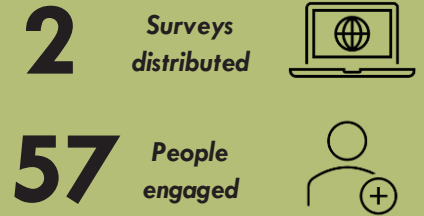
MCAP Working Group members, the community, and stakeholders were asked to provide input into the MCAP Refresh process through online surveys, meetings, and focus group sessions. These are summarized in the graphics shown on the right.

The MCAP Refresh was grounded in an Appreciative Inquiry approach. This approach was utilized to develop the MCAP and continues to be used through the implementation.

### KEY QUESTIONS FROM ENGAGEMENT

- ? *Thoughts about culture in Prince Albert today?*
- ? *How did the MCAP perform between 2016 & 2021?*
- ? *What are your hopes and key priorities for MCAP and culture in Prince Albert over the next five years?*

### 4.1.1 Online Surveys



1. Working Group Survey
2. Community Wide Survey

### 4.1.2 Working Group Meetings

The MCAP Working Group was presented with survey findings and **identified:**

- The need to capture diverse voices in the community to inform priorities
- Targeted focus groups would be valuable

### 4.1.3 Targeted Focus Groups

- Mann Art Gallery Members and Artists
- P.A Multicultural Council, YWCA, and Newcomers
- P.A Historical Museum Membership and Board
- Youth and LGBTQ2S+
- The Business Community



## 4.2 Action Prioritization

To determine MCAP priorities over the next five years, the following was taken into consideration:



The action items were then sorted into four groups based on the need to maintain or renew engagement, and to maintain or improve performance. Those that require attention to improve performance have been identified as a priority.

# 5 MCAP REFRESH COMMUNITY VOICE – SUMMARY OF FINDINGS

The MCAP Working Group, community members, and key stakeholders contributed to the MCAP Refresh through focus group sessions and an online survey. The key findings are summarized below.

**All ten MCAP Action Areas were validated as important to the community.**

More specifically, references related to Performing, Visual, and Mixed Arts, Supportive Infrastructure and Related Resources, Bridging Nations, The River and Natural Surroundings/Places, and Business, Industry, and Innovation were common. Cultural and artistic events, and venues were given as examples. Supporting infrastructure, and to an extent, the Arts are seen as a means to celebrate Prince Albert’s diversity, the river, community building, and heritage.

This is further validated in survey results when the community and Working Group members were asked to rate the relevancy of each of the respective 13 Goals. A scale of 1 to 5 was used, where 1 is not at all relevant and 5 is very relevant.

Goals 4, 5, and 2 were identified as the highest ranked goals (see table on the right). These link to the MCAP Action Areas Bridging Nations and The River and Natural Surroundings/Places. This trend was echoed in other questions on what the word “culture” meant to the respondents, and what stood out to them over the past five years.

MCAP Goals	Avg. Score
Ensure that all nations, communities, newcomers, and individuals are welcomed and celebrated in the community (Goal 4)	4.5
Promote and communicate cross cultural understanding and learnings across nations, communities, newcomers, and individuals (Goal 5)	4.5
Enhance and showcase the riverfront to promote the natural elements of Prince Albert and surrounding area (Goal 2)	4.5
To collaborate with various community groups and organizations to foster the retention and expansion of cultural activities, amenities, and programming for all ages to ensure everyone has access locally to opportunities in a fair and equitable manner (Goal 7)	4.4
Ensure a culturally vibrant community by supporting existing volunteers and organizations and promoting new partnerships. (Goal 6)	4.3
Continue to invest in cultural initiatives and support other organizations and individuals that strive to make Prince Albert a vibrant cultural community. (Goal 11)	4.3
Utilize current amenities and park spaces as focal points of the community to provide centralized activities and events. (Goal 3)	4.2
Recognize, strengthen. And honour the artistic and cultural community and the significant role it plays in developing and enhancing Prince Albert’s cultural make-up and identity and beyond. (Goal 9)	4.2
Strengthen and enhance the downtown as a major cultural and economic hub to create a culturally vibrant community. (Goal 10)	4.2
Ensure food remains accessible and affordable and encourage local food production and availability of ethnic food. (Goal 12)	4.1
Honour the past and provide a balance in this narrative of both the positives and the challenges that have occurred when sharing our story. (Goal 1)	4.1
Ensure cultural aspects are considered in infrastructure and related resource development. (Goal 13)	4.0
Support and celebrate the value of sports and recreational programming, activities, and initiatives and the role they play in enhancing Prince Albert’s cultural identity and make-up. (Goal 8)	4.0



- **Support for existing and new cultural events and gatherings**

- o Many shared examples of existing events such as Winter Festival, Tapastrama, dance, art walks, art shows, powwows, Culture Days, and National Indigenous Peoples' Day.
- o A need for additional cultural events and gatherings to bring together many cultures to celebrate and provide opportunities for cross-cultural understanding was also identified.
- o The need for on-going support, funding, and promotion of existing and new events was highlighted.

- There is a need for **safe cultural spaces** across the community. This includes spaces to practice and celebrate different cultures, and to gather to share and learn

- o Venues such as EA Rawlinson Centre for the Arts, Prince Albert Arts Centre, the Mann Art Gallery, the Museum, Exhibition Grounds, and the Farmers' Market were mentioned as important cultural facilities and amenities in the community.
- o There was also identification of the need for new cultural venues in Prince Albert: an Indigenous Cultural Centre; a Multi-Cultural Centre; and a youth specific centre.

**“Cultural activities give ‘heart’ and build heart in our city.”**



- Prince Albert's **diversity and heritage** was highlighted when thinking about Prince Albert's culture

- o Many referenced the multi-cultural make-up of the community and specifically mentioned the Indigenous, Francophone, and newcomer populations. More inclusion and partnerships with these cultures was supported.

- It is important for **culture to be incorporated into all aspects of the community**

- o This includes consideration for providing opportunities to come together to identify and remove barriers in the community, providing basic needs, and addressing social challenges such as homelessness.
- o It was shared that accessibility and transportation barriers limit access to community amenities and events and should be addressed.

“A lot of people have not been in the downtown in years... ..Partnering with other people who will use the area to showcase varying art shows and entertainment and so on. **Downtowns are built on having people.**”



**“Investing in arts plays huge benefits in the social development and futures of our children. It supports healthy living across all ages and stages of our population.”**

- **Partnerships can be further enhanced in the community to support arts and culture**

- o Examples of where partnerships can be strengthened were provided and include educational institutions, orders of government, funders, and the business community.
- o Specific to the business community, partnerships with the Chamber of Commerce and the Prince Albert Regional Economic Development Authority were identified as opportunities that have not been developed to their full potential.

- **Continued improvements in the downtown and on the riverfront**

- o MCAP implementation efforts and improvements to the downtown and on the riverfront were recognized. This includes initiatives such as interpretive signs and upgrades to the bandstand. Continuous improvements to the riverfront to make it a safe, clean, beautiful, gathering place was identified as a priority.
- o Partnerships with the downtown businesses will help to create safe spaces and employment opportunities for all backgrounds, ages, and abilities. Participants suggested this will attract more people to the downtown and riverbank.

- **Impacts of COVID-19 on culture in Prince Albert**

- o The public health orders restricted the ability for people to gather and resulted in the cancelation of events and activities, and transition to online.
- o While there were impacts on the arts and cultural sector, many shared about the adaptability and resilience of the community and excitement to come back together again in-person through events and gatherings to celebrate culture.

- **Acknowledgement of the importance of the MCAP and its associated efforts and initiatives to-date and the continued need for City support and funding**

- o Those who heard or knew of the MCAP considered it an important document that has strengthened the cultural community in Prince Albert.
- o Community-based organizations have found MCAP helpful in delivering programs and activities, reducing duplication of services and programs through coordination, and enhancing partnerships.
- o The Arts and Cultural Coordinator position was identified as integral to this success along with the City of Prince Albert’s financial and human resources support.
- o Participants agreed resources for MCAP must continue into the future and there is opportunity for growth in this area. This will help organizations leverage other funding opportunities to provide programming, events, and initiatives and ensure they continue in the future.

“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.”



# 6

## ACTION PRIORITIZATION OVER THE NEXT FIVE YEARS

All Action Areas established in the 2016 MCAP remain relevant to Prince Albert's cultural development, as demonstrated through both the focus group and survey engagements. Areas experiencing higher performance need to be maintained, while areas experiencing low performance need to be strengthened and elevated over the next five years. Key priorities for each Action Area have been identified. These priorities are informed by this Refresh process as outlined in Section 4: Municipal Cultural Action Plan Refresh Approach of this Addendum.

The three Action Areas highlighted through the process that are important to emphasize over the next five years are:

- Supportive Infrastructure and Related Resources
- Bridging Nations
- The River and Natural Surroundings/Places

A key finding through this Refresh process was the recognition of the efforts of the MCAP and the on-going support and funding provided by the City of Prince Albert. This must continue and grow into the future in all Action Areas to achieve the goals of the MCAP and create a culturally vibrant community. Furthermore, when discussing the need to advance other Actions Areas and Goals, survey and focus group respondents commonly referenced the means to accomplish these Action Areas and Goals, including specific references to Supportive Infrastructure and Related Resources.

While several actions related to Bridging Nations and The River and Natural Surroundings/Places have been successfully implemented, these two Action Areas remain top priorities for continued development in community commentary. This includes, though is not limited to, implementing the Truth and Reconciliation Calls to Action, inclusion, strengthened relationships and partnerships with Indigenous peoples, newcomers, and the Francophone community, infrastructure improvements on the riverfront, culture reflected in infrastructure, and on-going resources.

Action Areas and associated priority actions are summarized in the tables below. To further assist with monitoring and evaluating implementation over the next five years, measures of success (indicators) have been included for each action item.

<b>Supportive Infrastructure and Related Resources</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
10.1 Focus on opportunities to improve infrastructure in the Downtown Riverfront area to create a vibrant cultural hub.	<ul style="list-style-type: none"> <li>• Number of infrastructure related projects on the riverfront</li> <li>• Engagement with community on downtown and riverfront</li> <li>• New policies and plans related to the downtown riverfront</li> </ul>
10.2 Improve transportation networks that include multimodal options such as walking and cycling.	<ul style="list-style-type: none"> <li>• Maintenance of trails and multi-modal transportation networks</li> <li>• New and expansion of trails and multi-modal transportation networks</li> <li>• Active transportation mode-share in Prince Albert</li> </ul>
10.4 Create a cultural corridor (2nd Avenue West, Highway 2) to showcase the strong multiculturalism of the community.	<ul style="list-style-type: none"> <li>• Presence of cultural amenities, industries, services, events, and activities in the corridor</li> <li>• Engagement with community about opportunities for the cultural corridor</li> <li>• Resource support and investments in cultural corridor activities and infrastructure</li> <li>• Bylaw amendments to implement cultural corridor initiatives</li> </ul>
10.5 Explore creative design for new infrastructure projects where appropriate.	<ul style="list-style-type: none"> <li>• Total customized infrastructure design projects</li> </ul>
<b>Bridging Nations</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
3.2 Promote positive perceptions about our cultural make-up, identity, and unique sense of place as a community.	<ul style="list-style-type: none"> <li>• Programming, training, and education related to anti-racism and discrimination</li> <li>• Activities, events, and programs that focus on relationship building and cross-cultural understanding</li> </ul>
3.4 Ensure newcomers are welcomed into the community.	<ul style="list-style-type: none"> <li>• Number of programs, activities, and amenities for newcomers</li> </ul>
3.5 Acknowledge and honour the process and outcomes of the Truth and Reconciliation Commission of Canada.	<ul style="list-style-type: none"> <li>• Number of initiatives related to the Calls to Action</li> <li>• Engagement and awareness in community about the Calls to Action</li> <li>• New infrastructure and developments</li> <li>• Number of partnerships created</li> </ul>

<b>The River and Natural Surroundings/Places</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
2.1 Promote the riverfront as a cultural focal point of the community that can host community-wide events and activities.	<ul style="list-style-type: none"> <li>• Events and activities hosted on the riverfront</li> <li>• Engagement with community about ideas for the riverfront</li> <li>• Recreation and cultural activities hosted on the riverfront</li> <li>• New riverfront infrastructure installed</li> </ul>
2.2 Explore creative and ‘out-of-the box’ opportunities to showcase the riverfront.	<ul style="list-style-type: none"> <li>• New events and activities hosted along the riverfront</li> <li>• Increase in transportation options and accessibility</li> </ul>
2.4 Complete Rotary Trail system to link to Little Red River Park.	<ul style="list-style-type: none"> <li>• Engagement with community and stakeholders on trail development</li> <li>• Number of partnerships created</li> <li>• Rotary Trail is complete and maintained</li> </ul>
2.5 Focus attention on Little Red River Park as a cultural asset to the community.	<ul style="list-style-type: none"> <li>• Park attendance</li> <li>• Number of cultural activities, initiatives, and events</li> <li>• Total expenditures on Little Red River Park</li> </ul>
<b>Community Volunteering and Networking</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
4.3 Link cultural planning initiatives with other community programs and policies.	<ul style="list-style-type: none"> <li>• New programs and policies consistent with MCAP goals Administration reporting on links between plans and initiatives</li> <li>• Number of meetings to discuss links</li> <li>• Number of MCAP Working Group meetings</li> </ul>
4.4 Maintain existing events and create new events that are promoted as all-inclusive and increase overall participation.	<ul style="list-style-type: none"> <li>• Number of all-inclusive events</li> <li>• Promotional materials related to events</li> <li>• Partnerships to host existing and new events</li> <li>• Funds leveraged by municipal investment in events</li> </ul>
4.5 Celebrate the strong volunteer community.	<ul style="list-style-type: none"> <li>• Community awareness of volunteer opportunities</li> <li>• Volunteer participation</li> <li>• Volunteer recognition</li> <li>• Number of partnerships</li> </ul>

<b>Performing, Visual, and Mixed Arts</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
7.2 Promote the arts through on-going and key awareness raising events and initiatives.	<ul style="list-style-type: none"> <li>• Total expenditures and support for arts and cultural events</li> <li>• Number of new art installations</li> <li>• Investment into cultural resource personnel</li> <li>• Investment in MCAP activities</li> <li>• Engagement and partnerships with artists</li> <li>• Support, programming, and initiatives for artists</li> </ul>
7.4 Seek opportunities to complement community festivals and activities with cultural events/programming.	<ul style="list-style-type: none"> <li>• Number of cultural events/programs held in conjunction with community festivals</li> <li>• Attendance at festivals and activities</li> </ul>
7.6 Support the growth and development, including infrastructure improvements, of Prince Albert's arts and cultural industries.	<ul style="list-style-type: none"> <li>• Number of existing and expanded cultural programs</li> <li>• Number of arts and cultural industries</li> <li>• Number of infrastructure improvements to arts and cultural facilities</li> </ul>
<b>Our Heritage</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
1.3 Raise Prince Albert's profile as a cultural hub through policy, bylaw, and outreach projects that include heritage preservation activities in the city at a local, regional, provincial, national, and international scale.	<ul style="list-style-type: none"> <li>• Number of active heritage preservation projects</li> <li>• Number of recognized heritage assets (registered or awarded)</li> <li>• Number of named streets, parks, and civic assets that reflect Prince Albert's history and cultural diversity</li> <li>• Number of incentives and programs to preserve heritage assets</li> <li>• Number of heritage events hosted</li> </ul>
1.4 Ensure development and redevelopment conserves heritage resources and contributes to Prince Albert's distinct sense of place.	<ul style="list-style-type: none"> <li>• Bylaw amendments with respect to heritage conservation and preservation</li> <li>• Number of heritage development projects</li> <li>• Registered heritage resources in Prince Albert</li> </ul>

<b>Industry, Business, and Innovation</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
8.2 Focus on cultural investment in key areas.	<ul style="list-style-type: none"> <li>• Number of businesses in the culture sector</li> <li>• Business partnerships with cultural sector</li> <li>• Number of workers in cultural industries</li> <li>• Development of new funds to support cultural development</li> <li>• Total expenditures accessed by businesses</li> </ul>
8.3 Encourage the entrepreneurship spirit that is present in the community.	<ul style="list-style-type: none"> <li>• New enterprises/start-ups in PA annually</li> <li>• New incentives for entrepreneurship</li> <li>• Youth specific organizations, initiatives, activities and programs related to entrepreneurship</li> <li>• Senior and Elder organizations, initiatives, activities and programs related to entrepreneurship</li> <li>• Spaces for entrepreneurship</li> </ul>
8.4 Explore creative developments that add to the cultural vibrancy of Prince Albert	<ul style="list-style-type: none"> <li>• Number of visitors to Prince Albert Visitor spending</li> <li>• Trip activities</li> <li>• Number of new cultural related developments</li> <li>• Number of initiatives and partnerships related to creative developments</li> </ul>
<b>All Ages – Activities, Amenities, and Programming</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
5.1 Focus on inclusionary cultural programs, services, amenities, and initiatives that embrace the diversity of the neighbourhood.	<ul style="list-style-type: none"> <li>• Number of initiatives that provide welcoming spaces for youth</li> <li>• Number of initiatives that provide multi-generational cultural activities</li> <li>• Number of initiatives that support all ages programming</li> <li>• Areas for cultural programming in the downtown riverfront</li> </ul>
5.2 Create a strategy to build cultural capacity in youth and strengthen their access to art, culture, and heritage.	<ul style="list-style-type: none"> <li>• Number of cultural education programs for youth</li> <li>• Partnerships with educational institutions and organizations</li> <li>• Educational attainment</li> </ul>
5.3 Create neighbourhood cultural nodes providing programming and activities for all ages. Such opportunities help nurture a community where people can age gracefully in place.	<ul style="list-style-type: none"> <li>• Number of actions and initiatives completed from other City plans (e.g. Community Services Master Plan)</li> <li>• Engagement with community to determine cultural and community programming needs</li> <li>• Number of programs and activities for seniors and Elders</li> <li>• Total expenditures and support provided to organizations that provide spaces and programming for youth</li> </ul>
5.4 Explore opportunities to create new spaces and programming for the young adult demographic.	<ul style="list-style-type: none"> <li>• Engagement with young adults to identify programming and amenities</li> <li>• Number of programs and amenities for young adults</li> <li>• Number of young adult participants in programs and activities</li> </ul>

<b>Sports and Recreation</b>	
<b>Actions</b>	<b>Measures of Success (Indicators)</b>
6.4 Create opportunities to bring recreational programming to the core of the city.	<ul style="list-style-type: none"> <li>• Engagement with community to determine recreational opportunities</li> <li>• Recreational programs, capacity, and attendance in the downtown</li> </ul>
6.5 Improve infrastructure of existing recreational amenities.	<ul style="list-style-type: none"> <li>• Engagement with the community to determine recreational opportunities</li> <li>• Existing recreational amenities are maintained</li> <li>• Recreational amenity attendance</li> </ul>
<b>Food and Food-Related/Culinary Culture</b>	
<b>Action</b>	<b>Measures of Success (Indicators)</b>
9.1 Celebrate the diversity of food and food related products, services, and related amenities that is available in the community.	<ul style="list-style-type: none"> <li>• Number of food related services and amenities and their accessibility across Prince Albert</li> <li>• Number of food related events</li> <li>• Number of new restaurants</li> </ul>



# 7 MOVING FORWARD

The City of Prince Albert has been recognized locally and provincially for its cultural planning efforts through the Municipal Cultural Action Plan. Culture in Prince Albert is about creating a place for everyone. It is through the relationship building amongst people that has resulted in successful tangible outcomes – events, artwork and installations, programming, infrastructure, and more. This was recognized and validated through this Refresh process and will continue to guide MCAP implementation for the next five years.

The funding and resources the City of Prince Albert has committed to arts and culture in the community is appreciated. Culture is something that is weaved throughout the community. As we move towards a post-pandemic world, growing this cultural investment and building on the legacy is integral.

MCAP will continue to be measured and evaluated on an annual basis over the next five years. At the ten-year mark, it is recommended that the plan be fully updated and informed by the actions measured through the MCAP evaluative framework and on-going engagement.



Photo courtesy of the Mann Art Gallery

ACCOUNT: 1-2-75119

2021 Action/Initiative	Theme/Goal Reference	Action/Initiative Detail	Timeline	2020 Budget	Actual	Detail	Potential Partners/Generated Budget	Code	Report to City Council	
<b>EXPENSES</b>										
Event Support (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;	Changes for 2021: Support to adapting events due to COVID restrictions (new - up to 50% of artist; rent; program adaptation expenses to a max of \$500); Support to virtual events (started in May 2020);(Support to new, emerging or developing special events (previous years). Events that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP.	Ongoing	\$3,000.00	\$1,500.00	Performing Arts Warehouse Drive In Recital; 2021 Virtual Canada Day; Adreanna Boucher - Sting Play	Community Organizations	299	No	Decreased \$1000
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 2021	March - October Culture Days: September 24-	\$6,500.00			Culture Days Committee/SaskC ulture	299	No	
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;	Positive news stories/communication; Video (Kiley); Welcome Week in September		\$0.00	\$0.00			221		Changed from \$2000 to 0 as Kiley has \$50,000 positive story budget
Cultural Protocols	Bridging Nations; Our Heritage	Funding for cultural protocol related expenses such as tobacco, cloth, consultation meetings, etc.	Ongoing	\$2,000.00	\$151.98	Tobacco (\$151.98)		543	No	
Community Reconciliation Initiatives	Bridging Nations; Our Heritage	Canada Day Ceremony; Orange Shirt Day Sept.30; Residential School Monument with stories possibly	Spring - Residential School Monument; July 1 - Canada Day Celebration; Sept.30 Orange Shirt Day	\$5,000.00	\$3,100.00	July 1 program reimbursement \$1350; Orange Shirt Days design contracts \$1750 (\$1250+\$500)	PAUIC, PAGC Residential School Support Program (Health), SaskCulture MIF grant?	299	Yes - Monument	
Indigenous Naming Initiative	Our Heritage; Bridging Nations	Name one space every 1-2 years - 2021 - Little Red?		\$3,500.00	\$1,147.09	River St Sign Blades (\$1147.09)	River Street Signs from 2020 (\$2000); Knowledge Keepers	299	Yes	
Diversity and Multicultural Awareness Initiatives	Bridging Nations; Food Related/Culinary Culture	Integrating activities/supports for newcomers in City run programs and facilities; Newcomers & Indigenous relationship building through art (Leah Dorion/Danielle Castle?); Promote/Celebrate various cultural celebrations i.e. Diwali (MCOS Calendar); Traditional Culture Sharing/Living Heritage Online?		\$1,500.00	\$700.00	MCOS Membership \$100; Lana Lorensen YWCA Outreach at Carlton \$300; Lana Lorensen YWCA Outreach at Carlton \$300	YWCA, PAMC	299	No	Decreased \$1000
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	Research needs; Identify opportunities; LDSCR Partnership. Ideas: Racism, Equity, Inclusion, Governance, Social Media/Promotions, Virtual Programming, Grant Writing		\$1,000.00	\$177.04	Parts for the Arts \$177.04	LDSCR	299	No	
Promotion/advertising of free community events and programs.	Sport & Recreation; Community Vitality & Networking; All Ages - Activities, Amenities, Programming	Need to increase awareness of free community events and programs that are open to all. Add on pavements? (Free category); Free Programs Brochure/Website Info	Jan/June/Sept	\$0.00				n/a	n/a	
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): Crosswalk Art; Playground/Art Camps Outdoor Exhibit; Red River Cart Repairs		\$7,500.00	\$4,306.33	Crosswalk Art Stencils \$689.53; R&B Skidsteer Crosswalk Painting \$2220 -- Markit Arbor Stickers \$52.06; Red River Cart Repairs \$1252.94; Markit Arbor Stickers \$27.75; Primer for Outdoor Art Gallery display \$64.05	MAG, Parks, Transportation, Community Organizations, Businesses, Chamber? PADBID?	299	Possibly?	
Little Red River Master Plan Initiative	The River & Natural Surroundings/Places; Our Heritage; Bridging Nations	Dakota Village history/education/interpretive signage	end of June	\$5,000.00	\$4,391.76	Leo Omani (translation reimbursement) \$600; Metalman 4 of 5 signs \$3791.76	Northern Lights Casino (shuttle)? Parks, Historical Society, Knowledge Keepers	299	No?	

<b>Artists in Communities</b>	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 Residency projects.		\$16,000.00	\$5,410.44	Jesse Development March 31 \$1455; Zoom June \$22.20; Jesse Project \$1179; Lynda Project \$2000; Judy Project \$328; SCIC Mural Project with CBYF program supplies/COPA gifts \$426.24	Sask Arts (grant) May 1 or November 1 deadline	299	?
<b>Local Music Project</b>	Performing, Visual & Mixed Arts; Industry, Business & Innovation; Our Heritage	Buy local musician and band CDs to play over the Arts Centre Sound System	June/July	\$0.00	\$50.00	Kelly Clark CD \$25; Jim McKillop \$25			
<b>Steven Hill Pottery Workshop</b>	Performing, Visual & Mixed Arts; Industry, Business & Innovation	Steven Hill plans to be in Stoney Plain so it is an opportunity to tag onto that and have him do a 1-2 day workshop in Prince Albert.	Summer	\$0.00	\$0.00		Potters Guild; Private Businesses (Gail Carlson, Cheryl Ring)	299	No
<b>OPERATIONAL ACTIONS</b>									
<b>MCAP continues promotion and awareness building</b>	All Themes and Operational	Infographic or Condensed Annual Report (4 page)	Ongoing	\$0.00	\$0.00			221	No
<b>Ongoing internal evaluation of the MCAP</b>	Operational	Prairie Wild documentation/tracking/metrics development	Ongoing	\$2,500.00			Prairie Wild	299	No
<b>5 year Reflect &amp; Refresh</b>	Operational	R&R - Reflect & Refresh the plan; Media stories and communication on first 5 year highlights	December	\$10,000.00	\$4,252.50	Prairie Wild \$4252.50		299	No
<b>MCAP continued communication, promotion, awareness building, and collaboration and support across community organizations</b>	Operational	Working Group meeting costs such as Zoom, coffee, lunch, etc.	Ongoing	\$500.00	\$155.40	Zoom monthly membership \$22.20/mnth		511	No
<b>Total Expenses</b>				<b>\$64,000.00</b>	<b>\$25,342.54</b>				
<b>REVENUE</b>									
COPA				<b>\$40,000.00</b>	<b>\$40,000.00</b>				
SaskCulture CCEP Carry Over from 2020				<b>\$2,000.00</b>	<b>\$2,000.00</b>				
SK Arts Artists in Communities Development Grant				<b>\$1,000.00</b>	<b>\$1,000.00</b>	Feb \$750			
SPRA Cultural Diversity Grant				<b>\$1,000.00</b>	<b>\$1,000.00</b>				
SaskCulture CCEP 2021 (application in 2021 - approved! :))				<b>\$5,000.00</b>	<b>\$5,000.00</b>				
SaskCulture Culture Days Sponsorship				<b>\$5,000.00</b>	<b>\$5,000.00</b>				
SK Arts Artists in Communities Project Grant				<b>\$20,000.00</b>	<b>\$10,000.00</b>	Carry Over \$10,000 into 2022			
<b>Total Revenue</b>				<b>\$74,000.00</b>	<b>\$64,000.00</b>				

Changed from \$100 to 0 as this won't occur in 2021 due to COVID

Increased to reflect 5000 COPA/ SaskCulture

To add?:  
 \*Guidelines for the Payment of Artists  
 \*More edible landscapes?

<b>Budget Code</b>	
<b>Totals:</b>	
221	\$2,500.00
299	\$41,000.00
511	\$500.00
543	\$1,000.00
	<b>\$45,000.00</b>

**MCAP Partner Initiatives (not part of 2021 Budget Plan)**

2021 Action/Initiative	Theme/Goal Reference	Details	Timeline	Lead Role			Cost
Blockhouse re-built on the Riverbank (Church to follow)	The River & Natural Surroundings/Places; Our Heritage; Bridging Nations; Supportive Infrastructure; All Ages - Activities, Amenities, Programming;	The Prince Albert Historical Society plans to re-build the Church and Blockhouse on the Riverbank. This was put on hold in 2020. 2021 will involve the HS re-building the Blockhouse and the fundraising campaign for the Church.		PAHS			\$150,000.00
Interpretation/translation to signage – example with riverbank and downtown streets signs		To recognize the French Community and Canada's second official language		French community			
French classes during the day				French Society/YWCA/PAMC			
Metis Fall Festival				Metis Central			
Metis Cultural Centre				Metis Central			
Façade improvements to downtown businesses.	Our Heritage; Industry, Business & Innovation; Supportive Infrastructure & Related Resources			PADBBID/Main Street			
Canada Day (on the riverbank)			July 1	Prince Albert Multicultural Council			
Parts for the Arts - professional development day for Artists and Arts' Organizations			February	Prince Albert Arts Board			
Communicate work of Prince Albert Urban Indigenous Coalition (PAUIC)			Ongoing	PAUIC			
Winter Festival Juried Art Show & Sale			Feb - Mar	Mann Art Gallery			

**MCAP City Initiatives (not part of 2021 MCAP Budget Plan)**

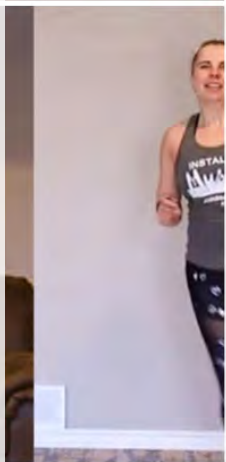
2021 Action/Initiative	Theme/Goal Reference	Details	Timeline	Lead Role			Cost
Community Based Policing	Bridging Nations; Supportive Infrastructure	PAPS now have 2 officers downtown. New station downtown.	Ongoing	Prince Albert Police Service			
LRRP/Riverbank Development Initiatives	The River & Natural Surroundings/Places; Our Heritage	Accessible links to the rotary trail		City Parks/Community Services			
Public Art Initiatives: Stimulus Partnership Fund			Jan-Dec	Public Art Working Group/City			\$2,000.00
Diverse workforce, reflective of the community; Police presence at events			Ongoing	Prince Albert Police Service			



# Municipal Cultural Action Plan

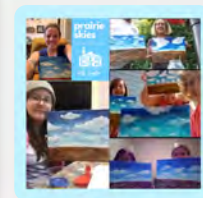
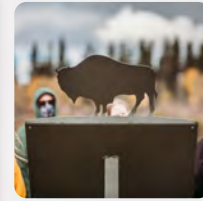
## Highlights 2020

*The MCAP is a plan for Prince Albert to be a stronger cultural community. Approximately 58 people and organizations contributed in big and small ways to the successful implementation of 180+ initiatives in 2020.*



# Table of Contents

1	6 Unique Indigenous groups Interpretive Signs multiple languages 100 Feet apart on the Riverbank
2	1121 Bandstand Gazebo years old. 12 months of different light colours
3	10 Outdoor Public Art Installations 8 Sculptures 4 Murals
4	14-30 The age group of the program 140 Youths currently enrolled 6 Full time Staff, Interns and Youth reps
5	5 Temporary Art Exhibitions 2 Workshops 16 Photobooks
6	8 Art videos with Kayanna 4 Fitness Videos 13 Fitness Instructors
7	14 CD's purchased 3 Local Artists 9 Played publicly for 3 months
8	2 Canoes 33,000 Cost to restore 1900 Painting was painted early 1900's



## Municipal Cultural Action Plan Highlights 2020



## Indigenous History Interpretive Signs

Seven new interpretive signs were installed along the riverbank and rotary trail just east of the Historical Museum in June 2020. The signs serve as an easily accessible and informal opportunity for residents and visitors to learn about the Indigenous Groups that have gathered and lived in this area for thousands of years.

This project was guided by the First Nations and Métis Knowledge Keepers from each of the Indigenous groups in our City.

The interpretive signs begin at approximately 1st Avenue East along the south shore of the river on the Rotary Trail spaced approximately 100 feet apart. The signs are in the traditional Indigenous language and in English.

The footprints along the bottom of each sign symbolizes that the six unique Indigenous groups are connected with each other and with nature.

Funding came from MCAP and a Northern Lights Community Development Corporation Grant.

**“The riverbank is particularly symbolic as the place where people historically gathered.”**

-Judy MacLeod Campbell  
Arts & Cultural Coordinator  
Community Services



# 2

## Riverbank Bandstand Gazebo

Renovating the Bandstand Gazebo was a step towards utilizing and upgrading the Riverbank downtown. The gazebo, situated next to the Historical Museum, is considered a historical structure and it was given a make-over in 2020. Special lighting was added to the gazebo with the aim was to made it a beautiful focal point on our riverbank.

The gazebo was cleaned and painted by Ray Bandet (Superior Cleaning Services) and the lights were supplied by Saunders Electric Ltd. Markit and Metalman made the sign that was installed to provide the public/visitors with the history of the Gazebo.

In 1909, City Council built the bandstand on the Riverbank in Prince Albert. The gazebo was relocated to the Exhibition grounds in 1924 and moved back to its current location in 1979.

Lighting was added to the Gazebo that will change each month to reflect the season or celebration. For instance, March was Kelly Green in celebration of St Patrick's day and Raider Hockey and June will be White/Clear in celebration of Grad and the start of Summer.

Judy MacLeod Campbell compiled a list of the respective months/celebrations with the colour that the lights will be for the month. The City will be in charge of changing the light colour every month.

Funding was provided by the PADBID reserve fund (lighting) which received its funding from parking meter revenue. Funds also came from the MCAP.

**"It's encouraging to see this historical structure given new life and rejuvenation to become a focal point along the Riverbank."**

- Carolyn Carleton  
Executive Director  
Prince Albert Downtown BID





## Public Art Tour

3

In March 2020, Jesse Campbell, former Curator at the Mann Art Gallery, was hired to develop content for a public art tour brochure guiding the public to ten outdoor public art installations. After the brochure was printed and distributed, a plan was created to do guided walking tours. The walking tours are booked privately through Ms. Campbell, although the City promotes the tours, which can also be self guided, in its brochures.

The goal of this project is to generate interest in art; to draw people's attention to the great examples of public art in Prince Albert that show the heritage, culture, and value of the art.

Only one public tour was conducted in 2020 due to Covid but the response was very positive

and the participants loved learning about the history and significance of the artworks.

The artists of the 10 artworks, in the walking tour are:  
 Jayde WizWon Goodon (2 pieces)  
 Twyla Exner, Jill Armstrong & Students,  
 Marguerite Judd Taylor,  
 Indigenous Peoples Artist Collective,  
 Otto Rogers,  
 Helen Granger Young,  
 Les Potter,  
 Lloyd Pinay,  
 Joe Fafard.

The brochure will be updated from time to time to include any new pieces. Funding came from MCAP, Saskatchewan Lotteries, and a SaskCulture grant to create the brochure.

**"As long as there is public art, the tours can exist forever! As new pieces of public art are added, the walking tour is modified to include the new pieces."**

- Jesse Campbell  
*Project Developer*



## Community Building Youth Futures



CBYF is an initiative for PA's Youth (ages 14-30) to take the lead in identifying obstacles to their employment and identifying and creating opportunities to overcome them. This will result in more youth completing their education and moving forward with their plans for employment and/or further education.

Prince Albert was named as one of the recipients of the program in March of 2020 and the program was officially implemented in July of 2020.

The project is funded by the Learning Branch, Employment and Social Development Canada (ESDC) with implementation support through Tamarack Institute.

The public has reacted positively to CBYF, expressing excitement

about seeing youth highlighted for different forms of leadership in our community.

CBYF PA is operating out of the Bernice Sayese Centre with the West Flat Citizen's Group as the accountability partner. CBYF is being kick-started by the Prince Albert Urban Indigenous Coalition, and the Community Networking Coalition. CBYF is also partnering with various organizations, agencies, and businesses in the community to expand the program.

There are many youth artists who are engaged with the project and many others are exploring art through their involvement with CBYF in the forms of beading, poetry, and photography.

**Website:** <https://cbyfpa.ca/>

**FB:** [www.facebook.com/CBYFPA](https://www.facebook.com/CBYFPA)

**"The youth is at the centre of our focus; where all members play an important role in supporting our youth and building a brighter future for our community."**

- Alex Powalinsky  
Project Coordinator CBYF



## Metis Artist Mentorship and Art Installations



The first Intergenerational Metis Mentorship Program was hosted by the Mann Art Gallery in 2020. Leah Dorion (Mentor) and Danielle Castle (Metis Artist in residence) worked together to create 5 temporary outdoor art exhibitions, two workshops (one of which was a Culture Days event), two online presentations, and a small print run of 16 photo books to document the project.

The Mann Art Gallery had been wanting to host an artist in residence and the project was designed with several goals in mind: to continue Leah Dorion's "residency" with an art-making component, and to meet her goal of mentoring and working with a young Metis artist. Because of COVID-19, a safer way was created for people to engage with art outdoors because the pandemic had closed galleries and museums.

Danielle and Leah were able to create this innovative project to meet all of those objectives.

The citizens of Prince Albert had a chance to be inspired by this bright, colourful, and meaningful Metis art as they deliberately came out to see the installations or happened to encounter them unexpectedly in Kinsman Park, AJFH, Art Hauzer Centre, MAnn Art Gallery or on the Riverbank.

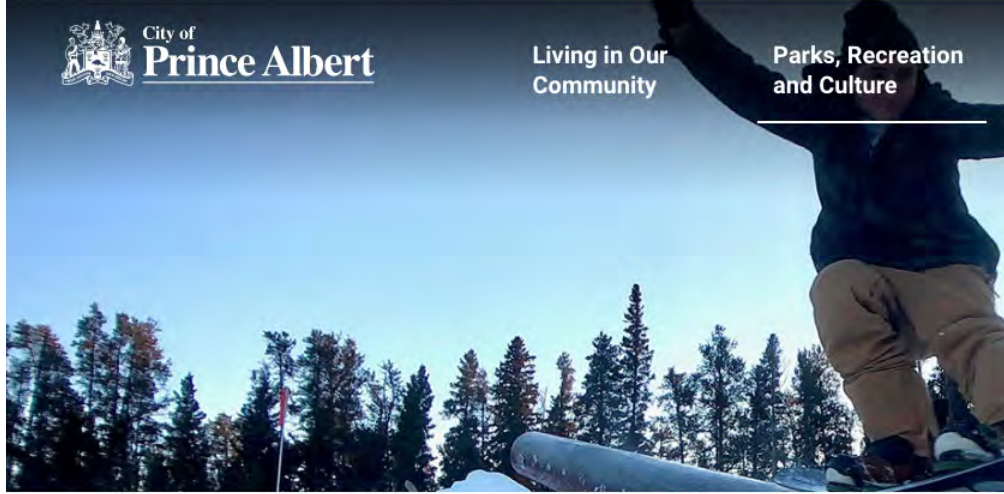
Saskatchewan Lotteries the SaskCulture Aboriginal Arts and Culture Leadership Grant, funded the majority of the project, and the Communities Initiatives Fund, the Community Grant Program, and the City of Prince Albert provided crucial funding for the entire Education program.

**"Even people unfamiliar with these artists and the Mann gallery enjoyed the work when they encountered it, and shared the images all over social media."**

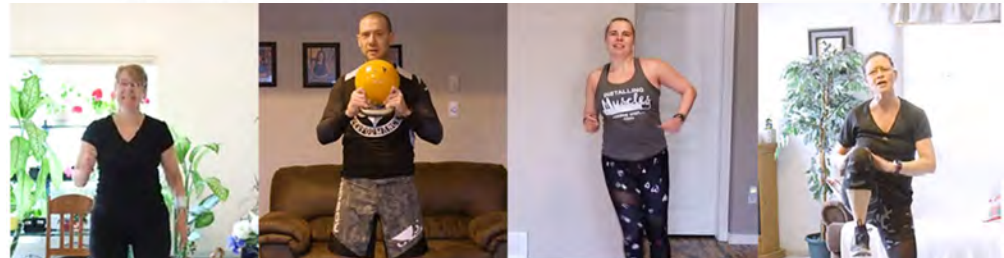
- Lana Wilson  
Educator, Mann Art Gallery



**prairie  
skies**  
VIRTUAL PAINT A LONG  
PRINCE ALBERT  
Arts Centre



## PA Together At Home



# Virtual Programming in response to Covid-19 (PA Together at Home)



At the beginning of the Covid-19 pandemic (late March 2020) residents of Saskatchewan were instructed to stay home and only go out for essential goods and services.

The Community Services Department decided to create a page on our website called "PA Together at Home" where residents could go to get ideas of what they could do - within their house and later, when restrictions lessened, where to go outside to stay mentally and physically active. The result was a page that included instructional videos for arts & crafts and workouts, crossword puzzles, and a cooking contest. Also included were links to other programs in City Facilities who were providing similar online services.

The page also includes listings of outdoors locations where people

could safely go to get fresh air and exercise including toboggan hills, walking and skiing trails, and outdoor skating rinks.

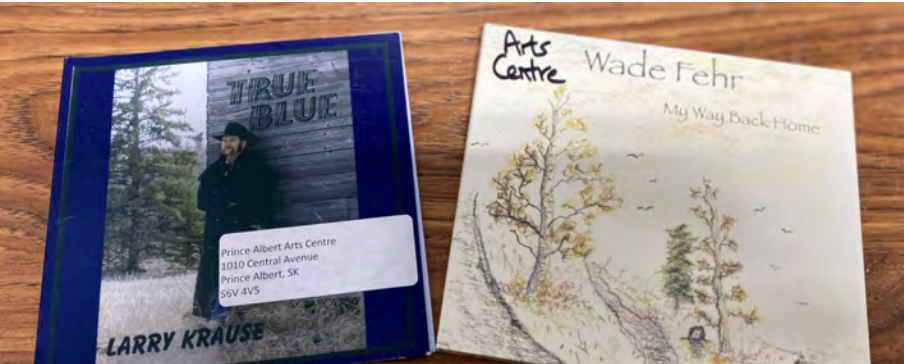
The page remains a living document with items added and deleted as required.

The page was launched to the public on April 9, 2020, with a City of Prince Albert news release. paNOW, the Daily Herald and CTV all featured news stories on the page.

The public was very responsive to the videos that were completed including the Cre8 with Kayanna (instructional arts and crafts videos) and the 13 workout videos completed in the homes of our instructors. Our goal to provide some (free and safe) resources for people to keep them mentally and physically engaged during a difficult time was met with community engagement and appreciation

**"As we are still in the pandemic and restrictions evolve constantly, the page remains live and relevant."**

- Bruce Vance  
Marketing & Sponsorship Coordinator  
Community Services



## Local Artist CDs

With the global pandemic and COVID restrictions in our province, many artists were left without work, especially musicians.

The Arts Centre on Central Avenue has an outdoor sound system that is used to play music outside in the Memorial Square/City Hall and Central Avenue in the Arts Centre vicinity. Music is played during Christmas and in the summer, primarily during events pre-covid. (i.e. Farmer's Market)

14 CDs from 9 Artists and Bands were purchased and played Downtown through the sound system from April 2020 to June 2020.

Supporting local goes beyond furniture and restaurants, it includes our local artists who contribute so much to our community socially, and economically. At a time when they have been hit so hard from the pandemic, giving back in this small way shows we appreciate them.

Funding came from the 2020 MACP budget.

The artists are:  
 Larry Krause;  
 Wade Fehr;  
 Patrick Bird;  
 Tom Kennedy;  
 Kelly Kawula;  
 April Moon;  
 Cathleen Lesperance;  
 Liza Brown;  
 Teena Polle.

**“Purchasing local musicians and bands' music was a great way to showcase and show our support to these artists at this difficult time.”**

*-Judy MacLeod Campbell  
 Arts & Cultural Coordinator  
 Community Services*



## Rare Cyrus Cuneo Art Piece Restored

8

A rare piece of the City of Prince Albert's Public Art Collection has been restored and is once again on display in Prince Albert's Council Chamber at City Hall. The painting of Sir John Simpson on His Tour of Inspection from the Hudson's Bay to the Pacific Coast was done by American born British artist, Cyrus Cincinnati Cuneo.

The oil on canvas painting, dating from the early 1900's, was commissioned for the Canadian Pacific Railway. Many of these paintings were destroyed when the CPR's offices suffered a fire in 1940 making it a unique and rare historic Canadian painting. The painting was originally a gift from the CPR to the City of Prince Albert in the province of Saskatchewan.

This is the first conservation project of the Prince Albert Public Art Working Group who recommended the expenditure of \$33,000 to restore the painting which was in poor condition after years of inattention.

The painting was restored by Fraser / Spafford Ricci Art & Archival Conservation Inc. in South Surrey BC. In addition to removing dust, dirt and varnish from the painting, previous restoration was cleaned off, abrasions repaired and the canvas given a supportive lining and re-stretched onto a stronger custom-made stretcher.

The owner of Fraser / Spafford Ricci, Sarah Spafford-Ricci, grew up in Saskatoon. Her grandfather, mother and aunt (Margaret and Shirley King) resided in Prince Albert.

**"The restoration of this piece of art was a meticulous process and we are thankful we were able to arrange for such quality care. There is a visible difference in the painting and it is now in a condition that will ensure it's longevity for many years to come."**

**-Judy MacLeod Campbell**  
Arts & Cultural Coordinator  
Community Services

**PRINCE ALBERT MUNICIPAL CULTURAL ACTION PLAN (MCAP)  
2020 Implementation Tracker (Comprehensive)**

**Our Heritage** – Recommended Action Items and Initiatives

Progress Overall: 18 month period (July 2016-Dec 2017)		2018		2019		2020										
<b>Key Goal:</b> Honour the past and provide a balance in this narrative of both the positives and the challenges that have occurred when sharing our story.																
Action Items	Initiatives	Primary Lead	Potential Partners	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	Status Notes
					OG	0-1	2-4	5-10+								
<p><b>1.1 Promote Prince Albert's rich cultural history through tangible and intangible activities and initiatives that acknowledge and elevate Prince Albert as an historic "gathering place" - embracing this as a legacy building effort to be further enhanced by each generation to come i.e. paying 'our heritage' forward.</b></p>	<p>.1 Work with the Prince Albert Historical Society and others to review programming and identify opportunities to showcase the unique history of the community.</p>	<p>Community Services, Planning &amp; Dev't, CoPA</p>	<p>Historical Society, PAGC, Métis Region/ Local Provincial and Federal Partners, NLCCDC</p>	<p><b>5 Year Strategic Plan, 2015-2020, Sustainable Growth Kistahpinanihk 2035, Section 13: Culture, Section 13.1: Heritage, Policy ii</b></p>				✓								<p>Prince Albert Historical Society (PAHS) Historic Scavenger Hunt, Indigenous Riverbank Tours, fundraising for the Church and Blockhouse reconstruction, permanent Indigenous history exhibit, temporary summer display for the 150 years when Hudson Bay Company was sold the land was postponed due to COVID-19, new Museum Educator hired, Museum Educator producing and running programs, and reaching out to school to find out what programs are needed, offering more things virtually, bigger social media presence; Western Region 2 Métis Nation worked on bringing back the Métis Fall Festival, hosted virtual Batoche Days; City of Prince Albert riverbank Indigenous Interpretive Signs; Mann Art Gallery (MAG) hosted Cheryl L'Hirondelle multimedia exhibition about PA Correctional Facilities; Prince Albert Urban Indigenous Coalition potential partnership with the City of Prince Albert began through Municipal Cultural Action Plan (MCAP) and other organizations to explore honouring the residential school legacy.</p>

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											MAG. Investigating whether this can be done more regularly. CoPA looking for local graphic designer. MAG helped to put CoPA in touch with artists in Saskatoon to make t-shirts. PAHS is working to fundraise to move the church and block house from Kinsmen Park to the riverbank.		October 27. Ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local indigenous languages. Developed a community mural and room in relation to regional Indigenous history at the Museum. Mural Community Art Project received the Museums Association of Saskatchewan Institutional Award of Merit and won Honourable mention of the Governor General's History Award for Excellence in Community Programming. Working to fundraise to rebuild the church and block house on the riverbank. Renewed Indigenous Displays on main floor of Museum.			

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																Diefenbaker Museum was dedicated as a National Historic Site in August. PADBID is doing a lot of work with signage on historic buildings, street signs, etc. Little Red River Master Plan draft is coming back in November for review. Many learnings involved about the history of Little Red River. Master Plan survey was distributed, deadline for September 6.

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	.2 Identify, cultivate, and document events, programming, cultural amenities and promotional activities that specifically embrace and showcase the City of Prince Albert as an historic 'gathering place' with particular attention given to its diverse Indigenous roots.	Community Services, Planning & Dev't, CoPA	Historical Society, PAGC, Métis Region/ Local Provincial and Federal Partners, NLDCDC													PAHS Historic Scavenger Hunt, Indigenous Riverbank Tours, fundraising for the Church and Blockhouse reconstruction, permanent Indigenous history exhibit; Western Region 2 Métis Nation worked on bringing back the Métis Fall Festival, hosted virtual Batoche Days; CoPA riverbank Indigenous Interpretive Signs, six new picnic tables with designs linked to interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge, Municipal Cultural Action Plan (MCAP) supported the virtual Canada Day event and the Prince Albert Grand Council Reconciliation Ceremony; MAG hosted Métis Artist Mentorship and temporary art installations (summer 2020) with Leah Dorion and Danielle Castle, with support from the Municipal Cultural Action Plan; PAUIC potential partnership with the City of Prince Albert began through MCAP and other organizations to explore honouring the residential school legacy; EARC introduced a number of Indigenous programming, Colours of the Sash with Donny Parentequ was postpone due to COVID-19, Diyet & The Love Soldiers from

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											continued work on reducing the gap between First Nations and Newcomers; community powwows; City organizing Indigenous awareness training for employees – potential opportunity for training in community; Protocols; and, the development of the Prince Albert Urban Programming for Indigenous Peoples (UPIP) Coalition. Indigenous Peoples Artist Collective: Two Story Café at the MAG and the Arts Centre involves art shows and performances that speak to the history of Prince Albert; Exhibition Catherine Blackburn: New Age Warriors at the Mann Art Gallery uses beadwork to create garments			community mural and room in relation to regional Indigenous history at the Museum. Mural Community Art Project received the Museums Association of Saskatchewan Institutional Award of Merit and won Honourable mention of the Governor General's History Award for Excellence in Community Programming. Renewed Indigenous Displays on main floor of Museum. EA Rawlinson hosted Métis Mutt again. National Indigenous Peoples' Day Celebration was held in Kinsmen Park including: Teepee Raising, Pipe Ceremony, Paint Wall, and others. Little Red River Master Plan draft is coming back in November for		Yukon was postponed due to COVID-19; Heart of the Youth Powwow Committee planning a virtual powwow.

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											that speak of the resiliency of Indigenous women in Nations from across North America. Support the community powwow through direct cost funding. CoPA, PAMC, YWCA, and MAG are active participants in Culture Days. Supported the PAGC Women's Commission event. Participation in PA UPIP Coalition which include traditional teachings. PAHS continued work with First Nations and Métis Knowledge Keepers and Elders about PA's Indigenous history. Other MAG initiatives include: Bring awareness through art gallery – a number of exhibitions with Indigenous artists and work; IPAC		review. Many learnings involved about the history of Little Red River. Master Plan survey was distributed, deadline for September 6. PAMC hosted Talking Tables the last Thursday of the month in which Newcomer and Indigenous participants came together to have a safe dialogue.			

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	.3 Explore opportunities for local innovations that will highlight the diverse, strong history and culture of Prince Albert e.g. historical walking and river tours, public historic design features integrated into infrastructure upgrades, honouring Elder and	Historical Society, Community Services, CoPA	PAGC, Métis Region/ Local Provincial and Federal Partners								partnership; Hosted Audrey Dreaver – No I do not speak Cree; Métis Mutt is happening again this year - The play is linked to art on the walls; and, Hosted a 4 day cultural camp with 299 people at Ahtahkakoop First Nation. PAHS is working to fundraise to move the church and block house from Kinsmen Park to the riverbank.					
							✓		Initiatives include: Culture Days – Historical Walking Tour; a call out for public art was sent and remains in place; a call out for PA Stimulus Partnership funding with one project approved; and, crosswalks were painted to promote pedestrians and PA's culture.		Initiatives include: Culture Days – Historical Walking Tour; Elder events; PA Tourism Historical Cultural Assets Map; work on the Indigenous naming initiative – intent is to have a group of Knowledge Keepers and Elders to lead this and help name things in the community; and, Indigenous awareness and communications. CoPA, PAMC,		MCAP provided financial support for the first PAHS Historical Home Tour and equipment, supplies, and other fees for the t-shirt making program. Arts and Culture Coordinator working with the PAHS and Knowledge Keepers on the Riverbank Indigenous Storyline Project. T-shirt making taking place at the Arts Centre.		PAHS Historic Scavenger Hunt, Indigenous Riverbank Tours, fundraising for the Church and Blockhouse reconstruction, permanent Indigenous history exhibit, temporary summer display for the 150 years when Hudson Bay Company was sold the land was postponed due to COVID-19, offering more things virtually, bigger social media presence; Western Region 2 Métis Nation worked on bringing back the Métis Fall Festival, hosted virtual Batoche Days, starting cultural camps at Batoche; CoPA Riverbank Indigenous Interpretive Signs, six new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on	

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	Pioneers.										YWCA, and MAG are active participants in Culture Days. A Polytech student has created an online historical story map. PAHS does not have the map and the student and GIS Coordinator has moved on. Participation in PA UPIP Coalition. PAHS renovated the Connaught Room at the Museum which will house all Indigenous artifacts. A mural is also being painted. Other MAG initiatives include: Bring awareness through art gallery – a number of exhibitions with Indigenous artists and work; IPAC partnership; Hosted Audrey Dreaver – No I do not speak Cree; Métis Mutt is happening again this year. The play is linked		Spots filled quickly. Shirts are sold at MAG.  CoPA Communications helped develop unique Prince Albert designs for shirt screen printing. PAHS participated in Street Fair by offering free admission to the Museum. PAHS hosted the Historical Home Tour on October 27. Ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local indigenous languages. Developed a community mural and room in relation to regional Indigenous history at the Museum. Working to fundraise to rebuild the church and block house on		partnerships to advance ceremonial grounds/gardens/sweat lodge; MAG hosted Cheryl L'Hirondelle multimedia exhibition about PA Correctional Facilities, and Metis Artist Mentorship and temporary art installations with Leah Dorion and Danielle Castle, with support from the MCAP; PAUIC potential partnership with the City of Prince Albert began through MCAP and other organizations to explore honouring the residential school legacy; EARC introduced a number of Indigenous programming; Heart of the Youth Powwow Committee is planning for a virtual powwow; CoPA & Prince Albert Downtown Business Improvement District (PADBID) sanded and painted the Gazebo/Bandstand, did lighting enhancements, and interpretive sign with support from MCAP.	

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											to art on the walls; Hoping to make the Indigenous Gallery Intern a permanent position; and, Hosted a 4 day cultural camp with 299 people at Ahtahkakoop First Nation. T-shirt making took place at the Arts Centre. Spots filled quickly; Shirts will be sold at the MAG; Investigating whether this can be done more regularly; CoPA looking for local graphic designer; MAG helped to put CoPA in touch with artists in Saskatoon to make t-shirts. Completed another stencil for the crosswalk art. PAHS is working to fundraise to move the church and block house from Kinsmen Park to the riverbank.		the riverbank. Renewed Indigenous Displays on main floor of Museum. Diefenbaker Museum was dedicated as a National Historic Site in August. PADBID is doing a lot of work with signage on historic buildings, street signs, etc.			

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<b>1.2 Enhance and support the Downtown-Riverfront area as a cultural hub to confirm and strengthen Prince Albert's place as an historic gathering place that flows to all parts of the City and beyond.</b>	.1 Identify appropriate open and public spaces and open facades that may be utilized for artwork, installations, or interpretative panels that honour the past of the community.	CoPA, Community Services	Local artists, PADBID, Planning & Development, PAAB	<b>5 Year Strategic Plan, 2015-2020, Sustainable Growth Kistahpinanihk 2035, Section 6: Land Use, Section 6.9 Downtown Revitalization Civic Art Policy</b>				✓			Initiatives include: PA call out for Kinsmen Park acquisition; and, spaces/ideas identified by PA Working Group.	Initiatives include: Street Fair; Areas identified by Working Group for further opportunities for art installations by the river. During Street Fair, there were horse drawn tours of downtown and historical walking tours; CoPA, PADBID, PSHS, and MAG are active participants. Participation in PA UPIP Coalition. PAHS renovated the Connaught Room at the Museum which will house all Indigenous artifacts; A mural is also being painted; and, Working to fundraise to move the church and block house		Arts and Culture Coordinator working with the PAHS and Knowledge Keepers on the Riverbank Indigenous Storyline Project. PAHS participated in Street Fair by offering free admission to the Museum. PAHS hosted the Historical Home Tour on October 27. Ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local indigenous languages. Developed a community mural and room in relation to regional Indigenous history at the Museum. Working to		PAHS temporary summer display for the 150 years when Hudson Bay Company was sold the land was postponed due to COVID-19 CoPA Riverbank Indigenous Interpretive Signs, six new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge, Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, MCAP – exploring interest and potential options for Artists in Communities projects and showcasing local artists photography in buses, local music project supported by MCAP; MAG hosted free gallery tours "Why Caged Bird Sings" & Art Activity, Metis Artist Mentorship and temporary art installations with Leah Dorion and Danielle Castle, with support from the MCAP, watch us do art and provide input – public engagement; PAUIC potential partnership with the CoPA began through MCAP and other organizations to explore

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					OG	0-1	2-4	5-10+								
											from Kinsmen Park to the riverbank. Completed another stencil for the crosswalk art.		fundraise to rebuild the church and block house on the riverbank. Renewed Indigenous Displays on main floor of Museum. PADBID is doing a lot of work with signage on historic buildings, street signs, etc. Street Fair events happened in the rain – people still attended and it was successful again this year. Implemented the Downtown Art Walk which was held the first Thursday of each month.		honouring the residential school legacy; CoPA & PADBID sanded and painted the Gazebo/Bandstand, did lighting enhancements, and interpretive sign with support from MCAP.	
	.2 Engage with local artists and community members to install art work, wall murals, and other resources to honour Prince Albert's history.	CoPA and Community	Local artists. PADBID, Community Services, Planning & Dev't, PAAB				✓		The Canada 150 Mosaic features a mural; The MAG showcased local Indigenous artists and hired an Indigenous student. They also work with the Indigenous Peoples Artist Collective (IPAC) to identify and hire professional artists for projects and assist with identifying		Initiatives include: Art Walk; MAG continues to work with IPAC to identify and hire professional artists for projects and workshops; PADBID working on an art block for every Thursday of the month; and the Public Art Stimulus Partnership Fund is still available;		Arts and Culture Coordinator continued to manage public art. Working with conservator to restore the Cyrus Cameo painting. PAHS developed a community mural and room in relation to regional Indigenous history at the Museum. MAG received		PAHS installed permanent Indigenous history exhibit, temporary summer display for the 150 years when Hudson Bay Company was sold the land was postponed due to COVID-19; MAG hosted free gallery tours "Why Caged Bird Sings" & Art Activity, Cheryl L'Hirondelle multimedia exhibition about PA Correctional Facilities, Métis Artist Mentorship and temporary art installations (summer 2020) with Leah Dorion and Danielle Castle, with support from MCAP; CoPA riverbank Indigenous	

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									appropriate CARFAC SK payment rates for professional artists; Sidewalk stencil – Steps of Resistance; and, Fresh Air/IPAC mural. Leah Dorion has discussed several ideas for public art projects including mosaics, mosaic stone benches, and a walkable Indigenous labyrinth with gallery staff. A standing call out for artists to provide public art is available.		Artistic community bulletin installed in Memorial Square for events; Saskatchewan Express was brought in for Street Fair; MCAP funded a new music festival called Rock my Gypsy Soul in Memorial Square; PAHS renovated the Connaught Room at the Museum which will house all Indigenous artifacts; A mural is also being painted. Other MAG initiatives include: Bring awareness through art gallery – a number of exhibitions with Indigenous artists and work; Hosted Audrey Dreaver – No I do not speak Cree; Métis Mutt is happening again this year; The play is linked to art on the walls; and,		the artsVest grant and hosted artsVest in the community on September 24. Had a number of exhibitions that were showcased with Indigenous artists and work. Have a partnership with IPAC. Started a series of Métis culture-meets-art workshops Hosted Audrey Dreaver – No I do not speak Cree. New exhibition “Axenet’l Tth’al” as part of a Common Weal Community Arts project. EA Rawlinson hosted Métis Mutt again this year. PAGC Women’s Commission is working on the Sisters in Spirit monument honouring MMIWG.		Interpretive Signs, six new picnic tables with designs linked to interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red. showcasing local artists photography in buses, new public art brochure, local music project supported by MCAP; PAUIC potential partnership with the CoPA began through MCAP and other organizations to explore honouring the residential school legacy.	

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											Hosted a 4 day cultural camp with 299 people at Ahtahkakoop First Nation. -shirt making took place at the Arts Centre. Spots filled quickly; Shirts will be sold at the MAG; Investigating whether this can be done more regularly; CoPA looking for local graphic designer; MAG helped to put CoPA in touch with artists in Saskatoon to make t-shirts.					
	.3 Work with community organizations to review programming and services available to residents and visitors, and identify gaps and opportunities.	Community Services	Local artists, PAAB, CBO				✓		The Events Calendar will help to identify gaps and opportunities for programming and events. The City is operating the Parkland Community Centre which has resulted in increased use. The MAG is an accessible arts and cultural amenity that provides paid and free programs for all ages.		The Community Services Master Plan is completed and identifies gaps and opportunities. Other initiatives include: Continued use of the Events Calendar; amalgamation of Tourism Events Calendar with the City's; Free programming and events brochure; Artistic community		The Community Services Master Plan identifies gaps and opportunities. CoPA Planning continuing work with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. PAUIC and CNC working on an analysis of programs and services. A report			CoPA MCAP circulated an online training survey; PAUIC and Community Networking Coalition (CNC) continue to update the Prince Albert Community Directory, host virtual gatherings, kick-started CBYF; YWCA working with different groups to address needs that families have; French Canadian Society Started a new volunteer project to get people out and share what community services there are; PAHS hired a new Museum Educator who is reaching out to the school to find out what programs are required; CBYF engagement with youth,

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					OG	0-1	2-4	5-10+								
											bulletin installed in Memorial Square for events; Another artistic community bulletin is planned to replace the one in front of the Arts Centre; Increased usage of City facilities since dropping fees for seniors and youth; Participation in the Community Networking Coalition and the UPIP Coalition; Creating an updated community directory and undertaking an analysis of programs and services; and, the MAG has hired a Gallery Monitor to extend summer hours of the gallery.		and a comprehensive community directory is being developed. Ongoing promotion of events and programs through Calendar of Events, free program brochures, and newsletters.		Leadership Table, PAUIC and CNC to determine the needs for youth.	
<b>1.3 Raise Prince Albert's profile as a cultural hub through policy, bylaw, and outreach projects that include heritage</b>	.1 Support the Official Community Plan policies related to the preservation of important historical	CoPA, Planning & Dev't, MHAC	Historical Society and other stakeholders. PAAB	<b>5 Year Strategic Plan, 2015-2020, Sustainable Growth Kistahpinanihk 2035, Section 13: Culture,</b>	✓	✓					Continued work on the Social Master Plan; YWCA is completing renovations on downtown church; Historical		Arts and Culture Coordinator working with the PAHS and Knowledge Keepers on the Riverbank Indigenous		PAHS installed permanent Indigenous history exhibit, temporary summer display for the 150 years when Hudson Bay Company was sold the land was postponed due to COVID-19, Fundraising for the Church and Blockhouse	

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Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Honour the past and provide a balance in this narrative of both the positives and the challenges that have occurred when sharing our story.

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preservation activities in the city at a local, regional, provincial, national and international scale.	buildings and sites to enhance the character of the city.			Section 13.1: Heritage, Policies i – v <b>SaskCulture Cultural Policy 2015 Civic Arts Policy Framework for Recreation in Canada</b>					OCP, the City will incorporate the MCAP into the Plan through policies.		Food Walking Tour; The PA Tourism Historical Cultural Assets Map; A Polytech student has created an online historical story map - PAHS does not have the map and the student and GIS Coordinator has moved on; and, PAHS is working to fundraise to move the church and block house from Kinsmen Park to the riverbank.		Storyline Project. PAHS hosted the Historical Home Tour on October 27. Ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local indigenous languages. Developed a community mural and room in relation to regional Indigenous history at the Museum. Working to fundraise to rebuild the church and block house on the riverbank. Renewed Indigenous Displays on main floor of Museum. Diefenbaker Museum was dedicated as a National Historic Site in August. PADBID is doing a lot of work with signage on historic buildings, street signs, etc.		reconstruction was put on hold and PAHS is now looking at opportunities; CoPA riverbank Indigenous Interpretive Signs, six new picnic tables with designs linked to interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge; PADBID provided a mini-façade grant to businesses.	

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	.2 Support and pursue heritage and historic recognition initiatives e.g. Municipal Heritage Awards; designation of assets at the municipal, provincial, national and international level.	CoPA, MHAC	Historical Society, CBO, Community		✓				The last Heritage Award was given in 2016. A new plaque was created by the St. Paul's Presbyterian Church and there has been active restoration with the Cairn property. The Diefenbaker House remained open in Fall 2017 and there have been restoration projects on the Arts Centre.		PAHS renovated the Connaught Room at the Museum which will house all Indigenous artifacts; and, A mural is also being painted.		PAHS developed a community mural and room in relation to regional Indigenous history at the Museum. Mural Community Art Project received the Museums Association of Saskatchewan Institutional Award of Merit and won Honourable mention of the Governor General's History Award for Excellence in Community Programming. Diefenbaker Museum was dedicated as a National Historic Site in August.			There were no applications for the Municipal Heritage Awards.
	.3 Ensure that naming of streets, park, and over civic	CoPA, Planning & Dev't	Historical Society, PAGC, Métis Region/Local, Community			✓			There is an initiative underway to provide		Downtown wayfinding signage has been ordered;		Arts and Culture Coordinator working with the PAHS and			CoPA riverbank Indigenous Interpretive Signs and blessing/launch, six new picnic tables with designs linked to

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	assets is done to celebrate Prince Albert's unique history and cultural diversity.										and, A committee has been created for the Indigenous Naming Initiative – intent is to have a group of Knowledge Keepers and Elders to lead this and help name things in the community.		Knowledge Keepers on the Riverbank Indigenous Storyline Project. PAHS has ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local indigenous languages. PADBID is doing a lot of work with signage on historic buildings, street signs, etc.		interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge, River Street Signs not yet completed; PADBID Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP.	
	.4 Explore the feasibility of municipal incentives and programs that aim to preserve historical buildings and sites.	Planning & Dev't, MHAC	Historical Society and other stakeholders			✓			To be determined.		The Municipal Heritage Award continues to be available.		The Municipal Heritage Award continues to be available.		The Municipal Heritage Award continues to be available though it was not awarded this year.	
	.5 Seek out and host provincial, national and international heritage events and conferences and other opportunities to gain provincial and national recognition.	CoPA, Planning & Dev't	MHAC, PADBID, Public Works				✓		There has been a regional and provincial spotlight on Prince Albert for larger live performances, such as <i>Rez Girls</i> at the EA Rawlinson Centre. The PAGC Thanksgiving Powwow in 2017 was moved to		Continuation of larger live performances <i>Rez Sisters</i> and <i>Métis Mutt</i> .		Continuation of larger live performances such as <i>Métis Mutt</i> . Arts and Culture Coordinator hosted Canadian Heritage representatives for a tour of the Rawlinson and Mann Art Gallery		Many in-person events cancelled due to COVID-19. Some events, conferences, and other opportunities held include: Indigenous Peoples Artist Collective in Solidarity/Mann Art Gallery/Prince Albert Arts Centre hosted Tristen Durocher: Walking with our Angels Exhibition and Reception/Vigil; Prince Albert Police Service (PAPS) participates in policing with	

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					OG	0-1	2-4	5-10+								
									every two years.				in November – arranged meetings with organizations. Diefenbaker Museum was dedicated as a National Historic Site in August.		Indigenous peoples national committee to develop a national framework; Western Region 2 Métis Nation organized Virtual Batoche Days; PAUIC connected to the National Urban Indigenous Coalition Council; CBYF participation with other CBYFs across Canada; LDSCR hosted Let's Talk Heritage – virtual conversation with the Heritage Conservation Branch and Community Heritage Champions, and other virtual training/education/workshops.	
1.4 Ensure development and redevelopment conserves heritage resources and contributes to Prince Albert's distinct sense of place.	.1 Ensure policies within the Official Community Plan are being adhered to, and if necessary strengthen existing policies to ensure new developments do not negatively impact areas of significance.	CoPA, Planning & Dev't	Community Services, MHAC	Kistahpinanihk 2035, Section 9: Parks, Recreation, and Natural Areas, Section 9.4: The Pehonan Parkway and the River Valley, Policies i – xi		✓			On-going. Some City staff have identified the MCAP in their work plans and keep action items top of mind.		Continued work on the alignment of policies.		Continued work on the alignment of policies.		Continued work on the alignment of policies.	
	.2 Encourage, incorporate and integrate heritage elements, in whole or part, into new and re-development	CoPA, Planning & Dev't	MHAC, PADBID, Public Works				✓			The City updated the Design Standards Document in March 2017. Restorations to the Cairn and Arts Centre.		Design Standards are being implemented; YWCA is completing renovations on downtown church; and,		Design Standards are being implemented. Central Avenue Streetscape Development Master Plan completed and approved; PADBID provided a mini-façade grant to businesses.		Design Standards are being implemented. Central Avenue Streetscape Development Master Plan completed and approved; PADBID provided a mini-façade grant to businesses.

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					OG	0-1	2-4	5-10+								
	areas through design in buildings, streetscapes, and (i.e. tourism and economic development opportunities).													approved.		

**The River and Natural Surroundings/Places** – Recommended Action Items and Initiatives

Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020													
<b>Key Goal:</b> Enhance and showcase the riverfront to promote the natural elements Prince Albert and surrounding area.																	
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes	
					OG	0-1	2-4	5-10+									
<b>2.1 Promote the riverfront as a cultural focal point of the community that can host community-wide events and activities.</b>	.1 Support the policies from the 20 Year River Valley Master Plan that revitalize the riverfront.	River Valley Downtown Committee, Community Services, Planning & Dev't	Pêhonân Parkway Board, Public Works	<b>5 Year Strategic Plan, 2015-2020, Sustainable Growth Kistahpinanih k 2035, Section 9: Parks, Recreation, and Natural Areas, 9.3: Open Spaces, Policy vii, xi River Valley Park 20 Year Master Plan Community</b>					✓					MCAP provided financial support to the Chester Fest Couch & Music Festival and for second year to music festival – Rock my Gypsy Soul - in Memorial Square. PADBID put on Street Fair - happened in rain – people still attended and it was successful again this year. Implemented the Downtown			CoPA riverbank Indigenous Interpretive Signs and blessing/launch, six new picnic tables with designs linked to interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge, opening of Knotty Pine Bistro, outdoor painting at Little Red, completion of the Little Red River Master Plan, River Street Signs not yet completed; PADBID Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP, Street Fair cancelled due to

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**Key Goal:** Enhance and showcase the riverfront to promote the natural elements Prince Albert and surrounding area.

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					OG	0-1	2-4	5-10+								
				<b>Services Master Plan</b> Section 3.4 Recommendations, Section 3.4.1 Area Redevelopment, River Front <b>Downtown Strategic Plan,</b> Executive Summary, Recommendation 9									Art Walk which was held the first Thursday of each month. PAHS participated in Street Fair by offering free admission to the Museum. YWCA clients attended Street Fair. MAG Education team provided free arts activities at the Street Fair. Arts and Culture Coordinator working on the Riverbank Indigenous Storyline Project. PAHS working with Knowledge Keepers on Riverbank Indigenous Storyline Project. Working to fundraise to rebuild the church and block house on the riverbank. Optimistic this will happen next summer. PAMC helps to promote the riverbank, the Canada Celebration was moved to its		COVID-19; PAHS Fundraising for the Church and Blockhouse reconstruction was put on hold and PAHS is now looking at opportunities; MAG hosted the Metis Artist Mentorship Project and temporary art installations; Food Coalition worked on getting new picnic tables along Rotary Trail.	

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					OG	0-1	2-4	5-10+									
	.2 Continue to engage with community members on ways to revitalize the river front.	River Valley Downtown Committee, Planning & Dev't	Pêhonân Parkway Board, CBO		✓					Community engagement includes: photo contest; promotional videos; neighbourhood planning meetings; and, online surveys. The Canada 150 Voyageur Rendezvous Canoe Race also increased awareness.		Initiatives are being identified through PADBID action plan; and, There is consultation being done for the Central Avenue Streetscape Design.		original spot along the riverbank. CoPA Planning is working with the consultant on Little Red River Master Plan draft that is coming back in November for review. Many learnings involved about the history of Little Red River. Little Red River Master Plan Survey was distributed, deadline for September 6.		Central Avenue Streetscape Development Master Plan has been completed and approved. Arts and Culture Coordinator working with PAHS and Knowledge Keepers on the Riverbank Indigenous Storyline Project. PAHS working with Knowledge Keepers on Riverbank Indigenous Storyline Project. CoPA Planning is working with the	CoPA completed the Little Red River Master Plan, ongoing engagement and meetings with Knowledge Keepers.

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	.3 Utilize CPTED principles, and work with Police, Fire, and other relevant departments when considering the location of community gathering points or events and ensure parking access and overall safety is addressed.	Planning & Dev't, River Valley Downtown Committee, Community Services	Public Works, Police, Fire		✓				Meeting with the Fire Department regarding the Canada 150 Voyageur Rendezvous Canoe Race. Although Police have yet to be consulted, events (e.g. Street Fair) have incorporated more CPTED principles as they continue to grow.		Continued participation of PAPS in discussions and at events.			PAPS reintroduced foot patrol unit. Will be available by request for events.		Continued participation of PAPS in discussions and at events; PADBID Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP; CBYF PA engagement with youth and community about opportunities in the community and creating safe places; Food Coalition worked on getting new picnic tables along Rotary Trail; many events and gatherings hosted virtually. In-person gatherings, events, and activities followed COVID-19 protocols.

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	.4 Identify future opportunities for a community event by the riverfront that is marketed as inclusive to everyone.	River Valley Downtown Committee, Community Services	PADBID, Prince Albert Tourism			✓					Initiatives include: Expansion of Street Fair; CoPA, PADBID, PA Historical Society, and MAG are active Street Fair participants; PADBID working on an art block for every Thursday of the month; July 5 <sup>th</sup> event included live music on the riverbank; The new Rock my Gypsy Soul in Memorial Square music festival; and, The Canada Day celebration will be moved back to its original location.		PADBID put on Street Fair - happened in rain – people still attended and it was successful again this year. Second Rock my Gypsy Soul music festival, Food Truck Tuesday, Summer on the Square was held in Memorial Square. PAHS participated in Street Fair by offering free admission to the Museum. YWCA clients attended Street Fair. MAG Education team provided free arts activities at the Street Fair. PAMC helps to promote the riverbank, the Canada Celebration was moved to its original spot along the riverbank.		CoPA MCAP supported the PAMC Virtual Canada Day Celebration and the PAGC Reconciliation Ceremony; PADBID – Street Fair was cancelled this year due to COVID-19.	
	.5 Incorporate recreational and cultural activities along the river corridor to	River Valley Downtown Committee, Community Services	Service Clubs, Sports Clubs, PADBID, PAGC, Métis Region/ Local				✓				Initiatives include: Culture Days; CoPA, PAMC, YWCA, and MAG are active		PADBID put on Street Fair - happened in rain – people still attended and it was successful		PAHS Indigenous Riverbank Tours, fundraising for the Church and Blockhouse reconstruction; CoPA Riverbank Indigenous Interpretive Signs and	

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	celebrate the significance of the waterbody.										participants in Culture Day; Expansion of Street Fair; PADBID working on an art block for every Thursday of the month; and, The July 5 <sup>th</sup> event included live music on the riverbank.		again this year. Implemented the Downtown Art Walk which was held the first Thursday of each month. PAHS participated in Street Fair by offering free admission to the Museum. YWCA clients attended Street Fair. MAG Education team provided free arts activities at the Street Fair. PAMC hosted Canada Day Celebration on the Riverbank included multicultural food and merchandise booths, Reconciliation Ceremony, and live entertainment. Arts and Culture Coordinator working on the Riverbank Indigenous Storyline Project. PAHS working with Knowledge Keepers on Riverbank Indigenous		blessing/launch, six new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge, outdoor painting at Little Red, Public Art Tour Brochure; MAG hosted Metis Artist Mentorship and temporary art installations.	

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	.6 Work with Pêhonân Parkway Board to ensure future developments and actions are consistent with the 20 Year River Valley Master Plan.	River Valley Downtown Committee, Community Services	Pêhonân Parkway Board				✓				Initiatives are being identified through PADBID action plans.		Storyline Project.		Initiatives identified through PADBID, MCAP, and the City of Prince Albert.	Initiatives identified through PADBID, MCAP, and the CoPA.
	.7 To start discussions and identify appropriate locations for the placement of a community oven along the river.	River Valley Downtown Committee, Community Services, Fire	Pêhonân Parkway Board and other stakeholders, Community			✓					MCAP Working Group has started discussions.		MCAP Working Group has started discussions.		MCAP Working Group has started discussions; CoPA Little Red River Master Plan completed.	
	.8 Develop cultural "nodes" in the park along the river that brings community members and visitors together.	Community Services, Planning & Dev't	Pêhonân Parkway Board, Community				✓				Initiatives are being identified through PADBID action plans; and, PAHS is working to fundraise to move the church and block house from Kinsmen Park to the riverbank.		Arts and Culture Coordinator working with PAHS and Knowledge Keepers on the Riverbank Indigenous Storyline Project. PAHS working with Knowledge Keepers on Riverbank Indigenous Storyline Project. Working to fundraise to rebuild the church and block house on the riverbank.		PAHS Indigenous Riverbank Tours, fundraising for the Church and Blockhouse reconstruction; CoPA Riverbank Indigenous Interpretive Signs and blessing/launch, six new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge, outdoor painting at Little Red, opening of Knotty Pine Bistro at Little Red, Public Art Tour Brochure, new railing installation along Rotary Trail, River Street Signs not yet completed; MAG	

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																hosted Metis Artist Mentorship and temporary art installations; Food Coalition worked on getting new picnic tables along Rotary Trail.
2.2 Explore creative and 'out-of-the-box' opportunities to showcase the riverfront.	.1 Consider options to develop innovative recreational transportation options to cross the river i.e. ferries, kayak rentals, gondolas.	CoPA, Planning & Dev't	Public Works, Community, Community-based Organizations	5 Year Strategic Plan, 2015-2020, Sustainable Growth				✓			Continued use of river by the Rowing Club.			Continued use of river by the Rowing Club.		Continued use of river by the Rowing Club.
	.2 Consider feasibility and locations for an amphitheatre to host outdoor events along the river bank.	Planning & Dev't	Public Works, PAAB						✓			To be determined.			To be determined.	

**Key Goal:** Utilize current amenities and park spaces as focal points of the community to provide centralized activities and events.

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					OG	0-1	2-4	5-10+									
2.3 Ensure park spaces are focused on or incorporate	.1 Continue to support programming and	CoPA and Community	PAAB, Prince Albert Tourism	Kistahpinanih k 2035, Section 13: Culture,	✓	✓					Through the Events Calendar, supporting		Initiatives include: Continued use of Events		PAHS participated in Street Fair by offering free		PAHS Historic Scavenger Hunt, Indigenous Riverbank Tours, fundraising for the Church and Blockhouse

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					OG	0-1	2-4	5-10+								
historical and cultural landmarks to enhance and celebrate neighbourhoods and to draw tourism, interest, and cultural learnings.	encourage expanding programming at current facilities such as the Tourist Centre and Historical Museum.			Section 13.2: Arts, Culture, and Tourism <b>Community Services Master Plan</b> , Section 3: Parks and Open Space, Objective 5					events and programs and providing presentations , the community has seen the ongoing support and encouragement. The Historical Society also hosted Pokemon events.		Calendar; Artistic Community bulletin board in Memorial Square; Another artistic community bulletin is being installed in front of the Arts Centre; The free program brochure; and, During Street Fair, there were horse drawn tours of downtown and historical walking tours.		admission to the Museum. Working with Knowledge Keepers on Riverbank Indigenous Storyline Project. Working to fundraise to rebuild the church and block house on the riverbank. Optimistic this will happen next summer. Developed a community mural and room in relation to regional Indigenous history at the Museum. PAMC hosted Canada Day Celebration on the Riverbank included multicultural food and merchandise booths, Reconciliation Ceremony, and live entertainment. Arts and Culture Coordinator working with PAHS and Knowledge Keepers on the Riverbank		reconstruction, permanent Indigenous history exhibit, hired a new Museum Educator, Museum Educator reaching out to school to determine what kind of programs are needed temporary summer display for the 150 years when Hudson Bay Company sold the land was postponed due to COVID-19; CoPA MCAP Grant supported SPARK Theatre Ignition: Play-in-a-day; CoPA hosted Window Art Bomb Contest, Community Culture Chalkboard Canvas, Public Art Tours, Try Beading, Family Yoga, Try Clay, Screen Printing, free program guides summer, spring, winter, and fall, expansion of playground at Alfred Jenkins Field House; MAG hosted free gallery tours of "Why The Caged Bird Sings" & Art Activity, painting workshop with Leah Dorion, Métis Artist Mentorship and temporary art installations (summer 2020) with Leah Dorion and Danielle Castle, with support from the MCAP, Cheryl L'Hirondelle multimedia exhibition about PA Correctional Facilities, virtually programming, art and craft kits, virtual summer camps, public engagement – watch us do art and provide input, 9 <sup>th</sup> annual	

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Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Enhance and showcase the riverfront to promote the natural elements Prince Albert and surrounding area.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
																<p>Indigenous Storyline Project. PA Tourism promoted the Calendar of Events and free events in their newsletters. Improvements being made in-house to the Discover Prince Albert Guide. Continued support and circulation of brochures with free programs.</p> <p>high school juried art show online, planning for winter fest; Indigenous Peoples Artist Collective/MAG/Prince Albert Arts Centre (PAAC) hosted Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; EARC introduced a number of Indigenous programming, hosted Community Music Video, provided a reduced youth summer intensive program, quarantine challenge, received the Canadian Arts Presentation Fund, working with Broadway North East Company since August, Colours of the Sash with Donny Parenteau was postpone due to COVID-19, Diyet &amp; The Love Soldiers from Yukon was postponed due to COVID-19; PAMC free multicultural youth summer day camp with support from MCAP, Skills Training for Achievement and Gainful Employment (STAGE), ongoing daily programs e.g. English classes, settlement programs; YWCA hosted a youth summer camp, have a men's and women's group that do different activities, working with the North American Centre for Trauma Response to bring items to the doorsteps of clients (e.g. arts activities, crafts, books), developed</p>

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					OG	0-1	2-4	5-10+								
																an African music group, opportunity to partner with Jam Street, in partnership with the PAAC, working with the settlement students on arts activities (supported by MCAP), received computer donations from SaskTel to provide access to technology, working with different groups to address needs that families have; French Canadian Society hosted day camps, virtual socials, French classes, partnered with PAMC, started a new volunteer project to get people out and share what community services there are, all other activities postponed due to COVID-19; CBYF PA located into the Bernice Sayese Centre; Arts Board organized Parts for the Arts, bought a kiosk with a digital display showing inductees to the Arts Hall of Fame (located at the EARC); Prince Albert & District Chamber of Commerce hosted PA@5 free event; Catholic Family Services hosted fall programs for children and families.
	.2 Ensure safety of park spaces across the city are addressed by working with relevant departments and organizations.	CoPA, Planning & Dev't, Community Services	Police, Fire			✓					Enhanced presence of PAPS at community events; and, Initiatives identified in the Community Services Master Plan.		PAPS reintroduced foot patrol unit. Will be available by request for events.			Continued participation of PAPS in discussions and at events; CoPA installed new railing at Rotary Park, installation of Lion's Park Playground, expansion of playground at Alfred Jenkins Field House; PADBID -Gazebo/Bandstand sanded and painted,

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					OG	0-1	2-4	5-10+								
																lighting enhancements, and interpretive sign with support from MCAP; CBYF PA engagement with youth and community about opportunities in the community and creating safe places; Food Coalition worked on getting new picnic tables along Rotary Trail.
	.3 Review park space programming and explore opportunities and engage the community regularly about incorporating additional cultural programming in park spaces throughout the year.	Community Services	PAAB, PAGC, Multicultural, Historical Society, Tourism, Multicultural Council				✓		The creation of the Community Services Advisory Committee has created additional advocates for cultural programming . The City has played a role in sharing opportunities including the Culture Video; the photo contest;		Community Services Master Plan has been completed and identifies opportunities; Canada Day event; community powwows; Culture Days; CoPA, PAMC, YWCA, and MAG are active participants in Culture Days; MAG uses grant funds to host free art making activities at		Community Services Master Plan is completed and identifies opportunities. MCAP hosted the community-wide luncheon to share about MCAP and work to-date. Also included identifying priorities for the future.		Community Services Master Plan is completed and identifies opportunities. Little Red River Master Plan is completed and identifies opportunities. CoPA and PAHS continue to engage and meet with Indigenous Knowledge Keepers; MAG hosted the Metis Artist Mentorship Project and temporary art installations, public engagement - watch us do art and provide input.	

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					OG	0-1	2-4	5-10+								
									<p>social media; printed publications on the MCAP; presentations ; tradeshow booths; Ribfest held in Kinsmen Park (2017); Métis event held in Kinsmen Park (2017); KidzFest; Canada Day celebration; National Health and Fitness Day; and, more.</p> <p>MAG in 2017 provided a free collaborative children's painting activity (Plywood skyline of PA) at the city's Kidzfest (mid-July) in Kinsmen Park. The MAG has a tent and does drop-in art outreach programming in outdoor spaces like parks, like we did for 4 days for Summer</p>		<p>outdoor community events such as Summer on the Square, Canada Day Celebrations, KidzFest, and National Indigenous Peoples Day; PAHS is working to fundraise to move the church and block house from Kinsmen Park to the riverbank; Based on feedback and to help promote the use of the riverbank, the Canada Day celebration will be moved to its original spot along the riverbank.</p>					

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					OG	0-1	2-4	5-10+								
<b>2.4 Complete Rotary Trail system to link to Little Red River Park.</b>	.1 Engage with community members to identify possible lands for trail completion.	CoPA, Planning and Dev't	Pêhonân Parkway Board, Community Services	<b>5-Year Strategic Plan 2015-2020, Active &amp; Caring Community Kistahpinanih k 2035, Section 6: Public and Institutional, 6.7 Parks and Environmental, Policy v</b>			✓				Continued work on the trail; and, Master planning is underway.		CoPA Parks put out a survey about the walking trails asking about putting markers every 26 km, directional signage for people to exit the trail, tables, trash cans, and other things. 22.6 kms of trail complete. Little Red River Park master planning underway.		CoPA completed Little Red River Master Plan, installed new railing at Rotary Park, Rotary Park receives Parks and Open Space Award, Rotary Trail detour for construction of new Raw Water Pump House; Food Coalition worked on getting new picnic tables along Rotary Trail.	
	.2 Engage with landowners regarding land to complete trail system.	CoPA, Planning & Dev't	Pêhonân Parkway Board, Community Services					✓			Continued work on the trail; and, Master planning is underway.		22.6 kms of trail complete. Little Red River Park master planning underway.		CoPA completed Little Red River Master Plan.	
	.3 Seek opportunities for public/private partnerships to complete the trail system.	CoPA, Planning & Dev't	Pêhonân Parkway Board, Community Services, Private Sector					✓			Continued work on the trail.		22.6 kms of trail complete. Little Red River Park master planning underway.		CoPA completed Little Red River Master Plan.	
	.4 Complete trail system to Little Red River Park.	CoPA, Planning & Dev't	Pêhonân Parkway Board, Community Services					✓			To be determined.		To be determined.		To be determined.	

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Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020												
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					OG	0-1	2-4	5-10+								
<b>2.5 Focus attention on Little Red River Park as a cultural asset to the community.</b>	.1 Continue to support and encourage the expansion of cultural programming activities in the park from community based organizations such as the Métis cultural programming.	Community Services, Métis Region/ Local	PAGC, , Multicultural Council, CBO, PAAB	<b>Kistahpinanihk 2035,</b> Section 9: Parks, Recreation, and Natural Areas <b>20 Year River Valley Park Master Plan</b>	✓						Continued promotion of the park; Urban sweat lodge has been approved; and, Master planning is underway.		CoPA Planning working with consultant on Little Red River Master Plan draft is coming back in November for review. Many learnings involved about the history of Little Red River. Little Red River Master Plan Survey was distributed, deadline for September 6.		CoPA completed Little Red River Master Plan, six new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge, opening of Knotty Pine Bistro, outdoor painting at Little Red.	
	.2 Continue to work with the Police and Fire departments to ensure the safety of patrons utilizing the park; utilize CPTED principles when considering future development.	Community Services, Planning & Dev't	Police, Fire		✓					Police and Fire presence at the park is maintained. Departments need to be consulted on CPTED principles.		Continued partnership with Police and Fire to ensure a presence at the park.		Continued partnership with Police and Fire to ensure a presence at the park.		Continued participation of PAPS in discussions and at events; PADBID Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP; Food Coalition worked on getting new picnic tables along Rotary Trail.
	.3 Explore options for improved and expanded	CoPA, Community Services	Planning & Dev't, Pêhonân Parkway Board, CBO				✓			To be determined.		Master planning is underway.		CoPA Planning working with consultant on Little Red River		CoPA completed Little Red River Master Plan and it identifies opportunities.

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<b>Progress Overall: 18 month period (July 2016-Dec 2017)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>

**Key Goal:** Enhance and showcase the riverfront to promote the natural elements Prince Albert and surrounding area.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
	programming and community events in Little Red River Park.															
	.4 Explore opportunities for a pedestrian/bike bridge in the park for improved trail connectivity.	Public Works, Community Services, Planning & Dev't	Pêhonân Parkway Board				✓		To be determined.		Master planning is underway.		CoPA Planning working with consultant on Little Red River Master Plan draft is coming back in November for review. Many learnings involved about the history of Little Red River. Little Red River Master Plan Survey was distributed, deadline for September 6.		CoPA completed Little Red River Master Plan and it identifies opportunities.	
	.5 Explore opportunities for water-based activities linked to the North Saskatchewan River and nearby amenities. This may involve	Public Works, Community Services, Planning & Dev't	Pêhonân Parkway Board, PAGC, neighbouring RMs, North Saskatchewan River Basin				✓		There has been increased public access to the river by expanding the boat house for non-motorized vessels. The		Continued use of the river by the Rowing Club; and, Master planning is underway.		Continued use of the river by the Rowing Club CoPA Planning working with consultant on Little Red River Master Plan draft is coming back in November for		CoPA completed Little Red River Master Plan and it identifies opportunities; Continued use of the river by the Rowing Club.	

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					OG	0-1	2-4	5-10+								
	linkages to the nearby La Colle Falls, Saskatchewan River Forks (where the North and South Saskatchewan River join) and other nearby river-based amenities.													review. Many learnings involved about the history of Little Red River. Little Red River Master Plan Survey was distributed, deadline for September 6. PADBID explored opportunities to offer a Historic Boat Tour. Due to circumstances related to the river including low spots and the current, it was recommended against.		

**Bridging Nations – Recommended Action Items and Initiatives**

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Ensure that all nations, communities, newcomers, and individuals are welcomed and celebrated in the community.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
<b>3.1. Celebrate, support, and promote Prince Albert's rich</b>	.1 Identify, support and explore programs, events, and	CoPA and Community	PAGC, Multicultural Centre, Mann, Métis Region/Local, PADBID, Service	Kistahpinanihk 2035, Section 10 Environment, 10.5 Historical		✓				Many events have expanded since the adoption of		Initiatives include: Culture Days; CoPA, PAMC, YWCA, and		MCAP provided financial support to the Chester Fest Couch & Music Festival,		CoPA completed last cultural awareness training for all full-time CoPA employees, Council approved the Cultural

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<p><b>Indigenous history and make-up including the acknowledgment of settlers to ensure the retention and enhancement of Prince Albert as a community of inclusion and multiplicity extending out to the surrounding region.</b></p>	<p>other initiatives that bring people together and celebrate the multiplicity of Prince Albert and region.</p>		<p>Groups, Faith-based groups, Exhibition Association, and others</p>	<p>and Archaeological Site Protection, Policy iv <b>Communications Master Plan,</b> Goal 3: Strengthen the city Image and Establish a City Brand <b>SaskCulture Cultural Policy</b></p>				<p>the MCAP, this has also provided opportunities for community groups and organizations to work together to enhance and provide new programs including Culture Days; Street Fair; Cultural Camps; Reconciliation Ceremony; and, more. The MAG initiatives include: Winter Festival Art Show &amp; Sale (over 40 years, annually); IPAC hosts the annual Two Story Café interdisciplinary Indigenous art &amp; music event every September, accompanied by an art exhibition at the MAG; regularly hosts art exhibitions by nationally &amp; internationally renowned Indigenous artists, has several exhibitions scheduled for 2018-20;</p>		<p>MAG are active participants in Culture Days; Canada Day; Reconciliation Ceremony; Street Fair; CoPA, PADBD, PA Historical Society, and MAG are active Street Fair participants; Indigenous awareness and communications; Tapestrama; MMIWG March; Elder events; Tours of PAPS for Newcomers; inclusive PAPS recruitment; Pride event; Events Calendar; Artistic community bulletin board in Memorial Square; YWCA downtown cultural hub; World Refugee Day; Arts Hall of Fame; Volunteer drives; July 5<sup>th</sup> events; Diversity Night; Two other Diversity Nights being held; PAMC looking to plan events on International Day to end Racism; Continued work on</p>		<p>second year to music festival – Rock my Gypsy Soul - in Memorial Square, the first PAHS Historical Home Tour, the Métis Kitchen Party, the purchase of tobacco for various initiatives, Canada Day events, parking card for SaskPolytechnic New Canadians Literacy program, PAMC Diversity Nights, and brochure printing costs, free public transit and dance for Culture Days. Hosted the community-wide luncheon to share about MCAP and work to-date. Also included identifying priorities for the future. Continued participation in the PAUIC. Culture Days hosted in Prince Albert on September 27-29. It was the 10<sup>th</sup> anniversary this year. The theme was 'Creativity, the Arts, and Wellbeing'. Arts and Culture Coordinator continued to</p>	<p>Protocol, proclaimed Orange Shirt Day, worked with the Multicultural Council of Saskatchewan to offer Exploring Diversity Beyond the Surface, Riverbank Indigenous Interpretive Signs (6) and blessing/launch, MCAP supported Unconscious Bias, PA Together at Home webpage and resources, MCAP supported the PAMC Virtual Canada Celebration and Reconciliation Ceremony, MCAP support the PAMC multi-cultural youth day camp, hosted the Community Culture Chalkboard Canvas, Try Beading, and other activities, free program brochures; PAHS hosted the Historical Scavenger Hunt, Indigenous Riverbank Tours, ongoing participation and support working with Knowledge Keepers and Indigenous initiatives such as the indigenous display; EARC hosted the Community Music Video, reduced youth summer intensive program, quarantine challenge; PAMC hosted Tapastrama &amp; Food Trucks with support from MCAP; MAG hosted a painting workshop with Lea Dorion, art installations &amp; Metis Artist Mentorship Project, various virtual programming, summer camps; participation in Culture Days by CoPA, MAG, PAHS, PAMC, and others; IPAC/MAG/PAAC hosted the Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; PAPS participates in the policing with Indigenous peoples</p>
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									<p>MAG &amp; IPAC are delivering Indigenous Youth Summer Art Workshops to expand Indigenous art &amp; culture opportunities (Northern Indigenous Media Art Project ran 2014-16, 3 years, 2018 project is Cree Language &amp; Culture Camp with art components)</p>		<p>bridging gaps between First Nations and Newcomers; Supported the community powwow through funding of direct costs; Supported the PAGC Women's Commission event; Participation in PA UPIP Coalition; Exhibition Catherine Blackburn: New Age Warriors runs at the MAG from September 14th – October 25th, 2018, uses beadwork to create garments that speak of the resiliency of Indigenous women in Nations from across North America. 3-4 bead-ins will take place on Saturdays at the MAG. Anyone is welcome to drop by the MAG and learn beading techniques Professional Saskatchewan beaders. No charge; Other MAG initiatives include: MAG Cree Art and Culture</p>		<p>market the Calendar of Events – continued with distribution of postcards, Google Ads, and promotion at the bus stops. PA Tourism has been involved in the promotion of the Calendar of Events. CoPA Communications provided continued support for Calendar of Events. Still some work to do to capture all things going on in the City. New website has been released and includes an updated/streamlined calendar. City was approved for a new website in 2019 – now up. Free events and activities offered this year: Culture &amp; Arts Sessions offered to schools on Friday including - Creative Crochet, 'Everyone Can Dance', Cultural Sharing Circles, Arts &amp; Wellness, and Culture Games - Past &amp; Present; Cultural Café &amp; Concert on Friday evening; Urban Art Tour; CommUNITY</p>		<p>national committee to develop a national framework; PA &amp; District Chamber of Commerce received funding for Training and Employment Network, hosted virtual events; YWCA hosted a youth summer camp, men's and women's groups, working with the North American Centre for Trauma Response to bring items to doorsteps of clients (e.g. arts activities, crafts), developed an African music group, partnered with PAAC working with the settlement students with support from MCAP; Western Region 2 Métis nation working on bringing back Métis Fall Festival, organized virtual Batoche Days, hosting men's mentoring group, starting cultural camps at Batoche; EARC introduced a number of Indigenous programming, Colours of the Sash with Donny Parentequ was postpone due to COVID-19, Diyet &amp; The Love Soldiers from Yukon was postponed due to COVID-19; Heart of the Youth Powwow is planning for a virtual powwow; French Canadian Society hosted day camps, virtual socials, French classes, has partnerships with PAMC; CBYF PA hosted a virtual beading circle; MASCI hosted a virtual Kitchen Party (supported by MCAP); PAUIC and CNC hosted virtual gatherings; SPARK Theatre – play in a day; Heart of Seniors Gathering offered Healthy Food Hampers; Community Cares Kitchen</p>
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										<p>Program; Bring awareness through art gallery – a number of exhibitions with Indigenous artists and work; IPAC partnership; Hosted Audrey Dreaver – No I do not speak Cree; Métis Mutt is happening again this year. The play is linked to art on the walls; Hoping to make the Indigenous Gallery Intern a permanent position; Hosted a 4 day cultural camp with 299 people at Ahtakakoop First Nation. MASCI provides treatments using Indigenous practices and traditions. YWCA hosting an event similar to World Refugee Day. Involved with Common Ground with the PAMC. Another artistic community bulletin is planned to replace the one in front of the Arts Centre.</p>	<p>HeART Project; Tapestrama Cultural Festival; Mann Art Gallery Tours; Culture Games - Prince Albert Historical Museum. PADBID put on Street Fair events. Happened in the rain - people still attended and it was successful again this year. Implemented the Downtown Art Walk which is held the first Thursday of each month. Crokicurl was set up in Memorial Square and was a big success – getting calls from all over Canada asking about design. Summer on the Square occurred over the summer in Memorial Square, providing weekly family activities hosted in conjunction with the Farmer's Market. Santa Claus Parade and activities were hosted in the Downtown and at the Gateway Mall in partnership with the PA Arts Centre and PAHS.</p>	<p>– The PossAbility Shop Fabric Masks for Elders, Christmas Hampers, Kindness Caravan; Dream Broker provided family kits; Common Weal Community Arts hosted artful isolation activities; Gabriel Dumont Institute hosted a virtual concert; Inclusion Saskatchewan hosted a virtual tour; NITHA hosted a Community Photo Contest; YWCA hosted charity BBQ to support programs and services; Lakeland District for Sport, Culture &amp; Recreation hosted Creative Kids Program, Zoom check-ins, virtual training, activity kits; Catholic School Division hosted Feed our Future initiative; Catholic Family Services hosted fall programs for children and families; SK History and Folklore Society hosted Living in SK Youth Storytelling Project; Canadian Mental Health Association Prince Albert hosted virtual luncheon with the ED.</p>
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													<p>PAHS participated in Street Fair by offering free admission to the Museum. Hosted Historical Home Tour on October 27. Developed a community mural and room in relation to regional Indigenous history at the Museum. YWCA clients attended Street Fair. MAG Education team provided free arts activities at the Street Fair and a number of other summer events and celebrations. Hosted artsVest in the community on September 24. Uses the Calendar of Events for promotions. Started a series of Métis culture-meets-art workshops. Hosted Audrey Dreaver – No I do not speak Cree. New exhibition "Axenet'i Tth'al" as part of a Common Weal Community Arts project. Ran 6 weeks of art camps in July and August. PAGC Women's Commission is</p>	
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																								<p>working on the Sisters in Spirit monument honouring MMIWG. PAPS is meeting with the PAGC Women's Commission, Chiefs, and Grand Chief as part of Reconciliation Calls to Action that have been identified including the need to consult with Indigenous women, children, girls and LGBTQ peoples. Sub-committee working with Indigenous Chiefs to look at best practices of how police can work with and engage with Indigenous communities and deal with protests. Continued to support a holistic community. Second Round Dance and Feast held in partnership with RCMP and community agencies in honour of MMIW occurred on October 26. YWCA partnered with Indigenous friends to host a Truth and Reconciliation Youth Project</p>		
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									Amphitheatre and the Reconciliation Ceremony at Prince Albert Grand Council. SHARE created a new Indigenous Community Garden. The development of the Policy for Civic Facilities, where fees are waived for in-kind support from the City.		urban sweat lodge.		distributed, deadline September 6. SHA nursing students are investigating the possibility for a communal gathering space – applying for a Federal grant in November. Haven't found an indoor space yet, but might be looking into putting picnic tables outdoors in the interim.		Cree Nation hosted Indigenous youth camp; PAUIC Potential partnership with City of Prince Albert began through MCAP and other organizations to explore honouring the residential school legacy; Western Region 2 Métis Nation working on bringing back the Metis Fall Festival, assisted with the Virtual Batoche Days, hosted a men's mentoring group, starting cultural camps at Batoche; Heart of the Youth Powwow Committee planning for a virtual powwow; GDI hosted a virtual concert.
	.3 Increase visibility and opportunity for First Nation and Métis culture and history in public art and urban design by including these perspectives in policies and plans.	CoPA, PAGC, Métis Region/ Local	Historical Society, FSIN, CBO			✓		There was the Kinsmen Park call for artists though none were selected. This will be re-opened in 2018. Other initiatives include: Public Art Stimulus Partnership Fund – deadline was November 2018; the Winter Festival; and,		Committee created to explore Indigenous Naming Initiative – intent is to have a group of Knowledge Keepers and Elders to lead this and help name things in the community; Participation in PA UPIP Coalition; PAHS renovated the Connaught		CoPA moved the Totem Pole due to safety, construction. Arts and Culture Coordinator continued engagement with Knowledge Keeper circle. Signage being developed on River Street in local Indigenous languages. Group has been meeting to develop priorities for locations. MCAP		CoPA completed the Little Red River Master Plan, ongoing engagement and meetings with Knowledge Keepers, completed the Riverbank Indigenous Interpretive Signs and blessing/launch, six new picnic tables with designs linked to interpretive signs and work on partnerships to advance ceremonial grounds/gardens/sweat lodge; PAHS installed permanent Indigenous history exhibit; MAG hosted Cheryl L'Hirondelle multimedia exhibition about PA Correctional	

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									the PADBID project.		Room at the Museum which will house all Indigenous artifacts; A mural is also being painted – Supported through Public Art Stimulus Fund; City organizing Indigenous awareness training for employees – potential opportunity for training in community; Other MAG initiatives include: Bring awareness through art gallery – a number of exhibitions with Indigenous artists and work; IPAC partnership; Hosted Audrey Dreaver – No I do not speak Cree; Métis Mutt is happening again this year. The play is linked to art on the walls; Hoping to make the Indigenous Gallery Intern a permanent position; and, Hosted a 4 day cultural camp with 299 people at Ahtakakooop First Nation. 6 Year Public		provided financial support for tobacco, Knowledge Keepers, and lunch at these meetings. No consensus/development with Indigenous Gardens. Continued to manage public art. PAHS continued engagement with Knowledge Keepers. Developed a community mural and room in relation to regional Indigenous history at the Museum. PAGC Women's Commission is working on the Sisters in Spirit monument honouring MMIWG. MAG bringing awareness through the art gallery – a number of exhibitions have been showcased with Indigenous artists and work; IPAC partnership. Started a series of Métis culture-meets-art workshops. Hosted Audrey Dreaver – No I do not speak Cree. New exhibition "Axenet'I Tth'al"		Facilities, and Metis Artist Mentorship and temporary art installations with Leah Dorion and Danielle Castle, with support from the MCAP; PAUIC potential partnership with the City of Prince Albert began through MCAP and other organizations to explore honouring the residential school legacy; EARC introduced a number of Indigenous programming; Heart of the Youth Powwow Committee is planning for a virtual powwow.
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										Art Plan identifies Peter Ballantyne Cree Nation/Former Residential School Location as one of the significant locations for public art.		as part of a Common Weal Community Arts project. EA Rawlinson hosted Métis Mutt again this year. PAUIC/ PAMFC/PAPS/CoPA hosted National indigenous Peoples' Day Celebration in Kinsmen Park including: Teepee raising, Pipe Ceremony, Paint Wall, and others. CoPA Planning continued working with consultant on Little Red River Master Plan draft that is coming back in November for review. Little Red River Master Plan Survey was distributed.		
<b>3.2 Promote positive perceptions about our cultural make-up, identity, and unique sense of place as a community.</b>	.1 Provide and enhance programming and education that targets the elimination of racism and discrimination.	CoPA, PAGC, Police and Fire Services and Community	CBO, RCMP, Correctional Services, Educational and Social based institutions and Agencies	<b>5 Year Strategic Plan, 2015-2020, Active and Caring Community, Corporate Sustainability Police Services Strategic Plan 2014 – 2016 Fire and Emergency Services Master Plan</b>		✓		There have been efforts related to education and inclusivity. These include: Reconciliation Ceremony; invitations out to all cultural backgrounds; Fresh Air Mural; City of Prince Albert took the Welcome Home Pledge; and, Culture Days		Initiatives include: Culture Days; CoPA, PAMC, YWCA, and MAG are active participants in Culture Days; Canada Day Reconciliation Ceremony; Community powwows; World Refugee Day; Diversity Night; Two other Diversity Nights being held. PAMC looking to plan		MCAP provided financial support for the Indigenous Awareness and Communications Training of full-time city employees. Pride Week Crosswalks painted at Carlton High School supported by the CoPA Public Art Policy working group. CoPA finalized Indigenous and Newcomer		CoPA completed last cultural awareness training for all full-time CoPA employees, MCAP initiated the online training survey, worked with MCoS to offer Exploring Diversity Beyond the Surface; also hosted Unconscious Bias, Cultural Protocol approved by City Council, MCAP provided funding for cultural protocols, ongoing engagement with Knowledge Keepers, proclaimed Orange Shirt Day, MCAP provided support for the PAGC reconciliation ceremony; PAHS Indigenous Riverbank Tours,

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									events.		<p>events on International Day to end Racism; YWCA hosting an event similar to World Refugee Day. Involved with Common Ground with the PAMC; Tapestrama; Indigenous awareness and communications; Parts for the Arts; City organizing Indigenous awareness training for employees – potential opportunity for training in community; Participation in PA UPIP Coalition where traditional teachings are shared at each gathering; Supported the PAGC Women's Commission event. MAG initiatives include: Bring awareness through art gallery – a number of exhibitions with Indigenous artists and work; IPAC partnership; Hosted Audrey Dreaver – No I do not speak Cree; Métis</p>		<p>protocols. CoPA Communications co-leading Indigenous Awareness and Communications Training sessions. Continued participation in PAUIC. PAHS continued engagement with Knowledge Keepers. Developed a community mural and room in relation to regional Indigenous history at the museum. Renewal of Indigenous displays on main floor of the museum. MAG bringing awareness through the art gallery - a number of exhibitions have been showcased with Indigenous artists and work; IPAC partnership. Started a series of Métis culture-meets-art workshops. Hosted Audrey Dreaver – No I do not speak Cree. Hosted new exhibition "Axenet'I Tth'al" as part of the Common Weal Community Arts Project.</p>		<p>Indigenous permanent exhibit; MAG hosted Métis Artist Mentorship and temporary art installations (summer 2020) with Leah Dorion and Danielle Castle, with support from the MCAP; CBYF PA engagement with youth and community; PAUIC and CNC virtual gatherings and joint initiatives, received the 3rd annual Affinity Credit Union Reconciliation Award (SEDA and SIEDN); PAMC free multicultural youth summer day camp with support from MCAP; EARC introduced a number of Indigenous programming, Colours of the Sash with Donny Parenteau was postponed due to COVID-19, Diyet &amp; The Love Soldiers from Yukon was postponed due to COVID-19; Heart of the Youth Powwow committed planning for virtual powwow.</p>
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											<p>Mutt is happening again this year. The play is linked to art on the walls; Hoping to make the Indigenous Gallery Intern a permanent position; and, Hosted a 4 day cultural camp with 299 people at Ahtakakoop First Nation. MASCI provides treatments using Indigenous practices and traditions.</p>		<p>EA Rawlinson hosted Métis Mutt again this year. PAPS is meeting with the PAGC Women's Commission, Chiefs, and Grand Chief as part of Reconciliation Calls to Actions that have been identified including the need to consult with Indigenous women, children, girls, and LGBTQ peoples. Sub-committee working with Indigenous Chiefs to look at best practices of how police can work with and engage with Indigenous communities and deal with protests. YWCA partnered with Indigenous friends to host a Truth and Reconciliation Youth Project providing free training on website and app building. Bernice Sayese Centre partnered with Indigenous friends to host a 14-day Indigital Program which provided a cultural bootcamp</p>	
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												refugees. Petitioned for PA to join the UNHCR's Cities #WithRefugees, which PA has now signed onto the pledge with 7 other Canadian cities. Partnering with police, fire and ambulance to do an orientation with clients to develop trust in emergency services. MASCI provides services to anyone. Respond to practices and treatments related to cultural background. SHA worked with PAGC, PAMWA, 601 Outreach, and Homeward Bound to host HIV/AIDS Awareness Week Events including flag raising and blessing, ceremony, and awareness walk.	
.2 Support and encourage actions and programs from various community-based organizations that bring people together to build positive relationships.	CoPA, Community Services	Prince Albert Tourism, CBO			✓		The MCAP Working Group has developed strong working relationships and there is an open invitation to participate. Many partnerships have formed		Initiatives include: Culture Days; CoPA, PAMC, YWCA, and MAG are active participants in Culture Days; Canada Day Reconciliation Ceremony; Community powwows;		MCAP provided financial support to the Chester Fest Couch & Music Festival, second year to music festival – Rock my Gypsy Soul - in Memorial Square, the first PAHS Historical Home Tour, the Métis Kitchen		CoPA proclaimed Orange Shirt Day, worked with the MCoS to offer Exploring Diversity Beyond the Surface, Riverbank Indigenous Interpretive Signs (6) and blessing/launch, MCAP supported Unconscious Bias, PA Together at Home webpage and resources, MCAP supported the PAMC Virtual Canada Celebration and

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									through the Culture Days events. IPAC's Two Story Café Indigenous art & music event.		Supported the community powwow through funding of direct costs; World Refugee Day; YWCA hosting an event similar to World Refugee Day; Involved with Common Ground with the PAMC; Diversity Night; Two other Diversity Nights being held. PAMC looking to plan events on International Day to end Racism; Tapestrama; Indigenous awareness and communications; Parts for the Arts; City organizing Indigenous awareness training for employees – potential opportunity for training in community; Participation in PA UPIP Coalition; Supported the PAGC Women's Commission event. MAG initiatives include: Bring awareness through art gallery – a number of exhibitions with		Party, the purchase of tobacco for various initiatives, Canada Day events, parking card for SaskPolytechnic New Canadians Literacy program, PAMC Diversity Nights, and brochure printing costs, free public transit and dance for Culture Days. Hosted the community-wide luncheon to share about MCAP and work to-date. Also included identifying priorities for the future. Continued participation in the PAUIC. Culture Days hosted in Prince Albert on September 27-29. It was the 10 <sup>th</sup> anniversary this year. The theme was 'Creativity, the Arts, and Wellbeing'. Arts and Culture Coordinator continued to market the Calendar of Events – continued with distribution of postcards, Google Ads, and promotion at the bus stops.		Reconciliation Ceremony, MCAP supported the PAMC multi-cultural youth day camp, MCAP supported the SPARK Theatre Ignition: Play –in-a-day, hosted the Community Culture Chalkboard Canvas, Try Beading, and other activities, free program brochures; PAHS hosted the Historical Scavenger Hunt, Indigenous Riverbank Tours, ongoing participation and support working with Knowledge Keepers and Indigenous initiatives such as the indigenous display, Planning Dept. was part of a committee including non-profit organizations to develop a new homeless shelter; EARC hosted the Community Music Video, reduced youth summer intensive program, quarantivity challenge, introduced a number of Indigenous programming, Colours of the Sash with Donny Parentequ was postpone due to COVID-19, Diyet & The Love Soldiers from Yukon was postponed due to COVID-19;; PAMC hosted Tapastrama & Food Trucks with support from MCAP; MAG hosted a painting workshop with Lea Dorion, art installations & Metis Artist Mentorship Project, various virtual programming, summer camps, planning for Winter Fest; participation in Culture Days by CoPA, MAG, PAHS, PAMC, and others; IPAC/MAG/PAAC hosted the Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; PA &
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										<p>Indigenous artists and work; IPAC partnership; Hosted Audrey Dreaver – No I do not speak Cree; Métis Mutt is happening again this year. The play is linked to art on the walls; Hoping to make the Indigenous Gallery Intern a permanent position; and Hosted a 4 day cultural camp with 299 people at Ahtakakoop First Nation. MASCI provides treatments using Indigenous practices and traditions. Services are provided to anyone. Will respond to treatments and practices related to cultural background. Working Group continues to meet regularly.</p>	<p>PA Tourism has been involved in the promotion of the Calendar of Events. CoPA Communications provided continued support for Calendar of Events.</p> <p>Still some work to do to capture all things going on in the City. New website has been released and includes an updated/streamlined calendar. City was approved for a new website in 2019 – now up. Free events and activities offered this year: Culture &amp; Arts Sessions offered to schools on Friday including - Creative Crochet, 'Everyone Can Dance', Cultural Sharing Circles, Arts &amp; Wellness, and Culture Games - Past &amp; Present; Cultural Café &amp; Concert on Friday evening; Urban Art Tour; CommUNITY HeART Project; Tapestrama Cultural Festival; Mann Art Gallery Tours; Culture Games - Prince Albert</p>	<p>District Chamber hosted virtual events; YWCA hosted a youth summer camp, men's and women's groups, working with the North American Centre for Trauma Response to bring items to doorsteps of clients (e.g. arts activities, crafts), developed an African music group, partnered with PAAC working with the settlement students with support from MCAP; Western Region 2 Métis nation working on bringing back Métis Fall Festival, organized virtual Batoche Days, hosting men's mentoring group, starting cultural camps at Batoche; Heart of the Youth Powwow is planning for a virtual powwow; French Canadian Society hosted day camps, virtual socials, French classes, has partnerships with PAMC; CBYF PA hosted a virtual beading circle; MASCI hosted a virtual Kitchen Party (supported by MCAP); PAUIC and CNC hosted virtual gatherings; SPARK Theatre – play in a day; Heart of Seniors Gathering offered Healthy Food Hampers; Community Cares Kitchen – The PossAbility Shop Fabric Masks for Elders, Christmas Hampers, Kindness Caravan; Dream Broker provided family kits; Common Weal Community Arts hosted artful isolation activities; Gabriel Dumont Institute hosted a virtual concert; Inclusion Saskatchewan hosted a virtual tour; Northern Inter-Tribunal Health Authority (NITHA) hosted a Community</p>
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													<p>Historical Museum PADBID put on Street Fair events. Happened in the rain - people still attended and it was successful again this year. Implemented the Downtown Art Walk which is held the first Thursday of each month. Crockicurl was set up in Memorial Square and was a big success – getting calls from all over Canada asking about design. Summer on the Square occurred over the summer in Memorial Square, providing weekly family activities hosted in conjunction with the Farmer's Market. Santa Claus Parade and activities were hosted in the Downtown and at the Gateway Mall in partnership with the PA Arts Centre and PAHS. PAHS participated in Street Fair by offering free admission to the Museum. Hosted Historical Home</p>	<p>Photo Contest; YWCA hosted charity BBQ to support programs and services; Lakeland District for Sport, Culture &amp; Recreation hosted Creative Kids Program, Zoom check-ins, virtual training, activity kits; Catholic School Division hosted Feed our Future initiative; Catholic Family Services hosted fall programs for children and families; SK History and Folklore Society hosted Living in SK Youth Storytelling Project; Canadian Mental Health Association Prince Albert hosted virtual luncheon with the Executive Director; Arts Board organized Parts for the Arts; Arts Hall of Fame was postponed due to COVID-19; PADBID – Street Fair was cancelled due to COVID-19</p>
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																			<p>Indigenous Peoples' Day celebration held in Kinsmen Park and included Teepee raising, Pipe Ceremony, Paint Wall, and others.</p> <p>EA Rawlinson hosted Métis Mutt again this year.</p> <p>CoPA Planning continued working with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. Little Red River Master Plan draft is coming back in November for review. Many learnings involved about the history of Little Red River.</p> <p>Little Red River Master Plan Survey was distributed, deadline September 6.</p> <p>PAMC hosted Diversity Nights (free admission – 4 times in the year). Co-hosted the Common Ground Mini Round Dance on January 31.</p> <p>Multicultural Arts Council had winter camps for clients. Brought clients on trips to Wanuskewin and Batoche.</p>
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																<p>Hosted Talking Tables the last Thursday of every month in which Newcomer and Indigenous participants come together to have safe dialogue.</p> <p>Hosted Canada Day Celebration on the Riverbank included multicultural food and merchandise booths, Reconciliation Ceremony, and live entertainment.</p> <p>MASCI provides services to anyone.</p> <p>Respond to practices and treatments related to cultural background.</p> <p>Held 50<sup>th</sup> Anniversary events.</p> <p>SHA hosted the annual Fall Food Fair with theme around Food and Culture held on November 19.</p> <p>Food Bank Oasis Garden held opening ceremony on June 13. Worked with PAGC, MAMWA, 601 Outreach, and Homeward Bound to host HIV/AIDS Awareness</p>		
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													<p>Club held an Open House on October 21. PA Literacy Network offered free Tutor Training on December 7. PA Community Service Centre hosted Job Finding Club. Grace Campbell Gallery researcher with U of S School of Environment and Sustainability is initiating a photo-voice project to capture the experiences from the 2015 wildfires in La Ronge area and will be showcasing work at the gallery from Nov. 29-Dec. 30.</p>		
<p><b>3.3 Create a First Peoples cultural protocol for community events that honours traditional Aboriginal ways and lands.*</b></p>	<p>.1 Engage with Elders from Métis and First Nation communities on proper protocol for community events.</p>	<p>CoPA, PAGC, Métis Region/ Local, Services, City Manager's Office</p>	<p>Community, FSIN</p>	<p><b>5 Year Strategic Plan, 2015-2020, Active &amp; Caring Community</b></p>		<p>✓</p>			 <p>Review of the Indigenous and Newcomer Protocols are underway. MAG is creating internal protocols and best practices for all aspects of gallery operations &amp; education under advisement of the Indigenous Gallery Education</p>		 <p>Indigenous and Newcomer protocols have been taken to Council and further work is being done; Attendance at Elder events; Participation in the PA UPIP Coalition where traditional teachings are shared at each gathering; and, Indigenous awareness and</p>		 <p>CoPA finalized Indigenous and Newcomer protocols.</p>		<p>CoPA Council adopted the Cultural Protocol.</p>

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	.2 Draft a policy to recognize the importance of protocol during community events.	CoPA, Community Services, Corporate Services	PAGC, Métis Region/ Local, Community						Intern (2017)		communications.				
									Developing a policy is underway. The Indigenous and Newcomer Protocols have been reviewed with input from Knowledge Keepers and Multicultural Council of SK (MCOS).		Indigenous and Newcomer protocols have been taken to Council and further work is being done.				
	.3 Regularly implement and apply proper protocol during community gatherings and activities.	CoPA, PAGC, Métis Region/ Local, Corporate Services	Community						Steps are being made to implement a natural protocol to recognize Treaty and Métis Homelands and events including the Reconciliation Ceremony are ongoing. MAG doing & improving on doing this. Also putting Treaty 6 Territory/Cree/Métis homeland on		Many organizations are implementing protocols; PAMC partnered with PAGC on the Reconciliation Ceremony held July 1; and, PA UPIP Coalition implements protocols and shares traditional teachings are shared at each gathering.				
									CoPA finalized Indigenous and Newcomer protocols. CoPA implementing this at gatherings and activities. Many organizations share a land acknowledgement when gathering.		CoPA Council adopted the Cultural Protocol. CoPA implementing this at gatherings and activities. Many organizations share a land acknowledgement when gathering.				

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									email subject line & gallery door.						
3.4 Ensure newcomers are welcomed into the community. **	.1 Draft a protocol that embraces and welcomes newcomers.	CoPA, Corporate Services	Community						The Indigenous and Newcomer protocols have been reviewed with input from Knowledge Keepers and MCOS.		Indigenous and Newcomer protocols have been taken to Council and further work is being done.		CoPA finalized Indigenous and Newcomer protocols.		CoPA Council adopted the Cultural Protocol.
	.2 Develop, support, adapt and promote programs, activities, and amenities that welcome and support newcomers to our community.	CoPA, Community	CBO, Educational, Health and Social Agencies						Partnerships including the YWCA Settlement Services and the Multicultural Council are working to make events and programs more inclusive for newcomers. Events and programs include Culture Days, Creative Kids, and Arts Centre programs. MAG received federal funding in 2016-2017 to deliver free gallery tours & art activities to YWCA newcomers/refugees through the Welcome To The Arts Program. EAL language		Initiatives include: Culture Days; CoPA, PAMC, YWCA, and MAG are active participants in Culture Days; Canada Day; World Refugee Day; Tapestrama; Diversity Night; Two other Diversity Nights being held; PAMC looking to plan events on International Day to end Racism; YWCA downtown cultural hub at the former United Church; Volunteer drives; YWCA hosting an event similar to World Refugee Day; and, Involved with Common Ground with the PAMC.		Tapestrams Cultural Festival was hosted – event was free. MCAP provided financial support for a parking card for SaskPolytechnic New Canadians Literacy program and PAMC Diversity Nights (through a SaskCulture grant). PAMC hosted Diversity Nights (free admission – 4 times in the year). Co-hosted the Common Ground Mini Round Dance on January 31. Multicultural Arts Council had winter camps for clients. Brought clients on trips to Wanuskewin and Batoche. Hosted Talking Tables the last Thursday of every month in which Newcomer and Indigenous		CoPA completed last cultural awareness training for all full-time CoPA employees, Cultural Protocols approved by Council, MCAP led the online training survey, PA Together at Home, MCAP supported the Exploring Diversity Beyond the Surface and Unconscious Bias, free program brochures, MCAP supported PAMC virtual Canada Day celebration and multicultural youth day camp, Tapastrama & food trucks; participation in Culture Days – CoPA, PAHS, MAG, PADBID, PAMC, others); PAMC Skills Training for Achievement and Gainful Employment (STAGE), ongoing daily programs, partnership with French Canadian Society; YWCA hosted a youth summer camp, have a men's and women's group that do different activities, working with the North American Centre for Trauma Response to bring items to the doorsteps of clients, developed an African music group, opportunity to partner with Jam Street, in partnership with PAAC, working with the settlement students





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										<p>tours &amp; programs are still available at a low cost to all community groups when specific grant funding is not available.</p>				<p>participants come together to have safe dialogue. Hosted Canada Day Celebration on the Riverbank included multicultural food and merchandise booths, Reconciliation Ceremony, and live entertainment. YWCA clients attended Street Fair. Hosted an event for War Refugee Day on June 20. Co-hosted the Common Ground Mini Round Dance on January 31. Involved with the implementation of many Diversity Nights, acting as location host. Working with GDI and SUNTEP on English reading programs with clients and learning about traditional dances. Signed up for coalition working in support of refugees. Petitioned for Prince Albert to join the UNHCR's Cities #WithRefugees, which PA has now signed onto</p>	<p>with support from MCAP to do art activities, received computer donations from SaskTel to provide access to technology, working with different groups to address needs that families have, working with high school student graduates to find them volunteer work; French Canadian Society started a new volunteer project to get people out and share what community services there are; MAG virtual programming, arts and craft kits, virtual summer camps, engagement – watch us do art and provide input; EARC provided a reduced youth summer intensive program, quarantine challenge; SPARK Theatre hosted play-in-a-day supported by MCAP; PADBID – Street Fair cancelled due to COVID-19; Community Cares Kitchen hosted Christmas Hampers and Kindness Caravan; Dream Broker had family kits; PAUIC and CNC hosted virtual gatherings, updated the community directory; LDSCR worked with Creative Kids Program, activity kits, hosted and promoted training, education, workshops; Catholic Family Services fall programs for children and families.</p>
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**Key Goal:** Promote and communicate cross cultural understanding and learnings across nations, communities, newcomers, and individuals.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
				SaskCulture Cultural Policy							ns; Committee created for Indigenous Naming Initiative – intent is to have a group of Knowledge Keepers and Elders to lead this and help name things in the community; City organizing Indigenous awareness training for employees – potential opportunity for training in community; PA UPIP Coalition – reconciliation is one of the priorities; Canada Day Reconciliation Ceremony; and, Community powwows.		s Training sessions. Continued participation in PAUIC.		supported PAGC reconciliation ceremony; continued participation in PAUIC.	
	.2 Support programs and initiatives from community-based partnerships that aim to progress the Calls to Action i.e. protocols.	CoPA and Community	PAGC, Métis Region/ Local		✓	✓			The Reconciliation Ceremony has helped to start this process. MAG created an Indigenous Gallery Education Internship position in 2017 to provide training &		Indigenous protocol has been taken to Council and further work is being done; Indigenous awareness and communications; Committee created for Indigenous Naming Initiative – intent is to		CoPA finalized Indigenous and Newcomer protocols. MCAP provided financial support for the purchase of tobacco for various initiatives and Indigenous Awareness and Communications Training of full-time city employees. Arts and Culture		CoPA Council adopted the Cultural Protocol, completed last cultural awareness training for all full-time employees, completed the Riverbank Indigenous Interpretive Signs (6) and blessing/launch, Six (6) new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance the Ceremonial Grounds/Gardens/Sweat Lodge, MCAP supported online training survey,	

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Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
									employment to an Indigenous student/recent graduate, and to better incorporate TRC recommendations into all areas of Gallery operation and increase Indigenous content in our Education Programming (funded by Young Canada Works - Building Careers in Heritage).		have a group of Knowledge Keepers and Elders to lead this and help name things in the community; City organizing Indigenous awareness training for employees – potential opportunity for training in community; Supported the PAGC Women's Commission event; Participation in the PA UPIP Coalition; Canada Day Reconciliation Ceremony; Community powwows; The MAG will be hiring another Indigenous Education Gallery Intern to work from Sept. 2018 – March 2019; Other MAG initiatives include: Bring awareness through art gallery – a number of exhibitions with Indigenous artists and work; IPAC		Coordinator continued engagement with Knowledge Keepers and participation in Riverbank Indigenous Storyline. CoPA Communications co-leading Indigenous Awareness and Communications Training sessions. Continued participation in PAUIC. PAHS continued engagement with Knowledge Keepers. Developed a community mural and room in relation to regional Indigenous history at the museum. Renewal of Indigenous displays on main floor of the museum. MAG bringing awareness through the art gallery - a number of exhibitions have been showcased with Indigenous artists and work; IPAC partnership.		Exploring Diversity Beyond the Surface in partnership with MCoS and Unconscious Bias, MCAP supported PAMC virtual Canada Day celebration and PAGC reconciliation ceremony, funding for cultural protocol related expenses, River Street Signs not yet completed, continued participation in PAUIC, proclaimed Orange Shirt Day; PAUIC Potential partnership with CoPA began through MCAP and other organizations to explore honouring the residential school legacy, PAUIC and CNC received the 3rd annual Affinity Credit Union Reconciliation Award (SEDA and SIEDN), hosted virtual gatherings following protocols; IPAC/MAG/PAAC hosted Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; PAPS participates in the policing with Indigenous peoples national committee to develop a national framework; PAHS provides ongoing support and working with Knowledge Keepers and Indigenous initiatives such as the Indigenous display; MAG hosted Métis Artist Mentorship and temporary art installations (summer 2020) with Leah Dorion and Danielle Castle, with support from the MCAP; EARC implemented various Indigenous programming; Community Cares Kitchen hosted the PossAbility Shop	

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**Key Goal:** Promote and communicate cross cultural understanding and learnings across nations, communities, newcomers, and individuals.

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					OG	0-1	2-4	5-10+								
											<p>partnership; Hosted Audrey Dreaver – No I do not speak Cree; Métis Mutt is happening again this year. The play is linked to art on the walls; and Hosted a 4 day cultural camp with 299 people at Ahtakakoop First Nation. MASCI provides treatments using Indigenous practices and traditions. Last PAPS employees hired were of diverse background.</p>		<p>Started a series of Métis culture-meets-art workshops. Hosted Audrey Dreaver – No I do no speak Cree. Hosted new exhibition "Axenet'I Tth'al" as part of the Common Weal Community Arts Project. EA Rawlinson hosted Métis Mutt again this year. PAPS is meeting with the PAGC Women's Commission, Chiefs, and Grand Chief as part of Reconciliation Calls to Actions that have identified including the need to consult with Indigenous women, children, girls, and LGBTQ peoples. Sub-committee working with Indigenous Chiefs to look at best practices of how police can work with and engage with Indigenous communities and deal with protests. YWCA</p>		<p>Fabric Masks for Elders; Heart of the Youth Powwow Committee organizing a virtual powwow, hosted online auction.</p>	

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					OG	0-1	2-4	5-10+								
													partnered with Indigenous friends to host a Truth and Reconciliation Youth Project providing free training on website and app building. Bernice Sayese Centre partnered with Indigenous friends to host a 14-day Indigital Program which provided a cultural bootcamp encouraging youth to create a Technological Reconciliation. PREDA recognized in the 2019 Affinity Credit Union Reconciliation and Partnership Awards. JMCPL hosted a free showing of <i>The Witness Blanket</i> documentary for National Indigenous Peoples Day on June 18. Hosted free presentation by Dion Tootosis on Reconciliation as the opening session for the Explore Lifelong Learning series.			

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					OG	0-1	2-4	5-10+								
													Rotary Club held a Reconciliation Luncheon with guest speaker Kevin Lamoreaux. PAUIC/PAPS/PAI MFC/CoPA hosted National Indigenous Peoples Day in Kinsmen Park including first Reconciliation Walk, Teepee raising, Pipe Ceremony, Paint Wall, and others. Co-host and co-coordinators attended the Saskatchewan Coordinators Gathering in Saskatoon on September 11&12. Also attended the Office of the Treaty Commissioner Release of Reconciliation Vision and Provincial Survey Results. Youth representative from Prince Albert attended the Youth in Service – Moving Saskatchewan Towards Reconciliation Northern Conference. PAMC hosted			

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					OG	0-1	2-4	5-10+								
													Diversity Nights (free admission – 4 times a year). Co-host for the Common Ground Mini Round Dance on January 31. Multicultural Arts Council had winter camps for clients. Bringing clients on trips to Wanuskewin and Batoche. Hosted Talking Tables the last Thursday of the month in which Newcomer and Indigenous participants came together to have a safe dialogue. Canada Day Celebration on the Riverbank included multicultural food and merchandise booths, Reconciliation Ceremony, and live events. YWCA co – hosted the Common Ground Mini Round Dance on January 31. Involved with the implementation of many Diversity Nights, acting as location host.			





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					OG	0-1	2-4	5-10+								
	.3 Engage with community on a Truth and Reconciliation memorial to gather input on how it will be designed and identify possible locations in the core area.	CoPA, Public Arts Committee, PAGC, Métis Association	Community Services, Planning & Dev't, PAAB, PAGC, Métis Region/Local, FSIN										Working with GDI and SUNTEP on a lot of English reading programs with clients and learning about traditional dances.			
	.4 Engage with potential community partners for funding or volunteer resources.	CoPA and Community	PAGC, Service groups, Faith-based groups						To be determined.		Participation in PA UPIP Coalition; One of the priorities is reconciliation.		Continued participation in PAUIC.		CoPA participated in PAUIC; PAUIC Potential partnership with CoPA began through MCAP and other organizations to explore honouring the residential school legacy, PAUIC and CNC received the 3rd annual Affinity Credit Union Reconciliation Award (SEDA and SIEDN).	
	.5 Create a memorial honouring the Truth and Reconciliation process.	CoPA and Community	Mayor's Office, PAGC, Métis Association						To be determined.		To be determined.		To be determined.		CoPA participated in PAUIC; PAUIC Potential partnership with CoPA began through MCAP and other organizations to explore honouring the residential school legacy.	
<b>3.6 Create a unique 'brand' or theme that embraces</b>	.1 Continue community engagement to create a	CoPA, Corporate Services	Community Services, Community	<b>5 Year Strategic Plan, 2015-2020,</b>					The Brand has been developed with City		Continued use of the brand on website and social		Arts and Culture Coordinator created an application form		Ongoing use of MCAP funding grant application form, ongoing promotion and awareness through	

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Prince Albert as a gathering/meeting place that focuses on celebrating and promoting its diverse cultural make-up and identity.	brand that speaks to the residents of the community.			Corporate Sustainability <b>Kistahpinanihk 2035</b> , Section 11: Healthy Economy, Section 11.2, Policy ix							media, documents, and at events and presentations; Culture Video was running over the Christmas holidays; City was approved for a new website; Trying to do better photography on the Living PA Instagram account; and, Working with PADBID.		to help with preparation for grant/sponsorship requests for MCAP funding. Ongoing promotion and awareness through plans, brochures, presentations, e-newsletters, website. CoPA Communications was approved for a new website in 2019 and is now up.		brochures, infographics, advertisements, e-newsletter, website, social media; CoPA installed a new digital Billboard; MCAP featured in a blog write up in the Lakeland District for Sport, Culture & Recreation Newsletter and request for write up from the Saskatchewan Parks & Recreation Association about Municipal Cultural Action Plan and the Cultural Diversity and Protocol Policy.	
	.2 Launch community branding concept to be utilized city-wide that celebrates the diversity.	CoPA, Corporate Services	Community Services, Community					✓		The Brand has been developed with City Communications staff in collaboration with the community that has been a success. This includes the MCAP logo, brochure, Plan distribution, Culture Video, social media presence, presentations, and activities		Continued use of the brand on website and social media, documents, and at events and presentations; and, City was approved for a new website.		Arts and Culture Coordinator created an application form to help with preparation for grant/sponsorship requests for MCAP funding. Ongoing promotion and awareness through plans, brochures, presentations, e-newsletters, website. CoPA Communications was approved for a new website in 2019 and is now up.		Ongoing use of MCAP funding grant application form, ongoing promotion and awareness through brochures, infographics, advertisements, e-newsletter, website, social media; CoPA installed a new digital Billboard; MCAP featured in a blog write up in the Lakeland District for Sport, Culture & Recreation Newsletter and request for write up from the Saskatchewan Parks & Recreation Association about Municipal Cultural Action Plan and the Cultural Diversity and Protocol Policy.

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					OG	0-1	2-4	5-10+								
	.3 Create a marketing strategy that emphasizes Prince Albert's rich cultural resources and amenities.	CoPA, Corporate Services	Community Services, Community						The Photo Contest, social media presence, and Culture Video has contributed to a successful marketing strategy.		The Culture Video was shown at the Cineplex theatre and was running over the Christmas holidays; and, The City was approved for a new website.		Arts and Culture Coordinator created an application form for grant/ sponsorship requests for MCAP funding. Ongoing promotion and awareness through plans, brochures, presentations, e-newsletters, website. CoPA Communications was approved for a new website in 2019 and is now up.		Ongoing use of MCAP funding grant application form, ongoing promotion and awareness through brochures, infographics, advertisements, e-newsletter, website, social media; CoPA installed a new digital Billboard; MCAP featured in a blog write up in the Lakeland District for Sport, Culture & Recreation Newsletter and request for write up from the Saskatchewan Parks & Recreation Association about Municipal Cultural Action Plan and the Cultural Diversity and Protocol Policy.	
<b>3.7 Develop a broad cultural lens within and across all municipal departments and municipally owned and operated facilities and services.</b>	.1 Include cultural planning education and training across all municipal departments and municipally owned and operated facilities and services through training opportunities presented annually/bi-annually.	CoPA	Corporate Services, City Manager's Office, Planning & Dev't	<b>5 Year Strategic Plan, 2015-2020, Corporate Sustainability</b>					Culture has been top of mind for City staff since the adoption (some have even made it part of their work plans) and management level updates. The MCAP Working Group has an open invitation for all to participate and there has been an increase in staff participation.		The City is implementing an Indigenous awareness training with administration; Opportunities to offer this to other organizations has been identified; and, PA UPIP Coalition also exploring cultural awareness training.		MCAP provided financial support for the Indigenous Awareness and Communications Training of full-time city employees. CoPA Communications co-leading Indigenous Awareness and Communications Training sessions. Continued participation in PAUIC. CoPA Planning continuing work with the CNC on the Social Master Plan-		CoPA completed last cultural awareness training for all full-time CoPA employees.	

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													currently identifying actions for service providers to take on. MCAP has been included.			

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Community Volunteering and Networking – Recommended Action Items and Initiatives

Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020												
Key Goal: Ensure a culturally vibrant community by supporting existing volunteers and organizations and promoting new partnerships.																
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
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4.1 Create opportunities for shared resources and databases.	1 Utilize social media and keep up with technological advancements in communications to share information about community-based events, organizations, and other opportunities.	Corporate Services, Community Services	CBO, Private Sector, Community Associations	Kistahpinanik 2035, Section 14: Finance, Policy and Communications Master Plan 2016 – 2021 Goal 4: Improve access to information	✓						Initiatives include: Continued use of the Events Calendar; Events Calendar was marketed through Postcards, Google Ads, and at the bus stops; CoPA, PA Tourism, and MAG actively use and promote the Events Calendar; Tourism has amalgamated Calendar with the City's; PA Tourism encourages other events and promotions; Artistic community bulletin board of events created in Memorial Square; Another artistic community bulletin board is planned to replace the		Arts and Culture Coordinator continued to market the Calendar of Events – continued with distribution of postcards, Google Ads, and promotion at the bus stops. MCAP purchases stickers for poster stands. Continued support and circulation of brochures with free programs. PA Tourism has been involved in the promotion of the Calendar of Events. CoPA Communications provided continued support for Calendar of Events. Still some work to do to capture all things going on in the City. New website has been released and includes an updated/streamlined		CoPA MCAP funded promotional campaign, social media advertisements and information, e-newsletter and emails, new digital billboard, calendar of events – cancellation of in-person events led to primarily virtual calendar of events; LDSCR sends information through an e-newsletter; PAUC and CNC share information through email and social media; CBYF PA sends information out through social media; PADBID Created a blog and website updates to help businesses find COVID related information many organizations hosted virtual events, programs, and activities due to COVID-19 and share information through their website and social media.	

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Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

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					OG	0-1	2-4	5-10+								
											<p>one in front of the Arts Centre; Creation of an MCAP Working Group Basecamp to share what different organizations are working on; Culture Video was running over the Christmas holidays; CoPA Arts and Culture Coordinator helped the PA Concert Choir to develop a Survey Monkey to engage choir members; Continued to share about free programming available throughout January-May – free brochures; Email communications through CNC and PA UPIP Coalition; and, A digital billboard has been approved on</p>		<p>calendar. City was approved for a new website in 2019 – now up. MAG uses the Calendar of Events for promotions. PAUC and CNC coordinators send out information of interest regularly.</p>			

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<b>Progress Overall: 18 month period (July 2016-Dec 2017)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>

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					OG	0-1	2-4	5-10+								
	.2 Create and regularly update a community calendar cultural based programs, activities and events hosted and produced by various organizations and departments to be utilized by community members, businesses, CoPA, Prince Albert Tourism, and community organizations.	CoPA, Corporate Services, Tourism	CNC, Community Services			✓	✓				2nd Ave. Opportunity to promote events.					
									The enhancement of the Events Calendar and its usage has been a success and will continue to gain traction. There have also been talks with Tourism to create one calendar.		Initiatives include: Continued use of the Events Calendar; Events Calendar was marketed through Postcards, Google Ads, and at the bus stops; CoPA, PA Tourism, and MAG actively use and promote the Events Calendar; Tourism has amalgamated Calendar with the City's; Continued promotion of use of Events Calendar through CNC and PA UPIP Coalition.			Arts and Culture Coordinator continued to market the Calendar of Events – continued with distribution of postcards, Google Ads, and promotion at the bus stops. MCAP purchases stickers for poster stands. PA Tourism has been involved in the promotion of the Calendar of Events. CoPA Communications provided continued support for Calendar of Events. Still some work to do to capture all things going on in the City. New website has been released and includes an updated/streamlined calendar. City was approved for a new		CoPA MCAP Calendar of Events - cancellation of in-person events led to primarily virtual calendar of events; many organizations utilized the virtual calendar of events.

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					OG	0-1	2-4	5-10+								
													website in 2019 – now up. MAG uses the Calendar of Events for promotions.			
	.3 Regularly update an organization agency database to be utilized by organizations and individuals.	CoPA, Corporate Services	CBO, Private Sector		✓	✓			To be determined.		Initiatives include: Creation of an MCAP Working Group Basecamp to share what different organizations are working on and who is involved; and The development of a comprehensive community directory and analysis of programs and services through the CNC and PA UPIP Coalition.		MCAP provided financial support for 5 months of Basecamp – cancelled due to low uptake. Created a Dropbox Folder. CoPA was approved for a new website in 2019 – now up. Continued participation in PAUIC. Developing a community directory in partnership with the CNC.			MCAP continues to use the Dropbox Folder; PAUIC and CNC regularly update the PA Community Directory and share out with networks; CBYF PA shares directory out with network, received funding to complete a youth-based community directory.

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					OG	0-1	2-4	5-10+								
4.2 Incorporate more cultural aspects (programming) at both the city and neighbourhood level.	.1 Identify opportunities and identify key stakeholders to assist with celebrating the distinct neighbourhoods that make up the community (i.e. block parties, events, etc.).	Planning & Dev't, Community Services	Historical Society, Neighbourhood Groups	5 Year Strategic Plan, 2015-2020, Active & Caring Community <b>Kistahpinanih k 2035</b> , Section 6: Land Use, 6.3.1 General Land Use Policies, 6.3.1.3 Neighbourhoods			✓									CoPA completed Little Red River Master Plan, Social Master Plan on hold due to COVID-19, Lion's Park Playground, expansion of playground at Alfred Jenkins Field House, conducted the PA Airport Strategic Master Plan Survey, offered the Community Grant Program; CBYF PA located in Bernice Sayese Centre.

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					OG	0-1	2-4	5-10+								
	.2 Encourage the development of community gathering spaces and programming opportunities in all neighbourhoods, including flexible programming space such as a temporary ice rink in neighbourhoods.	Planning & Dev't, Community Services	Community Associations. CBO								Continued support for Community Associations; and, The Community Services Master Plan identifies opportunities.		Continued support for Community Associations. PA Arts Board has a proposal to repurpose Margo Fournier. Bernice Sayese Centre partnered with Indigenous friends to host a 14-day Indigital Program which provided a cultural bootcamp encouraging youth to create a Technological Reconciliation. New Firebird North Sistema Music Project started up in Kind George School. SHA nursing students are investigating the possibility for a communal gathering space – applying for a Federal grant in November. Haven't found an indoor space yet, but might be looking into putting picnic tables outdoors		Most programming virtual due to COVID-19; CoPA continued support for Community Associations, hosted PA Together at home webpage and resources, virtual calendar of events, free program guides, Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, Virtual South Asian Cooking with Shaista: Samosa & Pakora, public art tours, try beading, family yoga, try clay, screen printing, Riverbank Indigenous Interpretive signs and blessing/launch, new picnic tables at Little Red River Park, Lion's Park Playground, expansion of playground at Alfred Jenkins Field House; PAHS hosted historic scavenger hunt, Indigenous Riverbank tours; PAMC hosted Tapastrama & food trucks with support from MCAP, free multicultural youth summer day camp with support from MCAP, STAGE program, ongoing daily programs; MAG hosted Art installations & Metis	

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2018

2019

2020



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					OG	0-1	2-4	5-10+								
													in the interim.			artist mentorship project presentation, virtual programming, arts and craft kits, virtual summer camps, 9 <sup>th</sup> Annual High School Juried Art Show online; Culture Days; YWCA hosted a youth summer camp, men's and women's group that does different activities, worked with the North American Centre for Trauma Response for bring items to clients, opportunity to partner with Jam Street, working with settlement students with support form MCAP, received computer donations form SaskTel to provide access to technology, working with different groups to address the needs of families; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC introduced a number of Indigenous programming, provided a reduced youth summer intensive program, quarantine challenge; French Canadian Society hosted day camps, virtual socials, French classes; CBYF PA office located in Bernice Sayese Centre, engaged with youth

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					OG	0-1	2-4	5-10+								
																about safe places for youth, hosted virtual beading circle; MASCI hosted a virtual Kitchen Party; Dream Broker gave out family kits; Eat Well Saskatchewan – creative engagement; Common Weal Community Arts hosted artful isolation activities; GDI hosted a virtual concert; SHA Food Coalition worked on getting new picnic tables along Rotary Trail, community gardens continue to be active; Inclusion Saskatchewan hosted a virtual tour; LDSCR work with the Creative Kids Program, hosted various training and workshops; Catholic Family Services held fall programs for children and families.

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Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
	.3 Expand cultural programming in community centres and facilities such as the Margo Fournier Centre.	CoPA, Community Services	Third Party Organizations, Community Associations													
									Initiatives include: Evening English classes are offered at the Multicultural Council; development /renewal of sports including cricket, rugby and rowing; new programming including Pickle Ball; free and seniors programming at the Arts Centre; decreased fees at the Field House; and, Kinsmen Park and Parkland Centre upgrades as able.		3-4 bead-ins will take place on Saturdays at the MAG. Anyone is welcome to drop by the MAG and learn beading techniques Professional Saskatchewan beaders. No charge.			PA Arts Board has a proposal to repurpose Margo Fournier. Bernice Sayese Centre partnered with Indigenous friends to host a 14-day Indigital Program which provided a cultural bootcamp encouraging youth to create a Technological Reconciliation. PAMC hosted Diversity Nights (free admission – 4 times in the year). Co-host for the Common Ground Mini Round Dance on January 31. YWCA hosted an event for War Refugee Day on June 20. Co-host for the Common Ground Mini Round Dance on January 31. Involved with the implementation of many Diversity Nights, acting as location host.		Most programming virtual due to COVID-19; CoPA continued support for Community Associations, hosted PA Together at home webpage and resources, virtual calendar of events, free program guides, Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, Virtual South Asian Cooking with Shaista: Samosa & Pakora, public art tours, try beading, family yoga, try clay, screen printing, Riverbank Indigenous Interpretive signs and blessing/launch, new picnic tables at Little Red River Park, Lion's Park Playground, expansion of playground at Alfred Jenkins Field House; PAHS hosted historic scavenger hunt, Indigenous Riverbank tours; PAMC hosted Tapastrama & food trucks with support from MCAP, free multicultural youth summer day camp with support from MCAP, STAGE program, ongoing daily programs; MAG hosted Art installations & Metis

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					OG	0-1	2-4	5-10+								
																<p>artist mentorship project presentation, virtual programming, arts and craft kits, virtual summer camps, 9<sup>th</sup> Annual High School Juried Art Show online; Culture Days; YWCA hosted a youth summer camp, men's and women's group that does different activities, worked with the North American Centre for Trauma Response to bring items to clients, opportunity to partner with Jam Street, working with settlement students with support from MCAP, received computer donations from SaskTel to provide access to technology, working with different groups to address the needs of families; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC introduced a number of Indigenous programming, provided a reduced youth summer intensive program, quarantine challenge; French Canadian Society hosted day camps, virtual socials, French classes; CBYF PA office located in Bernice Sayese Centre, engaged with youth</p>

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																about safe places for youth, hosted virtual beading circle; MASCI hosted a virtual Kitchen Party; Dream Broker gave out family kits; Eat Well Saskatchewan – creative engagement; Common Weal Community Arts hosted artful isolation activities; GDI hosted a virtual concert; SHA Food Coalition worked on getting new picnic tables along Rotary Trail, community gardens continue to be active; Inclusion Saskatchewan hosted a virtual tour; LDSCR work with the Creative Kids Program, hosted various training and workshops; Catholic Family Services held fall programs for children and families.

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<b>4.3 Link cultural planning initiatives with other community programs and policies.</b>	.1 Align policies of other municipal and community programs and initiatives including the Official Community Plan, Community Services Master Plan, Downtown Strategic Plan, and others.	Community Service, CoPA	PADBID, CBO	<b>5 Year Strategic Plan, 2015-2020, Sustainable Growth</b>			✓				The Community Services Master Plan is completed; The Social Master Plan is underway; The Little Red River Park Master Plan is to begin; MAG aligns programming and initiatives with the MCAP in their annual report; PADBID is making links in internal action plans to MCAP; and, Alignment of initiatives through MCAP, PA UPIP Coalition, and CNC.		CoPA Planning continuing work with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. MCAP is referenced. CoPA Planning is working with the consultant on Little Red River Master Plan draft is coming back in November for review. Little Red River Master Plan Survey was distributed, deadline for September 6.		CoPA Social Master Plan on hold due to COVID-19, MCAP is referenced in the completed Little Red River Master Plan; PAHS did Strategic Plan and aligned with MCAP.	
<b>4.4 Maintain existing events and create new events that are promoted as all-inclusive and increase overall participation.</b>	.1 Identify opportunities on how to create market community events that are all-inclusive of everyone. Consider options such as the Leisure Guide or a specific document or others.	CoPA, Community Services	Community-Based Organizations	<b>5 Year Strategic Plan, 2015-2020, Sustainable Growth Kistahpinanihk 2035, Section 10: Environment, Section 10.5: Historic and Archaeological Site Protection, Policy iv</b>		✓				Printed and online materials have helped to kick-start an inclusive community. This includes the Street Fair and Culture Video; the Tourism Guide; Seniors Program Guide; Tapestrama;		A number of events are held throughout the year e.g. Culture Days; Street Fair; Canada Day celebration and Reconciliation Ceremony; World Refugee Days; July 5 <sup>th</sup> events; Tapestrama;		Arts and Culture Coordinator continued to market the Calendar of Events – continued with distribution of postcards, Google Ads, and promotion at the bus stops. MCAP purchases stickers for poster stands.		Most programming virtual due to COVID-19; Many organizations promoting events through websites and social media; CoPA continued support for Community Associations, hosted PA Together at home webpage and resources, virtual calendar of events, free program guides, Window Art Bomb Contest, Community

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				Section 11: Healthy Economy, Section 11.7: Social Environment, 11.7.4 Inclusive Communities					numerous art exhibits; free programs brochure and promotion; additional transit hours; and, more.		and, Community powwows. Promotion through Events Calendar; Tourism brochures; Continued to share about free programming available throughout January-May – free brochures; Artistic community bulletin board; Another artistic community bulletin board is planned to replace the one in front of the Arts Centre; A digital billboard has been approved on 2 <sup>nd</sup> Ave. Opportunity to promote events; Continued marketing of the Culture Video including over Christmas holidays; PA		Continued sharing free programming available at the Arts Centre as included in the Program Guides and poster distribution. MCAP provided in-kind brochures for summer and fall/winter free programs. PA Tourism has been involved in the promotion of the Calendar of Events. Promoted free events in their newsletters. Updating the Discover Prince Albert guide in-house. CoPA Communication s provided continued support for Calendar of Events. Still some work to do to capture all things going on in the City. New website has been released and includes an updated/streamlined calendar. City		Culture Chalkboard Canvas, Outdoor Painting at Little Red, Virtual South Asian Cooking with Shaista: Samosa & Pakora, public art tours, try beading, family yoga, try clay, screen printing, Riverbank Indigenous Interpretive signs and blessing/launch, new picnic tables at Little Red River Park, Lion's Park Playground, expansion of playground at Alfred Jenkins Field House; PAHS hosted historic scavenger hunt, Indigenous Riverbank tours; PAMC hosted virtual Canada Day Celebration, Tapastrama & food trucks with support from MCAP, free multicultural youth summer day camp with support from MCAP, STAGE program, ongoing daily programs; MAG hosted Art installations & Metis artist mentorship project presentation, virtual programming, arts and craft kits, virtual summer camps, 9 <sup>th</sup> Annual High School Juried Art Show online; Culture Days; YWCA hosted a youth summer camp, men's and	

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											Tourism encourages other events and promotions; Sharing information through Basecamp and regular MCAP meetings; and, Emails shared through PA UPIP Coalition and CNC.		was approved for a new website in 2019 – now up. Billboard for profiling local event advertisements is going up in 2020 – system for management of events is yet to be determined. MAG uses the Calendar of Events for promotions. PAMC also promoted free events in their newsletters. PAGC promoted free events for the public on their calendar. JMCPL newsletters include information about their many free events, presentations, clubs and activities. PAUIC co-coordinators send out information of interest regularly to members.		women's group that does different activities, worked with the North American Centre for Trauma Response to bring items to clients, opportunity to partner with Jam Street, working with settlement students with support form MCAP, received computer donations form SaskTel to provide access to technology, working with different groups to address the needs of families; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC introduced a number of Indigenous programming, provided a reduced youth summer intensive program, quarantivity challenge; French Canadian Society hosted day camps, virtual socials, French classes; CBYF PA office located in Bernice Sayese Centre, engaged with youth about safe places for youth, hosted virtual beading circle; MASCI hosted a virtual Kitchen Party; Dream Broker gave out family kits; Eat Well Saskatchewan – creative engagement; Common Weal Community Arts hosted	

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																artful isolation activities; GDI hosted a virtual concert; SHA Food Coalition worked on getting new picnic tables along Rotary Trail, community gardens continue to be active; Inclusion Saskatchewan hosted a virtual tour; LDSCR work with the Creative Kids Program, hosted various training and workshops; Catholic Family Services held fall programs for children and families.
	.2 Partner with community-based organizations on maintaining existing programs and identify opportunities for new events.	CoPA, Community Services	Community-Based Organizations, School Divisions, Tourism				✓		Partnerships have strengthened between MCAP Working Group members. This includes meetings that occur two-three times a year between the Arts Centre, MAG, John M. Cuelenaere Public Library, and Historical Society to communicate and coordinate programs		Continued Working Group meetings and enhanced partnerships. Some examples include: Parts for the Arts; Summer on the Square; Canada Day; July 5 <sup>th</sup> events; Diversity Night; and, Culture Days. MAG regularly partners with IPAC to support local art through exhibitions at the MAG, John V. Hicks Gallery, Two			Continued MCAP Working Group meetings and enhanced partnerships. Some examples include Street Fair, Diversity Nights, Culture Days, Common Ground Mini Round Dance, Chester Fest Couch & Music Festival, Rock my Gypsy Soul, PAHS Historical Home Tour, artsVest, Métis Kitchen Party, Santa Claus Parade, Art Walks, Parts for the Arts, National Indigenous		Most programming virtual due to COVID-19; Many organizations promoting events through websites and social media; CoPA continued support for Community Associations, hosted PA Together at home webpage and resources, virtual calendar of events, free program guides, Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, Virtual South Asian Cooking with Shaista: Samosa & Pakora, public art tours, try beading, family yoga, try clay, screen printing, Riverbank Indigenous

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									and identify program gaps. Other programs and events that have enhanced partnerships include the Canada 150 celebrations, Culture Days, and Summer on the Square. Additional lines of communication in a variety of methods including online and in person conversations and the increased use of the Events Calendar.		Story Café, and Pitos Waskohepayis (TwoSpirit and Queer Mini Film Festival held as part of Pride Week). Supported the community powwow through funding of direct costs; Funding a new music festival – Gypsy in Memorial Square; CoPA, PADBID, PA Historical Society, and MAG are active Street Fair participants; CoPA, PAMC, YWCA, and MAG are active participants in Culture Days; Continued use and promotion of Events Calendar through Postcards, Google Ads, and at the bus stops; CoPA, PA Tourism,		Peoples' Day, Canada Day Celebration, English reading programs, Strengthening Communications for Non-Profit Workshops, March 20 Trend Session with LDSCR, CNC agency showcase, Food Truck Tuesdays, Crokicurl, Summer on the Square, Ride and Read Bus Poetry Project, Riverbank Indigenous Storyline Project, Jumpstart Play Finds a Way movement celebration, Annual Fall Food Fair, International Overdose Awareness Day BBQ, HIV/AIDS Awareness Week Events, End of Life Symposium, and Take the Lead! Leadership Coach Workshop.		Interpretive signs and blessing/launch, new picnic tables at Little Red River Park, Lion's Park Playground, expansion of playground at Alfred Jenkins Field House; PAHS hosted historic scavenger hunt, Indigenous Riverbank tours; PAMC hosted virtual Canada Day Celebration, Tapastrama & food trucks with support from MCAP, free multicultural youth summer day camp with support from MCAP, STAGE program, ongoing daily programs; MAG hosted Art installations & Metis artist mentorship project presentation, virtual programming, arts and craft kits, virtual summer camps, 9 <sup>th</sup> Annual High School Juried Art Show online; Culture Days; YWCA hosted a youth summer camp, men's and women's group that does different activities, worked with the North American Centre for Trauma Response to bring items to clients, opportunity to partner with Jam Street, working with settlement students with support	

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					OG	0-1	2-4	5-10+								
											and MAG actively use and promote the Events Calendar; CoPA provided support for Parts for the Arts; PA Concert Choir working with other organizations e.g. Children's Choir – fundraising where all proceeds go to the Children's Hospital, singing at the national and USA national anthem at the Raider's game; YWCA partners with a lot of different organizations; and, PA District Chamber of Commerce hosts networking for young professionals.					form MCAP, received computer donations from SaskTel to provide access to technology, working with different groups to address the needs of families; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC introduced a number of Indigenous programming, provided a reduced youth summer intensive program, quarantine challenge; French Canadian Society hosted day camps, virtual socials, French classes; CBYF PA office located in Bernice Sayese Centre, engaged with youth about safe places for youth, hosted virtual beading circle; MASCI hosted a virtual Kitchen Party; PADBID Street Fair cancelled due to COVID-19; Dream Broker gave out family kits; Eat Well Saskatchewan – creative engagement; Common Weal Community Arts hosted artful isolation activities; GDI hosted a virtual concert; SHA Food Coalition worked on getting new picnic tables along Rotary Trail, community

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					OG	0-1	2-4	5-10+								
																gardens continue to be active; Inclusion Saskatchewan hosted a virtual tour; LDSCR work with the Creative Kids Program, hosted various training and workshops; Catholic Family Services held fall programs for children and families.
<b>4.5 Celebrate the strong volunteer community.</b>	.1 Increase awareness of volunteering through a public engagement campaign encouraging others to volunteer in the community.	CoPA, Community Services	Health Region, Education Institutions, Community	<b>5 Year Strategic Plan, 2015-2020, Active &amp; Caring Community Kistahpinanihk 2035, Section 14: Finance, Section 14.1: Background, Policy xv</b>	✓	✓			Through increased involvement of community boards, fundraisers, and an inductee for a long-term volunteer at the PA Arts Board Hall of Fame have been successful.		YWCA is working with PAGC to create a stronger volunteer pool; and, Arts Board completing a volunteer drive at the EA Rawlinson Centre in the Fall.		Arts Hall of Fame continues.		PAUIC and CNC continue to update the PA Community Directory. One section includes volunteer opportunities; CBYF PA expanded Leadership Table and created a Youth Council; Arts Hall of Fame was postponed due to COVID-19.	

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					OG	0-1	2-4	5-10+								
	.2 Promote community-based volunteer opportunities by developing a volunteer database.	Community Organizations, Community Services	Police, Faith-based Organizations				✓				YWCA is working with PAGC to create a stronger volunteer pool; and, Arts Board completing a volunteer drive at the EA Rawlinson Centre in the Fall.		To be determined.		PAUIC and CNC continue to update the PA Community Directory. One section includes volunteer opportunities; CBYF PA expanded Leadership Table and created a Youth Council; Arts Hall of Fame was postponed due to COVID-19.	
	.3 Enhance volunteer experience by promoting consistent standards for volunteer work, raising the profile of management practices, and support efforts to recognize volunteers.	CBO, Community	Corporate Services				✓		The first person to be inducted to the PA Arts Board Hall of Fame for volunteering was last year.		Arts Hall of Fame happening again this Fall.		Arts Hall of Fame continues.		PAUIC and CNC continue to update the PA Community Directory. One section includes volunteer opportunities; CBYF PA expanded Leadership Table and created a Youth Council; Arts Hall of Fame was postponed due to COVID-19.	
	.4 Facilitate partnerships between cultural organizations, schools, and community groups.	CoPA and Community	Educational Institutions and Various Community-Based Organizations				✓		Partnerships have strengthened between MCAP Working Group members. A specific example includes the Arts in Schools Session that was held at		Continued partnerships including: MAG and IPAC; Indigenous communities; PAPS; PAGC; PA Tourism; CoPA; YWCA; Church community; EA Rawlinson; Arts Board; PADBID;		Continued partnerships including: Saskatchewan Rivers School Division; MCAP, PAUIC, CNC, PADBID, PAHS, MAG, IPAC, YWCA, CoPA, PA Tourism, PA Arts Board, PAGC, PAPS, Indigenous communities,		Continued partnerships including, though not limited to: CoPA, MCAP, PAUIC, CNC, CBYF PA, MAG, PAMC, PAHS, Elders and Knowledge Keepers, PADBID, MAG, YWCA, PA Arts Board, PAGC, PAPS, Bernice Sayese Centre, Community Futures, Prince Albert Regional Economic Development Authority, EA Rawlinson Centre,	

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					OG	0-1	2-4	5-10+								
									the Sask Rivers School Division in August. As a result there is a new artist school.		Business community; PA District Chamber of Commerce; Multicultural Council; and, others to provide programming and events. CoPA provided support for Parts for the Arts; PA Concert Choir working with other organizations e.g. Children's Choir – fundraising where all proceeds go to the Children's Hospital, singing at the national and USA national anthem at the Raider's game; YWCA partners with a lot of different organizations; PA District Chamber of Commerce hosts networking for young professionals;		Bernice Sayese Centre, PREDA, JMCPL, Rotary Club, Firebird North Sistema Music Project, EA Rawlinson, PAMC, MASCI, SHA, PAIMFC, PA Senior Advocacy Centre, FSAD, Learning Disabilities Association of SK, Métis Nation Saskatchewan, LDSCR, Toastmasters Club, PA Literacy Network, PA Community Service Centre.		MASCI, Western Region 2 Métis Nation, LDSCR, Community Cares Kitchen, Community Service Centre, SHA, Heart of the Youth Community Powwow Committee.	

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											Regular Working Group Meetings; Regular PA UPIP Coalition Gatherings; and, Regular CNC Meetings.					
	.5 Reduce barriers to volunteers by supporting research to identify trends and challenges.	CoPA, Community Services	Health Region, Community Association				✓		The City partnered with Lakeland District for Sport, Culture and Recreation to host two engaging volunteer workshops.		Prince Albert had excellent volunteer participation in hosting Softball Nationals; and, The EARC has also put new efforts into their volunteer company and has recruited new volunteers.		To be determined.			To be determined.

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All Ages – Activities, Amenities, and Programming – Recommended Action Items and Initiatives

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Collaborate with various community groups and organizations to foster the retention and expansion of cultural activities, amenities and programming for all ages to ensure everyone has access locally to opportunities in a fair and equitable manner.

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					OG	0-1	2-4	5-10+								
5.1 Focus on inclusionary cultural programs, services, amenities, and initiatives that embrace the diversity of the neighbourhood.	.1 Support initiatives that ensure welcoming spaces for youth and multi-generational cultural activity.	CoPA, Community Services	Planning & Dev't, Police	5 Year Strategic Plan, 2015-2020, Active & Caring Community; Sustainable Growth <b>Kistahpinanihk 2035</b> , Section 11: Healthy Economy, Section 11.7: Social Environment, 11.7.4 Inclusive Communities		✓										

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											costs are covered. CoPA, PADBID, PA Historical Society, and MAG are active Street Fair participants. CoPA, PAMC, YWCA, and MAG are active participants in Culture Days.		Albert on September 27-29. It was the 10 <sup>th</sup> anniversary this year. The theme was 'Creativity, the Arts, and Wellbeing'. Free events and activities offered this year: Culture & Arts Sessions offered to schools on Friday including - Creative Crochet, 'Everyone Can Dance', Cultural Sharing Circles, Arts & Wellness, and Culture Games - Past & Present; Cultural Café & Concert on Friday evening; Urban Art Tour; COMMUNITY HeART Project; Tapestrama Cultural Festival; Mann Art Gallery Tours; Culture Games - Prince Albert Historical Museum PADBID put on Street Fair events. Happened in the rain - people still attended and it was successful again this year. Implemented the Downtown Art		Celebration, Tapastrama & food trucks with support from MCAP, free multicultural youth summer day camp with support from MCAP, STAGE program, ongoing daily programs; MAG hosted free gallery tours "Why the Caged Bird Sings" & art activity, painting workshop with Leah Dorion, art installations & Metis artist mentorship project presentation, virtual programming, arts and craft kits, virtual summer camps, 9 <sup>th</sup> Annual High School Juried Art Show online; Culture Days; YWCA hosted a youth summer camp, men's and women's group that does different activities, opportunity to partner with Jam Street, working with settlement students with support from MCAP, received computer donations from SaskTel to provide access to technology, working with different groups to address the needs of families; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC introduced a number of Indigenous programming, provided a reduced youth summer intensive program,	

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														Walk which is held the first Thursday of each month. Crokicurl was set up in Memorial Square and was a big success – getting calls from all over Canada asking about design. Summer on the Square occurred over the summer in Memorial Square, providing weekly family activities hosted in conjunction with the Farmer's Market. Santa Claus Parade and activities were hosted in the Downtown and at the Gateway Mall in partnership with the PA Arts Centre and PAHS. PAHS participated in Street Fair by offering free admission to the Museum. Hosted Historical Home Tour on October 27. MAG Education team provided free arts activities at the Street Fair and a number of other summer events and celebrations.		quarantivity challenge; SPARK Theatre hosted Play-in-a-Day; Arts Board planned for Parts for the Arts; IPAC/MAG/PAAC hosted Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; French Canadian Society hosted day camps, virtual socials, French classes; PAUIC and CNC kick-started CBYF PA, hosted virtual gatherings; CBYF PA office located in Bernice Sayese Centre, engagement with youth including about safe places for youth, hosted virtual beading circle, received funding to complete a youth directory of programs and services; MASCI hosted a virtual Kitchen Party; PADBD Street Fair cancelled due to COVID-19; Dream Broker gave out family kits; Eat Well Saskatchewan – creative engagement; Common Weal Community Arts hosted artful isolation activities; GDI hosted a virtual concert; SHA Food Coalition worked on getting new picnic tables along Rotary Trail, community gardens continue to be active; Inclusion Saskatchewan

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														Hosted artsVest in the community on September 24. Uses the Calendar of Events for promotions. Started a series of Métis culture-meets-art workshops. Ran 6 weeks of art camps in July and August. PAPS co-hosted second Round Dance and Feast held in partnership with RCMP and community agencies in honour of MMIW occurred on October 26. YWCA partnered with Indigenous friends to host a Truth and Reconciliation Youth Project providing free training on website and app building. Hosted an event for War Refugee Day on June 20. Co-hosted the Common Ground Mini Round Dance on January 31. Involved with the implementation of many Diversity Nights, acting as location host. Partnered with MAG to arrange		hosted a virtual tour; LDSCR work with the Creative Kids Program, hosted various training and workshops; Catholic Family Services held fall programs for children and families.

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														trips and support the art program. Bernice Sayese Centre partnered with Indigenous friends to host a 14-day Indigital Program which provided a cultural bootcamp encouraging youth to create a Technological Reconciliation. JMCP had a free showing of <i>The Witness Blanket</i> documentary for National Indigenous Peoples' Day on June 18. PAUIC/PAPS/PAIMF C/CoPA organized the first Reconciliation Walk held on National Indigenous Peoples' Day. National Indigenous Peoples' Day celebration held in Kinsmen Park and included Teepee raising, Pipe Ceremony, Paint Wall, and others. EA Rawlinson hosted Métis Mutt again this year. PAMC hosted Diversity Nights		

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														(free admission – 4 times in the year). Co-hosted the Common Ground Mini Round Dance on January 31. Multicultural Arts Council had winter camps for clients. Brought clients on trips to Wanuskewin and Batoche. Hosted Canada Day Celebration on the Riverbank included multicultural food and merchandise booths, Reconciliation Ceremony, and live entertainment. SHA hosted the annual Fall Food Fair with theme around Food and Culture held on November 19. Food Bank Oasis Garden held opening ceremony on June 13. Worked with PAGC, MAMWA, 601 Outreach, and Homeward Bound to host HIV/AIDS Awareness Week Events including flag raising and blessing, ceremony, and awareness walk.		

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	.2 Identify areas for additional programming of Downtown-Riverfront public spaces.	CoPA, River Valley Joint Committee	PADBID, Central Avenue Events, Community Services				✓			An expanded Street Fair and Summer on the Square events, Culture Days, upgrade to the Boat Launch, and Canada 150 Voyageur Rendezvous Canoe Race has increased the awareness of the Downtown-		Initiatives include: Expanded Street Fair; Art Block; Downtown Fall Festival; Summer on the Square; Culture Days; YWCA downtown culture hub; PAHS is working to fundraise to move the church and block house from Kinsmen		Arts Centre continued to provide programming for youth and adults throughout the year including: music lessons, painting, jewellery making, language, photography, pottery, cooking and more. Culture Days hosted in Prince Albert on September 27-29. It was the 10 <sup>th</sup> anniversary this year. The theme		CoPA hosted Window Art Bomb Contest, Community Culture Chalkboard Canvas, public art tours, try beading, family yoga, try clay, screen printing, completed Riverbank Indigenous Interpretive signs and blessing/launch, Lion's Park Playground; PAHS hosted Indigenous Riverbank tours, permanent Indigenous history exhibit, Fundraising for the Church and Blockhouse reconstruction was put on hold and PAHS is now

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																	<p>Riverfront area as a public area.</p> <p>Park to the riverbank; Based on feedback and to help promote the use of the riverbank, the Canada Day celebration will be moved to its original spot along the riverbank; and, continued engagement on Central Avenue Streetscape.</p> <p>PADBID put on Street Fair events. Happened in the rain - people still attended and it was successful again this year. Implemented the Downtown Art Walk which is held the first Thursday of each month. Crockicurl was set up in Memorial Square and was a big success – getting calls from all over Canada asking about design. Summer on the Square occurred over the summer in Memorial Square, providing weekly family activities hosted in conjunction with the Farmer's Market. Santa Claus Parade and activities were hosted in the Downtown and at the Gateway Mall in partnership with the PA Arts Centre and PAHS. PAHS participated in Street Fair by</p> <p>was 'Creativity, the Arts, and Wellbeing'. PADBID put on Street Fair events. Happened in the rain - people still attended and it was successful again this year. Implemented the Downtown Art Walk which is held the first Thursday of each month. Crockicurl was set up in Memorial Square and was a big success – getting calls from all over Canada asking about design. Summer on the Square occurred over the summer in Memorial Square, providing weekly family activities hosted in conjunction with the Farmer's Market. Santa Claus Parade and activities were hosted in the Downtown and at the Gateway Mall in partnership with the PA Arts Centre and PAHS. PAHS participated in Street Fair by</p> <p>looking at opportunities temporary summer display for the 150 years when Hudson Bay Company sold the land was postponed due to COVID-19; PAMC hosted virtual Canada Day Celebration, Tapastrama &amp; food trucks with support from MCAP; MAG hosted free gallery tours "Why the Caged Bird Sings" &amp; art activity, painting workshop with Leah Dorion, art installations &amp; Metis artist mentorship project presentation; Culture Days; EARC introduced a number of Indigenous programming, provided a reduced youth summer intensive program; IPAC/MAG/PAAC hosted Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; PADBID Street Fair cancelled due to COVID-19, completed a strategic plan with a focus on promoting downtown and supporting businesses; SHA Food Coalition worked on getting new picnic tables along Rotary Trail.</p>

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													<p>offering free admission to the Museum. Hosted Historical Home Tour on October 27.</p> <p>YWCA partnered with Indigenous friends to host a Truth and Reconciliation Youth Project providing free training on website and app building. Hosted an event for War Refugee Day on June 20. Co-hosted the Common Ground Mini Round Dance on January 31. Involved with the implementation of many Diversity Nights, acting as location host. Partnered with MAG to arrange trips and support the art program. Continued participation in the PAUIC. PAIMFC hosts a number of events and activities. JMCPL hosts a number of events and activities.</p>			

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	.3 Facilitate more all-ages programming in community centres such as the Margo Fournier Centre, Friendship Centre.	CoPA and Community	Community Services, Regional Partners				✓				Continued promotion through brochure of free programming and through networks – MCAP, PA UPIP Coalition, and CNC; and, PA District Chamber of Commerce hosts networking for young professionals.		PA Arts Board has a proposal to repurpose Margo Fournier. CoPA Planning continuing work with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. Continued participation in the PAUIC. PAIMFC hosts a number of events and activities. JMCPL hosts a number of events and activities. YWCA partnered with Indigenous friends to host a Truth and Reconciliation Youth Project providing free training on website and app building. Bernice Sayese Centre partnered with Indigenous friends to host a 14-day Indigital Program which provided a cultural bootcamp encouraging youth to create a Technological Reconciliation.		Most programming virtual due to COVID-19. In-person programming followed COVID-19 protocols; CoPA continued support for Community Associations, hosted PA Together at home webpage and resources, virtual calendar of events, free program guides, Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, Virtual South Asian Cooking with Shaista: Samosa & Pakora, public art tours, try beading, family yoga, try clay, screen printing, Riverbank Indigenous Interpretive signs and blessing/launch, new picnic tables at Little Red River Park; PAHS hosted historic scavenger hunt, Indigenous Riverbank tours, permanent Indigenous history exhibit, temporary summer display for the 150 years when Hudson Bay Company sold the land was postponed due to COVID-19; PAMC hosted virtual Canada Day Celebration and reconciliation ceremony (supported by MCAP), Tapastrama & food trucks with support from	

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														Arts Centre provided continued programming for youth and adults throughout the year including: music lessons, painting, jewellery making, language, photography, pottery, cooking and more. Continued support and circulation of brochures with free programs. CoPA worked with PAGC for ownership of Parkland Hall. PAGC now programming Parkland Hall. PA Senior Advocacy Centre hosted the End of Life Symposium on September 19. SHA nursing students are investigating the possibility for a communal gathering space – applying for a Federal grant in November. Haven't found an indoor space yet, but might be looking into putting picnic tables		MCAP, STAGE program, ongoing daily programs; MAG hosted free gallery tours "Why the Caged Bird Sings" & art activity, painting workshop with Leah Dorion, art installations & Metis artist mentorship project presentation, virtual programming, arts and craft kits, virtual summer camps; Culture Days; YWCA partnered with Jam Street, received computer donations from SaskTel to provide access to technology, working with different groups to address the needs of families; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC introduced a number of Indigenous programming, quarantine challenge; SPARK Theatre hosted Play-in-a-Day; Arts Board planned for Parts for the Arts; IPAC/MAG/PAAC hosted Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; French Canadian Society hosted, virtual socials, French classes; PAUIC and CNC kick-started CBYF PA, hosted virtual gatherings; CNC celebrated National

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														outdoors in the interim.		Poetry Month with local poets; CBYF PA office located in Bernice Sayese Centre, engagement with youth including about safe places for youth, hosted virtual beading circle, received funding to complete a youth directory of programs and services; MASCI hosted a virtual Kitchen Party; PADBID Street Fair cancelled due to COVID-19; Dream Broker gave out family kits; Eat Well Saskatchewan – creative engagement; Common Weal Community Arts hosted artful isolation activities; GDI hosted a virtual concert; SHA Food Coalition worked on getting new picnic tables along Rotary Trail, community gardens continue to be active; Inclusion Saskatchewan hosted a virtual tour; LDSCR work with the Creative Kids Program, hosted various training and workshops; Catholic Family Services held fall programs for children and families.

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5.2 Create a strategy to build cultural capacity in youth and strengthen their access to art, culture, and heritage.	.1 Examine the available cultural education programs for youth in Prince Albert, identify gaps and develop an implementation plan.	CoPA, Community Services	Educational Institutions	5 Year Strategic Plan, 2015-2020, Active & Caring Community			✓				MAG offering Cree Art and Culture Program; and, Hosted a 4 day cultural camp with 299 people at Ahtahkakoop First Nation.		CoPA Planning continuing work with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. PAUIC and CNC focusing on youth initiatives. Undertaking a review and analysis of programs and services. YWCA partnered with Indigenous friends to host a Truth and Reconciliation Youth Project providing free training on website and app building. Bernice Sayese Centre partnered with Indigenous friends to host a 14-day Indigital Program which provided a cultural bootcamp encouraging youth to create a Technological Reconciliation.		Social Master Plan on hold due to COVID-19; CoPA shared information about youth programs in the free program guides; PAUIC and CNC continued to updated the community directory, kick-started the CBYF PA; CBYF PA expanded the Leadership Table, shared programs and services on social media, hosted the community directory Facebook questionnaire game, engaged with youth, and PAUIC and CNC, created a Youth Council, a Coordinator and Assistant Coordinator were hired, developed a Plan on a Page, received funding to create a youth community directory of programs and services; MAG hosted virtual programming, provided arts and craft kits, virtual summer camps, 9th Annual High School Juried Art Show, art installations & Metis Artist Mentorship Project; LDSCR works with Creative Kids Program; PAMC hosted a multicultural youth day camp supported by MCAP; YWCA hosted a youth summer camp, In partnership with the PAAC, working with the	

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																throughout the year including: music lessons, painting, jewellery making, language, photography, pottery, cooking and more. Prince Albert Arts Board had the Helen Ferris Memorial Trust Fund Grant for development in the arts for youth.	settlement students with support from MCAP, worked with high school student graduates to find them volunteer work; Heart of the Youth Powwow Committee planning for a virtual powwow; EARC provided a reduced youth summer intensive program; French Canadian Society hosted youth day camps; Peter Ballantyne Cree Nation hosted an Indigenous youth camp; Indigenous Services Canada Urban Programming for indigenous Peoples did a call out for the Youth Accessibility Leader Program; Saskatchewan History and Folklore Society hosted Living in SK Youth Storytelling Project free Zoom workshops.
	.2 Encourage and support education institutions and cultural providers to develop mentorship programs in organizations and creative businesses.	CoPA	Educational Institutions and The Private Sector, PAGC				✓		Financial support has been given to the MAG, EA Rawlinson Centre; Community theatre and Broadway North; and, others. Programs and events that take place		Financial support provided to MAG and Multicultural Council for events including community powwow, Street Fair, and July 5 <sup>th</sup> events. MAG is hiring two interns in fall, an		LDSCR partnered with Saskatchewan Rivers Public School Division to host a Take the Lead! Leadership Coach Workshop on October 23. Culture & Arts Sessions offered to schools on Friday including - Creative Crochet, 'Everyone Can Dance', Cultural		CoPA continued participation in PAUIC, CNC and CBYF PA; PAUIC and CNC kick-started the CBYF PA; CBYF PA expanded the Leadership Table, engaged with youth, and PAUIC and CNC, created a Youth Council, a Coordinator and Assistant Coordinator were hired; MAG hosted art installations & Metis Artist Mentorship Project;		

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5.3 Create neighbourhood cultural nodes providing programming and activities for all ages. Such opportunities help nurture a community where people can age gracefully in place.	.1 Continue to support community-based organizations that provide spaces and programming for youth.	CoPA and Community	PAGC, Métis Region/ Local , Educational Institutions, Faith-based Organizations	5 Year Strategic Plan, 2015-2020, Active & Caring Community, Sustainable Growth <b>Kistahpinanihk 2035</b> , Section 6: Land Use, Section 6.1: Background, Policy vii	✓											Most programming virtual due to COVID-19. In-person programming followed COVID-19 protocols; CoPA continued to provide support for Community Associations, hosted PA Together at home webpage and resources, promotion of youth programs through virtual calendar of events, free program guides, Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, public art tours, try beading, family yoga, try clay, screen printing; PAHS hosted historic scavenger hunt, Indigenous Riverbank tours, permanent Indigenous history exhibit, temporary summer display for the 150 years when Hudson Bay Company sold the land was postponed due to COVID-19, PAHS hired a new Museum Educator who is reaching out to schools to find out what programs are required; PAMC hosted virtual Canada Day Celebration and reconciliation ceremony (supported by MCAP), Tapastrama & food trucks with support from

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					OG	0-1	2-4	5-10+								
													<p>and app building.</p> <p>New Firebird North Sistema Music Project started up. Learning Disabilities Association of Saskatchewan began a Lego Club in Prince Albert.</p> <p>PA Aerial Gymnastics Club offered free FLIP Fridays from October 4-December 13.</p> <p>PA Arts Board has a proposal to repurpose Margo Fournier.</p> <p>SHA nursing students are investigating the possibility for a communal gathering space – applying for a Federal grant in November.</p> <p>Haven't found an indoor space yet, but might be looking into putting picnic tables outdoors in the interim.</p>		<p>MCAP, ongoing daily programs; MAG hosted virtual programming, arts and craft kits, virtual summer camps; Culture Days; YWCA partnered with Jam Street, received computer donations from SaskTel to provide access to technology, working with different groups to address the needs of families; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC introduced a number of Indigenous programming, quarantine challenge; SPARK Theatre hosted Play-in-a-Day; French Canadian Society hosted youth day camps; PAUIC and CNC kick-started CBYF PA; CBYF PA office located in Bernice Sayese Centre, engagement with youth including about safe places for youth, hosted virtual beading circle, received funding to complete a youth directory of programs and services; PADBID Street Fair cancelled due to COVID-19; Dream Broker gave out family kits; Common Weal Community Arts hosted artful isolation activities; GDI hosted a virtual</p>	

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Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Collaborate with various community groups and organizations to foster the retention and expansion of cultural activities, amenities and programming for all ages to ensure everyone has access locally to opportunities in a fair and equitable manner.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
																concert; LDSCR work with the Creative Kids Program, hosted various training and workshops; Catholic Family Services held fall programs for children and families; Government of Canada offered New Pathways for Play Funding.
	.2 Continue to maintain and develop services and programming for seniors and Elders.	CoPA and Community	Community Services, Faith-Based Groups		✓				The Seniors Program Guide and new programming at the Arts Centre are examples of services for seniors and Elders. There has also been a reduction in the rate at the Community Service Facilities for youth and seniors.		Continued Elder events and senior and Elder programming; There has been an increase in use of City facilities since dropping fees for seniors; MAG uses grant funding to run art outreach programs at long-term care homes. Intergenerational art programs are occasionally run, too.		PA Arts Board has a proposal to repurpose Margo Fournier. PA Senior Advocacy Centre held the End of Life Symposium on September 19. Held an All Federal Candidates Meeting on September 5. SHA nursing students are investigating the possibility for a communal gathering space – applying for a Federal grant in November. Haven't found an indoor space yet, but might be looking into putting picnic tables outdoors in the interim.		MCAP provided funding for cultural protocol related expenses such as tobacco, cloth, meetings, etc; Ongoing engagement with Knowledge Keepers; PAHS continues to participate and support work with Knowledge Keepers and Indigenous initiatives such as the Indigenous display; PAUIC, CNC, and CBYF continue to engage with Elders during virtual gatherings; Heart of Seniors Gathering hosted Healthy Food Hampers; Community Cares Kitchen hosted the PossAbility Shop Fabric Masks for Elders; Government of Canada offered the New Horizons for Seniors Program Funding.	
	.3 Identify areas of need in neighbourhoods for cultural and	CoPA and Community	Community Service Centres			✓			Civic facilities have done a great job supporting		The Community Services Master Plan		The Community Services Master Plan has been completed.		The Community Services Master Plan identifies opportunities; Social Master Plan on hold due	

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					OG	0-1	2-4	5-10+								
	community programming.										has been completed and identifies opportunities for community programming; and Further discussion to host another round of neighbourhood meetings.		CoPA Planning continued working with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. PAUIC and CNC undertaking a review and analysis of programs and services.		to COVID-19; CoPA Planning Dept. was part of a committee including non-profit organizations to develop a new homeless shelter; PAUIC and CNC continue to develop analysis of programs and services and update the Community Directory; CBYF engaging with youth and community to determine needs, created a Plan on a Page, received funding to create a youth directory of programs and services; PAHS hired a new Museum Educator who is reaching out to schools to find out what programs are required.	
	.4 Review existing policies of community facilities for all-age inclusive programming.	CoPA	Community Services, Community Clubs			✓			Initiatives include: Policy for Civic Facilities; lowered membership fees at the Field House; free programs promotion; free programming ; additional infrastructure and sports options at the Field House and Margo		The Community Services Master Plan has been completed and identifies opportunities for programming; Continued use of free programming brochure; and, The Social Master Plan is underway.		The Community Services Master Plan completed. CoPA Planning continued working with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. PAUIC and CNC undertaking a review and analysis of programs and services. Continued support and circulation of brochures with free programs.		The Community Services Master Plan identifies opportunities; the Social Master Plan is on hold due to COVID-19; CoPA offers free program guides, completed online survey for the Prince Albert Airport Master Plan; PAUIC and CNC continue to develop analysis of programs and services and update the Community Directory.	

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					OG	0-1	2-4	5-10+								
<b>5.4 Explore opportunities to create new spaces and programming for the young adult demographic.</b>	.1 Continue to engage the young adult demographic to identify opportunities for more programming and amenities. One idea is a venue to host bands and other local talents.	CoPA and Community	CBO, Tourism	<b>5 Year Strategic Plan, 2015-2020, Active &amp; Caring Community</b>		✓			Initiatives include: Policy for Civic Facilities; Rock Trout re-opening; Recognition for Entrepreneurs ; Gateway Mall Entrepreneur Challenge; and, Prince Albert Young Professionals social group.		The Community Services Master Plan has been completed and identifies opportunities for programming; PA District Chamber of Commerce hosts networking for young professionals; and, The Social Master Plan is underway.		The Community Services Master Plan has been completed. CoPA Planning continued working with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. PAUIC and CNC undertaking a review and analysis of programs and services.		PAUIC and CNC kick-started CBYF PA, continue to work on analysis of programs and services; CBYF engaging with youth and community to determine needs, created a Plan on a Page, received funding to create a youth directory of programs and services.	

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					OG	0-1	2-4	5-10+								
5.5 Support and encourage the value of the involvement of seniors and Elders in the development and implementation of cultural amenities, activities and programming.	.1 Develop and market various programming and services that consider seniors and Elders in the community.	Community Services, CBO	Community Services,	5 Year Strategic Plan, 2015-2020, Active and Caring Community <b>Kistahpinanihk 2035</b> , Section 11: Healthy Economy, Section 11.7 Social Environment, 11.7.4 Inclusive Communities		✓					Circulation of brochure with free programs; The Community Services Master Plan has been completed and identifies opportunities for programming; PA Tourism encourages other events and promotions; Regular Working Group Meetings; and emails shared through PA UPIP Coalition and CNC.		PA Senior Advocacy Centre held the End of Life Symposium on September 19. Held an All Federal Candidates Meeting on September 5. Arts and Culture Coordinator working with the PAHS and Knowledge Keepers on the Riverbank Indigenous Storyline Project. PAHS has ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local indigenous languages. Arts and Culture Coordinator continued to market the Calendar of Events – continued with distribution of postcards, Google Ads, and promotion at the bus stops. MCAP purchases stickers for poster stands. Continued sharing free programming available at the Arts Centre as		MCAP provided funding for cultural protocol related expenses such as tobacco, cloth, meetings, etc., installed the Riverbank Indigenous Interpretive Signs (6) and hosted the blessing/launch, installed six (6) new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance the Ceremonial Grounds/Gardens/Sweat Lodge, MCAP supported the PAGC reconciliation ceremony, River Street signs not yet completed, ongoing engagement with Knowledge Keepers, promotion of programs and events through the free program guides, Calendar of Events and new digital billboard; PAHS continues to participate and support work with Knowledge Keepers and Indigenous initiatives such as the Indigenous display; PAUIC, CNC, and CBYF continue to engage with Elders during virtual gatherings, share out information through emails and social media; Heart of Seniors Gathering hosted Healthy Food Hampers; Community Cares	

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					OG	0-1	2-4	5-10+								
													included in the Program Guides and poster distribution. MCAP provided in-kind brochures for summer and fall/winter free programs. PA Tourism has been involved in the promotion of the Calendar of Events. Promoted free events in their newsletters. Updating the Discover Prince Albert guide in-house. CoPA Communications provided continued support for Calendar of Events. Still some work to do to capture all things going on in the City. New website has been released and includes an updated/streamlined calendar. City was approved for a new website in 2019 – now up. Billboard for profiling local event advertisements is going up in 2020 – system for		Kitchen hosted the PossAiblity Shop Fabric Masks for Elders; many organizations promote programs through website and social media.	

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					OG	0-1	2-4	5-10+								
	.2 Identify innovative ways and seek partnerships to address possible barriers by seniors and Elders to participation in physical, creative, and social activities.	CoPA	Community Services, Community Organizations			✓			AJFH with the Health Region – Fit for Life Program.		The Social Master Plan is underway.		management of events is yet to be determined. MAG uses the Calendar of Events for promotions. PAMC also promoted free events in their newsletters. PAGC promoted free events for the public on their calendar. JMCPL newsletters include information about their many free events, presentations, clubs and activities. PAUC co-coordinators send out information of interest regularly to members. CNC coordinator sends out information of interest regularly to members.		The Community Services Master Plan identifies opportunities; the Social Master Plan is on hold due to COVID-19; CoPA MCAP provided funding for cultural protocol expenses, ongoing engagement with Knowledge Keepers; PAHS continues to provide support and engage with Knowledge	

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					OG	0-1	2-4	5-10+								
	.3 Partner or continue to encourage partnerships that promote the benefits of increasing creative activity of seniors and Elders.	CoPA	Various Community And Regional-Based Organizations, Tourism				✓		MAG delivers Seniors Art Outreach in 4 long term care homes.		MAG uses grant funding to run art outreach programs at long-term care homes. Intergenerational art programs are occasionally run, too.		PAUIC and CNC undertaking a review and analysis of programs and services.		Keepers; PAUIC, CNC and CBYF engage with Elders; PAUIC and CNC continue to work on review and analysis of programs and services; Government of Canada offered New Horizons for Seniors Program Funding.	
													Arts and Culture Coordinator working with the PAHS and Knowledge Keepers on the Riverbank Indigenous Storyline Project. PAHS has ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local indigenous languages. MCAP provided financial support for tobacco, Knowledge Keepers, and lunches for meetings.		MCAP provided funding for cultural protocol related expenses such as tobacco, cloth, meetings, etc., installed the Riverbank Indigenous Interpretive Signs (6) and hosted the blessing/launch, installed six (6) new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance the Ceremonial Grounds/Gardens/Sweat Lodge, MCAP supported the PAGC reconciliation ceremony, River Street signs not yet completed, ongoing engagement with Knowledge Keepers, promotion of programs and events through the free program guides, Calendar of Events and new digital billboard; PAHS continues to participate and support work with Knowledge Keepers and Indigenous initiatives such as the Indigenous display; PAUIC, CNC, and CBYF	

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					OG	0-1	2-4	5-10+								
																continue to engage with Elders during virtual gatherings, share out information through emails and social media; Heart of Seniors Gathering hosted Healthy Food Hampers; Community Cares Kitchen hosted the PossAbility Shop Fabric Masks for Elders; many organizations promote programs through website and social media.

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**Sports and Recreation – Recommended Action Items and Initiatives**

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Support and celebrate the value of sports and recreational programming, activities, and initiatives and the role they play in enhancing Prince Albert's cultural identity and make-up.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
6.1 Support and encourage sports and recreational programming that brings the community together.	.1 Continue to promote and maintain recreational amenities in the community.	CoPA, Community Services	Sports Clubs, Tourism, Various Community-Based Organizations	5 Year Strategic Plan, 2015-2020, Sustainable Growth Kistahpinanihk 2035, Section 9: Parks, Recreation, and Natural Areas, Section 9.2 Parks and Recreation Facilities Community Services Master Plan Section 5 : Programming, 5.1 Community Service Program Vision Framework for Recreation in Canada	✓				Increased youth involvement in sports, additional recreation infrastructure, and sporting options have worked towards this good. Membership fees are lowered at the Field House and the Tourism Guide, free programs promotion, and the outdoor rink hours on the website help in the promotion of recreational amenities.		Circulation of brochure with free programs; and, The Community Services Master Plan has been completed and identifies opportunities for programming.		PADBID set up Crokicurl in Memorial Square and was a big success – getting calls from all over Canada asking about the design. CoPA Parks sent out survey about the walking trails asking about putting markers every 26 km, directional signage for people to exit the trail, tables, trash cans, and other things. PA Aerial Gymnastics Club offered free FLIP Fridays from October 4-December 13. Continued support and circulation of brochures with free programs.		CoPA Lion's Park Playground, expansion of the playground at Alfred Jenkins Field House, Rotary Trail receives Parks and Open Space Award, new railing installed along Rotary Trail, offered Community Grant Program, installed the Riverbank Indigenous Interpretive Signs (6) and hosted the blessing/launch, installed six (6) new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance the Ceremonial Grounds/Gardens/Sweat Lodge, Little Red River Master Plan completed, MCAP feature; SHA Food Coalition worked on getting new picnic tables along Rotary Trail, promotion of activities through free program guides, website, e-newsletter, digital billboard, and social media; PAUIC and CNC share information about amenities and activities via email and social media.	

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					OG	0-1	2-4	5-10+								
	.2 Explore opportunities to work with public organizations and the private sector to develop new or upgrading of existing recreational and/or community facilities and programming.	CoPA, Planning & Dev't, Community Services, Public Works, Financial Services	Neighbourhood groups, Tourism, School Divisions, Community Clubs, Private Sector													

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					OG	0-1	2-4	5-10+								
6.2 Focus on accessibility and affordability of sports and recreational programming.	.1 Support the policies of the Community Services Master Plan regarding accessibility and affordability of recreational programming across the city.	CoPA, Community	Sports and Recreational Organizations	<b>Kistahpinanik 2035</b> , Section 11: Healthy Economy, Section 11.7: Social Environment, 11.7.4 Inclusive Communities <b>Community Services Master Plan</b> Section 4: Recreation, 4.1 A Recreation Facility Vision <b>Framework for Recreation in Canada</b>		✓							Arts and Culture Coordinator shared free programming available at the Arts Centre as included in the Program Guides and poster distribution. MCAP provided in-kind brochures for Summer and Fall /Winter free programs. MCAP provided financial support for the YWCA summer kids programs at the Arts Centre. PA Tourism, PAMC, PAGC, and JMCPL promoted free events in their newsletters. PAUIC and CNC Coordinators send out information of interest regularly to members. PA Aerial Gymnastics Club offered free FLIP Fridays from October 4-December 13.		The Community Services Master Plan identifies opportunities; CoPA promotes programming through free program brochures, Calendar of Events, website, e-newsletter, digital billboard and social media; PAUIC and CNC continue to update Community Directory and share information through email and social media; many organizations promote programming through websites and social media.	
	.2 Explore opportunities to expand and diversify recreational amenities and programs with a focus on affordability and accessibility.	CoPA, Community, Creative Kids, KidSport	Sports and Recreational organizations, Neighbourhood Groups, Community Services					✓			Circulation of brochure with free programs; The Community Services Master Plan has been completed and identifies opportunities for programming;		PADBID set up Crockicurl in Memorial Square and was a big success – getting calls from all over Canada asking about the design. CoPA Parks sent out survey about the walking trails asking about putting markers every 26 km,		CoPA Lion's Park Playground, expansion of the playground at Alfred Jenkins Field House, new railing installed along Rotary Trail, offered Community Grant Program, installed six (6) new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and	

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					OG	0-1	2-4	5-10+								
	.3 Actively seek grants and other sources of funding to offer all-inclusive arts and cultural programming.	CoPA, Community Services	Sports and Recreational organizations		✓				<p>There are number of grants that are accessible related to culture. These include: MCAP grant; Culture Days grant; and, Community Grant Program Grant. An example of additional funding that has been accessed is the Potters Guild grant for Bowls of Chili fundraiser for the Food Bank and UPIP Coalition funding grant from INAC. MAG regularly uses grants to subsidize and provide programming.</p>	<p>A number of grants are available: MCAP grant; Culture Days grant; Community Grant Program. CoPA provided support for Parts for the Arts; PA Arts Board provides free grant writing workshops; and Participation in the PA UPIP Coalition, funded by Indigenous</p>	<p>A number of grants are available: MCAP grant; Culture Days grant; Public Art Partnership Stimulus Fund. MCAP provided financial support for the Chester Fest Couch &amp; Music Festival, the second Rocky my Gypsy Soul, third PAHS Historical Home Tour, Métis Kitchen Party, Culture Days – brochure printing costs, free public transit and dance, the Mosaic Mural Books shipping costs, Ride and Read Bus Poetry Project,</p>	<p>A number of grants are available: MCAP, Culture Days, and Public Art Partnership Stimulus Fund. MCAP provided financial support for the Chester Fest Couch &amp; Music Festival, the second Rocky my Gypsy Soul, third PAHS Historical Home Tour, Métis Kitchen Party, Culture Days – brochure printing costs, free public transit and dance, the Mosaic Mural Books shipping costs, Ride and Read Bus Poetry Project,</p>			<p>work on partnerships to advance the Ceremonial Grounds/Gardens/Sweat Lodge, Little Red River Master Plan completed; SHA Food Coalition worked on getting new picnic tables along Rotary Trail.</p> <p>A number of grants are available: CoPA offers MCAP, Culture Days, Public Art Partnership Stimulus Fund, Community Grant Program; EARC received the Canadian Arts Presentation Fund; Indigenous Services Canada Urban Programming for Indigenous Peoples offered the Youth Accessibility Leader Program; LDSCR promoted various grant and funding opportunities; Government of Canada offered New Horizons for Seniors Program funding</p>	

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					OG	0-1	2-4	5-10+								
											Services Canada.		Kinsmen Water Park Mural, Pride Week Crosswalks photographer Alex Powalinsky to take event photos showcasing diverse faces – including at Culture Days, for 4 local representatives to attend the Creative Cities Network Annual Conference in Saskatoon, purchase of tobacco, Canada Day events, Knowledge Keepers, lunch meetings, Indigenous Awareness and Communications Training of full-time city employees, parking card for SaskPolytechnic New Canadians Literacy program, Diversity Nights, equipment supplies, and other fees for the t-shirt making program, Strengthening Communities for Non-Profit Workshops, March 20 Trend Session with LDSCR, YWCA summer kids programs, and 5 months of Basecamp. Continued support and circulation of		and New Pathways for Play Funding; SHA Food Coalition received the Public Art Partnership Stimulus Fund; MCAP funded SPARK Theatre Ignition: Play-in-a-Day, PAMC Virtual Canada Celebration, Multicultural Youth Day Camp, Tapastrama, cultural protocol related expenses, PAGC Reconciliation Ceremony, MCoS partnership to offer Exploring Diversity Beyond the Surface, Unconscious Bias, MASCI Virtual Kitchen Party, Local artists photography in buses, PADBID and CoPA improvements to gazebo/bandstand, lighting, and interpretive sign, purchase of local musician and band CDs to play over the Arts Centre sound system, exploring interest and potential options for Artists in Communities Project, MAG Public Art Partnership Stimulus Fund, PA Food Culture Recipe Contest, YWCA and PAAC working with settlement students to do art activities; CBYF PA received funding to create a youth community directory of programs and services;	

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					OG	0-1	2-4	5-10+								
													brochures with free programs.		PAUIC and CNC share funding opportunities through email.	
	.1 Conduct an inventory of programs that are offered throughout the year to identify strengths, gaps, and opportunities.	CoPA, Community Services	Community Clubs, Private Sector, Education Institutions	<b>Kistahpinanik 2035,</b> Section 9: Parks, Recreation, and Natural Areas, Section 9.2 Parks and Recreation Facilities, Policy xvii <b>Community Services Master Plan</b> Responding to Change, 1.2.1 Key Opportunities <b>Framework for Recreation in Canada</b>		✓					This has been identified in the Community Services Master Plan; and, Creating a comprehensive community directory and undertaking an analysis of programs and services through PA UPIP Coalition and CNC.		Identified through Community Services Master Plan. PAUIC and CNC creating a community directory and undertaking an analysis of programs and services.		Identified through Community Services Master Plan. PAUIC and CNC regularly update the community directory and continue work on analysis of programs and services; CBYF PA received funding to create a youth community directory of programs and services.	
<b>6.3 Focus on year-round recreational programming, both indoor and outdoor.</b>	.2 Support and encourage expansion of year-round programming i.e. Alfred Jenkins Centre.	Community Services,	Regional Partners, Educational Institutions, PAGC			✓				Initiatives include: pickle ball; cricket; rugby; rowing; beach volleyball courts; ball diamonds; tennis courts; Summer Playground Program; decreased membership fees; and, others.		Priorities have been identified in the Community Services Master Plan; and, PADBID is working on creating a Crockicurl in Memorial Square.		PADBID set up Crockicurl in Memorial Square and was a big success – getting calls from all over Canada asking about the design. CoPA Parks sent out survey about the walking trails asking about putting markers every 26 km, directional signage for people to exit the trail, tables, trash cans, and other things. CoPA Planning is working with the consultant on Little Red River Master Plan draft is coming back in November for review.		The Community Services Master plan identifies opportunities; the Little Red River Master Plan is completed; CoPA Lion's Park Playground, expansion of the playground at Alfred Jenkins Field House, new railing installed along Rotary Trail, offered Community Grant Program, installed Riverbank interpretive signs, installed six (6) new picnic tables with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance the Ceremonial Grounds/Gardens/Sweat Lodge, promotion of programming through

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Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Support and celebrate the value of sports and recreational programming, activities, and initiatives and the role they play in enhancing Prince Albert's cultural identity and make-up.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
													Little Red River Master Plan Survey was distributed, deadline for September 6.		free program guides, Calendar of Events, website, e-newsletter, digital billboard and social media; SHA Food Coalition worked on getting new picnic tables along Rotary Trail.	
	.3 Continue to support organizations providing year-round programming and identify opportunities for potential partnerships.	CoPA and Community	Community Services, Regional Partners, Educational Institutions, PAGC		✓				The Events Calendar assists with event promotion, partnerships and year-round activities. MAG has a distinct summer program vs. academic year program, opportunities for Children's Camps during school breaks etc.		Promotion of programming through Events Calendar; free programs brochure; artistic community bulletin board; Another artistic community bulletin board is planned to replace the one in front of the Arts Centre; and, PADBID is working on creating a Crokicurl in Memorial Square.		Arts and Culture Coordinator continued to market the Calendar of Events – continued with distribution of postcards, Google Ads, and promotion at the bus stops. MCAP purchases stickers for poster stands. Continued sharing free programming available at the Arts Centre as included in the Program Guides and poster distribution. MCAP provided in-kind brochures for summer and fall/winter free programs. PA Tourism has been involved in the promotion of the Calendar of Events. Promoted free events in their newsletters. Updating the Discover Prince Albert guide in-house. CoPA		CoPA promotes programming through free program brochures, Calendar of Events, website, e-newsletter, digital billboard and social media; PAUIC and CNC continue to update Community Directory and share information through email and social media; many organizations promote programming through websites and social media; Partnerships include: CoPA, PAMC, PAGC, MAG, PAHS, PAUIC, CNC, CBYF PA, EARC, SPARK Theatre, MASCI, PADBID, PA & District Chamber of Commerce, YCA, Western Region 2 Métis Nation, Heart of the Youth Powwow Committee, French Canadian Society, and more.	

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					OG	0-1	2-4	5-10+								
														Communications provided continued support for Calendar of Events. Still some work to do to capture all things going on in the City. New website has been released and includes an updated/streamlined calendar. City was approved for a new website in 2019 – now up. Billboard for profiling local event advertisements is going up in 2020 – system for management of events is yet to be determined. MAG uses the Calendar of Events for promotions. PAMC also promoted free events in their newsletters. PAGC promoted free events for the public on their calendar. JMCPL newsletters include information about their many free events, presentations, clubs and activities. PAUIC and CNC coordinators send out information of interest regularly to members.		

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<b>6.4 Create opportunities to bring recreational programming to the core of the city.</b>	.1 Commit to undertaking community engagement about the types of sporting and recreational activities that would be enjoyed downtown.	CoPA, River Valley Joint Committee	PADBID, Community Associations	<b>Kistahpinanihk 2035</b> , Section 9: Parks, Recreation, and Natural Areas, Section 9.3 Open Spaces, Policy vi <b>Downtown Strategic Plan</b> , Section 2.6.5 Arts/Culture/ Entertainment		✓					There was engagement completed through the Community Services Master planning process.		Completed through the Community Services Master planning process.		The Community Services Master Plan identifies opportunities.	
	.2 Identify a downtown space that may be utilized as an outdoor rink during the winter months.	CoPA, River Valley Joint Committee	Sports and recreational organizations, PADBID					✓		To be determined.	To be determined.	PADBID set up Crokicurl in Memorial Square and was a big success – getting calls from all over Canada asking about the design.		To be determined.		
<b>6.5 Improve infrastructure of existing recreational amenities.</b>	.1 Investigate feasibility of other infrastructure improvements to recreational facilities.	Public Works	Planning & Dev't, Community Services	<b>5 Year Strategic Plan</b> , 2015-2020, Active and Caring Community <b>Community Services Master Plan</b> , Section 2.1 An Evolving System: Parks, Open Space, and Recreation Facilities			✓			Priorities have been identified in the Community Services Master Plan.			Priorities have been identified in the Community Services Master Plan. CoPA Planning is working with the consultant on Little Red River Master Plan draft is coming back in November for review. Little Red River Master Plan Survey was distributed, deadline for September 6.		The Community Services Master Plan identifies opportunities; The Little Red River Master Plan is completed and identifies opportunities; CoPA Lion's Park Playground, expansion of the playground at Alfred Jenkins Field House, new railing installed along Rotary Trail, installed Riverbank interpretive signs, installed six (6) new picnic tables at Little Red River Park with designs linked to Indigenous Riverbank Interpretive signs and work on partnerships to advance the Ceremonial	

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	.2 Investigate feasibility of artificial turf for soccer fields, tennis courts, etc.	CoPA	Planning & Dev't, Community Services, Private Sector, Educational Institutions					✓	Tennis Courts have been renovated at Lakeland Ford Park.		Midtown Tennis Courts had a significant upgrade and now includes pickle ball.		To be determined.		Grounds/Gardens/Sweat Lodge, Knotty Pine Bistro Restaurant opened at Little Red River Park; SHA Food Coalition worked on getting new picnic tables along Rotary Trail. To be determined.	
	.3 Investigate unique signage that will encourage walkability to various public spaces.	Public Works, Community Services	Planning & Dev't, Private Sector					✓	A downtown wayfinding signage initiative is underway.		Downtown wayfinding signage has been ordered; A committee has been created for the Indigenous Naming Initiative – intent is to have a group of Knowledge Keepers and Elders to lead this and help name things in the community.		Arts and Culture Coordinator ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local Indigenous languages. PAHS working with Knowledge Keepers on Riverbank Indigenous Storyline Project. PADBID is doing a lot of work with signage on historic buildings, street signs, etc. New signage being installed downtown. CoPA Parks sent out survey about the walking trails asking about putting markers every 26 km, directional signage for people to exit the trail, tables, trash cans, and other things.		CoPA installed Riverbank interpretive signs, River Street Signs not yet completed, CoPA and PADBID id enhancements to gazebo/bandstand, lighting, and interpretive sign with support from MCAP.	

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<b>6.6 Ensure a fair balance of sports and recreation and the arts.</b>	.1 Actively promote and cross promote sports and recreational programs and arts programs and initiatives throughout the community.	CoPA, Community Services	Community Clubs, Educational Institutions, Community Associations	<b>5 Year Strategic Plan, 2015-2020, Active and Caring Community SaskCulture Cultural Policy 2015 Civic Arts Policy</b>	✓	✓										CoPA promotes programming through free program brochures, Calendar of Events, website, e-newsletter, digital billboard and social media; PAUIC and CNC continue to update Community Directory and share information through email and social media; many organizations promote programming through Calendar of Events, websites and social media.

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													<p>been released and includes an updated/streamlined calendar. City was approved for a new website in 2019 – now up. Billboard for profiling local event advertisements is going up in 2020 – system for management of events is yet to be determined. MAG uses the Calendar of Events for promotions. PAMC also promoted free events in their newsletters. PAGC promoted free events for the public on their calendar. JMCPL newsletters include information about their many free events, presentations, clubs and activities. PAUIC co-coordinators send out information of interest regularly to members. CNC coordinator sends out information of interest regularly to members.</p>			

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					OG	0-1	2-4	5-10+								
	.2 Actively investigate opportunities for funding and partnerships for sports and recreational programming and amenities; and, performing arts, visual and mixed arts and culture industries.	CoPA, Community Services	Community Clubs, Educational Institutions, Community Associations						Initiatives include: Canada Day Celebrations; Culture Days; Policy of Civic Facilities; sponsorship for programs and courses (e.g. golf course, AJFH); Arts Centre restoration received a grant from Canadian Heritage; and, more.		Available funding includes: MCAP grant; Public Art Stimulus Partnership Fund; Community Grant Program; Culture Days grant; SaskCulture grants; and, CoPA, PAMC, YWCA, and MAG are active participants in Culture Days.		A number of grants are available: MCAP, Culture Days, SaskCulture, Public Art Partnership Stimulus Fund. MCAP provided financial support for the Chester Fest Couch & Music Festival, the second Rocky my Gypsy Soul, first PAHS Historical Home Tour, Métis Kitchen Party, Culture Days – brochure printing costs, free public transit and dance, the Mosaic Mural Books shipping costs, Ride and Read Bus Poetry Project, Kinsmen Water Park Mural, Pride Week Crosswalks photographer Alex Powalinsky to take event photos showcasing diverse faces – including at Culture Days, for 4 local representatives to attend the Creative Cities Network Annual Conference in Saskatoon, purchase of tobacco, Canada Day events, Knowledge Keepers, lunch meetings, Indigenous Awareness and		A number of grants are available: CoPA offers MCAP, Culture Days, Public Art Partnership Stimulus Fund, Community Grant Program; EARC received the Canadian Arts Presentation Fund; Indigenous Services Canada Urban Programming for Indigenous Peoples offered the Youth Accessibility Leader Program; LDSCR promoted various grant and funding opportunities; Government of Canada offered New Horizons for Seniors Program funding and New Pathways for Play Funding; SHA Food Coalition received the Public Art Partnership Stimulus Fund; MCAP funded SPARK Theatre Ignition: Play-in-a-Day, PAMC Virtual Canada Celebration, Multicultural Youth Day Camp, Tapastrama, cultural protocol related expenses, PAGC Reconciliation Ceremony, MCoS partnership to offer Exploring Diversity Beyond the Surface, Unconscious Bias, MASCI Virtual Kitchen Party, Local artists photography in buses,	

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													<p>Communications Training of full-time city employees, parking card for SaskPolytechnic New Canadians Literacy program, Diversity Nights, equipment supplies, and other fees for the t-shirt making program, Strengthening Communities for Non-Profit Workshops, March 20 Trend Session with LDSCR, YWCA summer kids programs, and 5 months of Basecamp.</p>		<p>PADBID and CoPA improvements to gazebo/bandstand, lighting, and interpretive sign, purchase of local musician and band CDs to play over the Arts Centre sound system, exploring interest and potential options for Artists in Communities Project, MAG Public Art Partnership Stimulus Fund, PA Food Culture Recipe Contest, YWCA and PAAC working with settlement students to do art activities; CBYF PA received funding to create a youth community directory of programs and services; PAUIC and CNC share funding opportunities through email.</p>	

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**Performing, Visual, and Mixed Arts** – Recommended Action Items and Initiatives

Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020												
<b>Key Goal:</b> Recognize, strengthen, and honour the artistic and cultural community and the significant role it plays in developing and enhancing Prince Albert's cultural make-up and identity and beyond.																
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
7.1 Support the community development of arts advocacy and capacity-building initiatives.	.1 Support collaboration and communication between creative industry leaders across the community.	Community Services, ACC	Chamber of Commerce	5 Year Strategic Plan, 2015-2020, Active & Caring Community Kistapinanihk 2035, Section 13: Culture, Section 13.2 Arts, Culture, and Tourism		✓							MCAP provided financial support for 4 local representatives to attend the Creative Cities Network Annual Conference in Saskatoon. Arts and Culture Coordinator attended, and PA Tourism and PA Arts Board had representatives attend. Arts and Culture Coordinator provided assistance with Parts for the Arts. Partnered and provided a development day for artists/arts organizations. Coordinated and provided financial support for Strengthening Communications for Non-Profit Workshops – helped to teach non-profits how to communicate better. Partnership with Lakeland District for Sport, Culture and Recreation. MCAP provided financial support for the March 20 Trend Session with LDSCR. PA Arts Board provided free grant writing workshops. Provided accessible opportunities for artists to network. Arts Hall of Fame continues.	MCAP provided financial support for 4 local representatives to attend the Creative Cities Network Annual Conference in Saskatoon. Arts and Culture Coordinator attended, and PA Tourism and PA Arts Board had representatives attend. Arts and Culture Coordinator provided assistance with Parts for the Arts. Partnered and provided a development day for artists/arts organizations. Coordinated and provided financial support for Strengthening Communications for Non-Profit Workshops – helped to teach non-profits how to communicate better. Partnership with Lakeland District for Sport, Culture and Recreation. MCAP provided financial support for the March 20 Trend Session with LDSCR. PA Arts Board provided free grant writing workshops. Provided accessible opportunities for artists to network. Arts Hall of Fame continues.		CoPA MCAP supported the promotional campaign for the Guideline for the payment of artists, social media advertisements and information, and sharing with event organizers, exploring interest and potential options for artists in communities projects (support from MCAP), provided support for Parts for the Arts, MCAP supported the local artists photography in buses, continue to host MCAP Working Group meetings; IPAC/MAG/PAAC hosted the Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; MAG hosted the Métis Artist Mentorship and temporary art installations (summer 2020) with Leah Dorion and Danielle Castle with support from MCAP; EARC received the Canadian Arts Presentation Fund, working with Broadway North East Company; Arts Board planned for Parts for the Arts, hosted professional development for artists & arts organizations, Arts Hall of Fame was postponed due to COVID-19, purchased a kiosk with a digital display showing inductees to the Arts Hall of Fame.

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Key Goal: Recognize, strengthen, and honour the artistic and cultural community and the significant role it plays in developing and enhancing Prince Albert's cultural make-up and identity and beyond.																
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
	.2 Develop a strategy for knowledge exchange between community-based organizations and the private sector.	Community Services, CBO	Chamber of Commerce													Ongoing MCAP Working Group meetings; PA & District Chamber of Commerce and PADBID participate in MCAP; CoPA continued participation in PAUIC, CNC, and CBYF.
<b>7.2 Promote the arts through on-going and key awareness-raising events and initiatives.</b>	.1 Support and enhance arts and cultural festivals and events (e.g. Culture Days, Tapestrama).	Community Services, ACC	Tourism, School Boards, PAGC	<b>5 Year Strategic Plan, 2015-2020, Active &amp; Caring Community</b> <b>2015 Civic Arts Policy</b> Guiding Principle 2 and 6 <b>SaskCulture Cultural Policy</b>	✓	✓										Most programming virtual due to COVID-19. In-person programming followed COVID-19 protocols; CoPA promoted festivals and events through virtual calendar of events, free program guides, participated in Culture Days offering: Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, public art tours, try beading, family yoga, try clay, screen printing, MCAP supported

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									<p>paintings; celebrations of days (e.g. public works day, waste reduction day, clean air day); and, more.</p>		<p>powwows; World Refugee Day; MMIWG March; July 5<sup>th</sup> events; Art Block; Diversity Night; and, more. Supported the community powwow through funding of direct costs; Funding a new music festival – Gypsy in Memorial Square; MCAP supported Parts for the Arts; and, PA Arts Board brought in Tracy Lindberg as a keynote speaker; PA Arts Hall of Fame continues and looking at space at the EA Rawlinson to show how has been inducted and develop a directory as well.</p>		<p>Continued participation in the PAUIC. Culture Days hosted in Prince Albert on September 27-29. It was the 10<sup>th</sup> anniversary this year. The theme was 'Creativity, the Arts, and Wellbeing'. Arts and Culture Coordinator continued to market the Calendar of Events – continued with distribution of postcards, Google Ads, and promotion at the bus stops. PA Tourism has been involved in the promotion of the Calendar of Events. CoPA Communications provided continued support for Calendar of Events. Still some work to do to capture all things going on in the City. New website has been released and includes an updated/streamlined calendar. City was approved for a new website in 2019 – now up. Free events and activities offered this year: Culture &amp; Arts Sessions offered to schools on Friday including - Creative Crochet, 'Everyone Can Dance', Cultural Sharing Circles, Arts &amp; Wellness, and Culture Games - Past &amp; Present; Cultural Café &amp; Concert on Friday evening; Urban Art Tour; COMMUNITY HeART Project;</p>		<p>SPARK Theatre Ignition: Play-in-a-Day, bought a portable sound system for events; PAHS participated in Culture Days and offered Historic Scavenger Hunt and Indigenous Riverbank Tours; PAMC hosted virtual Canada Day Celebration and reconciliation ceremony (supported by MCAP), Tapastrama &amp; food trucks with support from MCAP; MAG participated in Culture Days including free gallery tours "Why The Caged Bird Sings" &amp; art activity, painting workshop with Leah Dorion and art installations &amp; Metis artist mentorship project, planned for Winter Fest; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC participated in Culture Days, hosted the community video; PADBDID bought local gift cards for Culture Days, Street Fair cancelled due to COVID-19; Heart of the Youth Powwow Committee planned for virtual powwow.</p>	

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														<p>Tapestrama Cultural Festival; Mann Art Gallery Tours; Culture Games - Prince Albert Historical Museum</p> <p>PADBID put on Street Fair events. Happened in the rain - people still attended and it was successful again this year. Implemented the Downtown Art Walk which is held the first Thursday of each month. Summer on the Square occurred in Memorial Square, providing weekly family activities hosted in conjunction with the Farmer's Market. Santa Claus Parade and activities were hosted in the Downtown and at the Gateway Mall in partnership with the PA Arts Centre and PAHS.</p> <p>PAHS participated in Street Fair by offering free admission to the Museum. Hosted Historical Home Tour on October 27. Developed a community mural and room in relation to regional Indigenous history at the Museum. YWCA clients attended Street Fair.</p> <p>MAG Education team provided free arts activities at the Street Fair and a number of other summer events and celebrations. Uses the Calendar of Events for promotions. Started a series of Métis</p>		

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					OG	0-1	2-4	5-10+								
														<p>culture-meets-art workshops. Hosted Audrey Dreaver – No I do not speak Cree. New exhibition “Axenet’i Tth’al” as part of a Common Weal Community Arts project. Ran 6 weeks of art camps in July and August. PAPS co-hosted second Round Dance and Feast held in partnership with RCMP and community agencies in honour of MMIW occurred on October 26. YWCA hosted an event for War Refugee Day on June 20. Co-hosted the Common Ground Mini Round Dance on January 31. Involved with the implementation of many Diversity Nights, acting as location host. Partnered with MAG to arrange trips and support the art program. JMCPL had a free showing of <i>The Witness Blanket</i> documentary for National Indigenous Peoples' Day on June 18. PAUIC/PAPS/PAIMFC/CoPA organized the first Reconciliation Walk held on National Indigenous Peoples' Day. National Indigenous Peoples' Day celebration held in Kinsmen Park and included Teepee raising, Pipe Ceremony, Paint Wall, and others.</p>		

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					OG	0-1	2-4	5-10+								
														EA Rawlinson hosted Métis Mutt again this year. PAMC hosted Diversity Nights (free admission – 4 times in the year). Co-hosted the Common Ground Mini Round Dance on January 31. Hosted Canada Day Celebration on the Riverbank included multicultural food and merchandise booths, Reconciliation Ceremony, and live entertainment. MASCI held 50 <sup>th</sup> Anniversary events. SHA hosted the annual Fall Food Fair with theme around Food and Culture held on November 19. Food Bank Oasis Garden held opening ceremony on June 13. Worked with PAGC, MAMWA, 601 Outreach, and Homeward Bound to host HIV/AIDS Awareness Week Events including flag raising and blessing, ceremony, and awareness walk.		
	.2 Explore opportunities to have local student's art work displayed at community facilities.	CoPA and Community	Educational Institutions CBO, PAAB		✓	✓			Successful initiatives include the Culture video, PAGC Fine Arts Festival, and MAG has High School Juried Art Show in April & May every year (2018 is 7 <sup>th</sup> Annual HSJAS); admission to MAG is always free, there are 6 prizes for HSJAS.		MAG's Annual High School Juried Art Show each spring; and, In the summer MAG also shows artwork selected from the PAGC Fine Arts Festival.		MAG shows artwork. Culture & Arts Sessions offered to schools on Friday including - Creative Crochet, 'Everyone Can Dance', Cultural Sharing Circles, Arts & Wellness, and Culture Games - Past & Present.		CoPA hosted Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red; MAG hosted the 9 <sup>th</sup> Annual High School Juried Art Show Online, Métis Artist Mentorship and temporary art installations (summer 2020) with Leah Dorion and Danielle Castle, with support from MCAP.	

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Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Recognize, strengthen, and honour the artistic and cultural community and the significant role it plays in developing and enhancing Prince Albert's cultural make-up and identity and beyond.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
	.3 Support, recognize, and encourage the role of the Arts and Cultural Coordinator position within the CoPA of Prince Albert.	Community Services	Community Services			✓					Continued support for the Arts and Culture Coordinator position.		Continued support for the Arts and Culture Coordinator position.		Continued support for the Arts and Culture Coordinator position.	
	.4 Support, nurture and encourage artists through initiatives, teaching and all programs and services for which their participation adds value.	CoPA and Community	Community Organizations, Education Institutions			✓					Parts for the Arts was held; MCAP supported Parts for the Arts; Annual Winter Festival Art Show & Sale brings together artists from across SK, most of whom are from Prince Albert. 21 awards are sponsored by local businesses and awarded to artists by a guest curator; this person also provides in-depth critiques for participating artists CoPA and PA Arts Board have been engaging artists and doing research on the payment of artists. Focusing more on how to approach artists when working with them. Realized a		Arts and Culture Coordinator provided assistance with Parts for the Arts. Partnered and provided a development day for artists/arts organizations. Continued to manage public art. Working with conservator to restore the Cyrus Cameo painting. MCAP provided financial support for the March 20 Trend Session with LDSCR. PA Arts Board provided free grant writing workshops. Provided accessible opportunities for artists to network. Arts Hall of Fame continues. Undergoing ongoing engagement with Artists. Hosted a session at Part for the Arts: Know Your Worth: Guidelines and Advice for Payment of Artists in conjunction with the CoPA and MCAP. MAG has a number of exhibitions showcased with Indigenous artists and work; IPAC partnership.		CoPA MCAP supported the promotional campaign for the Guideline for the payment of artists, social media advertisements and information, and sharing with event organizers, exploring interest and potential options for artists in communities projects (support from MCAP), provided support for Parts for the Arts, MCAP supported the local artists photography in buses, continue to host MCAP Working Group meetings; IPAC/MAG/PAAC hosted the Tristen Durocher: Walking with Our Angels Exhibition and Reception/Vigil; MAG hosted the Métis Artist Mentorship and temporary art installations (summer 2020) with Leah Dorion and Danielle Castle with support from MCAP; EARC received the Canadian Arts Presentation Fund, working with Broadway North East Company; Arts Board planned for Parts for the Arts, hosted professional development for artists & arts organizations, Arts Hall of Fame was postponed due to	

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					OG	0-1	2-4	5-10+								
											payment guideline will not work. It is about understanding why artists charge what they do. Will continue in 2019. Hope to launch this at Parts for the Arts in February. PA Arts Board provides free grant writing workshops. Provides accessible opportunities for artists to network, inspire each other; PA Arts Hall of Fame continues and looking at space at the EA Rawlinson to show how has been inducted and develop a directory as well; and, Completed another stencil for the crosswalk art.					COVID-19, purchased a kiosk with a digital display showing inductees to the Arts Hall of Fame.

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Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020												
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	.5 Create a positive graffiti campaign such as artistic crosswalks, chalk graffiti wall, and others.	Public Art Committee, CBO, Tourism	Community Services							Initiatives include: painted crosswalks and the Fresh Air Mural.		MCAP supported Parts for the Arts; and, Completed another stencil for the crosswalk art.		Pride Week Crosswalks painted at Carlton High School – supported by the CoPA Public Art Policy working group.		CoPA MCAP hosted the Community Culture Chalkboard Canvas and outdoor painting at Little Red.
	.6 Identify opportunities for additional resourcing and coordination of special events.	CoPA, Corporate Services	Tourism, Mann Art Gallery							Policy in place to waive fees. MCAP support for special events.		MCAP supported Parts for the Arts.		A number of grants are available: MCAP, Culture Days, SaskCulture, Public Art Partnership Stimulus Fund.		A number of grants are available: MCAP, Culture Days, SaskCulture, Public Art Partnership Stimulus Fund.
7.3 Continue to support the public art policies and initiatives.	.1 Support and implement the 2015 Civic Arts Policy.	CoPA, Community Services	Community, Community Organizations							There is an ongoing call for public art submissions.		Public Art Policy is being implemented.		Public Art Policy is being implemented. Pride Week Crosswalks painted at Carlton High School – supported by the CoPA Public Art Policy working group.		Public Art Policy is being implemented; public art tour brochure created (hard copies and on the website).
	.2 Engage and support local artists and community members to identify opportunities for public art projects and services.	CoPA, Public Art Committee, Corporate Services	Tourism, Mann Art Gallery	<b>5 Year Strategic Plan, 2015-2020, Active &amp; Caring Community 2015 Civic Arts Policy Guiding Principle 4 and 7 SaskCulture Cultural Policy</b>							The City Public Art Policy was adopted in November 2016. There is an ongoing call for submissions of Public Artwork. Successful initiatives include: the crosswalk painting' Canada 150 Mosaic; Public Art Inventory; and, Public Art Partnership Stimulus Fund.		Public Art Partnership Stimulus Fund is available; 6 Year Public Art Plan is in place and being implemented; and, Completed another stencil for the crosswalk art.		Public Art Partnership Fund is available. Public Art Policy being implemented. PA Arts provided accessible opportunities for artists to network. Arts Hall of Fame continues. Undergoing ongoing engagement with Artists. Arts and Culture Coordinator continued to manage public art. Working with conservator to restore the Cyrus Cameo painting.	

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	.3 Create a callout to arts for proposals for sculptures, murals, and other art projects to create a vibrant environment.	Corporation Services	Tourism, Community			✓										<p>Mentorship Project, provided art and craft kits, undertook public engagement – watch us do art and provide input; YWCA partnered with the PAAC to work with settlement students on arts activities (support from MCAP); EARC received the Canadian Arts Presentation Fund, working with Broadway North East Company; Arts Board planned for PARTs for the ARTS, hosted professional development for artists and arts organizations, Arts Hall of Fame was postponed due to COVID-19; Common Weal Community Arts hosted Artful Isolation activities.</p> <p>Public Art Partnership Stimulus Fund is available.</p>

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	.4 Explore a variety of methods for the delivery of public art projects.	ACC	Community				✓		There is a working group who has developed a Public Art 6 year plan. Artists in Schools & Communities program, MAG, Saskatchewan Arts Board. Downtown crosswalks were a step towards innovative delivery of art work.		Completed another stencil for the crosswalk art.		Opportunities identified through MCAP and Arts Policy. Public Art Partnership Stimulus Grant available. Arts and Culture Coordinator continued to manage public art. Working with conservator to restore the Cyrus Cameo painting.		Opportunities identified through MCAP and Arts Policy; Public Art Partnership Stimulus Grant available; Public Art Tour brochure developed.	
	.5 Explore and encourage methods to support the inclusion of public art in new renovated or expanded developments.	CoPA	Community Services, Planning & Dev't				✓		To be determined.		Public Art Partnership Stimulus Grant was approved in 2018 to the PAHS for a mural in the Historical Museum Connaught Room which includes First Nations and Metis artifacts; and, continual maintenance on existing City owned public art as identified in the 6 Year Public Art Plan.		PAHS developed a community mural and room in relation to regional Indigenous history at the Museum. Mural Community Art Project received the Museums Association of Saskatchewan Institutional Award of Merit and won Honourable mention of the Governor General's History Award for Excellence in Community Programming. PAHS working to fundraise to rebuild the church and block house on the riverbank. Renewed Indigenous Displays on main floor of Museum.		PAHS worked with Knowledge Keepers to create the permanent Indigenous history exhibit, Temporary summer display for the 150 years when Hudson Bay Company sold the land was postponed due to COVID-19, Fundraising for the Church and Blockhouse reconstruction was put on hold and PAHS is now looking at opportunities.	

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<b>7.4 Seek opportunities to complement community festivals and activities with cultural events/programming.</b>	.1 Create a strategy to integrate cultural activities into community-wide events (e.g. sporting events).	Community Services, ACC	Tourism, CBO	<b>5 Year Strategic Plan, 2015-2020, Active &amp; Caring Community 2015 Civic Arts Policy Guiding Principle 2 SaskCulture Cultural Policy</b>			✓				Increased Indigenous awareness and communications in various organizations – recognition of Treaty 6 and Métis Homelands; Indigenous and Newcomer protocols have been taken to Council and further work is being done; and, Participation in PA UPIP Coalition where traditional teachings are shared at each gathering.		CoPA finalized Indigenous and Newcomer protocols. CoPA implementing this at gatherings and activities. Many organizations share a land acknowledgement when gathering. Continued participation in PAUC.		CoPA Council approved the Cultural Protocols, this is being implemented at events, MCAP supported the PAMC virtual Canada celebration and PAGC Reconciliation Ceremony; Many organizations share a land acknowledgement when gathering; Continued participation in PAUC	
<b>7.5 Support artists and the arts and recognize their community contribution.</b>	.1 Encourage municipal and community organizations to provide artists with CARFAC Artist Professional fees.	Community Services, ACC	CBO	<b>5 Year Strategic Plan, 2015-2020, Active &amp; Caring Community 2015 Civic Arts Policy Guiding Principle 3</b>		✓			Initiatives include: Public Art Partnership Stimulus Fund; Crosswalk Art Project; Arts in Schools workshop.		CoPA and PA Arts Board have been engaging artists and doing research on the payment of artists. Focusing more on how to approach artists when working with them. Realized a payment guideline will not work. It is about understanding why artists charge what they do. Will		PA Arts Board undergoing ongoing engagement with Artists. Hosted a session at Part for the Arts: Know Your Worth: Guidelines and Advice for Payment of Artists in conjunction with the CoPA and MCAP.		CoPA MCAP supported promotional campaign for the Guideline for the Payment of Artists, also did social media advertisements and shared information with event organizers.	

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					<b>Key Goal:</b> Recognize, strengthen, and honour the artistic and cultural community and the significant role it plays in developing and enhancing Prince Albert's cultural make-up and identity and beyond.												
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes	
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	.2 Create Artist-in-Residence programs and initiatives that generates public art, composition, dance or theatre piece, sculpture or painting, etc.	Community Services, ACC	CBO								continue in 2019. Hope to launch this at Parts for the Arts in February.						
									The John M. Cuelenaere Public Library now has a Winter in Residence.		Parts for the Arts (professional development day) held by Prince Albert Arts Board in February; Arts in School session held for Sask Rivers Public School Division in August (partnership between City, Mann Art Gallery and Lakeland District for Sport, Culture & Recreation); and, JMCPL had an Artist in Residence – Lynda Monahan		PA Arts Board provided accessible opportunities for artists to network. Arts Hall of Fame continues. Undergoing ongoing engagement with Artists. Hosted a session at Part for the Arts: Know Your Worth: Guidelines and Advice for Payment of Artists in conjunction with the CoPA and MCAP. MAG started a series of Métis culture-meets-art workshops. JMCPL hosted Writer in the Community – Lynda Monahan.		CoPA exploring interest and potential options for Artists in Communities Projects, promotional campaign for the Guideline for the Payment of Artists, also did social media advertisements and shared information with event organizers.		
<b>7.6 Support the growth and development, including infrastructure improvements, of Prince Albert's arts cultural industries.</b>	.1 Continue support for current initiatives and encourage expansion of programs that grow the cultural sector of Prince Albert.	Community Services, CoPA	CBO	<b>5 Year Strategic Plan, 2015-2020, Active &amp; Caring Community 2015 Civic Arts Policy</b>							Providing funding for the following has provided an avenue for support for the cultural sector of Prince Albert: A person to attend the First Nation Language Keepers Conference; Policy for Civic Facilities; the Historical Society		Continued support including financial and in-kind. Funding includes: MCAP grant; Community Development Grant; Culture Days grant; SaskCulture grants; and, Public Art Stimulus		A number of grants are available: MCAP, Culture Days, SaskCulture, Public Art Partnership Stimulus Fund. MCAP provided financial support for the Chester Fest Couch & Music Festival, the second Rocky my Gypsy Soul, first PAHS Historical Home Tour, Métis Kitchen Party, Culture Days – brochure printing costs, free public transit and dance, the Mosaic Mural		A number of grants are available: MCAP, Culture Days, SaskCulture, Public Art Partnership Stimulus Fund, New Pathways for Play Funding; Most programming virtual due to COVID-19. In-person programming followed COVID-19 protocols; CoPA continued to provide support for Community Associations, hosted PA Together at home webpage and resources, promotion of programs through virtual

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					OG	0-1	2-4	5-10+								
									Book Launch; and, others.		Partnership Fund. PADBID is working on creating a Crokicurl in Memorial Square.		Books shipping costs, Ride and Read Bus Poetry Project, Kinsmen Water Park Mural, Pride Week Crosswalks photographer Alex Powalinsky to take event photos showcasing diverse faces – including at Culture Days, for 4 local representatives to attend the Creative Cities Network Annual Conference in Saskatoon, purchase of tobacco, Canada Day events, Knowledge Keepers, lunch meetings, Indigenous Awareness and Communications Training of full-time city employees, parking card for SaskPolytechnic New Canadians Literacy program, Diversity Nights, equipment supplies, and other fees for the t-shirt making program, Strengthening Communities for Non-Profit Workshops, March 20 Trend Session with LDSCR, and YWCA summer kids programs.		calendar of events, free program guides, Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, public art tours, try beading, family yoga, try clay, screen printing; PAHS hosted historic scavenger hunt, Indigenous Riverbank tours, permanent Indigenous history exhibit, temporary summer display for the 150 years when Hudson Bay Company sold the land was postponed due to COVID-19; PAMC hosted virtual Canada Day Celebration and reconciliation ceremony (supported by MCAP), Tapastrama & food trucks with support from MCAP, ongoing daily programs; MAG hosted virtual programming, arts and craft kits, virtual summer camps; Culture Days; YWCA partnered with Jam Street, received computer donations from SaskTel to provide access to technology, working with different groups to address the needs of families; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC introduced a number of Indigenous programming, quarantine challenge; SPARK Theatre hosted Play-in-a-Day; French Canadian Society hosted youth day camps; PAUIC and CNC kick-started CBYF PA; CBYF PA	

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					OG	0-1	2-4	5-10+								
																engagement with youth and community, hosted virtual beading circle; PADBID Street Fair cancelled due to COVID-19; Dream Broker gave out family kits; Common Weal Community Arts hosted artful isolation activities; GDI hosted a virtual concert; LDSCR work with the Creative Kids Program, hosted various training and workshops; Catholic Family Services held fall programs for children and families.
	.2 Investigate opportunities and feasibility of infrastructure improvements to arts and cultural facilities.	Community Services, Public Works	Planning & Dev't, CBO				✓		Inventory completed as part of the Community Services Master Plan.		Infrastructure prioritization has been completed as part of the Community Services Master Plan; and, On-going maintenance to existing City owned public art identified in the 6 Year Public Art Plan.		Infrastructure prioritization has been completed as part of the Community Services Master Plan.		Infrastructure prioritization has been completed as part of the Community Services Master Plan.	

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Industry, Business, and Innovation – Recommended Action Items and Initiatives

Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020



**Key Goal:** Strengthen and enhance the downtown as a major cultural and economic hub to create a culturally vibrant community.

Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
8.1 Continue to support the cultural development of the Downtown-Riverfront area.	.1 Support the initiatives that are outlined in the Downtown Strategic Plan.	River Valley Joint Committee, Community Services, Planning & Dev't	PADBID	5-Year Strategic Plan 2015-2020, Sustainable Growth. Kistahpinanik 2035, Section 6: "Land Use", Section 6.9 Downtown Revitalization	✓	✓										CoPA installed the Riverbank Indigenous Interpretive Signs (6) and hosted the blessing/launch; PADBID participated in Culture Days by purchasing local gift cards, in partnership with CoPA Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP, Street Fair cancelled due to COVID-19, Completed a Strategic Plan with a focus on promoting downtown and supporting businesses Provided a mini-façade grant to businesses (12), positive media traction highlighting downtown businesses and what they are doing in COVID-19, provided business and marketing support, worked with PA Community








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												MAG Education team provided free arts activities at the Street Fair and a number of other summer events and celebrations.		Futures on COVID signage for businesses, worked with the City of Prince Albert and the Regional Economic Development Authority on a Shop Local Campaign, providing education pieces about Prince Albert Downtown Business Improvement District and how to access funding, created a blog and website updates to help businesses find COVID related information, businesses decorated storefronts for the holiday season; PAHS hosted Historic Scavenger Hunt and Indigenous Riverbank Tours.
	.2 Explore further opportunities that aim to develop the Downtown-Riverfront area as a destination and cultural hub.	River Valley Joint Committee , PADBID, Planning & Dev't, Community Services	Private Sector, Tourism, Chamber			✓	 The Chamber of Commerce workshop and Gateway Entrepreneur Challenge has initiated these actions. There is also actions regarding downtown beautification being undertaken including wayfinding signage.	 Part of PADBID's action plan. Downtown revitalization including wayfinding signage and addition of parklet; and, Creating a Crokicurl in Memorial Square. Consultation underway for the Central Avenue Streetscape Design. YWCA has moved to Wesley United	 Arts and Culture Coordinator working with the PAHS and Knowledge Keepers on the Riverbank Indigenous Storyline Project. PAHS working with Knowledge Keepers on Riverbank Indigenous Storyline Project. Working to fundraise to rebuild the church and block house on the riverbank. Optimistic this will happen next summer. PADBID gave out 9 façade grants this year – improvements happening. Central Avenue Streetscape	 CoPA installed the Riverbank Indigenous Interpretive Signs (6) and hosted the blessing/launch, River Street signs not yet completed; PADBID in partnership with CoPA Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP, provided a mini-façade grant to businesses (12).				

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										Church and it has been renovated.		Development Master Plan completed and approved. PAMC helps to promote the riverbank, the Canada Celebration was moved to its original spot along the riverbank.			
	.3 Explore options to offer incentives for businesses and organizations to locate downtown.	Planning & Dev't	PADBID, Chamber, Private Sector				✓		The Chamber of Commerce has partnered with the Gateway Mall to award a free space for a year and the Farmers Market locating in the Gateway Mall for the winter provides an avenue to build more initiatives.		To be determined.		PADBID gave out 9 façade grants this year – improvements happening. Central Avenue Streetscape Development Master Plan completed and approved.		PADBID provided a mini-façade grant to businesses (12), provided business and marketing support, provided education pieces about Prince Albert Downtown Business Improvement District and how to access funding.













**Key Goal:** Continue to invest in cultural initiatives and support other organizations and individuals that strive to make Prince Albert a vibrant cultural community.

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					OG	0-1	2-4	5-10+								
<b>8.2 Focus on cultural investment in key areas.</b>	.1 Conduct best practice research about cultural investments contained in other community models.	Joint Committee Community Services, Planning & Dev't	CBO	<b>5 Year Strategic Plan</b> 2015-2020, Active & Caring Community			✓		To be determined.		To be determined.		MCAP provided financial support for 4 local representatives to attend the Creative Cities Network Annual Conference in Saskatoon. Arts and Culture Coordinator attended, and PA Tourism and PA Arts Board had representatives attend.		To be determined.	
	.2 Engage routinely with community members and business owners to identify specific opportunities for cultural investment in the community.	Joint Committee Community Services, Planning & Dev't	CBO				✓			To be determined.		PADBID is meeting with business community; There is a new downtown co-working space; Consultation underway for the Central Avenue Streetscape Design; T-shirt		Storefronts are filling up – PADBID helped lots of people starting up. Gave out 9 façade grants this year – improvements happening. PAUC is engaging with businesses. Central Avenue Streetscape Development Master Plan completed and approved.		CoPA installed the Riverbank Indigenous Interpretive Signs (6) and hosted the blessing/launch, ongoing engagement with Knowledge Keepers, the Little Red River Master Plan is completed; PADBID participated in

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											<p>making took place at the Arts Centre. Spots filled quickly. Shirts will be sold at the MAG. Investigating whether this can be done more regularly. CoPA looking for local graphic designer. MAG helped to put CoPA in touch with artists in Saskatoon to make t-shirts.</p>		<p>MCAP provided financial support for the equipment, supplies, and other fees for the t-shirt making program. T-shirt making taking place at the Arts Centre. Spots filled quickly. Shirts are sold at MAG. CoPA Communications helped develop unique Prince Albert designs for shirt screen printing.</p>		<p>Culture Days by purchasing local gift cards, in partnership with CoPA Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP, Street Fair cancelled due to COVID-19, completed a Strategic Plan with a focus on promoting downtown and supporting businesses, provided a mini-façade grant to businesses (12), positive media traction highlighting downtown businesses and what they are doing in COVID-19, provided business and marketing support, worked with PA Community Futures on COVID signage for businesses, worked with the City of Prince Albert and the Regional Economic Development Authority on a Shop Local Campaign, providing education pieces about Prince Albert Downtown Business Improvement District and how to access funding, created a blog and website updates to help businesses find COVID related</p>
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																information, businesses decorated storefronts for the holiday season.
	.3 Support the inclusion of a destination marketing fund.	Community Services, CoPA	Tourism			✓		City created a Destination Marketing Fund and it may found on the City website.		Continued promotion of the Destination Marketing Fund.		Continued promotion of the Destination Marketing Fund. PADBID helped lots of people starting up. Gave out 9 façade grants this year – improvements happening.				CoPA continued promotion of the Destination Marketing Fund; PADBID provided a mini-façade grant to businesses (12).
8.3 Encourage the entrepreneurship spirit that is present in the community.	.1 Explore options and incentives that allow entrepreneurs to locate in Prince Albert.	CoPA, Planning & Dev't	Chamber, Private Sector	5 Year Strategic Plan 2015-2020, Sustainable Growth <b>Kistahpinanik 2035</b> , Section 11: Healthy Economy, Section 11.2 Economic Development		✓		Initiatives include: the Gateway Mall Entrepreneur Challenge; Chamber of Commerce and Gateway Mall partnership for one free space for a year; Farmers Market; and, recognition for the First Nation Woman Entrepreneur.		There is a new downtown co-working space.		Continued promotion of the Destination Marketing Fund. PADBID helped lots of people starting up. Gave out 9 façade grants this year – improvements happening.				CoPA continued promotion of the Destination Marketing Fund; PADBID provided a mini-façade grant to businesses (12).
	.2 Focus on opportunities to foster youth-focused entrepreneurship in the community.	CoPA, Planning & Dev't	Chamber, Private Sector			✓		Initiatives include: the Gateway Mall Entrepreneur Challenge; Chamber of Commerce and Gateway Mall partnership for one free space for a year; Farmers Market; and, recognition for the First Nation Woman Entrepreneur.		There is a new downtown co-working space; and, PA District Chamber of Commerce hosts networking for young professionals.		PA District Chamber of Commerce hosts networking for young professionals. YWCA partnered with Indigenous friends to host a Truth and Reconciliation Youth Project providing free training on website and app building.				

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	.3 Focus on opportunities to foster senior and Elder focused entrepreneurship in the community.	CoPA, Planning & Dev't	Chamber, Private Sector			✓			Initiatives include: the Gateway Mall Entrepreneur Challenge; Chamber of Commerce and Gateway Mall partnership for one free space for a year; Farmers Market; and, recognition for the First Nation Woman Entrepreneur.		There is a new downtown co-working space.		To be determined.		To be determined.
	.4 Explore opportunities for a business incubator/park to support entrepreneurship in the community.	CoPA, Planning & Dev't	Chamber, Private Sector				✓		The Gateway Mall Entrepreneur Challenge and recognition for First Nations Woman Entrepreneur are steps to build from to advance this initiative.		There is a new downtown co-working space.		To be determined.		To be determined.
<b>8.4 Explore creative developments that add to the cultural vibrancy of Prince Albert.</b>	.1 Conduct best practice research of creative tourism opportunities from communities from similar scale.	Tourism	Planning & Dev't, Community Services	<b>5 Year Strategic Plan</b> 2015-2020, Sustainable Growth		✓			The Mann Art Gallery has initiated research regarding creative tourism. The Destination Marketing Fund also helps to promote creative tourism.		MAG is participating in Roadside Attractions, a province-wide project based where galleries commissioned artists to create site-specific artworks in both galleries and public spaces. As people go on road trips, they can visit the artworks, listen to a podcast with artist interviews, and add variety to their drives to lakes, family reunions, weddings,		MCAP provided financial support for 4 local representatives to attend the Creative Cities Network Annual Conference in Saskatoon. Arts and Culture Coordinator attended, and PA Tourism and PA Arts Board had representatives attend. PA Tourism is making improvements in-house to the Discover Prince Albert Guide. MCAP provided financial support for the equipment, supplies, and other fees for the t-shirt making program. T-shirt making taking place at the Arts Centre. Spots filled quickly. Shirts are sold at MAG. CoPA Communications helped develop unique Prince Albert designs for shirt screen printing.		Many organizations adapted and provided forms of creative tourism due to COVID-19 through virtual programming and at a distance.

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**Food and Food-Related/Culinary Culture** – Recommended Action Items and Initiatives

Progress Overall: 18 month period (July 2016-Dec 2017)		2018				2019				2020							
Key Goal: Ensure food remains accessible and affordable and encourage local food production and availability of ethnic food.																	
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes	
					OG	0-1	2-4	5-10+									
<b>9.1 Celebrate the diversity of food and food related products, services and related amenities that is available in the community.</b>	.1 Continue discussions with community members and stakeholders to maintain an innovative food truck policy. .2 Start a food-truck event day to be hosted sometime during the summer months.	Planning & Dev't	Community Organizations	<b>Kistahpinanihk 2035</b> , Section 6: Land Use	✓					Further efforts completed to move the Food Truck Policy forward.		To be determined.		CoPA Planning updated Mobile Food Vendor Policy to allow more freedom to go around the city.		CoPA MCAP supported PAMC Tapastrama & Food Trucks.	
		Planning & Dev't	Chamber, PADBID				✓			To be determined.		To be determined.		PADBID held Food Truck Tuesday events in Memorial Square.		CoPA MCAP supported PAMC Tapastrama & Food Trucks.	
	.3 Support food related festivals that brings community together including FEASTival and the Street Fair.	Tourism, Chamber	PADBID		✓						RibFest continues and current events have maintained food as part of the event.		Tapestrama; RibFest cancelled; Supported Street Fair; A new music Festival – Gypsy in Memorial Square; and, Community powwow.		SHA hosted annual Fall Food Fair with them around Food and Culture held November 19. Canada Day Celebration on the Riverbank included multicultural food and merchandise, Reconciliation Ceremony, and live entertainment. Other events include Rocky My Gypsy South Music Festival and Chester Fest Couch & Music Festival; Tapestrama, Street Fair, Métis Kitchen Party, Culture Days, and Food Truck Tuesdays.		CoPA MCAP supported PAMC Tapastrama & Food Trucks, PA Food Culture Recipe Contest; MASCI hosted the virtual kitchen party.
	.4 Support the creation of new restaurants that are locally owned.	Planning & Dev't	Community		✓						New local establishments opened in the past year including Spice Trail; Rock Trout Café; The Rusty Owl; others.		To be determined.		To be determined.		PADBID participated in Culture Days by purchasing local gift cards, worked with the City of Prince Albert and the Regional Economic Development Authority on a Shop Local Campaign.

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9.2 Promote local food production and food security.	.1 Support the existing community gardens.	Community Services, Planning & Dev't	Food Banks, YWCA, Community Housing	Kistahpinanihk 2035, Section 6: Land Use, Section 6.1: Background, Policy xix	✓				The Holy Cross community garden location has been expanded.		Continued support for community gardens; and, City call for proposals to take over City's community garden space.		SHA had the opening ceremony for the Food Bank Oasis Garden on June 13 – looking for someone to take over the lease.		Continued support for community gardens; CoPA work on partnership to advance the Ceremonial Grounds/Gardens/Sweat Lodge at Little Red River Park.
	.2 Identify additional plots of land suitable for more community gardens.	Planning & Dev't, Community Services	Educational Institutions				✓		There is a new Indigenous community garden located off 6 <sup>th</sup> Ave W.		To be determined.		Continued support for community gardens. There has been no consensus/development with Indigenous Gardens.		Continued support for community gardens; CoPA work on partnership to advance the Ceremonial Grounds/Gardens/Sweat Lodge at Little Red River Park.
	.3 Continue to encourage other local food production methods, including protection of local and regional agricultural lands.	Community Services	CBO, JMCPL			✓			There has been preliminary work completed at Little Red River Park.		To be determined.		To be determined.		Continued support for community gardens; CoPA work on partnership to advance the Ceremonial Grounds/Gardens/Sweat Lodge at Little Red River Park.
	.4 Continue engagements with community members and organizations regarding the need of food banks and other programs to ensure access to food for all community members.	Community Services, Community Organizations	CBO, Community			✓			The Pottery Guild created the Fill a Bowl Fundraiser for the Food Bank. The Arts Centre now hosts the Good Food Box program. Community Mobilization is working on a program to incorporate wild meat to the food bank for meals. Discussions are ongoing to coordinate community potlucks.		The Social Master planning process is underway.		CoPA Planning continuing work with the CNC on the Social Master Plan – currently identifying actions for service providers to take on. River Bank Development Corp engaged with community regarding homelessness. Lack of food options was identified. PAUIC and CNC undertaking a review and analysis of programs and services.		Heart of Seniors Gathering created Healthy Food Hampers; Community Cares Kitchen provided food and bagged lunches.

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**Supportive Infrastructure and Related Resources** – Recommended Action Items and Initiatives

Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020												
Key Goal: Ensure cultural aspects are considered in infrastructure and related resource development.																
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
<b>10.1 Focus on opportunities to improve infrastructure in the Downtown-Riverfront area to create a vibrant cultural hub.</b>	.1 Support initiatives from the Downtown Strategic Plan regarding infrastructure improvements of the downtown area.	Planning & Dev't, PADBID, Public Works	River Valley Joint Committee	<b>5 Year Strategic Plan, Infrastructure Kistahpinanihk 2035, Section 6: Land Use, Section 6.9 Downtown Revitalization, 6.9.2 Downtown Mixed Use</b>							Widening of sidewalks on Central; signage has been ordered; There is a new downtown co-working space; and, Consultation underway for the Central Avenue Streetscape Design.		PADBID is working on installing new street signage downtown, hopefully by the end of the year. U of S is coming in – helping with investment in the city. Gave out 9 façade grants this year – improvements happening. Design Standards are being implemented. Central Avenue Streetscape Development Master Plan completed and approved.		CoPA installed the Riverbank Indigenous Interpretive Signs (6) and hosted the blessing/launch; PADBID in partnership with CoPA Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP, provided a mini-façade grant to businesses (12).	
	.2 Support continuing community engagement to identify opportunities for cultural development in the Downtown-Riverfront area.	Planning & Dev't, PADBID, Public Works	Community Services							Neighbourhood planning and community engagement continues.		Consultation underway for the Central Avenue Streetscape Design.		Central Avenue Streetscape Development Master Plan completed and approved. PADBID ongoing engagement with businesses.		CoPA and PAHS ongoing engagement with Knowledge Keepers; PADBID completed a Strategic Plan with a focus on promoting downtown and supporting businesses, ongoing engagement with businesses.
	.3 Explore opportunities to create a flexible sidewalk café and patio policy	Planning & Dev't, PADBID, Public Works	Private Sector							The PADBID has worked on visual aids to help implement this type of temporary use and public space.		Parklet is being implemented this year.		To be determined.		To be determined.

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Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020												
Key Goal: Ensure cultural aspects are considered in infrastructure and related resource development.																
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
<b>10.2 Improve transportation networks that include multi-modal options such as walking and cycling.</b>	.1 Continue to support and maintain the Rotary Trail around Prince Albert.	CoPA, Public Works	Rotary Club	5 Year Strategic Plan, Infrastructure Kistahpinanihk 2035, Section 6: Land Use, Section 6.1 Background, Policy xii		✓					Continued work on the trail.		CoPA Parks put out a survey about the walking trails asking about putting markers every 26 km, directional signage for people to exit the trail, tables, trash cans, and other things. 22.6 kms of trail complete.		CoPA Rotary Trail receives Parks and Open Space Award, new railing installed along Rotary Trail, SHA Food Coalition worked on getting new picnic tables along Rotary Trail.	
	.2 Explore opportunities to improve existing trails that connect trail users to other nodes around the community.	CoPA, Community Services, Public Works, Planning & Dev't	Minor Sport/Rec Community Associations, Pehonan Parkway Board					✓			To be determined.		CoPA Parks put out a survey about the walking trails asking about putting markers every 26 km, directional signage for people to exit the trail, tables, trash cans, and other things.		To be determined.	
<b>10.3 Utilize placemaking principles such as Lighter, Quicker, Cheaper to test/pilot infrastructure improvements across the city.</b>	.1 Prioritize small scale "quick win" infrastructure improvements in future budgets.	CoPA, Public Works	Planning & Dev't, Community Organizations	Kistahpinanihk 2035			✓				Priorities have been identified as part of the Community Services Master Plan; and, PADBID is working on creating a Crokicurl in Memorial Square.		Priorities have been identified as part of the Community Services Master Plan. Opportunities also identified through MCAP Working Group. Crokicurl was set up in Memorial Square and was a big success – getting calls from all over Canada asking about design.		Priorities have been identified as part of the Community Services Master Plan; Opportunities also identified through MCAP Working Group including portable sound system for events, local artists photography in buses; PADBID in partnership with CoPA Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP.	

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Progress Overall: 18 month period (July 2016-Dec 2017)		2018		2019		2020										
Key Goal: Ensure cultural aspects are considered in infrastructure and related resource development.																
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					OG	0-1	2-4	5-10+								
	.2 Continue to support events that are pedestrian – oriented such as the Downtown Street Fair.	CoPA and Community	PADBID, Fire, Police, Pêhonân Parkway Board		✓				Events, such as the Street Fair, Summer on the Square, Culture Days, and Urban Art Tour have evolved and enhanced due to increased support and partnerships,		Events that support pedestrians includes Street Fair; Summer on the Square; Culture Days; Art Walk; and Gypsy in Memorial Square music festival. CoPA, PADBID, PA Historical Society, and MAG are active Street Fair participants. CoPA, PAMC, YWCA, and MAG are active participants in Culture Days.		MCAP provided financial support to the Chester Fest Couch & Music Festival, second year to music festival – Rock my Gypsy Soul - in Memorial Square, the first PAHS Historical Home Tour, Canada Day events. Culture Days hosted in Prince Albert on September 27-29. It was the 10 <sup>th</sup> anniversary this year. The theme was 'Creativity, the Arts, and Wellbeing'. Pedestrian friendly events included: Tapestrama Cultural Festival; Mann Art Gallery Tours; Culture Games - Prince Albert Historical Museum, Street Fair events, Downtown Art Walk, Summer on the Square, Santa Claus Parade, PAHS Historical Home Tour, National Indigenous Peoples' Day, Canada Day, Chester Fest Couch & Music Festival, and Rock my Gypsy Soul. PAUIC/PAPS/PAIMFC/CoPA organized the first Reconciliation Walk held on National Indigenous Peoples' Day.		Most programming virtual due to COVID-19. In-person programming followed COVID-19 protocols; CoPA promoted festivals and events through virtual calendar of events, free program guides, participated in Culture Days offering: Window Art Bomb Contest, Community Culture Chalkboard Canvas, Outdoor Painting at Little Red, public art tours, try beading, family yoga, try clay, screen printing, MCAP supported SPARK Theatre Ignition: Play-in-a-Day, bought a portable sound system for events; PAHS participated in Culture Days and offered Historic Scavenger Hunt and Indigenous Riverbank Tours; PAMC hosted virtual Canada Day Celebration and reconciliation ceremony (supported by MCAP), Tapastrama & food trucks with support from MCAP; MAG participated in Culture Days including free gallery tours "Why The Caged Bird Sings" & art activity, painting workshop with Leah Dorion and art installations & Metis artist mentorship project,	

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					OG	0-1	2-4	5-10+								
	.3 Utilize partnerships with PADBID, volunteers, and other community-based organizations and agencies to assist in LQC initiatives.	CoPA	PADBID, Volunteers, CBO												planned for Winter Fest; Western Region 2 Métis Nation hosted virtual Batoche Days; EARC participated in Culture Days, hosted the community video; PADBID bought local gift cards for Culture Days, Street Fair cancelled due to COVID-19; Heart of the Youth Powwow Committee planned for virtual powwow.	
									Initiatives include: Crosswalk paintings; additional days to celebrate (e.g. Public Works Day, Waste Reduction Day and Clean Air Day); Pitch-In Day to clean up the downtown; speaking and presenting at events; exhibits with the Mann Art Gallery; events with the PA Arts Board; and, more.		Parklet being implemented; PADBID is working on creating a Crokicurl in Memorial Square; and, Completed another stencil for the crosswalk art.		Crokicurl in Memorial Square and was a big success – getting calls from all over Canada asking about design.		Opportunities also identified through MCAP Working Group including portable sound system for events, local artists photography in buses; PADBID in partnership with CoPA Gazebo/Bandstand sanded and painted, lighting enhancements, and interpretive sign with support from MCAP.	

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					OG	0-1	2-4	5-10+								
	.4 Consider the utilization of movable street furniture to create and test ability to improve public amenities, under-utilized spaces, programming, or design changes in public spaces.	Planning & Dev't	PADBID, Community-based Organizations					✓			Consultation underway for the Central Avenue Streetscape Design; and, Possibility to add bench made from clay tiles (created by Sandy Ledingham, former Art Gallery of Prince Albert Educator) near MAG as building grounds are renovated in 201/2019).		Central Avenue Streetscape Development Master Plan completed and approved. To be determined.		To be determined.	
<b>10.4 Create a cultural corridor (2<sup>nd</sup> Avenue West, Highway 2) to showcases the strong multi-culturalism of the community.</b>	.1 Explore opportunities for creative cultural signage promoting cultural resources in the community.	CoPA, Planning & Dev't, Community Services, Public Works	Tourism	<b>Kistahpinanihk 2035</b> , Section 4: Decision Making, Section 4.2: City, Region, and Agencies, Goal: <i>Increase stakeholders' awareness of City programs and initiatives</i> , Policy vx Section 6: Land Use, Section 6.10: Scenic Corridors Section 13: Culture, Section 13.2: Arts, Culture, and Tourism, policy vii <b>Civic Arts Policy</b>				✓			Downtown wayfinding signage has been ordered. A committee has been created for the Indigenous Naming Initiative – intent is to have a group of Knowledge Keepers and Elders to lead this and help name things in the community.		Arts and Culture Coordinator ongoing engagement with Knowledge Keeper circle. Signage being developed on River Street in local Indigenous languages. PAHS working with Knowledge Keepers on Riverbank Indigenous Storyline Project.		CoPA installed the Riverbank Indigenous Interpretive Signs (6) and hosted the blessing/launch, River Street Signs not yet completed; CoPA and PAHS continue to engage with Knowledge Keepers.	

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Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020												
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					OG	0-1	2-4	5-10+								
	.2 Continue to engage with community members and organizations to identify areas, design ideas and other related opportunities for a visual corridor.	CoPA and Community	Public Arts Committee, Service Clubs, Planning District				✓			The MCAP Working Group is engaged as well as the Community Services Advisory Committee,		To be determined.		To be determined.		To be determined.
	.3 Engage with local artists to design creative visuals (public art, signage, etc.) that can be included in the cultural corridor.				Community Services, CoPA	PAAB, CBO			✓			To be determined.		To be determined.		To be determined.
	.4 Review policies and zoning regulations in place to begin transitioning zoning and policies regarding the cultural corridor.	Planning & Dev't	Public Arts, Community					✓			To be determined.		To be determined.		To be determined.	

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Progress Overall: 18 month period (July 2016-Dec 2017)		2018	2019	2020												
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					OG	0-1	2-4	5-10+								
10.5 Explore creative design for new infrastructure projects where appropriate.	.1 Develop and adopt new urban design standards consistent with work previously done within the CoPA.	CoPA, Planning & Dev't	Community Services, Public Works, PADBD	5 Year Strategic Plan, Infrastructure Kistahpinanihk 2035 Section 8: Municipal Utilities and Services/Infrastructure			✓		Design Standards updated in 2017.		Design Standards are being implemented; and, Consultation underway for the Central Avenue Streetscape Design.		Design Standards are being implemented. Central Avenue Streetscape Development Master Plan completed and approved.		Design Standards are being implemented.	
	.2 Ensure that infrastructure and road works projects along cultural areas reflect good urban design.	CoPA, Public Works, Planning & Dev't	Community Services, Fire, Police		✓					To be determined.		Design Standards are being implemented; and, Consultation underway for the Central Avenue Streetscape Design.		Design Standards are being implemented. Central Avenue Streetscape Development Master Plan completed and approved.		Design Standards are being implemented.
10.6 Support cultural innovation in both existing and new neighbourhood infrastructure, design, and projects.	.1 Adopt public works projects as public art policy.	Public Works, Community Services, ACC	PAAB, Planning & Dev't	5 Year Strategic Plan, Infrastructure Kistahpinanihk 2035 Section 8: Municipal Utilities and Services/Infrastructure			✓		The Public Art Policy was adopted in November of 2016. An ongoing call for public art is available. The painting of crosswalks is an example of the successful projects that can relate public works with public art.		Public Art Policy is being implemented; Public Art Stimulus Partnership Fund is available.		Public Art Policy is being implemented; Public Art Stimulus Partnership Fund is available.		Public Art Policy is being implemented; Public Art Stimulus Partnership Fund is available; new Public Art Tour brochure developed.	

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Progress Overall: 18 month period (July 2016-Dec 2017)	2018	2019	2020

**Key Goal:** Ensure cultural aspects are considered in infrastructure and related resource development.

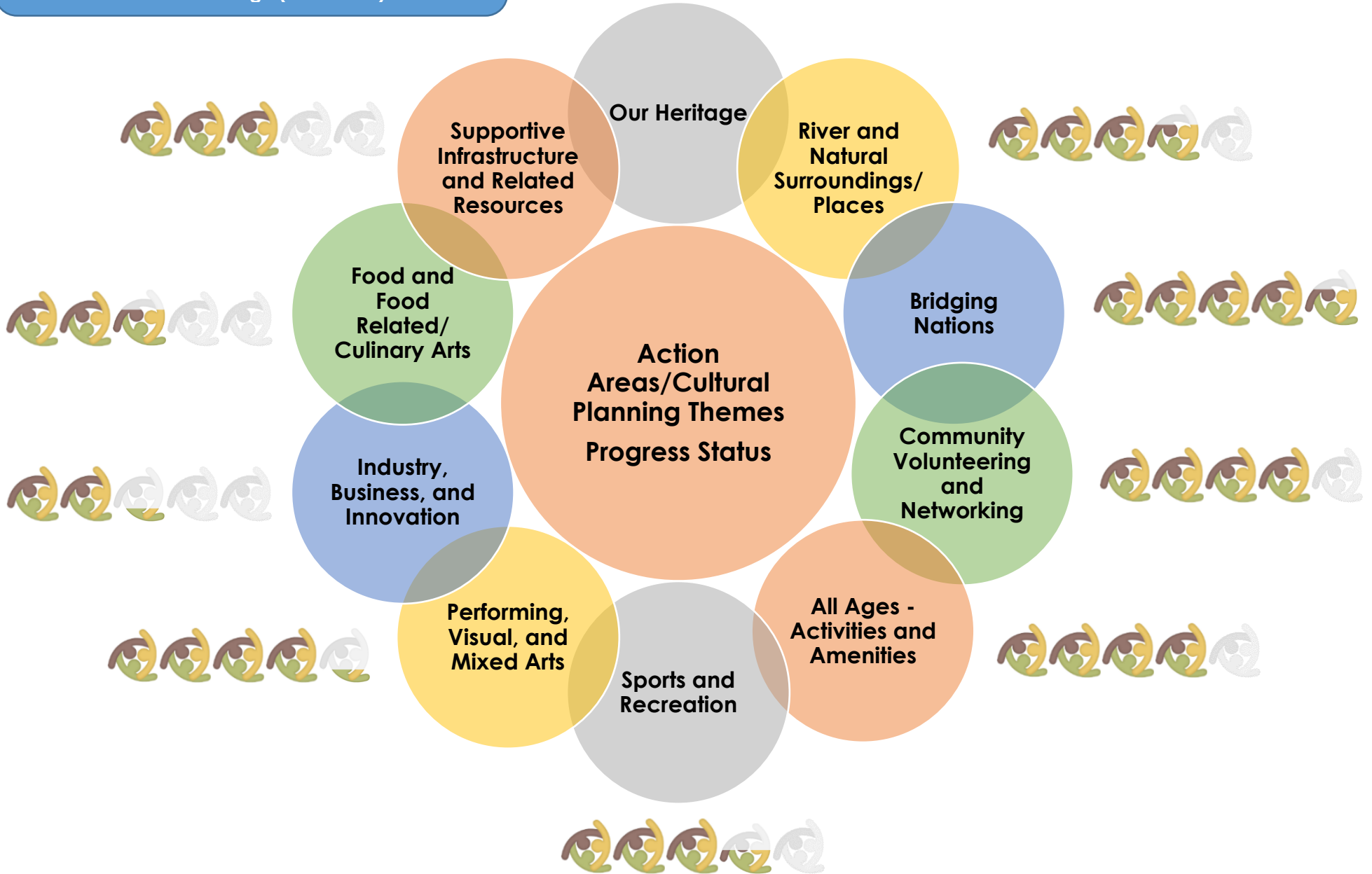
Action Items	Initiatives	Primary Lead	Potential Partners/Allies	Links to Other Municipal and Community Initiatives	Time Frame (years)				Progress to Date* (18 month period)	2017 Status Notes	Progress to Date (2018)	2018 Status Notes	Progress to Date (2019)	2019 Status Notes	Progress to Date (2020)	2020 Status Notes
					OG	0-1	2-4	5-10+								
	.2 Review how parks and open space are utilized in the neighbourhoods to identify potential gaps.	Community Services	Planning & Dev't, Public Works, Police (CPTED)				✓		Parks and Recreation, Community Services, and Planning and Development departments utilize the MCAP in their work plans and work together to fill gaps at the community level. The community has also been engaged through neighbourhood meetings.		Some gaps identified through the Community Services Master Plan.		Some gaps identified through the Community Services Master Plan.		Some gaps identified through the Community Services Master Plan.	
	.3 Review how community services are currently provided at the neighbourhood level to identify potential gaps.	Community Services, CoPA	Community Associations, CBO				✓		Community Services Advisory Committee provides guidance on gaps in community services. The community has also been engaged through neighbourhood meetings. The Community Services Master Plan also informs gaps.		Some gaps identified through the Community Services Master Plan.		Some gaps identified through the Community Services Master Plan.		Some gaps identified through the Community Services Master Plan.	

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Prince Albert Municipal Cultural Action Plan

Action Area Progress

4.5 Year Average (2016-2020)



***RPT 21-429***

**TITLE:** Public Art Update

**DATE:** **September 9, 2021**

**TO:** Executive Committee

**PUBLIC:** X **INCAMERA:**

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**RECOMMENDATION:**

That the Public Art 2022 Budget Plan Draft, as attached to RPT 21-379, be forwarded to the Budget Committee for review during the 2022 Budget deliberations.

**PRESENTATION:**

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

**ATTACHMENTS:**

1. Public Art Update (RPT 21-379)

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 inventory, including definitions, is attached to this report. The updated inventory was separated into seven sections:

- Public Art
- COPA Art Collection
- Monuments
- Historical Artifacts
- Private Artworks
- Temporary Artworks
- Appendix A: At-A-Glance Condition Information

Despite the COVID 19 pandemic challenges, we continue to work towards the goals of the Public Art Policy and Plan for our City. Some of the accomplishments to date in 2021 include:

- The Public Art Plan for 2017-2023 was reviewed and revised.
- Planning for the major public art acquisition in 2022 for placement in Scarrow Plaza/Park, also near the Sisters in Spirit Monument Site on the Riverbank. This location can provide a ceremonial and event area for the future and responds to the recommendation by the Knowledge Keepers to replace the Totem Pole Historical Artifact de-accessioned in 2019, with public art. A meeting and site visit with the Artist Mary Longman was held in May. Mary is working on a quote for this public art acquisition. We are also actively searching grant funding to assist. There is one potential opportunity, which the artist must apply for, through the Canada Council.
- Facilitating installation of two Crosswalk Art projects with designs created by artists.
- Promoting the Public Art Tour Brochure in print and on the City's website. A guided tour will be provided as part of the 2021 Culture Days. (MCAP budget)
- Completed maintenance on the public art including cleaning and removal of graffiti.
- Developed Public Art Donation Guidelines and a Public Art Donation Agreement (attached).
- Worked with the Saskatchewan Council for International Cooperation (SCIC) on a mural donation project where the artists will work with Community Building Youth Futures (CBYF) youth (8) in Prince Albert to create a mural to be hung downtown. This was unfortunately postponed a few days before the week long (August 9-12) mural project workshop due to a family emergency of the Artists.
- Facilitated a Call for Artist Concepts for a 2<sup>nd</sup> Avenue Art Installation with the Parks Manager and Public Art Working Group however this project was not approved.
- The Working Group discussed the new Recreation Development and recommend one percent of the development be used for public art.
- No Public Art Partnership Stimulus grant applications have been received to date however we have had some inquiries.

**PROPOSED APPROACH AND RATIONALE:**

The Public Art plans for the remainder of 2021 and/or 2022 include:

- Administer the Public Art Stimulus Partnership Fund.
- Increasing communication about Prince Albert Public Art including updating the public art information on the City's website.
- Facilitate painting of the Crosswalk designs created by artists.
- An updated condition report of the monuments and the Public Art Inventory, and reviewed for ongoing maintenance and restoration planning.
- Assist community organizations, private businesses and artists to develop public art.
- Facilitate the mural project, donation and installation with the Saskatchewan Council for International Cooperation.
- Continue with the acquisition of a Public Artwork created by Mary Longman with a goal of acquisition and installation in Scarrow Plaza/Park in 2022.

**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, Roxanne Dicke, and Kristina Karpluk. This group adjudicates applications to the Public Art Stimulus Partnership Fund.
- The Public Art Working Group has met four times to date in 2021.
- Janet Carriere, Prince Albert Indian and Metis Friendship Centre - Orange Shirt Day Project
- Community Building Youth Futures (CBYF) – Mural Donation Project)
- Prince Albert Urban Indigenous Coalition (PAUIC) – Orange Shirt Day)
- Community engagement in the process of the acquisition of public art will continue to be important.

**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 Partnership 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, SaskCulture and the Saskatchewan Arts Board.

**POLICY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

As detailed in the Public Art Plan and 2022 Budget attached to this report, the 2022 funding request is for \$50,000 (proposed increase of \$20,000 for 2022 towards the major acquisition discussed above). A projected summary of the 2021 and 2022 budgets is below.

<b>Public Art Reserve</b>	<b>2021</b>	<b>2022</b>
Carry Over	\$70,617.31	\$94,500.00
Annual Budget	\$30,000.00	\$50,000.00
Total Revenue	\$100,617.31	\$144,500.00
Total Expenses	\$6,100.00	\$144,500.00
Difference (Carry Over)	\$94,500.00	\$0

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no other options or considerations suggested by the administration or the Public Art Working Group, and no privacy implications to the City of Prince Albert.

**STRATEGIC PLAN:**

Public Art supports the core values of the City of Prince Albert - innovative, entrepreneurial, and partnerships. It is related primarily to the goal of an active and caring community, as well as sustainable growth.

**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.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Verbal by Judy MacLeod Campbell, Arts & Culture Coordinator

**ATTACHMENTS:**

1. 2022 Public Art Budget Draft
2. 2021 Public Art Budget Tracking
3. Public Art Plan 2017-2023
4. Public Art Donation Guidelines
5. Public Art Donation Agreement
6. COPA Public Art Inventory
7. COPA Public Art Policy

Written by: Judy MacLeod Campbell, Arts & Culture Coordinator

Approved by: Director of Community Services and City Manager





## Public Art Budget 2022

Draft Updated: July 29, 2021

### ACCOUNT: 1-2-75113

#### 2022

##### Revenue

Item	Amount	Code	Actual	Detail
Carry Over - Public Art Reserve Fund	\$94,500.00			
2022 COPA	\$50,000.00			Require more to get Mary Longman
<b>Total Revenue</b>	<b>\$144,500.00</b>		<b>\$0.00</b>	Acquisition

Budget Code Totals:	
299	\$144,200.00
511	\$300.00
Carry Over	<b>\$144,500.00</b>

##### Expenses

Item	Amount	Code	Actual	Detail	Payee Name
Maintenance	\$1,000.00	299			
Public Art Partnership Stimulus Fund	\$2,000.00	299			
Crosswalk Art (2)	\$0.00			Use MCAP Budget	
Working Group Meetings	\$300.00	511			
Mary Longman Commission	\$141,200.00	299		Includes art, taxes, project management, and communication - we are hoping Mary can get a grant to help as this budget is not enough	
<b>Total Expenses</b>	<b>\$144,500.00</b>		<b>\$0.00</b>		
<b>Difference</b>	<b>\$0.00</b>		<b>\$0.00</b>		



## Public Art Budget 2021

Draft Updated: July 21, 2021

### ACCOUNT: 1-2-75113

#### 2021

#### Revenue

Item	Budget Amount	Code	Actual	Estimated Year End	Detail
Carry Over - Public Art Reserve Fund 2021	\$68,000.00		\$70,617.31	\$70,617.31	Cuneo shipping paid by MCAP
	\$30,000.00		\$30,000.00	\$30,000.00	
<b>Total Revenue</b>	<b>\$98,000.00</b>		<b>\$100,617.31</b>	<b>\$100,617.31</b>	

#### Budget Code Totals:

299	\$5,500.00
511	\$300.00
Carry Over	\$92,200.00
	<b>\$98,000.00</b>

#### Expenses

Item	Budget Amount	Code	Actual	Estimated Year End	Detail	Payee Name
Maintenance & Finishing	\$1,500.00	299		\$500.00	Tia/MAG; Jesse	
Public Art Partnership Stimulus Fund	\$2,000.00	299		\$2,000.00	Coop application 2 crosswalk designs (\$1000) - Jack Jensen; the rest was paid through MCAP	Jack Jensen
Crosswalk Art (2)	\$2,000.00	299	\$1,000.00	\$1,000.00		
Working Group Meetings	\$300.00	511		\$100.00		
Mary Longman Proposal for Acquisition				\$2,500.00		
Carry Over to 2022 for Commission	\$92,200.00					
<b>Total Expenses</b>	<b>\$98,000.00</b>		<b>\$1,000.00</b>	<b>\$6,100.00</b>		
<b>Difference</b>	<b>\$0.00</b>		<b>\$99,617.31</b>	<b>\$94,517.31</b>		



**Public Art Plan 2017-2023**

Developed: May 10, 2017 Updated: July 29, 2021

Public Art Working Group: Jesse Campbell, Judy McNaughton, Wes Moore, Lana Wilson, Michel Boutin, Roxanne Dicke, Kristina Karpluk, Judy MacLeod Campbell

**Purpose:**

The City of Prince Albert Public Art Plan will have a balance of small, partnership, community projects; and 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 inspire positivity and creativity.

Revenue	2017		2018		2019		2020			2021			2022			2023		
Item	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail
Carry Over - Public Art Reserve	n/a	n/a	\$27,000.00	\$27,000.00	\$44,789.81	\$44,789.81	\$55,000.00	\$57,381.89	As per city records	\$68,000.00	\$70,617.31		\$94,500.00			\$0.00		
COPA	\$30,000.00	\$30,000.00	\$30,000.00	\$20,000.00	\$45,000.00	\$30,000.00	\$30,000.00	\$30,000.00		\$30,000.00	\$30,000.00		\$50,000.00			\$30,000.00		
Grant, Partner																		
<b>Total Revenue</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$57,000.00</b>	<b>\$47,000.00</b>	<b>\$89,789.81</b>	<b>\$74,789.81</b>	<b>\$85,000.00</b>	<b>\$87,381.89</b>		<b>\$98,000.00</b>	<b>\$100,617.31</b>		<b>\$144,500.00</b>			<b>\$30,000.00</b>		
<b>Expenses</b>																		
Item	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail
Inventory & Condition Report	\$3,000.00	\$3,000.00	\$0.00	\$0.00	n/a	n/a	\$1,000.00	\$2,519.23	MAG Condition Report; Cuneo re-hang; Inventory Contract	\$500.00			\$0.00			\$0.00		
Maintenance to existing Public Art	\$3,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$17,492.00	\$17,700.00	\$16,587.90	Cuneo final payment & shipping				\$1,000.00			\$1,000.00		
Public Art Stimulus Partnership Fund	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00			\$2,000.00			\$2,000.00			\$2,000.00		
Commission of Public Art	n/a	n/a	n/a	n/a	n/a		n/a			\$2,500.00			\$141,200.00		includes art, taxes, project management, and communication			
Crosswalk Art										\$1,000.00			\$0.00			\$2,000.00		
Working Group Meetings			\$250.00	\$210.19	\$500.00	\$283.10	\$300.00	\$141.64		\$100.00			\$300.00			\$300.00		
<b>Total Expenses</b>	<b>\$8,000.00</b>	<b>\$3,000.00</b>	<b>\$2,250.00</b>	<b>\$2,210.19</b>	<b>\$52,500.00</b>	<b>\$19,775.10</b>	<b>\$21,000.00</b>	<b>\$19,248.77</b>		<b>\$6,100.00</b>			<b>\$144,500.00</b>			<b>\$5,300.00</b>		
Carry Over	\$22,000.00	\$27,000.00	\$54,750.00	\$44,789.81	\$37,289.81	\$55,014.71	\$64,000.00	\$68,133.12		\$94,517.31			\$0.00			\$24,700.00		

Review Public Art Policy (after commission acquisition)



## City of Prince Albert Donations Guidelines for Public Art

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### The following is from the Public Art Policy 3.02 Donations of Public Art

Donations of Public Art or funds for Public Art to the City of Prince Albert will be accepted subject to adjudication and recommendation by the Public Art Committee in consultation with City Department(s), and approval by City Council. Donors are recognized appropriately and are eligible to receive a charitable tax receipt for the fair market value of the artwork, as determined by a qualified independent appraiser at the expense of the donor.

#### Project Identification

1. The City of Prince Albert (COPA) will consider gifts of artwork for placement at COPA owned sites on the following basis:
  - The donation contributes to and enhances the COPA Public Art or Public Art Collection;
  - The donation meets a high standard and is appropriate and meaningful to the community;
  - The donation proposal is provided and complete;
  - The donation is made with the understanding that no COPA funds will be required for production, installation, ongoing maintenance, or potential de-accessioning of the work.

The COPA will not accept a gift of artwork until all funds for its development, installation, and maintenance have been secured.

2. The City of Prince Albert will consider the following types of donation proposals:
  - An already completed work of art
  - A commissioned artwork by a specific Artist or Artists
  - A commissioned artwork by means of a public competition
3. Donations of creative or innovative public art projects are welcomed and encouraged.

#### Donation Proposal

1. All offers of artwork proposed for sites under COPA jurisdiction must be made in writing and submitted to the Public Art Working Group through the COPA Arts & Culture Coordinator.

2. The donor will be asked to submit a detailed proposal for consideration. The proposal will contain (where applicable):
  - A rationale for the intent and purpose of the proposed gift and its fit in the COPA;
  - A brief statement about the proposed artwork and theme from the artist, or, the plan for a call for the artist/artwork, including the payment for the artist (CARFAC rates);
  - The inclusion of the process of approval of the artwork as stated in the Public Art Policy and below
  - A project timeline including project ownership, transfer to the COPA;
  - A site plan showing the installation of the work in relation to the site;
  - A detailed budget, with projected costs for the project, including: materials, installation, documentation, construction, maintenance, insurance, etc.;
  - Confirmation that the donor will provide the funding for its production, acquisition, installation, insurance, maintenance and de-commissioning as necessary
  - Anticipated maintenance required for the artwork;
  - The Artist's resume and any additional supporting material;
  - Demonstrated community support (if available);
  - A place (i.e. additional page) for both parties to sign off on the proposal as the agreement, if approved.
  - The signed agreement will include the City of Prince Albert obligations:
    - Removal of small amounts of graffiti;
    - Communication about and promotion of the artwork and donation; and
    - Adding the artwork to the Public Art Inventory.

## **Donation Review & Approval Process**

All proposals for donations of artwork must follow a three-stage review process:

- Review by the Arts & Culture Coordinator and Director of Community Services for completion of the proposal;
- Review and recommendation by the COPA Public Art Committee/Working Group; and
- A report to the Community Services Advisory Committee (if time allows) and the City Council for approval.

If, at any stage, the City of Prince Albert decides against accepting the proposal, administration will notify and provide a rationale to the donor.

### **Donation Review Criteria**

All stages of the Donation Review Process will be based on, but not limited to, the following criteria:

- COPA Sites: Gifted public artwork must be located on sites under the COPA's jurisdiction.

- Theme: A stated theme of the artwork, which is consistent with the goals, of the Public Art Policy and the Public Art Plan and/or other relevant COPA plans, must be identified.
- Relevance: Works of art must be appropriate for the proposed site and its surroundings, and/or complement surrounding architecture, topography, history and the social dynamic of the particular area in which the art will be placed.
- Artistic Excellence:
  - The work of art shall merit placement in a COPA public place.
  - The artist will demonstrate the ability and potential to execute the proposed artwork, based on previous artistic achievement and experience.
  - In the case of a donation of an existing work of art, the quality and value of the work(s) must be supported by documentation from an independent professional evaluator.
  - The artwork must enhance the Public Art or Public Art Collection.
- Physical Durability: The artwork will be assessed for long-term durability against theft, vandalism, and weather.
- Public Safety: The artwork will be assessed for any public safety concerns.
- Environmental Sustainability: Consideration will be given to the environmental impact and sustainability of the proposed artwork.
- Legal: Consideration will be given to the proposed terms of donation, legal title, copyright authenticity, artist right to reproduce, liability and other issues as deemed appropriate.
- Other considerations may include (but are not limited to): sponsorship, acquisition terms and procedures, and ability to de-accession, if required.

### **Acceptance and Registration of the Artwork**

1. If the proposal is accepted by COPA, it will be signed as an agreement to proceed with the donation.
2. The COPA will be the owner of the artwork and reserves the right to move, alter or de-accession the work to meet public safety or other COPA concerns, in consultation with the Artist. If the artwork is to be relocated or deaccessioned from the COPA's Art Collection, the Public Art Policy procedures for the deaccession of Public Art will be followed. Reasonable efforts to consult with the Artist will be made as part of the process.
3. The completed and installed artwork will be registered in the Public Art and Public Art Collection Inventory, together with all accompanying documentation.
4. Donations may be eligible for an official receipt for income tax purposes as per the COPA Public Art Policy. In the event that an official receipt is requested, an independent appraisal certificate will be required at the expense of the donor.



**City of Prince Albert**  
**Donation Proposal Agreement for Public Art**

---

This is to confirm that the City of Prince Albert will accept the donation as described in the donor's proposal.

**City of Prince Albert**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The City of Prince Albert, as per donation guidelines, agrees to the following obligations:

- Removal of small amounts of graffiti;
- Communication about and promotion of the artwork and donation; and
- Adding the artwork to the Public Art Inventory.

**Donor**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**City of Prince Albert**  
**Donation Proposal Agreement for Public Art**

---

This is to confirm that the City of Prince Albert will accept the donation as described in the donor's proposal.

**City of Prince Albert**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The City of Prince Albert, as per donation guidelines, agrees to the following obligations:

- Removal of small amounts of graffiti;
- Communication about and promotion of the artwork and donation; and
- Adding the artwork to the Public Art Inventory.

**Donor**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Public Art Inventory

Updated July 2020

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# Public Art

## John Diefenbaker Statue

Artist: Helen Granger Young  
 Date: c. 1976  
 Medium: Bronze  
 Dimensions: 216 x 100 x 86 cm  
 Framed or Unframed: Base - 100 x 135 x 155 cm  
 Location: Memorial Square (City Hall)



Short Description: This statue of John Diefenbaker shows him in an assertive stance with his trademark finger point. He holds a scroll in his left hand with a piece of cloth draped on his forearm. This sculpture has been in multiple locations, including the Chamber of Commerce office (formerly at 6<sup>th</sup> Ave. W and Marquis Road) and the John M. Cuelenaere Public Library.

Information about the Artist (incl. location): Born and raised in Toronto, Helen Granger Young (1944 - ) studied art at the Ontario College of Art and Design. In 1947 she relocated to Winnipeg to raise her family while also working as a portrait painter, commercial artist, art teacher, and sculptor. Her bronze sculptures are in collections around the world, including Buckingham Palace, the White House, and the Vatican.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.15
Date Acquired:	1976?
Donor:	Donated by the Chamber of Commerce Diefenbaker Project; funds solicited from donors across Canada.
Appraised (yes or no):	No.
Amount Paid:	Approx. \$50,000? Unknown. (Source: Prince Albert Daily Herald, John Drabble, "Diefenbaker Statue Financing Through Public Donations," 25 June 1975, p. 3.)
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	\$135,910.00

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Some graffiti, rust on head & unknown white corrosion? (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. Areas of rust along the base of the casting; it is seeping onto the concrete trapezoid base. Around the bottom of his shoes is some green rusting. On his right elbow is a bit of corrosion; white spots. His fingers and wrists also contain corrosion spots of white. His lips have some corrosion; could also be bird poop. A few scratches along his pants. For images, see the document "Condition Reports (COPA Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## The Spirit of the Games

Artist: Jack Jensen  
 Date: 1992  
 Medium: Bronze  
 Dimensions: 200 x 70 x 30 cm  
 Framed or Unframed:  
 Location: Prime Minister's Park

Short Description: A sculpture of a female athlete with her arms raised. She wears a medal around her neck in the shape of Saskatchewan (trapezoidal). The sculpture was cast at Bill Epp's foundry at his acreage. The model for the piece was artist's niece, Liane Bitinsky, now a veterinarian.

Information about the Artist (incl. location): Jack Jensen is based in Prince Albert. He is a retired engineer whose art practice includes painting, drawing, bronze sculpture, and paper sculpture. He also creates cartoons. Jack is a founding member of the local Kyla Art Group, who exhibit their work two to three times per year in Prince Albert, Saskatoon, and Waskesiu.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commissioned by The Saskatchewan Summer Games Committee
Acquisition #:	2017.01.05
Date Acquired:	1992
Donor:	Commissioned by The Saskatchewan Summer Games Committee
Appraised (yes or no):	Yes
Amount Paid:	
Copyright Details on File (yes or no):	No
Artist's Declared Value:	\$36,000.00
Insurance Value:	\$25,000.00

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Vandalism (Assessed by Emma Anderson, Registrar, Mann Art Gallery)
	May 2020:	Good condition. There is dirt present. Green rust is also present along the shoes and ankles of the athlete. On the athlete's right heel is white corrosion. Graffiti present on right shoulder; initials J.D. in green. Right ear has a bit of bird poop. Right index finger and left pinky also have traces of bird poop. The crotch area in front has scratches of white (not sure what it is). For images, see the document "Condition Reports (COPA Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	Remove vandalism	
Maintenance Done:	Restoration work complete (vandalism removed?) in summer of 2016	
Date Maintenance was Completed:	2016	

## The Keeper

Artist: Leslie Potter  
 Date: 2002  
 Medium: Concrete, metal, paint  
 Dimensions: 450 x 100 x 100 cm  
 Framed or Unframed:  
 Location: E.A. Rawlinson Centre (north side)

Short Description: A pole, with various organic, stacked shapes painted in pink, green, red, yellow, blue, and black. This work was previously located in front of the Mann Art Gallery entrance.



Information about the Artist (incl. location): Leslie Howard Potter was born in 1947 in Kimberley, BC and raised on a farm south of Biggar, SK. He received his BFA from the University of Saskatchewan in 1986, and his MFA from the U of S in 1993. He primarily works in painting and sculpture, and his artwork is in collections throughout the province. Leslie resides in Saskatoon.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.10
Date Acquired:	2002
Donor:	Donated to building by funds that were surplus to the Cultural Connection Committee of the 1999 Western Canada Summer Games.
Appraised (yes or no):	No
Amount Paid:	\$12,000.00
Copyright Details on File (yes or no):	Artist retains copyright
Artist's Declared Value:	\$20,000.00
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Writing/graffiti in poured cement base area (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Very good condition. There is a crack in the paint happening at the front of the piece; between the middle and top tier. Dirt and dust has collected in some of the crevices of the piece. For images, see the document "Condition Reports (COPA Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	Restoration work in September 2015 completed by artist after a vehicle backed into sculpture, when it was located at the entrance of the Mann Art Gallery.	
Date Maintenance was Completed:	September 2015	

## The Big Save

Artist: Jack Jensen  
 Date: 2005  
 Medium: Bronze  
 Dimensions: 198 x 118 x 80 cm  
 Framed or Unframed:  
 Location: Art Hauser Centre, Johnny Bower Lobby

Short Description: A sculpture in the round of an ice hockey goalie in motion. The model for work was artist's son Aaron in goalie equipment borrowed from Owen Felske's son, Karsten who was the Raider's goalie. A brief acknowledgement to Karsten has been put on the back of the goalie stick with an angle grinder.



Information about the Artist (incl. location): Jack Jensen is based in Prince Albert. He is a retired engineer whose art practice includes painting, drawing, bronze sculpture, and paper sculpture. He also creates cartoons. Jack is a founding member of the local Kyla Art Group, who exhibit their work two to three times per year in Prince Albert, Saskatoon, and Waskesiu.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.06
Date Acquired:	1992
Donor:	Prince Albert and Region Civic Facilities Association
Appraised (yes or no):	No
Amount Paid:	
Copyright Details on File (yes or no):	No
Artist's Declared Value:	\$40,000.00
Insurance Value:	\$40,000.00

### Condition & Maintenance Information

Condition of Artwork:	Oct. 2017:	Graffiti/vandalism (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	June 2020:	Great condition. A bit of dirt/sand present in the crevices of his gear, specifically between his right knee and shin padding. For images, see the document "Condition Reports (COPA Public Art) AFJH and Art Hauser.pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	Contact artist for cleaning	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## City Hall Mural

Artist: Huang Zhong-Ru  
 Date: 1998  
 Medium: Paint  
 Dimensions: 3.0 x 13.8 m

Framed or Unframed:  
 Location: West (front) of City Hall Building



Short Description: A landscape that extends the entire right side of City Hall's front wall. A forest scene painted with light blues and greens with some wildlife. (Tia Furstenberg)

Information about the Artist (incl. location): Huang Zhong-Ru is a landscape and portrait painter based in Regina. He and his brother, artist Huang Zhong-Yang, immigrated from China (date unknown); during their childhood they were forced to leave school and work as peasant labourers.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.18
Date Acquired:	c. 1997
Donor:	Therese Gaudet & family commissioned in memory of Ed Moore
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	
Insurance Value:	Information requested in 2017

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Paint fading and flaking. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Mediocre condition. It is quite faded due to sun exposure. The paint has started to flake away in certain areas along the bottom and top edges, where the window meets the wall. For images, see the document "Condition Reports (COPA Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		



## Leo LaChance Memorial

Artist: Lloyd Pinay  
 Date: 2001  
 Medium: Bronze  
 Dimensions: 150 x 25 x 60cm

Framed or Unframed:  
 Location: In front (south) of the Provincial Courthouse

Short Description: This sculpture shows the chest, shoulders, and head of Robert LaChance. Behind his left shoulder is a howling wolf, and behind his right shoulder is a bird/duck. Behind the three figures is a grouping of pine trees and a soaring eagle. (Tia Furstenberg)

Information about the Artist (incl. location): Lloyd Pinay's artwork has been featured in exhibitions in major cities throughout Canada and the United States. He has made presentations of his work to the Queen Mother in Great Britain and to the Republic of China. His work can also be seen throughout Saskatchewan, including the Wanuskewin Heritage Park, the Royal Saskatchewan Museum and monuments in Fort Qu'Appelle. Lloyd is a member of the Peepeekisis First Nation.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commission
Acquisition #:	2017.01.09
Date Acquired:	2001
Donor:	Department of Justice commissioned Lloyd Pinay.
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	\$30,000.00 - \$40,000.00
Insurance Value:	\$30,000.00 - \$40,000.00

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. Signs of rust along the surface. The paint or coating shows signs of scrapes/peeling. For images, see the document "Condition Reports (COPA Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	Wipe down when dirty	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Canada 150 Mosaic Mural

Artist: Mosaic designed by Lewis Lavoie; tiles painted by community.  
 Date: 2016  
 Medium: Acrylic on aluminum tile  
 Dimensions: 244 x 244 x 3.5cm  
 Framed or Unframed: Unframed  
 Location: Alfred Jenkins Field House, Lobby



Short Description: A mosaic of referencing Prince Albert, with 576 squares painted by local residents. The foreground is a golden field with two pairs of hay bails; the middle ground is a curving river; in the center of the composition is the MacIntosh building with housing on its left, a tree line behind it, and two large teepees on its right. (Tia Furstenberg)

Information about the Artist (incl. location): Approximately 400 community members painted individual tiles as a part of the Canada 150 Mosaic Mural project, initiated by Lewis Lavoie. Lavoie is a Canadian artist who works in mural mosaics, illustration, and live art fundraising. He resides in St. Albert?

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Purchased by the City of Prince Albert
Acquisition #:	2017.01.22
Date Acquired:	2016
Donor:	Purchased by the City of Prince Albert
Appraised (yes or no):	No
Amount Paid:	\$20,000.00
Copyright Details on File (yes or no):	No
Artist's Declared Value:	\$20,000.00
Insurance Value:	\$20,000.00

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	June 2020:	Great condition. No paint chipping, wear, or graffiti present. For images, see the document "Condition Reports (COPA Public Art) AFJH and Art Hauser.pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	We put a UV clear coat over top of the mural upon completion which should protect it for many years. If the Mural is going to be hung outside avoid south facing walls for longevity and of course indoors will guarantee a long life... But if outdoors much greater chance of longer life if not south facing.	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Untitled Canvas Wall Hanging (Rene Joshi Sims)

Artist: René Joshi Sims  
 Date: 2001  
 Medium: Painted wall hanging on canvas.  
 Dimensions: 200 x 388 cm  
 Framed or Unframed: Unframed  
 Location: E.A. Rawlinson Centre



Short Description: This was the winning piece from a competition for submissions to be displayed at the E.A. Rawlinson Centre.

Information about the Artist (incl. location): René Joshi Sims is a Winnipeg-based visual artist and community arts facilitator. She works extensively with children and adults who have developmental disabilities. René graduated from Alberta College of Art and Design; other education includes Yale's Summer School of Art, MAWA's Foundation Mentorship, and, most recently, ACI Manitoba's Community Collaborative Arts Training Program.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.27
Date Acquired:	2003
Donor:	Donated to building by funds that were surplus to the Cultural Connection Committee of the 1999 Western Canada Summer Games.
Appraised (yes or no):	No
Amount Paid:	\$12,139.00
Copyright Details on File (yes or no):	Artist retains copyright
Artist's Declared Value:	\$25,000.00
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Dec. 2017:	Wear of fabric along bottom edge in areas. (Assessed by Emma Anderson Former Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Murals on Wall of Concourse Art Hauser Centre

Artist: Danny Dunn  
 Date: 2005/06  
 Medium: Oil paint, marine paint  
 Dimensions: Two sets of murals run outer length of arena on either side.  
 Framed or Unframed: n/a  
 Location: Art Hauser Centre Concourse



Short Description: Murals showcasing cultural and sporting activities. For details and more images, see the document "Condition Reports (COPA Public Art) AFJH and Art Hauser.pdf" (pp. 5-50)

Information about the Artist (incl. location): Artist is a relative of Frank Dunn.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donated/purchased by the "Bring Back the Magic" campaign.
Acquisition #:	2017.01.17
Date Acquired:	2005/06
Donor:	"Bring Back the Magic" campaign.
Appraised (yes or no):	No
Amount Paid:	\$20,000.00
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Oct. 2017:	Paint missing, dirt and markings on walls (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	June 2020:	Most sections are in good condition, although with paint chips and scuff marks in areas. A few sections are in medicore condition, with paint peeling and scuffed areas. For details and images, see the document "Condition Reports (COPA Public Art) AFJH and Art Hauser.pdf" (pp. 5-50) (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	Clean walls, mend mural	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Summer's Breeze

Artist: Jayde "WizWon" Goodon  
 Date: September 3<sup>rd</sup>, 2019  
 Medium: Paint  
 Dimensions: 43 feet wide (32 blocks) X11.5 feet ground to top (17 blocks)  
 Framed or Unframed: n/a  
 Location: Kinsmen Water Park, West Wall



Short Description: This mural shows the flowers, water, and a woman's profile. The face is the focal point, emphasized with strong lines and contrast of light and shadow, and offset by areas with loose, dripping paint.

Information about the Artist (incl. location): Jayde "WizWon" Goodon is a Metis graffiti. He is known for his depictions of faces. Jayde's murals are located in Winnipeg, Vancouver, Cabo (Mexico), and throughout SK. He also works as a tattoo artist. Jayde has family connections to Prince Albert.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Purchase
Acquisition #:	2017.01.28
Date Acquired:	September 3 <sup>rd</sup> , 2019
Donor:	Commissioned by the City of Prince Albert through the Municipal Cultural Action Plan and Public Art Working Groups.
Appraised (yes or no):	No
Amount Paid:	\$5,250.00
Copyright Details on File (yes or no):	Yes, in Agreement
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	May 2020:	Good condition. Along the left side of the piece is graffiti; spelling "KeithEBoi Hennessy" in black marker. There are a few chips/flakes of paint missing sporadically throughout the piece. For images, see the document "Condition Reports (COPA Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	Clean as needed	
Maintenance Done:		
Date Maintenance was Completed:		

# City of Prince Albert Art Collection

## Sir George Simpson on his Tour Inspection from Hudson's Bay to the Pacific Coast

Artist: Cyrus Cincinatto Cuneo  
 Date: c. 1908  
 Medium: Oil on canvas  
 Dimensions: 92.25 x 72.5" unframed, 104 x 87" framed  
 Framed or Unframed: Framed  
 Location: City Hall, Council Chambers

Short Description: This painting depicts Sir George Simpson on his tour of inspection from Hudson's Bay to the Pacific Coast. It was one in a series of work commissioned by the Canadian Pacific Railway. Many of these paintings were destroyed when the CPR's offices suffered the Blitz of 1940.

Information about the Artist (incl. location): Cyrus Cincinatto Cuneo (1869-1916) was an American artist who worked in England, France, and Italy. His studied at the Carlo Rossi Academy in Paris, where he was the massier (head student) of Whistler. In addition to his painting practice, he was a magazine and book illustrator. He focused heavily on war subjects after the onset of WWI.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.01
Date Acquired:	1931
Donor:	Canadian Pacific Railway
Appraised (yes or no):	Yes
Amount Paid:	n/a
Copyright Details on File (yes or no):	No
Artist's Declared Value:	
Insurance Value:	\$65,000.00

### Condition & Maintenance Information

Condition of Artwork:	Sept. 2017:	Poor - requires conservation treatment (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Very good condition. The piece has just gotten back from being restored completely by Fraser Spafford Ricci Art & Archival Conservation. the painted surface and it has a new wooden stretcher. A French cleat hanging system was built by Tia Furstenberg, and her and Michel Boutin both re-hung the piece in early March. Below are some images of the

	<p>hanging system.  For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf"  (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)</p>
Maintenance Instructions from Artist:	<p>From Fraser Spafford Ricci Art &amp; Archival Conservation (2020):  The painting will require removal of loose dust and dirt in the future. This should be done with a large soft brush. We recommend use of a Hake (goat hair) brush to be used to remove dust from the painting surface and a hog hair brush (e.g. a varnishing type brush) be used to remove dust and dirt from the frame. A feather duster could be used as well, but a cloth would be too abrasive on the surface. Maintenance should be restricted to dry surface cleaning; solvents (including water) should not be used for cleaning the painting or the frame.</p>
Maintenance Done:	<p>By Fraser Spafford Ricci Art &amp; Archival Conservation (2020):</p> <ul style="list-style-type: none"> <li>- Cleaned of dirt, grime, old discoloured varnishes, and old retouching;</li> <li>- Provided with a supportive adhered lining;</li> <li>- Deformations in canvas removed;</li> <li>- Painting stretched onto a new strong, keyed stretcher replaced the old weak replacement stretcher;</li> <li>- Stabilization of paint; inpainting;</li> <li>- Stable conservation varnish with a UV stabilizer applied to painting;</li> <li>- Frame cleaned with losses (chips) restored;</li> <li>- Title plaque repaired and restored</li> </ul> <p>For details see the Conservation Treatment Report (file: "1869 Prince Albert Cuneo Conservation Treatment Report email.pdf")</p>
Date Maintenance was Completed:	2019-2020



## John G. Diefenbaker

Artist: Unknown  
 Date: c. 1984  
 Medium: Oil on canvas  
 Dimensions: 140 x 104 x 7cm  
 Framed or Unframed: Framed  
 Location: City Hall, Council Chambers

Short Description: Portrait of John G. Diefenbaker: mid-thigh to the top of his head. Turned slightly to the left, right hand on his hip (only thumb visible), with left hand, curled, resting on a purple couch. He has a golden ring on his left pinky. The piece is framed in a heavy, decorated wooden frame with a canvas matte board with an interior white, wooden frame. (Tia Furstenberg, 2020)

Information about the Artist (incl. location): Artist unknown.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Unknown
Acquisition #:	2017.01.19
Date Acquired:	October 1984?
Donor:	Unknown
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Sept. 2017:	Image is okay; some damage on frame (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. The canvas matteboard shows some signs of wear: bubbles in the surface along the left side and in the upper left corner is a grey stain. There are chips in the wood frame and dust present. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## On the Saskatchewan River

Artist: Dr. Augustus Kenderdine  
 Date: 1929  
 Medium: Oil on canvas board  
 Dimensions: 133 x 47 x 8 cm  
 Framed or Unframed: Framed  
 Location: City Hall, Council Chambers



Short Description: A landscape with muted brown, green and yellow tones showing a river in the background. In the middle ground and to the left is a valley filled with trees, and the foreground shows a hill on the right side with trees. The sky is cloudy and painted with varying muted whites, pinks, purples, and yellows. (Tia Furstenberg, 2020)

Information about the Artist (incl. location): Kenderdine (1870-1947) emigrated from Manchester to Lashburn in 1908. After years of farming, he painted northern SK landscapes and portraits. In 1933 he developed the first credit art classes at the U of S; in 1936 he established the Emma Lake Artist Workshops, where he was director until his death.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.07
Date Acquired:	May 16 <sup>th</sup> , 1930
Donor:	Dr. Augustus Kenderdine
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Sept. 2017:	Image is okay; frame is okay (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. Some yellowing of the paint is apparent, especially in the sky. There are small cracks in the paint in a few places along the surface. The frame has some normal wear a tear; a few scratches and chips, with some of the corners separating slightly. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## JV Hicks Portrait Bust

Artist: Hans Holtkamp  
 Date: 1994  
 Medium: Bronze  
 Dimensions: 56 x 35 x 28 cm  
 Framed or Unframed:  
 Location: Prince Albert Arts Centre, 2<sup>nd</sup> Floor

Short Description: Commission to celebrate the Arts Centre's centennial in 1993. The bust sits atop a small piece of white granite, which in turn sits atop a piece of dark grey, rectangular granite. (Tia Furstenberg)

Information about the Artist (incl. location): Hans Holtkamp was born in 1947 in Maastricht, the Netherlands. He studied with Bill Epp at the University of Saskatchewan, assisting him with major commissions. Hans creates portrait busts and larger-than-lifesize figures for government, corporate, and private commissions. Holtkamp resides in Saskatoon.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commission to celebrate the Arts Centre's centennial in 1993.
Acquisition #:	2017.01.04
Date Acquired:	1994
Donor:	Prince Albert Council for the Arts, Private Donors
Appraised (yes or no):	No
Amount Paid:	\$2,000.00
Copyright Details on File (yes or no):	No
Artist's Declared Value:	\$2,000.00
Insurance Value:	\$2,000.00

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Registrar, Mann Art Gallery)
	May 2020:	Great condition. Needs a dusting. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Nativity

Artist: ALFCO - NY (Artistic Latex Foam Co.) ?  
 Date: 1970?  
 Medium: Latex foam, paint  
 Dimensions: Various  
 Framed or Unframed:  
 Location: City Hall, basement (storage)



Short Description: The nativity is comprised of 18 sculptural figures and animals. For details and images, see document titled "Condition Report (Nativity Scene).pdf"

Information about the Artist (incl. location): ALFCO - NY (Artistic Latex Foam Co.) ceased business in the early 1970s. According to trademark records, they operated in New Rochelle, NY starting in 1957 and specialized in 3D display figures.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Unknown
Acquisition #:	2017.01.21
Date Acquired:	1970?
Donor:	Unknown
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Oct. 2017:	Poor. Works have been "refixed" since 2016 restoration with poor results (Assessed by Emma Anderson, Registrar, Mann Art Gallery)
	May 2020:	Some pieces are in good condition; many are in mediocre condition, with paint flaking and cracking in numerous areas; one piece is in bad condition. For details, see document titled "Condition Report (Nativity Scene).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	Grant McConnell built up cracks and missing areas; touched up paint.	
Date Maintenance was Completed:	2016	

## Untitled (John G. Diefenbaker Portrait)

Artist: James A. Flux  
 Date: 1985  
 Medium: Graphite and acrylic paint on canvas board  
 Dimensions: 173 x 122 x 5 cm  
 Framed or Unframed: Framed  
 Location: City Hall, Foyer

Short Description: Diefenbaker's profile is in the center of a tindlestone archway. Written in golden yellow below his head is "Our Canada," followed by a map of Canada, and below the map are three maple leaves. (Tia Furstenberg)

Information about the Artist (incl. location): No information found b. 1902 (Source: the Canadian Heritage Information Network; more info is possibly at the Diefenbaker Archives at the University of Saskatchewan)



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.02
Date Acquired:	February 25 <sup>th</sup> , 1985
Donor:	Presented to the City by James A. Flux, on behalf of "The Friends of John Diefenbaker"
Appraised (yes or no):	No
Amount Paid:	\$0.00
Copyright Details on File (yes or no):	No
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. A circular abrasion is present in the lower right corner of the painting; a larger circle with a smaller circle on its interior. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance done	
Date Maintenance was Completed:		

## Untitled (Girl in a Wicker Chair)

Artist: Students from Carlton Comprehensive High School  
 Date: 2000  
 Medium: Wood, clay, paint  
 Dimensions: 92 x 92 x 6 cm  
 Framed or Unframed: Tondo format  
 Location: City Hall, upper levels

Short Description: This piece is based upon *Girl in a Wicker Chair* by Mary Pratt. A circular image of a monochromatic grey, seated figure. The figure's legs are bent to her chest, and she sits on a white pillow/cloud. Behind the figure is a yellow circle, with 10 rays that are red and black. There is a black band of black behind the yellow, (Tia Furstenberg)



Information about the Artist (incl. location): By Carlton Students: Andrew Crowdis, Colter McLeod, Jason Ratt, Rachel Sagardia, and Ronald Divero.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation – presented to City Council on March 27 <sup>th</sup> , 2000.
Acquisition #:	2017.01.26
Date Acquired:	2000
Donor:	Students from Carlton Comprehensive High School
Appraised (yes or no):	No
Amount Paid:	\$0.00
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Chips in wood. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. There are some small scratches along the black band outlining the yellow; not very noticeable unless you get up close. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Untitled (Circle Labyrinth)

Artist: Unknown (Mary \_\_\_\_?)  
 Date: Before 2017  
 Medium: Acrylic on canvas  
 Dimensions: 122 x 122 x 4 cm  
 Framed or Unframed: Unframed  
 Location: City Hall, upper levels

Short Description: A square orientation of a yellow circle labyrinth with various structures placed around its outer edge. The circle takes up most of the surface space, and is located in the center of a blue, textured background. (Tia Furstenberg)



Information about the Artist (incl. location): Artwork is by former City employees.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	? Left behind?
Acquisition #:	2017.01.25
Date Acquired:	Before 2017
Donor:	Former City employees
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Great condition. The canvas is taut and there are no surface abrasions. (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Soul Connections

Artist: Various artists from Christina's Art School  
 Date: 2007  
 Medium: Acrylic on canvas  
 Dimensions: 91 x 122 x 4 cm  
 Framed or Unframed: Unframed  
 Location: City Hall, main floor (north side)

Short Description: A landscape orientation of an outdoor scene and an artist painting plain air. The surface is divided into 12 squares, and each square has been painted by a different, local artist (see file for list of artists) and thus each contains a different style. (Tia Furstenberg)



Information about the Artist (incl. location): Made by multiple artists from Christina's Art School.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.24
Date Acquired:	2007
Donor:	Various artists in Christina's Art School
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. The canvas is taut and there are no apparent surface abrasions. (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		



## Commemorative Wall Hanging

Artist: Prince Albert Creative Stitchers' Guild  
(formerly Prince Albert Sharp Needles)

Date: c. 1979

Medium: Quilt: fabric, thread

Dimensions: 216 x 174 x 16 cm (within case)

Framed or Unframed: In a glass and wood case.

Location: City Hall, upper levels

Short Description: A quilt with 12 squares depicting numerous scenes images of events, places, and items relevant to Prince Albert. For details, see the file "Condition Reports (City Hall and Arts Centre Public Art).pdf"

Information about the Artist (incl. location): The Prince Albert Creative Stitchers' Guild meets weekly and practices knitting, crocheting, and embroidery. Their work has been displayed in an annual group exhibition at the Grace Campbell Gallery for over 30 years.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.23
Date Acquired:	1979
Donor:	Prince Albert Sharp Needles Chapter of the Saskatchewan Embroidery Guild (now called the Prince Albert Creative Stitchers Guild)
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Great condition. Needs a dusting. (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Untitled (In Appreciation)

Artist: Denny Morrison  
 Date: 1991  
 Medium: Acrylic on canvas  
 Dimensions: 101.5 x 71 x 4 cm  
 Framed or Unframed: Framed  
 Location: City Hall, upper levels

**Short Description:** A landscape with a figure standing in the middle, holding a bison skull above their head. In the background a mountain range contains a middle peak with outlines of a nose, mouth and cheekbones. In the sky two eyes are outlined in white. The moon touches the middle peak and has the profile of a hawk in its shadows. (Tia Furstenberg)

**Information about the Artist (incl. location):** Denny Morrison (b. 1950) is a painter, potter, headdress designer, jewellery maker, and leather and craftsman from Ochapowace, SK. His work is on display at the Royal Saskatchewan Museum's First Nations Gallery and he has painted murals in downtown Moose Jaw. Morrison has also worked as an art teacher at the Regina Correctional Centre.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.08
Date Acquired:	1991
Donor:	Federation of Sovereign Indigenous Nations
Appraised (yes or no):	No
Amount Paid:	
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Great condition. The canvas is taut and there are no surface abrasions. (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Fabric of a Nation

Artist: Larisa Sembaliuk Cheladyn  
 Date: 2004  
 Medium: Print on paper (209/300)  
 Dimensions: 70 x 69 x 2 cm  
 Framed or Unframed: Framed  
 Location: City Hall, upper levels

Short Description: Fabrics of different cultures are draped over each other. (Tia Furstenberg)

Information about the Artist (incl. location): Larisa Sembaliuk Cheladyn was born and lives in Edmonton. She received a BFA in Art & Design (1981) and an MA in Ukrainian Folklore (2016), both from the University of Alberta. She primarily works in watercolours and is inspired by folklore and Ukrainian Culture. She is currently the Community Liaison at the Kule Folklore Centre at the U of A.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.11
Date Acquired:	c. 2004
Donor:	Unknown
Appraised (yes or no):	No
Amount Paid:	
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Great condition. Needs a dusting. (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Untitled (2010 Olympic Torch Relay)

Artist: Unknown  
 Date: 2010  
 Medium: Acrylic on canvas  
 Dimensions: 153 x 93 x 4.5 cm  
 Framed or Unframed: Unframed  
 Location: City Hall, upper levels

Short Description: 2010 Olympic Torch Relay.  
 The artist used fingerpainting to show a figure holding the white Olympic torch with fire. The RBC logo is indicated in the lower left corner.

Information about the Artist (incl. location):



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.16
Date Acquired:	2010
Donor:	RBC
Appraised (yes or no):	No
Amount Paid:	
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Great condition. The canvas is taut and there are no surface abrasions. (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

## Spool Series: Tin Mirror

Artist: George Glenn  
 Date: After 2007  
 Medium: Oil on canvas  
 Dimensions: 52 x 65 cm  
 Framed or Unframed: Framed  
 Location: Prince Albert Arts Centre

Short Description: The piece is painted in impasto (thick paint) and contains grey, light blue, light yellow, and deep blue shapes. (Tia Furstenberg)

Information about the Artist (incl. location): George Glenn (b. 1948, Regina) has been painting and teaching in Prince Albert since 1975. He focuses on still life and portraiture subjects, using numerous media and combining representational and abstract styles. His work has been collected and exhibited throughout Canada.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.03
Date Acquired:	2007
Donor:	The Estate of G.A. (Sandy) Kerr / Prince Albert Council for the Arts
Appraised (yes or no):	No
Amount Paid:	? Info coming (as of 2017)
Copyright Details on File (yes or no):	Artist retains copyright
Artist's Declared Value:	? Info coming (as of 2017)
Insurance Value:	? Info coming (as of 2017)

### Condition & Maintenance Information

Condition of Artwork:	Dec. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. The piece's white wooden frame has a horizontal crack along the right side. The clear plate with the piece's information is missing a screw fixture in the upper left corner. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	Dust lightly once per year.	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

# Monuments

## City Hall War Memorial

Artist: Wayne Rudderham  
 Date: 1996  
 Medium: Granite  
 Dimensions: 400 x 365 x 65 cm  
 Framed or Unframed: n/a  
 Location: Memorial Square (City Hall, West)

**Short Description:** A granite monument with two rectangular bases and a mina portion that gathers to a point at the top. It contains a vine-like engraving and a large piece of granite containing a sword. The middle portion contains stacked emblems and a container of text. This piece is in honoured memory of the men and women from Prince Albert and surrounding areas who served in the allied forces during the Second World War. Especially remembered are those that paid the supreme sacrifice.

**Information about the Artist (incl. location):** Prince Albert local, ex RCMP, veteran, made monuments for several years.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Yes – purchased by City of Prince Albert?
Acquisition #:	2017.01.14
Date Acquired:	1996
Donor:	? City of Prince Albert?
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	\$48,000.00

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. A bit dirty, but otherwise void of any vandalism/graffiti. For images, see the document "Condition Reports (COPA Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	Flag poles and panels put in 2016/17	
Date Maintenance was Completed:	2016/17	

## Fountain in Memorial Square

Artist: Unknown  
 Date: c. 1940s  
 Medium: Painted metal (Steel? Iron?)  
 Dimensions: 175 x 175 x 320 cm  
 Framed or Unframed:  
 Location: Memorial Square (City Hall, West)

Short Description: The fountain contains a base, 4 columns that hold the bottom (and biggest) tier, one column that holds the middle tier (slightly smaller), and then a smaller column that holds the top tier (smallest) and a small column that rests on the very top; the fountain is painted black. (Tia Furstenberg)

Information about the Artist (incl. location): Artist unknown.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	?
Acquisition #:	2017.01.20
Date Acquired:	c. 1940s
Donor:	Unknown
Appraised (yes or no):	
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	\$30,000.00

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Rusty. (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Mediocre condition. The fountain is not running water, yet there is small pool at the bottom. Various leaves, paper, coins, and cigarette butts/packages are scattered in the base. The base of the fountain (4 columns) are rusted at the bottom. Paint is starting to wear and flake off the fountain in various places. The fountain is very dirty. Rust is happening at the base of the topmost tier. For images, see the document "Condition Reports (COPA Public Art).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	Prevent further corrosion.	
Maintenance Done:	No maintenance record.	
Date Maintenance was Completed:		

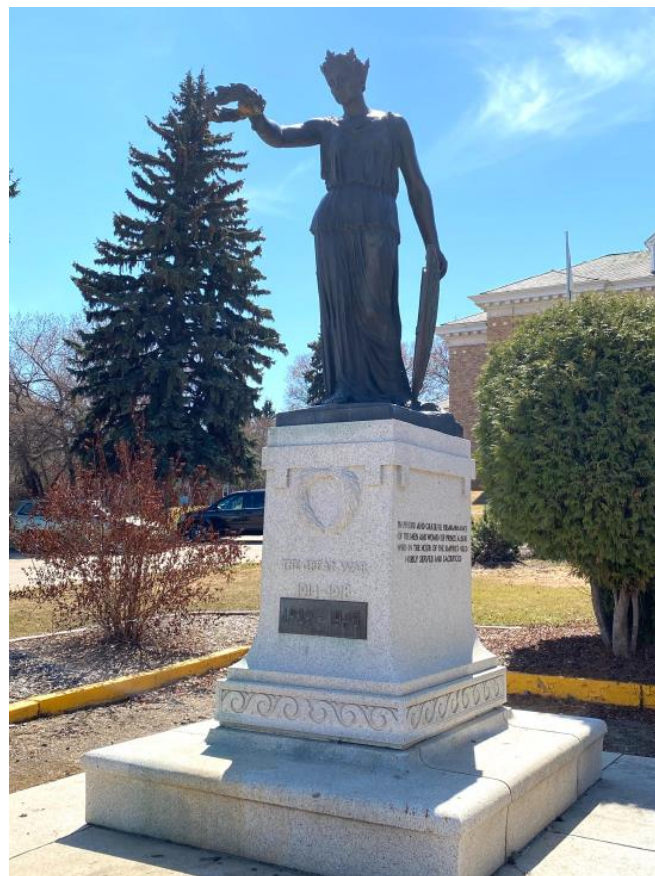


## Cenotaph

Artist: Marguerite Judd Taylor  
 Date: 1916  
 Medium: Bronze  
 Dimensions: 400 x 110 x 143 cm  
 Framed or Unframed: n/a  
 Location: SK Court of the Queen's Bench

Short Description: This sculpture is in memorial of those who served in the WWI; it is the first in Canada where a figure personifies the nation, evident in the maple leaf coronet and shield with the Canadian Coat of Arms. The female figure emphasizes the roles that women played in the Wars.

Information about the Artist (incl. location): M.J. Taylor (1886, Paris – 1964, Winnipeg) studied art with Antoine Bourdelle. After meeting her husband, Hilliard Taylor, they moved to Winnipeg in the early 20<sup>th</sup> C. She has created numerous bronze war memorials, and has cited her favourite piece as the Cenotaph in Prince Albert.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.13
Date Acquired:	June 3 <sup>rd</sup> , 1927
Donor:	A committee of the War Memorial association, chaired by Dr. D.P. Miller, who solicited funds from donors.
Appraised (yes or no):	No
Amount Paid:	\$10,000.00 (in 1927)
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017:	Okay (Assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
	May 2020:	Good condition. It is a bit dirty; there is dirt all along the drapery. There is rust where she is holding the wreath; on her fingers and below the wreath. The hand holding the shield also shows green rust. There is a small crack on the right hand, along the wrist extending to the palm. There is some rust/corrosion happening under the left armpit. For images, see the document "Condition Reports (COPA PublicArt).pdf" (Assessed by Tia Furstenberg, Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

# Historical Artifacts

## Totem Pole (de-accessioned)

Artist: James Sutherland, assisted by Dale Stonechild, and inmates from P.A. Penitentiary.

Date: 1975

Medium: Wood, paint

Dimensions: 1000 x 72 x 220 cm

Framed or Unframed: n/a

Location: Riverbank, west of Historical Museum

Short Description: The Eaglechild totem pole was designed and carved especially for Prince Albert by James Sutherland, with help from Dale Stonechild. The Warden - Jim O'Sullivan (1932-2016) was the Carpentry Instructor starting in 1965 at the Penitentiary – this no doubt aided in the creation of the pole. Assistant Fred Payton ?

Information about the Artist (incl. location): Sutherland and Stonechild were inmates at the Penitentiary. Sutherland's grandfather taught him how to carve.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.12
Date Acquired:	1975
Donor:	Gift to the City from the inmates of the Saskatchewan Penitentiary
Appraised (yes or no):	No
Amount Paid:	\$0.00
Copyright Details on File (yes or no):	No
Artist's Declared Value:	Undeclared
Insurance Value:	\$47,500.00 (before de-accessioned)

### Condition & Maintenance Information

Condition of Artwork:	Nov. 2017	Vandalism, wood pieces missing, paint fading (assessed by Emma Anderson, Former Registrar, Mann Art Gallery)
Maintenance Instructions from Artist:	No instructions	
Maintenance Done:	No maintenance record	
Date Maintenance was Completed:		

### De-accession Information

Date:	September 9 <sup>th</sup> , 2019
Reason:	Safety concerns with rotting and wings. Extensive consultation completed about totem pole traditional protocols and with the local indigenous community, and finally the family of Dale Stonechild, assistant carver.
Detail:	No maintenance record

# Private Artworks

## A Sense of Wonder

Artist: Twyla Exner (lead artist; artist-in-residence); Jill Armstrong (Art teacher, PACI); students; volunteers

Date: 2013

Medium: Mosaic of glass tiles and ceramic medallions

**Dimensions:**

Framed or Unframed: n/a

Location: Prince Albert Collegiate Institute (north side)

**Short Description:** This outdoor mosaic was a project in Jill Armstrong's Art 20/30 class in 2013. Students created preliminary designs and paper mosaics to generate ideas and symbols, develop a colour palette, and explore the principles of design. Using the ideas produced in class, artist Twyla Exner created a final design for the mural. Each student created a medallion that symbolized community, school, or images of personal importance.

**Information about the Artist (incl. location):** Twyla Exner is a Canadian contemporary artist who resides in Prince George, British Columbia. She creates art works in various mediums, including drawing, sculpture, ceramics, and installation. Exner's pieces explore themes of nature, combined with technology and electronics, and have been exhibited across Canada.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Artist residency project, funded by Arts Smarts grant (SK Arts, formerly called SK Arts Board)
Acquisition #:	2017.01.29
Date Acquired:	2013
Donor:	n/a
Appraised (yes or no):	No
Amount Paid:	
Copyright Details on File (yes or no):	No – copyright remains with artist (Twyla Exner)
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	July 2020:	
Maintenance Instructions from Artist:		
Maintenance Done:		
Date maintenance was Completed:		
Date condition was last reviewed		
Condition assessed by (name, contact)		

## Free-form Metal Sculpture

Artist: Otto Rogers  
 Date: 1962  
 Medium: Metal  
 Dimensions:  
 Framed or **base**  
 Unframed:  
 Location: Wapiti Regional Library

Short Description: Inspired by prairie landscape and informed by his Baha'i faith, Rogers translated elements of nature to abstract forms in his steel sculptures. This piece represents a "search for knowledge" (Prince Albert Daily Herald, 19 October 1962, "Regional Library Design Most Advanced in Province," p. 3). Rogers was one of the first artists in Canada to make welded steel sculptures.

Information about the Artist (incl. location): Otto Rogers (1935, Kerrobert SK – 2019, Picton ON) was one of Canada's foremost contemporary colour-field painters and assembled steel sculptor. In 1960 he adopted the Baha'i faith. He lectured and wrote about the religion, emphasizing its importance to his art practice.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commission as part of Wapiti Regional Library (then the north Central Regional Library) building design in 1962; funds for sculpture were provided in the general contract of the building.
Acquisition #:	2017.01.48
Date Acquired:	1962
Donor:	n/a
Appraised (yes or no):	No
Amount Paid:	Unknown
Copyright Details on File (yes or no):	Unknown
Artist's Declared Value:	Unknown
Insurance Value:	Unknown

### Condition & Maintenance Information

Condition of Artwork:	July 2020:	
Maintenance Instructions from Artist:		
Maintenance Done:		
Date maintenance was Completed:		

## Louis Riel Mural

Artist: Jayde WizWon Goodon  
 Date: 2017  
 Medium: Welded steel.  
**Dimensions:**  
 Framed or Unframed: n/a  
 Location: Fresh Air Experience (east side)

Short Description: The iconic face of Louis Riel is shown in Jayde Goodon's signature graffiti style. This mural, positioned next to a mural of Grey Owl (on the south wall of the building), creates a contrast between the symbols and legacies of Metis and colonial histories.



Information about the Artist (incl. location): Jayde "WizWon" Goodon is a Metis graffiti. He is known for his depictions of faces. Jayde's murals are located in Winnipeg, Vancouver, Cabo (Mexico), and throughout SK. He also works as a tattoo artist. Jayde has family connections to Prince Albert.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commissioned by the Indigenous Peoples Artist Collective's Urban Metis Project, with support from the Sask Culture Metis Cultural Development Fund (Sask Culture/Sask Lotteries)
Acquisition #:	2017.01.30
Date Acquired:	2017
Donor:	n/a
Appraised (yes or no):	No
Amount Paid:	
Copyright Details on File (yes or no):	No – copyright remains with artist
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	
Maintenance Instructions from Artist:	
Maintenance Done:	
Date Maintenance was Completed:	
Date condition was last reviewed:	
Condition assessed by (name, contact)	

## Grey Owl Mural

Artist: Grant Moor  
 Date: 1992  
 Medium: Paint  
 Dimensions: 10 x 40'  
 Framed or Unframed: n/a  
 Location: Fresh Air Experience (south side)



Short Description: This mural shows Grey Owl (Archibald Belaney), his wife Anahareo (Gertrude Bernard), and their cabin. "Grey Owl" remains well-known and praised for his conservation work, although after his death in 1938 it was revealed that he was 100% British and manufactured a guise as an Indigenous person.

Information about the Artist (incl. location): Grant Moor is a Prince Albert artist. He operated Moor Signs in Prince Albert and area for more than 50 years. In his studio practice he works in watercolour, acrylic, encaustic, and silk screen printing.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commissioned by Dr. Glen Green and family.
Acquisition #:	2017.01.31
Date Acquired:	1992
Donor:	
Appraised (yes or no):	No
Amount Paid:	
Copyright Details on File (yes or no):	No – copyright remains with artist
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	Paint has faded and chipped due to natural wear of outdoor location.
Maintenance Instructions from Artist:	
Maintenance Done:	
Date Maintenance was Completed:	
Date condition was last reviewed:	
Condition assessed by (name, contact):	



## Mahihkan

Artist: Joe Fafard  
 Date: 2015-16  
 Medium: Powder-coated bronze  
 Dimensions: 1.8 x 2.4 x 1.0 m  
 Framed or Unframed: n/a  
 Location: Mann Art Gallery

Short Description: *Mahihkan* (Cree for "wolf") is the first bronze sculpture in the MAG's permanent collection. Fafard designed this sculpture to represent a connection to northern Saskatchewan, to honor the wolf and its presence in Indigenous culture, and to encourage us to have a respectful relationship with the natural world.

Information about the Artist (incl. location): Joe Fafard (1942, Ste. Marthe SK -2019, Lumsden SK) was one of Canada's leading professional visual artists and exhibited a wide variety of work across the country and around the world. In the early 1970s he primarily worked with clay; in 1985 he shifted to bronze as his chief sculptural medium, successfully establishing a foundry in Pense. His insight and humour characterized his portraits of neighbours, farm animals, and famous artists that he came to respect as he learned his craft.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commissioned by the Mann Art Gallery with funding from Canada Council for the Arts (acquisitions grant), individual donors, local businesses, and fundraisers. Sculpture installed with in-kind assistance from the City of Prince Albert, JDB Installation, United Rentals, and J&C Stone Cutters.
Acquisition #:	2017.01.32
Date Acquired:	2016
Donor:	
Appraised (yes or no):	Yes
Amount Paid:	\$110,00.00 (incl. taxes)
Copyright Details on File (yes or no):	Yes - details on file at MAG. Copyright remains with artist's estate.
Artist's Declared Value:	
Insurance Value:	\$110,000.00 ?

### Condition & Maintenance Information

Condition of Artwork:	Good condition.
Maintenance Instructions from Artist:	
Maintenance Done:	
Date Maintenance was Completed:	
Date condition was last reviewed:	
Condition assessed by (name, contact)	

## Salute

Artist: Don Foulds  
 Date: 1987  
 Medium: Welded steel  
 Dimensions: 2.59 x 1.12 x 1.22 m  
 Framed or Unframed: n/a  
 Location: Mann Art Gallery

**Short Description:** Foulds' works in the MAG collection come from the tradition of modernist sculpture in SK, influenced heavily by teachings at the Emma Lake Artists Workshops. Foulds attended workshops between 1976 and 1984, when focus on constructivist sculpture was shaped largely by Anthony Caro, who was a workshop leader in 1977. He emphasized line, shape and the use of hard material such as steel.

**Information about the Artist (incl. location):** Don Foulds is a sculptor and teacher from Saskatoon. He taught at the University of Saskatchewan, ran the Gordon Snelgrove Art Gallery, and coordinated Emma Lake Artist Workshops in the 1980s and early 1990s. His art has been exhibited across Canada and internationally, and his works are in public, corporate, and private collections. Since 1995 Foulds has resided in Corner Brook, Newfoundland, where he teaches at Grenfell Campus, Memorial University.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.33
Date Acquired:	2004
Donor:	Don Foulds
Appraised (yes or no):	Yes
Amount Paid:	N/A
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	
Maintenance Instructions from Artist:	
Maintenance Done:	Polished with linseed oil in summer 2017.
Date Maintenance was Completed:	Summer 2017.
Date condition was last reviewed:	
Condition assessed by (name, contact)	

Fall

Artist: Don Foulds  
 Date: 1982  
 Medium: Concrete  
 Dimensions: 28 x 122 x 38 cm  
 Framed or Unframed: n/a  
 Location: Mann Art Gallery

Short Description: Foulds' works in the MAG collection come from the tradition of modernist sculpture in SK, influenced heavily by teachings at the Emma Lake Artists Workshops. Foulds attended workshops between 1976 and 1984, when focus on constructivist sculpture was shaped largely by Anthony Caro, who was a workshop leader in 1977. He emphasized line, shape and the use of hard material such as steel.

Information about the Artist (incl. location): Don Foulds is a sculptor and teacher from Saskatoon. He taught at the University of Saskatchewan, ran the Gordon Snelgrove Art Gallery, and coordinated Emma Lake Artist Workshops in the 1980s and early 1990s. His art has been exhibited across Canada and internationally, and his works are in public, corporate, and private collections. Since 1995 Foulds has resided in Corner Brook, Newfoundland, where he teaches at Grenfell Campus, Memorial University.



**Acquisition Information**

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.34
Date Acquired:	2004
Donor:	Don Foulds
Appraised (yes or no):	Yes
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	

**Condition & Maintenance Information**

Condition of Artwork:	
Maintenance Instructions from Artist:	
Maintenance Done:	
Date Maintenance was Completed:	
Date condition was last reviewed:	
Condition assessed by (name, contact):	

## Growing Circle

Artist: Don Foulds  
 Date: 1988  
 Medium: Welded steel  
 Dimensions: 68.6 x 91.4 x 61 cm  
 Framed or Unframed: n/a  
 Location: Mann Art Gallery

Short Description: Foulds' works in the MAG collection come from the tradition of modernist sculpture in SK, influenced heavily by teachings at the Emma Lake Artists Workshops. Foulds attended workshops between 1976 and 1984, when focus on constructivist sculpture was shaped largely by Anthony Caro, who was a workshop leader in 1977. He emphasized line, shape and the use of hard material such as steel.

Information about the Artist (incl. location): Don Foulds is a sculptor and teacher from Saskatoon. He taught at the University of Saskatchewan, ran the Gordon Snelgrove Art Gallery, and coordinated Emma Lake Artist Workshops in the 1980s and early 1990s. His art has been exhibited across Canada and internationally, and his works are in public, corporate, and private collections. Since 1995 Foulds has resided in Corner Brook, Newfoundland, where he teaches at Grenfell Campus, Memorial University.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.35
Date Acquired:	2004
Donor:	Don Foulds
Appraised (yes or no):	Yes
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	
Maintenance Instructions from Artist:	
Maintenance Done:	Polished with linseed oil in summer 2017
Date Maintenance was Completed:	Summer 2017
Date condition was last reviewed:	
Condition assessed by (name, contact)	

## Across the Skin

Artist: Don Foulds  
 Date: 1987  
 Medium: Welded steel  
 Dimensions: 1.37 x 1.52 x 0.38 m  
 Framed or Unframed: n/a  
 Location: Mann Art Gallery

Short Description: Foulds' works in the MAG collection come from the tradition of modernist sculpture in SK, influenced heavily by teachings at the Emma Lake Artists Workshops. Foulds attended workshops between 1976 and 1984, when focus on constructivist sculpture was shaped largely by Anthony Caro, who was a workshop leader in 1977. He emphasized line, shape and the use of hard material such as steel.

Information about the Artist (incl. location): Don Foulds is a sculptor and teacher from Saskatoon. He taught at the University of Saskatchewan, ran the Gordon Snelgrove Art Gallery, and coordinated Emma Lake Artist Workshops in the 1980s and early 1990s. His art has been exhibited across Canada and internationally, and his works are in public, corporate, and private collections. Since 1995 Foulds has resided in Corner Brook, Newfoundland, where he teaches at Grenfell Campus, Memorial University.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.36
Date Acquired:	2004
Donor:	Don Foulds
Appraised (yes or no):	Yes
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	
Maintenance Instructions from Artist:	
Maintenance Done:	Polished with linseed oil in summer 2017.
Date Maintenance was Completed:	Summer 2017
Date condition was last reviewed:	
Condition assessed by (name, contact)	

## Untitled (Foulds)

Artist: Don Foulds  
 Date: 1987  
 Medium: Welded steel  
 Dimensions: 254 x 61 x 23 cm  
 Framed or Unframed: n/a  
 Location: Mann Art Gallery

**Short Description:** Foulds' works in the MAG collection come from the tradition of modernist sculpture in SK, influenced heavily by teachings at the Emma Lake Artists Workshops. Foulds attended workshops between 1976 and 1984, when focus on constructivist sculpture was shaped largely by Anthony Caro, who was a workshop leader in 1977. He emphasized line, shape and the use of hard material such as steel.

**Information about the Artist (incl. location):** Don Foulds is a sculptor and teacher from Saskatoon. He taught at the University of Saskatchewan, ran the Gordon Snelgrove Art Gallery, and coordinated Emma Lake Artist Workshops in the 1980s and early 1990s. His art has been exhibited across Canada and internationally, and his works are in public, corporate, and private collections. Since 1995 Foulds has resided in Corner Brook, Newfoundland, where he teaches at Grenfell Campus, Memorial University.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Donation
Acquisition #:	2017.01.37
Date Acquired:	2004
Donor:	Don Foulds
Appraised (yes or no):	Yes
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	
Maintenance Instructions from Artist:	
Maintenance Done:	Polished with linseed oil in summer 2017
Date Maintenance was Completed:	Summer 2017.
Date condition was last reviewed:	
Condition assessed by (name, contact)	

## The Legends Live On

Artist: John Hanikenne (lead artist; assisted by Sara Carrier, Deanine Starblanket, Roddy Michelle, and Karen Sewap)

Date: 2000

Medium: Paint

**Dimensions:**

Framed or n/a

Unframed:

Location: Indian & Metis Friendship Centre (north side)

Short Description: This mural shows an Elder speaking to youth, illustrating the importance of oral tradition and storytelling in First Nations culture. Historical Indigenous leaders in Canada are also represented. Hanikenne designed the mural and worked on it with local youth. For one week they studied art concepts, and Indigenous spirituality, legends, and traditions; followed by five weeks of painting.

Information about the Artist (incl. location): John Hanikenne is based in Prince Albert and is the President of the Coalition of Indigenous Peoples of Saskatchewan. The assistants applied to work with him on the mural, as part of a summer work-study art program.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Mural project sponsored by the Indian & Metis Friendship Centre
Acquisition #:	2017.01.38
Date Acquired:	2000
Donor:	
Appraised (yes or no):	
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	
Maintenance Instructions from Artist:	
Maintenance Done:	
Date Maintenance was Completed:	
Date condition was last reviewed	
Condition assessed by (name, contact)	

## Indigenous Mural Project

Artist: Leah Dorion, Kevin Pee-Ace  
 Date: 2019  
 Medium: Paint  
**Dimensions:**  
 Framed or Unframed: n/a  
 Location: Historical Museum (Connaught room)



**Short Description:** The artwork was suggested by the Metis and First Nations Knowledge Keepers to promote Indigenous art. The murals are located along the top of the room that also includes pictures and artifacts to create a permanent interpretation of Indigenous history in the P.A. area. Dorion's designs tell the story of local English Metis; Pee-Ace's designs show histories of multiple First Nations groups. The project was named runner up in the category of Excellence for Community Programming at the 12th Canada's History Forum in Ottawa, and received the Award of Merit for projects less than \$50,000 from the Museums Association of Saskatchewan.

**Information about the Artist (incl. location):** Artwork designed by Leah Dorion & Kevin Pee-Ace, painted by the public, Northcote Manor residents, and Queen Mary School students.

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commissioned by the P.A. Historical Museum and funded by the Northern Lights Community Development Corporation, SK Arts (formerly SK Arts Board), and the City's Public Art Stimulus Fund.
Acquisition #:	2017.01.39
Date Acquired:	2019
Donor:	n/a
Appraised (yes or no):	
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	

### Condition & Maintenance Information

Condition of Artwork:	
Maintenance Instructions from Artist:	
Maintenance Done:	
Date Maintenance was Completed:	
Date condition was last reviewed:	
Condition assessed by (name, contact)	



# Temporary Artworks

## 635 Steps of Resistance

Artist: John McDonald, Terri-Lynn McDonald  
 Date: 2017  
 Medium: Paint  
 Dimensions:  
 Framed or Unframed: n/a  
 Location: Central Avenue

Short Description: Series of stencilled paintings of Louis Riel and Gabriel Dumont. The title comes from the number of steps between the first and last painted faces. This piece was a "pop-up" installation and has remained on the sidewalk for at least three years.

Information about the Artist (incl. location): John McDonald is an award-winning writer, artist, historian, musician, playwright, actor and activist originally from Prince Albert. His writings and artwork have been displayed in various publications, private and permanent collections and galleries around the world, including the Canadian War Museum in Ottawa. He currently resides in Paddockwood.

Terri-Lynn McDonald is the Administrative Director for IPAC. She is also a painter, with work in the Mann Art Gallery Permanent Collection, and a social worker. She resides in Prince Albert.



### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	Commissioned by the Indigenous Peoples Artist Collective's Urban Metis Project, with support from the Sask Culture Metis Cultural Development Fund (Sask Culture/Sask Lotteries). Assistance provided by City of Prince Albert <b>CONFIRM</b>
Acquisition #	2017.01.40
Date Acquired:	2017
Donor:	
Appraised (yes or no):	
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	n/a

### Condition & Maintenance Information

Condition of Artwork:	n/a: the work is intended to fade over time.
Maintenance Instructions from Artist:	n/a
Maintenance Done:	n/a
Date Maintenance was Completed:	n/a

## Intergenerational Metis Art Mentorship Project

Artist: Leah Dorion (lead artist), Danielle Castle (mentee)

Date: 2020

Medium:

Dimensions:

Framed or

Unframed:

Location:

Short Description:

Information about the Artist (incl. location):

### Acquisition Information

Method of Acquisition (Donation, Purchase, or Other – specify):	
Acquisition #	
Date Acquired:	
Donor:	
Appraised (yes or no):	
Amount Paid:	
Copyright Details on File (yes or no):	
Artist's Declared Value:	
Insurance Value:	n/a

### Condition & Maintenance Information

Condition of Artwork:	n/a
Maintenance Instructions from Artist:	n/a
Maintenance Done:	n/a
Date Maintenance was Completed:	n/a

Loons; Elk (Crosswalk Art)



Artist:	Jack Jensen
Date (Design Acquired):	Fall 2017
Acquisition #:	2017.01.41
Area:	Downtown
Location:	Transit Station on 14th St W (2 – 1 from each terminal) 1.7m
Paint:	Latex
Colour:	White
Painted or Date to Paint (date & who):	Fall 2017
Maintenance Plan:	
Target Date for Maintenance:	Likely can't reuse stencils
Short Description:	
Information about the Artist (incl. location):	Jack Jensen is based in Prince Albert. He is a retired engineer whose art practice includes painting, drawing, bronze sculpture, and paper sculpture. He also creates cartoons. Jack is a founding member of the local Kyla Art Group, who exhibit their work two to three times per year in Prince Albert, Saskatoon, and Waskesiu.

Forest – Trees & Northern Lights (Crosswalk Art)



Artist:	Joanne Churko
Date (Design Acquired):	Fall 2017
Acquisition #:	2017.01.42
Area:	Corridor - bottom
Location:	2nd Ave W & 13th St W (corner – NE: 4.61m X 4m)
Paint:	Latex?
Colour:	White
Painted or Date to Paint (date & who):	Fall 2017
Maintenance Plan:	Needs to be re done with Cold Plastic & new stencil
Target Date for Maintenance:	Re-do somewhere in 2021?
Short Description:	
Information about the Artist (incl. location):	

Grasslands – Lily & Wheat (Crosswalk Art)



Artist:	Joanne Churko
Date (Design Acquired):	Fall 2017
Acquisition #:	2017.01.43
Area:	Corridor - bottom
Location:	2nd Ave W & 13th St W (corner - SW: 3.81m X 4m)
Paint:	Latex?
Colour:	White
Painted or Date to Paint (date & who):	Fall 2017
Maintenance Plan:	Needs to be re done with Cold Plastic & new stencil
Target Date for Maintenance:	Re do somewhere in 2021?
Short Description:	
Information about the Artist (incl. location):	

**INSERT IMAGE**

Artist:	Devon Plett
Date (Design Acquired):	Fall 2017
Acquisition #:	2017.01.44
Area:	Downtown
Location:	Central & 11th St E North Side
Paint:	Oil
Colour:	White
Painted or Date to Paint (date & who):	June 2018
Maintenance Plan:	Don't re-do
Target Date for Maintenance:	Don't re-do
Short Description:	
Information about the Artist (incl. location):	Devon Plett is a Saskatoon-based designer, artist, and carpenter. In 2016 he founded Saskatoon Makerspace, a studio and workshop space that focuses on accessibility, education, and collaboration.

**INSERT IMAGE**

Artist:	Devon Plett
Date (Design Acquired):	Fall 2017
Acquisition #:	2017.01.45
Area:	Downtown
Location:	Central & 10th St E North Side
Paint:	Oil
Colour:	White
Painted or Date to Paint (date & who):	June 2018
Maintenance Plan:	Don't re-do
Target Date for Maintenance:	Don't re-do
Short Description:	
Information about the Artist (incl. location):	Devon Plett is a Saskatoon-based designer, artist, and carpenter. In 2016 he founded Saskatoon Makerspace, a studio and workshop space that focuses on accessibility, education, and collaboration.



The Arts – Microphones & Paint Brushes (Crosswalk Art)



Artist:	Jack Jensen
Date (Design Acquired):	Winter 2017
Acquisition #:	2017.01.46
Area:	Downtown
Location:	E.A. Rawlinson Centre (sidewalk) to the Gateway Mall Parking Lot, crossing 12th Street W
Paint:	Cold plastic
Colour:	Colour
Painted or Date to Paint (date & who):	August 2018
Maintenance Plan:	Don't re-do; get new design
Target Date for Maintenance:	Don't re-do; get new design
Short Description:	The series of microphones and paint brushes at this location reference the E.A. Rawlinson Centre. Jensen has a connection to both the theatre and gallery that operate in the Centre. He has performed on the John and Olive Diefenbaker stage and has had his visual artwork displayed in exhibitions at the gallery.
Information about the Artist (incl. location):	Jack Jensen is based in Prince Albert. He is a retired engineer whose art practice includes painting, drawing, bronze sculpture, and paper sculpture. He also creates cartoons. Jack is a founding member of the local Kyla Art Group, who exhibit their work two to three times per year in Prince Albert, Saskatoon, and Waskesiu.

## Grizzly (Crosswalk Art)



Artist:	Devon Plett
Date (Design Acquired):	Winter 2017
Acquisition #:	2017.01.47
Area:	West - Bottom
Location:	Central Avenue & River Street (Across Central)
Paint:	Oil
Colour:	White
Painted or Date to Paint (date & who):	June 2019
Maintenance Plan:	
Target Date for Maintenance:	
Short Description:	
Information about the Artist (incl. location):	Devon Plett is a Saskatoon-based designer, artist, and carpenter. In 2016 he founded Saskatoon Makerspace, a studio and workshop space that focuses on accessibility, education, and collaboration.

Last acquisition number: 2017.01.48

# Appendix A: At-A-Glance Condition Information

## Public Art

Artwork	Condition	Maintenance Done & Date Completed:
<p><i>John Diefenbaker Statue</i> Helen Granger Young</p>	<p>May 2020: Good condition. Areas of rust along the base of the casting; it is seeping onto the concrete trapezoid base. Around the bottom of his shoes is some green rusting. On his right elbow is a bit of corrosion; white spots. His fingers and wrists also contain corrosion spots of white. His lips have some corrosion; could also be bird poop. A few scratches along his pants. For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p>No record.</p> <p><b>Instructions From Artist:</b> None</p>
<p><i>The Spirit of the Games</i> Jack Jensen</p>	<p>May 2020: Good condition. There is dirt present. Green rust is also present along the shoes and ankles of the athlete. On the athlete's right heel is white corrosion. Graffiti present on right shoulder; initials J.D. in green. Right ear has a bit of bird poop. Right index finger and left pinky also have traces of bird poop. The crotch area in front has scratches of white (not sure what it is). For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> Restoration work complete (vandalism removed?) in summer 2016.</p> <p><b>Instructions From Artist:</b> Remove vandalism.</p>
<p><i>The Keeper</i> Les Potter</p>	<p>May 2020: Very good condition. There is a crack in the paint happening at the front of the piece; between the middle and top tier. Dirt and dust has collected in some of the crevices of the piece. For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> Restoration work in September 2015 completed by artist after a vehicle backed into sculpture, when it was located at the entrance of the MAG.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p><i>The Big Save</i> Jack Jensen</p>	<p>June 2020: Great condition. A bit of dirt/sand present in the crevices of his gear, specifically between his right knee and shin padding. For images, see the document "Condition Reports (COPA Public Art) AFJH and Art Hauser.pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> Contact artist for cleaning.</p>
<p>City Hall Mural Huang Zhong-Ru</p>	<p>May 2020: Mediocre condition. It is quite faded due to sun exposure. The paint has started to flake away in certain areas along the bottom and top edges, where the window meets the wall. For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>

<p><i>Leo LaChance Memorial</i> Lloyd Pinay</p>	<p>May 2020: Good condition. Signs of rust along the surface. The paint or coating shows signs of scrapes/peeling. For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> Wipe down when dirty.</p>
<p><i>Canada 150 Mosaic Mural</i> Designed by Lewis Lavoie; painted by instructors and community members</p>	<p>June 2020: Great condition. No paint chipping, wear, or graffiti present. For images, see the document "Condition Reports (COPA Public Art) AFJH and Art Hauser.pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> Mosaic Mural Company: We put a UV clear coat over top of the mural upon completion which should protect it for many years. If the Mural is going to be hung outside avoid south facing walls for longevity and of course indoors will guarantee a long life... But if outdoors much greater chance of longer life if not south facing.</p>
<p>Untitled canvas hanging Rene Joshi Sims</p>	<p>Nov. 2017: Wear of fabric along bottom edge in areas.</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p>Murals at Art Hauser Danny Dunn</p>	<p>June 2020: Most sections are in good condition, although with paint chips and scuff marks in areas. A few sections are in medicore condition, with paint peeling and scuffed areas. For details and images, see the document "Condition Reports (COPA Public Art) AFJH and Art Hauser.pdf" (pp. 5-50)</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> Clean walls, mend mural.</p>
<p><i>Summer's Breeze</i> Jayde WizWon Goodon</p>	<p>May 2020: Good condition. Along the left side of the piece is graffiti; spelling "KeithEBoi Hennessy" in black marker. There are a few chips/flakes of paint missing sporadically throughout the piece. For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> Clean as needed.</p>

# City of Prince Albert Art Collection

Artwork	Condition	Maintenance Done & Date Completed:
<p><i>Sir George Simpson on his Tour Inspection from Hudson's Bay to the Pacific Coast</i> Cyrus Cincinnato Cuneo</p>	<p>May 2020: Very good condition. The piece has just gotten back from being restored completely by Fraser Spafford Ricci Art &amp; Archival Conservation. the painted surface and it has a new wooden stretcher. A French cleat hanging system was built by Tia Furstenberg, and her and Michel Boutin both re-hung the piece in early March. Below are some images of the hanging system. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf"</p>	<p>Extensive work completed by Fraser Spafford Ricci Art &amp; Archival Conservation in 2019/20. For details see the Conservation Treatment Report (file: "1869 Prince Albert Cuneo Conservation Treatment Report email.pdf")</p> <p><b>Instructions From Artist:</b> From Fraser Spafford Ricci Art &amp; Archival Conservation (2020): The painting will require removal of loose dust and dirt in the future. This should be done with a large soft brush. We recommend use of a Hake (goat hair) brush to be used to remove dust from the painting surface and a hog hair brush (e.g. a varnishing type brush) be used to remove dust and dirt from the frame. A feather duster could be used as well, but a cloth would be too abrasive on the surface. Maintenance should be restricted to dry surface cleaning; solvents (including water) should not be used for cleaning the painting or the frame.</p>
<p><i>John G. Diefenbaker</i> portrait Artist unknown.</p>	<p>May 2020: Good condition. The canvas matteboard shows some signs of wear: bubbles in the surface along the left side and in the upper left corner is a grey stain. There are chips in the wood frame and dust present. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>

<p><i>On the Saskatchewan River</i> Dr. Augustus Kenderdine</p>	<p>May 2020: Good condition. Some yellowing of the paint is apparent, especially in the sky. There are small cracks in the paint in a few places along the surface. The frame has some normal wear a tear; a few scratches and chips, with some of the corners separating slightly. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p><i>J.V. Hicks Portrait Bust</i> Hans Holtkamp</p>	<p>May 2020: Great condition. Needs a dusting. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p><i>Nativity</i> ALFCO – NY</p>	<p>May 2020: Some pieces are in good condition; many are in mediocre condition, with paint flaking and cracking in numerous areas; one piece is in bad condition. For details, see document titled "Condition Report (Nativity Scene).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> 2016: Grant McConnell built up cracks and missing areas; touched up paint.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p>Untitled (John G. Diefenbaker portrait) James A. Flux</p>	<p>May 2020: Good condition. A circular abrasion is present in the lower right corner of the painting; a larger circle with a smaller circle on its interior. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p>Untitled (Girl in a Wicker Chair) Students from Carlton</p>	<p>May 2020: Good condition. There are some small scratches along the black band outlining the yellow; not very noticeable unless you get up close. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p>Untitled (Circle Labyrinth) Unknown</p>	<p>May 2020: Great condition. The canvas is taut and there are no surface abrasions.</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>

<p><i>Soul Connections</i> Various students from Christina's Art School</p>	<p>May 2020: Good condition. The canvas is taut and there are no apparent surface abrasions.</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p><i>Commemorative Wall Hanging</i> Prince Albert Creative Stitchers Guild (formerly Prince Albert Sharp Needles)</p>	<p>May 2020: Great condition. Frame and glass needs dusting.</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p>Untitled (In Appreciation) Denny Morrison</p>	<p>May 2020: Great condition. The canvas is taut and there are no surface abrasions.</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p><i>Fabric of a Nation</i> Larisa Sembaliuk Cheladyn</p>	<p>May 2020: Great condition. Frame and glass needs dusting.</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p>Untitled (2010 Olympic Torch Relay) Artist unknown</p>	<p>May 2020: Great condition. The canvas is taut and there are no surface abrasions.</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p><i>Spool Series: Tin Mirror</i> George Glenn</p>	<p>May 2020: Good condition. The piece's white wooden frame has a horizontal crack along the right side. The clear plate with the piece's information is missing a screw fixture in the upper left corner. For images, see the document "Condition Reports (City Hall and Arts Centre Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> Dust lightly once per year.</p>

# Monuments

Artwork	Condition	Maintenance Done & Date Completed:
<p><i>City Hall War Memorial</i> Wayne Rudderham</p>	<p>May 2020: Good condition. A bit dirty, but otherwise void of any vandalism/graffiti. For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p>2016/17: Flag poles and panels put in.</p> <p><b>Instructions From Artist:</b> No instructions.</p>
<p><i>Fountain in Memorial Square</i> Artist unknown.</p>	<p>May 2020: Mediocre condition. The fountain is not running water, yet there is small pool at the bottom. Various leaves, paper, coins, and cigarette butts/packages are scattered in the base. The base of the fountain (4 columns) are rusted at the bottom. Paint is starting to wear and flake off the fountain in various places. The fountain is very dirty. Rust is happening at the base of the topmost tier. For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> Prevent further corrosion.</p>
<p><i>Cenotaph</i> Marguerite Judd Taylor</p>	<p>May 2020: Good condition. It is a bit dirty; there is dirty all along the drapery. There is rust where she is holding the wreath; on her fingers and below the wreath. The hand holding the shield also shows green rust. There is a small crack on the right hand, along the wrist extending to the palm. There is some rust/corrosion happening under the left armpit. For images, see the document "Condition Reports (COPA Public Art).pdf"</p>	<p><b>Maintenance Done &amp; Date Completed:</b> No maintenance record.</p> <p><b>Instructions From Artist:</b> No instructions.</p>





<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>86</b>
Section:	Arts & Culture	Issued:	Nov. 24, 2016
Subject:	<b>Public Art Policy</b>	Effective:	Nov. 24, 2016
Council Resolution # and Date:	Budget Committee Resolution No. 0222 of November 24, 2016	Page:	1 of 10
		Replaces:	
Issued by:	Judy MacLeod Campbell, Arts & Cultural Coordinator	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

## **1 POLICY**

1.01 Aligned to the City of Prince Albert's Strategic Plan, Official Community Plan, Municipal Cultural Action Plan, and Civic Arts Policy, The City recognizes the benefits of a Public Art Policy to address the acquisition and management of Public Artwork in public spaces. The goals of the City of Prince Albert's Public Art Policy are to:

- Build a visually rich environment;
- Inspire community belonging and memory, enhancing quality of life and place;
- Tell the story of and highlight the rich heritage including First Nations and Metis and the diverse cultural make up of Prince Albert;
- Encourage the placement of public art throughout our City including large scale developments and residential neighbourhoods, identifying the unique character and/or history of that neighbourhood;
- Offer an engaging option for commemoration of individuals, groups or events;
- Provide art opportunities that are freely accessible to all;
- Play a role in attracting, nurturing, and retaining creative businesses and workers, including artists;
- Provide creative opportunities and recognition for Prince Albert, Saskatchewan, as well as Canadian and International Artists;
- Strategically seek donors and funding opportunities for Public Art;
- Serve as a catalyst to economic development and tourism;
- Encourage public involvement, connections, and appreciation of the arts and cultural interaction; and,
- Develop a City wide, including neighbourhoods, Public Art plan that considers various criteria.

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		Replaces:	
Issued by:	Judy MacLeod Campbell, Arts & Cultural Coordinator	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

## **2 PURPOSE**

2.01 The purpose of the Public Art Policy is to provide a standardized and transparent process for the acquisition, placement, maintenance, relocation and de-accession of Public Art; and provide a sustainable funding model for the management of Public Art in Prince Albert.

## **3 SCOPE**

### **3.01 Funding**

The City of Prince Albert is committed to the long-term development of Public Art and will provide adequate funding for a Public Art Reserve Fund, including costs for planning, maintenance and acquisition. Specifically, the City will ensure that:

- a. The Public Art Reserve Fund and any interest it earns will be used for the provision of public art projects.
- b. The Public Art Maintenance portion of the Reserve Fund will be used for the ongoing maintenance of public art projects, as well as for planning and acquisition of public art.
- c. Of the annual budget to the Public Art Reserve Fund, 90% will be allocated for new Public Art and 10% for Public Art maintenance, planning & acquisition costs.
- d. The annual budget may be carried over into future years in the Public Art Reserve Fund, i.e. to plan for a larger acquisition.
- e. The Public Art Reserve Fund will be funded through an annual General Fund budget allocation of \$30,000.00.
- f. In response to a significant community event or anniversary, City Council may consider a capital budget request for a major public art commission, community based public art projects, or to purchase an existing artwork. Commemorative public art such as monuments should have an artistic intent.

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>86</b>
Section:	Arts & Culture	Issued:	Nov. 24, 2016
Subject:	<b>Public Art Policy</b>	Effective:	Nov. 24, 2016
Council Resolution # and Date:	Budget Committee Resolution No. 0222 of November 24, 2016	Page:	3 of 10
		Replaces:	
Issued by:	Judy MacLeod Campbell, Arts & Cultural Coordinator	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

### 3.02 Donations of Public Art

Donations of Public Art or funds for Public Art to the City of Prince Albert will be accepted subject to adjudication and recommendation by the Public Art Committee in consultation with City Department(s), and approval by City Council. Donors are recognized appropriately and are eligible to receive a charitable tax receipt for the fair market value of the artwork, as determined by a qualified independent appraiser at the expense of the donor.

### 3.03 Third Party Organization Public Art Initiatives

Third party organization public art initiatives will be subject to adjudication and recommendation by the Public Art Committee in consultation with City Department(s), and approval by City Council. Agreements will be developed with the City of Prince Albert regarding ownership, installation, and maintenance as recommended by the Public Art Committee and/or City Departments.

### 3.04 Encouraging Private Sector Public Art Initiatives

The Public Art Policy encourages the private sector to support the integration of public artworks into the community. This may be achieved through the inclusion of artworks in new and existing developments, gifts of artwork to the municipality, sponsorship of art production, and partnerships with Artists and community organizations. The care and maintenance of private artwork is the responsibility of the owner. Joint private and public projects may also be considered.

## **4 RESPONSIBILITY**

### 4.01 Public Art Committee

- a. Facilitate the formation of a public art plan, outlining the priorities for Public Art in the City of Prince Albert based on the purpose, goals, and procedures of this policy.

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>86</b>
Section:	Arts & Culture	Issued:	Nov. 24, 2016
Subject:	<b>Public Art Policy</b>	Effective:	Nov. 24, 2016
Council Resolution # and Date:	Budget Committee Resolution No. 0222 of November 24, 2016	Page:	4 of 10
		Replaces:	
Issued by:	Judy MacLeod Campbell, Arts & Cultural Coordinator	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

- b. Adjudicate and recommend works of art including commissions, purchases or community based projects, for which the funding has been approved according to the criteria outlined in the Public Art Policy to City Council for approval.
  - c. Depending on the Public Art being adjudicated, the Committee may request a non-voting art-specific outside expert or peer jury to provide advice.
  - d. Review offers of donations of works of art or third party Public Art initiatives based on the goals and procedures of this Public Art Policy and make a recommendation to City Council for their approval.
  - e. Provide a recommendation to City Council on the relocation or de-accessioning of public artworks as the committee deems necessary.
  - f. Assist in promoting and educating the public about the City's Public Art Policy including its purpose and goals, and about the City of Prince Albert's Public Art Collection.
  - g. Administer and oversee the budget assigned by City Council, and the Public Art Reserve Fund and Public Art Maintenance Reserve Fund.
  - h. Review and when necessary propose amendments to this policy, at least every four years.
- 4.02 City Council
- a. Approve the development of the Public Art Committee and its responsibilities as described in this policy (section 4).
  - b. Appoint the Public Art Committee each year (see Terms of Reference in Appendix 1).
  - c. Approve amendments to this policy based on a review and recommendations from the Public Art Committee.
  - d. Approve the yearly budgets for the acquisition and maintenance of public art as described in this policy (section 3).
  - e. Receive and resolve recommendations on the acquisition, relocation and/or de-accessioning of public art from the Public Art Committee.

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>86</b>
Section:	Arts & Culture	Issued:	Nov. 24, 2016
Subject:	<b>Public Art Policy</b>	Effective:	Nov. 24, 2016
Council Resolution # and Date:	Budget Committee Resolution No. 0222 of November 24, 2016	Page:	5 of 10
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Issued by:	Judy MacLeod Campbell, Arts & Cultural Coordinator	Dated:	
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- 4.03 Community Services Department and Other Civic Departments
- a. Facilitation and Administration support to the Public Art Committee.
  - b. Maintain the Public Art Inventory as outlined in this policy.
  - c. Assist to ensure links to applicable City of Prince Albert plans are made, such as the Official Community Plan and Culture Plan.
  - d. Ensure there are public awareness and marketing plans and activities regarding the City of Prince Albert Public Art Policy and Public Art Collection.
  - e. Develop and maintain partnerships to implement public art projects.
  - f. Negotiate public art agreements on behalf of the City of Prince Albert.
  - g. Ensure there is insurance for Public Art.
  - h. Work with key stakeholders to implement public art installation and celebration ceremonies.
  - i. Contribute updates to the OCP, Culture Plan, and Community Services Master Plan as recommended.
- 4.04 City Manager
- a. Ensure that all City departments comply with the Public Art policy funding and procedures.
  - b. Allocate personnel and other resources to the program.
  - c. Promote the Public Art Policy with private developers.
  - d. Report Public Art projects in the city's Annual Report.
- 4.05 City Solicitor's Office
- a. Provide legal advice regarding agreements, public exhibition rights, copyright legislation and intellectual property rights.

## **5 DEFINITIONS**

- 5.01 Public Art – for the purpose of this Policy, public art is defined as an artwork created by an artist and acquired by the City with the specific intention of being sited on or staged in municipally owned public space, or in mutual public/private spaces, indoors and outdoors. Works of public art may be:

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>86</b>
Section:	Arts & Culture	Issued:	Nov. 24, 2016
Subject:	<b>Public Art Policy</b>	Effective:	Nov. 24, 2016
Council Resolution # and Date:	Budget Committee Resolution No. 0222 of November 24, 2016	Page:	6 of 10
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Issued by:	Judy MacLeod Campbell, Arts & Cultural Coordinator	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

- permanent acquisitions;
- temporary installations;
- functional such as street furniture and utility covers as designed by an artist; or
- creations using any material or any combination of media, including but not limited to sculptures, murals, paintings, drawings, textiles, sound and light installations, new media and performance.

- 5.02 Artist – an individual recognized by his/her peers, critics and other art professionals as committed to creating works of art.
- 5.03 Acquisition – refers to the process of accepting an artistic work into the City’s collection of Public Art through purchase, commission, donation, or third party agreements.
- 5.04 Copyright - in accordance with the Copyright Act, the City acknowledges the artist as full owner of copyright including moral rights and will negotiate the transfer of certain rights through individual artist contracts.
- 5.05 De-accession - the formal process to permanently remove an object from the Public Art Collection.
- 5.06 Public Art Committee - a City Council appointed body that adjudicates and advises on aspects of public art on behalf of Administration and City Council.

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

- 6.01 Public Art Committee Terms of Reference.

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>86</b>
Section:	Arts & Culture	Issued:	Nov. 24, 2016
Subject:	<b>Public Art Policy</b>	Effective:	Nov. 24, 2016
Council Resolution # and Date:	Budget Committee Resolution No. 0222 of November 24, 2016	Page:	7 of 10
		Replaces:	
Issued by:	Judy MacLeod Campbell, Arts & Cultural Coordinator	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

6.02 The following current and proposed plans are linked to the Public Art Policy:

- City of Prince Albert Strategic Plan
- City of Prince Albert Official Community Plan
- Neighborhood Plans
- City of Prince Albert Culture Plan
- City of Prince Albert Community Services Master Plan
- City of Prince Albert Civic Arts Policy
- Downtown Strategic Plan

## **7 PROCEDURE**

### **7.01 Planning for Public Art**

To include public art where it has the greatest benefit and meets the purpose and goals outlined in this policy for the City of Prince Albert requires planning. This planning may include key/priority locations, neighbourhood priorities, community demographics, be included in capital construction or renovation projects, honour our landscape, are interactive, and could align with major events or anniversaries. It should also be reflective of the community's readiness for public art and where deemed appropriate (i.e. major projects), in consultation with the general public.

- a. Capital Projects - Designated civic capital projects are required to consider the potential for public art as either physically embedded into the building, structure or space, or included as a standalone artwork that complements the project. Project Managers and Developers will be provided with information for this consideration of public art. They may also wish to consult with the Public Art Committee in the initial planning stages to assess the potential for public art in the types of capital construction or renovation projects noted in this policy.



<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>86</b>
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- b. Outdoor Locations for Public Art – Recommendations will be made from the Public Art Committee and in consultation with the general public as well as City departments to address compatibility with the plans and policies, public safety, and considerations of easements, right of way, line of sight, etc.
- c. Indoor Locations for Public Art – Recommendations will be made from the Public Art Committee in consultation with the City department that operates or programs that facility to determine the most appropriate public location for installation.
- d. Public Works Projects – Public Works will consider utilizing public art projects such as tree gates, utility boxes, bridge/viaduct and a photography fence.

#### 7.02 Acquisition of Public Art

- a. The City's Public Art Committee is responsible for the adjudication of public art on behalf of the Administration and City Council in adherence to the Public Art Committee Terms of Reference, plan and available budget. The Committee provides an open, fair, objective, and credible process when acquiring art, whether it is through purchase, commission, donation or third party agreements. Public Art Committee members are not eligible for art commissions or involvement in others' commissions during their tenure.
- b. Community based public art projects may be considered that are created as a result of a collaborative process between a professional, practicing artist and an identified community.
- c. The Committee, with input from Administration, will consider the proposal's materials, construction, durability, maintenance, public access, and safety.
- d. The Public Art Committee reviews and recommends to City Council on public art submissions with decisions being made on a consensus or majority vote, if necessary, on the basis of:

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
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Section:	Arts & Culture	Issued:	Nov. 24, 2016
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- Artistic excellence;
  - Response to project criteria/terms of reference;
  - Artist's ability to advance the City of Prince Albert's Public Art goals;
  - Responsiveness to the site and community;
  - Technical feasibility and probability of success.
- e. Upon approval of the Public Art acquisition, the Artist will enter into a written agreement with the City which may include, but are not limited to the following obligations,

Of the Artist:

- Scope of work
- Materials
- Timelines
- Installation
- Maintenance
- Warranty
- Copyright and moral rights (usually remains with the artist)
- Payments to sub-contractors

Of the City:

- Payment including disincentives
- Adherence to the approved maintenance plan
- Insurance of the art work
- Community notification
- Artist recognition

\*See Appendix A for Acquisition Process.

### 7.03 Lifecycle Maintenance and Inventory of Public Art

- a. Public Art will be maintained as a Cultural asset to the City of Prince Albert. The City will be responsible for insuring and monitoring, and providing for annual maintenance and conservation in keeping with the integrity of the art.

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>86</b>
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- b. Regular annual maintenance includes cleaning, preventative maintenance (i.e. waxing), graffiti removal and vandalism repair. Lifecycle repair could include minor repairs, component replacement, and minor restoration.
- c. The maintenance and lifecycle costs will be identified at the time of the request for proposals and will be funded through the City of Prince Albert Public Art Maintenance Reserve Fund.
- d. The artist should have the first right of refusal for Lifecycle repairs or alterations.
- e. The City of Prince Albert will maintain an inventory of public art including the Artists name, description of the artwork, photo of the art work, estimated value, date of acquisition, location of the artwork, and maintenance record.

#### 7.04 Relocation of Public Art

Communities, land uses, and environments change and the location of a public art may, in time, no longer be appropriate, and the city may determine that the artwork should be relocated.

#### 7.05 De-accessioning of Public Art

The City reserves the right to remove the public art for whatever reason deemed necessary. The City will seek the recommendation of the Public Art Committee before de-accessioning an artwork.

#### 7.06 Monitoring and Evaluation of this Policy

The Public Art Committee and the City of Prince Albert will review the Public Art Policy after its first year of operation, and then every four years to ensure the purpose, goals, policies and procedures reflect the current needs of the community. Any changes to the policy should include public engagement before forwarding to council for approval.



City of  
**Prince Albert**

*BI 21-30*

**TITLE:** Public Works

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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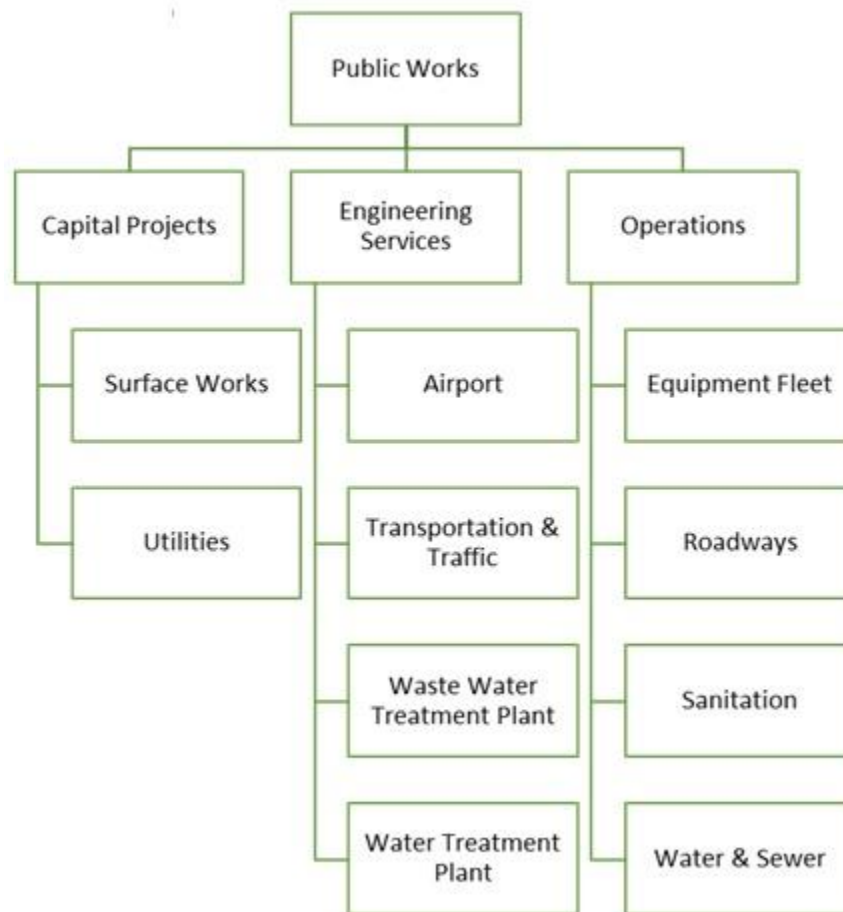
**ATTACHMENTS:**

1. Public Works

## SECTION TWELVE – PUBLIC WORKS



# City of Prince Albert



Permanent Out of Scope FTE Total: 5.5

Permanent In Scope FTE Total: 34.5

New Permanent Staffing FTE Requests: 1.0

(FTE: Full Time Equivalent)



**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$25,000)	(\$20,530)	(\$4,470)
Total Revenues	<b>(25,000)</b>	(20,530)	(4,470)
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>724,540</b>	777,670	(53,130)
Fleet Expenses	<b>33,800</b>	31,800	2,000
Maintenance Materials and Supplies	<b>201,950</b>	146,130	55,820
Insurance	<b>3,630</b>	3,340	290
Total Expenses	<b>963,920</b>	958,940	4,980
Operating (Surplus) Deficit	<b>938,920</b>	938,410	510
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>938,920</b>	938,410	510

Please refer to Supporting Documents Binder 2 of 2, Tab #19 for [RPT 21-402 Engineering Technician II Surveyor Position](#) for additional information.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-42435-094	UCF	Emergency Operations:Non-Taxable Revenue	(\$1,025)	(\$525)	(\$525)	(\$530)	\$0	\$0	(\$530)	\$530	\$0	R.M. of Prince Albert's portion for PAalert. Contract with PAalert was not renewed. Prince Albert utilizes the Provincial system (Saskalert) for it's emergency notification needs.
2	1-1-43110-000	UCF	Public Works Sundry:Other Revenue	(\$15,938)	(\$7,893)	(\$6,140)	\$0	\$0	\$0	\$0	(\$5,000)	(\$5,000)	Miscellaneous revenue received by Public Works. Budget is based on historical actuals.
3	1-1-43110-094	UCF	PUBLIC WORKS SUNDRY:Non-Taxable Revenue	(\$20,835)	(\$6,578)	(\$22,609)	(\$20,000)	\$0	\$0	(\$20,000)	\$0	(\$20,000)	-
4	1-1-43110-051	OGD	Public Works Sundry:Federal Grants - Conditional	(\$87,200)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-1-43110-053	OGD	Public Works Sundry:Provincial Grants - Conditional	\$0	(\$43,989)	(\$228,518)	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-1-43110-085	OGD	Public Works Sundry:Donations	(\$15,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-31210-111	SWB	ENGINEERING SERVICES:Salaries Regular	\$589,938	\$611,282	\$595,580	\$629,620	\$0	(\$49,230)	\$580,390	\$0	\$580,390	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-31210-112	SWB	Engineering Services:Salaries Overtime	\$33	\$0	\$210	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-31210-115	SWB	ENGINEERING SERVICES:Wages Regular	\$30,089	\$25,006	\$41,918	\$27,610	\$0	\$0	\$27,610	\$0	\$27,610	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-31210-116	SWB	ENGINEERING SERVICES:Wages Overtime	\$1,999	\$158	\$688	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-31210-119	SWB	ENGINEERING SERVICES:Payroll Benefits	\$113,692	\$118,982	\$122,708	\$119,440	\$0	(\$3,900)	\$115,540	\$0	\$115,540	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-31210-131	SWB	ENGINEERING SERVICES:Vehicle Allowance	\$24	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-31210-194	SWB	Engineering Services:Moving Expenses	\$4,762	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-31212-115	SWB	BH Telecom-Fibre Installation:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-31212-119	SWB	BH Telecom-Fibre Installation:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-31210-239	CON	ENGINEERING SERVICES:Consulting Services	\$0	\$0	\$7,560	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-31210-265	FLT	ENGINEERING SERVICES:Rentals-Automotive & Equipment	\$27,900	\$22,270	\$40,310	\$31,800	\$0	\$0	\$31,800	\$2,000	\$33,800	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
18	1-2-31212-265	FLT	BH Telecom-Fibre Installation:Rentals-City Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
19	1-2-31210-211	MMS	ENGINEERING SERVICES:Travel & Accommodation	\$3,841	\$5,368	\$2,785	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	Based on previous years expenses this budget is required to cover the cost to attend meetings with other Cities, Engineering seminars, trade conferences, etc

20	Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
				Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
	1-2-31210-212	MMS	ENGINEERING SERVICES:Postage & Freight	\$2,817	\$1,321	\$2,093	\$2,200	\$0	\$0	\$2,200	\$0	\$2,200	This budget is used for Canada post, and courier fees, sending documents to external agencies and other cities. Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
	1-2-31210-213	MMS	ENGINEERING SERVICES:Telephone	\$15,821	\$20,534	\$25,416	\$26,630	\$0	\$0	\$26,630	(\$1,130)	\$25,500	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
	1-2-31210-215	MMS	Engineering Services:Conventions & Delegations	\$0	\$885	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-31210-221	MMS	ENGINEERING SERVICES:Advertising	\$200	\$2,196	\$0	\$3,600	\$0	\$0	\$3,600	\$0	\$3,600	Professional job postings, and golden shovel award
	1-2-31210-222	MMS	ENGINEERING SERVICES:Publications & Subscriptions	\$415	\$156	\$156	\$300	\$0	\$0	\$300	\$0	\$300	Professional magazine subscriptions.
	1-2-31210-224	MMS	ENGINEERING SERVICES:Memberships & Due	\$2,998	\$3,603	\$4,635	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	Professional membership expenses for 10 multiple employees for professional engineer license, technologist certificates etc. Organization TPS APEGS
	1-2-31210-234	MMS	ENGINEERING SERVICES:Training Services	\$8,422	\$8,753	\$3,723	\$13,000	\$0	\$0	\$13,000	\$0	\$13,000	Budget used for staff to attend training seminars, conferences, workshops for example WCWWA, TAC, SWWA
	1-2-31210-238	MMS	ENGINEERING SERVICES:Computer Services	\$12,540	\$14,252	\$14,558	\$50,000	\$0	\$0	\$50,000	(\$50,000)	\$0	Budget for maintaining annual AutoCad and Survey equipment software and asset management software and work order software. Centralized IT Budget includes the above with contracted increases for work order/asset management software.
	1-2-31210-257	MMS	ENGINEERING SERVICES:Purch Mtce-Specialized Equipment	\$0	\$627	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-31210-259	MMS	ENGINEERING SERVICES:Purch Mtce-Other Equipment	\$0	\$0	\$214	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-31210-264	MMS	Engineering Services:Rentals-Hired Equipment and Automotive	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-31210-267	MMS	Engineering Services:Rentals-Specialized Equipment	\$2,955	\$3,271	\$3,804	\$6,000	\$0	\$0	\$6,000	(\$2,000)	\$4,000	Review of actuals. Photocopier and printer rentals
	1-2-31210-291	MMS	Engineering Services:Licenses Permits & Fees	\$7,031	\$9,506	\$7,140	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	Annual license fees for software programs. Pictometry, Bluebeam and uses charges for ISC when looking up property titles.
	1-2-31210-292	MMS	ENGINEERING SERVICES:Print Shop Services	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
	1-2-31210-410	MMS	ENGINEERING SERVICES:Allocation-Administrati	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115,950	\$115,950	Historically, requests for investments in new systems would be included in departmental operating budgets. That has created challenges for both council and IT to gain a big picture view of needs throughout the organization and respond accordingly. Many IT systems are dependent on one another. So, when planning is done independently, challenges arise leading to delayed or incomplete implementation and inefficient spending on IT investments. For 2022, the IT operating budget will include the services that were previously budgeted independently by departments under IT. Services will be allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This will help identify efficiencies, reduce duplication, better manage vendor relationships, and align the overall IT capital and operating budgets with long-term plans.
	1-2-31210-420	MMS	ENGINEERING SERVICES:Allocation-Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
36	1-2-31210-511	MMS	ENGINEERING SERVICES:Meeting Incidentals	\$82	\$282	\$155	\$100	\$0	\$0	\$100	\$0	\$100	For incidental meeting expenses when hosting outside agencies.
37	1-2-31210-512	MMS	Engineering Services:Overtime Meals	\$0	\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$0	-
38	1-2-31210-521	MMS	ENGINEERING SERVICES:Vehicle Fuel & Oil	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
39	1-2-31210-540	MMS	ENGINEERING SERVICES:City Purchased Clothing	\$701	\$382	\$565	\$300	\$0	\$0	\$300	\$0	\$300	Safety footwear and other necessary personal protective equipment
40	1-2-31210-541	MMS	ENGINEERING SERVICES:Operating Supplies	\$8,285	\$6,001	\$6,947	\$15,000	\$0	\$0	\$15,000	(\$5,000)	\$10,000	Reviewed of actuals. The existing budget is for Public Works master cards. Surveying supplies, drafting paper, photo copier inc, gps, plotter, scanner etc.
41	1-2-31210-544	MMS	ENGINEERING SERVICES:Office Supplies	\$6,119	\$2,853	\$4,228	\$7,000	\$0	\$0	\$7,000	(\$2,000)	\$5,000	paper, pens, highlighter, paperclips, folders, whiteout, pencils, tape, sticky notes for
42	1-2-31210-610	MMS	Engineering Services:Fixed Assets Computer Software	\$30,182	\$27,488	\$32,074	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-31212-532	MMS	BH Telecom-Fibre Installation:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
44	1-2-36500-603	MMS	Contaminated Properties:Land Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
45	1-2-31210-896	INS	ENGINEERING SERVICES:Insurance	\$2,775	\$2,913	\$3,155	\$3,340	\$0	\$0	\$3,340	\$290	\$3,630	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$116,510</b>	\$120,240	(\$3,730)
Contracted and General Services	<b>16,000</b>	16,000	0
Utilities	<b>72,680</b>	76,680	(4,000)
Fleet Expenses	<b>49,170</b>	45,370	3,800
Maintenance Materials and Supplies	<b>(115,570)</b>	(156,130)	40,560
Insurance	<b>9,540</b>	9,320	220
Total Expenses	<b>148,330</b>	111,480	36,850
Operating (Surplus) Deficit	<b>148,330</b>	111,480	36,850
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>148,330</b>	111,480	36,850

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-31400-115	SWB	SMALL TOOLS AND EQUIPMENT:Wages Regular	\$7,318	\$3,006	\$1,290	\$7,730	\$0	(\$2,730)	\$5,000	\$0	\$5,000	Wages charges to repair the approximately 120 pieces of equipment covered in this account. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-31400-116	SWB	Small Tools And Equipment:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-31400-119	SWB	SMALL TOOLS AND EQUIPMENT:Payroll Benefits	\$3,052	\$1,206	\$444	\$3,000	\$0	(\$1,000)	\$2,000	\$0	\$2,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-31515-115	SWB	City Auction:Wages Regular	\$1,336	\$1,137	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Wages for those that move equipment and prepare for the yearly city auction(s). The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-31515-116	SWB	City Auction:Wages Overtime	\$832	\$575	\$72	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-31515-119	SWB	City Auction:Payroll Benefits	\$484	\$466	\$0	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-31525-111	SWB	Works Garage:Salaries Regular	\$4,007	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-31525-115	SWB	Works Garage:Wages Regular	\$47,992	\$60,184	\$51,073	\$50,000	\$0	\$0	\$50,000	\$0	\$50,000	wages for shop staff when hours are not billable to equipment with a charge codes or for meetings and office work. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-31525-116	SWB	Works Garage:Wages Overtime	\$1,663	\$758	\$373	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
10	1-2-31525-119	SWB	Works Garage:Payroll Benefits	\$41,329	\$45,186	\$42,896	\$41,000	\$0	\$0	\$41,000	\$0	\$41,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
11	1-2-31540-115	SWB	MUNICIPAL SERVICE CENTRE - 38TH STREET:Wages Regular	\$11,102	\$14,196	\$11,684	\$11,500	\$0	\$0	\$11,500	\$0	\$11,500	wages charged to the MSC buildings and property. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
12	1-2-31540-116	SWB	MUNICIPAL SERVICE CENTRE - 38TH STREET:Wages Overtime	\$1,293	\$673	\$33	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-31540-119	SWB	MUNICIPAL SERVICE CENTRE - 38TH STREET:Payroll Benefits	\$4,364	\$6,007	\$4,409	\$4,010	\$0	\$0	\$4,010	\$0	\$4,010	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
14	1-2-31545-115	SWB	MSC-New Land-40th St:Wages Regular	\$20,311	\$25,888	\$856	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-31545-116	SWB	MSC-New Land-40th St:Wages Overtime	\$869	\$5,929	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-31545-119	SWB	MSC-New Land-40th St:Payroll Benefits	\$7,013	\$10,246	\$400	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-31515-299	CON	City Auction:Other General Services	\$463	\$423	\$360	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-31540-296	CON	MUNICIPAL SERVICE CENTRE - 38TH STREET:Housekeeping Services	\$15,189	\$15,645	\$17,309	\$16,000	\$0	\$0	\$16,000	\$0	\$16,000	Janitors
19	1-2-31545-295	CON	MSC-New Land-40th St:Self-Employed Contractors	\$5,345	\$64,601	\$477	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-31540-551	UTL	MUNICIPAL SERVICE CENTRE - 38TH STREET:Water & Sewer	\$14,875	\$16,443	\$9,308	\$9,680	\$0	\$0	\$9,680	\$0	\$9,680	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.

2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue				
							Actuals	Actuals		Actuals	Adjustments	2022 Total Budget	
Code	Category Code	Account Name	Actuals	Actuals	Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Adjustments	2022 Total Budget	Issue	
21	1-2-31540-552	UTL	MUNICIPAL SERVICE CENTRE - 38TH STREET:Heating Fuels	\$27,184	\$25,679	\$28,078	\$32,200	\$0	(\$4,800)	\$27,400	\$0	\$27,400	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
22	1-2-31540-553	UTL	MUNICIPAL SERVICE CENTRE - 38TH STREET:Electricity	\$38,859	\$32,566	\$35,399	\$34,800	\$0	\$800	\$35,600	\$0	\$35,600	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
23	1-2-31515-265	FLT	City Auction:Rentals-City Automotive & Equipment	\$234	\$234	\$0	\$280	\$0	\$0	\$280	\$0	\$280	Rental charges for city equipment used for the city Auction. The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
24	1-2-31525-265	FLT	Works Garage:Rentals-Automotive & Equipment	\$37,346	\$47,398	\$45,175	\$44,200	\$0	\$0	\$44,200	\$3,800	\$48,000	Internal equipment rental for 5 trucks Welders truck, Mechanics truck for the old yards, Mechanics service truck MSC, truck for picking up parts and supplies MSC and a loaner truck for departments when theirs in getting serviced or need another vehicle. The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
25	1-2-31540-265	FLT	MUNICIPAL SERVICE CENTRE - 38TH STREET:Rentals-Automotive & Equipment	\$1,039	\$1,983	\$1,015	\$890	\$0	\$0	\$890	\$0	\$890	Equipment charges to the MSC yard and buildings. The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
26	1-2-31400-256	MMS	SMALL TOOLS AND EQUIPMENT:Purch Mtce-Mechanical Equipment	\$594	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-31400-291	MMS	SMALL TOOLS AND EQUIPMENT:Licenses Permits & Fees	\$321	\$168	\$336	\$500	\$0	\$0	\$500	\$0	\$500	Licenses/permits for 4 trailers and 1 boiler. Plates are \$84 each and boiler permit is ~ \$150
28	1-2-31400-410	MMS	Small Tools And Equipment:Allocation-Administration	(\$11,170)	(\$11,150)	(\$11,140)	(\$11,830)	\$0	\$0	(\$11,830)	\$0	(\$11,830)	Adjustment in allocations to other Funds
29	1-2-31400-420	MMS	SMALL TOOLS AND EQUIPMENT:Allocation-Services	\$2,764	\$1,026	\$421	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-31400-460	MMS	SMALL TOOLS AND EQUIPMENT:Allocation - Assets	(\$678)	(\$1,174)	(\$768)	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-31400-521	MMS	SMALL TOOLS AND EQUIPMENT:Vehicle Fuel & Oil	\$113	\$318	\$304	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-31400-541	MMS	SMALL TOOLS AND EQUIPMENT:Operating Supplies	\$3,208	\$4,961	\$223	\$3,300	\$0	\$0	\$3,300	\$0	\$3,300	operating supplies for the approximately 120 pieces of equipment and tools that are covered by this account
33	1-2-31400-565	MMS	Small Tools And Equipment:Parts - Equipment and Automotive	\$2,812	\$5,449	\$8,066	\$3,000	\$0	\$0	\$3,000	\$500	\$3,500	For parts for ~ 120 pieces of equipment and tools Majority of work is completed in Fall. Misc. parts from Sherwin Williams, Peavey Mart, Charles Repair, Redhead Equipment, Princess Auto, Christophersons, etc.
34	1-2-31515-235	MMS	City Auction:Health Services	\$138	\$345	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
35	1-2-31515-237	MMS	City Auction:Protection Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-31515-255	MMS	City Auction:Purch Mtce-Automotive & Equipment	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
37	1-2-31515-420	MMS	City Auction:Allocation-Services	\$344	\$191	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
38	1-2-31525-211	MMS	Works Garage:Travel & Accommodation	\$904	\$1,028	\$3,661	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Travel and accommodation for training and conferences
39	1-2-31525-213	MMS	Works Garage:Telephone	\$1,920	\$2,313	\$2,310	\$2,540	\$0	\$0	\$2,540	\$0	\$2,540	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
40	1-2-31525-222	MMS	Works Garage:Publications & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-31525-234	MMS	Works Garage:Training Services	\$1,944	\$400	\$350	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	training courses and convention registrations for Fleet. SPWA conference, safety conference and whatever outside training for the mechanics that can be found locally within the province
42	1-2-31525-235	MMS	Works Garage:Health Services	\$0	\$535	\$95	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-31525-255	MMS	Works Garage:Purch Mtce-Automotive & Equipment	\$6,842	\$10,392	\$21,935	\$14,000	\$10,000	\$0	\$4,000	\$15,000	\$19,000	\$15,000 Purchase of hydraulic pulling and pressing tools to work on out heavy equipment. \$4,000 annual Purchase and repairs of shop equipment.
44	1-2-31525-257	MMS	Works Garage:Purch Mtce-Specialized Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
45	1-2-31525-259	MMS	Works Garage:Purch Mtce-Other Equipment	\$2,544	\$0	\$983	\$0	\$0	\$0	\$0	\$0	\$0	-
46	1-2-31525-291	MMS	Works Garage:Licenses Permits & Fees	\$8,359	\$17,473	\$11,055	\$10,100	\$0	\$0	\$10,100	\$0	\$10,100	For license permits for shop and building, including yearly boiler permits for the hot water tanks and radio license fees for equipment radios. include vehicle GPS maintenance fees and licensing. License fees for diagnostic software for diesel and gas equipment
47	1-2-31525-420	MMS	Works Garage:Allocation-Services	(\$212,583)	(\$214,177)	(\$220,027)	(\$197,500)	\$0	\$0	(\$197,500)	\$0	(\$197,500)	Administrative transfers
48	1-2-31525-512	MMS	Works Garage:Overtime Meals	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-31525-540	MMS	Works Garage:City Purchased Clothing	\$1,445	\$2,085	\$1,994	\$1,500	\$0	\$0	\$1,500	\$500	\$2,000	For safety boots, winter clothing and coveralls as per union contract. Safety boots allowance is \$200 each times 11 if needed.
50	1-2-31525-541	MMS	Works Garage:Operating Supplies	\$26,264	\$46,543	\$51,999	\$30,000	\$0	\$0	\$30,000	\$5,000	\$35,000	Purchases from the Bolt Supply House, Sutherland Automotive, Christophersons Industrial, Peavey Mart, Fastenal, etc. Increase in budget based on prior year expenses.

Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
			Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
51	1-2-31525-544	MMS Works Garage:Office Supplies	\$210	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	office supplies like folders, pens, markers, paper etc
52	1-2-31525-545	MMS Works Garage:Safety Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
53	1-2-31525-565	MMS Works Garage:Parts - Equipment and Automotive	\$27,023	\$13,582	\$18,140	\$27,000	\$0	\$0	\$27,000	\$2,500	\$29,500	Parts for equipment. Increase based on actuals.
54	1-2-31540-211	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Travel & Accommodation	\$406	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
55	1-2-31540-213	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Telephone	\$5,761	\$3,104	\$2,905	\$2,940	\$0	\$0	\$2,940	\$160	\$3,100	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
56	1-2-31540-215	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Conventions & Delegations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
57	1-2-31540-235	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Health Services	\$0	\$190	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
58	1-2-31540-237	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Protection Services	\$282	\$418	\$1,305	\$1,000	\$0	\$0	\$1,000	\$500	\$1,500	Fire alarms now go through monitoring system (as per Fire Dept). On average has been running at \$1,450 yearly
59	1-2-31540-238	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Computer Services	(\$614)	\$0	\$0	\$1,000	\$0	\$0	\$1,000	(\$1,000)	\$0	computer services required (computer screens, etc.), now part of IT budget.
60	1-2-31540-253	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Purch Mtce-Building	\$2,389	\$9,304	\$9,832	\$6,000	\$0	\$0	\$6,000	\$25,000	\$31,000	Repairs to flooring and external vehicle plug ins. This would be a ONE TIME EXPENDITURE. Remaining budget for maintenance for the MSC and yard.
61	1-2-31540-254	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Purch Mtce Labour Facilities	\$0	\$0	\$543	\$0	\$0	\$0	\$0	\$0	\$0	-
62	1-2-31540-255	MMS Municipal Service Centre - 38th Street:Purch Mtce-Automotive & Equipment	\$360	\$840	\$120	\$0	\$0	\$0	\$0	\$0	\$0	-
63	1-2-31540-256	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Purch Mtce-Mechanical Equipment	\$3,428	\$22,404	\$6,453	\$6,500	\$0	\$0	\$6,500	\$0	\$6,500	Mechanical equipment, including from Thorpe Bros, PA Alarm Systems, A1 Locksmithing, JA Tech, Lakeland Towing, Arctic Refrigeration, etc
64	1-2-31540-269	MMS Municipal Service Centre - 38th Street:Rentals-Other Equipment	\$0	\$684	\$2,012	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	Due to maintenance needs of the MSC we have had to rent lift equipment to repair doors, heating system and cranes. The City has a scissor lift but it is always busy when it is needed At the MSC
65	1-2-31540-291	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Licenses Permits & Fees	\$482	\$1,996	\$1,284	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	A permit is required for the compressor at the MSC and radios.
66	1-2-31540-294	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Commissionaire Services	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
67	1-2-31540-410	MMS Municipal Service Centre - 38th Street:Allocation-Administration	(\$77,850)	(\$75,370)	(\$76,120)	(\$74,960)	\$0	\$0	(\$74,960)	\$0	(\$74,960)	The MSC operations have historically been funded from the General Fund despite these resources being used by other cost centers. While the cost of fixing individual pieces of equipment has been borne by the appropriate Funds, the remainder of the overhead for these operations has been provided for by the general tax base. Utility Fund operations utilize and occupy these facilities as well, it is recommended that the overhead for these centers be shared on a 50/50 basis. This accounting practice provides a more accurate portrayal of the actual cost for the delivery of the different services.
68	1-2-31540-420	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Allocation-Services	\$587	\$395	\$236	\$500	\$0	\$0	\$500	\$0	\$500	internal cost of allocations
69	1-2-31540-512	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Overtime Meals	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
70	1-2-31540-522	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:Vehicle Propane	\$0	\$0	\$4,041	\$0	\$0	\$0	\$0	\$0	\$0	-
71	1-2-31540-540	MMS MUNICIPAL SERVICE CENTRE - 38TH STREET:City Purchased Clothing	\$190	\$0	\$0	\$360	\$0	\$0	\$360	\$0	\$360	Safety clothing

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
72	1-2-31540-541	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Operating Supplies	\$7,869	\$10,425	\$6,862	\$6,600	\$0	\$0	\$6,600	\$900	\$7,500	Operating supplies for the MSC like furnace filters, heater supplies and other materials to maintain the yard and building. Budget has been adjusted based on a review of prior year actual costs.
73	1-2-31540-544	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Office Supplies	\$413	\$832	\$1,373	\$320	\$0	\$0	\$320	\$0	\$320	misc. office supplies for MSC
74	1-2-31540-546	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Housekeeping Supplies	\$0	\$553	\$306	\$500	\$0	\$0	\$500	\$500	\$1,000	House keeping supplies provided for the janitor. Internal cleaners are doing more cleaning using more supplies.
75	1-2-31540-549	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
76	1-2-31540-565	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Parts - Equipment and Automotive	\$546	\$1,205	\$812	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Equipment and parts for the MSC building
77	1-2-31540-566	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Parts-Mechanical Equipment	\$1,797	\$6,087	\$8,569	\$2,000	\$0	\$0	\$2,000	\$1,000	\$3,000	mechanical parts for the MSC building. Budget has been adjusted to reflect actuals costs.
78	1-2-31540-567	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Parts-Specialized Equipment	\$42	\$28	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
79	1-2-31545-253	MMS	MSC-New Land-40th St:Purch Mtce-Building	\$6,848	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
80	1-2-31545-256	MMS	MSC-New Land-40th St:Purch Mtce-Mechanical Equipment	\$652	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
81	1-2-31545-264	MMS	MSC-New Land-40th St:Rentals-Hired Equipment and Automotive	\$0	\$23,063	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
82	1-2-31545-265	MMS	MSC-New Land-40th St:Rentals-City Automotive & Equipment	\$15,780	\$23,892	\$936	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
83	1-2-31545-512	MMS	MSC-New Land-40th St:Overtime Meals	\$0	\$91	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
84	1-2-31545-532	MMS	MSC-New Land-40th St:Concrete	\$632	\$1,955	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
85	1-2-31545-533	MMS	MSC-New Land-40th St:Granular Materials	\$0	\$2,185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
86	1-2-31545-541	MMS	MSC-New Land-40th St:Operating Supplies	\$4,172	\$15,390	\$8	\$0	\$0	\$0	\$0	\$0	\$0	-
87	1-2-31545-566	MMS	MSC-New Land-40th St:Parts-Mechanical Equipment	\$5,461	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
88	1-2-31400-896	INS	SMALL TOOLS AND EQUIPMENT:Insurance	\$198	\$210	\$215	\$210	\$0	\$0	\$210	\$10	\$220	- insurance for the equipment covered in this account. - -2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
89	1-2-31525-897	INS	Works Garage:Insurance Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
90	1-2-31540-896	INS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Insurance	\$7,984	\$8,509	\$8,600	\$9,110	\$0	\$0	\$9,110	\$210	\$9,320	- Insurance for the MSC and buildings in the yard. -2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$43,410</b>	\$37,210	\$6,200
Contracted and General Services	<b>21,340</b>	21,340	0
Utilities	<b>47,500</b>	54,180	(6,680)
Fleet Expenses	<b>320</b>	320	0
Maintenance Materials and Supplies	<b>(31,630)</b>	(91,100)	59,470
Insurance	<b>8,790</b>	8,500	290
<b>Total Expenses</b>	<b>89,730</b>	30,450	59,280
<b>Operating (Surplus) Deficit</b>	<b>89,730</b>	30,450	59,280
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>89,730</b>	30,450	59,280



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-31520-115	SWB	WORKSHOP & YARDS:Wages Regular	\$317	\$905	\$960	\$600	\$0	\$0	\$600	\$0	\$600	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-31520-116	SWB	WORKSHOP & YARDS:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-31520-119	SWB	WORKSHOP & YARDS:Payroll Benefits	\$81	\$257	\$308	\$140	\$0	\$0	\$140	\$0	\$140	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-31530-115	SWB	OLD CITY YARDS:Wages Regular	\$18,693	\$31,224	\$33,741	\$25,000	\$0	\$5,000	\$30,000	\$0	\$30,000	Wages for work at the old yards. The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-31530-116	SWB	OLD CITY YARDS:Wages Overtime	\$625	\$745	\$671	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-31530-119	SWB	OLD CITY YARDS:Payroll Benefits	\$8,410	\$13,792	\$13,797	\$10,970	\$0	\$1,200	\$12,170	\$0	\$12,170	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-31530-235	CON	OLD CITY YARDS:Health Services	\$240	\$865	\$845	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-31530-294	CON	OLD CITY YARDS:Commissionaire Services	\$3,186	\$2,592	\$2,655	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	cost of Commissionaires to monitor yards
9	1-2-31530-295	CON	OLD CITY YARDS:Self-Employed Contractors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-31530-296	CON	OLD CITY YARDS:Housekeeping Services	\$17,820	\$17,532	\$23,013	\$18,840	\$0	\$0	\$18,840	\$0	\$18,840	Janitorial services
11	1-2-31530-299	CON	OLD CITY YARDS:Other General Services	\$130	\$0	\$766	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-31530-551	UTL	OLD CITY YARDS:Water & Sewer	\$13,780	\$11,397	\$11,486	\$10,780	\$0	\$0	\$10,780	(\$780)	\$10,000	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
13	1-2-31530-552	UTL	OLD CITY YARDS:Heating Fuels	\$30,435	\$24,760	\$19,189	\$22,100	\$0	(\$6,700)	\$15,400	\$0	\$15,400	The 2022 Budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
14	1-2-31530-553	UTL	OLD CITY YARDS:Electricity	\$20,600	\$20,793	\$21,514	\$21,300	\$0	\$800	\$22,100	\$0	\$22,100	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
15	1-2-31520-265	FLT	WORKSHOP & YARDS:Rentals-Automotive & Equipment	\$0	\$159	\$456	\$320	\$0	\$0	\$320	\$0	\$320	Internal equipment rental charges for loaders and grader for maintenance to the yards. The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
16	1-2-31530-265	FLT	OLD CITY YARDS:Rentals-Automotive & Equipment	\$0	\$0	\$215	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
17	1-2-31520-255	MMS	WORKSHOP & YARDS:Purch Mtce-Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-31520-410	MMS	WORKSHOP & YARDS:Allocation-Administration	(\$2,460)	(\$1,360)	(\$1,360)	(\$1,370)	\$0	\$0	(\$1,370)	\$1,370	\$0	Administrative transfers - after review the amount transferred was determined to not be required.
19	1-2-31520-420	MMS	WORKSHOP & YARDS:Allocation-Services	\$0	\$38	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
20	1-2-31520-512	MMS	Workshop & Yards:Overtime Meals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
21	1-2-31520-541	MMS	WORKSHOP & YARDS:Operating Supplies	\$1,481	\$454	\$382	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Operating supplies for the old yards like gravel.
22	1-2-31520-565	MMS	Workshop & Yards:Parts - Equipment and Automotive	\$81	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
23	1-2-31530-237	MMS	OLD CITY YARDS:Protection Services	\$5,908	\$7,285	\$3,959	\$6,000	\$0	\$0	\$6,000	\$0	\$6,000	Cost of alarm monitoring. Reflects actual costs
24	1-2-31530-238	MMS	OLD CITY YARDS:Computer Services	(\$425)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
25	1-2-31530-253	MMS	OLD CITY YARDS:Purch Mtce-Building	\$5,701	\$9,432	\$5,130	\$5,980	\$0	\$0	\$5,980	\$0	\$5,980	Maintenance for old yards and buildings.
26	1-2-31530-255	MMS	OLD CITY YARDS:Purch Mtce-Automotive & Equipment	\$240	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
27	1-2-31530-256	MMS	OLD CITY YARDS:Purch Mtce-Mechanical Equipment	\$2,854	\$2,660	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Mechanical equipment, including from Thorpe Bros, Reed security, A&L Lock Smithing,
28	1-2-31530-269	MMS	OLD CITY YARDS:Rentals-Other Equipment	\$75	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
29	1-2-31530-291	MMS	OLD CITY YARDS:Licenses Permits & Fees	\$109	\$730	\$2,168	\$500	\$0	\$0	\$500	\$0	\$500	Licenses for compressors, boilers and other regulatory equipment
30	1-2-31530-410	MMS	OLD CITY YARDS:Allocation-Administration	(\$114,550)	(\$103,530)	(\$121,990)	(\$116,210)	\$0	\$0	(\$116,210)	\$58,100	(\$58,110)	Allocation to Water Utility Fund for usage of the Old City Yards. The Old City has historically been funded from the General Fund despite its resources being used by other Funds. Since the Sanitation and Utility operations utilized and occupied these facilities, it was recommended that the overhead for these centers be shared on a 1/3, 1/3, 1/3 basis. The Sanitation Fund no longer uses the Old City Yards so the 1/3 amount charged to it has been removed. The percentage is 2/3 General Fund and 1/3 Water Utility Fund.
31	1-2-31530-420	MMS	OLD CITY YARDS:Allocation-Services	\$249	\$2,885	\$717	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-31530-541	MMS	OLD CITY YARDS:Operating Supplies	\$2,442	\$9,169	\$6,619	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	Operating supplies for the old yard
33	1-2-31530-546	MMS	OLD CITY YARDS:Housekeeping Supplies	\$728	\$1,409	\$1,162	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	house keeping supplies for the old yards
34	1-2-31530-566	MMS	OLD CITY YARDS:Parts-Mechanical Equipment	\$2,744	\$12,803	\$15,794	\$6,000	\$0	\$0	\$6,000	\$0	\$6,000	-
35	1-2-31530-896	INS	OLD CITY YARDS:Insurance	\$5,576	\$5,757	\$8,020	\$8,500	\$0	\$0	\$8,500	\$290	\$8,790	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.
36	1-2-31530-897	INS	OLD CITY YARDS:Insurance Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$27,310</b>	\$30,710	(\$3,400)
Contracted and General Services	<b>15,000</b>	15,000	0
Fleet Expenses	<b>27,000</b>	27,000	0
Maintenance Materials and Supplies	<b>11,000</b>	20,200	(9,200)
Total Expenses	<b>80,310</b>	92,910	(12,600)
Operating (Surplus) Deficit	<b>80,310</b>	92,910	(12,600)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>80,310</b>	92,910	(12,600)



1	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-32310-115	SWB	Back Lanes:Wages Regular	\$13,004	\$19,206	\$16,579	\$20,000	\$0	(\$2,000)	\$18,000	\$0	\$18,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-32310-116	SWB	Back Lanes:Wages Overtime	\$427	\$3,070	\$2,677	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-32310-119	SWB	Back Lanes:Payroll Benefits	\$6,430	\$8,802	\$7,769	\$9,210	\$0	(\$1,400)	\$7,810	\$0	\$7,810	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-32310-295	CON	Back Lanes:Self-Employed Contractors	\$0	\$0	\$85	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	Every year, City equipment sustains damage from low hanging branches in back lanes. Annual budget to complete back lane tree pruning in order to avoid and reduce the damage to City equipment that uses back lanes.
5	1-2-32310-265	FLT	Back Lanes:Rentals-Automotive & Equipment	\$17,216	\$28,548	\$24,702	\$27,000	\$0	\$0	\$27,000	\$0	\$27,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
6	1-2-32310-264	MMS	Back Lanes:Rentals-Hired Equipment and Automotive	\$243	\$0	\$148	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	External hired equipment for back lane maintenance.
7	1-2-32310-512	MMS	Back Lanes:Overtime Meals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-32310-533	MMS	Back Lanes:Granular Materials	\$1,350	\$3,797	\$6,584	\$19,200	\$0	\$0	\$19,200	(\$9,200)	\$10,000	Gravel used for the maintenance and repair of back lanes throughout the City.
9	1-2-32310-541	MMS	Back Lanes:Operating Supplies	\$165	\$10	\$8	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$34,630</b>	\$34,630	\$0
Contracted and General Services	<b>155,000</b>	154,240	760
Fleet Expenses	<b>9,240</b>	9,240	0
Maintenance Materials and Supplies	<b>28,000</b>	28,000	0
<b>Total Expenses</b>	<b>226,870</b>	226,110	760
<b>Operating (Surplus) Deficit</b>	<b>226,870</b>	226,110	760
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>226,870</b>	226,110	760

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-32330-115	SWB	SIDEWALK MTCE:Wages Regular	\$20,714	\$20,381	\$18,143	\$20,000	\$0	\$0	\$20,000	\$0	\$20,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-32330-116	SWB	SIDEWALK MTCE:Wages Overtime	\$8,561	\$6,911	\$10,086	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-32330-119	SWB	SIDEWALK MTCE:Payroll Benefits	\$6,833	\$6,158	\$6,729	\$6,630	\$0	\$0	\$6,630	\$0	\$6,630	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-32330-295	CON	Sidewalk Mtce:Self-Employed Contractors	\$133,026	\$101,366	\$39,832	\$154,240	\$0	\$0	\$154,240	\$760	\$155,000	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. Annually, the Administration budgets a total to complete \$175,000 in sidewalk maintenance between City crews and contractors.
5	1-2-32330-265	FLT	SIDEWALK MTCE:Rentals-Automotive & Equipment	\$7,831	\$6,069	\$8,269	\$9,240	\$0	\$0	\$9,240	\$0	\$9,240	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
6	1-2-32330-233	MMS	SIDEWALK MTCE:Engineering Services	\$1,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-32330-259	MMS	SIDEWALK MTCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-32330-264	MMS	SIDEWALK MTCE:Rentals-Hired Equipment and Automotive	\$0	\$0	\$90	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-32330-311	MMS	SIDEWALK MTCE:Boulevards	\$0	\$222	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-32330-512	MMS	SIDEWALK MTCE:Overtime Meals	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-32330-531	MMS	SIDEWALK MTCE:Asphalt	\$7,058	\$6,730	\$24,732	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-32330-532	MMS	SIDEWALK MTCE:Concrete	\$16,999	\$47,981	\$135,823	\$20,000	\$0	\$0	\$20,000	\$0	\$20,000	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. Annually, the Administration budgets a total to complete \$175,000 in sidewalk maintenance between City crews and contractors.
13	1-2-32330-533	MMS	Sidewalk Mtce:Granular Materials	\$836	\$298	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-32330-540	MMS	SIDEWALK MTCE:City Purchased Clothing	\$0	\$0	\$16	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-32330-541	MMS	SIDEWALK MTCE:Operating Supplies	\$5,730	\$7,355	\$5,992	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	Concrete forms, rebar, concrete saw blades and other materials and tools required for concrete work.
16	1-2-32330-565	MMS	SIDEWALK MTCE:Parts - Equipment and Automotive	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

**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 \$615,887 as of December 31, 2020.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$81,500</b>	\$81,500	\$0
Fleet Expenses	<b>52,600</b>	52,600	0
Maintenance Materials and Supplies	<b>20,600</b>	16,400	4,200
Total Expenses	<b>154,700</b>	150,500	4,200
Operating (Surplus) Deficit	<b>154,700</b>	150,500	4,200
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>154,700</b>	150,500	4,200

The Budgets for the Snow Downtown and Snow Management functional areas have been increased by a combined total of \$152,110 for 2022. The Snow Management Reserve is currently in a deficit as a result of high snowfall during the years 2018 to 2021.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-32371-115	SWB	Downtown Snow Mgmt:Wages Regular	\$35,252	\$33,397	\$30,654	\$35,000	\$0	\$0	\$35,000	\$0	\$35,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-32371-116	SWB	Downtown Snow Mgmt:Wages Overtime	\$25,137	\$18,604	\$24,755	\$25,000	\$0	\$0	\$25,000	\$0	\$25,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-32371-119	SWB	Downtown Snow Mgmt:Payroll Benefits	\$21,454	\$18,541	\$19,520	\$21,500	\$0	\$0	\$21,500	\$0	\$21,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-32371-265	FLT	Downtown Snow Mgmt:Rentals-Automotive & Equipment	\$44,568	\$39,582	\$45,994	\$52,600	\$0	\$0	\$52,600	\$0	\$52,600	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
5	1-2-32371-264	MMS	Downtown Snow Mgmt:Rentals-Hired Equipment and Automotive	\$9,413	\$16,725	\$19,297	\$15,800	\$0	\$0	\$15,800	\$4,200	\$20,000	Hired rental equipment is required for snow management activities when City equipment is already in use or unavailable.
6	1-2-32371-512	MMS	Downtown Snow Mgmt:Overtime Meals	\$206	\$174	\$356	\$250	\$0	\$0	\$250	\$0	\$250	-
7	1-2-32371-541	MMS	Downtown Snow Mgmt:Operating Supplies	\$812	\$10,489	\$14,612	\$350	\$0	\$0	\$350	\$0	\$350	Skidtsteer sweeper brooms.



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

The City has crews ready to work 24 hours a day, 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 \$615,887 as of December 31, 2020.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$479,260</b>	\$411,350	\$67,910
Fleet Expenses	<b>370,140</b>	370,140	0
Maintenance Materials and Supplies	<b>266,500</b>	186,500	80,000
Total Expenses	<b>1,115,900</b>	967,990	147,910
Operating (Surplus) Deficit	<b>1,115,900</b>	967,990	147,910
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>1,115,900</b>	967,990	147,910

The Budgets for the Snow Downtown and Snow Management functional areas have been increased by a combined total of \$152,110 for 2022. The Snow Management Reserve is currently in a deficit as a result of high snowfall during the years 2018 to 2021.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-32372-115	SWB	Snow Management:Wages Regular	\$236,400	\$181,151	\$291,277	\$210,990	\$0	\$39,010	\$250,000	\$0	\$250,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-32372-116	SWB	Snow Management:Wages Overtime	\$40,974	\$45,112	\$91,449	\$40,000	\$0	\$10,000	\$50,000	\$0	\$50,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-32372-119	SWB	Snow Management:Payroll Benefits	\$101,566	\$83,958	\$131,307	\$93,860	\$0	\$11,100	\$104,960	\$0	\$104,960	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-32373-115	SWB	SURFACE & SIDEWALK SANDING:Wages Regular	\$31,107	\$32,064	\$32,054	\$35,000	\$0	\$0	\$35,000	\$0	\$35,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-32373-116	SWB	SURFACE & SIDEWALK SANDING:Wages Overtime	\$17,521	\$19,991	\$19,446	\$15,000	\$0	\$5,000	\$20,000	\$0	\$20,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-32373-119	SWB	SURFACE & SIDEWALK SANDING:Payroll Benefits	\$15,759	\$18,000	\$18,200	\$16,500	\$0	\$2,800	\$19,300	\$0	\$19,300	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-32372-295	CON	Snow Management:Self-Employed Contractors	\$0	\$0	\$1,751	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-32372-265	FLT	Snow Management:Rentals-Automotive & Equipment	\$323,677	\$277,835	\$452,821	\$310,000	\$0	\$0	\$310,000	\$0	\$310,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
9	1-2-32373-265	FLT	SURFACE & SIDEWALK SANDING:Rentals-Automotive & Equipment	\$50,969	\$57,820	\$58,627	\$60,140	\$0	\$0	\$60,140	\$0	\$60,140	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
10	1-2-32372-235	MMS	Snow Management:Health Services	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-32372-264	MMS	Snow Management:Rentals-Hired Equipment and Automotive	\$82,376	\$112,344	\$140,603	\$90,000	\$0	\$0	\$90,000	\$50,000	\$140,000	Hired equipment in used as necessary in order to complete snow management activities in a timely manner. This equipment includes grades, loaders and trucks.
12	1-2-32372-512	MMS	Snow Management:Overtime Meals	\$0	\$0	\$44	\$300	\$0	\$0	\$300	\$0	\$300	-
13	1-2-32372-521	MMS	Snow Management:Vehicle Fuel & Oil	\$0	\$0	\$731	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-32372-540	MMS	Snow Management:City Purchased Clothing	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-32372-541	MMS	Snow Management:Operating Supplies	\$9,321	\$16,993	\$9,447	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	Purchase of grader blades, loader blades and skidsteer brooms.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
16	1-2-32372-565	MMS	Snow Management:Parts - Equipment and Automotive	\$440	\$0	\$187	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-32373-264	MMS	Surface & Sidewalk Sanding:Rentals-Hired Equipment and Automotive	\$674	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
18	1-2-32373-512	MMS	SURFACE & SIDEWALK SANDING:Overtime Meals	\$207	\$145	\$36	\$200	\$0	\$0	\$200	\$0	\$200	-
19	1-2-32373-533	MMS	SURFACE & SIDEWALK SANDING:Granular Materials	\$20,937	\$26,559	\$37,732	\$30,000	\$0	\$0	\$30,000	\$10,000	\$40,000	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.
20	1-2-32373-534	MMS	Surface & Sidewalk Sanding:Chemicals	\$76,477	\$61,684	\$79,736	\$50,000	\$0	\$0	\$50,000	\$20,000	\$70,000	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.
21	1-2-32373-541	MMS	SURFACE & SIDEWALK SANDING:Operating Supplies	\$2,560	\$96	\$309	\$6,000	\$0	\$0	\$6,000	\$0	\$6,000	-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Utilities	<b>\$944,500</b>	\$943,800	\$700
Total Expenses	<b>944,500</b>	943,800	700
Operating (Surplus) Deficit	<b>944,500</b>	943,800	700
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>944,500</b>	943,800	700



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-2-32500-553	UTL	STREET LIGHTING:Electricity	\$907,234	\$839,826	\$997,078	\$943,800	\$0	\$700	\$944,500	\$0	\$944,500	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
2	1-2-32500-325	MMS	STREET LIGHTING:Streetlight Instalation	\$0	\$0	\$3,107	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
Operating Grants and Donations	(\$375,000)	(\$375,000)	\$0
<b>Total Revenues</b>	<b>(375,000)</b>	(375,000)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	448,200	451,670	(3,470)
Contracted and General Services	175,300	175,300	0
Utilities	1,100	1,100	0
Fleet Expenses	228,580	232,550	(3,970)
Maintenance Materials and Supplies	159,850	145,760	14,090
<b>Total Expenses</b>	<b>1,013,030</b>	1,006,380	6,650
Operating (Surplus) Deficit	638,030	631,380	6,650
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>638,030</b>	631,380	6,650

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-43210-000	OGD	Urban Connector Program:Other Revenue	(\$372,520)	(\$401,967)	(\$379,104)	(\$375,000)	\$0	\$0	(\$375,000)	\$0	(\$375,000)	-
2	1-1-43129-094	SUN	Custom Work Reimbursements:Non-Taxable Revenue	(\$193,395)	(\$90,607)	(\$3,437)	\$0	\$0	\$0	\$0	\$0	\$0	-
3	1-2-29400-115	SWB	Surface Custom Work:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-29401-115	SWB	Wood 8th St E, 1 Ave E:Wages Regular	\$0	\$540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-29401-116	SWB	Wood 8th St E, 1 Ave E:Wages Overtime	\$0	\$78	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-29401-119	SWB	Wood 8th St E, 1 Ave E:Payroll Benefits	\$0	\$144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-2-29402-115	SWB	SCW 861 River St W:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-29402-119	SWB	SCW 861 River St W:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-29409-115	SWB	151 1st Ave W-Courtney Prk Lot:Wages Regular	\$0	\$1,894	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-29409-119	SWB	151 1st Ave W-Courtney Prk Lot:Payroll Benefits	\$0	\$589	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-29413-115	SWB	CWO - Peavy Mart Median:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-29413-119	SWB	CWO - Peavy Mart Median:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-29414-115	SWB	CWO 15th St - 4 AV Traffic Light:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-29414-116	SWB	CWO 15th St - 4 AV Traffic Light:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-29414-119	SWB	CWO 15th St - 4 AV Traffic Light:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-29417-115	SWB	CWO-1080 - 1SE CROSSING:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-32312-115	SWB	SURFACE WORKS GRADING & GRAVELLING:Wages Regular	\$15,091	\$17,430	\$12,926	\$20,670	\$0	(\$3,670)	\$17,000	\$0	\$17,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
18	1-2-32312-116	SWB	SURFACE WORKS GRADING & GRAVELLING:Wages Overtime	\$1,552	\$2,535	\$2,157	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
19	1-2-32312-119	SWB	SURFACE WORKS GRADING & GRAVELLING:Payroll Benefits	\$6,808	\$8,101	\$6,063	\$9,370	\$0	(\$1,800)	\$7,570	\$0	\$7,570	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
20	1-2-32313-115	SWB	SURFACE WORKS OILING:Wages Regular	\$12,667	\$14,657	\$10,260	\$12,650	\$0	\$0	\$12,650	\$0	\$12,650	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
21	1-2-32313-116	SWB	SURFACE WORKS OILING:Wages Overtime	\$1,042	\$337	\$237	\$500	\$0	\$0	\$500	\$0	\$500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
22	1-2-32313-119	SWB	SURFACE WORKS OILING:Payroll Benefits	\$3,237	\$3,864	\$3,121	\$2,990	\$0	\$0	\$2,990	\$0	\$2,990	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
23	1-2-32314-115	SWB	Road Patching:Wages Regular	\$128,182	\$103,887	\$120,544	\$125,200	\$0	\$0	\$125,200	\$0	\$125,200	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
24	1-2-32314-116	SWB	Road Patching:Wages Overtime	\$32,406	\$26,890	\$31,329	\$30,000	\$0	\$0	\$30,000	\$0	\$30,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
25	1-2-32314-119	SWB	Road Patching:Payroll Benefits	\$30,415	\$26,352	\$33,010	\$30,040	\$0	\$0	\$30,040	\$0	\$30,040	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
26	1-2-32316-115	SWB	ROTARY TRAIL MTCE:Wages Regular	\$0	\$0	\$12,639	\$8,750	\$0	\$0	\$8,750	\$0	\$8,750	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
27	1-2-32316-116	SWB	ROTARY TRAIL MTCE:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
28	1-2-32316-119	SWB	ROTARY TRAIL MTCE:Payroll Benefits	\$0	\$0	\$3,184	\$3,750	\$0	\$0	\$3,750	\$0	\$3,750	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
29	1-2-32317-115	SWB	Pothole Repair:Wages Regular	\$16,263	\$14,806	\$23,129	\$23,100	\$0	\$1,900	\$25,000	\$0	\$25,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
30	1-2-32317-116	SWB	Pothole Repair:Wages Overtime	\$49	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-32317-119	SWB	Pothole Repair:Payroll Benefits	\$3,938	\$3,836	\$6,959	\$7,390	\$0	\$100	\$7,490	\$0	\$7,490	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
32	1-2-32320-115	SWB	Cracksealing:Wages Regular	\$10,142	\$7,276	\$974	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
33	1-2-32320-116	SWB	Cracksealing:Wages Overtime	\$708	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-32320-119	SWB	Cracksealing:Payroll Benefits	\$2,356	\$1,970	\$307	\$2,400	\$0	\$0	\$2,400	\$0	\$2,400	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
35	1-2-32320-534	SWB	Cracksealing:Chemicals	\$0	\$614	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-32390-111	SWB	General Roads & Streets:Salaries Regular	\$3,616	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
37	1-2-32390-115	SWB	GENERAL ROADS & STREETS:Wages Regular	\$76,548	\$70,151	\$71,754	\$77,000	\$0	\$0	\$77,000	\$0	\$77,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
38	1-2-32390-116	SWB	GENERAL ROADS & STREETS:Wages Overtime	\$14,482	\$11,971	\$15,943	\$9,000	\$0	\$0	\$9,000	\$0	\$9,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
39	1-2-32390-119	SWB	GENERAL ROADS & STREETS:Payroll Benefits	\$65,693	\$64,448	\$73,959	\$67,000	\$0	\$0	\$67,000	\$0	\$67,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
40	1-2-32395-115	SWB	Bridge Maintenance:Wages Regular	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
41	1-2-32395-119	SWB	Bridge Maintenance:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
42	1-2-32398-115	SWB	Urban Connector Program:Wages Regular	\$6,538	\$3,004	\$17,908	\$5,410	\$0	\$0	\$5,410	\$0	\$5,410	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
43	1-2-32398-116	SWB	Urban Connector Program:Wages Overtime	\$6,305	\$6,439	\$3,375	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
44	1-2-32398-119	SWB	Urban Connector Program:Payroll Benefits	\$3,852	\$2,803	\$6,230	\$1,950	\$0	\$0	\$1,950	\$0	\$1,950	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
45	1-2-32395-239	CON	Bridge Maintenance:Consulting Services	\$3,054	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
46	1-2-32395-295	CON	Bridge Maintenance:Self-Employed Contractors	\$14,615	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
47	1-2-32398-239	CON	Urban Connector Program:Consulting Services	\$0	\$6,288	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
48	1-2-32398-272	CON	Urban Connector Program:Purchased Construction-Infrastructure	\$0	\$31,536	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-32398-295	CON	Urban Connector Program:Self-Employed Contractors	\$217,130	\$188,809	\$242,056	\$175,300	\$0	\$0	\$175,300	\$0	\$175,300	-
50	1-2-32314-553	UTL	Road Patching:Electricity	\$774	\$786	\$581	\$800	\$0	\$0	\$800	\$0	\$800	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
51	1-2-32390-553	UTL	General Roads & Streets:Electricity	\$273	\$277	\$280	\$300	\$0	\$0	\$300	\$0	\$300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
52	1-2-29401-265	FLT	Wood 8th St E, 1 Ave E:Rentals-City Automotive & Equipment	\$0	\$326	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
53	1-2-29409-265	FLT	151 1st Ave W-Courtney Prk Lot:Rentals-City Automotive & Equipment	\$0	\$965	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
54	1-2-29413-265	FLT	CWO - Peavy Mart Median:Rentals-City Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
55	1-2-29414-265	FLT	CWO 15th St - 4 AV Traffic Light:Rentals-City Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
56	1-2-32312-265	FLT	SURFACE WORKS GRADING & GRAVELLING:Rentals-Automotive & Equipment	\$22,958	\$28,667	\$23,613	\$32,000	\$0	\$0	\$32,000	(\$3,000)	\$29,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
57	1-2-32313-265	FLT	SURFACE WORKS OILING:Rentals-Automotive & Equipment	\$7,236	\$11,352	\$6,453	\$8,540	\$0	\$0	\$8,540	\$0	\$8,540	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
58	1-2-32314-265	FLT	Road Patching:Rentals-Automotive & Equipment	\$100,252	\$96,642	\$117,667	\$118,310	\$0	\$0	\$118,310	\$0	\$118,310	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
59	1-2-32316-265	FLT	ROTARY TRAIL MTCE:Rentals-City Automotive & Equipment	\$0	\$0	\$8,116	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
60	1-2-32317-265	FLT	Pothole Repair:Rentals-City Automotive & Equipment	\$1,462	\$5,249	\$5,026	\$3,180	\$0	\$0	\$3,180	\$820	\$4,000	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
61	1-2-32320-265	FLT	Cracksealing:Rentals-City Automotive & Equipment	\$4,483	\$3,037	\$1,233	\$5,290	\$0	\$0	\$5,290	(\$1,790)	\$3,500	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
62	1-2-32390-265	FLT	GENERAL ROADS & STREETS:Rentals-Automotive & Equipment	\$46,102	\$62,239	\$76,195	\$54,410	\$0	\$0	\$54,410	\$0	\$54,410	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
63	1-2-32398-265	FLT	Urban Connector Program:Rentals-City Automotive & Equipment	\$9,173	\$8,942	\$15,500	\$10,820	\$0	\$0	\$10,820	\$0	\$10,820	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
64	1-2-29400-521	MMS	Surface Custom Work:Vehicle Fuel & Oil	\$1,974	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
65	1-2-29402-532	MMS	SCW 861 River St W:Concrete	\$0	\$15,281	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
66	1-2-29403-531	MMS	SCW Superstore:Asphalt	\$0	\$3,820	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
67	1-2-29403-532	MMS	SCW Superstore:Concrete	\$0	\$11,066	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
68	1-2-29404-531	MMS	SCW SGI Office:Asphalt	\$0	\$716	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
69	1-2-29404-532	MMS	SCW SGI Office:Concrete	\$0	\$6,196	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
70	1-2-29405-531	MMS	SCW South Gate Plaza:Asphalt	\$0	\$25,804	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
71	1-2-29405-541	MMS	SCW South Gate Plaza:Operating Supplies	\$0	\$978	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
72	1-2-29406-531	MMS	SCW True North RV & Marine Sale:Asphalt	\$0	\$8,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
73	1-2-29407-531	MMS	SCW Harvest Holdings Inc.:Asphalt	\$0	\$9,644	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
74	1-2-29407-536	MMS	SCW Harvest Holdings Inc.:Culverts	\$0	\$1,109	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
75	1-2-29408-532	MMS	Omnitrax Inc. 5th Ave E Cross:Concrete	\$0	\$1,623	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
76	1-2-29409-531	MMS	151 1st Ave W-Courtney Prk Lot:Asphalt	\$0	\$20,769	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
77	1-2-29409-532	MMS	151 1st Ave W-Courtney Prk Lot:Concrete	\$0	\$2,343	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
78	1-2-29410-531	MMS	SCW 140 MArquis Rd:Asphalt	\$0	\$0	\$13,023	\$0	\$0	\$0	\$0	\$0	\$0	-
79	1-2-29411-531	MMS	SCW 1135 Central Ave:Asphalt	\$0	\$0	\$2,769	\$0	\$0	\$0	\$0	\$0	\$0	-
80	1-2-29412-531	MMS	SCW 1115 Central Ave:Asphalt	\$0	\$0	\$458	\$0	\$0	\$0	\$0	\$0	\$0	-
81	1-2-29414-295	MMS	CWO 15th St - 4 AV Traffic Light:Self-Employed Contractors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
82	1-2-29414-532	MMS	CWO 15th St - 4 AV Traffic Light:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
83	1-2-29414-541	MMS	CWO 15th St - 4 AV Traffic Light:Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
84	1-2-29417-532	MMS	CWO-1080 - 1SE CROSSING:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
85	1-2-29419-532	MMS	CWO- 3429 JORDAN DR CROSSING:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
86	1-2-29420-532	MMS	CWO- 3175 JORDAN DR CROSSING:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
87	1-2-29421-532	MMS	CWO- 3165 HOGWEIDE DR CROSSING:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
88	1-2-29422-532	MMS	CWO- 3414 JORDAN DRIVE:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
89	1-2-29423-532	MMS	CWO- 3132 GREY OWL CROSSING:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
90	1-2-32312-264	MMS	Surface Works Grading & Graveling:Rentals-Hired Equipment and Automotive	\$0	\$2,426	\$774	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	External hired equipment for surface works maintenance.
91	1-2-32312-533	MMS	SURFACE WORKS GRADING & GRAVELLING:Granular Materials	\$1,312	\$1,997	\$9,981	\$13,000	\$0	\$0	\$13,000	(\$3,000)	\$10,000	Gravel used in the maintenance of country residential roads.
92	1-2-32312-541	MMS	SURFACE WORKS GRADING & GRAVELLING:Operating Supplies	\$0	\$119	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
93	1-2-32313-512	MMS	SURFACE WORKS OILING:Overtime Meals	\$0	\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	-
94	1-2-32313-533	MMS	SURFACE WORKS OILING:Granular Materials	\$0	\$0	\$229	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	Gravel and sand used during street oiling operations to help stabilize the road surface.
95	1-2-32313-534	MMS	SURFACE WORKS OILING:Chemicals	\$35,368	\$21,624	\$43,559	\$42,000	\$0	\$0	\$42,000	\$2,000	\$44,000	Annual street oiling. The implementation of canola oil on City streets is has has been successful in stabilizing the oiled driving surfaces. Administration anticipates that over time, these streets will require less oiling to maintain the driving surfaces.
96	1-2-32313-541	MMS	SURFACE WORKS OILING:Operating Supplies	\$0	\$117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
97	1-2-32314-235	MMS	Road Patching:Health Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
98	1-2-32314-256	MMS	Road Patching:Purch Mtce-Mechanical Equipment	\$1,994	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
99	1-2-32314-264	MMS	Road Patching:Rentals-Hired Equipment and Automotive	\$0	\$745	\$2,241	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Hired external equipment for road maintenance activities.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
100	1-2-32314-410	MMS	Road Patching:Allocation-Administration	(\$30,680)	(\$33,620)	(\$35,460)	(\$36,830)	\$0	\$0	(\$36,830)	\$0	(\$36,830)	The City has a historical practice of recovering costs expended in the General Operating Fund from the Utility, Sanitation and Capital Funds. Given that a substantial part of the asphalt work relates to utility repairs, it is apparent that a portion of the cost associated with this activity should be recovered from the Utility Budget. The budget amount represents 10% of the overall spending in this area and is appropriate to be recovered from the Utility Fund. However, cost recoveries from the other Funds may also occur, depending on the type of specific project being completed.
101	1-2-32314-420	MMS	Road Patching:Allocation-Services	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
102	1-2-32314-512	MMS	Road Patching:Overtime Meals	\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
103	1-2-32314-531	MMS	Road Patching:Asphalt	\$90,393	\$58,300	\$84,312	\$50,000	\$0	\$0	\$50,000	\$10,000	\$60,000	Purchased asphalt material for use in road maintenance work.
104	1-2-32314-532	MMS	Road Patching:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
105	1-2-32314-533	MMS	Road Patching:Granular Materials	\$10,737	\$11,926	\$16,005	\$5,000	\$0	\$0	\$5,000	\$5,000	\$10,000	Granular materials used in the preparation of road surface repairs.
106	1-2-32314-540	MMS	Road Patching:City Purchased Clothing	\$0	\$0	\$157	\$0	\$0	\$0	\$0	\$0	\$0	-
107	1-2-32314-541	MMS	Road Patching:Operating Supplies	\$10,527	\$6,084	\$8,241	\$6,910	\$0	\$0	\$6,910	\$90	\$7,000	Tools, spray tanks and other operating supplies used in the completion of road repair and maintenance activities.
108	1-2-32314-544	MMS	Road Patching:Office Supplies	\$0	\$0	\$8	\$0	\$0	\$0	\$0	\$0	\$0	-
109	1-2-32314-566	MMS	Road Patching:Parts-Mechanical Equipment	\$1,691	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
110	1-2-32314-670	MMS	Road Patching:Fixed Assets - Surface Works	\$0	\$4,761	\$87	\$0	\$0	\$0	\$0	\$0	\$0	-
111	1-2-32315-531	MMS	Surface Work-460 40th SE:Asphalt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
112	1-2-32315-541	MMS	Surface Work-460 40th SE:Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
113	1-2-32316-531	MMS	ROTARY TRAIL MTCE:Asphalt	\$0	\$0	\$5,707	\$9,500	\$0	\$0	\$9,500	\$0	\$9,500	Purchased asphalt for rotary trail maintenance. The annual total Rotary Trail Budget is \$25,000.
114	1-2-32316-532	MMS	ROTARY TRAIL MTCE:Concrete	\$0	\$0	\$237	\$0	\$0	\$0	\$0	\$0	\$0	-
115	1-2-32316-533	MMS	ROTARY TRAIL MTCE:Granular Materials	\$0	\$0	\$207	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Gravel material used for rotary trail maintenance. The annual total Rotary Trail Budget is \$25,000.
116	1-2-32316-541	MMS	ROTARY TRAIL MTCE:Operating Supplies	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	Crack sealant material purchased for rotary trail maintenance. The annual total Rotary Trail Budget is \$25,000.
117	1-2-32317-420	MMS	Pothole Repair:Allocation-Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
118	1-2-32317-522	MMS	Pothole Repair:Vehicle Propane	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
119	1-2-32317-531	MMS	Pothole Repair:Asphalt	\$985	\$461	\$10,137	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	Purchased asphalt for pothole repair.
120	1-2-32317-532	MMS	Pothole Repair:Concrete	\$0	\$0	\$576	\$0	\$0	\$0	\$0	\$0	\$0	-
121	1-2-32317-541	MMS	Pothole Repair:Operating Supplies	\$382	\$226	\$358	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	Tools, propane, and other misc operating supplies for pothole repair.
122	1-2-32320-522	MMS	Cracksealing:Vehicle Propane	\$160	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$500	Propane used for heating crack sealing material.
123	1-2-32320-541	MMS	Cracksealing:Operating Supplies	\$10,686	\$7,970	\$0	\$12,980	\$0	\$0	\$12,980	\$0	\$12,980	Operating supplies and crack sealing material purchases.
124	1-2-32390-211	MMS	GENERAL ROADS & STREETS:Travel & Accommodation	\$0	\$295	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Travel and accomodation costs for approved travel.
125	1-2-32390-213	MMS	GENERAL ROADS & STREETS:Telephone	\$2,142	\$1,301	\$976	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
126	1-2-32390-221	MMS	GENERAL ROADS & STREETS:Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
127	1-2-32390-224	MMS	General Roads & Streets:Memberships & Due	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
128	1-2-32390-234	MMS	General Roads & Streets:Training Services	\$260	\$654	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Budget for approved training courses and roadways specific events.
129	1-2-32390-235	MMS	GENERAL ROADS & STREETS:Health Services	\$305	\$90	\$270	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
130	1-2-32390-259	MMS	General Roads & Streets:Purch Mtce-Other Equipment	\$0	\$2,454	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
131	1-2-32390-420	MMS	General Roads & Streets:Allocation-Services	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
132	1-2-32390-540	MMS	General Roads & Streets:City Purchased Clothing	\$1,526	\$2,915	\$1,490	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	Purchase of clothing required for City work (work boots, coveralls, etc).
133	1-2-32390-541	MMS	GENERAL ROADS & STREETS:Operating Supplies	\$487	\$23,120	\$5,676	\$500	\$0	\$0	\$500	\$0	\$500	Miscellaneous operating supplies purchased for roadways maintenance.
134	1-2-32390-544	MMS	GENERAL ROADS & STREETS:Office Supplies	\$95	\$17	\$37	\$200	\$0	\$0	\$200	\$0	\$200	Office supplies.
135	1-2-32395-541	MMS	Bridge Maintenance:Operating Supplies	\$0	\$8,773	\$0	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	Purchase of guardrail materials for on and off ramps.
136	1-2-32398-264	MMS	Urban Connector Program:Rentals-Hired Equipment and Automotive	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
137	1-2-32398-512	MMS	Urban Connector Program:Overtime Meals	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
138	1-2-32398-531	MMS	Urban Connector Program:Asphalt	\$3,558	\$0	\$26,818	\$0	\$0	\$0	\$0	\$0	\$0	-
139	1-2-32398-532	MMS	Urban Connector Program:Concrete	\$0	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	-
140	1-2-32398-541	MMS	Urban Connector Program:Operating Supplies	\$4,319	\$205	\$123	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	Repair materials for highways repairs under the Urban Highway Connector program.
141	1-2-32490-533	MMS	LILY PLAIN PIT RUN:Granular Materials	\$28,976	(\$4,300)	(\$6,075)	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$127,310</b>	\$136,010	(\$8,700)
Fleet Expenses	<b>142,080</b>	142,080	0
Maintenance Materials and Supplies	<b>8,500</b>	(134,800)	143,300
Total Expenses	<b>277,890</b>	143,290	134,600
Operating (Surplus) Deficit	<b>277,890</b>	143,290	134,600
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>277,890</b>	143,290	134,600

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #7 for RPT 21-398 – Interfund Transfers – Utility Fund](#) for additional information.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-32361-115	SWB	STREET SWEEPING & FLUSHING:Wages Regular	\$73,966	\$74,949	\$69,170	\$86,500	\$0	(\$6,500)	\$80,000	\$0	\$80,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-32361-116	SWB	STREET SWEEPING & FLUSHING:Wages Overtime	\$17,018	\$16,432	\$15,457	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-32361-119	SWB	STREET SWEEPING & FLUSHING:Payroll Benefits	\$30,376	\$30,949	\$28,442	\$34,510	\$0	(\$2,200)	\$32,310	\$0	\$32,310	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-32361-295	CON	Street Sweeping & Flushing:Self-Employed Contractors	\$0	\$5,088	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-32361-265	FLT	STREET SWEEPING & FLUSHING:Rentals-Automotive & Equipment	\$120,393	\$129,120	\$119,222	\$142,080	\$0	\$0	\$142,080	\$0	\$142,080	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
6	1-2-32361-264	MMS	Street Sweeping & Flushing:Rentals-Hired Equipment and Automotive	\$3,659	\$5,826	\$90	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	Hired external equipment for street sweeping.
7	1-2-32361-410	MMS	Street Sweeping & Flushing:Allocation-Administration	(\$142,710)	(\$142,420)	(\$139,280)	(\$143,300)	\$0	\$0	(\$143,300)	\$143,300	\$0	Removal of allocation for street sweeping costs allocated to the Water Utility Fund based on the recommendation of the Public Works Department and City Council.
8	1-2-32361-512	MMS	Street Sweeping & Flushing:Overtime Meals	\$429	\$73	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
9	1-2-32361-541	MMS	STREET SWEEPING & FLUSHING:Operating Supplies	\$3,622	\$6,130	\$239	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	Sweeper brooms and other operating supplies required for street sweeping.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	<b>(\$104,000)</b>	(\$84,000)	(\$20,000)
<b>Total Revenues</b>	<b>(104,000)</b>	(84,000)	(20,000)
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>750</b>	750	0
Contracted and General Services	<b>0</b>	340	(340)
Utilities	<b>4,300</b>	4,300	0
Maintenance Materials and Supplies	<b>610</b>	610	0
<b>Total Expenses</b>	<b>5,660</b>	6,000	(340)
<b>Operating (Surplus) Deficit</b>	<b>(98,340)</b>	(78,000)	(20,340)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(98,340)</b>	(78,000)	(20,340)

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**





	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-1-54220-094	UCF	PARKING LOT PERMITS:Non-Taxable Revenue	(\$78,787)	(\$83,624)	(\$50,266)	(\$84,000)	\$0	\$0	(\$84,000)	(\$20,000)	(\$104,000)	Budget is for City owned Parking loss. Actual results in 2020 and 2021 are lower than budget due to COVID-19 but the budget was prepared under the assumption that COVID impacts would not impact 2022. The increase of \$20,000 is for a new lease with Saskatchewan Public Safety Corp. for the City's 13th Street Parking lot.
2	1-2-32720-115	SWB	PARKING LOTS:Wages Regular	\$69	\$1,242	\$700	\$600	\$0	\$0	\$600	\$0	\$600	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-32720-116	SWB	Parking Lots:Wages Overtime	\$0	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
4	1-2-32720-119	SWB	PARKING LOTS:Payroll Benefits	\$36	\$502	\$217	\$150	\$0	\$0	\$150	\$0	\$150	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-32720-295	CON	PARKING LOTS:Self-Employed Contractors	\$0	\$0	\$0	\$340	\$0	\$0	\$340	(\$340)	\$0	Not needed.
6	1-2-32720-553	UTL	PARKING LOTS:Electricity	\$4,198	\$4,259	\$4,168	\$4,300	\$0	\$0	\$4,300	\$0	\$4,300	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
7	1-2-32720-291	MMS	Parking Lots:Licenses Permits & Fees	\$300	\$300	\$300	\$300	\$0	\$0	\$300	\$0	\$300	Annual Cost for SaskPower permits
8	1-2-32720-541	MMS	PARKING LOTS:Operating Supplies	\$0	\$693	\$0	\$310	\$0	\$0	\$310	\$0	\$310	Supplies for parking meters (i.e. meter posts, fasteners, etc.)
9	1-2-32720-950	MMS	Parking Lots:Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

**Functional Area:** TRAFFIC COUNTS AND LANE MARKINGS  
**Department:** Public Works Department  
**Fund:** General Fund

With the City growing and more cars on our streets, traffic congestion is a major challenge. The Transportation Manager and its 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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	(\$1,000)	(\$1,000)	\$0
<b>Total Revenues</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>0</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	47,240	75,640	(28,400)
Contracted and General Services	68,950	68,950	0
Fleet Expenses	3,930	3,930	0
Maintenance Materials and Supplies	33,390	33,890	(500)
<b>Total Expenses</b>	<b>153,510</b>	<b>182,410</b>	<b>(28,900)</b>
<b>Operating (Surplus) Deficit</b>	<b>152,510</b>	<b>181,410</b>	<b>(28,900)</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>152,510</b>	<b>181,410</b>	<b>(28,900)</b>



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-51920-094	UCF	LOADING ZONE PERMITS:Non-Taxable Revenue	(\$2,058)	(\$1,291)	(\$639)	(\$1,000)	\$0	\$0	(\$1,000)	\$0	(\$1,000)	-
2	1-2-32620-115	SWB	TRAFFIC LANE MARKINGS:Wages Regular	\$56,650	\$30,005	\$21,858	\$50,000	\$0	(\$20,000)	\$30,000	\$0	\$30,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-32620-116	SWB	TRAFFIC LANE MARKINGS:Wages Overtime	\$1,611	\$0	\$873	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-32620-119	SWB	TRAFFIC LANE MARKINGS:Payroll Benefits	\$13,702	\$6,923	\$5,210	\$11,810	\$0	(\$4,700)	\$7,110	\$0	\$7,110	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-32691-115	SWB	TRAFFIC COUNTS:Wages Regular	\$3,927	\$6,785	\$1,197	\$10,000	\$0	(\$3,000)	\$7,000	\$0	\$7,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-32691-116	SWB	Traffic Counts:Wages Overtime	\$128	\$2,926	\$0	\$100	\$0	\$0	\$100	\$0	\$100	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-32691-119	SWB	TRAFFIC COUNTS:Payroll Benefits	\$1,132	\$2,692	\$356	\$2,730	\$0	(\$700)	\$2,030	\$0	\$2,030	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
8	1-2-32620-295	CON	Traffic Lane Markings:Self-Employed Contractors	\$27,110	\$96,957	\$63,768	\$68,950	\$0	\$0	\$68,950	\$0	\$68,950	The City undertakes road lines painting twice a year (in the spring and in the fall). This budget covers the painting project cost. The project is performed by a contractor.
9	1-2-32691-239	CON	TRAFFIC COUNTS:Consulting Services	\$0	\$0	\$2,432	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-32620-265	FLT	TRAFFIC LANE MARKINGS:Rentals-Automotive & Equipment	\$3,894	\$0	\$0	\$3,930	\$0	\$0	\$3,930	\$0	\$3,930	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
11	1-2-32691-265	FLT	TRAFFIC COUNTS:Rentals-City Automotive & Equipment	\$281	\$864	\$57	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
12	1-2-32620-213	MMS	TRAFFIC LANE MARKINGS:Telephone	\$352	\$553	\$582	\$590	\$0	\$0	\$590	\$0	\$590	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
13	1-2-32620-420	MMS	Traffic Lane Markings:Allocation-Services	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-32620-512	MMS	TRAFFIC LANE MARKINGS:Overtime Meals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-32620-522	MMS	TRAFFIC LANE MARKINGS:Vehicle Propane	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
16	1-2-32620-540	MMS	TRAFFIC LANE MARKINGS:City Purchased Clothing	\$127	\$96	\$0	\$300	\$0	\$0	\$300	\$0	\$300	Safety boots reimbursement for painting staff.
17	1-2-32620-541	MMS	TRAFFIC LANE MARKINGS:Operating Supplies	\$26,924	\$11,970	\$17,237	\$30,000	\$0	\$0	\$30,000	\$0	\$30,000	This budget is allocated for purchasing crosswalk and median painting supplies. Supplies include, white and yellow paint, glass beads, pre-marking material, cold plastic paint material, xylene for cleaning painting equipment, etc. Crosswalks and medians painting project is undertaken by City Staff.

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
18	1-2-32691-541	MMS	TRAFFIC COUNTS:Operating Supplies	\$0	\$1,753	\$779	\$3,000	\$0	\$0	\$3,000	(\$500)	\$2,500	Traffic counting operating supplies. Supplies include, batteries for counter units, traffic tubes, chains, etc.
19	1-2-32691-896	INS	TRAFFIC COUNTS:Insurance	\$2	\$2	\$2	\$0	\$0	\$0	\$0	\$0	\$0	-

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>\$132,760</b>	\$132,760	\$0
Utilities	<b>27,700</b>	27,400	300
Fleet Expenses	<b>33,160</b>	33,160	0
Maintenance Materials and Supplies	<b>153,100</b>	133,100	20,000
Total Expenses	<b>346,720</b>	326,420	20,300
Operating (Surplus) Deficit	<b>346,720</b>	326,420	20,300
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>346,720</b>	326,420	20,300

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-2-32640-115	SWB	TRAFFIC LIGHTS:Wages Regular	\$78,005	\$77,642	\$102,433	\$82,000	\$0	\$0	\$82,000	\$0	\$82,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
2	1-2-32640-116	SWB	TRAFFIC LIGHTS:Wages Overtime	\$12,375	\$18,617	\$19,247	\$18,000	\$0	\$0	\$18,000	\$0	\$18,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
3	1-2-32640-119	SWB	TRAFFIC LIGHTS:Payroll Benefits	\$31,024	\$31,431	\$41,040	\$32,760	\$0	\$0	\$32,760	\$0	\$32,760	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-32640-295	CON	TRAFFIC LIGHTS:Self-Employed Contractors	\$0	\$1,781	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-2-32640-299	CON	TRAFFIC LIGHTS:Other General Services	\$0	\$361	\$674	\$0	\$0	\$0	\$0	\$0	\$0	-
6	1-2-32640-553	UTL	TRAFFIC LIGHTS:Electricity	\$29,958	\$30,228	\$26,710	\$27,400	\$0	\$300	\$27,700	\$0	\$27,700	The 2022 Budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2022, and a review of actual costs. The 2022 Budget also incorporates the expected increase in the carbon tax effective April 1, 2022.
7	1-2-32640-265	FLT	TRAFFIC LIGHTS:Rentals-Automotive & Equipment	\$28,097	\$29,981	\$51,916	\$33,160	\$0	\$0	\$33,160	\$0	\$33,160	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
8	1-2-32640-212	MMS	TRAFFIC LIGHTS:Postage & Freight	\$56	\$46	\$118	\$100	\$0	\$0	\$100	\$0	\$100	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
9	1-2-32640-224	MMS	TRAFFIC LIGHTS:Memberships & Due	\$272	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$100	International Municipal Signal Association membership fees for the City's Traffic Signal Technician
10	1-2-32640-234	MMS	TRAFFIC LIGHTS:Training Services	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	For expenses related to traffic signal operations training.
11	1-2-32640-259	MMS	TRAFFIC LIGHTS:Purch Mtce-Other Equipment	\$46,608	\$67,973	(\$47,999)	\$45,700	\$0	\$0	\$45,700	\$0	\$45,700	For Carlton Trail Railway crossing permits
12	1-2-32640-291	MMS	TRAFFIC LIGHTS:Licenses Permits & Fees	\$3,150	\$3,200	\$3,000	\$3,200	\$0	\$0	\$3,200	\$0	\$3,200	Cost for the annual SaskPower permits for traffic signals.
13	1-2-32640-420	MMS	TRAFFIC LIGHTS:Allocation-Services	\$0	\$0	\$179	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-32640-512	MMS	TRAFFIC LIGHTS:Overtime Meals	\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
15	1-2-32640-532	MMS	TRAFFIC LIGHTS:Concrete	\$1,741	\$2,306	\$1,586	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Concrete supplies for traffic signals pile foundation and surrounding sidewalk spot repairs.
16	1-2-32640-540	MMS	TRAFFIC LIGHTS:City Purchased Clothing	\$0	\$0	\$191	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-32640-541	MMS	TRAFFIC LIGHTS:Operating Supplies	\$83,984	\$102,959	\$132,197	\$80,000	\$0	\$0	\$80,000	\$20,000	\$100,000	Budget is used to purchase traffic signals supplies needed for signals repairs, replacements, and installations. Supplies include; traffic signal poles and heads, Control cabinets, cables, fasteners, sensors, signal housing, pedestrian lights, anchor bolts and templates, brackets, opticom emitters, backup power supplies, junction boxes, etc.

**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.

	<b>2022 Budget</b>	2021 Budget	(Favourable) Unfavourable Change
<b>REVENUES</b>			
User Charges and Fees	<b>(\$14,500)</b>	(\$14,500)	\$0
Total Revenues	<b>(14,500)</b>	(14,500)	0
<b>EXPENSES</b>			
Salaries Wages and Benefits	<b>186,530</b>	169,610	16,920
Contracted and General Services	<b>400</b>	400	0
Utilities	<b>2,900</b>	3,400	(500)
Fleet Expenses	<b>63,600</b>	63,600	0
Maintenance Materials and Supplies	<b>66,250</b>	48,000	18,250
Insurance	<b>890</b>	870	20
Total Expenses	<b>320,570</b>	285,880	34,690
Operating (Surplus) Deficit	<b>306,070</b>	271,380	34,690
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	<b>306,070</b>	271,380	34,690

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-51930-094	UCF	TRAFFIC SIGNS & SIGNALS:Non-Taxable Revenue	(\$15,558)	(\$13,503)	(\$13,436)	(\$14,000)	\$0	\$0	(\$14,000)	\$0	(\$14,000)	-
2	1-1-51930-099	UCF	TRAFFIC SIGNS & SIGNALS:Taxable Revenue	\$0	(\$2,943)	(\$23,236)	(\$500)	\$0	\$0	(\$500)	\$0	(\$500)	-
3	1-2-32610-115	SWB	TRAFFIC SIGNS:Wages Regular	\$127,966	\$173,554	\$169,539	\$116,580	\$0	\$13,420	\$130,000	\$0	\$130,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
4	1-2-32610-116	SWB	TRAFFIC SIGNS:Wages Overtime	\$4,452	\$8,347	\$6,194	\$3,500	\$0	\$0	\$3,500	\$0	\$3,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
5	1-2-32610-119	SWB	TRAFFIC SIGNS:Payroll Benefits	\$51,670	\$65,659	\$67,160	\$43,230	\$0	\$3,500	\$46,730	\$0	\$46,730	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
6	1-2-32615-115	SWB	Sign Construction:Wages Regular	\$11,249	\$915	\$8,100	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
7	1-2-32615-116	SWB	Sign Construction:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
8	1-2-32615-119	SWB	Sign Construction:Payroll Benefits	\$3,015	\$300	\$3,321	\$1,300	\$0	\$0	\$1,300	\$0	\$1,300	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
9	1-2-51930-115	SWB	Traffic Signs & Signals:Wages Regular	\$0	\$56	\$2	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-51930-116	SWB	Traffic Signs & Signals:Wages Overtime	\$0	\$0	\$688	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-51930-119	SWB	Traffic Signs & Signals:Payroll Benefits	\$0	\$20	\$146	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-32610-212	CON	TRAFFIC SIGNS:Postage & Freight	\$395	\$710	\$367	\$400	\$0	\$0	\$400	\$0	\$400	Financial Services prepared postage Budget by reviewing the actual numbers of postage and freight expenses from 2021 and expectations for 2022.
13	1-2-32610-551	UTL	TRAFFIC SIGNS:Water & Sewer	\$3,178	\$3,031	\$3,619	\$3,400	\$0	\$0	\$3,400	(\$500)	\$2,900	The water & sewer budget was reviewed by Financial Services based on a review of actual results. City facilities are charged for water and sewer services received with revenue recorded in the Water Utility Fund. An interfund transfer from the Water Utility Fund is made to offset charges to the General, Sanitation, Land and Airport Funds.
14	1-2-32610-265	FLT	TRAFFIC SIGNS:Rentals-Automotive & Equipment	\$56,964	\$65,108	\$75,358	\$63,600	\$0	\$0	\$63,600	\$0	\$63,600	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
15	1-2-32615-265	FLT	Sign Construction:Rentals-Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
16	1-2-51930-265	FLT	Traffic Signs & Signals:Rentals-City Automotive & Equipment	\$0	\$0	\$257	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
17	1-2-32610-213	MMS	TRAFFIC SIGNS:Telephone	\$977	\$1,305	\$708	\$800	\$0	\$0	\$800	\$1,050	\$1,850	The telephone budget for 2022 was prepared by financial services after a review of actual charges and expectation for 2022. Some of the increase, where applicable, are due to data lines and internet service charges being reallocated from object code 238.
18	1-2-32610-224	MMS	TRAFFIC SIGNS:Memberships & Due	\$0	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$100	This is to cover the membership fee for the International Municipal Signals Association.



Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
19	1-2-32610-234	MMS	TRAFFIC SIGNS:Training Services	\$0	\$49	\$0	\$1,000	\$0	\$0	\$1,000	(\$200)	\$800	This budget is used for necessary training for the staff at the Sign Shop (i.e. training for Work Zone Traffic Accommodation).
20	1-2-32610-237	MMS	TRAFFIC SIGNS:Protection Services	\$0	\$0	\$0	\$300	\$0	\$0	\$300	(\$300)	\$0	The cost for protection services (fire alarm inspection, repairs etc.) for the Sign Shop has been included under the Old Yards Maintenance account. Thus, no need for this amount under this Traffic Sign account.
21	1-2-32610-253	MMS	TRAFFIC SIGNS:Purch Mtce-Building	\$61	\$196	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
22	1-2-32610-256	MMS	TRAFFIC SIGNS:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$250	\$0	\$0	\$250	\$0	\$250	This account is used for light mechanical items at the Sign Shop (i.e. door locks, keys, etc.)
23	1-2-32610-269	MMS	TRAFFIC SIGNS:Rentals-Other Equipment	\$0	\$3,511	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
24	1-2-32610-291	MMS	TRAFFIC SIGNS:Licenses Permits & Fees	\$0	\$85	\$0	\$100	\$0	\$0	\$100	\$0	\$100	Electrical licensing fees for the Traffic Signals Technician through the Technical Safety Authority of Saskatchewan.
25	1-2-32610-420	MMS	TRAFFIC SIGNS:Allocation-Services	\$274	\$529	\$1,454	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-32610-512	MMS	TRAFFIC SIGNS:Overtime Meals	\$163	\$272	\$95	\$150	\$0	\$0	\$150	\$0	\$150	Overtime meal allowance for Traffic/Sign Shop staff.
27	1-2-32610-540	MMS	Traffic Signs:City Purchased Clothing	\$565	\$955	\$386	\$300	\$0	\$0	\$300	\$200	\$500	Safety boots reimbursement for staff as per the City's Policy.
28	1-2-32610-541	MMS	Traffic Signs:Operating Supplies	\$48,538	\$59,500	\$90,580	\$45,000	\$0	\$0	\$45,000	\$17,500	\$62,500	This budget is used to purchase traffic supplies for city streets and traffic accommodations. Supplies includes; traffic signs, barricades, traffic cones, signs posts, brackets, fasteners, reflective decals, street signs, parts for the speed monitoring signs and variable message boards, etc.
29	1-2-32610-544	MMS	TRAFFIC SIGNS:Office Supplies	\$0	\$22	\$24	\$0	\$0	\$0	\$0	\$0	\$0	-
30	1-2-32610-565	MMS	TRAFFIC SIGNS:Parts - Equipment and Automotive	\$0	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
31	1-2-32610-566	MMS	Traffic Signs:Parts-Mechanical Equipment	\$48	\$0	\$198	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-32615-420	MMS	Sign Construction:Allocation-Services	\$153	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
33	1-2-32615-541	MMS	Sign Construction:Operating Supplies	\$1,943	\$104	\$21	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-32610-896	INS	TRAFFIC SIGNS:Insurance	\$778	\$798	\$819	\$870	\$0	\$0	\$870	\$20	\$890	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022.

**Functional Area:** CITY PUBLIC TRANSIT  
**Department:** Public Works Department  
**Fund:** General Fund

The City's Public Transit System, operated by First Canada ULC, is designed to provide safe, reliable, affordable and accessible transportation in support of Council's vision for inclusiveness, accessibility, affordability and environmental sustainability.

	<b>2022</b>	2021	(Favourable) Unfavourable Change
	<b>Budget</b>	Budget	
<b>REVENUES</b>			
User Charges and Fees	(\$615,620)	(\$608,620)	(\$7,000)
Operating Grants and Donations	(280,000)	(280,000)	0
<b>Total Revenues</b>	<b>(895,620)</b>	(888,620)	(7,000)
<b>EXPENSES</b>			
Contracted and General Services	1,370,410	1,311,000	59,410
Interest on Long Term Debt	51,950	59,830	(7,880)
Fleet Expenses	464,660	229,400	235,260
Maintenance Materials and Supplies	67,320	57,280	10,040
<b>Total Expenses</b>	<b>1,954,340</b>	1,657,510	296,830
<b>Operating (Surplus) Deficit</b>	<b>1,058,720</b>	768,890	289,830
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>1,058,720</b>	768,890	289,830

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
1	1-1-43114-000	UCF	FIRST BUS RENTAL/LEASES:Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
2	1-1-43115-000	UCF	TRANSIT TICKET/PASSES:Other Revenue	(\$385,359)	(\$448,350)	(\$338,475)	(\$449,600)	\$0	\$0	(\$449,600)	\$0	(\$449,600)	No adjustment to Revenue as the budget was prepared assuming no COVID-19 Impact. Revenue generated from bus passes and tickets. For 2022, it is anticipated that the budgeted revenue be 20% less than the 2021 budget revenue. The reduction is due to COVID-19 impacts and possibly the dilemma with the transit buses condition if it continues into 2022. Budget would be reduced by \$89,920.
3	1-1-43116-000	UCF	TRANSIT REV-BUS BENCHES/SHELTERS:Other Revenue	(\$18,794)	(\$18,311)	(\$18,311)	(\$37,340)	\$0	\$0	(\$37,340)	\$1,320	(\$36,020)	Revenue from Bus Shelters and Benches as per the City's Contract with the advertising Contractor. 2022 revenue per shelter = \$1,621.70 (total of 18 advertising shelters). 2022 revenue per bench = \$244.10 (total of 28 advertising benches).
4	1-1-43117-000	UCF	Transit Rev-Social Assistance:Other Revenue	(\$61,200)	(\$87,190)	(\$48,975)	(\$69,600)	\$0	\$0	(\$69,600)	(\$5,400)	(\$75,000)	No adjustment to Revenue as the budget was prepared assuming no COVID-19 Impact. Revenue generated from the discounted bus passes (subsidized by Ministry of Social Services). It is anticipated that the number of passes that will be sold in 2022 to be around 3,000 passes. This is approximately 85% of the number of passes sold in 2019 (pre-COVID).
5	1-1-43118-094	UCF	Public Transit Advertising:Non-Taxable Revenue	(\$37,083)	(\$42,083)	(\$45,717)	(\$52,080)	\$0	\$0	(\$52,080)	(\$2,920)	(\$55,000)	Revenue from the Public Transit advertising. Currently, the City has a contract with Jim Pattison Broadcast Group that sets the advertisement revenue. For 2022, the annual revenue is \$55,000. Revenue amount is subject to having City's transit buses back in operation starting January 2022.
6	1-1-43118-099	UCF	Public Transit Advertising:Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
7	1-1-43117-053	OGD	Transit Rev-Social Assistance:Provincial Grants - Conditional	(\$100,400)	(\$88,550)	(\$50,625)	(\$100,000)	\$0	\$0	(\$100,000)	\$0	(\$100,000)	No adjustment to Revenue as the budget was prepared assuming no COVID-19 Impact. 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 2022, it is anticipated that around 3,000 passes will be sold. Thus, Ministry's contribution is anticipated to be \$75,000. Potential decrease of \$25,000.
8	1-1-75100-000	OGD	URBAN ASSIST-HANDICAPPED TRANS:Other Revenue	(\$177,736)	(\$176,897)	(\$171,038)	(\$180,000)	\$0	\$0	(\$180,000)	\$0	(\$180,000)	-
9	1-2-35200-115	SWB	TRANSIT OPERATION:Wages Regular	\$0	\$0	\$366	\$0	\$0	\$0	\$0	\$0	\$0	-
10	1-2-35200-119	SWB	TRANSIT OPERATION:Payroll Benefits	\$0	\$0	\$127	\$0	\$0	\$0	\$0	\$0	\$0	-
11	1-2-35300-115	SWB	Bus Shelters:Wages Regular	\$1,002	\$0	\$828	\$0	\$0	\$0	\$0	\$0	\$0	-
12	1-2-35300-116	SWB	Bus Shelters:Wages Overtime	\$103	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-2-35300-119	SWB	Bus Shelters:Payroll Benefits	\$263	\$0	\$217	\$0	\$0	\$0	\$0	\$0	\$0	-
14	1-2-35200-295	CON	TRANSIT OPERATION:Self-Employed Contractors	\$1,359,483	\$1,159,040	\$1,301,671	\$1,297,000	\$0	\$0	\$1,297,000	\$59,410	\$1,356,410	Cost for contracted transit services as per the existing contract between the City and First Canada. The cost for transit services in 2022 will be increased based on the set rate in the Contract. The budget for 2022 counts for the annual average number of transit hours which is approximately 19,200 hours/year. This budget also includes \$3,000 for disinfecting services for the buses needed due to COVID-19.
15	1-2-35200-299	CON	TRANSIT OPERATION:Other General Services	\$6,446	\$8,527	\$13,954	\$14,000	\$0	\$0	\$14,000	\$0	\$14,000	-
16	1-2-35600-295	CON	Senior Transportation:Self-Employed Contractors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
17	1-2-35700-295	CON	Special Needs Transportation:Self-Employed Contractors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
18	1-2-35200-820	LTD	TRANSIT OPERATION:Interest on Long Term Loan	\$83,411	\$75,629	\$67,980	\$59,830	\$0	\$0	\$59,830	(\$7,880)	\$51,950	City Transit Buses The 2022 Budget for interest expense was determined by Financial Services based on a review of annual payments and expected interest rates for 2022 and previous principal payments made.
19	1-2-35200-265	FLT	TRANSIT OPERATION:Rentals-City Automotive & Equipment	\$208,300	\$408,300	\$435,000	\$229,400	\$0	\$0	\$229,400	\$235,260	\$464,660	The budget is based on the Asset Management Plan / Fleet projections for the Public Transit Reserve. The plan incorporates a 6% increase in the annual funding from the City. The fleet expense is required to cover fuel and minor maintenance costs as well putting away funds for the future replacement of the buses to avoid the requirement for debt financing when replacement is required. The increase for 2022 is significant as Budget Committee reduced the fleet expense budget by \$220,000 for 2021. This resulted in the elimination of the budgeted transfer to the reserve for 2021. Administration believes that the fleet expense needs to be increased to ensure that reserve is continued to be built for future capital replacements.
20	1-2-35300-265	FLT	Bus Shelters:Rentals-City Automotive & Equipment	\$271	\$0	\$194	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
21	1-2-35700-265	FLT	Special Needs Transportation:Rentals-City Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
22	1-2-35200-211	MMS	TRANSIT OPERATION:Travel & Accommodation	\$1,020	\$395	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	Budget for cost related to attending transit related conferences and seminars (i.e. Canadian Urban Transit Association Conference (CUTA), etc.). Next CUTA conference is scheduled for October 23-25, 2022.
23	1-2-35200-221	MMS	TRANSIT OPERATION:Advertising	\$449	\$297	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	For City's transit advertising costs/supplies (i.e. signs, posters, decals, etc.). Advertising is undertaken for transit promotion activities.
24	1-2-35200-224	MMS	TRANSIT OPERATION:Memberships & Due	\$2,368	\$2,616	\$2,429	\$2,100	\$0	\$0	\$2,100	\$400	\$2,500	Annual Fees for the City's membership with the Canadian Urban Transit Association.
25	1-2-35200-234	MMS	TRANSIT OPERATION:Training Services	\$50	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
26	1-2-35200-291	MMS	TRANSIT OPERATION:Licenses Permits & Fees	\$0	\$127,388	\$30,884	\$29,680	\$0	\$0	\$29,680	\$640	\$30,320	Permit and license fees for the City's TransitLive services based on an existing contract with CRL Engineering. TransitLive is an automatic vehicle location system that provides bus users with the exact location of the bus and its movement. This system also collects and provides valuable ridership data about the City's transit.
27	1-2-35200-292	MMS	TRANSIT OPERATION:Print Shop Services	\$6,483	\$4,109	\$6,461	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	Cost for printing transit related items (i.e. bus brochures, transfer tickets, etc.).
28	1-2-35200-420	MMS	TRANSIT OPERATION:Allocation-Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
29	1-2-35200-541	MMS	TRANSIT OPERATION:Operating Supplies	\$18	\$26,265	\$28,363	\$5,500	\$0	\$0	\$5,500	\$0	\$5,500	Budget for transit operating supplies, such as fareboxes, bus signs and posts, etc.
30	1-2-35300-253	MMS	Bus Shelters:Purch Mtce-Building	\$1,576	\$4,197	\$14,009	\$5,000	\$0	\$0	\$5,000	\$15,000	\$20,000	Budget for bus shelters and benches supplies/repairs, such as glass panels installation, broken glass cleanup, seats, shelters, benches, 50% of electrical cost as per contract, fasteners, etc. Bus shelters experienced unprecedented vandalism in late 2020 and continued into 2021. Almost all of the glass panels on all shelters were vandalized. Additional budget is required in 2022 to continue shelter glass panels replacement.
31	1-2-35300-254	MMS	Bus Shelters:Purch Mtce Labour Facilities	\$795	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
32	1-2-35300-259	MMS	Bus Shelters:Purch Mtce-Other Equipment	\$0	\$965	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
33	1-2-35300-420	MMS	Bus Shelters:Allocation-Services	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
34	1-2-35300-532	MMS	Bus Shelters:Concrete	\$553	\$0	\$0	\$6,000	\$6,000	\$0	\$0	\$0	\$0	-
35	1-2-35300-541	MMS	Bus Shelters:Operating Supplies	\$0	\$0	\$5,716	\$0	\$0	\$0	\$0	\$0	\$0	-
36	1-2-35300-549	MMS	Bus Shelters:Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
37	1-2-35700-256	MMS	Special Needs Transportation:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
38	1-2-66092-875	CAP	Special Needs Transit Loss on Disposal:Loss on Disposal	\$9,646	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
39	1-2-66005-840	AMORT	Public Transit:Amortization Expense	\$25,506	\$25,506	\$25,506	\$0	\$0	\$0	\$0	\$0	\$0	-
40	1-2-66015-840	AMORT	Special Needs Transit Machinery & Equip:Amortization Expense	\$1,982	\$3,964	\$3,964	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-66025-840	AMORT	Special Needs Transit Fleet:Amortization Expense	\$55,035	\$60,854	\$72,521	\$0	\$0	\$0	\$0	\$0	\$0	-

***RPT 21-402***

**TITLE:** Engineering Technician II (Surveyor) Position

**DATE:** August 28, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That this report to create a new permanent Engineering Technician II (Surveyor) position be forwarded to 2022 budget deliberations for consideration.

**TOPIC & PURPOSE:**

That a new Engineering Technician II (Surveyor) position be given consideration in the 2022 to be added to the permanent work force.

**BACKGROUND:**

The surveyors are a very important aspect of the construction and rehabilitation of all infrastructure for the City of Prince Albert. They are the boots on the ground and the eyes of the construction site ensuring the infrastructure is installed in the correct place. Back in 1985 when everything was done manually with theodolites, levels and survey rods with 3 person crews, the City employed 9 full time surveyors and 3 summer casuals. Then AutoCAD and Total Stations started to become available and did much of the calculations. By 1990 staff was reduced to 6 Surveyors. As technology improved, efficiencies of surveying also improved and by 1998 staff was again reduced to only 4 Surveyors in two 2 person crews. This staff level has been maintained for 23 years.

In the last 10 years replacement of water, sewer and storm infrastructure that is well over 100 years old has dramatically increased from less than 1km to 2km per year of pipe replacement per year. Concrete and Paving Programs also have increased from 4km to 7km per year of roadway rehabilitation. As well, the shallow utilities are also busy making upgrades to their infrastructure, which means constant digging with over 180 cuts in our streets and sidewalks per year. Workloads have double and the 4 Surveyors can no longer cover all the construction sites with survey checks or inspections. As a result of being understaffed the City has had to forgo go certain projects and work, which is projected to continue until additional resources are added. Until that time, the City will continue to fall further behind, resulting in unnecessary

delays on construction projects, expansions and city development, which will have a direct negative impact on the economy and residents.

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

This position will take over all the permitting, tracking and inspection of all shallow utility digs. They will also look after all concrete sidewalk replacement inspections and GIS data collection for asset management. They will provide survey coverage for the other 4 surveyors during vacation and sick leave, and will join in with the others during time sensitive and labour intensive work like pre-marking the traffic line painting ahead of the painting contractor. This will all ensure that the new and rehabilitated capital construction projects are being properly surveyed, staked, inspected and subsequently GIS data collected for better asset management of the City Infrastructure.

### Major Duties and Responsibilities

1. Survey all or part of City projects.
2. Assist in the preparation of detailed designs and construction engineering supervision of municipal projects including, but not limited to: roadways, sewer and water distribution, water treatment, water storage, and sewage treatment.
3. Perform data entry to GIS databases, spreadsheets and maps.
4. Prepares cost estimates and tender summaries. Performs inspections of construction projects to ensure compliance with specifications. Provides analysis of post-construction activities including, but not limited to: final quantity calculations, payment certificates, and cost analysis for construction tender estimates.
5. Keep technical records, traffic counts, and accidents reports and compile data.
6. Undertakes various record keeping tasks related to the construction, supervision and operation of various Municipal Engineering projects.
7. Coordinates, supervises, and monitors tests related to Municipal projects and operations such as aggregate testing, soils testing, concrete testing, asphalt testing, and water and wastewater testing.
8. Assists in survey work including use of conventional rod and level as well as electronic measuring devices such as total station survey equipment.
9. Performs inspections of existing roadways and sewer systems for condition and performance using appropriate equipment.
10. Identifies design, operation or construction problems, recommends, and implements field designs or changes.

11. Performs accurate preliminary topographical construction benchmarks, investigative and as built surveys for roadways and water and sewer operation, maintenance and construction programs.
12. Performs all calculations related to the acquisition of survey data. Acquires survey data for integrated electronic drafting systems in accordance with established Departmental procedures and formats performs quality control checks, as required, to ensure that all data complies with specified accuracy requirements.
13. Performs various data entry and data manipulation on databases, spreadsheets and electronic maps.
14. Follow Acts, Regulations, Bylaws, Agreements, policies and procedures.
15. Follows the Act, regulations and policies of Occupational Health and Safety.
16. Performs other related work as assigned.

#### **CONSULTATIONS:**

Consultation about the need for this position was discussed with the Surface Works Manager, Manager of Capital Projects, Director of Public Works, Director of Corporate Services, and the City Manager. This would be an In-Scope CUPE Local 160 position like the other Surveyor positions.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

If approved in the 2022 budget the position would be posted on the City's Website and open to both internal and external candidates with the proper educational qualifications.

#### **FINANCIAL IMPLICATIONS:**

**Financial Impact: (2019 rates)**

Survey Technician II: (\$25.77/hr x 2080hrs) = \$53,601.60

Benefits = 15% benefits

Total Budgetary Impact = **\$61,641.84**

#### **OTHER CONSIDERATIONS/IMPLICATIONS:**

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

#### **STRATEGIC PLAN:**

Page 19 of the 2015-2020 City of Prince Albert Five Year Strategic Plan is the delivery of construction, operation and maintenance of city Infrastructure. This position will be part of the solution to help deliver that goal.



**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal Presentation by Wes Hicks, Director of Public Works

**ATTACHMENTS:**

Written by: Wes Hicks, Director of Public Works

Approved by: City Manager



City of  
**Prince Albert**

*BI 21-31*

**TITLE:** Operating Issues Not Funded

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Operating Issues Not Funded

## SECTION THIRTEEN – OPERATING ISSUES NOT FUNDED



City of  
**Prince  
Albert**

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Functional Area	Issue Title	Issue Description	2022 Fiscal Cost
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City Manager, City Solicitor, City Clerk, Mayor and City Council				
U-01	City Clerk	Record Retention Clerk Steno	<p>Salary request for a full-time non-permanent Clerk Steno for a 4 month term commencing May, 2022. The position would focus on records management in the basement records storage area and include such tasks as:</p> <ul style="list-style-type: none"> <li>- Data entry and standard clerical work</li> <li>- scanning and saving records electronically</li> <li>- review records to determine retention period</li> <li>- assisting with organization of disposition and shredding services</li> <li>- other office duties as required.</li> </ul> <p>Please refer to <a href="#">Supporting Documents Binder 2 of 2, Report Tab, Tab #4 for RPT 21-394 – Corporate Records Management Program</a> for additional information.</p>	16,340

Fire Department				
U-02	Fire Fighting	Requested New Position	<p>One Training Captain and three additional Firefighters.</p> <p>Please refer to <a href="#">Supporting Documents Binder 2 of 2, Incamera Tab, Tab #24 for RPT 21-416 – 2022 Fire Department Staffing Proposal for 2022 Budget</a> for additional information</p>	387,900
U-03	Fire Services Maintenance	Fire Hall Apparatus Floor Grate Repair	<p>Apparatus floor grate which was original to the building, constructed in 1975 is in need of replacement. A temporary repair was completed in 2017 with the anticipation of a permanent solution. The grating has deteriorated to the point of becoming a safety hazard identified by occupational health and safety. The risk could be personnel injury from trips and falls, as well as the potential for fire trucks to fall through causing damage.</p>	25,000



Functional Area	Issue Title	Issue Description	2022 Fiscal Cost
<b>General Government - Other Items</b>			
U-04	General Government	Prince Albert & Area Community Alcohol Strategy	<p>The members of the Community Alcohol Strategy Steering Committee (CASSC) are requesting that in the next budget development processes, The City of Prince Albert commit \$15,000 annually, in an appropriate budget line, for the next four years, to support CASSC's work in coordinating the implementation of the Prince Albert and Area Community Alcohol Strategy. The City of Prince Albert has the opportunity to leverage a small budget allocation into a large mobilization of significant volunteer assets working towards a healthier community.</p> <p>Please refer to <a href="#">Supporting Documents Binder 2 of 2, Report Tab, Tab #22 for CORR – 21-90 and RPT 21-253 – Funding Request – Prince Albert &amp; Area Community Alcohol Strategy Steering Committee</a> for additional information.</p> <p style="text-align: right;">15,000</p>



Functional Area	Issue Title	Issue Description	2022 Fiscal Cost
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Corporate Services			
U-05	Information Technology	IT Staffing Proposal	<p>This increase represents the salary costs for the 3 new positions proposed by Information Technology:</p> <p>The permanent Network Systems Analyst position is proposed to provide the security, reliability and ongoing maintenance of the City's networks to prevent against unforeseen system outages as a result of an unreliable or vulnerable network.</p> <p>Two on-year term Business System Analyst positions will be responsible for implementing the systems and technology that achieve improved customer service and efficiency through automated workflows and reducing overlap and duplication of tasks.</p> <p>These positions are proposed to achieve items in the capital-unfunded list.</p> <p>If the Network System Analyst position is approved, in addition to addressing cyber security risk, the Disaster Recovery (Cloud Back-up) project can continue, if capital is also approved.</p> <p>If one (one-year term) Business Systems Analyst position is approved, the Records Management program and online payments can continue, if capital is also approved.</p> <p>If two (one-year term) Business Systems Analysts positions are approved, the Mobile App and all other non-funded capital projects can continue, if capital is also approved.</p> <p>If these positions are not funded, these projects will be deferred until next year.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Tab #26 for <a href="#">RPT 21-381 2022 IT (Information Technology) Staffing Proposal</a> for additional information.</b></p> <p style="text-align: right;">299,300</p>



Functional Area	Issue Title	Issue Description	2022 Fiscal Cost
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External Agencies			
U-06	External Agencies	CSC - Special Needs Transportation	Increase related to wages for a split-shift to accommodate unfulfilled trips. 82,460
U-07	External Agencies	Prince Albert Historical Society	We are asking for two increases this year- a 3% increase to our external agency funding and support for the museum educator position. We have not received an increase in our funding since 2019. We are asking the City to provide support for the museum educator position as you do for the museum's Manager/Curator and the Mann Art Gallery's educator. This would amount to an additional \$30,000 a year but provide a wealth of possibilities for us to develop programs and educate Prince Albert's residents and visitors about our history 37,320

Public Works			
U-08	Public Works Administration	Engineering Technician II (Surveyor) Position	That a new Engineering Technician II (Surveyor) position be given consideration in the 2022 Budget to be added to the permanent work force. <a href="#">Please refer to Supporting Documents Binder 2 of 2, Tab #19 for RPT 21-402 Engineering Technician II Surveyor Position for additional information.</a> 61,640

<b>Total Operating Issues Not Funded</b>			<b>924,960</b>
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***CORR 21-90***

**TITLE:** Funding Request - Prince Albert & Area Community Alcohol Strategy Steering Committee

**DATE:** October 6, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Funding Request - Prince Albert & Area Community Alcohol Strategy Steering Committee

Written by: Cam Friesen, Board of Directors, Community Alcohol Strategy Steering Committee

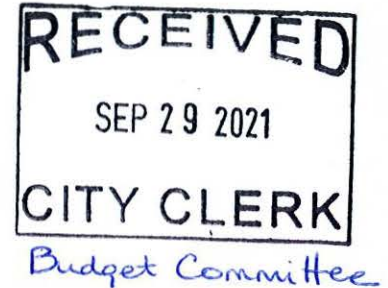




**PRINCE ALBERT & AREA**  
**COMMUNITY ALCOHOL STRATEGY STEERING COMMITTEE**  
**"Building Healthier Communities"**  
communityalcoholstrategy@gmail.com  
www.paalcoholstrategy.ca

September 29, 2021

Prince Albert City Council  
1084 Central Avenue  
Prince Albert, SK S6V 7P3



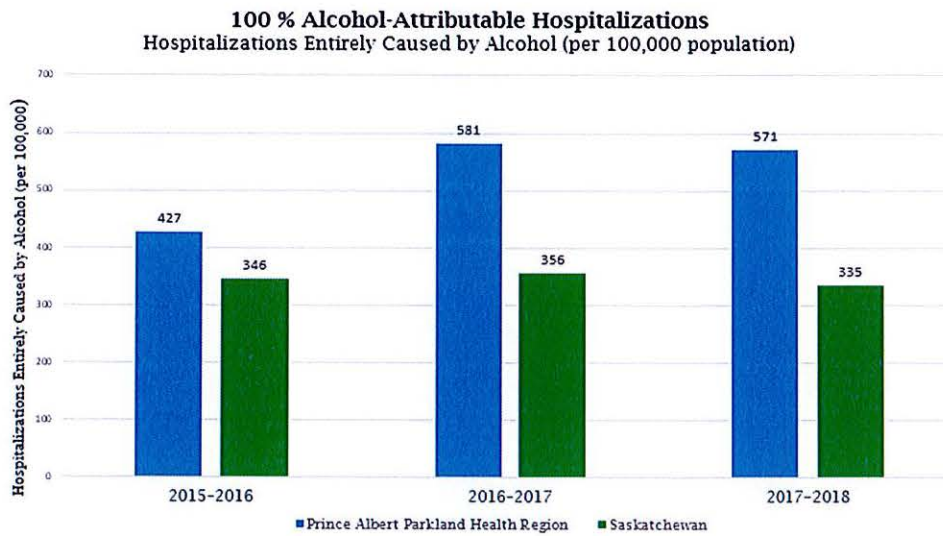
Dear Mayor Dionne and Members of City Council:

I am writing on behalf of Prince Albert's Community Alcohol Strategy Steering Committee (CASSC) to express appreciation and request financial support. First, committee members want to formally thank you for supporting the work of CASSC in many ways, including the appointment of Councillor Miller last spring to represent the City on our committee. Members also appreciate City Council's support the Board of Police Commissioners and their role in supporting CASSC's work. The Board of Police Commissioners has supported CASSC in many ways as well, including the appointment of Dr. Darcy Sander from the Board to join CASSC. The committee deeply appreciates the ongoing support and endorsement.

Our committee respects Council's previous decision to refer mid-year funding requests to the Board of Police Commissioners. However, CASSC's work connects to many of the elements in City Council's community Plan and City Council also determines the Board of Police Commissions budget allocation. It seems to make sense that Council consider CASSC's request for funding in its 2022 budget deliberations both for its own initiatives and as Council considers the funding for the Board of Police Commissioners. Some background information to provide context may help Council better understand CASSC's request for financial support. First, it seems important that Council reflects on the intense need and the great positive impact on community health that will be produced by a relatively small investment in CASSC. Second, although the work of CASSC is connected to public safety and policing, CASSC's work is much broader and connects to several other areas where Council provides direction and leadership. An outline of the intense need and the connection to city goals is outlined in the following paragraphs.

In terms of the intense need for CASSC's work, there many sources of evidence that demonstrate need. One source of data is the Canadian Centre on Substance Use and Addictions. The 2019-20 data shows that in Saskatchewan the healthcare, productivity and other **costs of alcohol are \$647 million** while the SLGA's net sales provide an economic benefit of revenue of less than half that amount of \$256 million. CASSC is not attempting to eliminate alcohol sales but we are working hard to reduce the harms from alcohol and we are making progress. Other evidence indicates that Prince Albert and area is inordinately afflicted with many symptoms of excessive or irresponsible use of alcohol. You have likely heard about or even witnessed events that demonstrate this reality. In addition to the anecdotal evidence and gut

feelings, there is substantial data that reflects this reality as well. Health care costs is one obvious indicator:



Source: Canadian Institute for Health Information (CIHI)

Clearly, hospitalizations in our region that are entirely attributed to alcohol misuse are far more frequent than the provincial average. We know that these hospitalization costs are born mostly by provincial coffers, but this data indicates the relatively more intense need that exists in Prince Albert and area for a community focused response to alcohol misuse.

The intense need seems clear and since CASSC's efforts are in direct alignment with the City's goals, CASSC seems to be in a good position to receive City financial support. CASSC's efforts support the Council's Official Community Plan, especially section 1.6.6 (Social Environment & Culture) 1.6.7 (Public Safety) and 1.6.8 (Economy). More obviously perhaps, CASSC works towards the achievement of Goal 1 (individual wellbeing) and Goal 2 (community wellbeing) of the Community Services Master Plan (CSMP). The strategic directions identified in the CSMP identify two items that give hope and reason for CASSC's funding request: Strategic Direction 6: Enhance support for volunteer community organizations to ensure their sustainability; and Strategic Direction 7: Continue to provide grant funding for operations and maintenance (annually). CASSC has been instrumental in raising awareness, providing strategy and promoting community efforts to support the City goals and strategic directions. Council's financial support will help to ensure CASSC's sustainability and will expand its ability to serve the City.

The members of CASSC are requesting that in the 2022 budget development processes, The City of Prince Albert commit \$15,000 annually for the next four years, to support CASSC's work in coordinating the implementation of the Prince Albert and Area Community Alcohol Strategy. This allocation might be best suited to a line in the City's budget or as an enhancement to the allocation for the Board of Police Commissioners. Either way, the City of Prince Albert has the opportunity to leverage a small budget allocation into a large mobilization of significant volunteer assets working towards a healthier community. CASSC has accessed short term grant funding to achieve significant success, but without some sustained

funding that success is in jeopardy. Please see the attached appendix for the kinds of things CASSC has done and will do with the relatively small funding allocation from the City of Prince Albert.

CASSC looks forward to Council's and its committees budget deliberations. Please contact me at your earliest convenience if CASSC can provide more information or an in-person or virtual conversation about this request. We are interested in arriving at a mutual understanding of the need, the mechanisms for funding and the ways we can achieve both the Council's and CASSC's stated goals and plans. We look forward to these conversations and anticipated financial support.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cam Friesen', with a long, sweeping underline that extends to the right.

Cam Friesen  
CASSC Board of Directors

Enclosure

cc. City of Prince Albert Board of Police Commissioners

## Appendix A: CASSC Background, Recent Actions and Future Plans

### BACKGROUND

#### Timeline

- 2013 in response to health, justice, policing, social services and other data the CMPA's COR team developed a Call to Action to reduce the alcohol-related damage occurring in PA and area
- 2014-15: Community consultations and strategy development
- 2015 (Fall) formation of CASSC
- 2016 (April) Launch of Community Alcohol Strategy and further community action planning
- 2016-current: CASSC promotes the CAS and community responds with action

#### Description of CASSC

- CASSC is a multi-disciplinary, volunteer organization that supports the Community Alcohol Strategy
- CASSC's primary objective is to provide strategy and a support network to create awareness and inspire action **to build a healthier community** through changing its relationship with alcohol.
- CASSC works to motivate, mobilize and encourage action that will lead to frequent and fun alcohol-free events, safe and responsible alcohol consumption whenever it is served, as well as addiction prevention and intervention.
- CASSC was organized to help sustain the momentum and coordinate the efforts to make the CAS a reality
  - CASSC is not the creator, commander, and implementer. We are the cheerleaders, networkers and coordinators.
- CASSC is a group that provides a platform for the Community Alcohol Strategy to inspire action and celebrate successes so every citizen can be part of reducing harmful alcohol consumption and making our community healthier

#### Three Primary Focus Points for our efforts

1. Encouragement for alcohol-free, family friendly events
  - a. Host an event
  - b. Attend them when others host them
  - c. Think about your own family events: can or should they be alcohol free?
2. Promotion of Safe and Responsible Consumption whenever alcohol is served
  - a. Encourage organizations to find other revenue so they can decrease or remove alcohol sales as a revenue stream at events
  - b. Raise Awareness of Canada low risk guidelines
  - c. Supplement the attention to safe-ride-home planning and implementation
3. Intervention and Support for those suffering from disease of addictions
  - a. Support the Health Region, Addictions Council, Metis Addictions Counselling services, and the many other organizations that provide intervention and support
  - b. Partnering with UofS College of Nursing, PAPHR and others to submit a research grant proposal re support for families.

## RECENT ACTIONS (note this is not a comprehensive list of what CASSC has done)

- Development of CASSC slogan – “Creating Healthier Communities”
- Development of CASSC Logo and promotional brochure to raise awareness and action
- \$10 cab ride coupons to promote safe ride home for Winter Festival and other events.
- Share your agency Ideas for “Alcohol Free” Christmas party - CASSC will provide a \$200 donation to the charity of your choice to the winner. Increase social awareness of alternatives.
- MADD/Power 99 FM partnership for Project Red Ribbon
- Winter Festival Family Day Event – sliding party for families
- Interviews & promotion with Daily Herald, paNOW and other media outlets
- CASSC representation at Ding In the New Year Dec 13<sup>th</sup>
- Presence at COPE Magazine launch
- Supported Recovery Day Luncheon
- Established and promoted Facebook/Twitter/Instagram accounts
- Sponsorship for ADS Poster Campaign- “Reduce Our Use”- Posters out in community
- Addictions Awareness Week support
- Sask. Assoc. for Community Education (SACE) Conference – Exhibitor table and attended
- Strategy document has been updated with Community Consultation feedback
- Family Expo – rented table and gave out information
- Power 99 Don’t Drink and Drive Testimonials –Power 99 Summer Ad Campaign
- Street Fair – booth with information.
- Created CASSC You Tube channel
- World No Alcohol Day - City of PA Proclamation and media event at City Hall
- Participation in Community Network Coalition and its Showcase
- Provided letter of support for Sask. Polytechnic proposal to offer an Addictions Degree
- Development of CASSC website
- Successful Prince Albert Community Foundation Grant application and final reporting
- Successful Northern Lights Community Development Grant application
- Conducted numerous presentations and learning events for various organizations
  - Liability Presentation to Chamber of Commerce-SLGA/BYLA
  - Chamber of Commerce
  - Diverse government and non-government community Agencies
  - Ministerial Association
  - Alcohol- Lets Talk Working Group
  - Community Networking Coalition
  - Rotary Club
  - City Community Services Advisory Committee

## FUTURE PLANS

- Continue to support community events, raise awareness and promote health communities as we have done in past 8 years
- Additional support from City Council will enable CASSC to enhance its work to:
  - Provide “Evidence Based Approaches to Substance Use Training” for community members and front-line staff from various sectors with an overview of clinical/health and traditional/community approaches to understanding and reducing substance use harms.

- Provide Student Awards of \$500 each to four Sask. Polytechnic students in Addiction Counselling.
- Hold renewed community focus groups and consultation on the strategy.

CASSC Operating Budget 2021/22

Revenue:

City of Prince Albert                   \$       15,000

Expenses:

Accounting Services	\$	450	<i>note this could be higher dependent on which firm is hired to perform financial review</i>
Insurance	\$	1,336	<i>includes Director's Insurance and Coordinator Insurance</i>
Website Maintenance	\$	230	
Advertising	\$	2,000	<i>includes PA Herald, PA Shopper, radio and FB ads</i>
Promotional Materials	\$	2,000	<i>includes swag items, give aways for Sober October, Gift Cards for contests</i>
Cab Coupon Program	\$	750	<i>depends on how many cab coupon promotions are held in the year</i>
Office Admin & Supplies	\$	500	<i>includes office supplies &amp; printing costs for various materials</i>
Student Awards - Sask. Polytechnic	\$	2,000	<i>Four awards of \$500</i>
Office Space & wifi	\$	7,200	<i>\$600/mo local company</i>
Meeting Incidentals	\$	300	<i>GoToMeeting, water, tea, coffee if meeting in person</i>
Event Registration Fees	\$	200	

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**Total Expenses**                               \$       **16,966**

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**Total Expenses over Revenue**           \$       **(1,966)**



***RPT 21-253***

**TITLE:** Funding Request - Prince Albert & Area Community Alcohol Strategy Steering Committee

**DATE:** May 17, 2021

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the funding request from the Prince Albert & Area Community Alcohol Strategy Steering Committee dated March 12, 2021 be forwarded to the 2022 Budget deliberations for consideration.

**ATTACHMENTS:**

1. Report dated April 22, 2021

Written by: Melodie Boulet, Secretary, Board of Police Commissioners





## Prince Albert Board of Police Commissioners *DISPOSITION*

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**Report Title:** Funding Request - Prince Albert & Area Community Alcohol Strategy Steering Committee

**Date:** April 22, 2021

**From:** Board of Police Commissioners

**To:** City Council

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### **DISPOSITION:**

That the funding request from Prince Albert & Area Community Alcohol Strategy Steering Committee dated March 12, 2021 be forwarded to the 2022 City Council Budget Deliberations for consideration.

**Respectfully Submitted,**

Melodie Boulet  
Board Secretary  
Board of Police Commissioners



**COMMITTEE DISPOSITION**

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**Report Title:** Request for Funding - Prince Albert and Area Community Alcohol Strategy Steering Committee

**Date:** March 23, 2021

**Prepared By:** Executive Committee

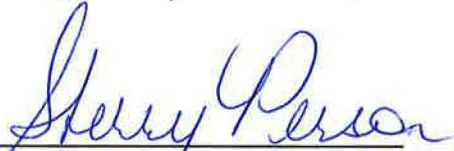
**Prepared For:** Board of Police Commissioners

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**DISPOSITION:**

*"That CORR 21-29 be received and referred to the Board of Police Commissioners."*

**Respectfully Submitted,**

  
Sherry Person, City Clerk



City of  
**Prince Albert**

**CORR 21-29**

**TITLE:** Request for Funding - Prince Albert and Area Community Alcohol Strategy Steering Committee

**DATE:** March 17, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

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

**PRESENTATION:** None

**ATTACHMENTS:**

1. Letter dated March 12, 2021

Written by: Robert Bratvold, Member, Prince Albert and Area Community Alcohol Strategy Steering Committee



**PRINCE ALBERT & AREA  
COMMUNITY ALCOHOL STRATEGY STEERING COMMITTEE**  
**"Building Healthier Communities"**  
communityalcoholstrategy@gmail.com  
www.paalcoholstrategy.ca

RECEIVED  
MAR 12 2021  
CITY CLERK

*Executive Committee*

**Recommended  
Disposition:**

Refer to  
Board of  
Police Commission

March 12, 2021

Prince Albert City Council  
1084 Central Avenue  
Prince Albert, SK S6V 7P3

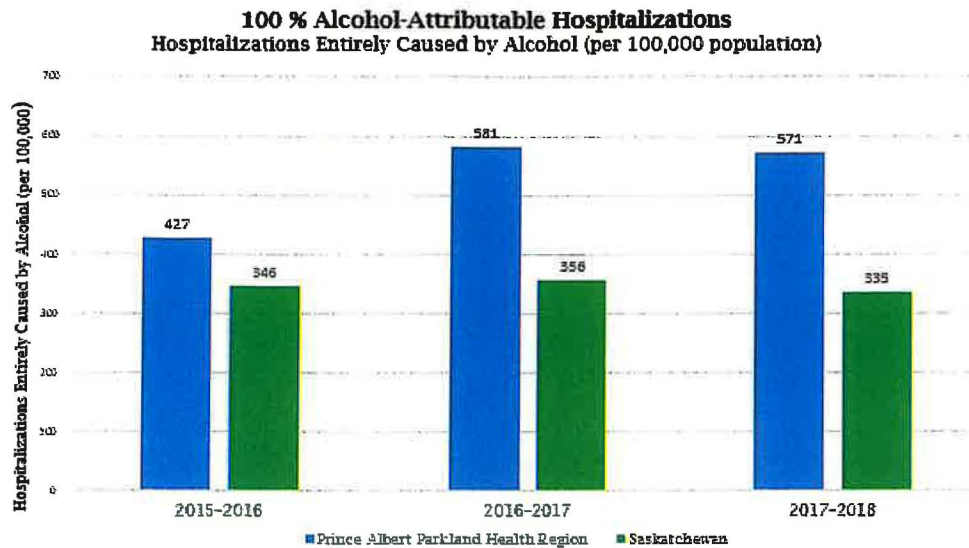
Dear Mayor Dionne and Members of City Council:

I am writing on behalf of Prince Albert's Community Alcohol Strategy Steering Committee (CASSC) to formally thank you for considering our request for support. You will recall that CASSC requested two things from City Council: financial support for its efforts to increase community well-being; and, the appointment of one or more City Councillors to the Community Alcohol Strategy Steering Committee (CASSC). The original letter is attached, but you will also likely recall that you referred the request to the Board of Police Commissioners and they appointed two members to our committee (Dr. Darcy Sander and Councillor Charlene Miller with Mayor Greg Dionne as alternate). This is a fantastic connection and show of support by the Board of Police Commissioners. CASSC deeply appreciates the endorsement.

In the response from City Council and the Board of Police Commissioners, there was no mention of CASSC's request for financial support. It is important that Council understands that although the work of CASSC is connected to public safety and policing, CASSC's work is much broader and connects to many other areas where Council provides direction and leadership. CASSC is clear that Council has finalized this year's budget so receiving funds from the City this year is unlikely. However, if any of the City's planned expenses do not occur, or finish under budget, we encourage Council to redirect some of those funds to support CASSC's efforts. Regardless, it seems that further conversation will be helpful in ensuring Council understands the intense need and the great impact on community health produced by a relatively small investment in CASSC. Further conversation might also be helpful in ensuring CASSC understands the criteria Council uses in considering requests for support.

In terms of the intense need for CASSC's work, there are many sources of evidence that demonstrate need. One source of data is the Canadian Centre on Substance Use & Addictions. 2019-20 data shows that in Saskatchewan the healthcare, productivity and other costs of alcohol is \$647 million while the SLGA's net sales provide an economic benefit of revenue of less than half that amount \$256 million. CASSC is not attempting to eliminate alcohol sales but we are working hard to reduce the harms from alcohol and we are making progress. Other evidence indicates that Prince Albert and Area is inordinately afflicted with many symptoms of excessive or irresponsible use of alcohol. You have likely heard about or even witnessed events that demonstrate this reality. In addition to the anecdotal

evidence and gut feelings, there is substantial data that reflects this reality as well. Health care costs is one obvious indicator:



Source: Canadian Institute for Health Information (CIHI)

Clearly, hospitalizations in our region that are entirely attributed to alcohol misuse are far more frequent than the provincial average. We know that these hospitalization costs are born mostly by provincial coffers, but this data indicates the relatively more intense need that exists in Prince Albert and Area for a community focused response to alcohol misuse.

It seems clear the need is present and since CASSC's efforts are in direct alignment with the City's goals, CASSC seems to be in a good position to receive City financial support. CASSC's efforts support the Council's Official Community Plan, especially section 1.6.6 (Social Environment & Culture) 1.6.7 (Public Safety) and 1.6.8 (Economy). More obviously perhaps, CASSC works towards the achievement of Goal 1 (Individual Wellbeing) and Goal 2 (Community Wellbeing) of the Community Services Master Plan (CSMP). The strategic directions identified in the CSMP identify two items that give hope and reason for CASSC's funding request: Strategic Direction 6: Enhance support for volunteer community organizations to ensure their sustainability; and Strategic Direction 7: Continue to provide grant funding for operations and maintenance (annually). CASSC has been instrumental in raising awareness, providing strategy and promoting community efforts to support the City goals and strategic directions. Council's financial support will help to ensure CASSC's sustainability and will expand its ability to serve the City.

The members of CASSC are requesting that in the next budget development processes, The City of Prince Albert commit \$15,000 annually, in an appropriate budget line, for the next four years, to support CASSC's work in coordinating the implementation of the Prince Albert and Area Community Alcohol Strategy. The City of Prince Albert has the opportunity to leverage a small budget allocation into a large mobilization of significant volunteer assets working towards a healthier community.

In the time before the next budget process begins, CASSC looks forward to further conversation with Council or its appropriate committees to help come to a mutual understanding of the need, the mechanisms for funding and the ways we can achieve both the Council's and CASSC's stated goals and plans. We look forward to these conversations and anticipated financial support.

Sincerely,



Robert Bratvold,  
CASSC Member  
[rbratvold@srsd119.ca](mailto:rbratvold@srsd119.ca)  
306-764-1571  
Enclosure

cc. City of Prince Albert Board of Police Commissioners



**PRINCE ALBERT & AREA  
COMMUNITY ALCOHOL STRATEGY STEERING COMMITTEE  
"Building Healthier Communities"**

(306) 960-5499  
communityalcoholstrategy@gmail.com  
www.paalcoholstrategy.ca

December 9, 2020

Prince Albert City Council  
1084 Central Avenue  
Prince Albert, SK S6V 7P3  
*Sent via email*

Dear Mayor Dionne and Members of City Council:

I am writing on behalf of Prince Albert's Community Alcohol Strategy Steering Committee (CASSC) to provide you with some information about CASSC and to seek your support. CASSC has been instrumental in raising awareness, providing strategy and promoting community efforts to support the City and community safety.

You are likely aware that, despite being a wonderful city in many ways, Prince Albert is afflicted with many symptoms of excessive and irresponsible use of alcohol. Some of the most alarming statistics include:

- Statistics Canada ranks Prince Albert third across Canada in overall violent crime and youth crime, fourth in firearms related offences, and second in both robbery and break and enter. Data indicates that the majority of these crimes involve alcohol.
- According to the Canadian Institute for Health Information (2015-2016), the rate of hospitalizations caused entirely by alcohol is 76% higher in Prince Albert and area than the national average, and 22% higher than the Saskatchewan average.
- From January 1 to December 5, 2017, 76% of the Prince Albert Hub elevated risk situations that involved alcohol also involved dependent children living in the home.

Through the leadership and support of Community Mobilization Prince Albert, citizens came together and developed the Prince Albert and Area Community Alcohol Strategy. Soon after, CASSC emerged to coordinate and promote the implementation of that strategy. The attached document outlines the purpose, focus and some of the key work of CASSC and I encourage you to peruse the pages and contact me if you seek clarification or further information about CASSC. You are welcome to review our website at [paalcoholstrategy.ca](http://paalcoholstrategy.ca).

In the fall of 2020, CASSC secured funding through SGI to pay for a part-time Coordinator position which has been extended through 2021. CASSC has received significant in-kind donations from community organizations and has been successful obtaining funds through some grant applications. However, CASSC has been reluctant to establish any ongoing initiatives because the revenue was limited to one-time grants.

The CASSC volunteers will continue to meet, plan and support the Alcohol Strategy work in the community and area, and have received some community grant funding to do that. However, in order to make the next phase of success possible, CASSC requires reliable funding to coordinate multi-year initiatives.

**The members of CASSC are requesting that in the budget development processes, The City of Prince Albert allocate \$15,000 yearly, in an appropriate budget line, for the next four years, to support CASSC's work** in coordinating the implementation of the Prince Albert and area Community Alcohol Strategy. The City of Prince Albert has the opportunity to leverage a small budget allocation into a large mobilization of significant volunteer assets working towards a healthier community. City Council and its Administration has played an important role in raising awareness and encouraging citizens to become actively involved in the positive life of the city. If we hope to create a healthier relationship with alcohol consumption in our city, we will rely on the continued and growing support of City Council.

CASSC is also requesting Prince Albert City Council to appoint one or more City Councillors to the Community Steering Committee for the Prince Albert and Area Community Alcohol Strategy.

In closing, I hope that you understand the needs that exist, the work that CASSC has been doing to address the needs, and that a relatively small budget allocation will have a significant positive impact. **I look forward to a conversation to answer any questions that you might have and I look forward to a positive response to this funding request.** Even more than these things, I look forward to the positive impact on people in the community and area resulting from your decision to provide financial support for CASSC.

Sincerely,



Robert Bratvold,  
CASSC Member  
[rbratvold@srsd119.ca](mailto:rbratvold@srsd119.ca)  
306-764-1571  
Enclosure

cc. City of Prince Albert Board of Police Commissioners



# Appendix A: CASSC Backgrounder

## Formation Timeline

- 2013 in response to health, justice, policing, social services and other data the CMPA's COR team developed a Call to Action to reduce the alcohol-related damage occurring in Prince Albert and area
- 2014-15: Community consultations and strategy development
- 2015 (Fall) formation of CASSC
- 2016 (April) Launch of Community Alcohol Strategy and further community action planning
- 2016-current: CASSC promotes the CAS and community responds with action

## Description of CASSC

- CASSC is a multi-disciplinary, volunteer organization
- Primary objective is to provide strategy and a support network that will create awareness and inspire action to **build a healthier community** through changing its relationship with alcohol.
- Our group works to motivate, mobilize and encourage action that will lead to frequent and fun alcohol-free events, safe and responsible alcohol consumption whenever it is served, as well as addiction prevention and intervention.
- CASSC was organized to help sustain the momentum and coordinate the efforts to make the CAS a reality.
  - CASSC is not the creator, commander, and implementer. We are the cheerleaders, networkers and coordinators.
- CASSC is a group that provides a platform for the Community Alcohol Strategy to inspire action and celebrate successes so every citizen can be part of reducing harmful alcohol consumption and making our community safer and healthier.

## Primary Focus for CASSC

1. Encouragement for alcohol-free, family friendly events
  - a. Host an event
  - b. Attend them when others host them
  - c. Think about your own family events: Kid's birthday party BBQ – why do we feel the need to serve beer/wine for parents?
2. Promotion of Safe and Responsible Consumption whenever alcohol is served
  - a. Encourage organizations to find other revenue so they can decrease or remove alcohol sales as a revenue stream at events; limit access to alcohol vendors at night.
  - b. Raise awareness of Canada's low risk drinking guidelines
  - c. Supplement the attention to safe-ride-home planning and implementation
3. Intervention and Support for those suffering from the disease of addictions
  - a. Support the Health Region, Addictions Council, Metis Addictions Counselling services, and the many other organizations that provide intervention and support
  - b. Partnering with U of S College of Nursing, PAPHR and others to submit a research grant proposal re support for families afflicted by addiction

### CASSC Actions to date

- Development of CASSC slogan – “Creating Healthier Communities”
- Contest Promotion Idea- Share your agency Christmas party Ideas for “Alcohol Free” party- names go in a draw for- CASSC will provide a \$200 donation to the charity of your choice to the winner. Shared through Social Media. This will increase social media shares and get AS out to the public. TNT Auto winner - \$200 to charity MADD Prince Albert
- Galaxy Cinema Facebook winner
- Development of CASSC Logo
- \$10 cab ride coupons
  - 2017/2018 – extended deadline to June 2018. Additional cab coupons printed for 2018 Winter Festival events.
  - 2018/19 – coupons for Christmas/New Year’s. Specific coupons for Winter Festival events. We coordinated with Rotary Club to provide coupons for Lobsterfest and Wine Premier events.
  - 2019/20 – coupons for December/January, Wolf Back, Winter Festival, Premier’s Dinner, Holiday Season to Jan 31/21.
- MADD/Power 99 FM- \$1000 contribution- Project Red Ribbon (2017, 2018, 2019, 2020)
- Winter Festival Family Day Event – LRRP
  - 2017 –181 Crazy Carpets given out
  - 2018 - 244 crazy carpets, water bottles, toques and information given out
  - 2019 – 200 crazy carpets, water bottles, and information. Interview with paNOW, did a live on location broadcast.
  - 2020 – 150 crazy carpets, toques and information. Prize draw for \$150 gift card from Fresh Air Experience.
- Pamphlets/ Brochures – Created and distributed to the public
- Interviews with Daily Herald with CASSC members
- CASSC representation at Ding In the New Year
- Presence at COPE Magazine launch Nov 15<sup>th</sup>/2016
- Support of Recovery Day Luncheon
- Started new Facebook/Twitter/Instagram accounts
- Sponsorship for ADS Poster Campaign- “Reduce Our Use”- Posters out in community- Done
- Addictions Awareness Week- Nov 14-20- \$1000 donation to support
- PA Addiction Awareness event – Professional Development (2017)
- Sask. Assoc. for Community Education (SACE) Conference – April 26 – 28 – Exhibitor table and attended
- City Council Representation on the CASSC- written request (2017)
- Strategy document has been updated with Community Consultation feedback
- CASSC Decision Making Tree – process for donations to community agencies
- Power 99 Don’t Drink and Drive Testimonials – Robert & Dennis have volunteered
- Power 99 Summer Ad Campaign
- Created CASSC You Tube channel
- Annual City of Prince Albert Proclamation request for recognition of World No Alcohol Day, October 2.
- CASSC Annual Calendar created
- Communications Plan created
- 2<sup>nd</sup> Annual Community Meeting with outside agencies – Wed. Nov. 1/17, 9 – 12 noon

- Attend CNC Agency Showcase (annually) and CNC monthly member meetings
- Supportive commitment of Communities Building Youth Futures (CBYF) project
- Sponsored Trend Session – Challenges of Recruiting and Retaining Volunteers presentation by Brenda Robinson
- Provided materials for Professional Development Day (2018)
- Provided letter of support for Sask. Polytechnic proposal to offer an Addictions Degree
- Development of CASSC website
- Successful Prince Albert Community Foundation Grant application and final reporting
- Successful Northern Lights Community Development Grant application (2018) (2019)
- Successful Community Grant – SGI Traffic Safety & ABI partnership (2020)
- Yearly participation in Family Expo
- Yearly participation in Downtown Street Fair
- Support of Wesmor Sober House Project
- Participation – Sask. Polytechnic Health & Fitness Fair October 2018 and 2019
- Liaise with Northern Alcohol Strategy group
- Attending CNC meetings
- Developed CASSC Articles and Bylaws.
- Became Incorporated October 2019
- Created \$500 student awards for 2<sup>nd</sup> Year Addictions Counselling students (2020)
- Partnered with SLGA to offer Student Artwork Liquor Bag project (2020)
- Worked with SHA to offer Low Risk Drinking Guidelines and Size Matters Posters to Physicians in area
- Facebook Contests during Covid – Family Activities, Mocktail Contest, Sober October
  
- PRESENTATIONS
  - Liability Presentation to Chamber of Commerce-SLGA/BYLAW
  - Chamber of Commerce Luncheon
  - Alcohol- Lets Talk Working Group
  - Rotary Club – January 29<sup>th</sup>, 2018
  - Community Services Advisory Committee – March 28, 2018
  - City Council – October 2017 – World No Alcohol Day
  - Proclamation of City Council – October 2018 – World No Alcohol Day
  - Presentation to Community Services and Planning Advisory Committees – April 2019
  - Yearly presentation at CNC Agency Showcase
  - Presentation to Health Board November 2019
  - Presentation to 2<sup>nd</sup> Year Addictions Counselling students, Sask. Polytechnic February and October 2020



City of  
**Prince Albert**

*BI 21-32*

**TITLE:** Fleet

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**ATTACHMENTS:**

1. Fleet

**SECTION FOURTEEN – FLEET**



City of  
**Prince  
Albert**



COMMUNITY SERVICES - EQUIPMENT				
<p>The City's Fleet Equipment Reserve will have a projected surplus balance of \$3,455,374 at the end of 2022 with the fleet purchases proposed in the 2022 Budget. This balance includes fleet purchases being proposed for the other Funds.</p>				
FL-01	Replacement of Five Zero Turn Mowers	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Zero Turn Mowers - Units 6017, 6018, 6019, 6069 and 6072</p> <p><b>Purpose:</b> Units 5017 and 5018 are 2011 John Deere mowers, 6019 is a 2011 Grasshopper, 6069 is a 2009 Grasshopper, and 6072 is a 2010 Grasshopper. These mowers have served the City well and are due for replacement. The frames and mower decks have been repaired many times and the hydraulics are at the end of their life. The hydraulic pumps for the John Deere mowers are obsolete as we found when one had a failure in 2021 and we patched it up. There are 18 of this style of zero turn mowers in the fleet, one 2009, one 2010, three 2011, one 2013, two 2015, four 2017, two 2019, three 2020, and two 2021 models. Also the Parks' mower fleet is six large mowers that range from 2009 to 2020 with a cost of \$150,000 each.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		175,000	



FL-02	Replacement of Single Axle Trailers	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Units 5014 and 5015 - Single Axle Trailers</p> <p><b>Purpose:</b> Unit 5014 is a 1976 and 5015 is a 1977. Both are single axle, hydraulic lowering equipment trailers. These trailer are used by the Community Services department to haul equipment that needs to be loaded on a trailer that needs a near zero load height. These trailers are over 44 years old and have been fixed and repaired numerous times over the years and are due for replacement. The replacements will be of similar design that will be capable of hauling the required equipment.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		35,000	



FL-03	Replacement of Unit 4714 - John Deere Gator	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Unit 4714 - 2004 John Deere Gator</p> <p><b>Purpose:</b> Replacement of Unit 4714, a 2004 John Deere Gator used by Parks at the Art Hauser Centre. This unit was cut from the budget a few years ago and required major repairs that year so was retained for a few extra years. It is time to be replaced before we once again spend excessive amounts to keep it running.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		25,000	





<b>GOLF COURSE</b>				
<b>The Golf Course Equipment and Golf Cart Reserve will have a combined projected surplus balance of \$169,933 at the end of 2022 with the fleet purchases proposed in the 2022 Budget.</b>				
FL-04	Replacement of Unit 6132 - Fringe Cut Mower	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Unit 6132 fringe cut mower</p> <p><b>Purpose:</b> Unit 6132 will be 20 years old in 2022. This mower is used to mow the fine cut areas around greens and tees. It will be replaced with a similar unit used to mow in tighter areas that the larger fairway mowers cannot get to.</p> <p><b>Funding Source:</b> Golf Course Equipment and Golf Cart Reserve</p>		82,000	



FL-05	Replacement Program - Golf Carts	Capital	Reserve	Externally Funded
	<p><b>Details:</b> Replacement of 10 golf carts</p> <p><b>Purpose:</b> In order to maintain the fleet of power carts at a reasonable cost, a replacement plan was developed. In 2022 the replacement of the 10 oldest power carts is required. These units are over 9 years old.</p> <p><b>Funding Source:</b> Golf Course Equipment and Golf Cart Reserve</p>		70,000	
<b>COMMUNITY SERVICES TOTAL</b>		-	<b>387,000</b>	-



**FIRE AND EMERGENCY SERVICES - EQUIPMENT**

**The Fire Equipment Reserve will have a projected surplus balance of \$584,715 at the end of 2022 with the fleet purchases proposed in the 2022 Budget.**

FL-06	Replacement Program - Self Contained Breathing Apparatus (SCBA)	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of SCBA equipment</p> <p><b>Purpose:</b> SCBAs are an integral piece of equipment for firefighters. They have a limited life span. This replacement program is intended to cycle the SCBA's to ensure that this equipment does not exceed it's life cycle. This amount is for 8 new SCBA. Present there are 8 SCBA units built between 1992 and 2002 these are AP50 units which no longer meet the requirements for use in structural firefighting.</p> <p><b>Funding Source:</b> Fire Equipment Reserve</p>		84,000	
<b>FIRE AND EMERGENCY SERVICES TOTAL</b>		-	<b>84,000</b>	-



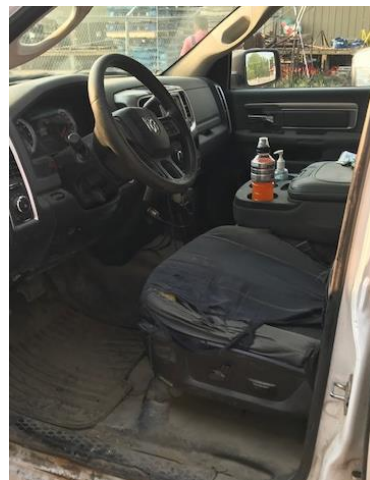
PUBLIC WORKS – EQUIPMENT				
<p><b>The City's Fleet Equipment Reserve will have a projected surplus balance of \$3,455,374 at the end of 2022 with the fleet purchases proposed in the 2022 Budget. This balance includes fleet purchases being proposed for the other Funds.</b></p>				
FL-07	Replacement of Unit 39 - Snow Blower	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Unit 39 - 2007 Tenco loader mounted snow blower.</p> <p><b>Purpose:</b> Unit 39 is a 2007 loader mounted snow blower used by Roadways Department for removing snow from the streets. The snow that is removed from the streets has a high concentration of sand, thus promoting excessive wear. This machine has to be rebuilt annually to ensure it will function one more year. This machine needs to be replaced as the engine and other components are at the end of their life cycle. This is the only loader mounted blower in the fleet and is required in order to complete snow lifts. We will keep this unit as an emergency spare.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		260,000	



FL-08	Replacement of Forklifts	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Unit 11 a 2003 Daewoo forklift, and Unit 4802 a 2000 Daewoo forklift.</p> <p><b>Purpose:</b> Unit 11 is used by Stores for moving inventory as well as items for all other departments at the MSC. The mast and carriage are showing signs of wear and it would not be economical to rebuild because the rest of the machine will start having mechanical issues. Unit 4802 is used by Community Services at the Art Hauser Centre (AHC). This forklift is in similar condition to Unit 11, Both units should be replaced with the best of the two being kept as a spare at the AHC.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		210,000	



FL-09	Replacement of Light Duty Trucks	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Unit 102 - 2009 Ford F150, Unit 4529 - 2008 Ford F250, Unit 803 - 2013 Ram 1500 Crew Cab and, Unit 140 - 2013 Chev 1500</p> <p><b>Purpose:</b> Replacement of these trucks are due to accumulated mileage and body rust.                      Unit 102 is a 2009 Ford F150 1/2 ton with 134,000 km with rust, used by the traffic painting crew.                      Unit 4529 is a 2008 Ford F250 3/4 ton truck with 108,000 km and a poor engine, used at the Landfill.                      Unit 803 is a 2013 Dodge Ram 1500 with 250,000 km, used by Sewer and Water Department.                      Unit 140 is a 2013 Chev 1500 with 160,000 km, used by the Sanitation Department.                      The City's light vehicle fleet has approximately 88 units with 40 being 2012 and older but are not high mileage units although some are getting rusty.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		205,000	



FL-10	Replacement of Unit 52 - Asphalt Roller	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Unit 52 is the City's large asphalt roller. It is a 66" vibratory smooth drum roller used by the Streets Department.</p> <p><b>Purpose:</b> Unit 52 is 22 years old. We have kept this machine running as it is the only large asphalt roller the City owns. This is an essential part of our road maintenance equipment and parts are getting very hard to obtain. This unit needs to be replaced.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		200,000	



FL-11	Replacement of Unit 122 - Sign Truck	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Unit 122 Traffic Department Sign Truck - 2011 Ford F350</p> <p><b>Purpose:</b> Unit 122 is a 2011 Ford F350 with a service body and a custom made platform for repairing signs and traffic lights. This unit has over 200,000 km and is an essential unit in the Traffic Department. The replacement will once again be a one ton truck with a service body and a custom made platform for elevated work.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		160,000	





FL-12	Replacement of Unit 29 - Skid Steer	Capital	Reserve	Externally Funded
	<p><b>Detail: Replacement of Unit 29 - Skid Steer</b></p> <p><b>Purpose:</b> Unit 29 is a 2012 863G Bobcat skid steer. This unit is used by the roads crew. This currently has approximately 4,500 hours. The linkage in the loader frame is showing signs of needing to be rebuilt. The hydraulic system is losing efficiency and will need a total rebuild exceeding the value of the machine. This is an ideal time to replace it before the city spend too much on this machine</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		125,000	



FL-13	Replacement of Unit 198 - Walk Behind Line Painter	Capital	Reserve	Externally Funded
	<p><b>Details:</b> Replacement of Unit 198 - A 2007 Walk Behind Line painter</p> <p><b>Purpose:</b> Unit 198 is a crosswalk and parking lot line painter and is showing signs of wear and age. This unit is 15 years old.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		15,000	



FL-14	Replacement of Unit 440 - 2014 Paratransit Bus	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of Unit 440, 2014 Ford E450 Paratransit Bus</p> <p><b>Purpose:</b> Unit 440 is a 2014 paratransit bus used by Community Service Centre. This unit is getting rusty and need replacement. Approximately 40% of the purchase cost comes a Transit Assistance for People with Disabilities (TAPD) grant. This grant is for \$55,000.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		75,000	55,000



PUBLIC WORKS TOTAL	-	1,250,000	55,000
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SANITATION - EQUIPMENT				
<p><b>The City's Fleet Equipment Reserve will have a projected surplus balance of \$3,455,374 at the end of 2022 with the fleet purchases proposed in the 2022 Budget. This balance includes fleet purchases being proposed for the other Funds.</b></p>				
FL-15	<p><b>Replacement of Unit 67 - Automated Waste Collection Truck</b></p>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Unit 67 is a 2009 Freightliner truck that comes with the Rapid-Rail automated refuse collection system.</p> <p><b>Purpose:</b> Unit 67 has 14,838 hours and 202,500 km. This unit has had the garbage body as well as the lift mechanism rebuilt multiple times and is due again. It takes approximately one year before a replacement unit is delivered.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		420,000	
<b>SANITATION TOTAL</b>		-	<b>420,000</b>	-



Fleet Summary	Capital	Reserve	Externally Funded
<b>Total Fleet Purchases (Excluding Police Items)</b>	-	<b>2,141,000</b>	<b>55,000</b>
<b>Police Fleet Purchases (Refer to Police Budget Report)</b>	-	<b>390,000</b>	-
<b>Total Fleet Purchases by Funding Source Including Police</b>	-	<b>2,531,000</b>	<b>55,000</b>
<b>Grand Total of Fleet Purchase Requests</b>		<b>2,586,000</b>	





City of  
**Prince Albert**

*BI 21-33*

**TITLE:** Capital Projects

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Capital Projects

## SECTION FIFTEEN – CAPITAL PROJECT DETAILS



City of  
**Prince  
Albert**

<b>2022 General Fund Capital Budget Classification</b>	
Category 1	Highly Important / Critical
Category 2	Capital Projects Not Funded



**Category 1: Highly Important / Critical**

Category 1: Highly Important / Critical				
CORPORATE SERVICES				
<p><b>Below is the listing of Information Technology (IT) projects to be funded from the IT Reserve. The IT Reserve is projected to have a <u>deficit</u> balance of \$78,444 at the end of 2022 with these projects included.</b></p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, In Camera Tab, Tab #25 for RPT 21-423 – IT (Information Technology) Report for additional information.</a></p>				
<p>Similar to other reserves, the balance of the reserve will fluctuate each year depending on the planned projects. For the first two years a deficit is projected (2022 and 2023) and by 2024 there will be a surplus.</p> <p>Short term internal borrowing will be used to fund the deficit in the first years of implementation of the IT Capital Plan. If the reserve is funded at \$500,000, the amount of internal borrowing required to pay for the funded Capital items is \$78,444.</p> <p>By allocating \$500,000 annually to the reserve, there will be a surplus by 2024. The year-over-year surpluses will be enough to fund projects in future years when significant infrastructure replacements are anticipated (2026).</p>				
C1-01	Networking	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Networking Investment &amp; Renewal Plan: This program includes capital planning for the City's networking infrastructure at all City locations. The City's network enables collaboration and communication between sites and connects to the outside world (for data and telephone services).</p> <p><b>Purpose:</b> Switch renewal (remote sites) - \$59,000 for scheduled renewal of all network switches at remote sites with corporate-grade equipment that is fully integrated with the City's core network resulting in increased reliability and improved ability to manage by IT.</p> <p>SD-WAN Implementation (Remote Sites) - \$75,000 to complete the upgrade of the City's networking infrastructure at remote sites to complete the internet backbone work approved under MEEP. It replaces the radio tower &amp; related equipment due for replacement this year at the same cost. Provides greatly improved service and ability to manage by IT.</p> <p>Wi-Fi (City Hall) - \$70,000 to Upgraded Wi-Fi at City Hall to address connectivity issues throughout the building and enable uninterrupted participation in</p>		204,000	



	<p>online events and meetings. The existing design and equipment were implemented over 10 years ago. Expectations and demand for Wi-Fi have increased as the City has adopted more mobile devices and introduced laptops.</p> <p><b>Funding Source:</b> IT Reserve</p>			
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C1-02	End User Computing & Printing	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> End User Computing &amp; Printing Investment &amp; Renewal Plan: This program includes the renewal of computers, laptops, monitors and tablets (to support the mobile workforce). Additionally, for 2022, Retail Point of Sale hardware is due for replacement which was not previously included in IT or departmental budgets. This will be included going forward in planning for equipment renewal. The timing aligns with the selection of a recreation management system in 2022.</p> <p><b>Purpose:</b> Laptop &amp; workstation renewal - \$35,000 for replacement of computer workstations and laptops as identified in the IT equipment renewal schedule.</p> <p>Monitor renewal - \$6,500 for replacement of computer monitors as identified in the IT equipment renewal schedule.</p> <p>Point of Sale/Retail Hardware renewal - \$25,000 for replacement of POS/retail hardware, not previously identified in the IT equipment renewal plan. This equipment is due for replacement within 1-year. The purchase should be made to coincide with the replacement of the recreation management system to ensure compatibility.</p> <p>Mobile device renewal - \$5,000 for expansion and replacement of City mobile devices to enable the use of devices in the field for use of GIS and work order systems.</p> <p>Printing device renewal - \$30,000 for replacement of printing equipment as identified in the IT equipment renewal schedule.</p> <p><b>Funding Source:</b> IT Reserve</p>		101,500	



C1-03	<b>Communications</b>			
	<p><b>Detail:</b> Communications Investment &amp; Renewal Plan: This program includes capital planning for the City's telephone systems and data lines.</p> <p><b>Purpose:</b> This program includes capital planning for the City's telephone systems and data lines. Data line upgrades - \$160,000 for replacement of existing data lines to ensure that phones and workstations are able to consume the improved network speeds available as a result of the data centre replacement completed in 2021. Data lines are outdated and should have been replaced over 10 years ago.</p> <p><b>Funding Source:</b> IT Reserve</p>		160,000	
C1-04	<b>Business Continuity</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Business Continuity Investment &amp; Renewal Plan: This program includes capital planning for disaster recovery and backup services to ensure the City can restore information, as required, to satisfy operations and is fully prepared to continue operations in the event of natural disaster or cyber attack.</p> <p><b>Purpose:</b> Onsite storage (daily backups) - \$20,000 for scheduled replacement of the City's ageing onsite storage for daily backups. This system allows for quick restoration of files that have been accidentally deleted or have become corrupted through daily operations.</p> <p><b>Funding Source:</b> IT Reserve</p>		20,000	

C1-05	<b>Work &amp; Asset Management Systems</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Work &amp; Asset Management Systems Investment &amp; Renewal Plan: This program includes capital planning for the City's GIS, asset &amp; work management and related systems.</p> <p><b>Purpose:</b> GIS Data Governance - \$38,900 for implementation of an integrated system for data governance that will support shared management of asset information across City departments including Planning &amp; Development, Public Works, Community Services and Finance. This work is essential to ensure that the data created and maintained with the launch of the City's work order and asset management is maintained as changes are made. This work is foundational to enable future expansions and integrations with the WTP and WWTP SCADA systems.</p> <p><b>Funding Source:</b> IT Reserve</p>		38,900	
C1-06	<b>Web &amp; Portal Systems</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Web/Portal Systems Investment &amp; Renewal Plan: This program includes capital planning for online and mobile services for residents including the City's website, online payments, recreation programs &amp; registration, resident portal/mobile app and related systems.</p> <p><b>Purpose:</b> Online Recreation Programming (RPT 21-411) \$22,800 for a new recreation management system that will provide more user-friendly options for residents to identify and register for City programs. The new system is also expected to significantly reduce ongoing operating costs of the system by half, eliminate duplication of point of sale technologies and address regulatory compliance concerns.</p> <p><b>Funding Source:</b> IT Reserve</p>		22,800	



C1-07	Finance & Admin Systems	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Finance &amp; Administrative Systems Investment &amp; Renewal Plan: This program includes capital planning for financial, HR and other administrative systems including Great Plains, payroll, job postings, time &amp; attendance, budgeting and related systems.</p> <p><b>Purpose:</b> Initiatives previously funding that extends into 2022 includes a chart of accounts restructuring, Questica implementation. Additional work required includes:</p> <p>Time &amp; Attendance (Synerion) Phase 2- \$13,300 for final stage rollout of time and attendance system and related processes for outside workers.</p> <p>Fixed Asset Solution/Worktech Decommissioning- \$15,000 for implementation of a fixed assets solution for the depreciation that will allow for the decommissioning of the existing work order system. Yields \$18,000 operating savings annually.</p> <p>Great Plains Subledger consolidation - \$6,000 for subledger enhancements to support online payments for utilities and taxes.</p> <p><b>Funding Source:</b> IT Reserve</p>		34,300	
<b>CORPORATE SERVICES TOTAL</b>		-	<b>581,500</b>	-



COMMUNITY SERVICES				
C1-08	<b>Municipal Service Centre Parking Pedestals</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Remove existing parking pedestals and install 20 new parking pedestals.</p> <p><b>Purpose:</b> The existing parking pedestals at the MSC are in a dangerous state and require replacement. One of the pedestals requires repair for which the contractor stated the pedestals are original and with bare wiring that is dangerous and does not meet current code.</p>	60,000		
C1-09	<b>Playground Replacement Program</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Administration has inspected and assessed the entire inventory of playground equipment and park amenities. The results have been compiled through the State of the Playgrounds Report. Many of our Playground locations are ageing and require significant investment in new playground equipment and surfacing on an ongoing basis.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #14 for RPT 21-427 – State of the Playgrounds 2021 for additional information.</b></p> <p><b>Purpose:</b> The annual contribution will allow the prioritized plan to be developed based on the available funding amount and include lighting and surveillance cameras.</p>	130,000		
C1-10	<b>Reconstruction of Park Pathways</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Reconstruction of Park Pathways</p> <p><b>Purpose:</b> A listing of park pathways requiring reconstruction in 2022 will be identified at the conclusion of the prior year. Administration will determine the priority of work to be completed and will proceed based on available budgetary funding.</p>	50,000		

C1-11	<b>Roofing Projects</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> The Department inspects the various roof structures each Spring to determine their status and provides a report to City Council with the recommendations for that season.</p> <p><b>Purpose:</b> The Department outlines the annual inventory of roof conditions in a report to the City Council each Spring. The long-term replacement program has been established as an annual program since 2006. For 2022, it is recommended that \$100,000 be allocated to the program to be prioritized for roof repairs or replacement.</p>	100,000		
C1-12	<b>Landscaping Projects</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> There are a number areas where landscaping assistance is required on an annual basis.</p> <p><b>Purpose:</b> The 2019 Budget was the first year where funding was available to assist with the landscaping projects. The funding is available for contractor assistance so that we can complete annual commitments.</p> <p>This has proven to be effective during previous construction seasons as the departments have been able to significantly decrease the number of outstanding work orders.</p>	50,000		



C1-13	Crescent Heights Spray Park	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> The City has two paddling pools remaining. One is at the Crescent Heights Community Club and the second is at the Hazeldell Community Club. The paddling pools have been operated for many years through the City's Annual Summer Playground Program. The City previously operated paddling pools at multiple other locations but has now replaced them with new interactive Spray Parks.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #15 for RPT 21-441 – Crescent Heights Spray Park for additional information.</b></p> <p><b>Purpose:</b> In 2022 it is recommended that the paddling pool at the Crescent Heights Community Club be replaced with a new Spray Park. This location serves as one of the highest attended locations as part of the Playground Program. The requirement for chemical treatment and consistent supervision would no longer be required, due to the depth of the water in paddling pools as outlined in the Provincial Swimming Pools Regulations. Malcolm Jenkins is proposing support for the project in the amount of \$200,000 with the remainder to be funded by the City.</p> <p><b>Funding Source:</b> Future Infrastructure Reserve and Malcolm Jenkins Family Foundation.</p>		120,000	200,000
<p><b>The Future Infrastructure Reserve will have a projected surplus balance of \$1,274,759 at the end of 2022 with this project included.</b></p>				



C1-14	<b>Golf Course - Reconstruction &amp; Repair of Pathways</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Reconstruction &amp; Repair of the Pathways at the Cooke Municipal Golf Course.</p> <p><b>Purpose:</b> The pathway network throughout the golf course continues to deteriorate more and more each year and requires investment. 2022 will represent 19 years since any paving has been completed on the golf course.</p> <p>Similar to the annual amount allocated for the City's Park Pathways, it is recommended that an annual amount be budgeted in order to complete the required work over time.</p> <p>It is also recommended that a portion of the annual funding collected through Cart Rentals &amp; Pathway Fees serve as the funding source. The golf course generates an annual average of \$180,000 in revenue through Cart Rentals and Pathway Fees. \$50,000 of the total fees collected is recommended to be allocated to the Golf Course Improvement Reserve for this purpose.</p> <p><b>Funding Source:</b> Golf Course Improvement Reserve</p>		50,000	
<p><b>The Golf Course Improvement Reserve will have a projected surplus balance of \$106,365 at the end of 2022 with this repayment included.</b></p>				
C1-15	<b>Little Red River Park Stages of Development</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Please refer to RPT 21-347 - Little Red River Park Stages of Development.</p> <p><b>Purpose:</b> The report outlines the following Capital priorities for 2022:                      Parking Improvements:                      - Toboggan Hill - 66 stalls - \$25,000                      - Existing large parking lot South of Cosmo Lodge - 47 stalls - \$34,000                      - Cosmo Lodge Parking - 38 stalls - \$17,750                      - Parking Lot Lighting Improvements - \$70,000                      The total recommended from the Pehonan Parkway Reserve in 2022 is \$146,750.</p> <p><b>Funding Source:</b> Pehonan Parkway Reserve</p>		146,800	
<p><b>The Pehonan Parkway Reserve Fund will have a projected surplus balance of \$176,225 at the end of 2022 with this project included.</b></p>				





C1-16	<b>Kinsmen Water Park Landing Pool</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> The Kinsmen Water Park Landing Pool is located at the base of the water slides. Repairs are recommended for 2022.</p> <p><b>Purpose:</b> In 2022 it is recommended that the Landing Pool repairs be funded from the Kinsmen Water Park Surcharge Reserve. The work will include:</p> <ul style="list-style-type: none"> <li>- removal of the old tiles</li> <li>- sandblasting</li> <li>- repainting</li> <li>- installation of new tiles and anti-entrapment devices.</li> </ul> <p><b>Funding Source:</b> Kinsmen Water Park Surcharge Reserve</p>		25,000	
<p><b>The Kinsmen Water Park Surcharge Reserve Fund will have a projected surplus balance of \$26,269 at the end of 2022 with this project included.</b></p>				
C1-17	<b>EA Rawlinson Centre Improvements</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Various improvements are recommended for the EA Rawlinson Centre in 2022. It is recommended that the improvements be funded from the EA Rawlinson Centre Facility Fee Reserve.</p> <p><b>Purpose:</b> In 2022 the following improvements are recommended:</p> <ul style="list-style-type: none"> <li>- Replacement of Washroom Counter-tops.</li> <li>- Replacement of Servery countertops and other minor upgrades.</li> <li>- Replacement of old wooden event risers.</li> <li>- Purchase of new Pipe &amp; Draping for events</li> </ul> <p><b>Funding Source:</b> EA Rawlinson Centre Facility Fee Reserve</p>		44,000	
<p><b>The EA Rawlinson Centre Facility Fee Reserve will have a projected surplus balance of \$158,739 at the end of 2022 with this project included.</b></p>				



C1-18	Art Hauser Centre Air Handling Unit	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Many components of the Art Hauser Centre are original to the facility when it was constructed as the Communiplex in 1971. The air handling unit represents one of the major components of the facility that is in need of major repair.</p> <p><b>Purpose:</b> The repairs would include:</p> <ul style="list-style-type: none"> <li>- Replacement of 2 heat exchangers</li> <li>- Replacement of 2 burners</li> <li>- Replacement of controls and electrical</li> <li>- Cutting and patching for exchanger replacement access</li> <li>- Equipment and labour to complete the work</li> </ul> <p>The maintenance staff continue to complete bi-weekly inspections of the air handling unit. The concern is that the unit will experience a significant breakdown during the operating season, which would lead to disruption in order to complete the repairs and implement a temporary operating solution. If approved the work would be completed during the 2022 off-season in preparation for the next arena season.</p>	200,000		



C1-19	James Isbister Park Improvements	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> The details of this project are found in the report noted below.</p> <p><b>Purpose:</b> Projected Costs:                      Basketball asphalt resurfacing - \$35,000                      Asphalt pad for portable skate park 110' X 60' - \$80,000                      Mini-Pitch System - \$100,000                      Electrical - \$7,500                      Installation - \$20,000                      Basketball Poles/Nets/Poles - \$12,000                      One Light Pole and installation - \$4,000                      Bench seating with concrete pads X 2 - \$4,200                      Picnic Table Round with concrete pads X 3 - \$7,000                      Security Camera Consideration - \$2,000                      Garbage Bins with concrete pads X 3 - \$6,000                      PST for Project - \$18,000                      Miscellaneous - \$4,300                      Total Estimated Cost for Project - \$300,000</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #16 for RPT 21-440 – James Isbister Park Improvements for additional information.</b></p> <p><b>Funding Source:</b> Future Infrastructure Reserve and Malcolm Jenkins Family Foundation</p>		100,000	200,000
	<p><b>The Future Infrastructure Reserve will have a projected surplus balance of \$1,274,759 at the end of 2022 with this project included.</b></p>			
	<b>COMMUNITY SERVICES TOTAL</b>	<b>590,000</b>	<b>485,800</b>	<b>400,000</b>



**Mini Pitch for Portable Skate Park – James Isbister Park**

PUBLIC WORKS				
C1-20	Two Post Vehicle Lift	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> A two post vehicle lift for light and medium duty vehicles.</p> <p><b>Purpose:</b> The shop needs to replace the 15,000 vehicle lift for servicing light and medium duty vehicles. The current lift is a 2003 ALM two post lift which is obsolete. ALM sold out and parts are no longer available. During 2020 safety inspection cracks were found in the structure and repaired to code, with the inspector suggesting that it be replaced as soon as possible.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p> <p><b>The Equipment and Fleet Reserve will have a projected surplus balance of \$3,455,374 at the end of 2022 with this project included.</b></p>		50,000	



C1-21	Continuation of Resurfacing MSC Shop Bay Concrete Floor	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Refinishing four shop bay floors in the MSC shop with new concrete.</p> <p><b>Purpose:</b> The MSC shop was built in the mid-'70s. The concrete in some of the bays is rotten and needs to be replaced. Salt from storing sanders and other snow removal equipment has crumbled the concrete to the point where it is impossible to roll a floor jack under a vehicle or use a creeper. One bay has rebar showing and several others will be in the same shape shortly. Due to the costs to repour the floors, this project will occur over multiple years until the floor is once again in usable condition. The worst bays were done in 2021 this will be year two of this multi-year project.</p>	50,000		



C1-22	Fence Replacement Old Yards	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replace the South fence line at the Old City Yards.</p> <p><b>Purpose:</b> The fence for the old yards is in a very poor condition allowing unwanted visitors to climb over it and break into the buildings or steal vehicles or other property. In 2021 when the Sanitation building was demolished due to it being condemned a large section of fence had to be installed as the building was the fence. While replacing this north section of the fence, the east property line fence was also replaced as it had fallen into such poor shape you could walk over it. This expenditure was just under \$20,000. This expenditure was necessary as we have had multiple break-ins and vehicle and property thefts in 2021. With no current planned future move from the old yards to the MSC, this replacement is needed. The quote for 2021 is an additional increase in costs that were added. Attached is the quote for the south fence as well as the costs for the replaced north section and east fence.</p>	29,500		



C1-23	<b>Concrete Sidewalk, Curb &amp; Median Rehabilitation</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Rehabilitation of concrete sidewalks, curbs and medians throughout the City.</p> <p><b>Purpose:</b> Replacement and new construction of concrete sidewalks and curbs. Locations are primarily determined through the underground utility replacement program (water, sanitary &amp; storm) and the roadways recapping program. The historical budget allotment of \$300,000 did not provide enough for a concrete replacement for utility replacement locations, new concrete project construction or the replacement of asphalt curbs. Hence the additional funding amount of \$100,000 is required. Concrete repairs are completed within the recapping budget.</p>	400,000		



C1-24	<b>Concrete Sidewalk Replacement Program - Senior Residence</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of deteriorated sections of sidewalk in areas defined in the Senior Residence Sidewalk Replacement Program List. The Sidewalk Connector Program with a one-time expenditure of \$107,164 is included in the 2022 Budget deliberations for consideration.</p> <p><b>Purpose:</b> There are areas within the City adjacent to senior residences of 3 units or more that have sidewalks that are in a deteriorated state which fall within the City's criteria for requiring maintenance. This would be a one-time expenditure to repair these areas.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #20 for RPT 21-320 – Senior Residence Sidewalk Replacement Program for additional information.</b></p>	107,200		

C1-25	<b>Concrete Sidewalk Connector Program</b>	Capital	Reserve	Externally Funded
□	<p><b>Detail:</b> Installation of new sections of sidewalk in areas defined in the Sidewalk Connector Program List. Council Resolution 0358 2. That the Sidewalk Connector Program with annual funding of \$100,000 per year, be included in the 2021 Budget deliberations for consideration. It was not approved in 2021 so is being presented for consideration in 2022.</p> <p><b>Purpose:</b> There are numerous locations in the City where the public naturally walks, but no sidewalks exist. Criteria have been established to identify the priority of these locations for new sidewalk installation and identified in the Sidewalk Connector Program List.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #23 for RPT 20-354 – The Sidewalk Connector Program for additional information.</b></p>	100,000		





C1-26	Parking Lot Rehabilitation Program	Capital	Reserve	Externally Funded
	<p><b>Details:</b> Program to rehabilitate the City owned parking lots.</p> <p><b>Purpose:</b> Parking lots with the poorest Pavement Quality Index and high level of use will receive rehabilitation work first. The intent is that all City owned parking lots will be examined and funds allocated based on technical merit. There were no City owned parking lots paved in 2021.</p> <p>Parking lots included are; 8th St East (1Ave-2Ave), 14th St East (Central-1Ave north lot), 12St East (Library), 9th St East (Central-1Ave), 12St East (Central-1Ave), 12St West (Central -1Ave), 15th St (Bishop Mclean), 13th St East (Central-1Ave), 10St East (City Hall), River St East (Museum), 14St East (Central-1Ave south lot). The City Hall Parking Lot is recommended for 2022. The rehabilitation would include the existing paved parking lot and the gravel parking lot west of the Red Cross Building and the installation of concrete where temporary barrier curbs exist.</p>	225,000		



C1-27	Roadways Recapping Program	Capital	Reserve	Externally Funded
	<p><b>Details:</b> Asphalt Milling, Recapping and Reconstruction of the City's paved roadway network.</p> <p><b>Purpose:</b> This project is based on the results obtained from the Pavement Management System compiled in 2005 and updated yearly which indicates that \$4.5 million per year is required to maintain the pavement quality index. This does not address the current backlog estimated at \$45.5 million. Prior to 2021, the annual budget had reached \$4.235 million. After the 2021 reassessment, this value was reduced to \$4.1 million.</p>	4,100,000		

C1-28	Survey - Total Station	Capital	Reserve	Externally Funded
	<p><b>Detail :</b> New Total Station</p> <p><b>Purpose:</b> The Total Station is a critical instrument used in infrastructure projects to accurately (within 3mm) layout and install all of the City's Storm/Sanitary Sewers, Water Mains, Curbs, Sidewalks, Roads, Traffic Lights and so on. Without the instrument, we would have to rely on much less accurate methods to layout infrastructure that could result in rework if the work is not placed accurately enough the first time. The instrument supports the accurate placement of 6- 8 Million dollars in infrastructure per year.</p> <p>The upgrade would:</p> <ul style="list-style-type: none"> <li>- Lower the risk of rework on projects</li> <li>- Provide better accuracy for infrastructure placement</li> <li>- reduce downtime due to old survey equipment and outdated electronics</li> <li>- be More Reliable in the field</li> <li>- be better integrated with current technology</li> </ul> <p>The old total station would be kept and used as a backup instrument.</p>	60,000		



C1-29	MSC New Building and Upgrades	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> MSC New Building and Upgrades.</p> <p><b>Purpose:</b> As the buildings at the Old City Yard continue to age, it is anticipated that additional buildings will need to be demolished which cause significant operations challenges as work units will lose critical space to work and store materials and equipment. To address this challenge, Administration recommends that all City Operations be consolidated at the Municipal Services Centre at 38th Street East. To accomplish this, a new building would be built sized to accommodate all Community Services and Public Works operational divisions. The existing building would also be upgraded to address failing building systems and improve the functionality of the facility.</p> <p><b>Funding Source:</b> External Funding</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #21 for RPT 21-400 – MSC New Building and Upgrades for additional information.</a></p>			10,491,000



C1-30	Pedestrian Bridge Replacement	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Detailed Design and Tender Ready Drawings to replace the Pedestrian Bridges which are located in the South East Storm Drainage Channel.</p> <p><b>Purpose:</b> In 2021, City Council approved the tender for the construction of the Sliding Hill, Lions Gate and Sports Council Bridges at the Little Red. There remains the Swinging Bridge in the Little Red and four locations in the Southeast Storm Drainage Channel. The two priority locations include the Prime Minister's Park Pedestrian Bridge, which has been demolished and the Grey Owl / Sanderson Crescent Pedestrian Bridge which is currently signed "Use at Your Own Risk". Comparative preliminary designs for culverts vs. prefabricated steel bridges will be brought to City Council for their decision. Detailed design and tender ready drawings will be prepared for 2023 construction.</p> <p><b>Funding Source:</b> Future Infrastructure Reserve</p>		35,000	
<p><b>The Future Infrastructure Reserve will have a projected surplus balance of \$1,274,759 at the end of 2022 with this project included.</b></p>				



C1-31	<b>Municipal Service Centre Compresses Air Distribution Replacement</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replace the compressed air distribution system at the Municipal Service Centre. The system is original and was installed under the concrete floor. Due to almost 50 years of salt and moisture, it has started to fail. The pipes have rotted off in multiple bays causing the mechanics to run hoses from adjacent bays to work tools. In the bays that have failed the lines have been temporarily plugged where they exit the concrete floor.</p> <p><b>Purpose:</b> The compressed air distribution system delivers air throughout the MSC. The compressed air is used by all departments but mainly the mechanics. Each shop work bay is supplied with compressed air to operate tools, fill tires, operate oil pumps, work the safety locks on vehicle lifts, and various other needs of a shop. The current system was installed under the shop floor and exits the floor at each bay. Due to the design and use of materials, salt and water have corroded the steel pipe and it has now failed in several bays with failure likely in other bays. Without jack hammering out the shop floor the most logical replacement solution would be to run air lines down from the ceiling to each bay. Without air pressure, the majority of tools in the shop will not function. The attached quote is without taxes and submitted in 2021 therefore costs will be higher in 2022 as steel prices are to increase by 15% in 2021.</p>	80,000		
<b>PUBLIC WORKS TOTAL</b>		<b>5,151,700</b>	<b>85,000</b>	<b>10,491,000</b>



FINANCE				
C1-32	Replacement Folding Machine	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Administration is proposing the purchase of a new FPI 2725 or FPI 4730.</p> <p><b>Purpose:</b> The postage and folding machine is expected to greatly improve the Communications Department’s ability to share information with residents of Prince Albert, and increase administrative efficiency pertaining to monthly utility billing and all other mail generated from City Hall. The advantages are:</p> <p><b>For Administration</b> Faster speed and fewer breakdowns will decrease lead time between the time bills are printed to when mailed. This should also result in less phone calls pertaining to why a payment is not showing as posted on the utility account.</p> <p><b>For Communications Department</b> The Communications Department frequently works with Financial Services to arrange for inserts in utility bills and tax notices. Direct mail is a highly effective way to share information on new projects or initiatives with every household in Prince Albert and since the postage and envelope for utility bills are already paid, the added cost is only for the paper and printing.</p> <p>This will allow the Communications Department to be more flexible and creative with the types of inserts that can be used to send messages to citizens.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #6 for <a href="#">RPT 21-389– Replacement of Mailroom Equipment</a> for additional information.</b></p>	20,500		



C1-33	<b>Replacement Postage machine</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Administration is proposing the “2021 New Postbase One” be purchased.</p> <p><b>Purpose:</b> The new machine is very similar to the existing unit as there has been very little innovation or change to this type of machine. The advantages are simply reduced downtime and greater efficiency.</p> <p>The Advantage of Redundancy The existing machines will be kept and maintained for redundancy. If one of the new machines is to go down for repairs or maintenance the old machine can quickly be put into production. This will avoid mail or registered mail being held at City Hall for several days versus the same day.</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #6 for RPT 21-389– Replacement of Mailroom Equipment for additional information.</a></p>	15,200		
<b>FINANCE TOTAL</b>		<b>35,700</b>	-	-



LONG-TERM DEBT PRINCIPAL PAYMENTS				
C1-34	<b>Long-Term Debt Repayment - Golf Course Irrigation Replacement</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> 20 Year Long-Term Debt Principal Payment.</p> <p><b>Purpose:</b> The current Cooke Municipal Golf Course irrigation system was designed and installed in 1979 and requires replacement. PVC piping has a life expectancy of 20-25 years. City Council approved long-term debt funding for the replacement of the Irrigation System at the August 8, 2017, City Council Meeting. The debt is to be paid off over a period of 25 years. This loan is scheduled to be repaid in full in 2042.</p> <p><b>Funding Source:</b> Golf Course Improvement Reserve</p>		65,000	
<p><b>The Golf Course Improvement Reserve will have a projected surplus balance of \$106,365 at the end of 2021 with this repayment included.</b></p>				
C1-35	<b>Long-Term Debt Repayment - West Hill Infrastructure Improvements</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> 10 Year Long-Term Debt Principal Payment.</p> <p><b>Purpose:</b> This represents the principal payments for the long-term loan issued in 2009. This loan was required in order to fund the construction of the West Hill Infrastructure improvements completed in 2008 and 2009. It was for 20 years and was approved by City Council (resolution # 0932) on December 15, 2008. The interest rate noted for the first four years of the loan was set at 3.01%. Council approved the renewal of this loan with BMO in 2013 with the interest rate fixed for 5 years at 2.83%. In August 2018, Council approved the refinancing of this loan with RBC at a fixed rate of 3.4% for the remaining 10 years. The Land Fund is responsible for 90% of the cost of financing and the General Fund is responsible for the other 10%. In 2019, it is projected that the principal payment will be \$185,400. The loan is scheduled to be repaid in full in 2027.</p>	22,300		





C1-36	<b>Long-Term Debt Repayment - City Transit Buses</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> 10 Year Long-Term Debt Principal Payment.</p> <p><b>Purpose:</b> In 2017, The City purchased seven new 35-foot transit buses, of which three were a 50/50 cost share between the City and the Federal Public Transit Infrastructure Fund. City Council approved the long-term debt funding for the new transit buses at the August 8, 2017, City Council Meeting. The debt is to be paid off over a period of 10 years.</p>	252,000		
C1-37	<b>Long term Debt Repayment - Aquatic &amp; Arenas Centre</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> 35 Year Long-Term Debt Principal Payment.</p> <p><b>Purpose:</b> The City's portion of the project is \$16 million and is to be funded from long-term debt. The funds are assumed to be borrowed on January 1, 2022. The budget for the principal repayment is based on an interest rate of 2.9% and a 35 year repayment schedule.</p> <p><b>Funding Source:</b> Civic Facilities Reserve</p>		269,800	
<p><b>The Civic Facilities Reserve will have a projected surplus balance of \$386,442 at the end of 2022 with this repayment included.</b></p>				

<b>LONG-TERM DEBT PRINCIPAL PAYMENTS TOTAL</b>	<b>274,300</b>	<b>334,800</b>	<b>-</b>
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<b>Total Capital Requests (Excluding Police Items)</b>	6,051,700	1,487,100	10,891,000
<b>Police Capital (Refer to Police Budget Report)</b>		263,040	
<b>Total Capital Spending by Funding Source including Police</b>	6,051,700	1,750,140	10,891,000
<b>Grand Total of All Capital Requests</b>		<b>18,692,840</b>	



***RPT 21-427***

**TITLE:** State of the Playgrounds 2021

**DATE:** **September 9, 2021**

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That RPT 21-392 be forwarded to the Budget Committee for review during the 2022 Budget deliberations.

**PRESENTATION:**

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

**ATTACHMENTS:**

1. State of the Playgrounds 2021 (RPT 21-392)

Written by: Community Services Advisory Committee

***RPT 21-392***

**TITLE:** State of the Playgrounds 2021

**DATE:** **August 23, 2021**

**TO:** Community Services Advisory Committee

**PUBLIC:** X **INCAMERA:**

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**RECOMMENDATION:**

That the State of the Playgrounds report be forwarded to the 2022 Budget Committee deliberations for consideration.

**TOPIC & PURPOSE:**

This report is to provide the Budget Committee with an update into the State of the Playgrounds Report and the accomplishments to date within the 2021 year. As well for the Budget Committee to review a proposed funding level increase in the 2022 budget year for playground/amenity replacement.

**BACKGROUND:**

The City of Prince Albert owns and maintains 29 playground structures and these playground structures come in all types throughout the neighborhood parks.

While some playgrounds tend to be elaborate with fully themed playground units, climbers, spring toys and multi-level play houses other, playgrounds are age appropriate, designed and enjoyed by smaller children.

The report to Council is to outline the current state of playgrounds and current investments within the city and continues to look at the ongoing maintenance and possibilities of refurbishment/replacement. Community Services over the past 4 years began this journey by providing Council with a comprehensive State of the Playgrounds Report in 2019 outlining objectives to refurbishment/replacement. Prioritizing those objectives through a systematic inspection process continues to identify priority locations and those that have the ability to wait. The Parks Department tasked in 2018 with maintaining all twenty nine-playground structures with an annual operational budget investment of \$20,000 or \$645 per playground and no capital investment. This changed in the 2019 budgeting process when Council approved an additional \$50,000 in operational support and an additional \$100,000 in capital investment. Funding levels thru the 2021 budgeting season remains at total operational dollars of \$70,000

and capital investment dollars of \$130,000 helping us to achieve a brand new playground installation within AC Howard Park and safety improvements to a number of playgrounds.

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

What has happened since this report was developed helps to provide a window into what is possible when planning is thoughtful and steps taken to see it through to inception.

#### **2019**

1. A total of \$219,782 was reinvested into 19 playgrounds in the form of surfacing material improvements, edging/border, bench(s), picnic table(s), bike rack(s) and garbage can(s).
2. Southwood Playground had seen a total investment of \$49,000 in the way of a new swing set and surfacing material installed.
3. Muzzy Drive Park had seen a total investment \$128,969 thru partnership with the Crescent Acres Community Club and the City into new playground equipment, fencing and trees.
4. Alfred Jenkins Field House saw a total investment of just over a \$1,000,000 dollars into the new inclusive playground through the partnership of Canadian Tire (Malcolm Jenkins), Jumpstart and the City.
5. For a total investment in playgrounds in 2019 of \$1,348,751 dollars.

#### **2020**

1. A total investment of \$17,205 reinvested into 25 of 29 playgrounds to improve upon safety measures on playground equipment.
2. Lions Park Playground had seen a total investment of \$140,884.69 in the way of a new playground equipment, surfacing material, new park pathways, lighting and security camera installation.
3. Lions Park also benefitted from partnership between Canadian Tire (Malcolm Jenkins) and the City to see improvements such as a spray park expansion and new spray features added for total investment of \$166,280.
4. For a total investment in 2020 of \$1,024,370 dollars.

**2021**

- AC Howard Park benefitted from a capital budget Investment in the way of \$130,000 to build out a new playground structure, expand the footprint of the playground and make improvements to the existing playground site. The site will benefit as well with new park lighting, furniture and plans to plant trees in the very near future to help enhance and create some additional natural shaded areas.
- An additional \$70,000 in improvements across a number of playgrounds in 2021 also continues with surfacing material, swing seats, structural defects, hardware, and component replacement. These improvements are made based on observations thru monthly playground in-house inspection and third party inspection reports.
- Total investment in playgrounds for 2021 of \$200,000.

In the early days, of the report we had noted that 75% of our playgrounds; were identified as being obsolete, what did that actually mean? Other than the playground supplier was no longer in business it also meant that parts for the playgrounds would be difficult but not impossible to obtain. Over the past five years (2017 – 2021), we have been able to continually review and assess our playground improvement opportunities, prioritizing that work with just over \$2,697,165 reinvested through important partnerships, grants and increased funding provided through council. We continue to recognize that playground replacement priorities do change and will change from year to year and have identified three potential playgrounds that fall into the lowest levels for replacement and ranked at a level 1 moving into 2022. Those playgrounds//amenities are as follows:

- Carlton Community Club – Funding partnership with the Community Club to bring asphalt surfacing improvements to the outdoor rink which will allow for a basketball court and pickle ball court option to be installed for use by the immediate and surrounding community
- James Isbister – Improvements being considered will include the potential conversion of this space to a portable skate park location for the spring and summer months. Consideration to resurfacing of the existing basketball court, replacement of basketball poles, backboards, hoops, lining of the court surface, etc. As well as the addition of lighting/security cameras to make this a useable space. The Department is currently working on securing partnership/grant funding opportunities to make the necessary investment(s) into this space for 2022.
- Little Red River Park – Priority for 2022 with a committed partnership between the Rotary Club and City to build a Little Red Adventure Park. This project is planned to begin construction in the spring of 2022 with anticipated completion expected for July of 2022.

Being able to thoughtfully budget moving forward will allow the Community Services to plan for a functional, well maintained playground system that offers something for everyone.

Public parks are an important place for formal and informal play. Especially amongst children, play is a foundational method for developing a number of skills that are necessary for later life. Through play, children develop skills associated with socialization, coordination, imagination, and cognition.

If we want to have a playground environment, we are proud of, that offers children, families, users the opportunity to experience play in a fun, unique and safe environments we believe steps have been, taken, ensuring that the City playgrounds are around for the long term by investing in today and reaping the benefits of that investment tomorrow.

### **CONSULTATIONS:**

The City is committed to ongoing engagement, with the community in decisions about parks and playgrounds. Documents like the Community Services Master Plan and tools such as 'Let's Talk Prince Albert' can be used to help guide and direct the City on how and when we engage the public for their feedback as well as how we can encourage users to take an active role in planning the future of our parks.

The Community Services Advisory Committee can also provide feedback and direction and be that voice for the community throughout this process.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Decisions based on future playground development and funding will flow through our Communication Department.

### **FINACIAL IMPLICATIONS:**

Community Services would like to make the following options available to the Budget Committee for consideration in the 2022 budgeting process.

- That the current source of funding of \$130,000 in Capital and \$70,000 in Operating as provided in the 2021 budget be maintained in the 2022 budget. This would provide opportunity to continue with creating a single new play structure only along with lighting improvements, furniture (garbage can, bench, bike rack, picnic table), and a security camera if required; or,
- That consideration for an increase in Capital to \$260,000 to fund two (2) playground structure replacements which reflects the cost of equipment replacement, lighting improvements, furniture (garbage can, bench, bike rack, picnic table) and security cameras

Community services is committed to seeking out external funding opportunities to assist with future playground opportunities whether that be refurbishment or replacement strategies.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

This report supports the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable, operating with efficiency, mitigating risk, and utilizing transparent and realistic costing.

**OFFICIAL COMMUNITY PLAN:**

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

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal Presentation – Timothy Yeaman, Parks Manager

**ATTACHMENTS:**

1. Park Report fully merged
2. 2021 Playground Report Overview Power Point

Written by: Timonty Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

# State of the Playgrounds Report

Research on Park  
Playground Planning &  
Management

*Creating communities where children feel  
welcome and included bodes well for the future  
of our City.*



City of  
**Prince Albert**



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## 1. INTRODUCTION

Public parks are an important place for formal and informal play. Especially amongst children, play is a foundational method for developing a number of skills that are necessary for later life. Through play, children develop skills associated with socialization, coordination, imagination, and cognition.

The City of Prince Albert conducted an online public survey to gather the perspectives and opinions of local residents during the community engagement process when developing the Community Masterplan. One of the questions asked during the Community Services Masterplan process was, “Assuming that costs could be held at affordable levels, please indicate whether you support or oppose the following new and/or upgraded OUTDOOR facility components in Prince Albert”. Playgrounds was noted to be at the top of this list of out 35 different facility components and scored strong support at 59%, second to this was Natural Areas/Open Spaces which tied in support with Playgrounds at 59% and in third was Water/Spray Parks at 56%.

The Community Masterplan also asked, “From the list of options, what does your household consider as the TOP FIVE OUTDOOR priorities for the City of Prince Albert?” Water/Spray Parks scored a strong 38% out of 35 noted options and Playgrounds came in second at 33% support.

This report promotes effective playground planning and management. It seeks to identify key trends and better practices.

The report is divided into five major sections:

1. City of Prince Albert priorities
2. Parks Users and Playgrounds. An overview of park user profiles and requirements for playgrounds.
3. Benchmarked Playground planning & Management Indicators. This section is divided into seven groupings:
  - a. Playground Category per 36,000 of population
  - b. Playground Settings
  - c. Playground Maintenance & Audit Frequencies
  - d. Playground Life Periods
  - e. Soft Fall (Surfacing)
  - f. Playground Ageing
  - g. Playground Costs
4. Hints & Tips in Playground Planning and Management.
5. Case Studies & Publications.

## 1.1 Identified Playgrounds for this Report

Thirty playgrounds identified using four (4) different quadrants, North West, South West, North East and South East noting that the playgrounds range in age from late 1990s to present day.

North West	South West	North East	South East
James Isbister	Alfred Jenkins	Lakeland Ford	Dent Crescent
Parkland	High Noon Optimist	Albright	Hogeweide
Nordale	Kinmen	Miller	Elks
Hazeldell	Kinsmen Water Park	Midtown	Carlton
Mair	Optimist Tourist	Elks River	Erickson
Bernice Sayese Centre	Mahon	Little Red River	AC Howard
			South East
			Longworth
			Davis
			Agnew
			Muzzy Drive
			Barton Coombe
			Southwood

## 1.2 Playground Age and Supplier

Playground	Age	Supplier
AC Howard	2005	Blue Imp
Agnew	Early 2000's	Romperland
Albright	2007	Romperland
AJFH	2019	Playgrounds-R-U's
Barton Coombe	2015	Blue Imp
Bernice Sayese Centre	2008	Romperland
Carlton	2004 (Swings Only at this Playground)	Romperland
Crescent Acres (Muzzy Drive)	2019	Playgrounds-R-U's
Davis	Early 2000's	Romperland
Dent	2004	Blue Imp
Elks	2004	Romperland
Elks River	2004	Romperland
Erickson	2000	Blue Imp
Hazeldell	2002	Romperland
High Noon Optimist	2002	Romperland
Hogeweide	2002	Romperland

James Isbister	1998	Romperland
Kinsmen	2016	Playworks & Blue Imp
Kinsmen Water Park	2004	Romperland
Lakeland Ford Park	2011	Blue Imp
Longworth	2001	Romperland
Little Red River	2000	Blue Imp
Mahon	2011	Romperland
Mair	2004	Romperland
Midtown	Early to mid-2000's	Romperland
Miller Hill	2004	Romperland
Playground	Age	Supplier
Nordale (Structure #1)	2004	Romperland
Nordale (Structure #2)	2008	Romperland
Optimist Tourist	2000 (Swings only at this playground)	Romperland
Southwood	2004	Romperland

**\*Supplier “Romperland” is no longer in business making 75% of all our playground equipment obsolete.**

## 2. CITY OF PRINCE ALBERT PRIORITIES

**Figure 1. Challenges with Playgrounds**

Keeping Playgrounds Safe

Creating Distinctive & High Quality Playgrounds

Maintaining at an appropriate frequency

Providing a range of Play spaces in parks

Getting value for money with maintenance

Providing an appropriate number of playgrounds

Auditing playgrounds at an appropriate frequency

Encouraging playground use

Balance of Natural Play verses Manufactured

The Community Services Department looks to prioritize safe, distinctive and maintainable play settings that allow for development of socialization, coordination, imagination, and cognition skills. How can this be achieved within a municipal setting is another matter. Risk Management, cost and community drivers can often encumber the more ideal outcomes.

### KEEPING PLAYGROUNDS SAFE










“Safety is a key concern and this could relate to maintenance, use of play equipment, location and community attitudes”

“Keeping playgrounds safe is a key issue, especially in terms of responding to vandalism and the visibility of many playgrounds.”

“The City has a genuine commitment for community engagement and sometimes our best efforts in regard to appropriate play is stalled by parental concern in regard to risk taking.”

## What do Children want in their Outdoor Play Spaces?


Research shows that children would choose:

 Vegetation	 Water	 Mud, dirt, sand
 Creatures and insects	 Wildness	 Natural colour, diversity, change
 Loose parts	 Different levels, nooks and crannies	 Rocks, logs, stumps

*Natural spaces are full of wonder, possibility and challenge.*

**Anything less is second best!**

www.letthechildrenplay.net.au




### 3. ACCESS

Looking at access to parks within the City, there is indication that users may choose to bypass a number of closely available playground units in order to utilize their preferred facility (newer, bigger, better, variety of activities, etc.).

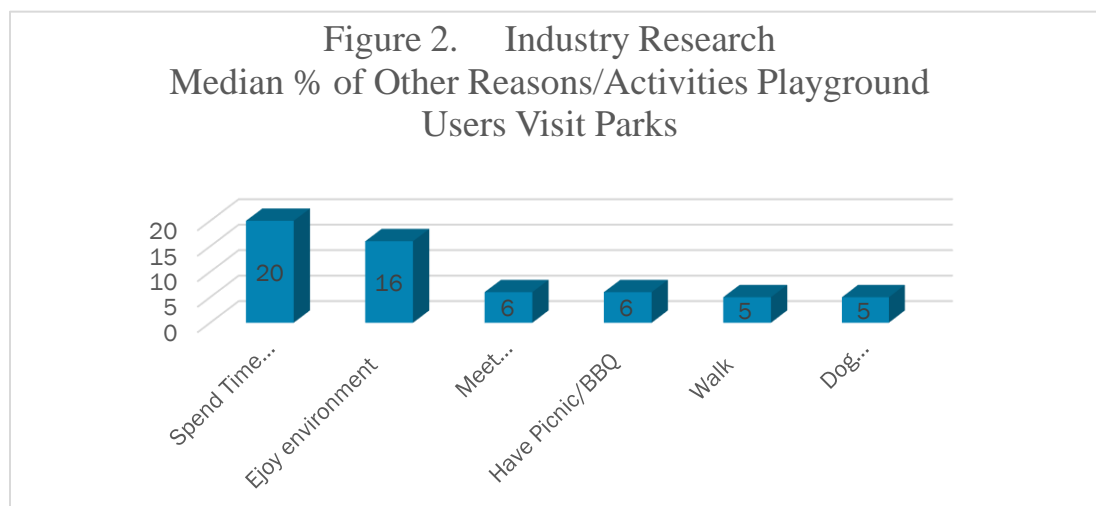
While looking at means of access, information from other Municipalities, it shows that in many communities over 47% of users will drive a car to the park, while 49% would prefer to walk and the other 1% would use public transit.

This same research shows that the median distance travelled is 1 km and median time travelled is 5 minutes, information from our own research here in Prince Albert seems to collaborate this information.

The Community Services Masterplan process engaged the community through the survey process by asking, “For each amenity listed below, please indicate how many times your household has used these OUTDOOR facilities in the past twelve months”. Community playgrounds was noted as having 21% of respondents indicate that they visit a community playground 21+ times per year out of 30 Outdoor Facility options, only second to the Rotary Trail which saw 41% of respondents indicate 21+ times per year.

Insights from industry professionals highlight why users attend playgrounds and consider possible travel to a larger setting if available. Factors include:

- A lack of diverse playground facilities in close playgrounds. Many smaller local playgrounds cater for a limited range of playground experiences. Anecdotal evidence indicates that children will quickly tire of a small playground unit. Smaller units may also have insufficient diversity to cater for differing age groups within a family or group of children.
- The “play” experience extends beyond the playground unit. The most popular playground settings feature adjoining facilities to cater for all ages (Kinsmen Park for example). Popular features associated with a playground setting include comfortable seats, picnic facilities, landscaping; open areas to kick/throw a ball, toilets, shade, parking, and potable water. These features provide for a wider array of recreational opportunities.
- Meeting friends and socializing is often an important activity for playground users and children. This requires travel to a predetermined location that is likely to be further than the closest playground.





### 3.3 Better Family & Service Provision

Areas that have been identified as opportunities to improve facility and service provision within the parks, while the biggest identified opportunities come with facility and service provisions associated with playground equipment and under surfacing, a number of other areas identified. They included shade and shelter, seats/tables, potable water, and fences and barriers.

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#### Better Service Provision Area

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**Playground** (upgrade, repair, undersurface)

**Shade & Shelter** (provide incorporated picnic areas and update existing)

**Seats/Tables** (more/provide and incorporate around park, keeping them clean and in good condition)

**Potable Water** (In areas where we can make it available, provide the opportunity for potable water options)

**Fences/Barriers** (Securing our playgrounds, fixing and installing fencing where it makes sense, near cars, major roadways, etc.)

**BBQ's** (Where provided, replace/fix)

**Garbage Bins** (Provide animal proof bins and increase the frequency of emptying)

**Access** (parking lots to provide for handicap parking, fix potholes, more parking considerations)

**Soft Landscape** (More trees, shrubs, cut and maintain grass, landscape and green space)

**General Maintenance** (Clean-up, dedicated staff in larger parks such as Kinsmen, removal of glass, sharps, paint where applicable, etc.)



In order to ensure better service provision, looking at housing density in areas and the importance of the number of playground units that exist cannot be understated. Playground units in multiple smaller local parks are costly to establish and maintain, given their likely levels of under-utilization, if playground units, are not integrated around other recreational opportunities. The practice of selecting and establishing “stand alone” playground units in multiple smaller local parks could be considered uneconomical when compared to the opportunity cost of utilizing capital funds to establish one larger playground setting in a centrally located area of the community.

## **4. BENCHMARKED PLAYGROUND PLANNING & MANGEMENT INDICATORS**

### **4.1 How to use this Data**

As we move forward on the development of our open spaces we want to show that the work outputs are aligned with the Community Services Masterplan, and are meeting community requirements, while being delivered in an efficient and effective manner. Quantifiable management indicators; should be used for monitoring and benchmarking. The indicators are to identify:

- Measurement of progress towards achieving desired outcomes
- Provision of information for addressing difficult questions
- Addressing (cause and effect)
- Directing Priorities
- Promoting accountability through transparency
- Drawing attention to negative trends
- Improving awareness of conflicts between goals
- Promoting adaptive management and continuous learning

Engaging the community helps identify and provide feedback on indicators, comparing that feedback to other organizations and, recent successes to help direct and shape the future of the Parks System as a whole can be one of the keys to promoting a healthy parks and playground system within the city.

### **4.2 How these Indicators have been selected**

Developed indicators should have the following considerations:

- Meaningful/relevant – important to the city
- Measurable
- Achievable/Feasible
- Understandable
- Predictable
- Valid

- Flexible

These indicators should also be:

- Part of the management cycle and not an end to themselves;
- Developed with all those involved in management cycle; and
- Focused on the use of information, not necessarily the gaining of it.

### 4.3 Playground Type

Benchmark for 30 playgrounds per 36,000 population based on 2016 census. Most of the playgrounds were designed for young children's play, although elements of toddlers and older children's play can be found at many of these locations. Teenager, access for all playgrounds and Natural Playgrounds are less prominent.

*Table 2. Playground Category per 36,000 - population census*

Playground Category	Age	Count	Location
Natural Playground	N/A	0	N/A
Toddlers & Young Children's Playground	18 months – 5 Years	22	Barton Coombe, Dent, Hazeldell, Kinsmen, Lakeland Ford, Nordale, AC Howard, Agnew, Albright, AJFH, Barton Coombe, Bernice Sayese, Muzzy Drive, Erickson, Hazeldell, High Noon Optimist, Hogeweide, Kinsmen, Nordale Lakeland, Miller & Southwood
Older Children's Playground	5-12 Years	22	AJFH, Bernice Sayese, Muzzy Drive, Davis, Dent, Elks Park, Elks River, Erickson, Hazeldell, High Noon Optimist, Hogeweide, James Isbister, Kinsmen, Kinsmen Water, Lakeland Ford, LRRP, Longworth, Mahon, Miller Hill, Mair, Midtown, Miller Hill, Nordale, Southwood

Teenager Playgrounds	13-19	0	N/A
Access for All Playgrounds	18 Month – 12 Years	1	AJFH

These figures, when broken down highlight that the majority of our playgrounds per 36,000 head of population cater to children aged 18 Months to five years and five years to 12 years of age. This provides the opportunity for the city to develop more integrated, strategically placed, extensive playground settings that reflect the needs of the community.

In general, we would like to see a balanced approach to the types of playgrounds offered.

#### 4.4 Playground’s Incorporating Setting Elements

There are a variety of perspectives around incorporating setting elements. When playgrounds are designed, park and recreation professionals may consider fencing as important, especially in cases where immediate hazards may be associated with the site. Visitors to the playground may see fencing as a means to create a more controlled environment for child supervision and protection, while enhancing opportunities for adult socializing and relaxation. On the other hand, others may feel that fencing creates a “fish bowl” which excludes opportunities for integrating play elements on either side of the boundary. Some industry research has shown that fencing of playgrounds can lead to less active parenting and temporary child abandonment in extreme cases.



*“Inclusive”*



*“Natural”*



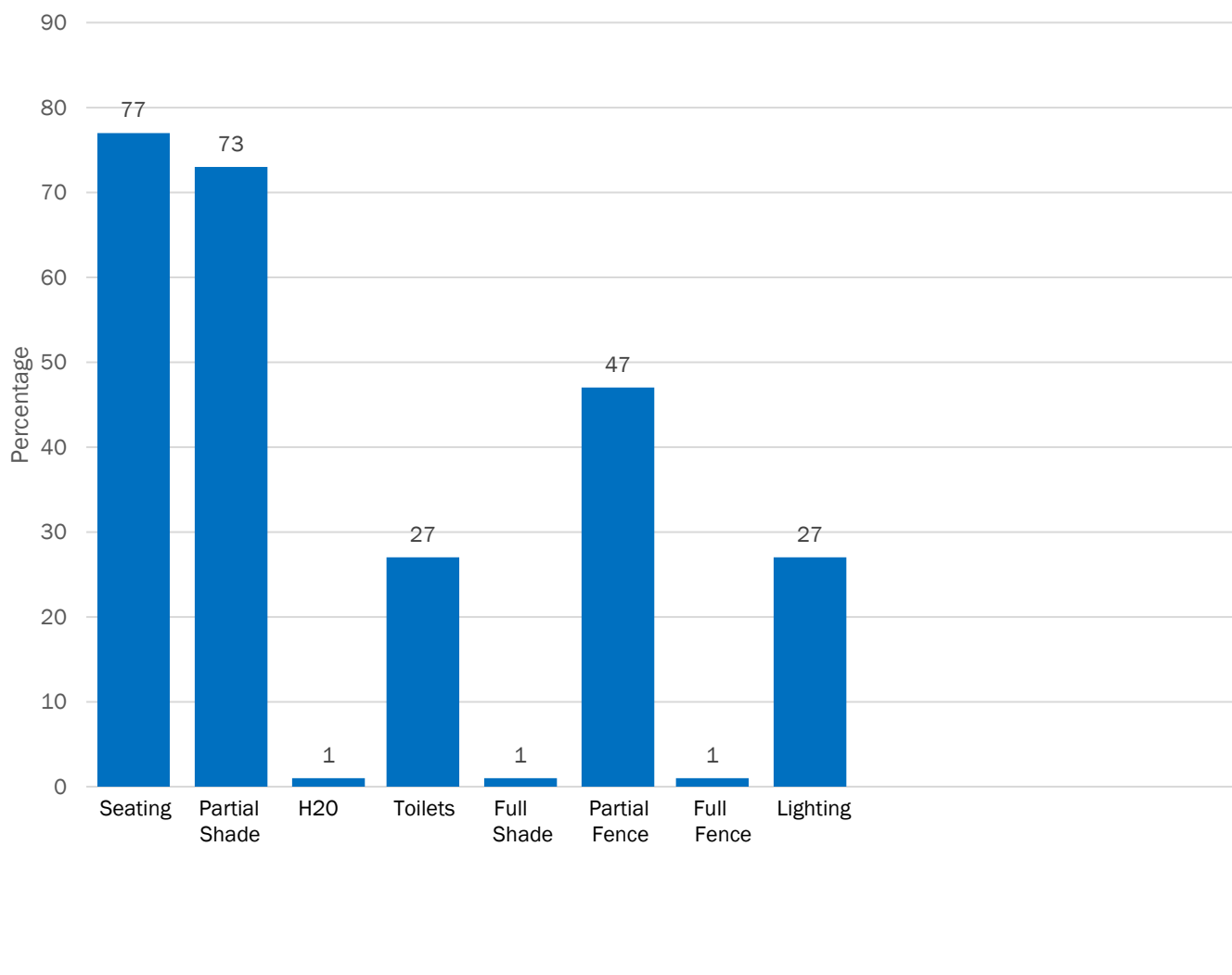
*“Teen/Adult  
Challenge Course”*

Table 3. Number of Playgrounds Incorporating Setting Elements

Playground Setting Element	Parks with Setting Elements
Playgrounds with Seating	23
Partially Shaded Playgrounds (Trees, Man-made structures)	22
Playground with Drinking Water	2
Playgrounds within 50 meters to a public toilet	8
Fully Shaded Playgrounds	2
Partially Fenced Playgrounds	14
Fully Fenced Playgrounds	3
Playgrounds with Lighting	8

*"Bench Seating"**"Wind sails (Shade)"*

Figure 3. Percentage of City of Prince Albert playgrounds Incorporating Setting Elements



#### 4.5 Playground Maintenance & Audit Frequencies

Working towards a higher level of annual routine maintenance service frequencies and ongoing investment in **training** of staff is key to practical, hands-on experience when applying the CAN/CSA Z614 Children's Play Spaces and Equipment Standards. Understanding these standards will help the City of Prince Albert set regular inspection requirements, identifying hazards and playground risk analysis and ensure equipment is compliant with an end goal to keep children safe.

Table 4. Annual Playground Maintenance, Inspections &amp; Audit Frequencies

Type of maintenance	Current Frequency	Proposed Frequency
Routine Maintenance	Yearly	Monthly
Structural Inspection (Documented)	Yearly	Monthly
Playground Inspection (Documented)	Yearly	Monthly
Visual Inspection	Monthly	Weekly
Playground Audit (Documented)	Not being done	Yearly (end of season)



Mair Park



Kinsmen Park



Hazeldell Park



Carlton Park

## 4.6 Playground Life Periods

Playground life periods will vary according to a number of factors including:

- Usage Levels
- Quality of construction materials & practices
- Quality of design standards
- Use beyond design specifications
- Soil Movement
- Tree root expansion
- Quality of Maintenance
- Vandalism/accidental damage
- Natural disaster (e.g. fire, flood, tornadoes, plow winds, snow overload, etc.)

The median life period for metal and wood playground units is 15 years.

Table 5. Playground equipment Life period

Playground	Life expectancy (Years)	Year Built	Current Age	Proposed Replacement Year	Equipment Obsolete
AC Howard	15	2005	14	2020	No
Agnew	15	Early 2000's	17-18	2016-2018	Yes
Albright	15	2007	12	2022	Yes
AJFH	25+	2019	NEW	2044	No
Barton Coombe	15	2015	4	2030	No
Bernice Sayese Centre	15	2008	11	2023	Yes
Carlton	15	2004	15	2019	Yes
Crescent Acres (Muzzy)	25+	2019	NEW	2044	No
Davis	15	Early 2000's	17-18	2015-2018	Yes
Dent	15	2004	15	2019	No
Elks	15	2004	15	2019	Yes
Elks River	15	2004	15	2019	Yes
Hazeldell	15	2002	17	2016	Yes
Erickson	15	2000	19	2015	No
High Noon Optimist	15	2002	17	2017	Yes
Hogeweide	15	2002	17	2017	Yes
James Isbister	15	1998	21	2013	Yes
Kinsmen	15	2016	3	2031	No
Kinsmen Water Park	15	2004	15	2019	Yes
Lakeland Ford	15	2011	7	2025	No
Longworth	15	2001	18	2016	Yes
Little Red River	15	2000	19	2015	Yes
Mahon	15	2011	7	2025	Yes
Mair	15	2004	15	2019	Yes
Midtown	15	Early to Mid-2000's	17-18	2015-2018	Yes
Miller Hill	15	2004	15	2019	Yes
Nordale (Structure #1)	15	2004	15	2019	Yes
Nordale (Structure #2)	15	2008	11	2023	Yes
Optimist Tourist	15	2000	19	2016	Yes
Southwood	15	2004	15	2019	Yes

## 4.7 Playground Aging

Usually the older an asset item, the higher the level of maintenance (e.g. replacement or reconditioning of worn parts).

The percentages for the age of playgrounds varied from 10% for less than 5 years to 37% for above fifteen years. Unless the playground is refurbished and well maintained, playgrounds over fifteen years old may be considered passed their use – by industry standards. A notable exception to this rule are the structural components associated with some of the new equipment being developed and provided through companies like Playgrounds-R-Us and Blue IMP brands among others are engineered for longer life periods (25+ years).

*Table 6. Percentage of Age of Playgrounds*

Playground Age	Average	Count
Less than 5 Years Old	10%	4
5 - 10 Years of Age	3%	1
10 - 15 Years of Age	50%	15
Above 15 Years of Age	37%	11

## 4.8 Protective Surfacing

Significant variances occur within and between surfacing types including:

- Cost (e.g. synthetic surfacing is usually more expensive to install)
- Maintenance levels (e.g. sand & bark surfacing often require raking/topping up in high wear areas)
- Overheating (e.g. Black synthetic surfacing becomes too hot in warmer, unshaded conditions.
- Vandalism (e.g. Synthetic surfacing being ripped up or set on fire – costly to repair, sharps in sand/bark)
- Replacement life (e.g. Synthetic surfacing has a longer replacement life)
- Public perception
  - Aesthetics – a wide spectrum of opinion amongst users
  - Sharps risk (e.g. hidden glass & needles in sand & bark)
  - Cleanliness (e.g. bark can accumulate dirt and other fine particles)
  - Hygiene (e.g. sand being used for cat defecation)



Wood/bark mulch (47%) is the most commonly used loose fill product within our 30 playgrounds. According to the Canadian Safety Standards (CAN/CSA Z614-14), synthetic/rubber and engineered wood fiber (EWF) are considered the safest fall surface materials. For example, with 300 mm depth of material, EWF has critical fall height of more than 3 meters whereas wood/bark mulch has a critical fall height of up to three meters.

**Critical Fall Height** – “the maximum height from which a life threatening head injury would not be expected to occur. Therefore, the fall height of the equipment should not exceed the critical height of the surface in the design of playgrounds and the type and depth of surfacing used under the equipment.

*Table 9. Percentage of surfacing type in playgrounds*

Surfacing Type	Average	Count
Wood/Bark Mulch	47%	14
Sand	57%	17
Grass	7%	2
Synthetic/Rubber	7%	2
Mixed Types of surfacing	17%	5
No surfacing	0	0
Engineered wood fiber (EWF)	0	0



*“Synthetic Rubber Surfacing”*



*“Sand”*



*“Fiber/Wood Mulch”*

## 4.9 Playground Costs

The median annual playground repairs and maintenance expenditure per capita is \$.55 (\$20,000 per year), and playground capital replacement since 2015 has seen two full playground replacements at a cost of \$254,000. The new Alfred Jenkins Fieldhouse \$1,000,000 playground, has been completed in 2019 along with the Crescent Acres - Muzzy Drive Playground at a cost of \$128,969.00.



Kinsmen Playground



Muzzy Drive Playground



Barton Coombe Playground



Alfred Jenkins Playground

## 5. TIPS IN PLAYGROUND PLANNING & MANAGEMENT

Playground planning should recognize that each playground experience is unique to each child, and each playground (natural or commercial) is unique in its site features, layout, design components, and visual appeal. The information supplied below is in consultation with industry professionals.

### 5.1 Maintenance

- Do what can be done on-site, avoid leaving Repair work when it can, be done on-site.
- Carry a good supply of regularly required Spare-parts.
- Document maintenance systems, Standards and processes ensuring quality and Future planning.
- Have general park maintenance crews visually

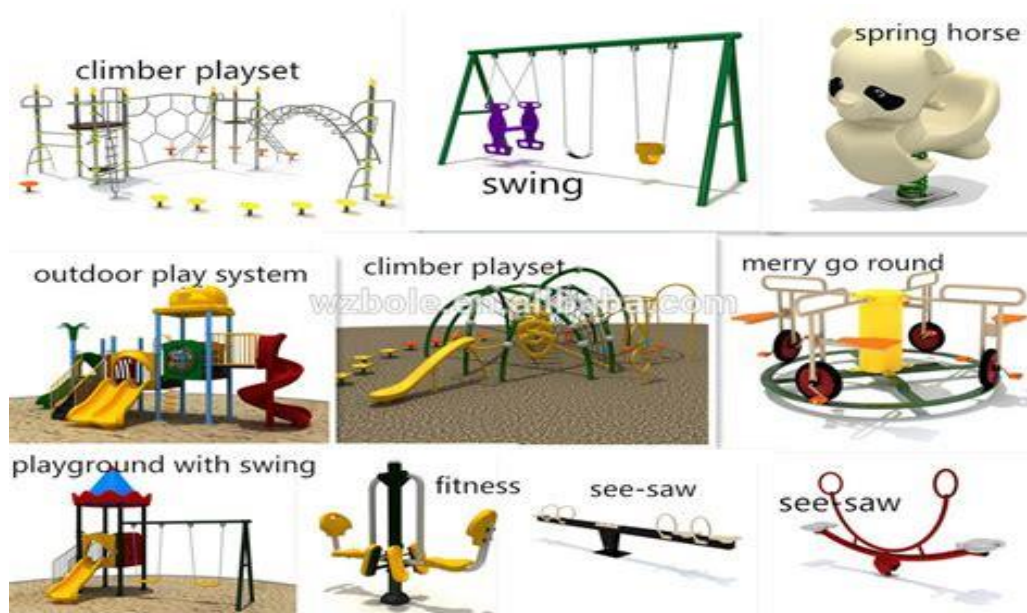


Inspect playgrounds to make safe and report any observable failures.

- Acquire regular updates on maintenance standards for playgrounds.
- Ensure all appropriate documents provided during the handover period from developer (e.g. construction drawings, certificates of compliance, parts list/manual).
- Regularly update manufacturers, installers, spare part suppliers contact details.
- Keep an inventory of maintenance activities for insurance purposes.
- Monitor the costs of playground maintenance.
- Repair or when applicable remove damaged playground equipment as quickly as possible.

### 5.1.1 Parts

- Have the proper tools necessary to do the job
- Carry regularly required spare parts to avoid trips back to the supply compound
- Although warranty issues may be of concern, spare parts can, in some cases be obtained from alternative local suppliers for a much lower cost.
- At the time of awarding contracts, ensure that spare parts are readily available within a satisfactory timeframe.
- Ensure that playground parts are engineered for longevity. For example strong bearings and rust proof metals should be utilized rather than soft steel. Examining cheaper products often reveals inferior engineering that leads to shorter useable life.
- Ensure inventories are up to date so that spare parts are, ordered within allowable lead times when supplies are low.



## 5.2 Asset Replacement/Restoration/Refreshing

- Playgrounds, restored need only comply with the standards at the time of purchase in which the original playground was established.
- Where possible, playgrounds be restored on site using paint, spare parts etc. This saves the cost of removal, transportation and reinstallation with new (in these situations, equipment must be in good condition and meet the standards for the current time-period in consultation with the CAN/CSA Z614 standards).
- Older playground equipment that is still in good condition after 20+ years, consideration of restoration (using it in a different area, possibly painting it a different color and adding some new features) rather than replacement.
- There is good value in restoring as well as improving the recycling of materials.
- Continue playground inspections and audits after restoration.
- Establish a proactive and well-funded asset replacement program to minimize wear and tear failure.



## 5.3 Warranty

- Specify the warranty wanted, rather than the manufacturer's standard warranty
- Include an assessment of the manufacturer's warranties within the supply assessment process.
- Check to ensure that the supplier is able to fulfill their warranty obligations
- Ensure that the warranty obligations are fulfilled within a specific Time frame
- Check which parts are covered under warranty?
- Assess suppliers for business stability, given that if a specific supplier closes their business warranties are not able to be fulfilled.
- Do not be afraid to challenge a warranty

**LIFETIME WARRANTY**

WARRANTY  
LIMITED  
ASTM  
F1292  
LIFETIME  
IMPACT ATTENUATION

100% GUARANTEE  
GUARANTEE  
100% GUARANTEE

- Upon installation, have the manufacturer and installer warrant that the playground is designed and constructed according to standards.
- Retain warranty documentation

#### 5.4 Alternative Funding Sources

- Source grants, sponsorships and donations to raise money for playground location.
- Involve the community in the development of a playground location. Utilize their ideas to increase local ownership in the playground.
- Develop self-help models for the establishment and maintenance of playgrounds in communities.



#### 5.5 Encouraging Playground Use

- Provide a diverse array of age based play settings within the space
- Promote play spaces through brochures, media, and internet information.
- Provide direction signage to playgrounds.
- Have a playground where wireless internet connection so that older children can interact through a number of physical and social mediums.
- Integrate playground settings with other recreational settings like picnic facilities, ball-parks, soccer fields, etc.
- Facilitate education programs associated with the importance of play (thinking differently about how we use playground space in conjunction with our playground programming)
- Prepare media releases about new playgrounds and existing playgrounds.
- Invite Mayors, Councilor's, dignitaries to opening of playgrounds.
- Provide information to bloggers – e.g. external websites that focus on children's lay or parks.
- Encourage residents to write reviews and provide feedback through various medians.

- Look at benefits of using the playground during the winter months (year round play). Instead of abandoning the playground in the winter, get creative and safe with winter programming.



## 5.6 Planning & Development of Playgrounds

- Develop playgrounds away from dips and drainage Lines, to avoid poor drainage.
- Keep an inventory of shade, soft fall areas, equipment, Edging, pictures, etc.
- Specify soft fall areas only as required. Over-specification, although aesthetically interesting, Locations, can increase burden on capital and recurrent Expenditures.
- Understand that “off the shelf” (tires, logs, etc.) playground Settings meet only a part of the playground requirements, the whole setting should be, taken into consideration.
- Well-designed placement of rocks, pipes and timber steps, logs are still worthwhile considerations in play, developing play spaces with limited funds. This can promote “Natural/Creative Play”.
- Consolidation of smaller community parks into larger centralized locations to provide better “bang for the buck”.
- Natural areas provide abundant opportunities for play. Consideration of integrating natural areas near formal play spaces or vice versa can provide opportunities for more formalized and natural play.
- Keep community expectations reasonable by discussing available funding and what, can be achieved for that amount.



- “Off the shelf” (tires, logs, etc.) play equipment should be seen as part of a play setting; not as the total play setting.
- Whilst it may be more aesthetically pleasant to select color schemes for playgrounds that blend in, bright colors assist with the development of contrast definition for younger children, allowing them to identify and negotiate around play elements.
- An inclusive access playground should provide diverse play opportunity for children with mobility, vision, hearing, and intellectual and develop disabilities. A barrier-free accessible path of travel should link the playground and its equipment to the site entrance, other facilities and transport arrival points. Not every piece of play equipment is required to be fully accessible however the choice and layout of equipment and safety surfaces should provide access to a wide variety of play sensations – e.g. swinging, revolving, rocking, elevation, tactile, sensory, creative. The layout of equipment should facilitate social integration and engagement of children of many ages and abilities.

### 5.7 Risk Management

- Encourage families to use natural spaces as Places, to explore and play.
- Look at how people use a space. Document, Make right and/or manage the observed risks.
- Determine what level of risk the City is willing To accept.
- Minimize risk through regular visual playground Inspections thru weekly, monthly documented playground inspections and yearly documented audits. All inspections should be reviewed using playground manufacturer’s specifications and the CAN/CSA Z614-14 standard.
- Increase fencing where a playground is adjacent to roads, water bodies, etc.
- Higher color contrast also improves visual security as a risk management factor. A child in difficulty can be more easily identified and a perpetrator more likely to be observed.



### 5.8 Soft Fall/Surfacing

Falls are the leading cause of injury on the playground, therefore surfacing is extremely important for the safety of children and youth.

- Engineered Wood Fiber (EWF) is a viable alternative to other loose fill options as it is more resilient to scuffing and weather event displacement is, considered an accessible surface. It is less likely to degrade (dust up) compared to other loose fill options.
- Initially it is more expensive than other loose fill options but it last longer

- According to the standard CAN/CSA Z614-14, it has greater fall protection than wood chip/bark mulch, pea gravel and sand.
- EWF has a different appearance and feel to bark mulch with some saying that it feels sharp.
- Use of lighter colors when using synthetic surfacing to help in reducing the heat from direct sunlight.



*“Sand” (Loose fill)  
bark/Mulch”*



*“Synthetic Surfacing”*



*“Wood*





## 6. GLOSSARY

Category	Description
<b>Access for All Playground</b>	An access for all playground designed to suit a number of disability ranges. Typically, it consists of hard surface ramps suitable for wheel chair access, tactile facilities for the visually impaired, and a range of other disabled facilities (e.g. special swing(s) for disabled children). Accessibility to the playground (hard surfaces, curb cross overs etc.), to suit disability ranges, should also be considered. A synonymous term to Access for All playgrounds is Engagement for All playgrounds. This term reflects the inclusion of activities for disabled within the playground.
<b>Annual Recurrent Expenditure</b>	Ongoing expenditure over a financial year that is required to sustain regular organizational activities. Included is general maintenance and structural inspection.
<b>Children's Playground</b>	Equipment designed for the specific age group (5 – 12 years). The age grouping is indicative and may vary for a child's capability.
<b>Critical height</b>	the maximum height for a surfacing material that yields a peak deceleration of 200 g or a head injury criteria (HIC) of 1000; the maximum height from which a life- threatening head injury would not be expected to occur.
<b>Current Value</b>	The depreciated value of an item or group of items. It reflects the amount of value an asset loses over a period of time and after use.
<b>Fall Height</b>	The vertical distance between a designated play surface or a location otherwise specified in the standard and the protective surfacing beneath it.
<b>Formal Play</b>	Structured play that adheres to a set of predefined parameters.
<b>General Maintenance</b>	General Maintenance includes activities generally undertaken by a maintenance crew or person including cleaning, graffiti removal; patch up painting, minor structural repair, sand raking, and general visual inspections.
<b>Inclusive Play</b>	Inclusive play allows children of all abilities to grow together
<b>Informal Play</b>	Structured play that adheres to a set of predefined parameters.

<b>Intergenerational playground</b>	Facility containing equipment that caters for older adults (e.g. grandparents) taking children to parks along with playgrounds that contain coordination & balance equipment (e.g. balance beam for improving gross motor skills), seating and shade.
<b>Mixed Age Playground</b>	A playground setting that caters for a range of age groups.
<b>Natural Playground</b>	The <b>natural</b> play scape (or <b>natural playground</b> ) defined as a space with as little man made components as possible. Using native plants, rolling hills, trees; representing a <b>natural</b> place such as a forest. Design with the intent of bringing children and people back to nature.
<b>Park Playgrounds</b>	Playgrounds located in parks within the City of Prince Albert city limits.
<b>Playground Inspection</b>	Observation and written evaluation of a playground
<b>Playground Supervisor</b>	A person (e.g. parent, caregiver, teacher) who supervises children using a playground.
<b>Playscape</b>	A designed and integrated set of playground equipment, often made of wood.
<b>Public Accessible Playgrounds</b>	Accessible to the public within the City of Prince Albert, this includes all parks managed by the City.
<b>Replacement Value</b>	The value of an item or group of items purchased and installed as new. This amount should be greater than or equal to its current value.
<b>Soft Fall</b>	A safety surface beneath and surrounding play apparatus
<b>Structural Inspection</b>	Structural Inspection is a specific task that tests the structural integrity of a facility (it is more thorough than a visual inspection associated with a normal general maintenance cycle). Playground structural inspections include assessing of conformance to Canadian Playground Safety Institute (CPSI) – CAN/CSA Z614-14 “Children’s Play Spaces and Equipment”.
<b>Teenage Playground</b>	A playground designed to suit older children who are in the 13 - 19 years. The age grouping is indicative and may slightly vary for a child or teen’s capability.
<b>Toddler/Pre-School Aged Playground</b>	Equipment designed for the specific age group (18 months – 5 years). The age grouping is indicative and may vary depending on a child’s capability.

CITY OF PRINCE ALBERT

# 2021 State of Playgrounds

BY: *TIM YEAMAN,*  
*PARKS MANAGER*  
*AND*  
*ERIN HURD,*  
*RECREATION PROGRAMMER*

DATE: August 23, 2021

# APPENDIX

Playground Name	Replacement Rating	Year of Suggested Replacement	Ward #
Little Red River (Rotary Club Partnership)	1	2022	2
Carlton (Carlton Club Partnership)	1	2022	6
James Isbister (Looking for Partnership)	1	2022	1
Hazeldell	2	2023	2
Mair	2	2024	1
Miller Hill	2	2025	4
Elks	3	2026	2
Longworth	3	2027	5
Midtown	6	2028	3
Southwood	6	2029	7
Davis	7	2030	5
Erickson	7	2031	6
High Noon Optimist	7	2032	8
Hogewiede	7	2033	6
Kinsmen Water Park	7	2034	7
Mahon	7	2035	8
Agnew	8	2036	5
Dent	8	2037	6
Elks River	8	2038	3
Nordale	8	2039	2
Albright	9	2040	4
Lakeland Ford	9	2041	2
Optimist Tourist	10	(Completed in 2001)	8
Barton Coombe	10	(Completed in 2015)	6
Kinsmen	10	(Completed in 2017)	7
Muzzy Drive	10	(Completed in 2019)	5
Alfred Jenkins	10	(Completed in 2020)	1
Lions Park/Spray Park	10	(Completed in 2020)	1
A.C. Howard (Completed)	10	(Completed in 2021)	6
Angus Merasty School Location (Potential site for a playground)			8

# TOTAL INVESTMENT INTO PLAYGROUNDS 2017 - 2021

- **\$2,697,165** Total investment in playgrounds.
- Investment includes refurbishment, replacement thru partnerships, grants and operational/capital budget investment.

# TOTAL INVESTMENT INTO PLAYGROUNDS 2021

**\$200,000** total investment in upgrades to playgrounds in 2021 with a highlighted note to AC Howard Playground being completed.

# Project L.R.R.P. Playground **2022**

LITTLE RED RIVER PARK HWY 55, 2000, 2459 SQ. FT.



**Funding and Partnership are in place to see this project completed in 2022**

***Playground replacement partnership with the Rotary Club of Prince Albert as part of their Centennial Project***



**Replacement Rating: 1**

# Carlton Park Playground **2022**

DUNN DRIVE, 2014, 1280 SQ. FT.



## 2022 Improvements

- Will include paving of the rink
- Installation of a Basketball court
- Installation of a Pickle Ball Court

Partnership with Carlton Community Club to convert a hockey rink over to a basketball court and pickle ball court for the summer months in lieu of a playground. \$20-\$30,000 fundraising commitment from club.

Replacement Rating: 2



# James Isbister Playground **2022**

MACARTHUR DRIVE AND DONALDSON, 1998, 3508 SQ. FT.



**The Department is currently working on securing partnership/grant funding opportunities to make the necessary investment(s) into this space for 2022.**

## Improvements being considered:

- The potential conversion of this space to a portable skate park location for the Spring & Summer months.
- Re-surfacing of the existing basketball court, replacement of basketball poles, backboards, hoops, lining of court surface, etc.
- Lighting/security cameras is required to make this a useable space

**Replacement Rating: 1**

# Hazeldell Playground **2023**

325 3<sup>RD</sup> AVENUE NW, 2002, 3342 SQ. FT.



## Recommendation

- Replacement of playground in 2 years
- Surfacing material – Post Peelings

Replacement Rating: 2

# Mair Playground **2024**

11 AVE WEST AND RIVER STREET WEST, 2004, 1396 SQ. FT.



## Recommendation

- Replacement of playground within 2 years
- Surfacing material – Post Peelings

Replacement Rating: 2

# Miller Hill Playground **2025**

200 MACDOWALL CRESCENT, 2004, 5078 SQ. FT.



## 2021 Improvements

- Rebuilt wooden structure as it was rotting for a total cost of \$7500. Wooden structure will be integrated into the 2023 design process and used as part of the playground expansion.

## Recommendation

- Replacement of Playground within 2 to 3 years
- Surfacing material – Mixture of Sand and Post Peelings

**Replacement Rating: 3**

# Elks Playground **2026**

20 STREET E. 3 AVENUE E., 2004, 2264 SQ. FT.



## Recommendation

- Replacement of playground in 2 to 3 years
- Surfacing material – Post Peelings

Replacement Rating: 3

# Longworth Playground **2027**

SIBBALD CRES AND 28 STREET E., 2001, 2366 SQ. FT.



## Recommendation

- Replacement of playground in 2 to 3 years
- Surfacing material – Post Peelings

**Replacement Rating: 3**

# Midtown Playground **2028**

540 9 STREET EAST, EARLY 2001, 10,183 SQ. FT.



## Recommendation

- **Replacement of playground within 4 years**
- **Replacement of spray park immediately**
- **Surfacing material – Sand**

**Replacement Rating: 6**

# Southwood Playground **2029**

SOUTHWOOD DRIVE, 2004, 1566 SQ. FT.



## Recommendation

- **Replacement of main play structure within 4 years**
- **Surfacing material – Post Peelings**

**Replacement Rating: 6**



# Davis Playground **2030**

DAVIS STREET, 2001, 2432 SQ. FT.



## Recommendation

- **Replacement of playground within 5 to 6 years**
- **Surfacing material – Post Peelings**

**Replacement Rating: 7**

# Erickson Playground **2031**

ERICKSON CRESCENT, 2000, 2601 SQ. FT.



## Recommendation

- Replacement of playground within 5 to 6 years
- Surfacing material – Post Peelings

Replacement Rating: 7

# High Noon Optimist Playground **2032**

PARK AVENUE, 2002, 3342 SQ. FT.



## Recommendation

- Replacement of playground within 5 to 6 years
- Surfacing material – Post Peelings

Replacement Rating: 7

# Hogeweide Playground **2033**

HOGeweIDE DRIVE, 2002, 5696 SQ. FT.



## Recommendation

- Replacement of playground within 5 to 6 years
- Surfacing material – Post Peelings

Replacement Rating: 7

# Kinsmen Water Park Playground **2034**

28 STREET AND 1 AVENUE W., 2004, 2899 SQ. FT.



## Recommendation

- Replacement of playground in 5 to 6 years
  - Replacement of rubber surfacing as soon as possible
- Surfacing material – Rubber Mat Surfacing

**Replacement Rating: 7**

# Mahon Playground **2035**

MAHON DRIVE, 2011, 2540 SQ. FT.



## Recommendation

- **Replacement of playground within 5 to 6 years**
- **Surfacing material – Post Peelings**

**Replacement Rating: 7**

# Agnew Playground **2036**

AGNEW STREET, 2002, 2147 SQ. FT.



## Recommendation

- Replacement of playground within 6 to 7 years
- Surfacing Material – Post Peelings

**Replacement Rating: 8**

# Dent Crescent Playground **2037**

DENT CRESCENT, 2004, 3761 SQ. FT.



## Recommendation

- **Replacement of playground within 6 to 7 years**
- **Surfacing material – Post Peelings**

**Replacement Rating: 8**



# Elks River Playground **2038**

8 AVENUE E. AND 1 STREET E., 2004, 1155 SQ. FT.



## Recommendation

- Replacement of playground in 6 to 7 years
- Surfacing material – Post Peelings

**Replacement Rating: 8**

# Nordale Playground **2039**

6 AVENUE NW AND 12 STREET NW, 2004 & 2008, 5422 SQ. FT.



## Recommendation

- **Replacement of playground within 6 to 7 years**
- **Surfacing material – Post Peelings**

**Replacement Rating: 8**

# Albright Playground **2040**

ALBRIGHT CRESCENT, 2007, 2379 SQ. FT.



## Recommendation

- Replacement of playground within 7 to 8 years
- Surfacing material – Post Peelings

Replacement Rating: 9

# Lakeland Ford Park Playground **2041**

15 STREET NE. AND 6 AVENUE NE., 2011, 5644 SQ. FT.



## Recommendation

- **Replacement of playground within 14 to 17 years**
- **Remove spring rocker with pile exposed**
  - **Replace border**
- **Surfacing Material – Post Peelings**

**Replacement Rating: 9**

# Angus Merasty Site

## FUTURE SITE DEVELOPMENT OPPORTUNITY



Picture for display purpose only

# Optimist Tourist Park

2 AVENUE W. AND MARQUIS RD. W., 2000, 711 SQ. FT.



## Recommendation

- Double bay swing set at this location only.
- Replace when budget monies allow
- Small investment required to purchase and relocate new swing set and add protective surfacing within vicinity to meet CSA National standards for safety.
- Surfacing material – Post Peelings

**Replacement Rating: 10**

# Barton Coombe Playground

COOMBE DRIVE, 2015, 1926 SQ. FT.



Investment 2017 - **\$45,000**

## Recommendation

- Replacement of components or features within 25 to 29 years (2042)
- Surfacing material – Pea gravel
  - Blue Imp equipment



**Replacement Rating: 10**

# Kinsmen Park Playground

CENTRAL AVENUE AND 23 STREET E., 2016, 8127 SQ. FT.



Investment 2017 - **\$90,000**

## Recommendation

- Replacement of components or features within 25 to 29 years (2042)
- Surfacing material – mixture of rubber/sand/post peelings
  - Blue Imp and Playworks equipment

**Replacement Rating: 10**



# Muzzy Drive Playground

MUZZY DRIVE, 2019, 5961 SQ. FT.



Investment 2020 - **\$130,000**

## Recommendation

- Replacement of components or features within 25 to 29 years (2045)
- Surfacing material – Fibar
- Playgrounds-R-Us/LSI equipment

**Replacement Rating: 10**

# Completed 2019/2020 AJFH Playground

2787 10 AVENUE WEST, 2019, 17,358 SQ. FT.



**The Largest accessible playground in Canada**

**Investment 2019/2020 – \$1,785,000**

## Recommendation

- **Replacement of components or features within 25 to 30 years (2045)**
  - **Surfacing material – Rubber**
- **Playgrounds-R-Us/LSI equipment**

**Replacement Rating: 10**

# Completed 2020 Lions Park Playground

1301 13 AVE WEST, 2020, 2770 SQ FT.



**Investment 2020 –**

**City \$207,164.91**

**Malcom Jenkins \$100,000**

## Recommendation

- Replacement of components or features within 25 to 30 years (2045)
- Surfacing material – Mixture of Rubber and Fibar
- Playgrounds-R-Us/LSI and 1 Stop Playgrounds equipment

**Moved to a Replacement  
Rating: 10**



# Completed 2021 AC Howard Playground

## BLISS CRESCENT



### 2021 Improvements

- Installed a new playground
    - Installed new furniture
  - Installed new light pole/led lighting
    - Installed new park signage
  - Through pruning of all trees in park to remove any hazards
- Investment 2021 –  
City \$**130,000**



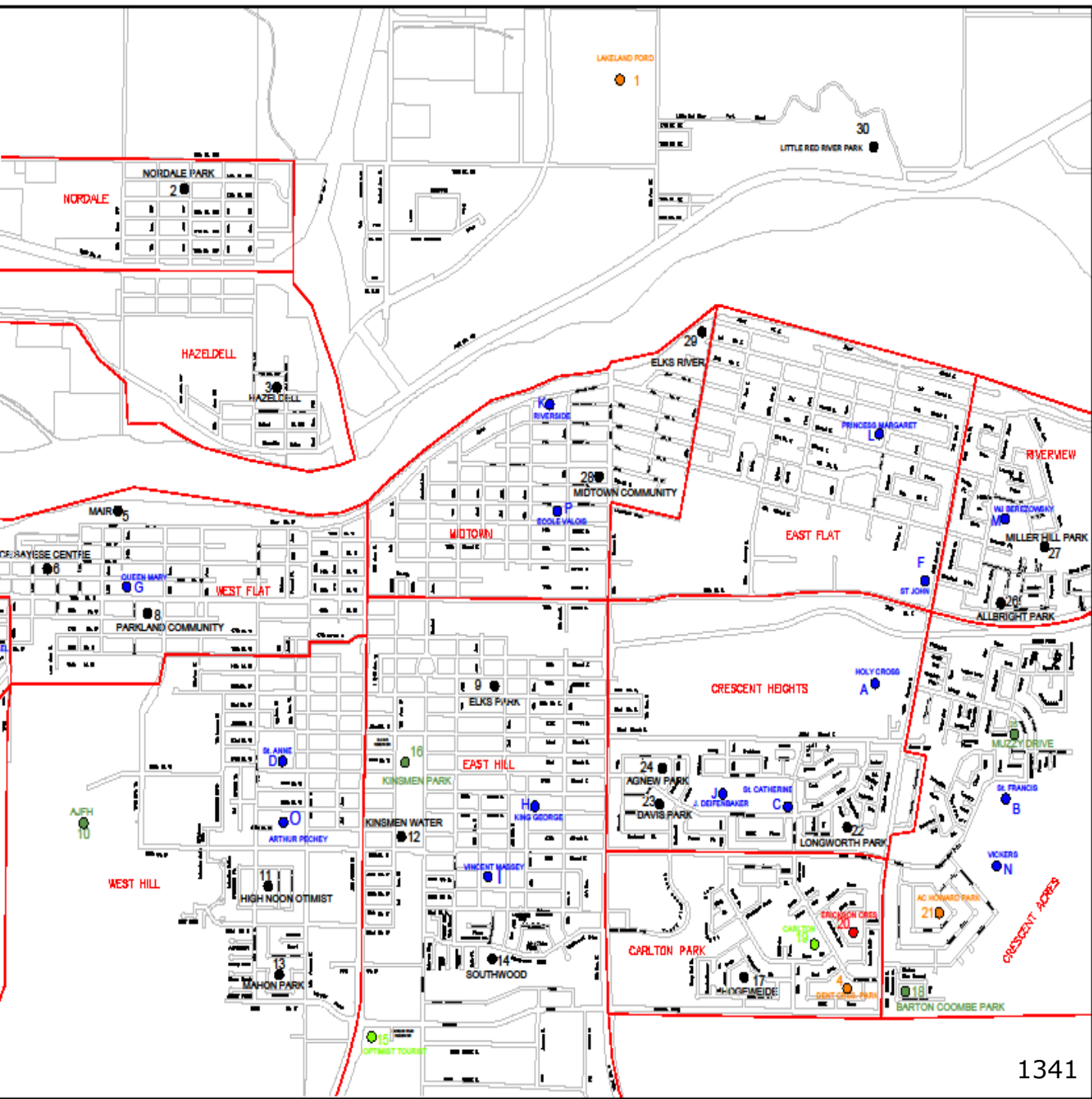
### Recommendation

- Replacement of components or features within 25 to 30 years (2046)
- Surfacing material – Fibar

**Moved to a Replacement  
Rating: 10**

**CITY PLAYGROUNDS YEAR AGE**

1. LAKELAND FORD PARK	2011	9
2. NORDALE PARK	2004	16
3. HAZELDELL PARK	2008	17
4. DENT CRESCENT PARK	2004	15
5. MAIR PARK	2004	16
6. BERNICE BAYESE CENTRE	2008	11
7. JAMES ISBISTER PARK	1988	21
8. PARKLAND COMMUNITY PARK	2004	16
9. ELKS PARK	2004	15
10. ALFRED JENKINS FIELD HOUSE	2019	NEW
11. HIGH NOON OPTIMIST PARK	2002	17
12. KINSMEN WATER PARK	2004	16
13. MAHON PARK	2011	9
14. SOUTHWOOD PARK	2004	16
15. OPTIMIST TOURIST PARK	2000	19
16. KINSMEN PARK	2004/18	9-15
17. HOGSWEIDE PARK	2002	17
18. BARTON COOMBS PARK	2016	4
19. CARLTON PARK	2004	16
20. ERICKSON PARK	2000	19
21. AC HOWARD PARK	2005	14
22. LONGWORTH PARK	2001	18
23. DAVIS PARK	2000	19
24. ACNEW PARK	2000	18
25. MUZZY DRIVE	2018	NEW
26. ALLBRIGHT PARK	2007	12
27. MILLER HILL PARK	2004	15
28. MIDTOWN PARK	2000	19
29. ELKS RIVER PARK	2004	15
30. LITTLE RED RIVER PARK	2000	19



**CATHOLIC SCHOOLS**

- A. HOLY CROSS SCHOOL
- B. ST. FRANCIS SCHOOL
- C. YUBBON SCHOOL
- D. SCHOOL ST. ANNE CATHOLIC SCHOOL
- E. ST. MICHAEL CATHOLIC SCHOOL
- F. ST. JOHN COMMUNITY SCHOOL

**PUBLIC SCHOOLS**

- H. QOSINY MARI SCHOOL
- I. AZNE CHANGES SCHOOL
- J. VINCENT MASSEY SCHOOL
- K. JAMES DEFFENBAKER SCHOOL
- L. AVERLES SCHOOL
- M. ARTHUR PECHY SCHOOL
- N. PRINCESS MARGARET SCHOOL
- O. W.F. ABERNETHY SCHOOL
- P. VICARS SCHOOL
- Q. SCOLE VALON SCHOOL

**LEGEND**

- Obsolete
- Older than 2004. Require possible replacement. Considered worn but are safe and useable.
- 2004-2014. Possible refurbishment.
- 2014-2019. Currently in good condition.
- Swings only
- School Playgrounds
- Proposed locations - ?

***RPT 21-441***

**TITLE:** Crescent Heights Spray Park

**DATE:** September 17, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That \$120,000 be approved from the Future Infrastructure Reserve in support of the Crescent Heights Spray Park construction.

**TOPIC & PURPOSE:**

The purpose of the report is to identify an opportunity for the City of Prince Albert to partner with Malcolm Jenkins to construct an Outdoor Spray Park.

**BACKGROUND:**

The City has two paddling pools remaining. One is at the Crescent Heights Community Club and the second is at the Hazeldell Community Club. The paddling pools have been operated for many years through the Annual Summer Playground Program. The City previously operated paddling pools at multiple other locations but have now replaced them with new interactive Spray Parks.

The proposed spray park would serve as another positive addition to the recreation amenities and programs provided thru out the City.

The report is provided for consideration during the 2022 Budget deliberations.

**PROPOSED APPROACH AND RATIONALE:**

Being able to thoughtfully budget moving forward will allow the Community Services Department to plan for functional, well maintained Spray Park options that offer something for everyone.

Public parks are an important place for formal and informal play. Especially amongst children, play is a foundational method for developing a number of skills that are necessary for later life. Through play, children develop skills that are necessary for later life. Through play, children develop skills associated with socialization, coordination, imagination, and cognition.

If we want to have play environments we are proud of and that offer children, families, users the opportunity to experience play in a fun, unique and safe environment, we believe steps continue to be taken ensuring that these city spaces are around for the long term. By investing in today we will all reap the benefits of that investment tomorrow and years to come.

Further information is available within the attachments and body of this report including a breakdown of the costs and initial renderings of the proposed Crescent Heights Spray Park.

**CONSULTATIONS:**

Upon approval of the project funding the Department would work with Malcolm Jenkins to confirm the necessary recognition requirements.

The Department will also consult with and reach out to the immediate community for additional feedback on the proposed construction, sharing the information on the spray park but also ensuring that opportunity is provided as to the final design.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The Department will undertake the selection process for the successful Contractor upon receiving approval for the project to proceed and the completion of the consultation process.

**FINANCIAL IMPLICATIONS:**

The Future Infrastructure Reserve was established during the 2011 budget deliberations. The intent of the reserve is to allocate annual funds in support of large Capital projects.

Below is a summary of projected costs for the Crescent Heights Spray Park considered within the 2022 budgeting process.

**Total budget for project:** \$320,000

**Partnership**

Malcom Jenkins: \$200,000

City of Prince Albert: \$120,000

**Project Costs (Natural Theme with Large Dumping Bucket):**

1. Pad Area ( Triangle shape) 93' 6" x 71' 5"
2. Total SQFT (Includes 5' Apron) 3,375 SQFT. (2,143 Wet Area)
3. Domestic ( Drain to Waste) System
4. Supply and Freight (Aqautix) **\$181,177**
5. Install (includes excavation, base prep, concrete pad, and components) Turn Key.  
**\$117,541**
6. System Flow Rate 138 GPM
7. Infrastructure work **\$20,000**

**TOTAL ESTIMATED COST OF PROJECT** **\$318,718**

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy or privacy implications.

**STRATEGIC PLAN:**

The proposed project aligns with the Strategic Goal of serving as an Active & Caring Community within the City's Strategic Plan.

It also supports and aligns with the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable, operating with efficiency, mitigating risk and utilizing transparent and realistic costing.

**OFFICIAL COMMUNITY PLAN:**

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



**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. Option 3 Preliminary Concept for spray park
2. Option 3 - 3D Preliminary Concept for Spray Park

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

# Alfred's Spray Park

Splash Pad Design Proposal 9/23/2021

Presented by  
**Serge Gette**  
Playgrounds R Us  
(204) 632-7421  
serge@pru.ca

**PLAYGROUNDS-R-US**  
A DIVISION OF M3 CONTRACTING LTD.

# Alfred's Spray Park

Design# 1158156-01-01 9/23/2021





# Alfred's Spray Park

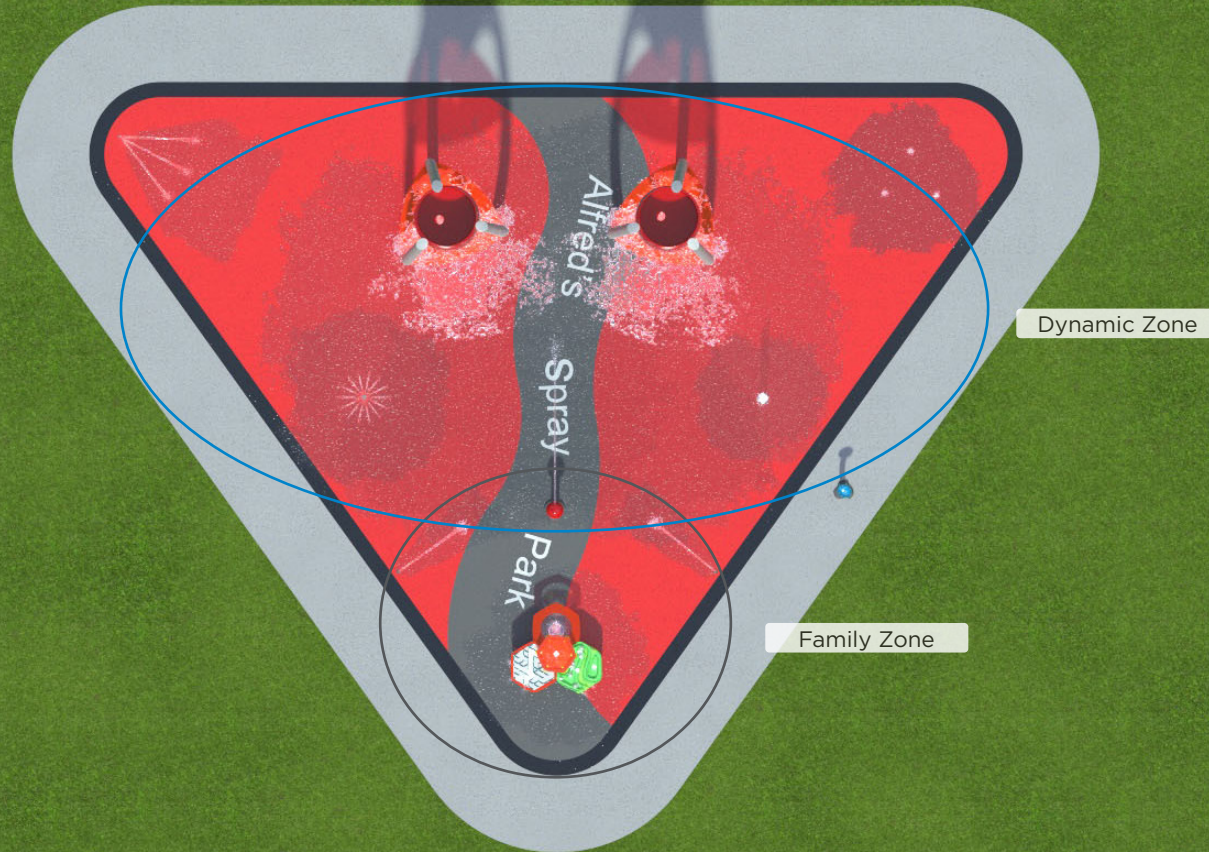
Design# 1158156-01-01 9/23/2021





# Alfred's Spray Park

Design# 1158156-01-01 9/23/2021



## Design Details

\*Surface finishes and/or site furnishings shown are conceptual and provided by others.

### Proposed Color Palette

#### Paint Colors



#### Acrylic Colors



#### Step Pad Color

### Project Details

#### Dimensions

71' x 55' 3"

#### Total System Flow Rate

112 GPM

## Color Approval

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Colors shown are for representation purposes.  
Consult with your Representative for actual color swatches for final color selection.



# Alfred's Spray Park

Splash Pad Design Proposal 9/23/2021

Presented by  
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A DIVISION OF M3 CONTRACTING LTD.

# Alfred's Spray Park

Design# 1158156-02-01 9/23/2021



# Alfred's Spray Park

Design# 1158156-02-01 9/23/2021

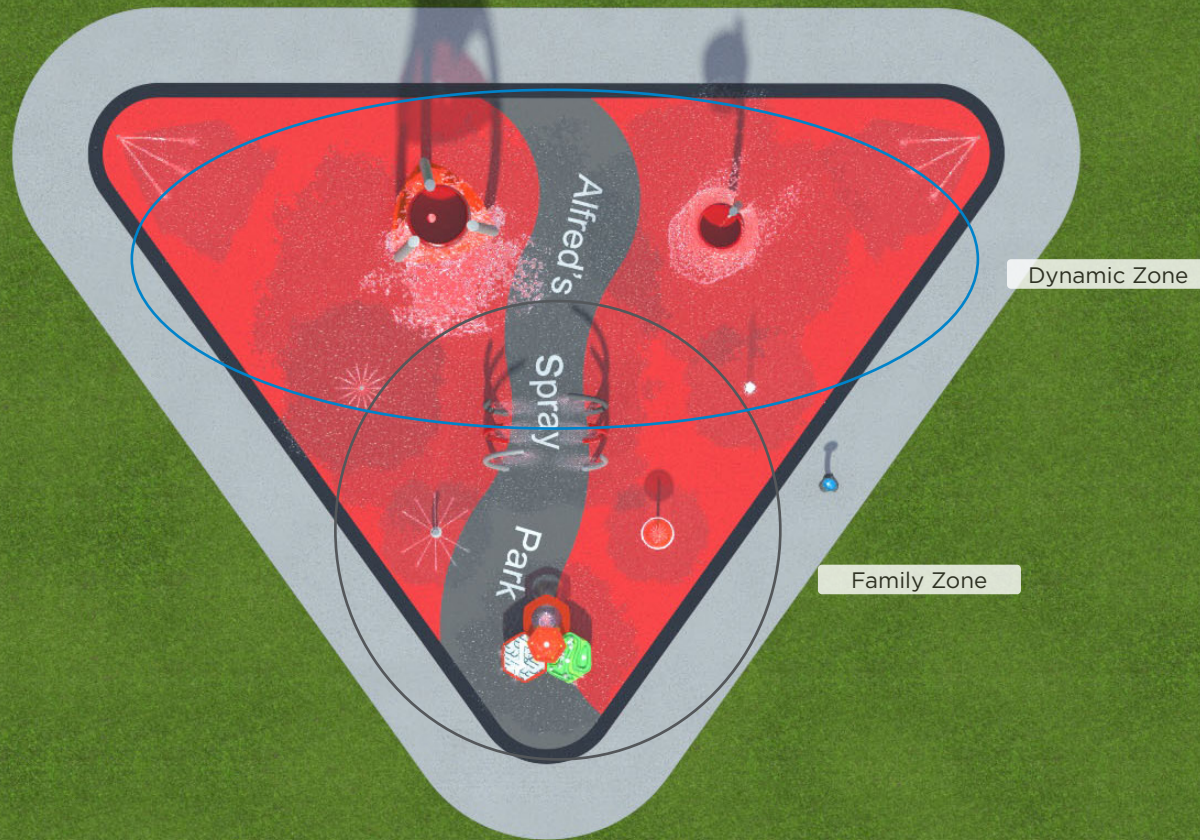






# Alfred's Spray Park

Design# 1158156-02-01 9/23/2021



## Design Details

\*Surface finishes and/or site furnishings shown are conceptual and provided by others.

### Proposed Color Palette

#### Paint Colors



#### Acrylic Colors



#### Step Pad Color

### Project Details

#### Dimensions

71' x 55' 3"

#### Total System Flow Rate

117 GPM

## Color Approval

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Colors shown are for representation purposes.  
Consult with your Representative for actual color swatches for final color selection.

***RPT 21-440***

**TITLE:** James Isbister Park Improvements

**DATE:** September 17, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That \$100,000 be approved from the Future Infrastructure Reserve in support of the James Isbister Park Improvements.

**TOPIC & PURPOSE:**

The purpose of the report is to identify an opportunity for the City of Prince Albert to partner with Malcolm Jenkins to construct an Outdoor Skate Park and Basketball Court.

**BACKGROUND:**

The City of Prince Albert owns and maintains 29 playground structures and these playground structures comes in all types through the neighbourhood parks.

James Isbister has been highlighted in the State of the Playgrounds report update in 2021 as a playground/park requiring immediate updating and refurbishment. The site currently houses a single 25 plus year old play structure to be removed and a partially finished basketball court with old worn equipment.

Community services has been working hard to secure partnership funding to make the necessary investment into the space in 2022. Improvements being considered would include the addition of a portable skate park location with consideration for resurfacing of the basketball court and replacement of basketball poles, backboards, hoops, etc. Directional lighting into the park space with consideration to environmental lighting reducing the spill light and glare into the space by 50%.



The proposed skate park and basketball court would serve as another positive addition to the recreation amenities and programs provided thru out the City.

The report is provided for consideration during the 2022 Budget deliberations.

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

Being able to thoughtfully budget moving forward will allow the Community Services Department to plan for a functional, well maintained playgrounds/playspaces that offer something for everyone.

Public parks are an important place for formal and informal play. Especially amongst children, play is a foundational method for developing a number of skills that are necessary for later life. Through play, children develop skills that are necessary for later life. Through play, children develop skills associated with socialization, coordination, imagination, and cognition.

If we want to have playground/playspace environments we are proud of and that offer children, families, users the opportunity to experience play in a fun, unique and safe environment, we believe steps continue to be taken ensuring that these city spaces are around for the long term. By investing in today we will all reap the benefits of that investment tomorrow and years to come.

Further information is available within the attachments to this report including a breakdown of the costs and renderings of the proposed James Isbister Park Improvements.

### **CONSULTATIONS:**

Upon approval of the project funding the Department would work with Malcolm Jenkins to confirm the necessary recognition requirements.

The Department will also consult with and reach out to the immediate community for additional feedback on the proposed improvements, sharing the information on the improvements but also ensuring that opportunity is provided as to the final design and layout of the area.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The Department will undertake the selection process for the successful Contractor upon receiving approval for the project to proceed and the completion of the consultation process.

### **FINANCIAL IMPLICATIONS:**

The Future Infrastructure Reserve was established during the 2011 budget deliberations. The intent of the reserve is to allocate annual funds in support of large Capital projects.

Below is a summary of projected costs for the James Isbister Park Improvements considered within the 2022 budgeting process.

**Total budget for project:** \$300,000

**Partnership**

Malcom Jenkins: \$200,000

City of Prince Albert: \$100,000

**Projected Costs**

Basketball asphalt resurfacing \$35,000

Asphalt pad for portable skate park 110' X 60' \$80,000

Mini-Pitch System \$100,000

Electrical \$7,500

Installation \$20,000

Basketball Poles/Nets/Poles \$12,000

One Light Pole and installation \$4,000

Bench seating with concrete pads X 2 \$4,200

Picnic Table Round with concrete pads X 3 \$7,000

Security Camera Consideration \$2,000

Garbage Bins with concrete pads X 3 \$6,000

PST for Project \$18,000

Miscellaneous \$4,300

**TOTAL ESTIMATED COST OF PROJECT \$300,000**

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy or privacy implications.

**STRATEGIC PLAN:**

The proposed project aligns with the Strategic Goal of serving as an Active & Caring Community within the City's Strategic Plan.

It also supports and aligns with the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable, operating with efficiency, mitigating risk and utilizing transparent and realistic costing.

**OFFICIAL COMMUNITY PLAN:**

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

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. James Isbister Park Aerial View #1
2. James Isbister Park Aerial View #2
3. Existing Basketball Court
4. Mini Pitch for Portable Skate Park

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: City Manager



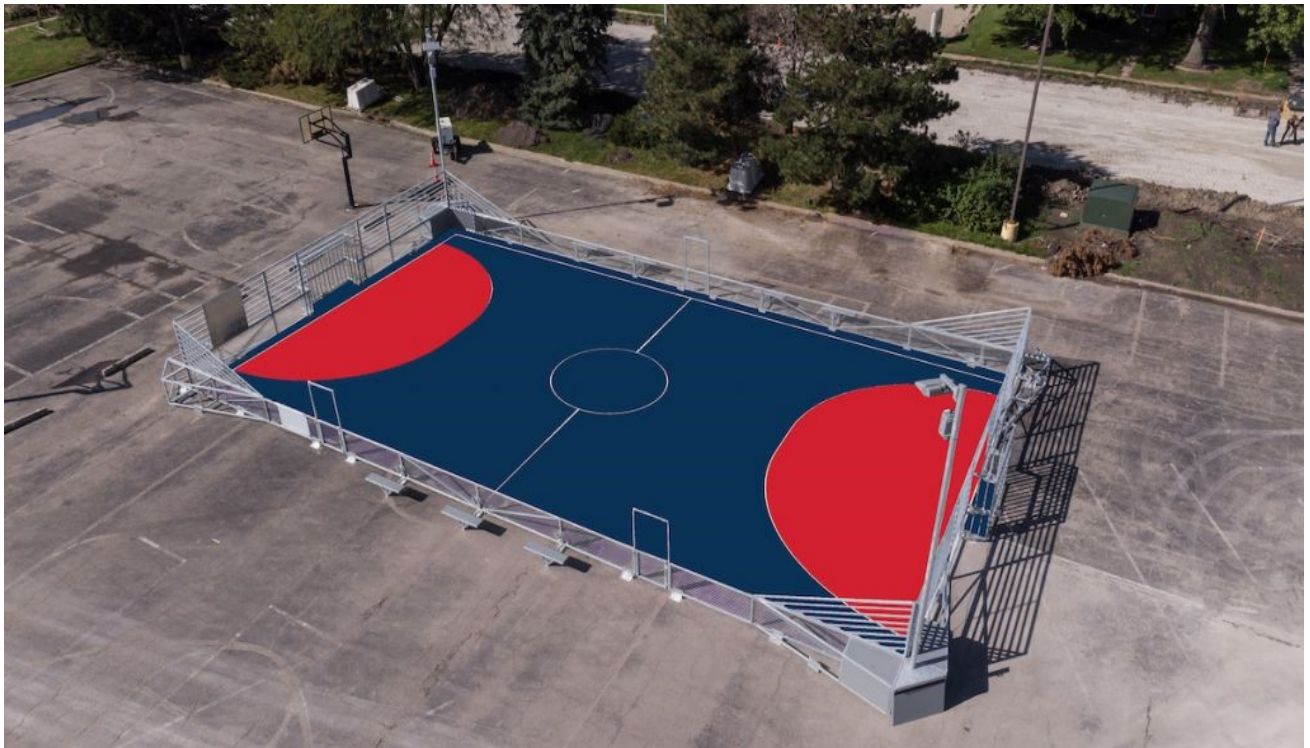








Mini Pitch for Portable Skate Park – James Isbister Park



Mini Pitch shown installed on Asphalt surface with Basketball Surface to the Left in the picture



**RPT 21-320**

**TITLE:** Senior Residence Sidewalk Replacement Program

**DATE:** June 30, 2021

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

1. That the Senior Residence Sidewalk Replacement Program be established as outlined in the report; and,
2. That funding for the 2022 Senior Residence Sidewalk Replacement Program in the amount of \$107,164 be forwarded for consideration during the 2022 budget deliberations.

**TOPIC & PURPOSE:**

To provide City Council with a priority list of sidewalks that are around senior residences that would benefit the most from a sidewalk replacement and provide budget options. Here after called the Senior Residence Sidewalk Replacement Program.

**BACKGROUND:**

During the September 8, 2020 Council meeting, City Council resolved:

*“That CORR 20-78 (attached) be received and referred to Public Works Department for review and report to the Budget Committee regarding all senior residences.”*

The following is a brief summary how the City’s Maintenance crews identify, and prioritize sidewalk repairs.

Public Works Staff are continuously inspecting City Streets looking for sidewalks that endanger pedestrian safety including:

- Failed or Missing portions of sidewalks,
- Spalled concrete surface
- Trip Edges between sidewalk panels
- Sunk or Heaved Sidewalks

The public can add a sidewalk repair to the City Maintenance Crews Concrete Sidewalk Repairs list by either:

- Report a Concern on the City website, or,
- Calling the Public Works office and informing Public Works.

In either case, a report is generated and sent to Roadways Manager for review. If the sidewalk does pose a hazard to pedestrians, the sidewalk is usually repaired within 6 weeks. If the sidewalk does not pose a hazard to pedestrians, the sidewalk goes on a watchlist. The sidewalks on the watchlist will not be repaired until the condition of sidewalk is such that it poses a hazard to the public.

City Crews triage the publicly requested sidewalk repairs and the Public Works identified sidewalk repairs. Repairs are performed within the resources provided under the Operational Maintenance Budget. **The Annual Operational Budget for Sidewalk Maintenance is of \$226,110.00. This amount does not maintain sidewalks to a point where the sidewalks are hazard free.** It costs \$50,000 to replace a sidewalk on a standard 150 m residential block, and costs \$100,000 if the block has sidewalk on both sides of the street.

There is also the Sidewalk Rehabilitation Program that is budgeted for each year by Council. The program accounts for replacing approximately \$300,000 (3-6 City blocks) of sidewalk/curbs a year. The number of blocks that can be completed depends on the width of the sidewalk and if there is a sidewalk on one or both sides of the street. Residential sidewalks are 1.2 meters wide where as retail and commercial sidewalks downtown are over 1.8 meters wide. This budget is used in its entirety to repair failed or problematic sidewalk/curbs on streets that are being repaved under the Paving Program (53-65 City blocks are repaved per year).

The City has 227.88 km of sidewalks to maintain, this is equal to 760 standard blocks with sidewalks on both sides of the street. It would cost \$76,000,000 to replace every sidewalk in the City. Again, the annual funding is insufficient to complete all the repairs that Administration, Council, or the public would like to be completed.

**PROPOSED APPROACH AND RATIONALE:**

Administration has set a group of parameters of what constitutes a Senior Residence. This definition is for use only in this report, for the consideration of a new budget that goes beyond the City's Operational Maintenance Standard as previously described.

To be defined as a Senior Residence:

1. The property needs to be listed on either:
  - a. Government of Saskatchewan Licensed Personal Care Homes, or,
  - b. Listed by City of Prince Albert Assessment Department as a Group Care Home, or a Multi-Residential Senior or Assisted Living Home, or,
  - c. Listed by PA Housing Authority as a Group Care Home, or a Multi-Residential Senior or Assisted Living Home.
2. The property needs to have 3 units or more.
3. The property needs to have an existing sidewalk. The sidewalk must pose a hazard to pedestrians as would normally be defined by City Crews or the sidewalk must have ½" wide cracks or greater (less than ½" cracks are not normally repaired by City Crews).

By applying the definition above, there are 28 properties that fall under the criteria to qualify for the Senior Residence Sidewalk Replacement Program.

The following table summarizes the findings that includes:

1. Senior Residence Address.
2. The overall condition of the sidewalk fronting the property (1 to 10):
  - a. 1 to 3 means better than average condition for the City.
  - b. 4 to 8 means average condition for the City.
  - c. 9 to 10 means below average condition for the City.
3. The number of sidewalk panels that is identified for repairs. Including pedestrian hazards and large cracks ½" wide or greater.
4. Total cost to Repair the identified Panels. This does not include any Driveway Crossings.
5. Priority of the repair. Priority is based on severity of the sidewalk condition, pedestrian traffic flow and the size of the work. Repairs are grouped priority classes with a yearly budget of \$25,000 or \$35,000 per year.

It is important to consider that after adopting the Senior Residence Sidewalk Replacement Program, Council may make motions to alter the priority level of projects, add or remove projects and adjust funding during budget deliberations each year if needed.

Address	Average Sidewalk Rating	Approximate Number of Panel Replacements	Total Cost to Repair	Project Priority \$25,000 / yr	Project Priority \$35,000 / yr2
230 - 8 STREET E	10	26	\$ 24,863	1	1
190 - 26 STREET E	9	3	\$ 3,251	2	1
658 - RIVER STREET E	9	4	\$ 4,335	2	1
701 - MCINTOSH DRIVE	10	3	\$ 3,251	2	1
231 - 21 STREET E	8	2	\$ 2,168	2	2
1827 - 1 AVENUE W	9	10	\$ 10,838	2	2
1449 - 12 STREET W	6	2	\$ 2,168	3	2
701 - 13 STREET W	7	2	\$ 2,168	3	2
1601 - 1 STREET E	8	6	\$ 6,503	3	2
888 - 1 AVENUE E	8	7	\$ 7,586	3	2
236 - 22 STREET E	3	2	\$ 2,168	5	2
224 - 19 STREET W	5	1	\$ 1,084	5	2
700 - RIVER STREET E	4	6	\$ 6,503	3	3
795 - 1 AVENUE E	5	12	\$ 11,475	4	3
1050 - 1 STREET E	6	14	\$ 13,388	4	3
1044 - 2 STREET E	1	1	\$ 1,084	5	3
590 - 28 STREET W	2	2	\$ 2,168	5	3
825 - 15 AVENUE E	3	2	\$ 2,168	5	3
840 - 6 STREET E	1	0	\$ -	No Repairs	Identified
232 - 22 STREET E	1	0	\$ -	No Repairs	Identified
840 - 5 STREET E	2	0	\$ -	No Repairs	Identified
1007 - WOODMAN CRESCENT	2	0	\$ -	No Repairs	Identified
485 - SOUTHWOOD DRIVE	3	0	\$ -	No Repairs	Identified
361 - 22 STREET W	4	0	\$ -	No Repairs	Identified
1499 - 15 AVENUE E	4	0	\$ -	No Repairs	Identified
455 - 6 STREET E	5	0	\$ -	No Repairs	Identified
815 - 13 STREET W	6	0	\$ -	No Repairs	Identified
1302 - 13 STREET W	7	0	\$ -	No Repairs	Identified
		<b>105</b>	<b>\$ 107,164</b>		

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

If council passes a budget for Senior Residence Sidewalk Replacement Program, the Program will be listed on the City Website showing the included projects for the given year.

**FINANCIAL IMPLICATIONS:**

The total cost to repair all the sidewalks that meet the criteria is \$107,164. With a budget of \$25,000 per year, it would take 5 years to complete the Senior Residence sidewalk repairs. With a budget of \$35,000 per year, it would take 3 years.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There were no consultations, privacy or policy implications, or options to the recommendation.

**STRATEGIC PLAN:**

Replacing sidewalks that pose a hazard to pedestrians harbors the City's Strategic Goal of maintaining Sustainable Growth and Infrastructure, and being an Active & Caring Community, encouraging, preparing the City for growth, and being responsive to the needs of the community.

**OFFICIAL COMMUNITY PLAN:**

This report supports the Official Community Plan promoting the use of land that enhances the safety, efficiency, effectiveness and equitability of the transportation system.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. CORR 20-78 PA Housing Authority Letter

Written by: Marcel Gareau, Surface Works Manager

Approved by: Director of Public Works & City Manager



# Prince Albert Housing Authority

CARMENT COURT 230 - 8th STREET EAST PRINCE ALBERT SASKATCHEWAN S6V 7A2 PH: (306) 953-7420 FAX: (306) 764-0970

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

August 24, 2020

Re: Side Walk Replacement and Repair

Dear Madame Clerk:

The Board of Directors of the Prince Albert Housing Authority is aware that the City of Prince Albert is undertaking some replacement and repair of existent sidewalks. I have been directed by the Board to request that a review occur of the condition of those sidewalks in the area of our Seniors' residences, including in and near Northcote Manor, Sherman Tower, and Carment Court.

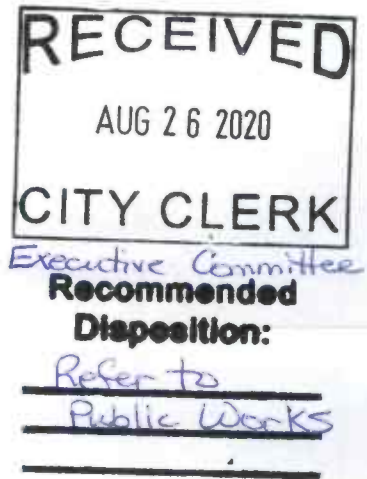
Given the physical disabilities which often result from aging, it would appear to us that it is important that the City ensure that sidewalks in the vicinity of such facilities are kept in the best possible condition in order to prevent accidental falls by the individuals who are responsible for building our community.

We would appreciate any attention which the City could give to ensuring the safety of our residents by ensuring that the sidewalks surrounding our Senior's residences are maintained appropriately.

Yours truly,

Fred Payton, Board Chair  
Prince Albert Housing Authority

Cc: File





***RPT 20-354***

**TITLE:** The Sidewalk Connector Program

**DATE:** August 14, 2020

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the Sidewalk Connector Program List and Project Priority, as outlined within the Financial Implications Section of the attached RPT 20-329, be approved; and,
2. That the Sidewalk Connector Program with an annual funding of \$100,000 per year, be included in the 2021 Budget deliberations for consideration.

**ATTACHMENTS:**

1. The Sidewalk Connector Program (RPT 20-329)

Written by: Executive Committee

**RPT 20-329**

**TITLE:** The Sidewalk Connector Program

**DATE:** July 29, 2020

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the Sidewalk Connector Program list and project priority be approved as provided.
2. That the Sidewalk Connector Program be included in the 2021 Budget Considerations with an annual funding of \$100,000 per year.

**TOPIC & PURPOSE:**

To provide City Council with a priority list of pedestrian trails that would benefit the most from a new sidewalk and provide potential budget options.

**BACKGROUND:**

During the November 11, 2019 Council meeting, City Council resolved;

*That Administration provide a report regarding the feasibility of budgeting for sidewalks being installed in locations where the public naturally walk and create trails, including Saskatchewan Polytechnic – 15<sup>th</sup> Street East, 2<sup>nd</sup> Avenue West and other locations, for consideration during the 2021 Budget deliberations.*

During the July 13, 2020 Executive meeting, City Council resolved;



*That Administration prepare an update to this report that includes all sidewalk location proposed by members of Council which meet the criteria provided in this report, including an asphalt pathway at Saskatchewan Polytechnic.*

Administration requested input from City Council for their recommended locations for new sidewalks to replace pedestrian trails. A Summary of correspondence is below:

1. Initial email to Council requesting 2 sidewalk locations from each ward, dated January 2, 2020;
2. Email with recommendation from Councillor Zurakowski, dated January 2, 2020;
3. Reminder email to Council requesting feedback by January 31, message dated January 30, 2020;
4. Email with revised recommendation from Councillor Zurakowski, dated January 30, 2020;
5. Email with recommendation from Councillor Cody, dated January 30, 2020;
6. Email with recommendation from Councillor Lennox-Zepp, dated January 30, 2020
7. Email with recommendation from Councillor Botha
8. Email with recommendation from Councillor Miller, dated May 5, 2020. Added to this report.

All locations recommended by Council is summarized in the table below and shown on a map in Appendix A.

#	Location	Recommended by	When
<b>A</b>	28 St West (2 - 4 Ave, South Boulevard)	Resolution	Nov 2019
<b>B</b>	2 Ave West (28 - 29 St, West Boulevard)	Resolution	Nov 2019
<b>C</b>	2 Ave West (28 - 30 St, East Boulevard)	Resolution	Nov 2019
<b>D</b>	2 Ave West (31 - 32 St, East Boulevard)	Resolution	Nov 2019
<b>E</b>	15 St East (12 - 15 Ave, North Boulevard)	Resolution, Cody, Botha	Jan 30 email, Feb 3 email
<b>F</b>	4 Ave West (19 - 20 St West, East Exists, West Boulevard)	Ted	Jan 2, and Jan 30 email
<b>G</b>	3 Ave West (12 - 14 St, West Boulevard)	Lennox-Zepp	Jan 30 email
<b>H</b>	7 St East (13 - 15 Ave East, Both Boulevards)	Lennox-Zepp	Jan 30 email
<b>I</b>	4 - 6 Ave East around Riverside Community School	Botha	Feb 3 email
<b>J</b>	6 Ave East (15 St - Exhibition Dr, East Boulevard)	Botha	Feb 3 email
<b>K</b>	15 St East (6 - 7 Ave E, South Boulevard)	Botha	Feb 3 email
<b>L</b>	Most Avenues, East/West sides from 13th St to River St	Botha	Feb 3 email
<b>M</b>	5 Ave East (7 - 13 East, Both Boulevards)	Botha	Feb 3 email
<b>N</b>	4 St East (10 - 15 Ave East, Both Boulevards)	Botha	Feb 3 email
<b>O</b>	8 St East (5 - 6 Ave East, South Boulevard)	Botha	Feb 3 email
<b>P</b>	6 St East (6 - 8 Ave East, North Boulevard)	Botha	Feb 3 email
<b>Q</b>	7 St East (5 - 6 Ave East, Both Boulevards)	Botha	Feb 3 email
<b>R</b>	Downtown to Nordale	Botha	Feb 3 email
<b>S</b>	Muzzy Drive, OliveDiefenbaker Drive	Ogrodnick	During Budget Meeting
<b>T</b>	St. Michaels's Church Sidewalks	Miller	May 5 email

The City of Prince Albert currently has no program in place for the construction of NEW sidewalks.

Generally, new sidewalks are placed during the construction of a new development or during the construction of new street that previously did not exist. Upon final completion the development or new street, the City takes over the maintenance of the sidewalks. The City's Maintenance crews patch/repair failed sidewalks or sidewalks that their condition endanger pedestrian safety.

There is also the Sidewalk Rehabilitation Program that is budgeted for each year by Council. The program accounts for replacing approximately \$300,000 (3-6 City blocks) of sidewalk/curbs a year.

In established neighborhoods, a street may have either sidewalks on both sides of the street, one sidewalk on one side of the street, or no sidewalks at all. Residents and property owners that want a new sidewalk (where one did not exist before) installed along their frontage must submit a petition as defined in the Local Improvement Act, and complete payment for the construction of the sidewalk as defined by the Uniform Rates Bylaw.

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

The recommendations from City Council for preferred locations of new sidewalks to be installed, represents 8.7 kilometers of new sidewalks, worth \$2,900,000 of new sidewalk infrastructure. The cost for sidewalks varies greatly on many factors. However, an average cost of \$330/ meter or \$50,000 per average block for budget.

Administration has extensively reviewed satellite imagery and conducted site reviews for locations where the public naturally walk, creating trails, including locations indicated by City Council. There is conservatively, 14 kilometers of potential new locations sidewalks based on that criteria alone, or \$4,600,000. A representation of visible locations is attached in appendix A. To narrow the potential locations, Administration has developed the following criteria:

- The location must provide clear improved connectivity between existing sidewalks.
- The location must benefit a large number of pedestrians
- Preference for locations improves pedestrian safety. e.g. Where crosswalks and frequent drop-off locations exist, school zones
- The location can be fronting undeveloped City land

And that the potential sidewalk is NOT:

- On the frontage of a residential street that is eligible for construction under the Local Improvement Act

- Fronting undeveloped private property.
- Fronting commercial or industrial property where the owner has entered a landscaping agreement is in place for the boulevard.

After applying the fore mentioned criteria to the sidewalks recommended from Council and the dirt pathways identified by Administration, there is 2.4 km and 5.7 km, respectively, of length of potential sidewalks that remain. A map of the areas that meet the criteria is in appendix B.

From the list of locations that meet the criteria, Administration has selected projects that meet the greatest general benefit to residents, businesses and City as a whole. The list of projects selected for the Sidewalk Connector Program is in the Financial Section of the Report. Administration has grouped the projects into 4 priority classes. Priority 1 projects, would be constructed before priority 2 projects and so on. Administration will determine the order of the projects within a priority class based on the following factors of the given year:

- Cost
- Complexity
- Cost Savings with other projects
- Approved Budget

The list of projects represents the most realistic projects. Projects can be removed or added at a later date at the request of council.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

If council passes the Sidewalk Connector Program, the Paving and Concrete Program Listing on the City Website will include projects for the Sidewalk Connector for the given year.

#### **FINANCIAL IMPLICATIONS:**

The following table shows each Sidewalk Connector Project with the estimated cost, priority and if the project was proposed by Council or Administration. There are 29 projects which represent 5.2 km of sidewalk, \$1,621,000 in estimated costs.

As per council's request for the review of an asphalt pathway along 15 Street East from 12 – 15 Avenue East, the cost for the asphalt is \$136,000 instead of \$166,000 for concrete. Administration does not recommend using asphalt pathway. Asphalt pathways are used in municipal parks and along Rotary trail where multi-use paths are needed. The paths are wider to accommodate pedestrians, bicycles, recreational transportation. These paths require a large

amount of maintenance relative to concrete and have a lifespan of 20 years rather than 50 years with concrete. Lastly, the City Standards require the use of concrete for walks in front of residential, commercial, industrial and institutional frontages. If the City allows an asphalt pathway, the standards that we expect developers to follow is undermined.

Project #	Location	Boulevard	Priority	Estimated Cost	Proposed By	
					Council	Admin
1	28 St West (2 - 4 Ave)	South	1	\$ 81,000	Y	Y
2	2 Ave West (28 - 29 St)	West	1	\$ 20,000	Y	Y
3	2 Ave West (28 - 30 St)	East	1	\$ 35,000	Y	Y
4	2 Ave West (31 - 32 St)	East	1	\$ 16,000	Y	Y
5	Southwood Dr (Kelly Pl - Elmwood Ave)	South	1	\$ 19,000		Y
6a	15 St East (12 - 15 Ave) - Concrete Sidewalk	North	1	\$ 166,000	Y	Y
6b	15 St East (12 - 15 Ave) - Asphalt Path	North	1	\$ 136,000	Y	
7	4 Ave West (14 - 15 St)	East	1	\$ 31,000		Y
8	3 Ave West (12 - 14 St)	West	1	\$ 58,000	Y	Y
9	5 Ave East (4 - 6 St)	East	1	\$ 39,000	Y	Y
10	5 Ave East (6 - 7 St)	West	2	\$ 26,000	Y	Y
11	6 Ave East (15 St - Exhibition Dr)	East	2	\$ 97,000	Y	Y
12	15 St East (6 Ave - Bus Stop)	North	2	\$ 10,000		Y
13	Olive Diefenbaker Dr (Muzzy Dr)	South	2	\$ 18,000	Y	Y
14	4 Ave West (20 - 22 St)	West	2	\$ 31,000		Y
15	10 Ave East (14 - 15 St)	East	2	\$ 51,000		Y
16	3 Ave West (14 - 15 St)	East	2	\$ 23,000		Y
17	McIntosh Dr (Bowerman Cres - Hughes Pl)	West	2	\$ 26,000		Y
18	15 Ave West (13 - 14 St)	West/East	2	\$ 36,000	Y	
19	13 Ave East (3 - 4 Ave)	East	3	\$ 25,000		Y
20	4 St East (12 - 13 Ave)	North	3	\$ 67,000	Y	Y
21	13 Ave East (River - 3 Ave)	West	3	\$ 90,000		Y
22	Allbright Crescent (McIntosh Dr - Cul-de-sac)	East	3	\$ 23,000		Y
23	28 St West (1 Ave W Intersection)	North	3	\$ 9,000		Y
24	5 Ave East (9 - 13 St)	West	3	\$ 103,000	Y	Y
25	6 Ave East (Gary Anderson - Landegger Dr)	East	3	\$ 27,000		Y
26	10 Ave East (28 St - Branion Dr)	East	3	\$ 56,000		Y
27	12 Ave East (22 St - Cook Dr)	East	4	\$ 55,000		Y
28	12 Ave East (28 St - Cook Dr)	East	4	\$ 95,000		Y
29	28 St East (6 Ave - 12 Ave)	South	4	\$ 288,000		Y

Administration has prepared a table to display how much time it would take to build all sidewalks within each priority class given yearly budget. A scenario where \$100,000 and \$150,000 per year is budgeted is shown.

Priority Class	Estimated Cost	Years (100k/yr)	Years (150k/yr)
1	\$ 465,000	4.7	3.1
2	\$ 318,000	3.2	2.1
3	\$ 400,000	4.0	2.7
4	\$ 438,000	4.4	2.9
<b>Total</b>	<b>\$ 1,621,000</b>	<b>16.2</b>	<b>10.8</b>

Administration recommends that the Sidewalk Connector Program be funded at \$100,000 per year.

**It is important to consider that after adopting the Sidewalk Connector Program, Council may make motions to alter the priority level of projects, add or remove projects and adjust funding during budget deliberations each year if needed.**

#### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There were no outside consultations, no privacy implications, and no policy implications.

#### **STRATEGIC PLAN:**

The Sidewalk Connector program harbors the City's Strategic Goal of maintaining Sustainable Growth and Infrastructure, and being an Active & Caring Community, encouraging, preparing the City for growth, and being responsive to the needs of the community.

#### **OFFICIAL COMMUNITY PLAN:**

This report supports the Official Community Plan promoting the use of land that enhances the safety, efficiency, effectiveness and equitability of the transportation system.

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

- That the Sidewalk Connector Program be included in the 2021 Budget Considerations with an annual funding of \$150,000 per year.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

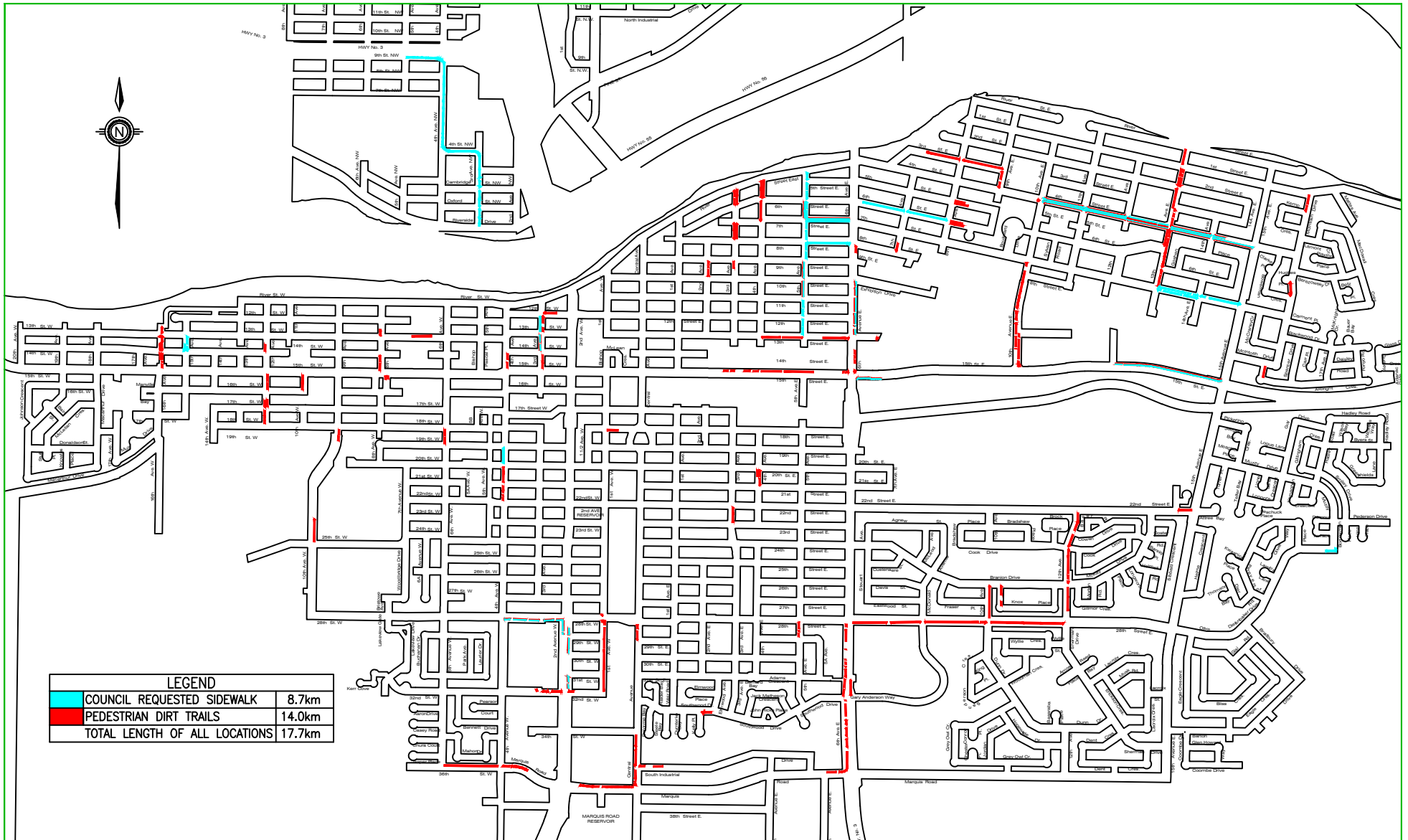
Power Point Presentation by Marcel Gareau, Surface Works Manager

**ATTACHMENTS:**

1. APPENDIX A - Council Requested Sidewalks and Natural Dirt Trails
2. APPENDIX B - Council Requested Sidewalks and Dirt Trails - Criteria Applied
3. APPENDIX C - Sidewalk Connector Program
4. Sidewalk Connector Program PowerPoint Presentation

Written by: Marcel Gareau, Surface Works Manager

Approved by: Director of Public Works & City Manager



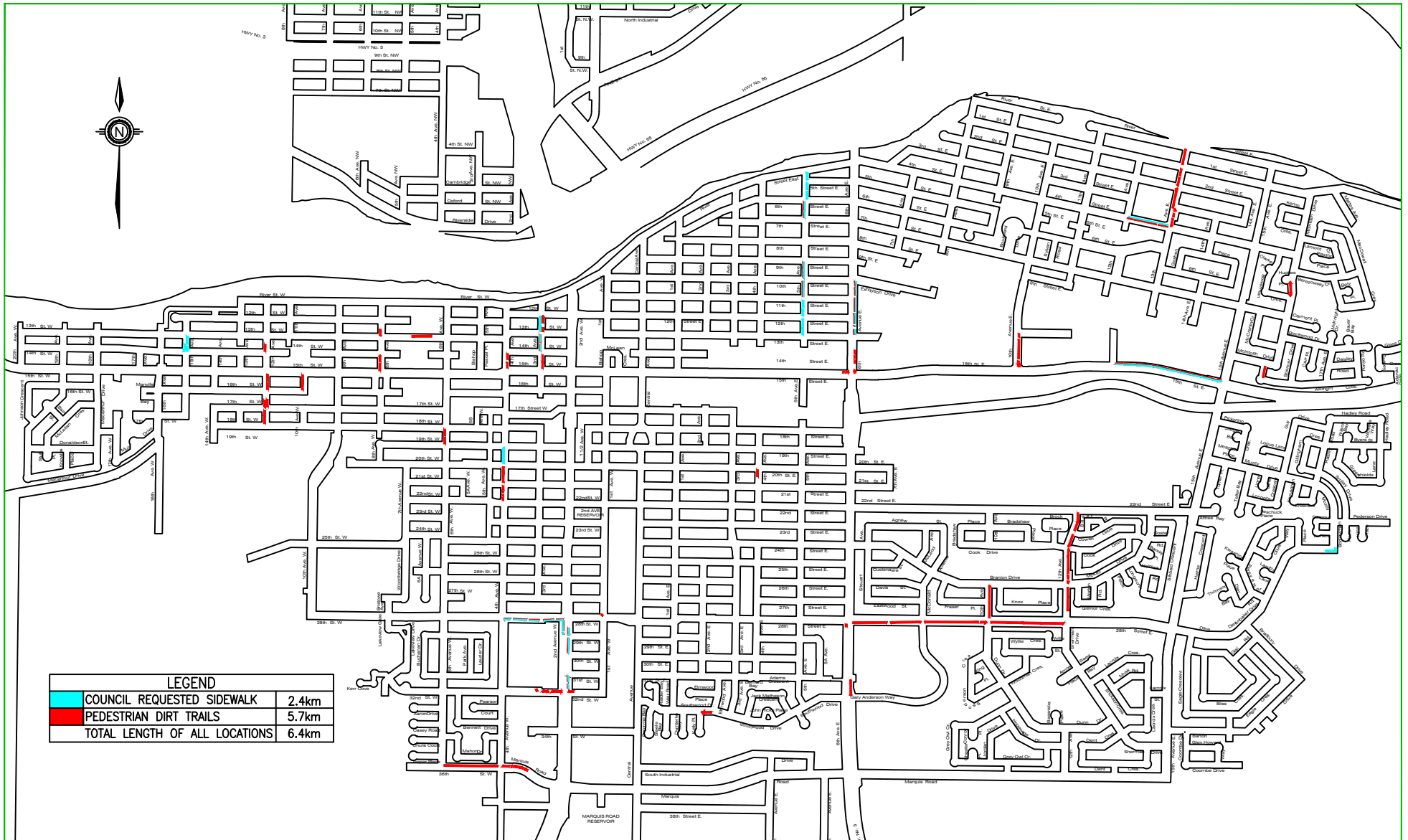
NO.	DATE	REVISION	BY

**CITY COUNCIL  
REQUESTED SIDEWALKS  
AND NATURAL DIRT TRAILS**



**CITY OF PRINCE ALBERT  
PUBLIC WORKS  
APPENDIX A**

DESIGNED	M.GAREAU	DATE	07/14/2020
DRAWN	R.JEDNER	DWG. FILE NO.	SidewalkConnectorPrgrm0030
CHECKED	M.GAREAU	PROJECT	N.T.S.
APPROVED	M.GAREAU	SCALE	VERT. N.T.S.



LEGEND	
<span style="color: cyan;">■</span> COUNCIL REQUESTED SIDEWALK	2.4km
<span style="color: red;">■</span> PEDESTRIAN DIRT TRAILS	5.7km
<span style="color: red;">■</span> TOTAL LENGTH OF ALL LOCATIONS	6.4km

NO.	DATE	REVISION	BY

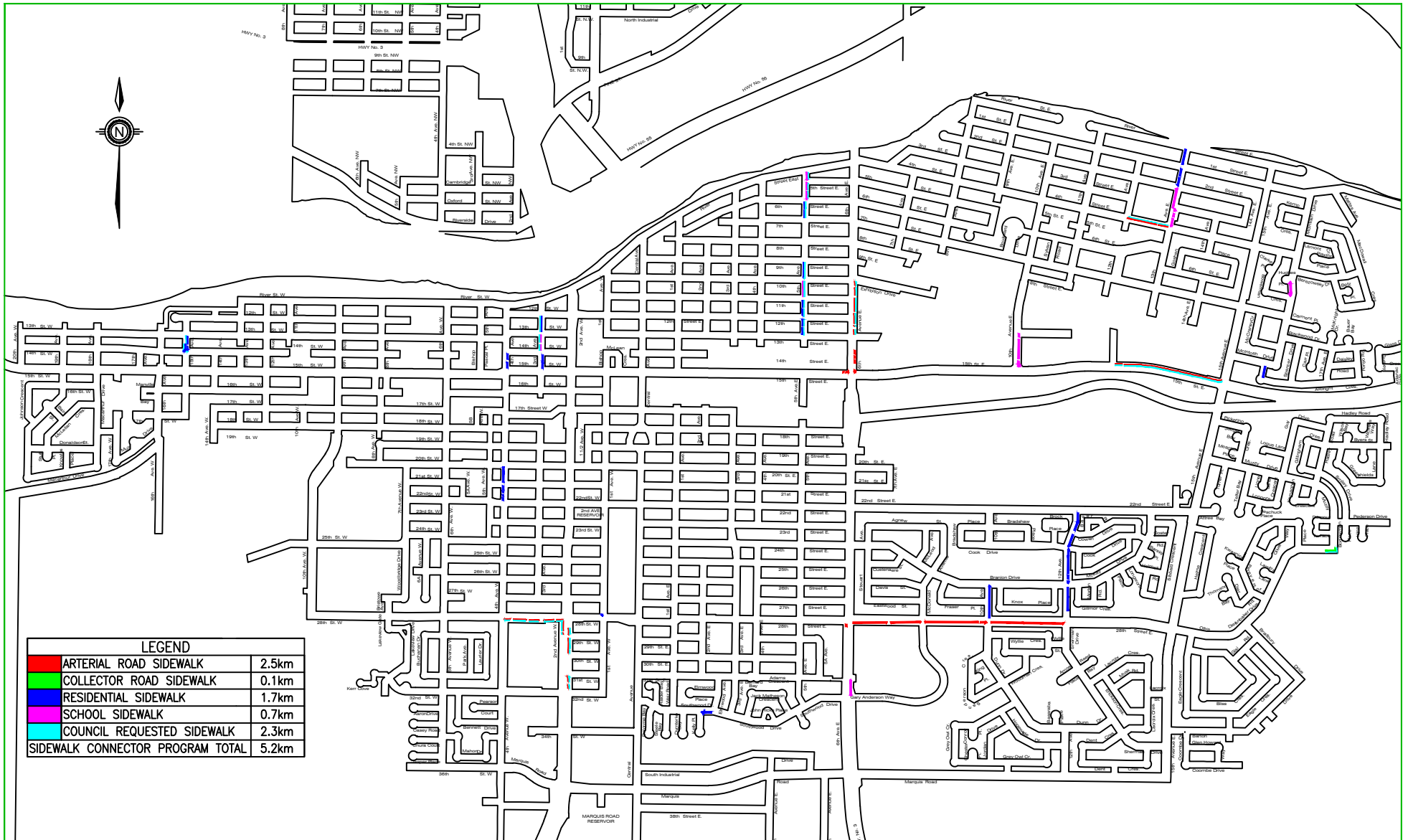
**COUNCIL REQUESTED  
SIDEWALKS & DIRT TRAILS  
CRITERIA APPLIED**



**CITY OF PRINCE ALBERT  
PUBLIC WORKS  
APPENDIX B**

DESIGNED	M.GAREAU	DATE	07/14/2020
DRAWN	R.JEDNER	DWG. FILE NO.	SidewalkConnectorPrgrm0030
CHECKED	M.GAREAU	PROJECT	N.T.S.
APPROVED	M.GAREAU	SCALE	VERT.
			N.T.S.





NO.	DATE	REVISION	BY

## SIDEWALK CONNECTOR PROGRAM



CITY OF PRINCE ALBERT  
PUBLIC WORKS  
APPENDIX C

DESIGNED	M.GAREAU	DATE	07/14/2020
DRAWN	R.JEYNER	DWG. FILE NO.	SidewalkConnectorPrgrm0020
CHECKED	M.GAREAU	PROJECT	N.T.S
APPROVED	M.GAREAU	SCALE	VERT.
			N.T.S

CITY OF PRINCE ALBERT

# The Sidewalk Connector Program

July 13, 2020

Marcel Gareau  
Surface Works Manager

# Council Resolved

NOVEMBER 2019

- *That Administration provide a report regarding the feasibility of budgeting for sidewalks being installed in locations where the public naturally walk and create trails, including:*
  - *Saskatchewan Polytechnic – 15<sup>th</sup> Street East*
  - *2<sup>nd</sup> Avenue West*
  - *and other locations*

*for consideration during the 2021 Budget deliberations.*

# Council Resolved

JULY 2020

- *That Administration prepare an update to this report that includes all sidewalk location proposed by members of Council which meet the criteria provided in this report, including an asphalt pathway at Saskatchewan Polytechnic.*

# City Council Recommendations

#	Location	Recommended by	When
A	28 St West (2 - 4 Ave, South Boulevard)	Resolution	Nov 2019
B	2 Ave West (28 - 29 St, West Boulevard)	Resolution	Nov 2019
C	2 Ave West (28 - 30 St, East Boulevard)	Resolution	Nov 2019
D	2 Ave West (31 - 32 St, East Boulevard)	Resolution	Nov 2019
E	15 St East (12 - 15 Ave, North Boulevard)	Resolution, Cody, Botha	Jan 30 email, Feb 3 email
F	4 Ave West (19 - 20 St West, East Exists, West Boulevard)	Zurakowski	Jan 2, and Jan 30 email
G	3 Ave West (12 - 14 St, West Boulevard)	Lennox-Zepp	Jan 30 email
H	7 St East (13 - 15 Ave East, Both Boulevards)	Lennox-Zepp	Jan 30 email
I	4 - 6 Ave East around Riverside Community School	Botha	Feb 3 email
J	6 Ave East (15 St - Exhibition Dr, East Boulevard)	Botha	Feb 3 email
K	15 St East (6 - 7 Ave E, South Boulevard)	Botha	Feb 3 email
L	Most Avenues, East/West sides from 13th St to River St	Botha	Feb 3 email
M	5 Ave East (7 - 13 East, Both Boulevards)	Botha	Feb 3 email
N	4 St East (10 - 15 Ave East, Both Boulevards)	Botha	Feb 3 email
O	8 St East (5 - 6 Ave East, South Boulevard)	Botha	Feb 3 email
P	6 St East (6 - 8 Ave East, North Boulevard)	Botha	Feb 3 email
Q	7 St East (5 - 6 Ave East, Both Boulevards)	Botha	Feb 3 email
R	Downtown to Nordale	Botha	Feb 3 email
S	Muzzy Drive, OliveDiefenbaker Drive	Ogrodnick	During Budget Meeting
T	St. Michaels's Church Sidewalks	Miller	May 5 email

# Criteria for Sidewalk Connector Program

## THE LOCATION:

- Provides improved connectivity between existing walks.
- Benefits a large number of pedestrians
- Large improvement in pedestrian safety (e.g. schools, arterials)
- Can be fronting undeveloped City Land



# Criteria for Sidewalk Connector Program

## THE LOCATION IS NOT:

- Fronting a residential street
- Fronting undeveloped private property
- Fronting properties that have a landscaping agreement with the City



# Selecting Sidewalk Projects

Sidewalk Program	Council		Natural		Combined	
	Requested		Pedestrian Trails			
	km	\$1,000	km	\$1,000	km	\$1,000
Before Criteria	8.7	\$ 2,900	14.0	\$ 4,600	17.7	\$ 5,841
After Applying Criteria	2.4	\$ 792	5.7	\$ 1,881	6.4	\$ 2,112
After Prioritization by Admin	2.3	\$ 759	5.0	\$ 1,650	5.2	\$ 1,621



Project #	Location	Boulevard	Priority	Estimated Cost	Proposed By Council	Admin
1	28 St West (2 - 4 Ave)	South	1	\$ 81,000	Y	Y
2	2 Ave West (28 - 29 St)	West	1	\$ 20,000	Y	Y
3	2 Ave West (28 - 30 St)	East	1	\$ 35,000	Y	Y
4	2 Ave West (31 - 32 St)	East	1	\$ 16,000	Y	Y
5	Southwood Dr (Kelly Pl - Elmwood Ave)	South	1	\$ 19,000		Y
6a	15 St East (12 - 15 Ave) - Concrete Sidewalk	North	1	\$ 166,000	Y	Y
6b	15 St East (12 - 15 Ave) - Asphalt Path	North	1	\$ 136,000	Y	
7	4 Ave West (14 - 15 St)	East	1	\$ 31,000		Y
8	3 Ave West (12 - 14 St)	West	1	\$ 58,000	Y	Y
9	5 Ave East (4 - 6 St)	East	1	\$ 39,000	Y	Y
10	5 Ave East (6 - 7 St)	West	2	\$ 26,000	Y	Y
11	6 Ave East (15 St - Exhibition Dr)	East	2	\$ 97,000	Y	Y
12	15 St East (6 Ave - Bus Stop)	North	2	\$ 10,000		Y
13	Olive Diefenbaker Dr (Muzzy Dr)	South	2	\$ 18,000	Y	Y
14	4 Ave West (20 - 22 St)	West	2	\$ 31,000		Y
15	10 Ave East (14 - 15 St)	East	2	\$ 51,000		Y
16	3 Ave West (14 - 15 St)	East	2	\$ 23,000		Y
17	McIntosh Dr (Bowerman Cres - Hughes Pl)	West	2	\$ 26,000		Y
18	15 Ave West (13 - 14 St)	West/East	2	\$ 36,000	Y	
19	13 Ave East (3 - 4 Ave)	East	3	\$ 25,000		Y
20	4 St East (12 - 13 Ave)	North	3	\$ 67,000	Y	Y
21	13 Ave East (River - 3 Ave)	West	3	\$ 90,000		Y
22	Allbright Crescent (McIntosh Dr - Cul-de-sac)	East	3	\$ 23,000		Y
23	28 St West (1 Ave W Intersection)	North	3	\$ 9,000		Y
24	5 Ave East (9 - 13 St)	West	3	\$ 103,000	Y	Y
25	6 Ave East (Gary Anderson - Landegger Dr)	East	3	\$ 27,000		Y
26	10 Ave East (28 St - Branion Dr)	East	3	\$ 56,000		Y
27	12 Ave East (22 St - Cook Dr)	East	4	\$ 55,000		Y
28	12 Ave East (28 St - Cook Dr)	East	4	\$ 95,000		Y
29	28 St East (6 Ave - 12 Ave)	South	4	\$ 288,000		Y

# Sidewalk Connector Program – Priority 1

Priority Class	Estimated Cost	Years (100k/yr)	Years (150k/yr)
1	\$ 465,000	4.7	3.1
2	\$ 318,000	3.2	2.1
3	\$ 400,000	4.0	2.7
4	\$ 438,000	4.4	2.9
<b>Total</b>	<b>\$ 1,621,000</b>	<b>16.2</b>	<b>10.8</b>

Project #	Location	Boulevard	Priority	Estimated Cost	Proposed By	
					Council	Admin
1	28 St West (2 - 4 Ave)	South	1	\$ 81,000	Y	Y
2	2 Ave West (28 - 29 St)	West	1	\$ 20,000	Y	Y
3	2 Ave West (28 - 30 St)	East	1	\$ 35,000	Y	Y
4	2 Ave West (31 - 32 St)	East	1	\$ 16,000	Y	Y
5	Southwood Dr (Kelly Pl - Elmwood Ave)	South	1	\$ 19,000		Y
6a	15 St East (12 - 15 Ave) - Concrete Sidewalk	North	1	\$ 166,000	Y	Y
6b	15 St East (12 - 15 Ave) - Asphalt Path	North	1	\$ 136,000	Y	
7	4 Ave West (14 - 15 St)	East	1	\$ 31,000		Y
8	3 Ave West (12 - 14 St)	West	1	\$ 58,000	Y	Y
9	5 Ave East (4 - 6 St)	East	1	\$ 39,000	Y	Y

# Sidewalk Connector Program – Priority 2

Priority Class	Estimated Cost	Years (100k/yr)	Years (150k/yr)
1	\$ 465,000	4.7	3.1
2	\$ 318,000	3.2	2.1
3	\$ 400,000	4.0	2.7
4	\$ 438,000	4.4	2.9
<b>Total</b>	<b>\$ 1,621,000</b>	<b>16.2</b>	<b>10.8</b>

Project #	Location	Boulevard	Priority	Estimated Cost	Proposed By	
					Council	Admin
10	5 Ave East (6 - 7 St)	West	2	\$ 26,000	Y	Y
11	6 Ave East (15 St - Exhibition Dr)	East	2	\$ 97,000	Y	Y
12	15 St East (6 Ave - Bus Stop)	North	2	\$ 10,000		Y
13	Olive Diefenbaker Dr (Muzzy Dr)	South	2	\$ 18,000	Y	Y
14	4 Ave West (20 - 22 St)	West	2	\$ 31,000		Y
15	10 Ave East (14 - 15 St)	East	2	\$ 51,000		Y
16	3 Ave West (14 - 15 St)	East	2	\$ 23,000		Y
17	McIntosh Dr (Bowerman Cres - Hughes Pl)	West	2	\$ 26,000		Y
18	15 Ave West (13 - 14 St)	West/East	2	\$ 36,000	Y	

# Sidewalk Connector Program – Priority 3

Priority Class	Estimated Cost	Years (100k/yr)	Years (150k/yr)
1	\$ 465,000	4.7	3.1
2	\$ 318,000	3.2	2.1
3	\$ 400,000	4.0	2.7
4	\$ 438,000	4.4	2.9
<b>Total</b>	<b>\$ 1,621,000</b>	<b>16.2</b>	<b>10.8</b>

Project #	Location	Boulevard	Priority	Estimated Cost	Proposed By	
					Council	Admin
19	13 Ave East (3 - 4 Ave)	East	3	\$ 25,000		Y
20	4 St East (12 - 13 Ave)	North	3	\$ 67,000	Y	Y
21	13 Ave East (River - 3 Ave)	West	3	\$ 90,000		Y
22	Allbright Crescent (McIntosh Dr - Cul-de-sac)	East	3	\$ 23,000		Y
23	28 St West (1 Ave W Intersection)	North	3	\$ 9,000		Y
24	5 Ave East (9 - 13 St)	West	3	\$ 103,000	Y	Y
25	6 Ave East (Gary Anderson - Landegger Dr)	East	3	\$ 27,000		Y
26	10 Ave East (28 St - Branion Dr)	East	3	\$ 56,000		Y

# Sidewalk Connector Program – Priority 4

Priority Class	Estimated Cost	Years (100k/yr)	Years (150k/yr)
1	\$ 465,000	4.7	3.1
2	\$ 318,000	3.2	2.1
3	\$ 400,000	4.0	2.7
4	\$ 438,000	4.4	2.9
<b>Total</b>	<b>\$ 1,621,000</b>	<b>16.2</b>	<b>10.8</b>

Project #	Location	Boulevard	Priority	Estimated Cost	Proposed By Council	Admin
27	12 Ave East (22 St - Cook Dr)	East	4	\$ 55,000		Y
28	12 Ave East (28 St - Cook Dr)	East	4	\$ 95,000		Y
29	28 St East (6 Ave - 12 Ave)	South	4	\$ 288,000		Y

# Criteria for Sidewalk Connector Program

## RECOMMENDATION

- That the Program List and Project Priority be approved as provided.
- That the Program be included in the 2021 Budget Considerations with annual funding of \$100,000 per year.
  - *It is important to consider that after adopting the Sidewalk Connector Program, Council may make motions to alter the priority level of projects, add or remove projects and adjust funding during budget deliberations each year if needed.*

# Questions?

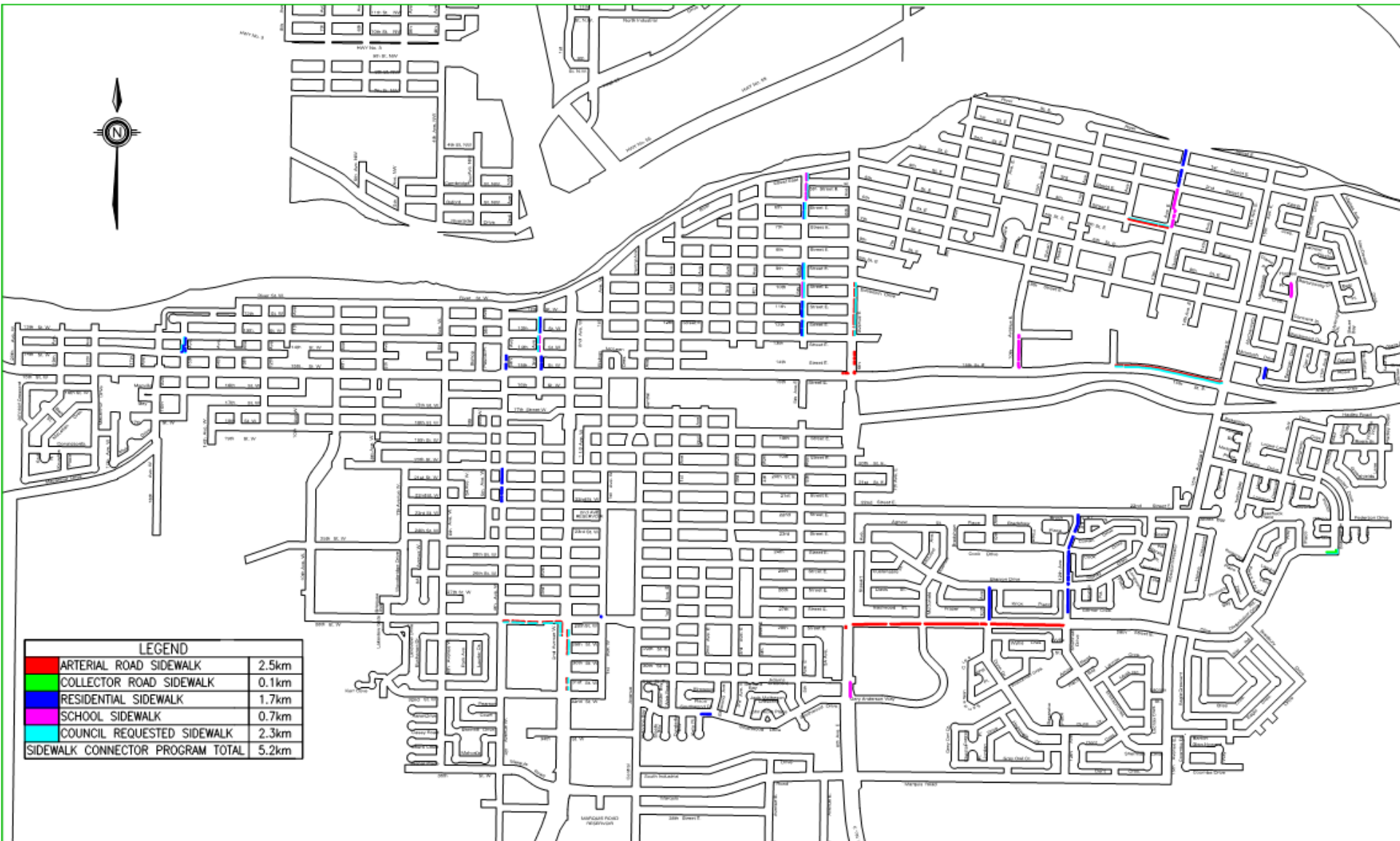
*Sidewalk Connector Program*

*July 13, 2020*

*Marcel Gareau*

*Surface Works Manager*

# Sidewalk Connector Program – Appendix C



LEGEND	
<span style="color: red;">█</span>	ARTERIAL ROAD SIDEWALK 2.5km
<span style="color: blue;">█</span>	COLLECTOR ROAD SIDEWALK 0.1km
<span style="color: green;">█</span>	RESIDENTIAL SIDEWALK 1.7km
<span style="color: magenta;">█</span>	SCHOOL SIDEWALK 0.7km
<span style="color: cyan;">█</span>	COUNCIL REQUESTED SIDEWALK 2.3km
SIDEWALK CONNECTOR PROGRAM TOTAL 5.2km	

NO.	DATE	REVISION	BY

**SIDEWALK  
CONNECTOR  
PROGRAM**



**CITY OF PRINCE ALBERT  
PUBLIC WORKS  
APPENDIX C**

DESIGNED BY	M. GAREAU	DATE	07/14/2020
DRAWN BY	R. REISER	SCALE	AS SHOWN
CHECKED BY	M. GAREAU	PROJECT NO.	1400
APPROVED BY	M. GAREAU	SCALE	AS SHOWN
		DATE	07/14/2020
		BY	M.G.



***RPT 21-400***

**TITLE:** MSC New Building and Upgrades

**DATE:** September 2, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That this report be received as information and filed
2. That the Upgrade of the Municipal Service Center be included in the 2021 General Fund Budget Deliberations as a Category 6 Item (Identified but not funded)

**TOPIC & PURPOSE:**

To provide City Council with an update on the conditions at the Old City Yards and an estimate of the costs to upgrade the Municipal Services Centre in order to consolidate City Operations on one site.

**BACKGROUND:**

The existing Old City Yards site is a 25,712m<sup>2</sup> parcel of land located at 650 Exhibition Drive off 6th Ave East. This property includes a number of buildings, ranging in size and age dating back to 1940. The main building was originally the Prince Albert Curling rink moved from downtown to site and converted into the main garage and shop in 1968. There have been several additional buildings and renovations to the Old Yards as well as a number of buildings demolished once they became condemned due to structural failures.

Year	Building	Size
1940	Sign Shop, renos in 1959 & 1978.	273 m <sup>2</sup>
1950	Parks Shop, renos in 1959 & 1978.	365 m <sup>2</sup>
1950	Carpentry Shop renos in 1959 & 1978.	111 m <sup>2</sup>
<del>1950</del>	<del>Parks Steel Butler Building.</del>	<del>675 m<sup>2</sup> - Demo'd in 2017</del>
1955	Main Garage, renovated in 1968.	1,745 m <sup>2</sup>
<del>1979</del>	<del>Wash Bay &amp; Vehicle Storage.</del>	<del>412 m<sup>2</sup> Demo'd in 2021</del>
1981	Welding Shop Addition.	149 m <sup>2</sup>
1986	Small Engine Shop Addition.	249 m <sup>2</sup>
<b>Total Area</b>		<b><del>3,979 m<sup>2</sup></del> 2,892m<sup>2</sup></b>

The buildings range in date from 1940 to 1986. No building has received any major renovations in 35 years. No building meets current National Building Codes. Community Services has inspected each building and four (Sign Shop, Parks Shop, Butler) are beyond repairs and recommended for demolition. The other four need extensive renovations which cannot be justified as the cost of operating and maintaining these buildings continues to rise and cannot be made efficient without spending millions of dollars.

In 2002 the City purchased the old Department of Highways site at 11 38th St East which became the new Municipal Service Centre (MSC). This site is a 53,327m<sup>2</sup> parcel, twice the area of the Old City Yards. The building constructed in 1973 is 2,842m<sup>2</sup> which is also larger than any at the Old City Yards.

Shortly after the purchase of MSC the City constructed two storage buildings and more recently constructed a Road Salt Storage and a Parks Storage coverall building.

Year	Building	Size
1973	Municipal Service Centre	2,842 m <sup>2</sup>
2003	Stores Storage Cold Building	650 m <sup>2</sup>
2003	Parks & Public Works Cold Storage	1,254 m <sup>2</sup>
2013	Salt Storage Cover All	325 m <sup>2</sup>
2021	Parks Storage Cover All	325 m <sup>2</sup>
<b>Total Area</b>		<b>5,396 m<sup>2</sup></b>

### PROPOSED APPROACH AND RATIONALE:

In November of 2007 the City commissioned AODBT Architecture to do a Facilities Study. The study was to review five facilities; City Hall, Margo Fournier Centre, Arts Centre, Municipal Service Centre and the Old City Yards. Their conclusions for Old City Yards were that all buildings on the site are old and in fair to poor condition. Fourteen years later with no upgrades building conditions can at best be described only as poor. The Study's long term option was to

decommission the Old City Yards by constructing a new building at the MSC site to house all field staff from Public Works and Community Services.

In April of 2016 the exterior ceiling of the Butler building collapsed on top of equipment. The condition of the building was assessed by a structural engineer. The building was well beyond repair and it was recommended that it be demolished. Administration demolished the building in 2017.

In 2021, the Wash Bay and Vehicle Storage building at Old City Yards was condemned. Administration proceeded to demolish the building and cap the water service to this facility. Unfortunately, the demolition of this building means that the adjacent Parks Shop building will not have water during the winter months as the same underground water service for both buildings will freeze once the ground under the concrete Wash Bay building pad freezes for winter. This will limit the use of the adjacent building as it is a store for chemicals and requires a functional eye wash station.

These incidents point to a renewed need to act upon the recommendations of the 2007 AODBT Facilities Study. Better utilization of property, equipment and resources (both personnel and equipment) could be attained if the Old City Yards property was decommissioned and the entire functions of Public Works and Community Services were relocated to the Municipal Service Centre. It's estimated that consolidating the City's services would save in excess of \$250,000 annually through general operations and maintenance costs. In addition to that, the heating and ventilations systems in these buildings also fail on a regular basis, requiring replacements on an as needed basis. Annual Capital Investment to upgrade the Old yards (new roofs, new mechanical systems, etc.) is estimated at \$180,000 per year for the next 10 years.

The loss of storage buildings also negatively affects the quality and life span of the City's fleet by significantly reducing the useful life span by forcing the storage of these items outdoors as well as the storage of other materials and equipment. The addition of a new coverall cold storage building at the MSC was meant to help alleviate some of that storage challenge but was more than offset by the required demolition of the Wash Bay and Vehicle Storage building at Old City Yards.

### **New Building at the Municipal Service Centre**

The MSC property includes newer functional buildings with available land base to accommodate an expansion and construction of the new facilities to house the two Departments moving from the Old City Yards.

In order to consolidate the City Operations, a new common building would be constructed that would house Parks, the Small Motor Mechanics, Sign Shop, Roadways, Water and Sewer

equipment. This building would be constructed to current standards and would be far more functional than the patchwork of old buildings at the Old City Yards.

This consolidation would also centralize the operation for many operating divisions, resulting in improved supervision and coordination. It would also allow for quick response equipment, such as sanders, grades, excavators and more to be stored in heated bays resulting in improved response times for morning service needs and after hours call outs. It would also allows for the protection of all equipment from the elements increasing the service life and quality of the City’s fleet going forward.

<b>Year</b>	<b>Building</b>	<b>Size</b>
TBD	New MSC Building	2,508 m <sup>2</sup>

In addition to building a new facility, various existing MSC buildings should be upgraded to avoid looming service disruptions and expensive emergency repairs.

The MSC main building is nearly 50 years old and has gone without any significant upgrade since it was built. Many systems are failing within the facility and not up to code. The heating for the mechanics bays are well beyond its useful life, requiring frequent repairs that will eventually fail completely requiring a shut down of small and large vehicle repairs until fixed. The compressed air system, which is integral to the all operations, is corroding to the point of being beyond repair. Additionally, the electrical wiring to the building is at capacity and without the ability to add plugs, vehicles and equipment cannot be plugged in during winter months.

The Existing Stores Storage Building is not heated and only has a sand floor. This building would be upgraded to have a concrete floor.

The Existing Parks & Public Works Storage Building is not heated and only has an un-level asphalt floor that floods seasonally. This building would be upgraded to have a concrete floor, insulation and heating.

In addition to the buildings the site would have the parking lot increased from 45 stalls to 111 stalls to handle all the winter and summer staff of these two Departments. The site improvement will also include asphaltting the parking lot and internal roadways around the buildings. This will improve functionality and reduce maintenance costs of cleaning equipment, shops and surrounding streets when the MSC yard is wet from spring melt or summer rain storms.

With all staff and equipment in one location new fuel tanks and pumps would be installed. This would greatly reduce lost time taking equipment twice a week to and from Petro Canada card lock on 6th Ave East. Finance and Public Works estimate staff and equipment savings of \$190,000 per year.

These new 50,000 liter tanks (diesel & gas) will allow for full tanker trailers deliveries which will give the city an additional savings of 4 cents per liter or \$34,000 per year. These tanks are also vital to the Operations of the City during a major disaster like the “Black Out of 2012” when the City was unable to get fuel to respond to the clean-up issues. This is still a high risk issue that should be address in the near future.

The existing Old City Yards are 76 years old, buildings are beyond repair and deemed an occupational health and safety issue for the staff. There is insufficient space to store equipment and materials. In the 14 years since the original report was commissioned, additional buildings have required demolition and the remaining buildings have only degraded further. Proceeding with the MSC Upgrade would bring all of; Fleet, Roadways, Sign Shop, Traffic, W&S, Parks, Maintenance, Small Motors, and Welding operations to one location. The new buildings at MSC will be a more cost effective management of; operations & maintenance, staff time, equipment, and utilities. This is turn will enable the City to provide better service to the residents in a far more efficient manner.

**CONSULTATIONS:**

The development of the plan and layout included consultations with Community Services and Public Works divisions.

**FINANCIAL IMPLICATIONS:**

A Class “D” building cost estimate was generated from recent similar buildings by Prakash Engineering Ltd. A Class “B” site improvements cost was generated from recent concrete and asphalt roadways by Public Works. A Class “B” Fuel Tanks and Pumps cost estimate was generated from a quote by Flamans Stores.

ITEMS	COSTS
Design, Tender & Inspections	\$768,700
MSC Building Renovations	\$1,000,000
New MSC Parks & Public Works Building	\$6,600,000
Stores Storage Renovations	\$75,000
Parks & PW Storage Renovations	\$262,000
Parking Lot & Yard Paving	\$898,875
Fuel Tanks & Pumps	\$175,000
Contingency 7%	\$667,070
<b>Total Estimated Cost</b>	<b>\$10,490,485</b>

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no privacy, OCP, Communication Plan or Policy Implications.

**STRATEGIC PLAN:**

This report supports the City's strategic plan goal for creating infrastructure that supports growth while planning for continuous improvement.

**OPTIONS TO RECOMMENDATION:**

There are no options to the recommendation.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Powerpoint presentation by the Operations Manager

**ATTACHMENTS:** Powerpoint Presentation, Proposed Municipal Services Centre Site Layout

Written by: Jeff Da Silva, Operations Manager

Approved by: Director of Public Works & City Manager

CITY OF PRINCE ALBERT

# Closing of Old City Yards & Upgrading of the Municipal Service Center

BY JEFF DA SILVA, OPERATIONS MANAGER

September 13, 2021

# Old City Yards

8 BUILDINGS RANGING IN AGE FROM 30 TO 76 YEARS OLD



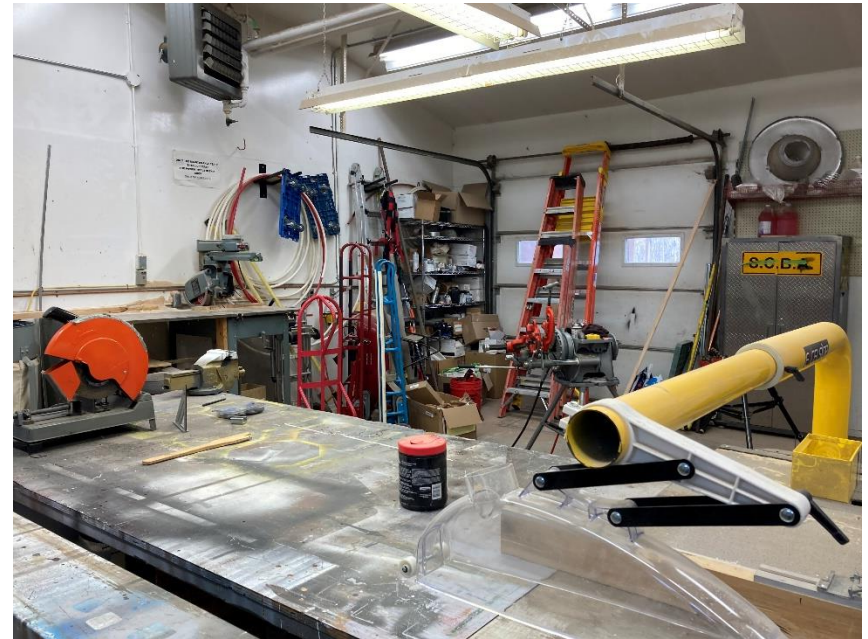
City of  
**Prince Albert**



# 1940 Sign Shop

**WWII wooden airport facility moved to site in 1959 and last renovated in 1978**

**Does not meet building codes, beyond repairs, recommended for demolition**



# 1950 Parks Shop

**Dirt floor heated garage and storage facility last renovated in 1978**

**Does not meet building codes, beyond repairs, recommended for demolition**



# 1950 Carpentry Shop

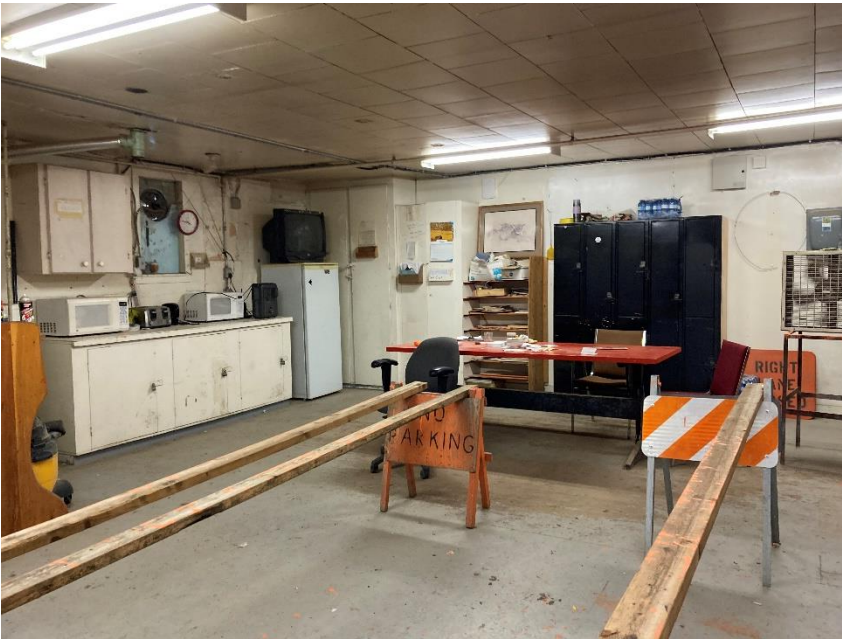
**Wood floor shop with outside lean-to storage facility last renovated in 1978**

**Does not meet building codes, sagging wood floor beyond repairs, recommended for demolition**



# 1950 Carpentry Shop

**Original gas fired heater still in operation**



**Original washroom facility still in operation**



# ~~1950 Parks Butler Building~~ Demolished in 2017

Dirt floor storage facility has structural damage and the ceiling is collapsing

Does not meet building codes, beyond repairs, recommended for demolition



# ~~1950 Butler Building~~ Demolished in 2017

Completely rotten interior ceiling and insulations in danger of collapsing

Load barring steel columns damaged and in danger of collapsing



# 1955 Main Garage

**Prince Albert Curling Rink moved from Downtown to site in 1968**



**Increasing water leaks will require re-shingling of building**



# 1955 Main Garage

**Prince Albert Curling Rink moved from Downtown to site in 1968**

**Does not meet building codes, needs \$165,000 in immediate repairs**





# ~~1979 Wash Bay & Vehicle Storage~~ Demolished in 2021

Concrete block with wood frame roof rotten to the point possible collapse

Does not meet building codes, beyond repairs, recommended for demolition



# 1981 Welding Shop

**Metal frame addition to the  
Main Garage**



**Leaking between rooflines**



# 1986 Small Engine Shop

**Metal frame addition to the Main Garage**

**Does not meet building codes, in need of renovations**



# Outdoor Equipment Storage



# Municipal Service Centre

4 BUILDINGS RANGING IN AGE FROM 8 TO 48 YEARS OLD



# 1973 Municipal Service Centre

**City Purchased the old Department of Highways Building and site in 2002**

**Fleet Servicing, Roadway and W&S Departments are housed in 26 bays**



# 1973 Municipal Service Centre

**Interior office spaces never renovated when the City bought the building in 2002**



**Stores is housed in the this building and should be expanded for more space**



# 2003 Stores Cold Storage

**Pre-engineered metal building, dirt floor, no insulation, no heat**



**Upgrade with concrete floor, and minor upgrades to improve utilization**





# 2003 Parks & Public Works Storage

**Pre-engineered metal building,  
concrete floor, no insulation, no heat**



**Upgrading with insulation and heating  
would improve building utilization**



# 2013 & 2021 Storage Cover All

**70ft x 50ft Cover All protects winter road salt, Parks topsoil and parks equipment from the elements**

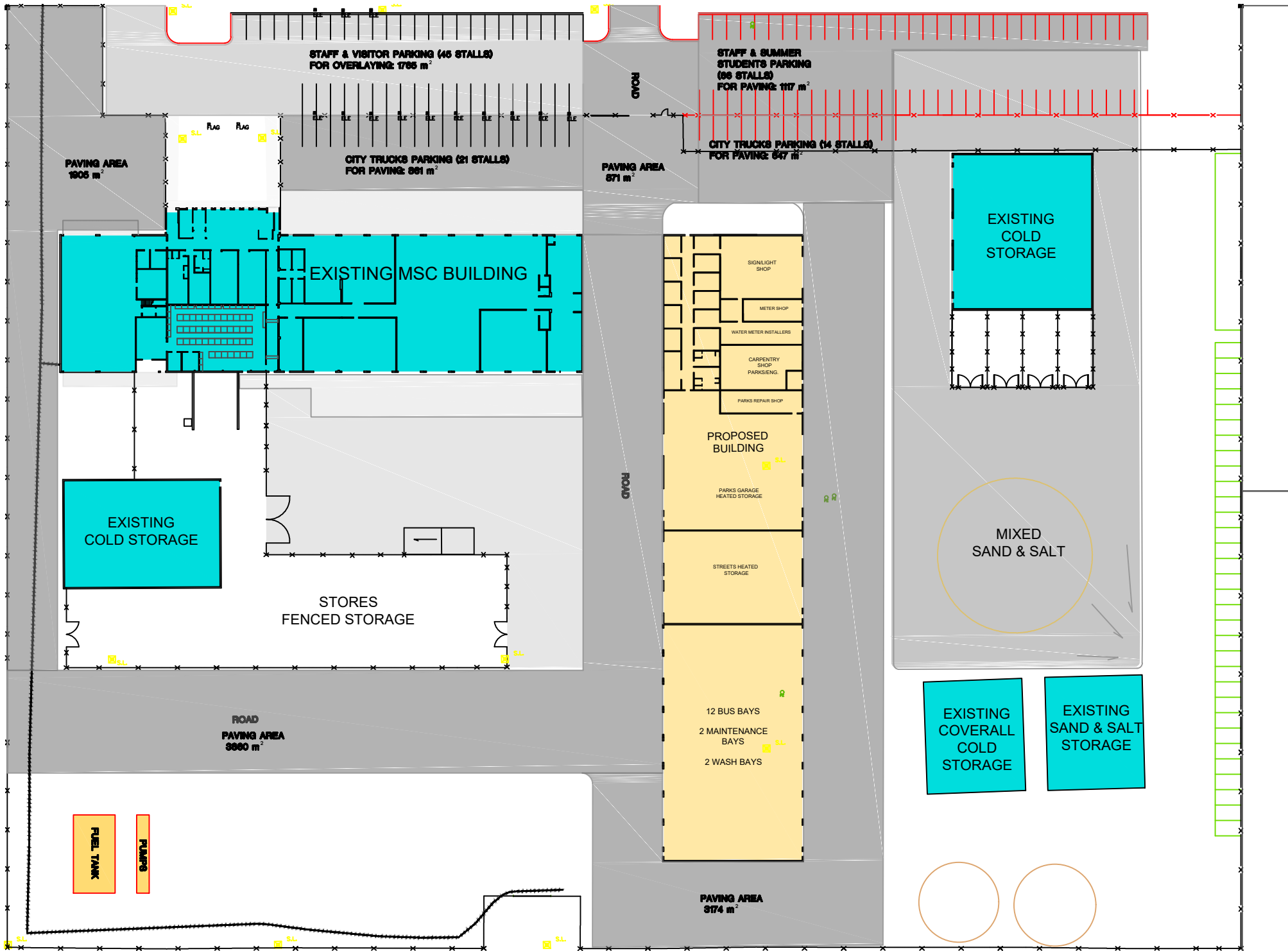




# Financial Implications

BUILDINGS - CLASS "D". SITE WORK – CLASS "B". FUEL PUMPS – CLASS "B"

ITEMS	COSTS
Design, Tender & Inspections	\$793,700
MSC Building Renovations	\$1,000,000
New MSC Parks & Public Works Building	\$6,600,000
Stores Storage Renovations	\$75,000
Parks & PW Storage Renovations	\$262,000
Parking Lot & Yard Paving	\$898,875
Fuel Tanks & Pumps	\$175,000
Contingency 7%	\$686,320
<b>Total Estimated Cost</b>	<b>\$10,490,895</b>



**RPT 21-389**

**TITLE:** Replacement of Mailroom Equipment

**DATE:** August 23, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the purchase of a replacement folding machine for \$20,500 (including PST) be forwarded for consideration at the 2022 budget deliberations.
2. That the purchase of a replacement postage machine for \$15,190 (including PST) be forwarded for consideration at the 2022 budget deliberations.

**TOPIC & PURPOSE:**

To outline the need and benefits of replacing the folding and postage machines for a total cost of \$35,690.

**BACKGROUND:**

Folding Machine



The folding machine was purchased in 2016 and has reached the end of its useful life. The folding machine was expected to perform for 5 years.

### *Equipment Failure*

The equipment is showing its age with frequent breakdowns and costly repairs. Total cost of repairs to the end of July is \$1,533. The most recent examples of breakdowns and consequences are:

- Rollers were replaced in 2020, but regularly become unaligned and slip causing frequent jams. This significantly slows down the processing of large mail outs. The high volume from monthly utility billing has degraded the condition of the machine and nothing more can be done about the rollers.
- Due to frequent malfunctions and jams, envelopes and paper are wasted. It requires staff time to reduce waste and pull items that can be reused. In order to reduce supply costs associated with supply waste, staff time is required to set aside supply items that can be repurposed elsewhere in the Financial Services Department.
- Time supervising the machine in operation. In order to reduce jamming, the folding machine requires an employee to constantly realign envelopes in the feeder tray while running.
- July 2021, the machine would fold but not stuff bills into envelopes during the monthly utility billing run. Started to manually stuff 6250 bills into envelopes. Pulled all front line staff, AR, and AP to help which affected productivity and customer service for the entire financial services department. Stuffed over 3000 bills before service person arrived and fixed machine. The cost of the repair was \$355.
- March 11- 24, 2021, the machine was down for almost 2 weeks which required staff (all hands on deck) to hand stuff more than 10,000 utility bills before the mailing deadline. The cost of the repair was \$300.
- January, 2021, machine was down twice for a total of 5 days, cost of repairs, \$877.

### *Ineffective for Communications Department*

The machine will only fold and stuff 2 pieces of paper and the paper must be exactly 8 ½ x 11 which limits the types and variety of inserts that can be done by the Communications Department and other areas of The City.

- In 2020 an externally printed insert/communication was printed on the wrong size paper and all >10,000 pieces had to be folded and stuffed manually. This took a tremendous amount of staff time. Staff from most departments in City Hall helped with this task for the mail out.
- The type of supplies used such as glossy paper or differences in envelopes also contribute to equipment malfunctions as well as supply waste.

### Postage meter machine



The postage meter machine was purchased in 2017 for \$13,800 plus tax, and is reaching the end of the estimated 5 year useful life. The machine is frequently down but the down times are usually short in duration because of the excellent local service from PA Photocopier.

### *Equipment Failure*

March 12 - 22, 2021 machine down for one (1) week due to software issue.

- Lost the bulk mail postage rate for over 250 pieces of mail.
- Could not process registered letters so all departments had to hold non-critical mail. If the registered mail could not wait for the machine to be operational the department had to send a staff member to the post office. This decreased productivity and customer service for all affected departments.

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

The postage and folding machine is expected to greatly improve the Communications Department's ability to share information with residents of Prince Albert, and increase administrative efficiency pertaining to monthly utility billing and all other mail generated from City Hall.



## Folding Machine

Administration is proposing the purchase of a new FPI 2725 or FPI 4730 at a cost of \$20,500.



The advantages are:

### *For Administration*

Faster speed and fewer breakdowns will decrease lead time between the time bills are printed to when mailed. This should also result in less phone calls pertaining to why a payment is not showing as posted on the utility account.

### *For Communications Department*

The Communications Department frequently works with Financial Services to arrange for inserts in utility bills and tax notices. Direct mail is a highly effective way to share information on new projects or initiatives with every household in Prince Albert and since the postage and envelope for utility bills are already paid, the added cost is only for the paper and printing.

The move to monthly utility billing has created more opportunity to include an insert with the utility bills but frequent breakdowns of the existing machine has made it difficult to take advantage of this option since there is often a risk that the inserts will need to be manually stuffed, taking hours of staff time.

In addition to the reliability of a new machine, the proposed models have three (3) smart trays that can process a wide variety of paper textures and sizes and will allow for multiple inserts to go out in every piece of mail that leaves City Hall, not just the monthly utility bills.

This will allow the Communications Department to be more flexible and creative with the types of inserts that can be used to send messages to citizens.

Instead of being limited to an 8 1/2x11 sheet of paper the Communications Department can design and create different sized inserts that are more effective and attention grabbing. Things like bookmarks, postcards, or reply envelopes are all options with the new machine.



### Postage Machine

Administration is proposing the “2021 New Postbase One” be purchased at a cost of \$15,190. The new machine is very similar to the existing unit as there has been very little innovation or change to this type of machine. The advantages are simply reduced downtime and greater efficiency.

### The Advantage of Redundancy

The existing machines will be kept and maintained for redundancy. If one of the new machines is to go down for repairs or maintenance the old machine can quickly be put into production. And will:

- avoid staff manually stuffing envelopes which affects customer service and productivity;
- avoid mail or registered mail being held at City Hall for several days versus the same day.

### **CONSULTATIONS:**

Consultation was had with the Communications Manager on the desire for more variety for inserts that are used to inform residents, Service Delivery Coordinator regarding the operation and requirements for monthly utility billing. The Purchasing Manager was consulted to source options for replacement equipment.

### **FINANCIAL IMPLICATIONS:**

To be funded 70% by the Utility Fund Capital Budget and 30% by the General Fund Capital Budget. 70% of the usage for both machines is for monthly utility billing.

Potential Savings with External Provider

Monthly cost savings for the City versus an external provider are indicated as follows:

<b>Direct Cost Item</b>	<b>The City</b>	<b>External Provider*</b>	<b>Cost Savings per Month</b>
Paper, envelopes, ink, toner, courier	\$1,050.00	\$865.00	\$ 185.00
Supply waste	10.00	N/A	10.00
Maintenance & repair average	125.00	N/A	125.00
<b>Total Supply &amp; Repair Savings</b>			<b>\$ 320.00</b>
<b>Indirect Cost Item</b>			
Equipment replacement costs	\$ 273.00	N/A	\$ 273.00
Labour	\$1,876.00	\$1,050.00	\$ 826.00

\* An external provider can provide inserts for less cost than The City.

The equipment replacement costs estimate in the above chart is based on the ability to extend the useful life of both the folding and postage machine and is not depreciation. Savings for photocopier replacement have not been included.

The cost of labour estimate in the above chart is based on the time required to print, fold/insert, post and count documents twice during the monthly utility billing process. The monthly billing process removes Financial Services' in-scope and out of scope employees from customer service and other work tasks.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There is no communication and/or announcement plan, policy implications, privacy implications, or official community plan/considerations

**STRATEGIC PLAN:**

This supports the long-term strategy of fiscal management and accountability under which the City strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

**OPTIONS TO RECOMMENDATION:**1. Lease the folding machine over 24 or 36 months

Leasing is not a financially responsible option as the additional cost of \$3,800 - \$4,630, over the life of the lease, equated to an interest rate of 13-16%.

24 mthly lease payments of \$875 + \$1,929 buyout = \$22,929 + 6% PST = \$24,305

36 mthly lease payments of \$605 + \$1,929 buyout = \$23,709 + 6% PST = \$25,131

2. Extend life of existing equipment

That administration extend the life of the existing equipment by contracting out the printing and mailing of monthly utility bills.

In the 2021 budget, Administration requested \$28,000 the transition to contracting out monthly utility billing to a third party. Council did not approve the budget request. Administration has continued to process monthly utility bills in-house (>10,000 per month) and continues to encourage residents to move to electronic billing.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal Presentation by Cheryl Tkachuk, Director of Financial Services

Written by: Cheryl Tkachuk, Director of Financial Services

Approved by: City Manager



City of  
**Prince Albert**

*BI 21-34*

**TITLE:** Capital Projects Not Funded

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Capital Projects Not Funded

## SECTION SIXTEEN – CAPITAL PROJECTS NOT FUNDED



City of  
**Prince  
Albert**

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**Category 2: Capital Projects Not Funded**

Category 2: Capital Projects Not Funded				
Corporate Services				
<p>Below is the listing of Information Technology (IT) projects that are not funded as related to unfunded positions. The IT reserve is projected to have a deficit balance of \$78,444 at the end of 2022 without these projects included. If the following projects are approved, the deficit in the IT reserve will be greater. For the first two years a deficit is projected (2022 and 2023) and by 2024, there will be a surplus. <a href="#">Please refer to Supporting Documents Binder 2 of 2, Incamera Tab, Tab #25 for RPT 21-423 - IT (Information Technology) Report for additional information.</a></p>				
C2-01	Business Continuity	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Business Continuity Investment &amp; Renewal Plan: This program includes capital planning for disaster recovery and backup services to ensure the City can restore information, as required, to satisfy operations and is fully prepared to continue operations in the event of natural disaster or cyber attack.</p> <p><b>Purpose:</b> Cloud Backup for Disaster Recovery - \$50,000 to establish a system and processes to minimize the overall impact of a cyber attack, security breach or other disaster on business operations. When realized, a cyber attack or other disaster can jeopardize the availability of all on site systems and lead to prolonged service outages or permanently lost data. A cloud backup service copies the City's information to a 3rd party offsite location where systems can be quickly restored.</p> <p><b>Funding Source:</b> IT Reserve</p>		50,000	



C2-02	<b>Corporate Portal &amp; Intranet Systems</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Corporate Portal &amp; Intranet System Investment and Renewal Plan: This program includes capital planning for internal systems to support collaboration, communication and controlled access to corporate information including records and contract management, document management, corporate internet, password &amp; access management and related systems.</p> <p><b>Purpose:</b> Self-service password management &amp; Single Sign-On - \$14,900 for Implementation of a self-service portal for password management to achieve secured access and improved account management across corporate systems.</p> <p>Corporate Records Management Program (RPT 21-394) - \$80,000 for Design and implementation of a records management system that integrates with the SharePoint platform for enterprise content management. This system is essential to the efficient work and accurate record-keeping of City employees as the organization transitions away from paper-based processes. The City has already made investments in systems that enable electronic workflows and must now ensure that appropriate records can be maintained and secured across internal systems.</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Tab #4 for RPT 21-394 – Corporate Records Management Program for additional information.</a></p> <p><b>Funding Source:</b> IT Reserve</p>		94,900	





C2-03	Web & Portal Systems	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Web/Portal Systems Investment &amp; Renewal Plan: This program includes capital planning for online and mobile services for residents including the City's website, online payments, recreation programs &amp; registration, resident portal/mobile app and related systems.</p> <p><b>Purpose:</b> City Mobile App/Resident Portal (RPT 21-422)- \$23,300 for the launch of a City mobile application and integrated online resident portal that can be personalized to suit resident interests, streamlining access to services of individual interest.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #5 for RPT 21-422 – Mobile App Budget Proposal for additional information.</b></p> <p><b>Funding Source:</b> IT Reserve</p>		33,800	



C2-04	<b>Finance &amp; Admin Systems</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Finance &amp; Administrative Systems Investment &amp; Renewal Plan: This program includes capital planning for Financial, HR and other Administrative systems including Great Plains, payroll, job postings, time &amp; attendance, budgeting and related systems.</p> <p><b>Purpose:</b> Financial system reporting enhancements - \$18,000 for reporting enhancements to provide better information for Finance and business managers using the improved chart of accounts.</p> <p>HRIS Interview Pre-Screening - \$7,000 for HR system for pre-screening of candidates leading to better interviews and hiring decisions.</p> <p><b>Funding Source:</b> IT Reserve</p>		25,000	
C2-05	<b>Work &amp; Asset Management Systems</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Work &amp; Asset Management Systems Investment &amp; Renewal Plan: This program includes capital planning for the City's GIS, asset &amp; work management and related systems.</p> <p><b>Purpose:</b> Smart City Sensor Pilot - \$10,600 to pilot the integration of sensor information with the GIS and work order management systems. This level of integration offers the potential to proactively identify issues and avoid costly repairs or failures before they occur. This level of integration offers significant potential for cost savings.</p> <p><b>Funding Source:</b> IT Reserve</p>		10,600	
<b>CORPORATE SERVICES TOTAL</b>		-	<b>214,300</b>	-



COMMUNITY SERVICES				
C2-06	<b>City Hall - Replace Elevator</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replace the existing elevator with new controls, hydraulics, door &amp; panel.</p> <p><b>Purpose:</b> The elevator at City Hall requires consistent attention to resolve the various breakdowns and disruptions in service. An investment in the controls, hydraulics, door, panel and shaft seal would prevent future breakdowns and service disruptions.</p> <p><b>Funding Source:</b> To be determined</p>	150,000		
C2-07	<b>Thermal Weed Control System</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> The Department has been investigating an alternative method for weed control at all locations other than our Class A Sport Fields. This would replace the use of a chemical application in most areas.</p> <p><b>Purpose:</b> The Thermal Weed Control System was used on a trial basis during the 2021 season. As a result of the trial period, the system is recommended to be implemented in 2022. The Capital requirement in 2022 is for the purchase of the equipment.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #17 for <a href="#">RPT 21-439 – Thermal Weed Control Update</a> for additional information.</b></p> <p><b>Funding Source:</b> To be determined</p>	34,700		



C2-08	<b>Golf Course - Renovation &amp; Removal of Sand Bunkers</b>			
	<p><b>Detail:</b> Aside from putting greens, evidence shows that sand bunkers are the most costly feature on a golf course. Regular maintenance coupled with the additional cost of replacing contaminated sand, blocked drainage systems and inevitably the complete renovation of them contributes to the overall budget required.</p> <p><b>Purpose:</b> In 2003/2004 efforts were made to try and extend their lifespan. It is now at a stage that complete renovation is required. Plugged drainage, poor quality sand and overall deterioration over time make them unplayable after any accumulation of rainfall. Even nightly irrigation causes some bunkers to hold water for numerous days. Currently, there are 29 bunkers on the golf course. With the high maintenance costs associated with bunkers, an approach was taken to try and reduce the total number of bunkers while maintaining the integrity of the golf course. Upon completion of a plan in 2019, it is proposed to now have 18 reconstructed bunkers reducing the current inventory of bunkers by 38%, in turn reducing the amount of resources dedicated to bunkers.</p> <p>The budgeted amount of \$350,000 reflects the entire project. The goal would be to start Phase 1 of this project in 2022 with the completion of Phase 2 in 2023.</p> <p>Phase 1 - \$175,000 Phase 2 - \$175,000 Total - \$350,000</p> <p><b>Funding Source:</b> To be determined</p>	175,000		



C2-09	<b>Off Leash Dog Parks</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Concentration on the following improvements in 2022:</p> <ul style="list-style-type: none"> <li>- Identify and create identification markers for entrance/exit(s) - \$1200</li> <li>- Mulching and clean-up of trails where required - \$5000</li> <li>- Create Signage noting “Universal Park Rules” - \$700</li> <li>- Identify opportunities for the installation of benches/seating - \$5200</li> <li>- Identify opportunities for the installation of a Kiosk (informational display board) - \$1000</li> <li>- Installation of Doggie Waste-bag Dispensers - \$1500</li> <li>- Installation of Trash Receptacles - \$2400</li> <li>- Identify the level of maintenance the off leash area will require (Minimal, Optimal, Exceptional)</li> <li>- Identify and install Security options that the entrances may require (lighting/security camera) - \$3000</li> <li>- Review and amend the Responsible Pet Ownership Bylaw No. 26 of 2018.</li> <li>- Continue consultation with local stakeholders regarding programming and operational partnership opportunities.</li> </ul> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #18 for RPT 21-269 – Off-Leash Dog Parks for additional information.</a></p> <p><b>Funding Source:</b> To be determined</p>	20,000		
C2-10	<b>Concrete Sidewalk Replacement - Arts Centre</b>	Capital	Reserve	Externally Funded
	<p><b>Detail :</b> Replacement of the concrete sidewalk at the Arts Centre</p> <p><b>Purpose:</b> Replace the deteriorated concrete sidewalk along the south side of the Arts Centre behind the Cenotaph and locations in front of the Arts Centre West side.</p> <p><b>Funding Source:</b> To be determined</p>	50,000		
<b>COMMUNITY SERVICES TOTAL</b>		<b>429,700</b>	-	-



FIRE AND EMERGENCY SERVICES - EQUIPMENT				
C2-11	New - Water Tanker Truck with 3000 Imperial Gallon Capacity	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Tandem axel, commercial cab with a 3,000 imperial gallon tank capacity for wildland firefighting, structure and asset protection.</p> <p><b>Purpose:</b> Having the ability to deliver and maintain an adequate water supply during firefighting and asset protection operations is essential. Though much of the City has hydrants to provide water, there are specific tasks and areas that would require water delivery. Some examples are: wildland firefighting, structure and asset protection in the Little Red River Park, and most properties north of the Saskatchewan River.</p> <p>Historically PAFD has relied on our mutual aid partner and/or commercial water haulers to meet this need. Because of other commitments, two recent requests for mutual aid have been refused and the commercial water hauler who has provided service to the PAFD for more than twenty five years has retired and liquidated his assets.</p> <p>We have a pumper/tanker within our fleet that can carry 1500 imperial gallons, however, it is required to provide initial fire attack, including hose and pumping operations.</p> <p><b>Funding Source:</b> To be determined</p>	400,000		



C2-12	<b>New - Amkus ION Combination Rescue Tool (Jaws of Life)</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> A compact, all-metal body combination rescue tool that combines the capabilities of a cutter and spreader. It's a versatile "first on scene" tool for engines and rescue trucks. It can be used to spread, cut and open doors.</p> <p><b>Purpose:</b> Often times the lead engine is first to arrive at an emergency incident were this tool would be necessary. Having this rescue tool located on the lead engine while away from the station or attending a residential or commercial structure fires would expedite and aid entry or removal of obstacles needed to preform firefighting and rescue tasks.</p> <p><b>Funding Source:</b> To be determined</p>	16,500		
<b>FIRE AND EMERGENCY SERVICES TOTAL</b>		<b>416,500</b>	-	-



PUBLIC WORKS				
C2-13	Central Avenue River Street to 10th Street Revitalization-Phase 1	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> The project entails the replacement of underground infrastructure and the reconstruction of the surface and new streetscape on Central Avenue from River Street to 15th Street. Due to the complexity and size of the project, it is recommended to be tendered out as a multi-year project over 3 years. The first phase of the project would be the 800 and 900 blocks.</p> <p><b>Purpose:</b> Central Ave. was originally constructed in the early 1900s. In the 1980s, it received a facelift to the surface but the underground utilities were not replaced. The surface treatments included a new streetscape with paving stones, trees with iron grates and new double head square street lights. The underground is now over 110 years old and includes cast iron water mains with lead services, clay tile sanitary and storm sewer that cannot be relined due to their condition. There are too many connections and other utilities under the street for directional drilling to be an option. Full replacement is required.</p> <p>The roadways are in poor shape and have not been repaved in over 30 years. The paving stone sidewalks are over 35 years old and are crumbling with many trip hazards.</p> <p>The street is further complicated with the crown utilities including SaskEnergy, SaskPower and SaskTel which have major conduit buried along the entire length of Central Avenue from River Street to 15th Street.</p> <p><b>Funding Source:</b> To be determined</p>	1,200,000		





C2-14	<b>Roadways Recapping Program - Program Increase</b>	Capital	Reserve	Externally Funded
	<p><b>Details:</b> Increase to the budget for the Asphalt Milling, Recapping and Reconstruction of the City's paved roadway network. The additional budget would be focused on the residential streets.</p> <p><b>Purpose:</b> The calculation to provide the funding for the Base Tax reduced the funding program from \$4.235 million to \$4.1 million in 2021 after the reassessment of properties. \$4.5 million per year is required to maintain the pavement quality index. Administration is recommending raising the base tax by \$11 for residential (\$189 to \$200) and multi-residential (\$63 to \$74 / unit). This would result in an additional \$166,617. The additional budget would be focused on residential streets. This does not address the current backlog estimated at \$45.5 million.</p> <p><b>Funding Source:</b> To be determined</p>	167,000		



C2-15	<b>Marquis Road East Widening</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Marquis Road Widening (Central Ave to 4th Ave East) from a two lane rural roadway to a 4 lane urban roadway.</p> <p><b>Purpose:</b> The project to rehabilitate and widen Marquis Road was first noted in the 2017 Transportation Master Plan adopted by City Council as the highest priority upgrade for the City confirming the Administration's recommendations in 2013 and 2016. The City has been methodically repaving all of the east-west arterial and collector roadways through the City between 2nd Ave West and 6th Ave East. River St (2012 to 2019). 15th Street (2017 &amp; 2021). 22nd St (2013 &amp; 2015). 28th St (2016). All have been paved in the last 9 years except Marquis Road. Marquis Road between Central was last paved 29 years ago in 1993 and now has 38mm (1.5 inches) of severe rutting which poses a hydroplaning hazard during rain events. This is the only "E" level of service arterial or collector in the City with over 15,000 vehicles per day. It is projected to become an "F" once the new Aquatics, Arenas and Event Centre are constructed and traffic exceeds 17,000 per day. The design is completed and ready to construct.</p> <p><b>Funding Source:</b> \$1,000,000 would come from the Future Infrastructure Reserve Fund and \$650,000 would come from the Roadways Recapping Program annual budget to cover the cost of repaving the existing two lane road.</p>		1,000,000	
	<p>The Future Infrastructure Reserve will have a projected surplus balance of \$1, 274,759 at the end of 2022. If this project is approved the projected surplus would be \$274,759.</p>			



C2-16	MSC Fuel Tanks and Pumps	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Installation of a new fuel station at MSC.</p> <p><b>Purpose:</b> Installation of a new fuel station at MSC. This station would be a card lock to fill all city vehicles before leaving the yard in the morning. It would have the same electronic tracking as Co-op and security camera surveillance. This would greatly reduce lost time taking equipment to and from the Co-op card lock on Marquis Road East. These new 50,000 litre tanks (diesel &amp; gas) will allow for full tanker trailer deliveries which will give the city an additional savings of 4 cents per litre or \$37,421 per year. These tanks are also vital to the Operations of the City during a major disaster like the “Black Out of 2012” when the City was unable to get fuel to respond to the clean-up issues. Not being able to respond in an emergency is still a high-risk issue that must be addressed.</p>	175,000		



C2-17	<b>Upgrade Municipal Service Centre Heating and HVAC System</b>	Capital	Reserve	Externally Funded
	<p><b>Detail:</b> Replacement of the heating, air exchange, and exhaust extraction systems. All systems appear to be the same age as the building which is approximately 1974. During 2018 fall maintenance the contractor informed us that the systems were badly corroded and in need of replacement. All systems are integrated together so it is not feasible to replace only one at a time all three components will need to be replaced at the same time.</p> <p><b>Purpose: HEAT SYSTEM</b> The heating system for the shop space at the MSC are radiant tube heaters and they are badly corroded. There are two zones. If one zone fails heat will be lost for 50% of the shop space. Should the system fail in the winter, the City would have to possibly rent alternative buildings to work from as public works, fire, and police emergency equipment is all repaired and stored at the MSC.</p> <p><b>AIR EXCHANGE SYSTEM</b> There are two air exchange systems, one at each end of the shop area. The parts are obsolete. One system is well over \$100,000 to replace and the building is not operational without both.</p> <p><b>EQUIPMENT VEHICLE EXHAUST SYSTEM</b> There are 14 equipment vehicle exhaust systems, one for each bay. All 14 systems run simultaneously so if any part of this system fails it will need to be replaced for people to work in the building. The attached quote is from 2019, for 2022 I have added a 5% inflation increase per year since the quote and a 10% contingency increase.</p> <p><b>Funding Source:</b> To be determined</p>	600,000		
<b>PUBLIC WORKS</b>		<b>2,142,000</b>	<b>1,000,000</b>	<b>-</b>

<b>Total of All Capital Items Considered but not Included</b>	2,988,200	1,214,300	-
<b>Grand Total of All Unfunded Capital Requests</b>		4,202,500	



***RPT 21-422***

**TITLE:** Mobile App Budget Proposal

**DATE:** September 7, 2021

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That \$23,300 be approved for the implementation of a Mobile App for consideration during the 2022 Budget deliberations.

**TOPIC & PURPOSE:**

To outline the benefits of a mobile app for residents, including two options under consideration, in advance of 2022 budget deliberations.

**BACKGROUND:**

Mobile apps have been used widely by cities as a way to easily connect residents to the most accessed online information and services.

For the City of Prince Albert, some of the most popular online information and services right now are:

- Active Net ( online recreation registration)
- Transit Live (real-time tracking of City buses)
- Transit Route Planner (google transit)
- Airline Arrivals and Departures
- Events Calendar
- News and Notices
- Njoyn ( Job applications)
- Meeting Agendas and Minutes/Streaming Council Meetings Online

- Report a Bylaw Violation
- Report a Concern
- Recycle Coach (Garbage and Recycling Schedules)
- Road Closure Notices
- Assessment Online
- Job Postings
- Parking ticket payments

The app would be primarily to connect users to system to report requests for service, while also communicating key information about City operations.

The advantages of this project are:

1. **Improved customer service.** Users do not need to sort through the City's website to find the services and information they most often look for.
2. **More streamlined communication with residents.** Mobile apps allow for push notifications where residents can opt into notices that come as alerts rather than emails or texts.

With Sixty-nine percent of users on the City's website using a mobile device or tablet, there is a growing number of users that are already on a mobile device making them a natural audience to take advantage of this service. Moose Jaw has also reported a steady uptake in their mobile app platform which was launched in late 2020. To date they have 7157 downloads which represents 21.7% of their population. They believe that downloads were driven by Covid-19 when things moved online and the new recreation online registration they implemented forced people to book online (Perfect Mind).

## **PROPOSED APPROACH AND RATIONALE:**

There are two options presently being explored by IT and Communications:

### **My Civic Mobile App**

This app was launched by the City of Moose Jaw in late 2020. The decision was driven by the need to have a process for citizens to make requests for services. Prior to the mobile app, there was no way to request services online. All requests were made by phone and there was never any follow up to indicated to the citizen that a request was completed or in progress.

The website and app work together to create a database managed by the staff who receive the requests and who are able to indicate if they are completed or in progress. The system is also enabled by GIS and requests for service are pinned to a map.

Moose Jaw has City Works (Arc GIS Work Order Software that the City of PA is in the process of implementing), but it is not integrated with the online app. The systems are separate.

Residents can also sign up for push notifications through the app. In these cases, the administrator of the app (operated by the Communications office) can draft and send notifications to users. These are done manually and limited to max of one per week and reserved for larger issues.

### **Citizen Portal**

This app provides all the features of a municipal app but goes further by customizing the access to information to the particular resident.

This works in two ways:

- Each user would create an account and customize the dashboard to the information they are interested in. For example, one resident may only be interested in their garbage and recycling schedule, Council meeting dates and road closure notices whereas another might be interested in airline arrival and departures and Report a Concern submission forms.
- Platform capable of integrating with existing online City services so residents can see information specific to their accounts. For example, a user would see not just a link to options to pay their utility bill, but, when logged in, would see their bill, the amount owing and their water usage right on the dashboard of the platform.

This allows the resident to have access to all their City of Prince Albert information and services in one place. It would be one password to access all apps and services.

On launch the following features would be available

### **Links to:**

- Road Closures
- Report a Concern (including integration with work order software so service requests are tracked, assigned and updated)
- Report a Bylaw Violation
- Online Registration for Recreation
- Online Assessment Values
- Airline arrivals and departures

- Transit Routes
- Job Postings
- Pay Parking Tickets
- Executive Committee/City Council Meeting Agendas and Live Streams
- Rawlinson Centre Shows and Box Office online sales

#### **Integration with:**

- Garbage and Recycling Schedule (show pick-up days in your area)

Eventually, once our online services have caught up, we would want explore the following services available through the platform:

- Property tax amounts owing, downloadable bills and payments through the app
- Utility bill amounts owing, downloadable bills and payments through the app
- Report a Concern Dashboard to show submitted reports and status updates

Each integration includes implementations fees and they depend on the complexity of the integration. These would be budgeted for annually as they prioritized.

#### **CONSULTATIONS:**

The City of Moose Jaw Communications and IT departments were consulted to inquire about the My Civic Mobile App. Communication and IT also met with representatives from both the My Civic Mobile App and Citizen Portal to review capabilities of each option.

#### **FINANCIAL IMPLICATIONS:**

For 2022, the following budget implications apply for each option:

	Implementation	Annual
My Civic Mobile App	\$8,529	\$12,067
Citizen Portal	\$10,000	\$9,000

The Citizen Portal can be scaled up as our online services are available. Each option would be reviewed annually and budget for as they are prioritized.

To fully integrate the utility billing features, for example, including viewing water usage, downloading your utility bill and making a payment online, would be \$14,000 implementation and \$2,500 annually.



**PRIVACY IMPLICATIONS:**

There is private information being exchanged through the app and therefore a privacy Impact Assessments would need to be completed before service agreements are signed.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no communication, policy implications, OCP or other options.

**STRATEGIC PLAN:**

The City's strategic plan identifies two core values and operational themes relevant to this project:

Accountable and Transparent

We will provide information that is relevant, accessible, timely and accurate

Compassionate

Understanding that the services we provide are valued and understanding the needs and challenges of the end user and working to make their experience positive.

**PUBLIC NOTICE:**

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

**PRESENTATION:** PowerPoint Presentation by Kiley Bear, Acting Director of Corporate Services

**ATTACHMENTS:**

1. Mobile App PowerPoint Presentation

Written by: Kiley Bear, Acting Director of Corporate Services

Approved by: City Manager

CITY OF PRINCE ALBERT

# Mobile App

2022 BUDGET DELIBERATIONS

September 13, 2021

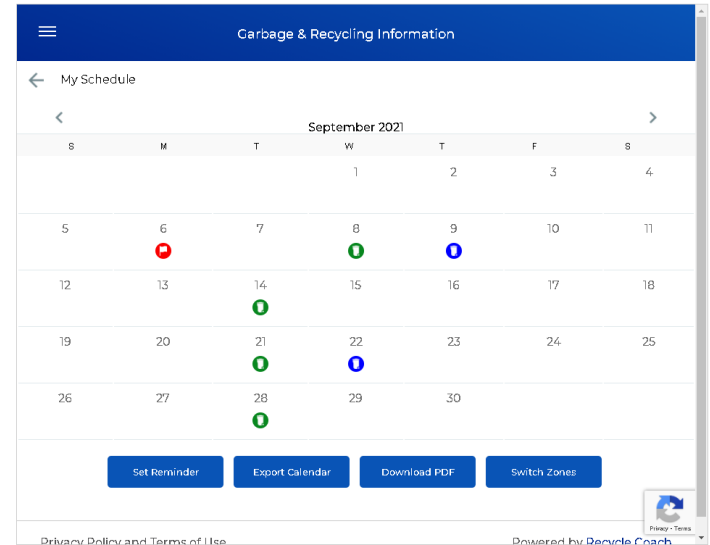
# Mobile App Benefits

Mobile apps have been used widely by cities as a way to easily connect residents to the most accessed online information and services.

# Mobile App Benefits

For the City of Prince Albert, some of the most popular online information and services right now are:

- Online recreation registration
- Transit Live (real-time tracking of City buses)
- Transit Route Planner (google transit)
- Job postings and applications
- Garbage and Recycling Schedules



## External Job Postings

Search Jobs

### Search Results

Click on a column heading to re-sort the listings.  
Select a Position ID to view the description and apply online.

Job Number	Title	Category	Closing Date
J0921-0132	Lifeguard	Aquatics	September 10, 2021
J0821-1501	Recreation Assistant	Recreation	September 9, 2021
J0821-0582	Airport Maintenance Person - Casual	Public Works	September 15, 2021
J0821-0290	Concession Worker	Recreation	September 10, 2021
J0821-0911	Assessment Appraiser	Assessment	September 10, 2021
J0821-1281	Recruit Firefighter	Fire and Emergency Services	September 27, 2021
J0521-0056	Planner - Term up to 14 Months	Planning and Development	September 15, 2021

Page 1 of 1

# Mobile App Benefits

Other online services and information include

- Airline Arrivals and Departures
- Events Calendar
- News and Notices
- Meeting Agendas and Minutes/Streaming Council Meetings Online
- Report a Bylaw Violation
- Report a Concern
- Road Closure Notices
- Assessment Online
- Parking ticket payments

ypa Prince Albert Airport						
			✈ Arrivals	➤ Departures		
Airline	Flight	From	Scheduled	Estimated	Status	
Rise Air	102	Saskatoon	7:45 AM	7:45 AM	Arrived	
Rise Air	461	Collins Bay	11:55 AM	1:05 PM	Late	
Rise Air	441	Cigar Lake	12:20 PM	12:00 PM	Early	
Rise Air	103	Fond du Lac	12:50 PM	12:50 PM	On Time	
Rise Air	502	Saskatoon	1:30 PM	1:30 PM	On Time	
Rise Air	481	Points North	2:30 PM	2:30 PM	On Time	
Rise Air	280	Saskatoon	3:45 PM	3:45 PM	On Time	
Rise Air	999	La Ronge	4:35 PM	4:35 PM	On Time	
Rise Air	442	Cigar Lake	6:40 PM	6:40 PM	On Time	
Rise Air	503	La Ronge	7:10 PM	7:10 PM	On Time	

## Report a Concern

Home / City Hall / Report a Concern

Report a Concern is a tool for residents to communicate with the City of Prince Albert about matters of safety, cleanliness, infrastructure issues and general maintenance. These online forms are to be used for non-urgent issues. We are committed to providing a response within a timely manner.

For urgent after-hours assistance with watermain breaks, sewer backups or utility disruptions, please call the after-hours assistance number at 306-953-4348.

- Animal Services
- Buildings and Construction
- Bylaw Enforcement
- Cemetery
- Garbage, Recycling and Landfill
- Graffiti
- Noise Disturbance

# Mobile App Benefits

The advantages of a mobile app are:

- 1. Improved customer service.** Users do not need to sort through the City's website to find the services and information they most often look for.
- 2. More streamlined communication with residents.** Mobile apps allow for push notifications where residents can opt into notices that come as alerts rather than emails or texts.

# Mobile App Benefits

- 69% percent of users on the City's website using a mobile device or tablet.
- Growing number of users that are already on a mobile device making them a natural audience to take advantage of this service.
- Moose Jaw - Reported steady uptake in their mobile app platform which was launched in late 2020.
- To date they have 7157 downloads which represents 21.7% of their population. They believe that downloads were driven by Covid-19 when things moved online and the new recreation online registration they implemented forced people to book online (Perfect Mind).

# Mobile App Options

There are three mobile app platform types currently being explored by Communications and IT.

1. Traditional One-Way Communication Mobile App
2. Request for Service Integrated Mobile App
3. Customized Resident Centered Portal



# Traditional Mobile App



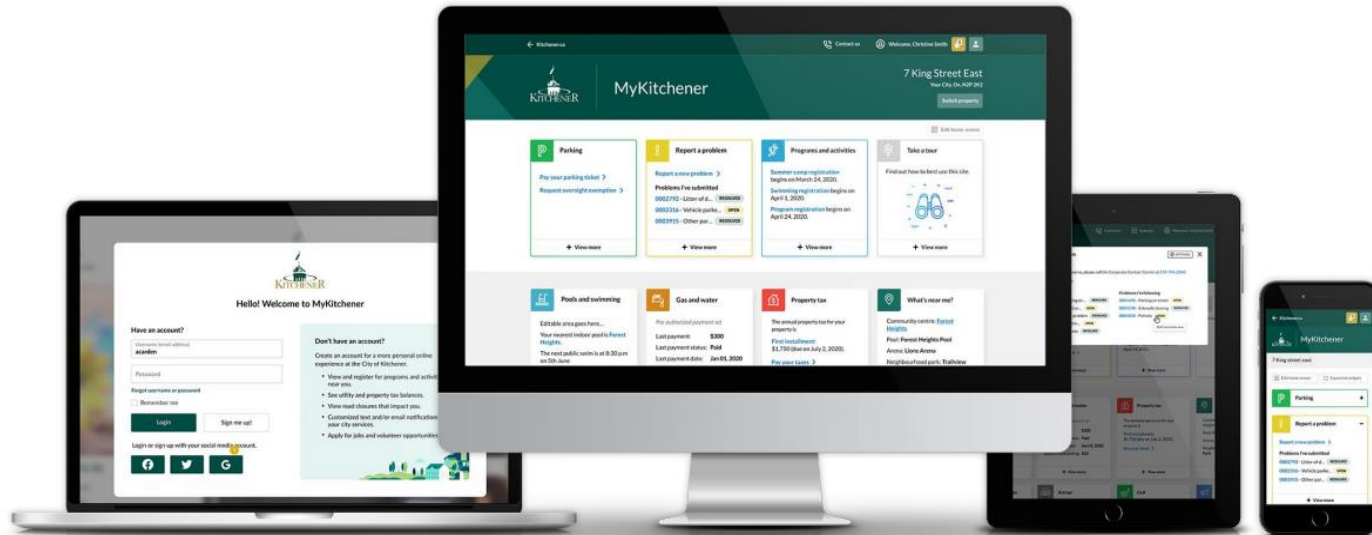
- Pay an annual fee (7,000-20,000/ year)
- Download from the App Store
- Connects to City Services. Essentially a platform with links to popular features of your website:
  - Garbage and Recycling Schedules, Transit Routes, Job Postings, Pay a Parking Ticket, Calendar of Events, Road Closure notices, etc.
- Push Notifications: You can use the app to alert residents about important messages.

# Request for Service Mobile App



- This app provides the same features of traditional mobile apps, but goes further.
- Request for Service
  - Feature that interested Moose Jaw
  - Allows residents to submit concerns through online forms and creates a work order for City staff in the field who then can attend to the ticket and mark when it's complete.
- Cost is \$8,529 Set up fee plus \$12,067 annual fees.

# Customized Resident Centered Portal



- First launched by the City of Kitchener, Ont.
- This option provides the same features as the other options but goes even further.
- It links residents to their personal accounts with the City.

# Citizen Portal

## WELCOME TO “MY PRINCE ALBERT”

1. Log into the portal and it will show you what you have owing on your account, download your bill and pay online.
2. Users can also customize what features are relevant to them by checking off the ones that apply.

# Citizen Portal

- **On launch the following features would be available**
  - **Links to:**
    - Road Closures
    - Report a Concern (including integration with work order software)
    - Report a Bylaw Violation
    - Online Registration for Recreation
    - Online Assessment Values
    - Airline arrivals and departures
    - Transit Routes
    - Job Postings
    - Pay Parking Tickets
    - Executive Committee/City Council Meeting Agendas and Live Streams
    - Rawlinson Centre Shows and Box Office online sales
  - **Integration with:**
    - Garbage and Recycling Schedule (show pick-up days in your area)
- The cost for year one would be \$10,000 implementation and \$9,000 annually
- Additional fees would apply in the future depending on the priorities and availability of our online services.

# Citizen Portal

- Eventually, once our online services have caught up, we would want to see the following services available through the platform:
  - Property tax amounts owing, downloadable bills and online payments
  - Utility bill amounts owing, downloadable bills and online payments
  - Report a Concern Dashboard to show submitted reports and status updates
  - Each of these would be budgeted for annually with associated implementation and annual fees.

# Recommendation

- The favoured option at this stage is the Citizen Portal:
  - Residents can customize what applies to them
  - It is real-time information based on the particular resident
  - It allows us to evolve as we implement more online services
  - There is nothing the My Civic Mobile app can do that Citizen Portal cannot
  - This app is capable of meeting a future state goal: One password, one app for all services
- The only issue to note is this is currently an online portal and not available through the app store. eSolutions is discontinuing their traditional municipal app and moving exclusively to the Citizen Portal.
- Scheduled to be available in 2022.

**RPT 21-439**

**TITLE:** Thermal Weed Control Update

**DATE:** September 17, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the City of Prince Albert provide support to the Community Services Department in the form of a Thermal Weed Control Option.
2. That a Financial commitment for \$34,640 be provided towards the purchase of a Foamstream L12 thermal weed control system in the 2022 budget year to provide weed control services within the City of Prince Albert.

**TOPIC & PURPOSE:**

The purpose of this report is to provide Council a review of the Thermal Weed Control system rented in 2021 as part of beautification efforts and options available for weed control outside chemical pesticides and its place within the city.

**BACKGROUND:**

In March of 2019 a motion was put forth by Councillor C. Miller – Pesticide Chemicals (**MOT 18-21 & CORR 18-108**) – *That Administration provide a report back to City Council in March 2019, on alternatives for The City to stop using all Pesticide Chemicals.*

At the time, a presentation to Council by local resident Estelle Hjertass highlighting some of her concerns, recent media attention surrounding Round-Up with the active ingredient, glyphosate and possible health related effects from pesticide use. She also forwarded along with her report some information about alternatives to pesticides for the City to explore.



Since the 2019 report the Parks Department took the 2020 year to research possible options to chemical use, had time to consult with other communities, and research industry leaders providing options to equipment using a chemical free process. That information was brought forward during the 2021 budget deliberations with the recommendation to purchase a Foamstream L12 thermal weed control system and trailer for \$60,000, this recommendation did not pass at that time.

In 2021 the Parks Department did rent the system to test it out for the season at a cost of \$2400 a month plus taxes (May thru September) with an option to purchase the system in 2022 or enter into a 4-year rental (2022 – 2025) extension at the same monthly rate plus taxes.

To provide some context to the last report in 2020, I will be referring to the main text within the body of the original 2019 report and then providing the break down on the Thermal Weed Control options.

## REPORT:

As this report is meant to concentrate on chemical use to control weeds within the City of Prince Albert, the report will be referring to specific documents produced by the Government of Saskatchewan and the Government of Canada.

In order to understand the concerns surrounding pesticide use, it would be prudent to be clear on what the definitions of the terms being used are. The Saskatchewan Government, Ministry of Environment document “Guide to reducing the ‘Cosmetic Use’ of Herbicides in Saskatchewan August 2010 – EPB 403”, contains a glossary of terms. A copy of this report has been included as an attachment to this report. The list of glossary terms that would apply to this report are the following:

- **Cosmetic use** – The use of chemical herbicides to control weeds strictly for aesthetic purposes.
- **Herbicide** – A chemical substance or cultured biological organism used to kill or suppress the growth of plants. Also defined as chemical compounds used to kill or inhibit undesirable plant growth.
- **Pest** – Any noxious or troublesome insect, fungus, bacterial organism, virus, weed, rodent or other plant or animal that adversely affects aesthetics, human or ecosystem health.
- **Pesticide** – A chemical/Substance that is intended, sold or represented for use in preventing, destroying, repelling or mitigating any insect, nematode, rodent, predatory animal, parasite, bacteria, fungus, weed or other form of plant or animal life or virus.

- **Selective** – Herbicide formulated to control specific weeds or weed categories. A material that is toxic to some plant species but less toxic to others. (Example: 2,4-D selectively toxic to broadleaf weeds)
- **Non-Selective** – Herbicide formulated to control both broadleaf and grass weeds (Example: Glyphosate)
- **Integrated Pest Management (IPM)** – An ecological approach to suppressing pest populations (e.g. weeds, insects, diseases, etc.) in which all techniques are consolidated in a unified program, so that pests are kept at acceptable levels while minimizing all potential economic, health and environmental risks.
- **Integrated Weed Management (IWM)** – An ecological based approach to manage weeds by using a combination of methods (cultural, mechanical, biological, chemical and alternative methods) while minimizing all potential economic, health and environmental risks.

When looking at overall control measures, pesticides are used because they are typically the most efficient, effective, and economical means of control. Saskatchewan, as the largest agricultural province, accounts for one third of the value of all pesticides sold in Canada. According to Crop Life Canada, the sales of herbicides in both 2005-2006 accounted for 78 per cent of all pesticides sold in Canada. Although, the agricultural industry is the primary user of these products in the province, herbicides are also used to manage weeds in urban areas. Therefore Saskatchewan's efforts have initially been focused on increasing public awareness and encouraging the use of integrated weed management as a means to reducing the "cosmetic use" of herbicides. – *Ministry of Environment August 2010.*

### **Current State on Integrated Pest Management (IPM)**

The decision to spray herbicides is based on visual monitoring of weed populations and complaints. The Parks Department does use industry best-practices approach and does recognize the need for a policy to improve clarity on pesticide use, justification on the pest management activities carried out by the City employees and City employed contractors on City or non-City owned property. Pest Management Strategy needs to be based on scientific expertise and environmental stewardship through the adoption of integrated pest management principles. Integrated Pest Management is a multidisciplinary, ecological approach to the management of pests based first on prevention and, when necessary, control.

Integrated Pest Management incorporates effective, economical and environmentally sound methods and strategies that include:

- Preventative/Cultural Measures
- Biological and Mechanical Controls

- Chemical Controls

At the federal level, every pesticide registered for use in Canada is approved by the Pest management Regulatory Agency, a division of Health Canada. Pesticides are regulated by the Pest Management Regulatory Agency to ensure efficacy and minimal risk to human health and the environment; therefore, products are subject to significant scientific scrutiny. Instructions for usage are detailed on the product label and include the specific requirements around application methods.

Provincial regulations cover the licensing and training of individuals, codes of practice, and service requirements for the application of pesticides in Saskatchewan. These include reporting requirements, such as amounts of pesticides used, locations, and the required public notice of treatment activities.

### **Today's use of Pesticides within the City**

There are three main classifications of *pesticide* use in and around the City of Prince Albert. They are:

1. *Agricultural use* – Farmers might use *pesticides* to protect their plants or plant products against pests, with the aim to ensuring that quality products are available to consumers.
2. *Commercial use* – There a number of Provincially licensed applicators who use pesticides for control of invasive species, weeds, insects that may be of concern to landscaped areas, multi-family/single family homes and commercial businesses.
3. *Residential use* – property homeowners use a broad spectrum of pesticides for care of lawns and landscaping, most of these pesticides are available over the counter and through a number of hardware and box retailers.

### **Where we concentrate the use of Pesticides**

The following area of pesticide use are as follows:

- *Facilities Management* – Pesticides are currently used for rodent control in and around buildings. These services are provided to an outside company and are not the direct responsibility of staff within this department.
- *Public Works* - which encompasses (Airport, Sanitation, Water Treatment, Waste Water Treatment, Roadways) – Some herbicides may be used on hard paved areas or in and around buildings on a periodic basis as required.

- Parks – would be the biggest user of pesticides within the City as they are used in different areas of operation as follows:
- Application of herbicides for weed control in and around flowerbeds, planters, stump posts, city medians, sidewalks, parking lots, graveled roadways, city owned lots, city owned buildings.
- Application of herbicides on sport fields at the start of the season and then during the off-season. Spot applications may be applied on a periodic basis as required.
- Golf Course

### **Common Chemicals used by the City of Prince Albert**

- **Killex 500** – Commercial Turf Herbicide, Liquid Concentrate. Active ingredients – 2-4-D, Mecoprop, Dicamba. Applied as required.
- **Round-up Transorb** – Water Soluble Herbicide for non-selective weed control. Active ingredient – Glyphosate. Applied as required.
- **Par III** – broad spectrum herbicide, control of hard-to-kill annual and perennial weeds. Ideal for golf courses, parks, lawns, sports fields. Twice a year application. Active ingredient – 2,4-D, mecoprop,-P, Dicamba

### **How Herbicides are applied**

Depending on the area being treated a number of different application processes may be in use. The type of applicators used, are as follows:

- Backpacks
- Handheld pumps
- Tractor driven dual nozzle boom sprayer
- Out front greens mower sprayer with drift mat

Staff are to hold Provincial certification and follow all information on MSDS sheets for chemical application. This would include the proper use of any safety equipment that is required such as, protective clothing (Tyvek suit), respirator, headwear, eyewear, gloves and boots while working with the chemical.

## **Communication of Pesticide Use**

Areas treated with pesticides in parks and open spaces are identified by the use of temporary “lawn” signs (e.g. weed control). An exception to this approach is identified in The Weed Policy (2005) which states:

“Passive Open Space areas include areas such as tree wells, shrub beds, light standards, fence posts, center medians, side boulevards, traffic islands and walkways. These areas are exempt from on-site signage and Pesticide Advisory Line notification, provided that the area selectively treated does not exceed 5,000 sq. ft. and treatment is not within 100 feet of Active Open Space Areas.”

The City also communicates its pesticide use through the City website. As the City does not have a formal spraying schedule and do not provide residents with application dates in advance as the window of application is dependent on the weather and staffing availability.

We take the health and well-being of citizens and green spaces seriously, so all herbicides and pesticides are carefully chosen and are fully certified by both the federal and provincial governments.

2018 Pesticide Applications have been posted on the City Website showing months and locations as well as the chemical being used. We had moved to in the later part of the season trying to update the site based on more conclusive dates and times, however weather played a huge factor in trying to plan out and improve on communication of planned applications.

## **Final Overview**

With the rental in 2021 of the Foamstream L12 System the Parks Department was able to successfully navigate a very difficult year noting that 2021 brought with it extreme drought and excessive weed issues in much of the City. The department purchased magnetic signage to attach to the city truck pulling the system to provide an educational component to the application process. We also took the time to thoroughly train the staff applying the product and along with the signage were able to help educate the public on the process noting that no harsh chemicals were being used.

As this system did not require a person to possess a valid pesticide applicators license, we were able to take one staff member and have them assigned and using the system 5-days a week in any weather condition whether that be rain or shine, wind or calm. The system was used in multiple applications to address weeds in and around playgrounds, medians, sidewalks, tree wells, city entry ways, flower beds, boulevards, etc.

Success was immediately noted and resulted in a significant drop in complaints normally generated within a season due to unsightly weed control issues and/or applicators being out in

the middle day fully suited up and masked while applying Round-Up or products containing 2-4-D.

Round-up and other chemical purchases normally made in a season were significantly reduced by 75% and replaced with the purchase of Foamstream product containing plant based raw materials. Savings equated to \$2175 on the chemical end with a reduction in reapplication treatment cycles down from 6-8 treatment cycles using chemical where we noticed that treatment cycles on the Foamstream side resulted in to 2-3 cycles with more favorable results. Cost of Foamstream raw material during the season equated to \$2100 with a small savings to the City of \$75.

Using the equipment was comparative on the cost side with Chemical verses Foamstream however the biggest difference and benefit was the ability to have the system in use every day of the week regardless of weather conditions. Chemical application is restricted based on time of day, weather, wind, etc.

This treatment cycle difference has allowed us to reach and treat a greater number of areas thru out the city requiring less return time and greater productivity.

Pesticide use is a subject that can take on a number of controversial views as there is a lot of information available on many different points of views and conclusions, it is best for one to proceed with caution. The company Monsanto and Round-up with the active ingredient (glyphosate) have been at the forefront of news as of late. A 2018 California court decision awarded \$289 million to a Mr. Dwayne Johnson indicating that the weed Killer Round Up caused his cancer and that Monsanto failed to warn him of the risks.

On the other side of the border here in Canada:

As of January 12, 2019 the PA Herald published a Health Canada piece on Glyphosate and its health risks. In a statement that was released, the federal agency dismissed eight notices of objection and assertions made in the Monsanto Papers. "Health Canada scientists reviewed the information provided in these notices and assessed the validity of any studies in questions, to determine whether any of the issues raised would influence the results of the assessment and the associated regulatory decision." The statement said.

"After a thorough scientific review, we have concluded that the concerns raised by the objectors could not be scientifically supported when consider the entire body of relevant data. The objections raised did not create doubt or concern regarding the scientific basis for the 2017 re-evaluation decision for glyphosate."

That 2017 evaluation determined that glyphosate determined that glyphosate is not genotoxic and is unlikely to pose a human cancer risk. It also determined that dietary exposure associated with the use of glyphosate is not expected to pose a risk of concern to human

health and when used according to revised label directions, glyphosate products are not expected to pose risks of concern to the environment.

So two very different looks at on particular chemical, Round-up and the main ingredient glyphosate.

### **Moving forward on pesticides as a City and what are the options?**

Reducing the use of pesticides is a worthwhile objective; however it must be balanced with the existing public expectation that weeds on City-owned property be controlled.

The City does have a different level of maintenance for top tier sports fields and would follow the similar practices as found at the City golf course. These practices would include scheduled maintenance such as irrigation, fertilization, aeration, dethatching, over-seeding and topdressing. The result is a healthier stand of turf grass which out-competes weeds and is able to better resist infestations and wear and tear by user groups.

When we look at budgetary considerations, there are financial limitations which impact the level of maintenance for most other park grass. With limitation comes a reduction in practices to help create a healthier stand of grass which would compete against the weeds, resulting in occasional herbicide use. The Parks Department continues to work towards best turf management practices to help improve the health of the parks grass and lower tier sports fields.

Clarification on current pesticide use - the majority of our City Park spaces are not, treated annually for weeds. Due to the expanse of the parks system, time and the cost involved in providing weed control services, we would mainly focus on our top tier maintenance of sports fields. We would also look at treating high visibility high traffic areas such as City entrances, meridians, curbs, sidewalks, playgrounds, parking lots and other City owned property.

Over the past year, the Parks Department has continued its work with suppliers looking for alternative products, which may have less of a negative impact on the surrounding environment. Products the department continues to test are as follows:

**FINALSAN** – Finalsan Herbicide is a patented fast-acting weed, grass, algae, and moss killer. Using a specially formulated, non-staining, ammonium soap of fatty acids, Finalsan is a *non-selective* herbicide that controls or suppresses many common annual, biennial, perennial weeds.

**FIESTA** – Fiesta Lawn Weed Killer is a *selective*, broadleaf weed killer that uses a specially formulated iron chelate solution. Fiesta works quickly, delivering visible same-day results, even in cool weather.

Moving forward into 2022 the Parks Department believes that by adding a Thermal Weed Control option to its arsenal we would have the ability to tackle those high visibility areas any time of day in any type of weather. This would eliminate concerns that arise due to chemical use in high traffic areas also the need for our staff to be certified or supervised allowing for a greater pool of staff to pull from. The biggest complaint received; as a department from public is chemical use. It must be dangerous if staff are required to wear full PPE when applying. It can be difficult if not impossible to overcome that type of stigma knowing limitations to how we apply and when we apply.

Benefits of a Foamstream system over other steam systems:

- Most cost-effective solution on the herbicide-free marker, due to the following reasons:
- Requires over 75% less treatment cycles than any steam system.
- No addition of strong decalcifying chemicals unlike steam systems.
- Most effective solution on the marker to treat weeds, moss and algae.
- None of the health risks of working with steam systems.
- Suitable for use in all weather – meaning year-round use and no downtime due to bad weather.

The zone above 57°C is known as the kill-zone. The heat in hot water must stay within this temperature zone in order to damage the plant structure and allow effective and efficient thermal heat transfer from the leaf to the root.

By adding foam into the thermal equation, you are ensuring heat retention in the hot water for longer. This allows the most effective transfer of heat energy from water to plant by preventing heat loss to the atmosphere. The result is the most effective thermal transfer from the leaf to the root ensuring the plant is killed or severely damaged. The Foamstream process sterilizes seeds and spores therefore requires fewer annual treatments due to minimizing new growth.

Should the City wish to move away from Pesticide use in the future, there will be an increased cost to the City to reduce the use of those Pesticides within parks as, a significant investment would need to be made to support cultural practices as an alternative to pesticides.

### **CONSULTATION:**

Working with our existing contractors, suppliers, user groups and community stake holders on possible alternative products to help reduce its chemical imprint on the environment while



recognizing that there is going to be need for pesticide use where other measures of control are not feasible.

The working relationship aligns with our vision in the Community Services Master Plan in which we envision a city where all community members have the opportunity to participate in affordable and accessible community services to enhance their personal well-being, the strength and well-being of the community, and the sustainability of the environment (natural and built).

#### **COMMUNICATION PLAN:**

The Parks Department will continue working with the Communications Department to look for further opportunities to improve upon our ability to inform the public and encourage the public to access the City website for more information. Parks will also continue its use of signs in conjunction with the Weed Control Act, where pesticides are being applied to inform the public of what type of pesticide(s) has been applied.

The working relationship aligns with our vision in the Community Services Master Plan in which we envision a city where all community members have the opportunity to participate in affordable and accessible community services to enhance their personal well-being, the strength and well-being of the community, and the sustainability of the environment (natural and built).

#### **STRATEGIC PLAN:**

This report supports the long-term strategy in providing a component in a well needed educational process that identifies and provides tools and outside support. All while developing and building upon a set of best management practices to be utilized in supporting and assessing the overall success of our landscaping process.

#### **OFFICIAL COMMUNITY PLAN:**

Community Services contributes to infrastructure and sustainability efforts. Proper planning can help preserve and maintain natural and built environments. It is important to anticipate, encourage and prepare for growth in response to the needs of the community. Investing in infrastructure will support growth while planning for continuous improvement. Our connection to the natural world is important and must be considered in the delivery of community services. Likewise, maintaining and investing in the built environment with a consideration to sustainability is important.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no other considerations/implications under Options to recommendations, Policy Implications, Financial implications or privacy implications.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. Steam verses Foamstream Factsheet

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager



# FACTSHEET

## Foamstream vs. Steam Comparison of alternative herbicide-free methods.

*"Hot water insulated by a biodegradable foam (Foamstream) has been considered as the most efficient thermal weed control option as compared with hot air, open flame, or steam."*

**Determining treatment frequency for controlling weeds on traffic islands using chemical and non-chemical weed control - Rask et al., 2013**

### THE BENEFITS OF FOAMSTREAM OVER STEAM SYSTEMS:

- + Most cost-effective solution on the herbicide-free market, due to the following reasons:
  - Requires over 75% less treatment cycles than any steam system.
  - Suitable for use on all surfaces (hard, soft and artificial) unlike steam systems.
  - No addition of strong decalcifying chemicals unlike steam systems.
- + Most effective solution on the market to treat weeds, moss and algae.
  - + None of the health risks of working with steam systems
- + Suitable for use in all weather – meaning year-round use and no downtime due to bad weather.

### WHAT OUR CUSTOMERS SAY:

*"Our company has tried various alternative weed control solutions since 2010 and Foamstream is without doubt the most effective. Whereas hot water solutions only killed 50-60% of weeds on site, Foamstream instantly killed over 95% of weeds on first application, with just 2-3 applications (depending on the state of the soil) needed each year from then on. Foamstream is now the only weed control product for us."*

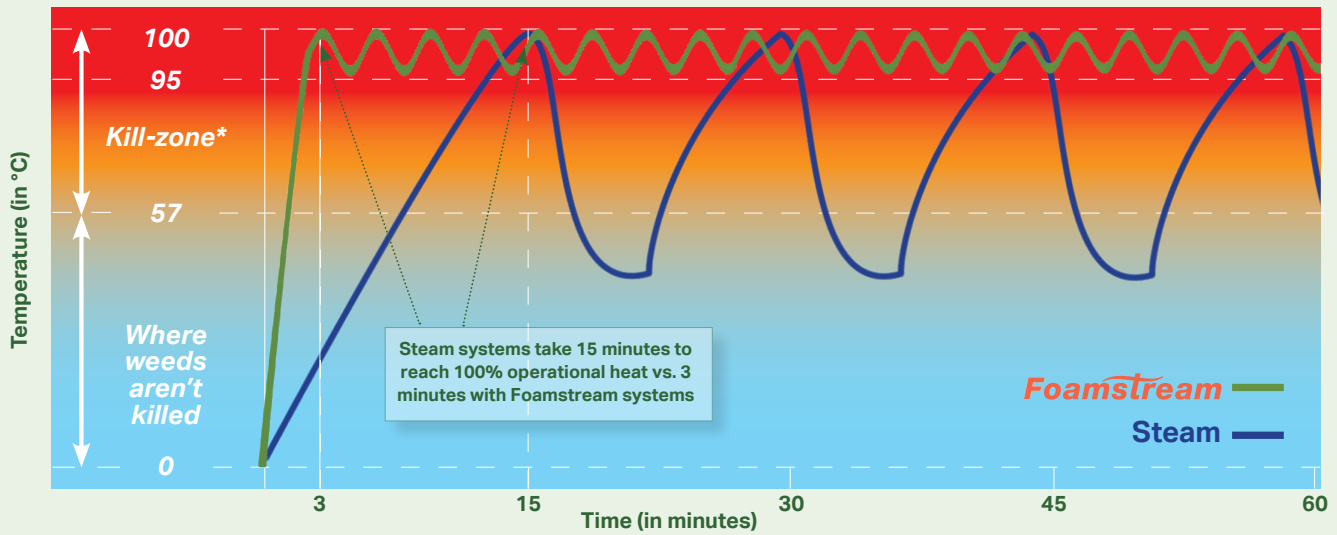
**Mr. Lemire, MD, Lemire Greenspace, France.**

### WHY IS FOAMSTREAM SO MUCH MORE EFFECTIVE THAN STEAM ALONE?

The zone above 57°C is known as the kill-zone. The heat in hot water must stay within this temperature zone in order to damage the plant structure and allow effective and efficient thermal heat transfer from the leaf to the root. Research shows that stable delivery of heat at 80°C and above for the first five seconds is crucial to ensuring the most effective plant kill. Outside of the kill-zone (below 57°C) there is little to no effect on killing or substantially damaging the plant.

Unlike most steam systems, Foamstream systems are the only systems on the market with an electronically-automated dual phase burner, which guarantees stable temperature and pressure. Stabilising temperature and pressure means that we can guarantee the system stays consistently in the kill-zone unlike steam systems that fluctuate in and out of the kill-zone.

## Graph showing the effect on temperature stability when comparing Foamstream dual-phase boilers to steam single-phase boiler systems.

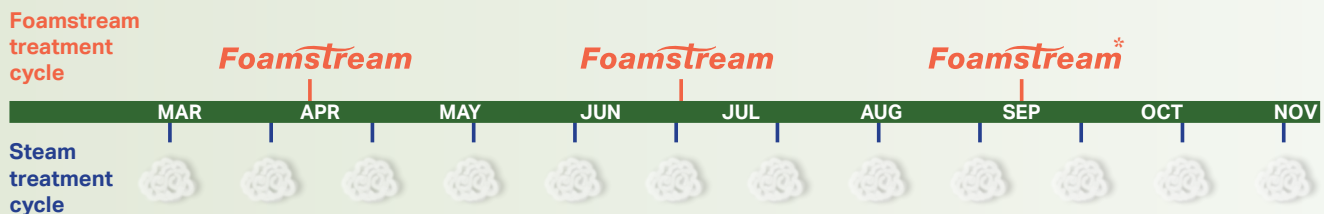


\*Kill-zone = 57+ Celsius. The high temperature causes the plant structure to break down.

*"Weeds treated with Foamstream require just two to three treatments per season or as little as one if you're treating moss and algae. Steam systems would require ten to twelve treatments per season. Fewer treatment cycles mean lower labour costs and greater cost savings including less use of water and diesel."*

Dr Mike May

## Treatment cycle rate for Foamstream vs steam systems



Foamstream requires over 75% less applications per year than steam systems

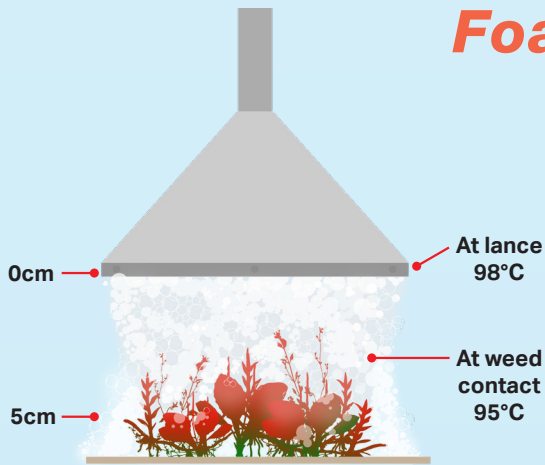
\*Third application may not be required

## HOW CAN FOAMSTREAM CONTAIN MORE ACTIVE INGREDIENTS BUT BE MORE COST-EFFECTIVE TO USE THAN A STEAM SYSTEM?

*"The foam ensures that the heat is retained in the hot water for longer. This allows the most efficient transfer of heat energy from water to plant by preventing heat loss to the atmosphere. The result is the most effective thermal transfer from the leaf to the root ensuring the plant is killed or severely damaged. The Foamstream process sterilises seeds and spores therefore requires fewer annual treatments due to minimising new growth. Overall this means that using Foamstream unequivocally represents the lowest total cost of ownership for users."*

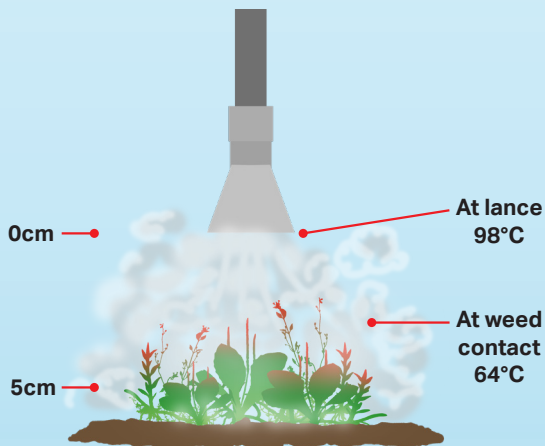
Dr Mike May

# Foamstream

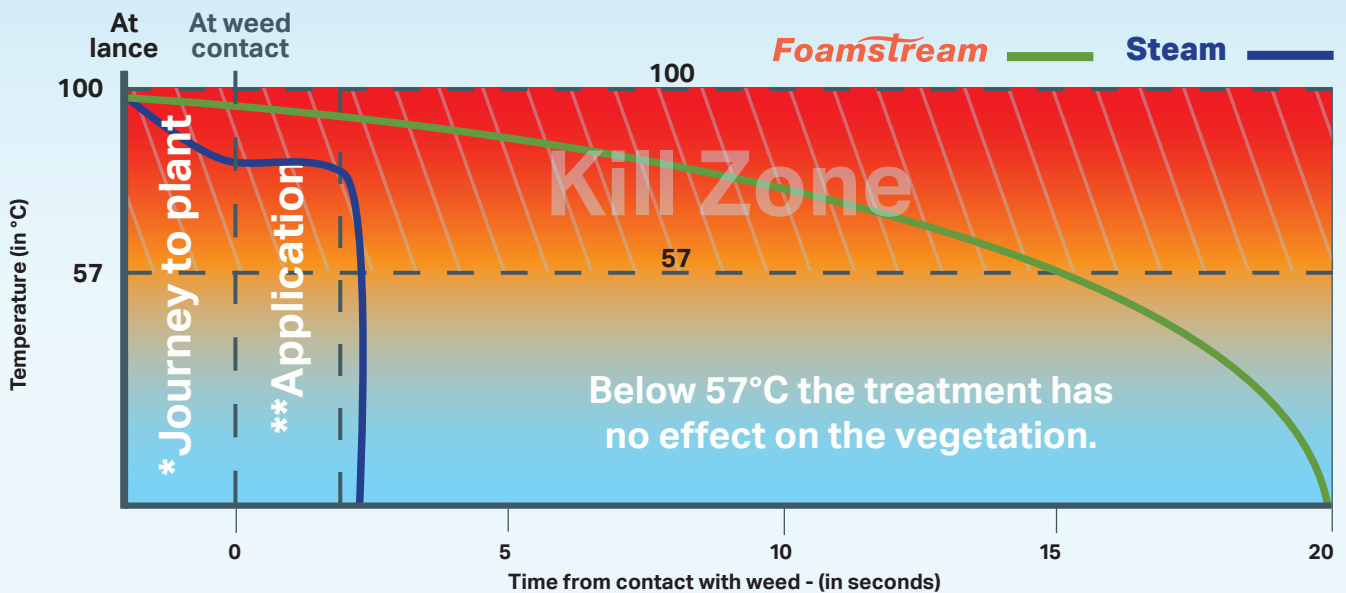


- Ⓜ Kills the weeds
- Ⓜ Sterilises seeds and spores
- Ⓜ Kills or sufficiently damages the root

# Steam



- Ⓜ Kills the leaves
- Ⓜ Some effect on seeds
- Ⓜ Very weak effect on root structure



\*Time taken for the steam/Foamstream to travel from lance to weed.

\*\*Time taken to cover the weed with the steam/Foamstream

## WHY FOAMSTREAM OVERTIME WILL COST YOU LESS THAN A STEAM SYSTEM DESPITE HAVING A HIGHER CAPITAL COST AND ONGOING CONSUMABLE COST.

NB: this graph uses USD (\$) as the currency

Parameters	Unit	Steam	Foamstream
Hourly labor rate	\$	25	25
Number of hours worked in a day	Hours	5	5
Daily labor cost	\$	125	125
Consumable cost (Foamstream, diesel, petrol and anti-lime)*	\$	52.5	174.5
OPEX per day (5 hours of actual work)	\$	177.5	299.5
100% treatment area in an hour	sq. ft./hour	750	5250
Treatment area covered in 5 hours	sq. ft.	3750	26250
Cost per sq. ft.	\$	0.0473	0.0114
Comparative cost of single treatment area of 10,000 sq. ft.	\$	473	114
Treatment cycles per year	Treatments	10	3
Comparative cost of annual treatment of area of 100,000 sq. ft.	\$	4,733.33	342.29

### \*Assumptions: (L = litre)

**Steam system consumes:** 9 L diesel, 0.3 L of anti-lime, 1 L of gasoline per hour: \$7.20 + \$2.50 + \$0.80 = \$10.50

**Foamstream consumes:** 8 L of diesel and 3 L of foam = \$6.40 + \$28.50 = \$34.90

**Price of gasoline:** \$0.75 per L (0.21 gal)    **Price of diesel:** \$0.80 per L (0.21 gal)    **Price of Foamstream:** \$28.50 per hour

## ENVIRONMENTAL CREDENTIALS OF FOAMSTREAM

- + Made from 100% biodegradable and environmentally friendly natural plant oils and sugars.
- + Approved for organic use by multiple accreditation bodies across Europe and North America.
  - + Safe for use around people, animals and delicate ecosystems including waterways.
  - + Uses less water and diesel to achieve the same results as a steam system.

## WHAT DO OPERATORS AND THE PUBLIC THINK ABOUT THE FOAM?

*"There are so many benefits to choose from but the single best thing about Foamstream has to be the cleanliness and the finish once the Foamstream has been applied. We're excited about Foamstream's possibilities as a public engagement tool as well as the positive feedback from potential clients and increased chances of getting onto new approved supplier lists."*

**Terry Burns, Senior Contract Manager, idVerde, UK.**

*"One of our highlights was the interest of passers-by and interaction with the public when we were out and about using the product".*

**Neil Reeves, Countryside Manager, SWLT, UK.**



***RPT 21-269***

**TITLE:** Off-Leash Dog Parks

**DATE:** **May 28, 2021**

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the options and breakdown of costs for Off-Leash Dog Parks be referred for consideration during the 2022 Budget deliberations.

**PRESENTATION:**

Verbal Presentation provided by Timothy Yeaman, Parks Manager.

**ATTACHMENTS:**

1. Off-Leash Dog Parks (RPT 20-219)

Written by: Community Services Advisory Committee





Off-leash recreation areas can benefit both human and canine, by providing safe and fun places for dogs to exercise and for dog owners to socialize. Large open space off-leash areas are also attractive to non-dog owners as places to recreate in a naturalistic setting.

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

The need for off-leash dog recreation areas is a direct extension of urbanization. Whereas people used to own or have access to large parcels of open space to let their dogs run freely, the request to see more space made available for off-leash activities is on the rise. Off-leash dog recreation areas provide opportunities for neighbors to meet one another, help meet social needs for adults and children alike, and foster an increasing sense of community.

According to the American Kennel Club, the benefits of off-leash dog recreation areas include:

**Allow dogs to exercise and socialize safely.** Puppies and adult dogs need room to run, and enclosed play areas to permit them to do so while preventing them from endangering themselves and others...In addition, dogs who are accustomed to playing with animals and people other than their owners are more likely to be well-socialized and react well to strangers.

**Promotes responsible dog ownership.** Dog parks prevent off-leash animals from infringing on the rights of other community residents and park users such as joggers, small children, and those who may be fearful of dogs. Parks also make it easier for a City to enforce its leash laws, as resident dog owners with park access have no reason to allow their canine companions off-leash when outside the park.

**Provides an outlet for dog owners to socialize.** Dog parks are a great place for owners to meet other people with common interests. The love people share for their dogs reaches beyond economic and social barriers and helps foster a sense of community. Parks users also benefit from the opportunity to ask questions of other owners and find solutions to problems they might be having with their pet.

**Makes for a better community by promoting public health and safety.** Well-exercised dogs are better neighbors who are less likely to create a nuisance, bark excessively and destroy property. Their presence in the park, along with their owners, also may help deter crime.

### **Design Standards**

In researching/speaking with other communities across Saskatchewan we wanted to look at standards for design used when creating off-leash dog recreation areas. The following are the ideal design standards that were, considered in speaking with other communities based on this research.

## Type and Size

The Size of an off-leash area depends on the type and size of the parks it is located within. The following recommendations are guidelines; additional acreage may be allotted within each park type.

1. **Neighborhood Parks** Off-leash areas should be between one (1) acre up to two (2) acres
2. **Community Parks** Off-leash areas should be between two (2) acres up to five (5) acres
3. **Open Spaces** Off-leash areas should be ten (10) acres or larger

Neighborhood Parks are intended to be able to provide opportunities at a neighborhood level. The smaller park could be provided in greater number since the space requirement is smaller, as well as serving a smaller population of dogs. These parks enable the neighborhood to easily walk to the site, increasing community connectivity and sense of place (or belonging). Such parks would be frequented regularly as people include them in their daily schedule, being easily accessible in terms of travel time and distance.

Community Parks are slightly larger and support the population at a community level, i.e. a conglomerate of several neighborhoods. These parks provide an expanded level of recreational opportunities. Due to the size increase, dogs and humans are able to engage in more stringent activities, as so desired. People may choose to run with their dogs in this area, or simply provide for the ability for dogs to run, play and exercise at a level suited for their size and abilities.

Open spaces are the largest of the park designations. These are the least developed, providing an environmentally natural setting. Undeveloped trails may be created and other minimal facilities would be provided. These areas would be comparable to a hiking trail. A trailhead would exist at the onset of the park. This would differ from other parks as lighting and developed recreational facilities would not be necessary. There are fewer of these areas within the city due to size, albeit they are able to support a greater populations. Unlike the neighborhood and community parks, these areas would be more frequented on the weekends due to travel time and distance. The draw to these parks is the “reprieve” that is provided here compared to other parks.

It is not the intent to isolate all dog parks from other uses. Demarcation, proper siting and design are crucial for a successful dog park, especially as uses are combined. Neighborhood

dog parks can easily be designed into other parks, even those that already exist. Proper fencing, park rules and safety designs will enable a variety of recreational uses within the same park.

### **Fencing and/or Demarcation**

The fencing and/or demarcation of an off-leash dog recreation area depends upon the location and the level of risk management.

- Developed areas may require fencing.
- Undeveloped areas may require fencing, partial fencing, or no fencing depending on the natural boundaries and use of the park.
- Unfenced areas should have signs posted (along boundaries) identifying the area as an off-leash recreational location, for both dog owners and non-dog owners alike.
- Fence height should be between 6' and 8' feet high.
- Fencing should not have more than a 3" gap.

### **Entrances/Exits**

Closed/Fenced Parks – Entrances and exits of fenced parks should be located in corners or other areas of the off-leash dog recreation area where there are no amenities, and planned in relation to amenities and social areas. A separate service entrance and/or emergency vehicle entrance should be included.

### **Signage**

Signs should be posted at the entrance and at various points within the park. Rules are necessary for off-leash dog recreation areas. There are “universal” rules and each site could have site-specific rules, to be determined by the level of risk management. The following are “universal rules” and suggested park rules:

1. Owners must clean-up after their dog and properly dispose of the waste.
2. The hours the park is open and closed.

3. Children under 14 years of age must be accompanied by an adult and closely supervised at all times.
4. Dog-handlers must leash their dogs when outside the Dog Park.
5. All dogs must be licensed and vaccinated, including rabies.
6. All dogs must be spayed or neutered.
7. Dogs must be supervised and kept under control by their owners at all times.
8. Puppies and aggressive dogs are not permitted to use the park. No aggressive behavior from dogs or handlers
9. If a dog digs a hole, the owner is responsible for filling it prior to their departure.
10. Limit the number of dogs per person (perhaps one or two per responsible person). This limit would need to apply to professional dog walkers as well.
11. Use park at own risk
12. No food or glass inside the park
13. No smoking inside park
14. Telephone numbers for reporting maintenance issues and or park related problems should be posted.

### **Water Source considerations for Neighborhood and Community Parks**

- Potable water source should be considered
- Include hose bib/quick coupler

**Other considerations when planning a dog park**

- Benches/seating
- Trees/Shrubs
- Ground covering/Surface Material
- Kiosk – informational display board
- Doggie Waste-bag Dispensers
- Trash Receptacles

**Maintenance Standards**

A set of standards should be developed as to the level of maintenance that would be required such as:

- Minimal Maintenance Standards
- Optimal Maintenance Standards
- Exceptional maintenance Standards

The other consideration regarding maintenance standards is whether this would be a city responsibility and if so what the budget implications would be and/or a group of volunteers providing the service.

The City should conduct thorough inspections to monitor the use of the off-leash dog park, on a regular basis and remove or repair hazards as soon as they are reported.

## **Funding Sources**

The cost for funding an off-leash dog recreation area, including planning development, and on-going maintenance and operation, is determined by property utilized and the amenities planned. Off-leash dog recreation areas could be added to existing parks, a consultation process with the surrounding community would want to be considered for feedback purposes as to whether there is support for the park.

Funding and construction costs will vary tremendously due to size, location, amenities and support services. The drive behind an off-leash park may be better served through partnership with dog owners who are active, organized, dedicated, creative and persistent and could explore and seek out a variety of funding options or partnership opportunities with the city.

## **Locations**

One of the primary challenges was to develop a methodology and structure for assessing dog park needs, and the community areas where they should be located. Community Services consulted with other city departments with expertise and knowledge on potential construction projects, long-term planning considerations and we were able to come up with a list of potential off-leash park locations.

### **Neighborhood Park (North West Option):**

This location is located on River Street West between 7 and 8 Avenue at a size of (1.3 Acres). This area is located directly off the Rotary Trail near the riverbank and is a parcel of land that is currently open green space. Development potential of this location to an off-leash park would not, be realized until 2023 due to construction plans for a new Raw Water Pump House to begin in 2020. This location would require fencing.

(In 2021 Construction of the new Raw Water Pump House started and as a result this site would not be open to consideration until late 2022 or 2023 once construction has been completed and the site reclaimed.)

### **Community Park (Southwood Drive Option):**

This location is nestled in a residential area directly off the Rotary Trail in the South West section of the city at a size of (2.14 Acres). As this location is in a residential area and within walking distance to a playground, consideration made to consult with the immediate neighborhood to provide feedback on the acceptance of such a park. This location would require fencing.

**Open Space Park:**

*South East Option* - This location is located at 17<sup>th</sup> Avenue East and 15<sup>th</sup> Street East and is (68.83 Acres) is size. Some consultation with the RM on Bylaws, regulations and policies would be required as the property resides just outside the City and owned by the City.

*Sewage Treatment Plant Option* - This location in the North East is located just off Mattes Avenue, and is accessible by way of 1<sup>st</sup> Street East and is (71.54 Acres).

*Old Sanatorium Option* - This location is not on the Rotary Trail but considered a viable option for those wishing to travel a bit further. The areas is located just North of the North Saskatchewan River just off Highway 55 and 6<sup>th</sup> Avenue North East and is (26.2 Acres).

An overview of the Weyburn, Saskatchewan Community Dog Park located along Tatagwa Trail has, been attached to this report as an example of what could be accomplished in partnership with a non-profit organization.

Furthermore, the off-leash park areas should be physically separate from the general public, and should avoid where possible being located around playgrounds, sports fields, public pathways or schools. This may not always be possible or desirable, but proximity to such public areas will increase the City's exposure to potential liability.

**CONSULTATIONS:**

Community Services has been in consultation with the City Solicitor to look at mitigating factors and considerations around liability and insurance and what steps may be required for consideration in any future development or designation of off-leash areas. The comments and thoughts from the City Solicitors Office have been taken under advisement and integrated into this report.

Amending the Responsible Pet Ownership Bylaw No. 26 of 2018 will need to be taken into consideration.

The Department would also want to communicate with the Prince Albert Kennel & Obedience Club, Prince Albert SPCA and other local stake holders on gaging interest in programming and operational partnership opportunities.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The results and recommendations of the Community Services Advisory Committee will inform Community Services on next steps and considerations.

**FINANCIAL IMPLICATIONS:**

Costs associated with the off-leash parks would vary from park to park and would require further investigation depending on priorities and the wishes of Council. As cost to equip and fence an off-leash areas were not included during the 2021 budget deliberations a report for consideration could be made available to Council for 2022 budget consideration.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There is no policy, financial, or privacy implications, official Community Plan implementation strategies or other considerations.

**STRATEGIC PLAN:**

This report supports the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable, operating, with efficiency, mitigating risk, and utilizing transparent and realistic costing.

**OFFICIAL COMMUNITY PLAN:**

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

**PUBLIC NOTICE:**

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

**PRESENTATION:**

**Timothy Yeaman, Parks Manager**

**ATTACHMENTS:**

- Weyburn Saskatchewan Community Off-Leash Park
- Off-Leash Dog Park Possible Locations



Written by: Timothy Yeaman, Parks Manager

Approved by: Director of Community Services and City Manager

The Weyburn Community Dog Park is an off-leash dog park located along the Tatagwa Trail. It is approximately 2.8 acres and provides 2 separate fenced areas for large and small dogs. There is also a staging area where leashes can be removed before entering the off-leash area.

In 2009, a non-profit organization called Weyburn Community Dog Park proposed the idea of the dog park to the City of Weyburn council. The City of Weyburn provided the land in 2010 and the construction began in 2011.

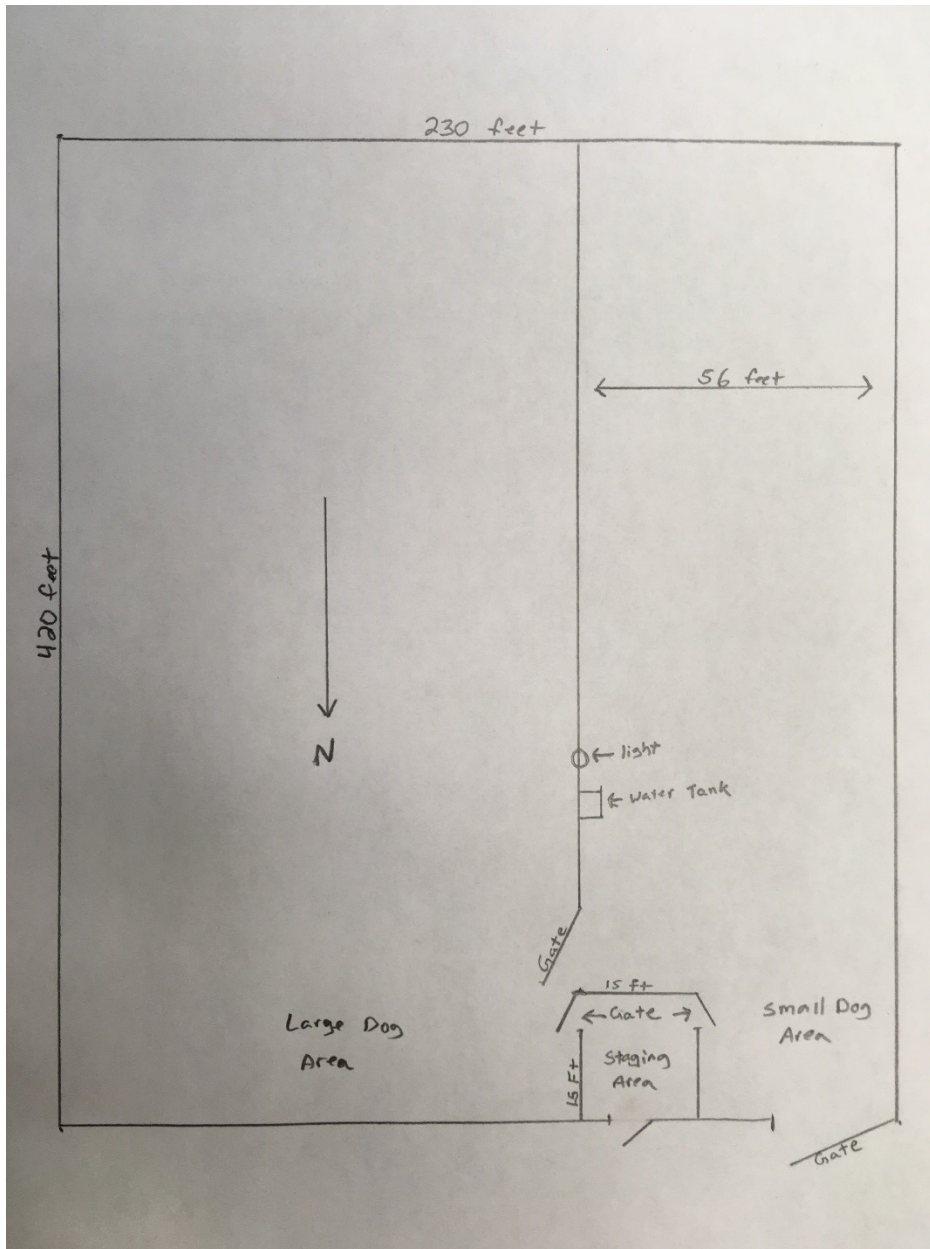
In 2017, the Weyburn Kinsmen and Kinette Club took over the Dog Park and are currently maintaining the park.

The actual cost of materials and construction is unknown as construction was done by volunteers and paid by donations.

The fence is constructed with 8 foot wooden posts spaced 30 feet apart and enclosed with page wire as opposed to chain link fence.



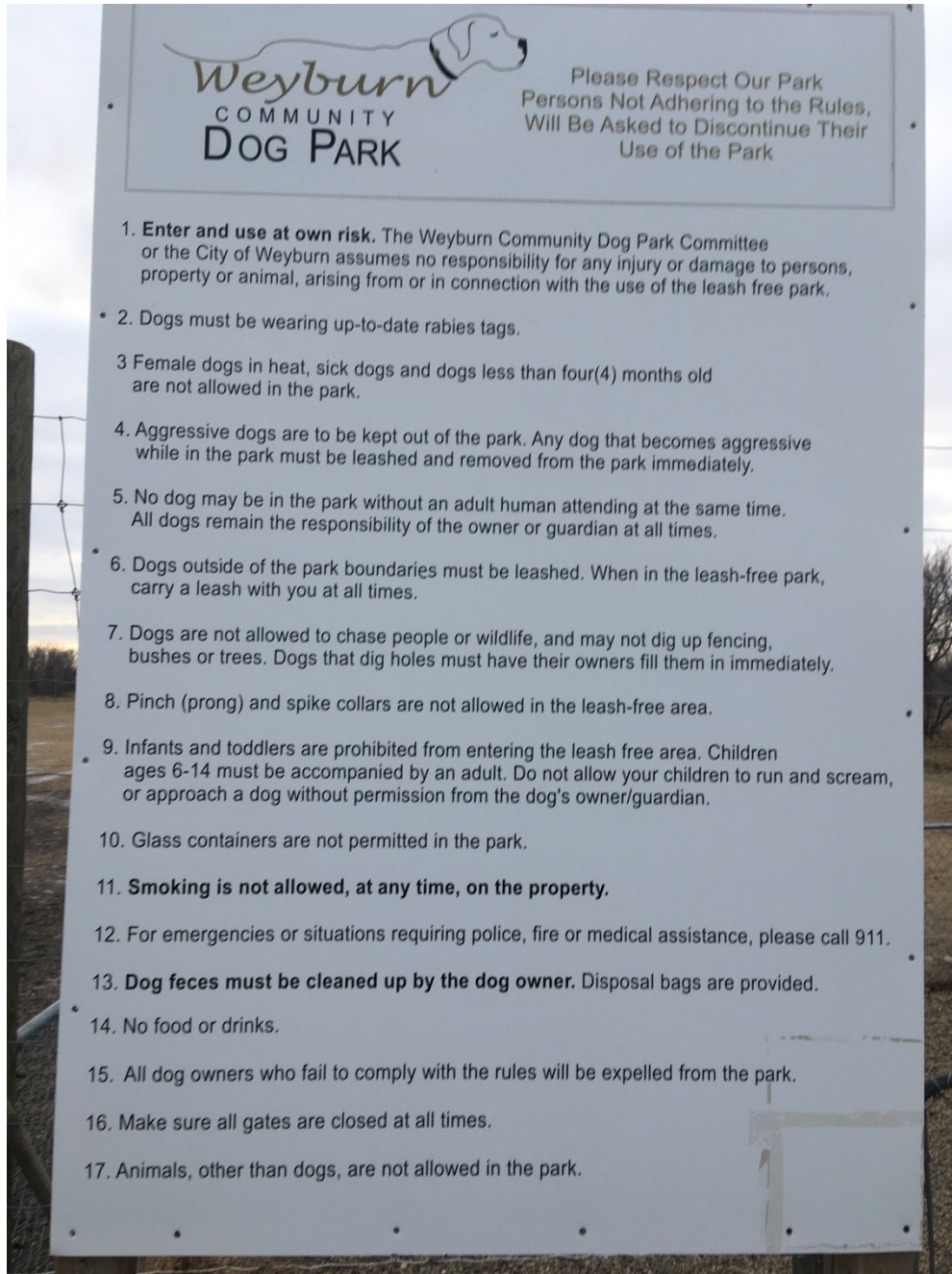
The first area for larger dogs measures approximately 420x 174 feet and the second area for smaller dogs measures approximately 420x 56 feet. The staging area measures 15 x 15 feet.



There are 3 smaller walk in gates in the staging area to allow access to Dog Park and 2 larger gates (12 foot) for access for maintenance vehicles.



## Rules



## More Pictures



“Doggy Doo” bag dispensers and garbage bins are provided for pet owners as they are responsible to clean up after their pets. There is also a water tank available which is used for drinking water for dogs.



As previously stated the Weyburn Kinsmen maintains the Dog Park, however there is a letter of understanding between them and the City of Weyburn.

The Weyburn KinClub has agreed to take over those maintenance duties previously performed by the Dog Park Committee. Those duties include maintenance of the grounds and fence including collection of pet waste.

The City of Weyburn agrees to continue performing those maintenance items such as mowing, trimming and other miscellaneous items including periodic filling of the water storage tank and the supply of pet waste bags.

In the event either party wishes to revisit or discontinue the agreement they shall provide 90 days notice of their intention.



NO.	DATE	REVISION	BY

**PROPOSED OFF-LEASH  
DOG PARK AREAS**



CITY OF PRINCE ALBERT  
PUBLIC WORKS  
**SITE PLAN**

DESIGNED	DATE
DRAWN	DWG. FILE NO.
CHECKED	OFF LEASH DOG PARK.DWG
APPROVED	SCALE
	VERT. HORIZ.
	N.T.S.





***RPT 21-447***

**TITLE:** 2021 General Fund Capital Projects – Status Update

**DATE:** September 24, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENT:**

1. 2021 General Fund Capital Projects – Status Update

**YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING**

	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
<b>2021 GENERAL FUND CAPITAL PROJECTS</b>					
<b>Capital Funding</b>					
<b>Community Services</b>					
Arts Centre - New Boilers	\$90,000.00	\$11,577.85	(\$78,422.15)	Capital Funding	Project to be completed by end of Year. Invoices to be processed.
Playground Replacement Program	\$130,000.00	\$105,888.70	(\$24,111.30)	Capital Funding	Project completed. Invoice for lighting installation to be paid. Spending within budget.
Reconstruction of Park Pathways	\$50,000.00	\$45,764.69	(\$4,235.31)	Capital Funding	Project completed.
Roofing Replacements	\$100,000.00	\$21,750.65	(\$78,249.35)	Capital Funding	Unspent funds will be a Carry Forward to Year 2022.
Landscaping-Multiple Locations	\$50,000.00	\$4,832.15	(\$45,167.85)	Capital Funding	Project to be completed by end of Year. Invoices to be processed.
<b>Public Works</b>					
Roadways Recapping Program	\$4,000,000.00	\$3,332,393.40	(\$667,606.60)	Capital Funding	Funds will be spent by yearend for paving program.
Concrete Sidewalk & Rehabilitation Program	\$300,000.00	\$0.00	(\$300,000.00)	Capital Funding	Funds will be spent by yearend for sidewalk rehabilitation program.
Two Way Radio Replacements	\$15,000.00	\$14,473.24	(\$526.76)	Capital Funding	Project completed.
Resurfacing MSC Shop Bay Concrete Floor	\$50,000.00	\$37,778.40	(\$12,221.60)	Capital Funding	Project completed.
Concrete Sidewalk Replacement - City Hall	\$50,000.00	\$444.76	(\$49,555.24)	Capital Funding	Project has recently been completed. Invoices to be processed.
<b>TOTAL CAPITAL FUNDING</b>	<b>\$4,835,000.00</b>	<b>\$3,574,903.84</b>	<b>(\$1,260,096.16)</b>		
			<i>(\$1,260,096.16)</i>		

**YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING**

	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
<b>Reserve Funding</b>					
<b>Information Technology</b>					
Server and Storage Replacement	\$300,000.00	\$295,737.00	(\$4,263.00)	Information Technology Reserve	<b>All the Information Technology Projects will be completed by the end of year and invoices to be processed.</b>
Copiers / MFD	\$30,000.00	\$0.00	(\$30,000.00)	Information Technology Reserve	
Virtual Server and Operating System Licensing	\$143,000.00	\$140,000.00	(\$3,000.00)	Information Technology Reserve	
Monitor Replacement	\$15,400.00	\$8,679.47	(\$6,720.53)	Information Technology Reserve	
Workstation Replacement	\$28,000.00	\$27,960.32	(\$39.68)	Information Technology Reserve	
Mobile Workforce	\$5,000.00	\$0.00	(\$5,000.00)	Information Technology Reserve	
UPS Replacement	\$30,000.00	\$17,061.00	(\$12,939.00)	Information Technology Reserve	
<b>Community Services</b>					
Malhotra Room Flooring Replacement	\$18,000.00	\$18,857.40	\$857.40	Alfred Jenkins Field House Improvement Reserve	<b>Project completed.</b>
EA Rawlinson Centre Improvements	\$50,000.00	\$28,284.84	(\$21,715.16)	EA Rawlinson Centre Facility Fee Reserve	<b>Project will be completed by the end of year. Invoices to be processed.</b>
Alfred Jenkins Field House - Outdoor Fitness Park	\$254,000.00	\$42,554.50	(\$211,445.50)	\$254,000 - Future Infrastructure Reserve \$300,000 - Malcolm Jenkins Donation	<b>Project is underway. Anticipate completion by end of year. Invoices under progress.</b>
Rotary Adventure Park - Phase 1	\$280,000.00	\$47,747.75	(\$232,252.25)	\$280,000 - Pehonan Parkway Reserve \$520,000 - Rotary Club Fundraising	<b>Fundraising for the Rotary Adventure Park is well underway. Project to be completed in Year 2022. Carry Forward to Year 2022.</b>
Long Term Debt Repayment - Golf Course Irrigation Replacement	\$63,000.00		(\$63,000.00)	Golf Course Improvement Reserve	Yearend entry.

YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
<b>Public Works</b>					
Pedestrian Bridge Replacement Program	\$550,000.00	\$21,000.00	(\$529,000.00)	Future Infrastructure Reserve	Project to be a Carry Forward to Year 2022.
Four Column Wheel Lifts	\$65,000.00	\$63,123.00	(\$1,877.00)	Equipment and Fleet Reserve	Project completed.
<b>Planning and Development</b>					
1/2 Ton Truck for Bylaw	\$42,000.00	\$39,474.24	(\$2,525.76)	Equipment and Fleet Reserve	Project completed.
<b>TOTAL RESERVE FUNDING</b>	<b>\$1,873,400.00</b>	<b>\$750,479.52</b>	<b>(\$1,122,920.48)</b>		
			(\$1,122,920.48)		
<b>EXTERNAL FUNDING</b>					
Alfred Jenkins Field House - Outdoor Fitness Park	\$300,000.00	\$0.00	(\$300,000.00)	\$254,000 - Future Infrastructure Reserve \$300,000 - Malcolm Jenkins Foundation	See update above.
Rotary Adventure Park - Phase 1	\$520,000.00	\$0.00	(\$520,000.00)	\$280,000 - Pehonan Parkway Reserve \$520,000 - Rotary Club Fundraising	See update above.
<b>TOTAL EXTERNAL FUNDING</b>	<b>\$820,000.00</b>	<b>\$0.00</b>	<b>(\$820,000.00)</b>		
			(\$820,000.00)		
<b>Long-Term Debts Payments</b>					
Long Term Debt Repayment - West Hill Infrastructure Improvements	\$21,500.00	\$0.00	(\$21,500.00)	Capital Funding	Yearend entry.
Long-Term Debt Repayment - City Transit Buses	\$245,000.00	\$0.00	(\$245,000.00)	Capital Funding	Yearend entry.
<b>TOTAL LONG-TERM DEBT PAYMENTS</b>	<b>\$266,500.00</b>	<b>\$0.00</b>	<b>(\$266,500.00)</b>		
			(\$266,500.00)		
<b>TOTAL 2021 CAPITAL BUDGET</b>	<b>\$7,794,900.00</b>	<b>\$4,325,383.36</b>	<b>(\$3,469,516.64)</b>		
			(\$3,469,516.64)		

YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
<b>2021 FLEET EQUIPMENT PURCHASES</b>					
<b>EQUIPMENT FLEET RESERVE</b>					
<b>COMMUNITY SERVICES</b>					
Replacement of Two Grasshopper Mowers	\$56,000.00	\$53,398.56	(\$2,601.44)	Equipment and Fleet Reserve	Project completed.
Replacement of 6209 Smithco Sweeper	\$78,000.00	\$76,320.00	(\$1,680.00)	Equipment and Fleet Reserve	Project completed.
Trailer Replacement 5021	\$17,000.00	\$14,308.50	(\$2,691.50)	Equipment and Fleet Reserve	Project completed.
Replacement of 5246 Walk Behind Sweeper	\$16,000.00	\$14,998.98	(\$1,001.02)	Equipment and Fleet Reserve	Project completed.
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$167,000.00</b>	<b>\$159,026.04</b>	<b>(\$7,973.96)</b>		
<b>FINANCIAL SERVICES</b>					
Replacement of 545 Parking Meter Vehicle	\$25,000.00	\$24,936.50	(\$63.50)	Equipment and Fleet Reserve	Project completed.
<b>TOTAL FINANCIAL SERVICES</b>	<b>\$25,000.00</b>	<b>\$24,936.50</b>	<b>(\$63.50)</b>		
<b>PUBLIC WORKS</b>					
Street Sweeper (Unit 44)	\$340,000.00	\$296,694.00	(\$43,306.00)	Equipment and Fleet Reserve	Project completed.
Public Works Grader	\$365,000.00	\$0.00	(\$365,000.00)	Equipment and Fleet Reserve	Ordered. Delivery expected late November of 2021.
Transit for Disabled Bus - Replace Unit 441	\$65,000.00	\$0.00	(\$65,000.00)	Equipment and Fleet Reserve	Grant approval received. Bus has been ordered. Expect delivery January 2022. Will be a Carry Forward to Year 2022.
Small Wheel Loader	\$200,000.00	\$0.00	(\$200,000.00)	Equipment and Fleet Reserve	Ordered. Delivery expected 2022. Carry Forward to Year 2022.

**YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING**

	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
Replacement of Unit 94 - Tandem Axle Gravel Truck	\$190,000.00	\$0.00	(\$265,000.00)	Equipment and Fleet Reserve	Ordered. Delivery expected Fall of 2021.
Sander Replacement Unit 352	\$75,000.00			Equipment and Fleet Reserve	
Replacement of Unit 506 and 510	\$135,000.00	\$111,885.12	(\$23,114.88)	Equipment and Fleet Reserve	Project completed.
Replacement of Unit 81 - One Ton Truck	\$90,000.00	\$78,519.06	(\$11,480.94)	Equipment and Fleet Reserve	Project completed.
Trailer Replacement 196	\$12,000.00	\$10,594.63	(\$1,405.37)	Equipment and Fleet Reserve	Project completed.
<b>TOTAL PUBLIC WORKS</b>	<b>\$1,472,000.00</b>	<b>\$497,692.81</b>	<b>(\$974,307.19)</b>		
<b>TOTAL EQUIPMENT AND FLEET RESERVE</b>	<b>\$1,664,000.00</b>	<b>\$681,655.35</b>	<b>(\$982,344.65)</b>		
			<i>(\$982,344.65)</i>		
<b>GOLF COURSE EQUIPMENT AND CART</b>					
Aerator	\$50,500.00	\$42,294.00	(\$8,206.00)	Golf Course Equipment Reserve	Project completed.
Rotary Mower	\$35,000.00	\$32,264.14	(\$2,735.86)	Golf Course Equipment Reserve	Project completed.
<b>TOTAL GOLF COURSE RESERVES</b>	<b>\$85,500.00</b>	<b>\$74,558.14</b>	<b>(\$10,941.86)</b>		

*(\$10,941.86)*

<b>FIRE EQUIPMENT RESERVE</b>					
<b>FIRE SERVICES</b>					
Fire Vehicle SUV	\$60,000.00	\$55,807.80	(\$4,192.20)	Fire Equipment Reserve	Project completed.
Self-Contained Breathing Apparatus Replacement Program	\$82,000.00	\$82,521.00	\$521.00	Fire Equipment Reserve	Project completed.
<b>TOTAL FIRE EQUIPMENT RESERVE</b>	<b>\$142,000.00</b>	<b>\$138,328.80</b>	<b>(\$3,671.20)</b>		
<b>TOTAL 2021 FLEET PURCHASES</b>	<b>\$1,891,500.00</b>	<b>\$894,542.29</b>	<b>(\$996,957.71)</b>		

*(\$996,957.71)*

YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
<b>2021 FLEET - EXTERNAL FUNDING</b>					
Transit for Disabled Bus - Replace Unit 441	\$55,000.00	\$0.00	(\$55,000.00)	External Funding - Transit Assistance for Persons with Disabilities Program	Grant approval received. Bus has been ordered. Expect delivery January 2022. Will be a Carry Forward to Year 2022.
<b>TOTAL 2021 FLEET - EXTERNAL FUNDING</b>	<b>\$55,000.00</b>	<b>\$0.00</b>	<b>(\$55,000.00)</b>		

<b>TOTAL FLEET PURCHASES = ALL</b>	<b>\$1,946,500.00</b>	<b>\$894,542.29</b>	<b>(\$1,051,957.71)</b>		
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(\$1,051,957.71)

<b>2020 CARRY FORWARD PROJECTS</b>					
<b>Capital Works Committed Reserve</b>					
<b>Community Services</b>					
Roofing Replacements	\$181,058.34	\$0.00	(\$181,058.34)	Capital Works Committed Reserve	Carry Forward to Year 2022. To be utilized in Year 2022 with Roofing Replacement Program.
<b>Public Works</b>					
Sidewalk Rehabilitation Program	\$15,500.36	\$0.00	(\$15,500.36)	Capital Works Committed Reserve	Funds will be spent by yearend for program.
Roadways Recapping Program	\$30,407.04	\$30,407.04	\$0.00	Capital Works Committed Reserve	Funds spent.
<b>Total Capital Works Committed Reserve</b>	<b>\$226,965.74</b>	<b>\$30,407.04</b>	<b>(\$196,558.70)</b>		
<b>Reserve Funding</b>					
Pedestrian Bridge Replacement	\$990,984.60	\$0.00	(\$990,984.60)	Future Infrastructure Reserve	Carry Forward to Year 2022.
Replace Unit #2105 (FD Ref E-12)	\$900,000.00	\$7,065.58	(\$892,934.42)	Fire Equipment Reserve	Delivery expected February, 2022. Carry Forward to Year 2022.
<b>Aquatic and Arenas Recreation Centre</b>					
Land Acquisition - New Aquatic and Arenas Recreation Centre	\$5,546,250.00	\$0.00	(\$5,546,250.00)	Civic Facilities Reserve	The balance of the Purchase Price payable on the Closing Date of the Agreement.
<b>Total Reserve Funding</b>	<b>\$7,437,234.60</b>	<b>\$7,065.58</b>	<b>(\$7,430,169.02)</b>		

YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
<b>Other Funding - External</b>					
Alfred Jenkins Field House Site Development	\$25,594.46	\$0.00	(\$25,594.46)	Deferred Revenue 1-4-46913-000	Funds will be spent this year with Alfred Jenkins Field House - Outdoor Fitness Park.
Safety in School Zones	\$20,857.75	\$0.00	(\$20,857.75)	Deferred Revenue 1-4-46913-000	Project completed. Invoices to be processed.
Digital Billboard	\$10,997.19	\$13,264.10	\$2,266.91	Deferred Revenue 1-4-46913-000	Project Completed.
<b>Municipal Economic Enhancement Projects</b>					
Roadways Recapping Program	\$331,713.98	\$330,075.00	(\$1,638.98)	Deferred Revenue 1-4-46913-000	MEEP Funded Projects to be completed by end of year.
Re-allocated to Park Pathways	\$3,242.16	\$3,242.16	\$0.00	Deferred Revenue 1-4-46913-000	Project completed. Pathways completed.
Reconstruction of Park Pathways	\$12,517.31	\$12,517.31	\$0.00	Deferred Revenue 1-4-46913-000	Project completed. Pathways completed.
Storage Cover-All Building - Municipal Service Centre	\$36,341.95	\$20,788.72	(\$15,553.23)	Deferred Revenue 1-4-46913-000	Project completed.
Asset Management / Work Order Software	\$70,000.00	\$2,361.68	(\$67,638.32)	Deferred Revenue 1-4-46913-000	Project will be a carry forward for completion in Year 2022.
Internet Backbone and Network	\$110,460.20	\$0.00	(\$110,460.20)	Deferred Revenue 1-4-46913-000	Project will be a carry forward for completion in Year 2022.
<b>Aquatic and Arenas Recreation Centre</b>					
Aquatic and Arenas Recreation Centre	\$59,205,582.90	\$869,895.48	(\$58,335,687.42)	Federal Funding \$23,682,233.16	Carry Forward to Year 2022.
				Provincial Funding \$19,733,220.78	
				City's Funding (Borrowing) \$15,790,128.96	



**YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING**

	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
<b>Fiscal Stabilization</b>					
Asset Management / Work Order Software	\$45,000.00	\$0.00	(\$45,000.00)	Fiscal Stabilization Fund	<b>Project will be a carry forward for completion in Year 2022.</b>
Gateway Crossing Church - Driveway Crossing	\$19,000.00	\$12,955.26	(\$6,044.74)	Fiscal Stabilization Fund	<b>Project completed.</b>
<b>Total Other Funding</b>	<b>\$59,891,307.90</b>	<b>\$1,265,099.71</b>	<b>(\$58,626,208.19)</b>		

<b>TOTAL 2019 C/F PROJECTS</b>	<b>\$67,555,508.24</b>	<b>\$1,302,572.33</b>	<b>(\$66,252,935.91)</b>		
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*(\$66,252,935.91)*

<b>OTHER PROJECTS APPROVED BY COUNCIL MOTION</b>					
Canada Cultural Spaces Fund - Grant Application	\$203,428.35	\$62,198.57	(\$141,229.78)	Grant application under the Canadian Heritage Canada Cultural Spaces Fund in support of Specialized Equipment for the Olive & John G. Diefenbaker Theatre. \$103,713 - Canada Cultural Spaces Fund Program \$103,713 - Diefenbaker Trust Fund	The dimmers are delayed due to COVID-19. The sound console and the program sound have both arrived. We've already used the sound console in our recent shows. Delivery is exacerbated by COVID and some materials that are difficult to procure.
Council Chamber - Audio Video	\$140,000.00	\$110,932.70	(\$29,067.30)	City Council Motion of December 12, 2020: "That Administration be authorized to purchase an Audio Video Solution for the Council Chamber at a maximum cost of \$140,000, including Provincial Sales Tax."	<b>Any unspent funds will be a Carry Forward to Year 2022. The savings from this project will be discussed with Council at an upcoming meeting for any possible re-allocation.</b>
<b>Recreation Project</b>					
Land Acquisition – Additional Parking – Recreation Project	\$2,537,500.00	\$380,625.00	(\$2,156,875.00)	\$2,220,226.80 to be re-allocated from 2021 Capital Project; and, \$317,273.20 - Civic Facilities Reserve	The deposit amount of 15% (380,625) was paid in trust. The balance of the Purchase Price payable on the Closing Date of the Agreement.
Large Arena - Award for Detailed Design	\$3,216,464.00	\$316,284.36	(\$2,900,179.64)	Civic Facilities Reserve	<b>Architect completing detailed design. Carry Forward to Year 2022.</b>

**YEAR 2021 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING**

	BUDGET	2021 Spending YTD (Sep 24)	Variance	FUNDING	STATUS
Cooke Municipal Golf Course - Reconstruction and Repair of Stonewall and Tee Signs	\$65,000.00	\$13,123.12	(\$51,876.88)	Golf Course Improvements Reserve	Project to be completed by yearend and invoices to be processed.
Cooke Municipal Golf Course - Installation of Honour Wall on West Exterior of Pro Shop Building	\$25,000.00	\$13,434.27	(\$11,565.73)	Golf Course Improvements Reserve	Project completed.
Charts of Account Restructure	\$77,900.00	\$4,446.00	(\$73,454.00)	Fiscal Stabilization Fund	Project underway. Carry Forward to Year 2022.
<b>OTHER PROJECTS APPROVED BY COUNCIL MOTION</b>	<b>\$6,265,292.35</b>	<b>\$901,044.02</b>	<b>(\$5,364,248.33)</b>		
			<i>(\$5,364,248.33)</i>		



City of  
**Prince Albert**

*BI 21-35*

**TITLE:** Reserve Allocations

**DATE:** October 20, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Reserve Allocations

## SECTION SEVENTEEN – RESERVES



City of  
**Prince  
Albert**

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***BI 21-2***

**TITLE:** 2022 Reserve Allocations and Projections

**DATE:** October 4, 2021

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. General Fund Reserves Year 2021 and 2022 and Projections

# THE CITY OF PRINCE ALBERT



## GENERAL FUND RESERVES YEAR 2021 AND 2022 AND PROJECTIONS



## City of Prince Albert Reserves - Title Page

Alfred Jenkins Field House Improvements Reserve	<b>1</b>	Housing Reserve	<b>18</b>
Arenas Improvements Reserve	<b>2</b>	Information Technology Reserve	<b>19</b>
Capital Works Committed Reserve	<b>3</b>	Kinsmen Water Park Surcharge Reserve	<b>20</b>
Civic Facilities Reserve	<b>4</b>	Northern Housing Development Reserve	<b>21</b>
Community Services Building Reserve	<b>5</b>	PA Slo-Pitch League Reserve	<b>22</b>
Community Services Land Fund Reserve	<b>6</b>	PADBID Operating Reserve	<b>23</b>
Destination Marketing Levy Reserve	<b>7</b>	PAGCC Mechanical Equipment Reserve	<b>24</b>
Downtown Improvement Reserve	<b>8</b>	Pehonan Parkway Reserve	<b>25</b>
EA Rawlinson Centre Facility Fee Reserve	<b>9</b>	Prime Minister's Park Improv Reserve	<b>26</b>
EA Rawlinson Mechanical Equipment Reserve	<b>10</b>	Proactive Policing Reserve	<b>27</b>
Equipment and Fleet Reserve	<b>11</b>	Project Beach Volleyball Courts Reserve	<b>28</b>
Fire Equipment Reserve	<b>12</b>	Project Triple Play Reserve	<b>29</b>
Future Infrastructure Reserve	<b>13</b>	Public Art Capital Reserve	<b>30</b>
Golf Course Cart Reserve	<b>14</b>	Public Transit Reserve	<b>31</b>
Golf Course Equipment Reserve	<b>15</b>	Safety Reserve	<b>32</b>
Golf Course Improvements Reserve	<b>16</b>	Snow Management Reserve	<b>33</b>
Group Insurance Reserve	<b>17</b>	South Hill Cemetery Perpetual Care Res	<b>34</b>



**Reserve: Alfred Jenkins Field House Improvements Reserve**

That an Alfred Jenkins Field House Improvements Reserve be established in 2017 to assist with funding future capital projects and improvements at the Alfred Jenkins Field House site. This new Reserve was approved as part of the 2017 Budget Deliberations.

The revenue to this Reserve includes the City’s annual allocation of \$20,000 to the Reserve, sponsorship revenue, the annual rental fee paid by the Prince Albert Youth Soccer Association (PAYSA), and the annual revenue generated from the surcharges for utilizing the turf.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(302,282)</b>	<b>(386,924)</b>
Budgeted Transfer to Reserve - City Taxation	(20,000)	(20,000)
Budgeted Rental Rate Fee by PAYSA	(30,000)	(30,000)
Budgeted Facility Improv Surcharge - Turf Field	(3,500)	(5,500)
Budgeted Projected Sponsorship	(50,000)	(48,000)
2021 Capital - Malhotra Room Flooring Replac	18,857	
<b>Ending Balance</b>	<b>(386,924)</b>	<b>(490,424)</b>



**Reserve: Arenas Improvement Reserve**

That an Arenas Improvements Reserve be established in Year 2017 to assist with funding future capital projects within the Art Hauser Centre, Kinsmen Arena and Dave G. Steuart Arena. This new Reserve was approved as part of the 2017 Budget Deliberations.

The revenue to this Reserve includes the City’s annual allocation of \$20,000 to the Reserve and the Facility Fees generated from the Art Hauser Centre, the Kinsmen Arena and the Dave Steuart Arena.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>29,454</b>	<b>(9,626)</b>
Budgeted Transfer to Reserve - City Taxation	(20,000)	(20,000)
Budgeted Facility Fee - Art Hauser Centre	(9,460)	(9,460)
Budgeted Facility Fee - Kinsmen Arena	(6,090)	(6,090)
Budgeted Facility Fee - Steuart Arena	(3,530)	(3,530)
	<hr/>	<hr/>
<b>Ending Balance</b>	<b>(9,626)</b>	<b>(48,706)</b>
	<hr/> <hr/>	<hr/> <hr/>



**Reserve: Capital Works Committed Reserve**

This reserve is funded by prior year's capital budgets and is comprised of City and external funding received for the carry forward capital projects. The balance in the reserve fluctuates each year based on uncompleted capital purchases and projects at year end. This reserve is only for previously approved capital items.

**Note: Carry Forward Projects to Year 2022 will be determined based on final capital spending in 2021.**

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(226,966)</b>	<b>To be Determined</b>
Budgeted Transfer to Reserve - 2021 Projects	To be Determined	-
<b>Ending Balance</b>	<b>To be Determined</b>	-



**Reserve: Civic Facilities Reserve**

This reserve was established in 2014 when the internal borrowing on the construction of the Alfred Jenkins Fieldhouse was paid in full. The reserve is funded from a taxation levy. The intent of this reserve is to pay for the planning and construction of future City owned facilities.

As per the City's Property Tax Bylaw, the City collects revenue from the annual Civic Facilities Levy. The revenue generated from the Levy is credited to the Civic Facilities Reserve.

The City's annual interest and principle loan payments for the City's borrowing for the new Aquatic and Arenas Recreation Centre will be funded annually from the Civic Facilities Levy collected. The Development Levies collected from the development of the land will be credited to the Reserve.

City Council also approved the purchase of twenty-five (25) acres for the land for the Recreation Project to be funded from the Civic Facilities Reserve, along the architectural design fees for the Large Arena and the Phase 1 Feasibility Study Proposal.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(5,537,584)</b>	<b>(5,270)</b>
Budgeted Transfer to Reserve - Levy Collected	(1,538,950)	(1,541,000)
External Funding for Additional Parking Lot	(2,157,356)	
Development Levies		(1,076,695)
Land Purchase for Additional Parking	2,537,500	
Transfer from Reserve - Interest for Loan	201,640	464,000
Transfer from Reserve - Principle Loan Payment		269,800
Architectural Design Fees - Large Arena	900,000	1,502,723
Phase 1 Feasibility Study Proposal	43,230	
Remainder 85% to be Paid - Land Purchase	5,546,250	
<b>Ending Balance</b>	<b>(5,270)</b>	<b>(386,442)</b>



**Reserve: Community Services Building Reserve**

This reserve was established to fund contracted services for the planning of new recreational facilities and to fund the Recreation Facility Grant Program. Administration is recommending annual transfers to the Community Services Building Reserve in the annual amount of \$15,000 going forward to set aside funds for future maintenance projects and to fund the Recreation Facility Grant Program. The Recreation Facility Grant Program offers maintenance project funding to community organizations that lease and operate City facilities.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(13,094)</b>	<b>(7,222)</b>
Budgeted Transfer to Reserve - City Taxation	(15,000)	(15,000)
<u>Recreation Facility Grants Approved:</u>		
East Hill Community Club	4,459	
Carlton Park Community Club	2,757	
Crescent Heights Community Club	4,152	
East End Community Club	2,524	
East End Community Club	1,981	
Small World Daycare	5,000	
<b>Ending Balance</b>	<b>(7,222)</b>	<b>(22,222)</b>



**Reserve: Community Services Land Fund Reserve**

This reserve was established to fund the development of parks throughout the City. The reserve is funded by an allocation of 5% of property sales in the Land Fund. The reserve has been in existence since prior to 2005. In 2017, the Mechanical Equipment Reserve funding was depleted and per Council resolution, and the funding of the projects was transferred to this reserve.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(161,816)</b>	<b>(161,816)</b>
Budgeted Transfer to Reserve - 5% Res Land Sales	unknown	unknown
<b>Ending Balance</b>	<b>(161,816)</b>	<b>(161,816)</b>



**Reserve: Destination Marketing Levy Reserve**

This reserve was established to collect all the funds that are collected from the Destination Marketing Levy. The levy is identified annually as part of the approved Property Tax Bylaw. Levy is charged to the Hotels. Council Resolution No. 0182. dated April 25, 2016: "That the funds generated from the annual Destination Marketing Levy be held in a separate bank account as payments are received."

For Year 2021, City Council approved that the Destination Marketing Levy annualized rates authorized to be charged to Hotels in Prince Albert by the City's Property Tax Bylaw No. 7 of 2021 be reduced in 2021 by a factor of fifty percent (50%) under each tiered level of taxable value, due to the current pandemic crisis, based on the City's expectation of a reduction of events to be held in the community and a reduction of hotel rooms being rented.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(526,942)</b>	<b>(657,312)</b>
Budgeted Transfer to Reserve - DMF Levy Funds	(146,750)	(351,500)
DMF Grant Applications Approved and Paid	16,380	unknown
<b>Ending Balance</b>	<b>(657,312)</b>	<b>(1,008,812)</b>

*Note: The DMF Grants paid to date are reflective of the approved Destination Marketing Levy events approved. Further events will be forwarded to the Advisory Committee for consideration of funding from the Destination Marketing Levy Reserve.*



**Reserve: Downtown Improvement Reserve**

The Downtown Improvement Reserve Policy No. 95 is:

- a) to establish a reserve that is used exclusively for the Prince Albert Downtown Business Improvement District for projects or programs as approved by City Council; and,
- b) to assist the Prince Albert Downtown Business Improvement District in their mission to facilitate the continuing development of a vibrant and prosperous downtown.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
	<hr/>	<hr/>
<b>Beginning Balance</b>	<b>(211,055)</b>	<b>(237,282)</b>
Budgeted Transfer to Reserve	(40,000)	(40,000)
Estimated Savings in Reserve Spending	(26,227)	
<u>Grants to be Approved:</u>		
Façade Grant	10,000	10,000
Mini Façade Grant	10,000	10,000
Business Consultant		5,000
Downtown Business Owners Workshop	5,000	
Downtown Events	15,000	15,000
	<hr/>	<hr/>
<b>Ending Balance</b>	<b>(237,282)</b>	<b>(237,282)</b>
	<hr/>	<hr/>





**Reserve: EA Rawlinson Centre Facility Fee Reserve**

This reserve was inherited from the Prince Albert Arts Board on January 1, 2015, when the City of Prince Albert took over the operations of the EA Rawlinson Facility. The reserve is funded by a \$3 charge placed on tickets of events held at the facility.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(122,739)</b>	<b>(137,739)</b>
Budgeted Transfer to Reserve - Ticket Sales	(65,000)	(65,000)
2021 Capital - EA Rawlinson Centre Improvements	50,000	
2022 Capital - EA Rawlinson Centre Improvements		44,000
<b>Ending Balance</b>	<b>(137,739)</b>	<b>(158,739)</b>



**Reserve: EA Rawlinson Mechanical Equipment Reserve**

The purpose of this reserve is to provide a funding source for repairs of the HVAC mechanical equipment at the EA Rawlinson Centre. The reserve was established in 2003 and has had \$10,000 contributed to it annually since 2003.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>55,349</b>	<b>45,349</b>
Budgeted Transfer to Reserve - City Taxation	(10,000)	(10,000)
<b>Ending Balance</b>	<b>45,349</b>	<b>35,349</b>

**Reserve: Equipment and Fleet Reserve**

This reserve was established to purchase replacement equipment that comprises the City's equipment fleet. The reserve is funding from operating surpluses within the Equipment Fund. In the past the fund had been used to purchase large ticket items, but over the last several years administration has worked on a fleet plan to ensure the financial sustainability of the reserve and the proper management of the City's fleet assets. This reserve does not include Golf Course Fleet, Police Fleet or Fire Fleet as they have their own reserve.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(3,885,700)</b>	<b>(4,305,374)</b>
Budgeted Transfer to Reserve - City Taxation	(1,859,000)	(2,000,000)
Projected 2021 Fleet Purchases (all funds)	\$1,439,326	
Public Works Grader - Arrive 2022		365,000
Transit for Disabled bus - Arrive 2022		65,000
Small Wheel Loader - Arrive 2022		200,000
Axle Grader Truck - Arrive 2022		265,000
<u>2022 Capital Fleet Purchases:</u>		
Replacement of Zero Turn Mowers		175,000
Replacement of Single Axle Trailers		35,000
Replacement of Unit 4714 - John Deere Gator		25,000
Two Post Vehicle Lift		50,000
Replacement of Light Duty Trucks		205,000
Replacement of Unit 39 - Snowblower		260,000
Replacement of Forklifts		210,000
Replacement of Unit 440 - 2014 Paratransit Bus		75,000
Replacement of Unit 198 - Walk Behind Line Painter		15,000
Replacement of Unit 29 - Skid Steer		125,000
Replacement of Unit 52 - Asphalt Roller		200,000
Replacement of Unit 122 - Sign Truck		160,000
<u>Sanitation Fund:</u>		
Replac Unit 67 - Automated Waste Collection Truck		420,000
<b>Ending Balance</b>	<b>(4,305,374)</b>	<b>(3,455,374)</b>



**Reserve: Fire Equipment Reserve**

This reserve was established in 2009 to mitigate the fluctuation in budgeting for the equipment required at Fire Services. The funding of this reserve was based on the capital plan of the Fire Service at that time. The amount of funding to this reserve is due for another comprehensive review based on the change in managers and composition of the Fire Fleet and Equipment.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(1,107,044)</b>	<b>(368,715)</b>
Budgeted Transfer to Reserve - City Taxation	(300,000)	(300,000)
<u>Capital Fleet Purchases:</u>		
SCBA's Replacement Program	\$82,521	\$84,000
Replace Unit #2105	\$900,000	
Fire Vehicle SUV	\$55,808	
<b>Ending Balance</b>	<b>(368,715)</b>	<b>(584,715)</b>



**Reserve: Future Infrastructure Reserve**

This reserve was established in 2011 during budget deliberations when the City Manager asked for an infrastructure levy to balance operations and fund a dedicated future infrastructure reserve. The intent of the reserve was to allocate funds annually and use the accumulated balance to fund large capital projects.

For 2021, the transfer amount of \$620,000 was reduced to \$250,000 due to 2021 fiscal challenges.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(2,660,516)</b>	<b>(909,759)</b>
Budgeted Transfer to Reserve - City Taxation	(250,000)	(620,000)
2020 C/F - Pedestrian Bridge Replacement	990,985	
2021 Capital - Pedestrian Bridge Replacement	550,000	
Council Approval for Additional Funding for Tender	205,772	
2021 Capital - AJFH - Outdoor Fitness Park	254,000	
2022 Capital - Pedestrian Bridge Replacement		35,000
2022 Capital - Crescent Heights Spray Park		120,000
2022 Capital - James Isbister Park Improvements		100,000
<b>Ending Balance</b>	<b>(909,759)</b>	<b>(1,274,759)</b>

**Reserve: Golf Course Carts Reserve**

This reserve was established in 2014 so that the Golf Course Carts would be self sustaining in regards to their own fleet management. The reserve is funded by operating surplus of the Golf Course Cart fleet.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(34,609)</b>	<b>(74,609)</b>
Budgeted Transfer to Reserve - Golfing Fees	(40,000)	(40,000)
2022 Capital - Golf Cart Replacement		<u>70,000</u>
<b>Ending Balance</b>	<b><u>(74,609)</u></b>	<b><u>(44,609)</u></b>

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**Reserve: Golf Course Equipment Reserve**

This reserve was established in 2014 so that the Golf Course would be self sustaining in regards to their own fleet management. The reserve is funded by operating surplus of the Golf Course fleet of equipment.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(111,882)</b>	<b>(122,324)</b>
Budgeted Transfer to Reserve - Golfing Fees	(85,000)	(85,000)
2021 Capital - Rotary Mower	\$32,264	
2021 Capital - Aerator	\$42,294	
2022 Capital - Fringe Cut Mower		\$82,000
<b>Ending Balance</b>	<b>(122,324)</b>	<b>(125,324)</b>

**Reserve: Golf Course Improvements Reserve**

This reserve was established to fund Golf Course improvements and was funded by a set amount of funding each year until 2010. In 2010, Council approved that the funding of the reserve be based on the current year's surplus in the Golf Course operations. Thereby making the Golf Course reserve funding "user paid" and the Golf Course a 100% user paid City operation.

City Council has approved the following regarding the rates and fees for the Cooke Municipal Golf Course:

1. That a four percent (4%) increase to the 2022 Rates and Fees for Cooke Municipal Golf Course, as attached to RPT 21-393, be approved;
2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,
3. That \$50,000 of the annual revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(107,165)</b>	<b>(31,365)</b>
Budgeted Transfer to Reserve - (Surplus) / Deficit	unknown	(39,000)
Budgeted Projected Sponsorship	(51,200)	(75,000)
Prince Albert Elks Club - Donation	(26,000)	(26,000)
Revenue - Pathway Fees and Cart Rentals		(50,000)
Golf Course - Honour Wall at Pro Shop	25,000	
Gold Course - Repair of Stonewall and Tee Signs	65,000	
Golf Course - Reconstruction & Repair Pathways		50,000
Long Term Debt Payment - Irrigation Replac	63,000	65,000
<b>Ending Balance</b>	<b>(31,365)</b>	<b>(106,365)</b>





**Reserve:                    Group Insurance Reserve**

This reserve was established in 2016 by City Council motion. As the City had previously accounted for the majority of this funding, the reserve is created by reallocating from the "General Fund - Accumulated Surplus" to "General Fund - Group Benefit Reserve". This reserve is to be used to fund future group benefits upon negotiations with the groups involved in the City Group Benefit plan (per Letters of Understanding).

	<b>2021</b>	<b>2022</b>
	<u>(Surplus) Deficit</u>	<u>(Surplus) Deficit</u>
<b>Beginning Balance</b>	<b>(690,622)</b>	<b>(700,402)</b>
Interest Income for Reserve - Projected	<u>(9,780)</u>	<u>(9,780)</u>
<b>Ending Balance</b>	<b><u>(700,402)</u></b>	<b><u>(710,182)</u></b>



**Reserve:                    Housing Reserve**

This reserve was established in 2010 as the Affordable Housing Reserve but was renamed the Housing Reserve in 2018 as per the Housing Reserve Policy. The reserve is to be funded by an amount equal to \$42,850 from municipal taxation as approved by City Council during budget deliberations and an amount equal to approximately 4% of funds raised from the sale of City developed residential lands.

**For Year 2022 similar to Year 2021, the amount of \$42,850 is not being transferred to the Reserve due to fiscal challenges.**

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(680,855)</b>	<b>(640,855)</b>
Budgeted Transfer to Reserve - Land Sales Profit	unknown	unknown
<u>Riverbank Development Corporation</u>		
Affordable Housing Program Application	20,000	
Affordable Housing Program Application	20,000	
<b>Ending Balance</b>	<b>(640,855)</b>	<b>(640,855)</b>



**Reserve: Information Technology Reserve**

This reserve was established in 2012 to mitigate budgeting fluctuations on purchases for information technology infrastructure systems such as servers, data storage, networks, back-up systems, end user computing and printing. For 2022, the purpose of the reserve has been expanded to include planning for the evolution of the City’s business systems such as the Great Plains financial system, online payments through the City’s website, corporate records management, GIS, asset management and other systems. The annual allocation to the reserve is required to fund the 10-year plan for renewal and expansion of the City's infrastructure and business systems needs.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(168,876)</b>	<b>(3,056)</b>
Budgeted Transfer to Reserve - City Taxation	(385,580)	(500,000)
<u>Information Technology Capital Purchases:</u>		
Server and Storage Replacement	\$300,000	
Copiers / MFD	\$30,000	
Virtual Server and Operating System Licensing	\$143,000	
Monitor Replacement	\$15,400	
Workstation Replacement	\$28,000	
Mobile Workforce	\$5,000	
UPS Replacement	\$30,000	
Networking		\$204,000
End User Computing & Printing		\$101,500
Communications		\$160,000
Business Continuity		\$20,000
Work & Asset Management Systems		\$38,900
Web & Portal Systems		\$22,800
Finance & Admin Systems		\$34,300
<b>Ending Balance</b>	<b>(3,056)</b>	<b>78,444</b>



**Reserve: Kinsmen Water Park Surcharge Reserve**

This reserve is new in 2015 and is funded by an allocation of \$1 per admission to the Kinsmen Water Park. The reserve concept was created by City Council during discussions on the funding of the slide repairs. The intent of the reserve is for funding of repairs and capital at the Kinsmen Water Park.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(8,145)</b>	<b>(30,769)</b>
2021 Revenue from Admission %	(22,624)	
Budgeted Transfer to Reserve - Admission %		(20,500)
2022 Capital - Kinsmen Park Landing Pool		<u>25,000</u>
<b>Ending Balance</b>	<b><u>(30,769)</u></b>	<b><u>(26,269)</u></b>





**Reserve: PA Slo-Pitch League Reserve**

That a PA Slo-Pitch League Reserve Fund be established to accept all sponsorship funds for the purpose of Capital Improvements at the Lakeland Ford Park. Council Resolution #0250. dated May 16, 2016.

The revenue to the Reserve is generated from sponsorship, naming rights at Lakeland Ford Park and an annual infrastructure fee per team associated with the Prince Albert Slo-Pitch League.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(53,787)</b>	<b>(88,087)</b>
Budgeted Projected Sponsorship	<u>(34,300)</u>	<u>(34,300)</u>
<b>Ending Balance</b>	<b><u>(88,087)</u></b>	<b><u>(122,387)</u></b>



**Reserve: PADBID Operating Reserve**

This reserve holds the accumulated surplus of the Prince Albert Downtown Business Improvement District. The reserve is adjusted annual for the surplus or deficit from operations.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(49,893)</b>	<b>(49,893)</b>
Budgeted Transfer to Reserve - Operating Surplus	unknown	unknown
<b>Ending Balance</b>	<b>(49,893)</b>	<b>(49,893)</b>



**Reserve:                   PAGCC Mechanical Equipment Reserve**

This reserve is providing a funding source for repairs of the HVAC mechanical equipment at the Prince Albert Golf and Curling Club facility. This reserve is funded by an annual allocation of \$10,000 from taxation.

**THIS IS NOT THE TRUST THAT THE CITY HOLDS FOR THE PRINCE ALBERT GOLF AND CURLING CLUB.**

	<b>2021</b>	<b>2022</b>
	<u>(Surplus) Deficit</u>	<u>(Surplus) Deficit</u>
<b>Beginning Balance</b>	2,998	(7,002)
Budgeted Transfer to Reserve - City Taxation	<u>(10,000)</u>	<u>(10,000)</u>
<b>Ending Balance</b>	<u><u>(7,002)</u></u>	<u><u>(17,002)</u></u>





**Reserve: Pehonan Parkway Reserve**

This reserve was established in 2005 upon the establishment of the Pehonan Parkway. The City previously received funding from 50% of an annual grant from the Provincial Government (capital component of the grant agreement). Effective January 1, 2016, the Provincial Funding was cut. Administration is recommending that the transfer to the Reserve continue to be funded by the City's taxation. Expenditures from this reserve are endorsed and recommended by the Pehonan Parkway Governance Committee but approved by Council.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(439,025)</b>	<b>(241,025)</b>
Budgeted Transfer to Reserve - City Taxation	(82,000)	(82,000)
Rotary Adventure Park - Little Red River Park	280,000	
2022 Capital - Little Red River Park Stages		146,800
<b>Ending Balance</b>	<b>(241,025)</b>	<b>(176,225)</b>

**Reserve: Prime Minister’s Park Improvement Reserve**

This reserve was established for Minor Softball to use for repairs and improvements to the ball diamonds. Up until 2012, Minor Softball has provided the funding for the City's annual contribution to the reserve based on operations of the Prime Minister Park concession. However, in 2016 there had been an operating change to the concession and the City is now operating it. The 2016 allocation is from the surplus at the concession. The Reserve was approved to be changed to the name "Prime Minister's Park Improvement Reserve."

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(21,138)</b>	<b>(24,898)</b>
Budgeted Transfer to Reserve - Concession Rev	<u>(3,760)</u>	<u>(3,760)</u>
<b>Ending Balance</b>	<b><u>(24,898)</u></b>	<b><u>(28,658)</u></b>



**Reserve: Proactive Policing Reserve**

City Council in 2021 approved the Multi-Year Proactive Policing Strategy for the Prince Albert Police Service as presented. Council approved that the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service. Any unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service. (Council Resolution dated May 3, 2021, #0191.)

The Proactive Policing Reserve is funded from a Police Base Tax of \$35.00 to be charged per property classification, with multi-residential being charged \$35.00 per unit annually.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	-	<b>(73,000)</b>
Budgeted Transfer to Reserve - Police Base Tax	(554,000)	(554,600)
Proactive Policing Strategy for Police Service	481,000	515,000
<b>Ending Balance</b>	<b>(73,000)</b>	<b>(112,600)</b>



**Reserve: Project Beach Volleyball Courts Reserve**

That a Capital Budget of \$140,000 through in-kind support and cash donations for the construction of four (4) outdoor beach volleyball courts at the Alfred Jenkins Field House was approved. That Administration establish a Project Beach Reserve for all revenue received from the Project Beach Committee and to fund all capital expenditures within the approved project budget. (Council Resolution dated May 16, 2016, #.0246)

That fifty percent (50%) of the annual rental rate paid by the Prince Albert Volleyball Association is allocated to the Project Beach Capital reserve. (Council Resolution dated June 27, 2016, #.0357)

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
	<u>                    </u>	<u>                    </u>
<b>Beginning Balance</b>	<b>(22,153)</b>	<b>(25,153)</b>
Budgeted Transfer to Reserve - 50% PAVA Rate	<u>(3,000)</u>	<u>(3,000)</u>
<b>Ending Balance</b>	<b><u>(25,153)</u></b>	<b><u>(28,153)</u></b>



**Reserve: Project Triple Play Reserve**

This reserve was established to collect revenue received for the Project Triple Play Committee and to fund all capital expenditures within the approved project budget. Council Resolution No. 0160. dated April 5, 2016. Council approved that a capital budget of \$1,401,800 through in-kind support and cash donations for the upgrades to the fastball diamonds at Prime Ministers' Park be approved.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
	<hr/>	
<b>Beginning Balance</b>	<b>(5,876)</b>	<b>(5,876)</b>
	-	-
	<hr/>	
<b>Ending Balance</b>	<b>(5,876)</b>	<b>(5,876)</b>
	<hr/> <hr/>	



**Reserve: Public Art Capital Reserve**

That a Public Art Capital Reserve be implemented in 2017 funded through an annual General Fund budget allocation of \$30,000. Terms of Reference for the establishment of a Public Art Committee to facilitate the formation of a public art plan.

A Public Art Working Group, working with the Prince Albert Arts Board and the Arts & Cultural Coordinator, developed a Public Art Policy which included public consultation. City Council approved the Public Art Policy on November 24, 2016 (Resolution #0222). The Policy identifies that a minimum of \$30,000 be allocated annually to the Public Art Reserve Fund.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(70,617)</b>	<b>(94,517)</b>
Budgeted Transfer to Reserve - City Taxation	(30,000)	(50,000)
<u>Budgeted Spending on Public Art:</u>		
Cuneo Painting Restoration & Maintenance		
Public Art Partnerships Stimulus Fund	\$2,000	\$2,000
Working Group Meetings	\$100	\$300
Crosswalk Art	\$1,000	
Maintenance & Finishing	\$500	\$1,000
Mary Longman Commission	\$2,500	\$141,200
<b>Ending Balance</b>	<b>(94,517)</b>	<b>(17)</b>



**Reserve: Public Transit Reserve**

That a Public Transit Reserve be implemented and funded from the operating surplus of the Public Transit Fleet within the Equipment Fund. In 2017 the City purchased seven new public transit buses and the City previously had one existing Public Transit bus. The reserve is being established so that the Public Transit Fleet will be self-sustaining in regards to its own fleet management. This new reserve was approved as part of the 2019 Deliberations.

For 2021, the transfer amount was reduced to \$0.00 due to 2021 fiscal challenges.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(631,481)</b>	<b>(631,481)</b>
Budgeted Transfer to Reserve - City Taxation		(220,000)
<b>Ending Balance</b>	<b>(631,481)</b>	<b>(851,481)</b>



**Reserve: Safety Reserve**

This reserve was established during 2017 for the purpose of funding safety programs and projects within the corporation of the City of Prince Albert. The intent is not to fund ongoing operating items, but one-time capital and operating projects geared at enhancing safety of our employees. The funding of this reserve is from refund of surpluses held by the Saskatchewan Workers Compensation Board.

In 2021, Council approved that Administration be authorized to utilize approximately \$15,000 from the Safety Reserve to pay for unbudgeted Occupational Health and Safety expenses resulting from Saskatchewan Occupational Health and Safety making amendments to The Occupational Health and Safety Regulations, 1996.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(146,782)</b>	<b>(131,782)</b>
OH&S Legislation Changes	15,000	
<b>Ending Balance</b>	<b>(131,782)</b>	<b>(131,782)</b>





**Reserve:                      Snow Management Reserve**

In 2014, there was the establishment of a Snow Management Reserve to fund any overages regarding snow management. This fund also includes any year-end surpluses to be credited to this Reserve.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>615,887</b>	<b>615,887</b>
Projected Deficit for Year	unknown	unknown
<b>Ending Balance</b>	<b>615,887</b>	<b>615,887</b>



**Reserve: South Hill Cemetery Perpetual Care Reserve**

This budget item relates to revenue collected from Perpetual Care Fees. Administration is requesting that a South Hill Cemetery Perpetual Care Reserve be established. This reserve will be used for future Cemetery maintenance as approved by Council. New Reserve approved in the 2020 Budget Deliberations.

	<b>2021</b>	<b>2022</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(10,400)</b>	<b>(20,400)</b>
Budgeted Transfer to Reserve - Care Fees	<u>(10,000)</u>	<u>(10,000)</u>
<b>Ending Balance</b>	<b><u>(20,400)</u></b>	<b><u>(30,400)</u></b>





City of  
**Prince Albert**

**BI 22-2**

**TITLE:** Future Infrastructure Reserve

**DATE:** January 18, 2022

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Future Infrastructure Reserve (PRESENTED AT MEETING)

Written by: Melodie, Boulet, Executive Assistant, City Manager's Office

## Sherry Person

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**From:** Melodie Boulet  
**Sent:** Saturday, November 20, 2021 2:38 PM  
**To:** Sherry Person  
**Subject:** Future Infrastructure Reserve

### Future Infrastructure Reserve

	2021 <u>(Surplus) Deficit</u>	2022 <u>(Surplus) Deficit</u>
<b>Beginning Balance</b>	(2,660,516)	(909,759)
Budgeted Transfer to Reserve - City Taxation	(250,000)	(250,000)
2020 C/F - Pedestrian Bridge Replacement	990,985	
2021 Capital - Pedestrian Bridge Replacement	550,000	
Council Approval for Additional Funding for Tender	205,772	
2021 Capital - AJFH - Outdoor Fitness Park	254,000	
2022 Capital - MSC Fuel Tanks		175,000
2022 Capital - Pedestrian Bridge Replacement		35,000
2022 Capital - Crescent Heights Spray Park		120,000
2022 Capital - James Isbister Park Improvements		100,000
<b>Ending Balance</b>	<u>(909,759)</u>	<u>(729,759)</u>

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City of  
**Prince Albert**

***BI 21-36***

**TITLE:** General Government

**DATE:** **October 20, 2021**

**TO:** Budget Committee

**PUBLIC:**  X

**INCAMERA:**

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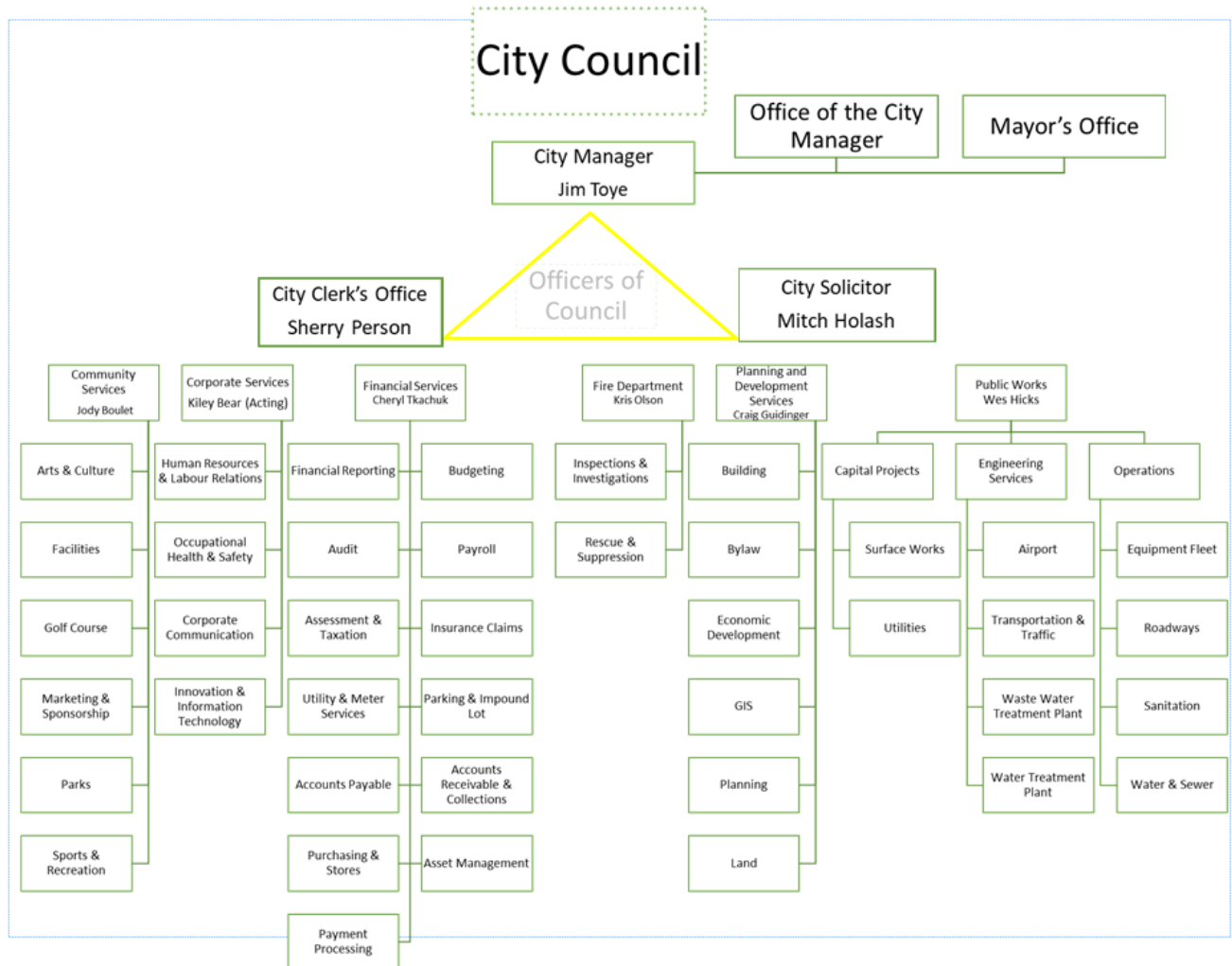
**ATTACHMENTS:**

1. General Government

SECTION EIGHTEEN – GENERAL GOVERNMENT



City of  
**Prince  
Albert**



**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.

	<b>2022</b>	2021	(Favourable)
	<b>Budget</b>	Budget	Unfavourable
			Change
<b>REVENUES</b>			
Taxation	(\$46,916,340)	(\$41,076,280)	(\$5,840,060)
User Charges and Fees	(20,000)	(20,000)	0
Operating Grants and Donations	(6,840,000)	(7,180,000)	340,000
Grants in Lieu of Taxes	(6,915,860)	(7,765,960)	850,100
Interest and Penalties	(513,270)	(649,050)	135,780
Sundry	(25,000)	(25,000)	0
<b>Total Revenues</b>	<b>(61,230,470)</b>	(56,716,290)	(4,514,180)
<b>EXPENSES</b>			
Salaries Wages and Benefits	502,880	367,700	135,180
Contracted and General Services	58,000	83,000	(25,000)
Financial Charges	58,590	58,590	0
Grants and Donations	0	71,500	(71,500)
Interest on Long Term Debt	468,590	206,930	261,660
Fleet Expenses	1,510	(143,650)	145,160
Maintenance Materials and Supplies	40,070	40,570	(500)
Insurance	259,940	263,940	(4,000)
Bad Debt Expense	120,000	120,000	0
<b>Total Expenses</b>	<b>1,509,580</b>	1,068,580	441,000
<b>Operating (Surplus) Deficit</b>	<b>(59,720,890)</b>	(55,647,710)	(4,073,180)
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
Amortization	7,600,000	7,600,000	0
Interfund Transfers	(4,406,600)	(4,049,830)	(356,770)
<b>Capital and Interfund Transactions</b>	<b>3,193,400</b>	3,550,170	(356,770)
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(56,527,490)</b>	(52,097,540)	(4,429,950)

**COVID-19 impacted this Functional Area in 2020 and 2021. Please refer to RPT 21-407 – Financial Impact of COVID-19 for 2021 for additional information at the end of the Executive Summary in Binder 1. We expect this area will experience a similar impact in 2022, but a definitive estimate cannot be determined at this time.**



	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
1	1-1-11000-000	TAX	PROPERTY TAX LEVY:Other Revenue	(\$27,412,255)	(\$29,360,577)	(\$30,835,240)	(\$30,835,310)	\$0	(\$934,330)	(\$31,769,640)	(\$4,467,180)	(\$36,236,820)	\$934,330 Adjustment to actual taxation for 2021. \$4,467,180 increase in taxation to balance the budget for 2022.
2	1-1-11010-000	TAX	SUPPLEMENTALS - PROPERTY TAX LEVY:Other Revenue	(\$42,409)	(\$89,020)	(\$37,423)	(\$100,000)	\$0	\$0	(\$100,000)	\$0	(\$100,000)	-
3	1-1-11400-000	TAX	Library Levy:Other Revenue	(\$1,829,574)	(\$2,027,749)	(\$2,097,254)	(\$2,124,930)	\$0	\$0	(\$2,124,930)	(\$65,490)	(\$2,190,420)	The library has requested an increase in funding which will require \$65,490 increase in the Library Levy. Refer to TAB XX in the supporting documents. Increases are driven by the following factors: - A capital request of \$50,000.00 is included in the proposed 2022 budget. The lower floor of the library contains the theatre and meeting rooms, public washrooms, & compact storage area. All need upgrades and repairs. The theatre & meeting rooms are a revenue stream for the library. Keeping these areas up to date ensures that we maintain that revenue stream. - Increased costs for staff benefit premiums. Benefit costs are shared between the library & the staff, & the library component of these premiums increased by \$28,000.00 year over year. - A negotiated salary increase of 1.5% with the staff. - The creation of a Community Outreach Librarian position. This position will promote the library service by doing programs on and off site, and assist with web and social media publicity.
4	1-1-11405-000	TAX	Supplemental Library Levy:Other Revenue	\$571	\$1,241	\$837	\$0	\$0	\$0	\$0	\$0	\$0	-
5	1-1-12000-000	TAX	Special Levy Base Tax:Other Revenue	(\$1,346,027)	(\$1,347,448)	(\$1,348,876)	(\$1,353,590)	\$0	\$48,590	(\$1,305,000)	\$0	(\$1,305,000)	Adjustment to actual for 2021.
6	1-1-12000-002	TAX	Special Levy Base Tax:Surcharge - Paving	(\$4,211,833)	(\$4,218,307)	(\$4,224,795)	(\$4,235,000)	\$0	\$135,000	(\$4,100,000)	\$0	(\$4,100,000)	Adjustment to actual for 2021.
7	1-1-12000-003	TAX	Special Levy Base Tax:Tips	\$0	\$0	\$0	\$0	\$0	(\$554,600)	(\$554,600)	\$0	(\$554,600)	Adjusted to reflect \$35 Police base tax
8	1-1-12200-000	TAX	STREET OILING LEVY:Other Revenue	(\$59,320)	(\$50,952)	(\$58,262)	(\$58,000)	\$0	\$0	(\$58,000)	\$0	(\$58,000)	-
9	1-1-12300-000	TAX	Destination Marketing Levy:Other Revenue	(\$299,500)	(\$299,500)	\$0	(\$351,500)	\$0	\$0	(\$351,500)	\$0	(\$351,500)	-
10	1-1-12500-000	TAX	Capital Projects:Other Revenue	(\$1,464,325)	(\$1,507,919)	(\$1,538,949)	(\$1,538,950)	\$0	(\$2,050)	(\$1,541,000)	\$0	(\$1,541,000)	-
11	1-1-12510-000	TAX	Supplementals - Capital Projects:Other Revenue	(\$11,589)	(\$3,893)	(\$792)	(\$4,000)	\$0	\$0	(\$4,000)	\$0	(\$4,000)	-
12	1-1-19910-000	TAX	AMOUNT-IN-LIEU ON SALE OF CITY PROPERTY:Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
13	1-1-56100-000	TAX	PROPERTY TAX PENALTIES:Other Revenue	(\$375,170)	(\$366,245)	(\$402,598)	(\$350,000)	\$0	\$0	(\$350,000)	\$0	(\$350,000)	-
14	1-1-56200-000	TAX	PROPERTY TAX SURCHARGE:Other Revenue	(\$294,156)	(\$287,172)	(\$300,373)	(\$275,000)	\$0	\$0	(\$275,000)	\$0	(\$275,000)	-
15	1-2-81150-892	TAX	DISCOUNTS CURRENT TAX:Tax Discounts	\$113,169	\$73,639	\$46,695	\$50,000	\$0	\$0	\$50,000	\$0	\$50,000	-
16	1-2-81160-891	TAX	PROPERTY TAX REBATES:Tax Rebates	\$203,185	\$182,005	\$82,921	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	-
17	1-1-42950-094	UCF	CUSTOM-UNSIGHTLY/DEMOS REVENUE:Non-Taxable Revenue	(\$9,176)	(\$18,166)	(\$22,219)	(\$20,000)	\$0	\$0	(\$20,000)	\$0	(\$20,000)	-
18	1-1-43151-099	UCF	Sale Of Supplies - Stores:Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
19	1-1-62100-000	OGD	SK URBAN REVENUE SHARING GRANT:Other Revenue	(\$6,325,809)	(\$6,547,451)	(\$7,245,008)	(\$7,180,000)	\$0	\$340,000	(\$6,840,000)	\$0	(\$6,840,000)	Municipal Revenue Sharing decreased due to decline in economic activity due to COVID. Funding based on 0.75 of one full point of PST from 2nd preceding year.
20	1-1-19510-000	GIL	POWER CORPORATION SURCHARGE:Other Revenue	(\$3,795,443)	(\$3,743,039)	(\$3,786,142)	(\$3,825,330)	\$0	\$0	(\$3,825,330)	\$0	(\$3,825,330)	Revenue received from SaskPower related to the municipal surcharge paid by customers within the City limits.
21	1-1-19520-000	GIL	Prince Albert Pulp Inc.:Other Revenue	(\$481,833)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
22	1-1-19610-000	GIL	Twilight Motel:Other Revenue	\$0	\$0	(\$4,400)	(\$4,400)	\$0	\$2,230	(\$2,170)	\$0	(\$2,170)	Adjusted to reflect contract amount
23	1-1-20700-000	GIL	Federal Govt:Other Revenue	(\$177,801)	(\$172,496)	(\$178,987)	(\$178,990)	\$0	\$38,690	(\$140,300)	\$0	(\$140,300)	Adjusted to reflect calculated amount.
24	1-1-20800-000	GIL	Provincial Government:Other Revenue	(\$2,477,894)	(\$2,389,086)	(\$2,460,236)	(\$2,460,240)	\$0	\$644,140	(\$1,816,100)	\$0	(\$1,816,100)	Adjusted to reflect estimated amount.
25	1-1-39100-000	GIL	FIRST NATIONS RESERVE LANDS:Other Revenue	(\$521,103)	(\$504,846)	(\$490,777)	(\$490,780)	\$0	\$171,240	(\$319,540)	\$0	(\$319,540)	Adjusted to estimate for 2022.



2018 YTD	2019 YTD	2020 YTD	Department		Issue								
			2021 Budget	Back Out		Base Adjust	2022 Base Budget	Adjustments	2022 Total Budget				
Code	Category Code	Account Name	Actuals	Actuals	Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Adjustments	2022 Total Budget	Issue	
26	1-1-54400-000	GIL	SPC ELECTRICITY FRANCHISE:Other Revenue	(\$389,561)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-	
27	1-1-54500-000	GIL	SKENERGY NATURAL GAS FRANCHISE:Other Revenue	(\$733,128)	(\$795,136)	(\$764,455)	(\$800,000)	\$0	\$0	(\$800,000)	\$25,000	(\$775,000)	Revenue received from SaskEnergy related to the municipal surcharge paid by customers within the City limits. Budget has been reduced to reflect actuals.
28	1-1-54550-000	GIL	TRANS GAS NATURAL GAS FRANCHISE:Other Revenue	(\$5,172)	(\$9,217)	(\$6,026)	(\$6,220)	\$0	\$0	(\$6,220)	\$0	(\$6,220)	Revenue received from Transgas related to the municipal surcharge paid by customers within the City limits.
29	1-1-19600-000	GIL	Eastview/Driftwood Trailer Court:Other Revenue	\$0	\$0	(\$55,000)	\$0	\$0	\$0	(\$31,200)	(\$31,200)	Annual fee charged to trailer court.	
30	1-1-55100-000	INT	INTEREST INCOME:Other Revenue	(\$298,622)	(\$178,871)	(\$204,897)	(\$476,200)	\$0	\$0	(\$476,200)	\$124,200	(\$352,000)	Interest income earned on the City's main account. The budget is being reduced due to a drop in the prime interest rate since COVID-19. Administration does not feel that the City can continue to attribute the drop in the prime interest rate indefinitely to COVID-19. As the 2022 Budget is being prepared assuming no impact from COVID-19, the decrease in the 2022 budget assumes 50% of the projected loss (due to the decrease in the prime rate) is due to COVID-19 and the remaining 50% from numerous other market factors.
31	1-1-55300-000	INT	Interest Income Earned on Reserves:Other Revenue	(\$286,599)	(\$334,443)	(\$102,735)	(\$41,580)	\$0	\$0	(\$41,580)	\$11,580	(\$30,000)	Interest income earned on the City's reserve account. The budget is being reduced due to a drop in the prime interest rate since COVID-19. Administration does not feel that the City can continue to attribute the drop in the prime interest rate indefinitely to COVID-19. As the 2022 Budget is being prepared assuming no impact from COVID-19, the decrease in the 2022 budget assumes 50% of the projected loss (due to the decrease in the prime rate) is due to COVID-19 and the remaining 50% from numerous other market factors.
32	1-1-55310-000	INT	Interest Income on Group Benefit Res.:Other Revenue	(\$16,609)	(\$19,381)	\$55,358	\$0	\$0	\$0	\$0	\$0	\$0	-
33	1-1-55400-091	INT	General Fund Police Building Interest Revenue:Interest Revenue	(\$2,665)	(\$215)	(\$6,763)	(\$6,330)	\$0	\$0	(\$6,330)	\$0	(\$6,330)	-
34	1-1-55405-091	INT	UF - Water Meter Loan:Interest Revenue	\$0	(\$139,874)	(\$138,461)	(\$124,940)	\$0	\$0	(\$124,940)	\$0	(\$124,940)	-
35	1-1-41253-094	SUN	CITY HALL:Non-Taxable Revenue	(\$224,509)	(\$27,558)	(\$10,099)	(\$25,000)	\$0	\$0	(\$25,000)	\$0	(\$25,000)	-
36	1-1-43151-094	SUN	SALE OF SUPPLIES - STORES:Non-Taxable Revenue	\$0	(\$29)	(\$2,518)	\$0	\$0	\$0	\$0	\$0	\$0	-
37	1-1-48100-000	SUN	General Government Revenue:Other Revenue	\$4,216	(\$15,224)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
38	1-2-12460-115	SWB	Quality Inn Hotel Expenses:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
39	1-2-12460-119	SWB	Quality Inn Hotel Expenses:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
40	1-2-12913-119	SWB	GROUP INSURANCE:Payroll Benefits	(\$1,809)	\$0	(\$8,122)	\$0	\$0	\$0	\$0	\$0	\$0	-
41	1-2-12913-142	SWB	Group Insurance:Wellness Program	\$18,163	\$17,440	\$7,808	\$25,000	\$0	\$0	\$25,000	\$0	\$25,000	-
42	1-2-12914-115	SWB	WCB:Wages Regular	\$2,932	\$7,767	\$1,292	\$0	\$0	\$0	\$0	\$0	\$0	-
43	1-2-12914-119	SWB	WCB:Payroll Benefits	\$0	\$0	\$11,532	\$0	\$0	\$0	\$0	\$0	\$0	-
44	1-2-12915-119	SWB	Vacation/Sick Pay:Payroll Benefits	(\$112,795)	\$141,179	\$339,105	\$75,000	\$0	\$0	\$75,000	\$0	\$75,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
45	1-2-12919-139	SWB	RETIREMENT ALLOWANCES:Retirement Allowance	\$0	\$0	\$0	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	-
46	1-2-13000-111	SWB	Miscellaneous:Salaries Regular	(\$24,209)	\$0	\$0	\$255,000	\$0	\$0	\$255,000	\$135,180	\$390,180	-\$660,180 retro accrual estimate for 2020 -2022 for Local 160, 882 and Out of Scope (contracted ended December 31, 2019) -(\$245,000) savings related to the vacancy management allowance. -(\$25,000) savings for voluntary day off without pay program. The increase is due primarily to the retro accrual for the union and Out of Scope contracts.

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
47	1-2-13000-119	SWB	Miscellaneous:Payroll Benefits	\$427	\$11,822	\$52	\$0	\$0	\$0	\$0	\$0	\$0	-
48	1-2-20700-115	SWB	METS Building:Wages Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
49	1-2-20700-119	SWB	METS Building:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
50	1-2-29350-115	SWB	CUSTOM-UNSIGHTLY/DEMOS:Wages Regular	\$1,444	\$672	\$586	\$0	\$0	\$0	\$0	\$0	\$0	-
51	1-2-29350-116	SWB	CUSTOM-UNSIGHTLY/DEMOS:Wages Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
52	1-2-29350-119	SWB	CUSTOM-UNSIGHTLY/DEMOS:Payroll Benefits	\$511	\$200	\$186	\$0	\$0	\$0	\$0	\$0	\$0	-
53	1-2-32397-115	SWB	Diefenbaker Bridge:Wages Regular	\$294	\$2,024	\$992	\$3,500	\$0	\$0	\$3,500	\$0	\$3,500	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
54	1-2-32397-116	SWB	Diefenbaker Bridge:Wages Overtime	\$5,711	\$3,579	\$7,125	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
55	1-2-32397-119	SWB	Diefenbaker Bridge:Payroll Benefits	\$1,924	\$1,667	\$2,144	\$2,200	\$0	\$0	\$2,200	\$0	\$2,200	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred.
56	1-2-71150-115	SWB	Midtown Community Center:Wages Regular	\$0	\$0	\$1,078	\$0	\$0	\$0	\$0	\$0	\$0	-
57	1-2-71150-116	SWB	Midtown Community Center:Wages Overtime	\$0	\$0	\$2,155	\$0	\$0	\$0	\$0	\$0	\$0	-
58	1-2-71150-119	SWB	Midtown Community Center:Payroll Benefits	\$0	\$0	\$1,046	\$0	\$0	\$0	\$0	\$0	\$0	-
59	1-2-12460-294	CON	Quality Inn Hotel Expenses:Commissionaire Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
60	1-2-12460-296	CON	Quality Inn Hotel Expenses:Housekeeping Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
61	1-2-12460-299	CON	Quality Inn Hotel Expenses:Other General Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
62	1-2-12913-239	CON	Group Insurance:Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
63	1-2-13000-239	CON	Miscellaneous:Consulting Services	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$0	\$25,000	\$25,000	\$25,000 for the Positive Marketing Campaign that was approved for a total cost of \$50,000 as part of the 2021 Budget. \$25,000 is estimated to be spent in 2021 so \$25,000 is being included in the 2022 Budget.
64	1-2-19300-239	CON	General Insurance:Consulting Services	\$5,867	\$7,000	\$6,440	\$8,000	\$0	\$0	\$8,000	\$0	\$8,000	-
65	1-2-19450-295	CON	Other General Government:Self-Employed Contractors	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$25,000	Contract for Lone Worker Agreement between the City and Saskatchewan Public Safety Agency.
66	1-2-29350-295	CON	CUSTOM-UNSIGHTLY/DEMOS:Self-Employed Contractors	\$0	\$1,579	\$4,844	\$0	\$0	\$0	\$0	\$0	\$0	-
67	1-2-32397-295	CON	Diefenbaker Bridge:Self-Employed Contractors	\$0	\$0	\$2,619	\$0	\$0	\$0	\$0	\$0	\$0	-
68	1-2-71150-299	CON	Midtown Community Center:Other General Services	\$0	\$0	\$6,935	\$0	\$0	\$0	\$0	\$0	\$0	-
69	1-2-77150-295	CON	Boarding Up Costs:Self-Employed Contractors	\$6,226	\$12,131	\$9,499	\$0	\$0	\$0	\$0	\$0	\$0	-
70	1-2-12460-235	FC	Quality Inn Hotel Expenses:Health Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
71	1-2-12460-239	FC	Quality Inn Hotel Expenses:Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
72	1-2-19450-893	FC	OTHER GENERAL GOVERNMENT:Bank Charges	\$41,258	\$47,073	\$70,210	\$58,590	\$0	\$0	\$58,590	\$0	\$58,590	-
73	1-2-32397-897	FC	Diefenbaker Bridge:Insurance Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
74	1-2-19590-716	G&D	MISCELLANEOUS GRANTS:Grants	\$638,650	\$59,770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
75	1-2-19595-716	G&D	Destination Marketing Levy:Grants	\$351,500	\$181,320	\$29,170	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue	
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget		
76	1-2-19596-716	G&D	Marion Aquatic:Grants	\$71,500	\$143,000	\$119,167	\$71,500	\$0	(\$71,500)	\$0	\$0	\$0	\$0	The City of Prince Albert entered into a Operating and Services Agreement with River Manor Ltd. (Marion Aquatics) from July 1, 2018 to June 30, 2021 where by the City agreed to provide \$71,500 in funding for 2018, \$143,000 for 2019 and 2020, and \$71,500 in 2021. The funding expires in 2021 therefore no budget is required for 2022.
77	1-2-13000-552	UTL	Miscellaneous:Heating Fuels	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
78	1-2-13000-553	UTL	Miscellaneous:Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
79	1-2-81200-820	LTD	Interest-LT Loans:Interest on Long Term Loan	\$8,949	\$6,680	\$6,004	\$5,290	\$0	\$0	\$5,290	(\$700)	\$4,590	\$4,590	Loan for West Hill - Former BMO Loan The 2022 Budget for interest expense was determined by Financial Services based on a review of annual payments and expected interest rates for 2022 and previous principal payments made.
80	1-2-81201-820	LTD	ARENA & AQUATIC CENTRE:Interest on Long Term Loan	\$0	\$0	\$0	\$201,640	\$0	\$0	\$201,640	\$262,360	\$464,000	\$464,000	The prior year's interest expense was budgeted for only half of 2021. This new loan was approved in 2021. The increase in interest rates is due to the higher projected interest rate. The 2022 Budget for interest expense was determined by Financial Services based on a review of annual payments and expected interest rates for 2022 and previous principal payments made.
81	1-2-12460-265	FLT	Quality Inn Hotel Expenses:Rentals-City Automotive & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No budget required.
82	1-2-13000-265	FLT	Miscellaneous:Rentals-City Automotive & Equipment	(\$44,000)	\$0	\$0	(\$145,160)	\$0	\$0	(\$145,160)	\$145,160	\$0	\$0	A 6% fleet expense increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. The savings for all General Fund fleet expense accounts were reflected in this account which offset the 6% increase reflected in all of the other fleet expense accounts in the General Fund. For 2022, Administration is recommending the reinstatement of the 6% annual increase in fleet expenses to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. Therefore, the budgeted savings reflected in this account for 2021 have been reversed.
83	1-2-29350-265	FLT	CUSTOM-UNSIGHTLY/DEMOS:Rentals-Automotive & Equipment	\$1,275	\$540	\$618	\$1,510	\$0	\$0	\$1,510	\$0	\$1,510	\$1,510	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
84	1-2-12125-511	MMS	CORONA CRISIS:Meeting Incidentals	\$0	\$0	\$352	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
85	1-2-12125-541	MMS	CORONA CRISIS:Operating Supplies	\$0	\$0	\$24,825	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
86	1-2-12460-253	MMS	Quality Inn Hotel Expenses:Purch Mtce-Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
87	1-2-12460-256	MMS	Quality Inn Hotel Expenses:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
88	1-2-12460-541	MMS	Quality Inn Hotel Expenses:Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
89	1-2-12460-551	MMS	Quality Inn Hotel Expenses:Water & Sewer	\$0	\$0	\$0	\$1,600	\$0	\$0	\$1,600	(\$1,600)	\$0	\$0	Property has been sold, no budget required
90	1-2-12460-552	MMS	Quality Inn Hotel Expenses:Heating Fuels	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
91	1-2-12460-553	MMS	Quality Inn Hotel Expenses:Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-

Code	Category		Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
	Code	Code		Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
92	1-2-19450-224	MMS	OTHER GENERAL GOVERNMENT:Memberships & Due	\$32,101	\$31,808	\$33,742	\$33,860	\$0	\$0	\$33,860	\$1,100	\$34,960	Increase based on review of actuals: SUMA - \$25,500 FCM - \$8,000 Chamber of Commerce - \$1,123 Hudson Bay Route Assoc. - \$300
93	1-2-19450-231	MMS	Other General Government:Auditing Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
94	1-2-19595-211	MMS	Destination Marketing Levy:Travel & Accommodation	\$6,954	\$5,257	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
95	1-2-19595-221	MMS	Destination Marketing Levy:Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
96	1-2-19595-541	MMS	Destination Marketing Levy:Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
97	1-2-29350-253	MMS	CUSTOM-UNSIGHTLY/DEMOS:Purch Mtce-Building	\$0	\$0	\$655	\$0	\$0	\$0	\$0	\$0	\$0	-
98	1-2-32397-264	MMS	Diefenbaker Bridge:Rentals-Hired Equipment and Automotive	\$0	\$0	\$728	\$0	\$0	\$0	\$0	\$0	\$0	-
99	1-2-32397-265	MMS	Diefenbaker Bridge:Rentals-City Automotive & Equipment	\$4,333	\$4,156	\$7,965	\$5,110	\$0	\$0	\$5,110	\$0	\$5,110	The budget for fleet expenses was prepared by Financial Services based on a 6% increase in fleet charge out rates proposed by Administration for the 2022 Budget. A 6% increase was recommended for the 2021 Budget but was removed by Budget Committee and the savings were reflected in the General Government area. Therefore the base budget for 2022 already included the 6% increase recommended last year. Administration recommends that the 6% increase be implemented for 2022 to ensure that sufficient funds are transferred to the Equipment and Fleet Reserve for future replacements. In addition, the fleet expense budget was adjusted where necessary to reflect actual charges based on a review of prior years' actual charges.
100	1-2-32397-420	MMS	Diefenbaker Bridge:Allocation-Services	\$0	\$64	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
101	1-2-32397-541	MMS	Diefenbaker Bridge:Operating Supplies	\$104	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
102	1-2-71150-256	MMS	Midtown Community Center:Purch Mtce-Mechanical Equipment	\$0	\$0	\$3,529	\$0	\$0	\$0	\$0	\$0	\$0	-
103	1-2-71150-420	MMS	Midtown Community Center:Allocation-Services	\$0	\$0	\$26	\$0	\$0	\$0	\$0	\$0	\$0	-
104	1-2-71150-541	MMS	Midtown Community Center:Operating Supplies	\$0	\$0	\$45	\$0	\$0	\$0	\$0	\$0	\$0	-
105	1-2-77150-541	MMS	Boarding Up Costs:Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
106	1-2-12460-896	INS	Quality Inn Hotel Expenses:Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
107	1-2-19300-896	INS	GENERAL INSURANCE:Insurance	\$208,183	\$218,821	\$220,405	\$243,940	\$0	\$0	\$243,940	(\$4,000)	\$239,940	-2022 insurance budget is based on a review of 2021 actual costs and consideration of annual increases for 2022 estimated by the City's insurance broker. Administration is estimating an annual increase of 5% for property and liability insurance for 2022. - Annual increase for the umbrella policy is 20% and annual increase for the cyber policy is 30%. Overall decrease relates to a decrease to the umbrella premium in 2021 compared to budget.
108	1-2-19300-898	INS	General Insurance:Insurance Deductibles	\$2,500	\$4,000	\$12,500	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	-
109	1-2-19300-930	INS	GENERAL INSURANCE:Damage Claims Against City	\$8,227	\$10,376	\$6,497	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	-
110	1-2-82141-919	BDE	BAD DEBTS:Bad Debt Expense	(\$61,719)	\$33,739	(\$92,048)	\$20,000	\$0	\$0	\$20,000	\$0	\$20,000	-
111	1-2-82142-919	BDE	UNCOLLECTIBLE PROPERTY TAXES:Bad Debt Expense	\$177	\$0	\$15	\$0	\$0	\$0	\$0	\$0	\$0	-
112	1-2-82144-919	BDE	UNCOLLECTIBLE PENALTIES/SURCHARGES:Bad Debt Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
113	1-2-82145-919	BDE	ASSESSMENT APPEAL LOSSES:Bad Debt Expense	\$14,557	(\$175,945)	\$43,370	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	-

Code	Category Code	Account Name	2018 YTD	2019 YTD	2020 YTD	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department		Issue
			Actuals	Actuals	Actuals					Adjustments	2022 Total Budget	
114	1-2-82146-919	BDE TAX TITLE LAND LOSSES:Bad Debt Expense	(\$18,355)	\$0	\$73,227	\$0	\$0	\$0	\$0	\$0	\$0	-
115	1-2-82152-919	BDE Bad Debt Expense - Parking Tic Enforcement:Bad Debt Expense	\$378,160	\$320,321	\$11,931	\$0	\$0	\$0	\$0	\$0	\$0	-
116	1-1-48100-053	CAP General Government Revenue:Provincial Grants - Conditional	\$0	\$0	\$0	(\$582,000)	(\$582,000)	\$0	\$0	\$0	\$0	-
117	1-2-19450-840	AMORT Other General Government:Amortization Expense	\$0	\$0	\$0	\$7,600,000	\$0	\$0	\$7,600,000	\$0	\$7,600,000	This budget was prepared by Financial Services. Amortization, or depreciation, is an accounting method of allocating the cost of a tangible or physical asset over its useful life or life expectancy. Depreciation represents how much of an asset's value has been used up. The budget has been calculated based on updated forecasts. This is a non-cash item / expense.
118	1-2-64505-840	AMORT General Government Land Improvements:Amortization Expense	\$513	\$513	\$513	\$0	\$0	\$0	\$0	\$0	\$0	-
119	1-2-64510-840	AMORT General Government Buildings:Amortization Expense	\$69,710	\$69,768	\$70,900	\$0	\$0	\$0	\$0	\$0	\$0	-
120	1-2-64515-840	AMORT General Government:Amortization Expense	\$14,001	\$23,441	\$23,441	\$0	\$0	\$0	\$0	\$0	\$0	-
121	1-1-42100-048	IFUND Police Operating Revenue:Transfer from General	\$0	\$0	\$0	(\$17,337,850)	\$0	\$0	(\$17,337,850)	(\$267,290)	(\$17,605,140)	Police Budget Balancing Adjustment - reflects increase for 2022.
122	1-1-45501-048	IFUND PADBID Operating Revenue:Transfer from General	\$0	\$0	\$0	(\$22,000)	\$0	\$0	(\$22,000)	\$0	(\$22,000)	\$22,000 represents the grant in lieu of taxes based on hypothetical taxes of City owned property in the business improvement district. This is the same amount provided by the City to PADBID in prior years' budgets.
123	1-1-59300-000	IFUND Land Development Capital Fund:Other Revenue	(\$40,766)	\$0	(\$18,260)	(\$68,000)	\$0	\$0	(\$68,000)	\$0	(\$68,000)	Transfer to General Fund is Based on the number of residential properties sold. Transfer is 17% of the sales price. The calculation of the Transfer to the General Fund is based on the forecasted number of residential properties to be sold in 2022. Based on the projected number of residential land sales, it is expected that the transfer to the general fund will be about \$68,000. (\$400,000 *.17)
124	1-1-92020-000	IFUND TRANSFER FROM UTILITY FUND:Other Revenue	(\$614,000)	(\$614,000)	(\$614,000)	(\$614,000)	\$0	\$0	(\$614,000)	\$0	(\$614,000)	Prior to 2010, the franchise fee was based on five percent of the total revenues received in the 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 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.
125	1-1-92027-000	IFUND Transfer from UF - City Facilities:Other Revenue	(\$268,146)	(\$256,560)	(\$421,921)	(\$241,320)	\$0	(\$39,180)	(\$280,500)	\$0	(\$280,500)	The City transfer is based on Financial Services review and forecast of City facilities charges for 2022.
126	1-1-92040-000	IFUND Transfer From Sanitation Fund (5%):Other Revenue	(\$225,230)	(\$227,580)	(\$244,080)	(\$257,250)	\$0	\$0	(\$257,250)	(\$3,260)	(\$260,510)	Each year a Franchise fee equal to five (5) percent of the Sanitation Fund's total revenues is paid to the General Operating Fund. This fee offsets the sanitation operational costs typically paid by the General Fund. The 2022 Budget is based on 2021 Budgeted Revenue and the transfer is therefore calculated as follows: \$5,260,610 total revenue less City Facility Sanitation Surcharge of \$50,450 = \$5,210,160 * 5% = \$260,510.
127	1-1-92047-000	IFUND Transfer from SF-City Facilities:Other Revenue	(\$41,615)	(\$42,191)	(\$47,957)	(\$46,880)	\$0	(\$150)	(\$47,030)	\$0	(\$47,030)	The City transfer is based on Financial Services review and forecast of City facilities charges for 2022.

	Code	Category Code	Account Name	2018 YTD Actuals	2019 YTD Actuals	2020 YTD Actuals	2021 Budget	Back Out	Base Adjust	2022 Base Budget	Department Adjustments	2022 Total Budget	Issue
128	1-1-99000-000	IFUND	TRANSFER FROM FLEET:Other Revenue	(\$2,817,440)	(\$3,460,975)	(\$3,897,188)	(\$3,110,580)	\$0	\$0	(\$3,110,580)	(\$334,420)	(\$3,445,000)	- Transfer to Equipment Reserve \$2,000,000 - Transfer to Police Equipment Reserve \$300,000 - Transfer to Fire Equipment Reserve \$300,000 - Transfer to Golf Course Equipment Reserve 85,000 - Transfer to Golf Cart Equipment Reserve \$40,000 - Transfer to IT Reserve - \$500,000 - Transfer to Public Transfer Reserve - \$220,000 - Total - \$3,445,000 Increases relates to reestablishing the transfer to the Public Transit reserve an a small decrease in the amount transferred to the IT Reserve. Offset is in 1-2-82185-741
129	1-2-82210-742	IFUND	TRANSFER TO AIRPORT FUND:Transfer To Own Funds	\$303,140	\$295,560	\$266,840	\$288,200	\$0	\$0	\$288,200	\$20,240	\$308,440	In 2006, City Council approved the General Fund contributing revenue to the Airport in the amount of thirty (30) percent of the Airport's operating costs. NOTE: If we base 2022 Budget on 2021 Budgeted Costs then the transfer amount would be as follows: \$1,028,120 total expenses * 30% = \$308,436.
130	1-2-87100-799	IFUND	Transfer to Police Operating:Other Transfers	\$0	\$0	\$0	\$17,337,850	\$0	\$0	\$17,337,850	\$267,290	\$17,605,140	Police Budget Balancing Adjustment - reflects increase for 2022.
131	1-2-87101-799	IFUND	Transfer to PADBID Operating:Other Transfers	\$0	\$0	\$0	\$22,000	\$0	\$0	\$22,000	\$0	\$22,000	-