



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

AGENDA

WEDNESDAY, NOVEMBER 16, 2022, 8:00 AM

THURSDAY, NOVEMBER 17, 2022, 8:00 A.M.

FRIDAY, NOVEMBER 18, 2022, 8:00 A.M

SATURDAY, NOVEMBER 19, 2022, 8:00 A.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 November 1, 2021 External Agencies Business Plan Review Meeting Minutes for Approval (MIN 22-72)
- 4.2 November 17, 2021 Budget Committee Meeting Minutes for Approval (MIN 22-73)
- 4.3 November 18, 2021 Budget Committee Meeting Minutes for Approval (MIN 22-74)
- 4.4 November 19, 2021 Budget Committee Meeting Minutes for Approval (MIN 22-75)
- 4.5 November 20, 2021 Budget Committee Meeting Minutes for Approval (MIN 22-76)
- 4.6 December 1, 2021 Budget Committee Meeting Minutes for Approval (MIN 22-79)

- 4.7 December 2, 2021 Budget Committee Meeting Minutes for Approval (MIN 22-80)
- 4.8 February 7, 2022 Budget Committee Meeting Minutes for Approval (MIN 22-81)

5. GENERAL FUND BUDGET FOR REVIEW

5.1 OVERVIEW & FINANCIAL HIGHLIGHTS

5.1.1 Overview & Financial Highlights

Verbal Presentation: Ramona Fauchoux, Director of Financial Services

- 5.1.1.1 Report Tab 1 – Items Referred to 2023 Budget from City Council/Executive Committee/Budget Committee (RPT 22-388)
- 5.1.1.2 Report Tab 2 – 2023 Long Term Debt Summary (RPT 22-380)
- 5.1.1.3 Report Tab 6 – Assessment Appeals Risk (RPT 22-338)

5.2 POLICE SERVICE

5.2.1 Police Functional Area

PowerPoint Presentation: Jonathan Bergen, Chief of Police

- 5.2.1.1 2023 Prince Albert Police Service Budget – Chief of Police Financial Overview (RPT 22-386)

Recommendation:

1. ***That the 2023 Prince Albert Police Service be funded in the amount of \$18,336,700, inclusive of Capital expenditures and the Police Base Tax; and,***
2. ***That the City accept a \$200,000 transfer 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 budgeting shortfalls.***

5.3 PRINCE ALBERT PUBLIC LIBRARY

5.3.1 Prince Albert Public Library Functional Area

5.3.1.1 Prince Albert Public Library 2023 Budget Submission (CORR 22-92)

Verbal Presentation: Alex Juorio, Director, Library Services, Prince Albert Public Library

Recommendation:

That the 2023 Prince Albert Public Library be funded inclusive of Capital expenditures in the amount of \$2,253,950.

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 2023 Budget (RPT 22-378)

5.4.1.2 Prince Albert Downtown Business Improvement District 2023 Budget Presentation (CORR 22-96)

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

Recommendation:

That the 2023 Prince Albert Downtown Business Improvement District be funded in the amount of \$62,000.

5.5 CAPITAL PROJECTS

CATEGORY 1:

5.5.1 C1-01 – Networking

Recommendation:

That Item No. C1-01 with respect to Networking be approved at a cost of \$25,000 from the Information Technology Reserve.

5.5.2 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 \$109,800 from the Information Technology Reserve.

5.5.3 C1-03 – Corporate Portal and Intranet Systems

Recommendation:

That Item No. C1-03 with respect to Corporate Portal and Intranet Systems be approved at a cost of \$89,900 from the Information Technology Reserve.

5.5.4 C1-04 – Business Continuity

Recommendation:

That Item No. C1-04 with respect to Business Continuity be approved at a cost of \$215,000 from the Information Technology Reserve.

5.5.5 C1-05 – Web and Portal Systems

Recommendation:

That Item No. C1-05 with respect to Web and Portal Systems be approved at a cost of \$10,500 from the Information Technology Reserve.

5.5.6 C1-06 – Finance and Admin Systems

Recommendation:

That Item No. C1-06 with respect to Finance and Admin Systems be approved at a cost of \$49,500 from the Information Technology Reserve.

5.5.7 C1-07 – Playground Replacement Program

5.5.7.1 Report Tab 13 – State of the Playgrounds Update 2022
(RPT 22-362)

Recommendation:

That Item No. C1-07 with respect to Playground Replacement Program be approved at a cost of \$150,000.

5.5.8 C1-08 – Reconstruction of Park Pathways

Recommendation:

That Item No. C1-08 with respect to Reconstruction of Park Pathways be approved at a cost of \$60,000.

5.5.9 C1-09 – Roofing Projects

5.5.9.1 Report Tab 14 – 2022 Roofing Report (RPT 22-329)

Recommendation:

That Item No. C1-09 with respect to Roofing Projects be approved at a cost of \$200,000.

5.5.10 C1-10 – Landscaping Projects

Recommendation:

That Item No. C1-10 with respect to Landscaping Projects be approved at a cost of \$50,000.

5.5.11 C1-11 – Prime Ministers Park Improvements

Recommendation:

That Item No. C1-11 with respect to Prime Ministers Park Improvements be approved at a cost of \$27,100 from the Prime Ministers Park Reserve Fund.

5.5.12 C1-12 – Golf Course – Reconstruction and Repair of Pathways

Recommendation:

That Item No. C1-12 with respect to Reconstruction and Repair of Pathways be approved at a cost of \$60,000 from the Golf Course Improvement Reserve.

5.5.13 C1-13 – Little Red River Park Stages of Development

5.5.13.1 Report Tab 15 – Little Red River Park Development Update (RPT 22-239)

Recommendation:

That Item No. C1-13 with respect to Little Red River Park Stages of Development be approved at a cost of \$210,000 from the Pehonan Parkway Reserve.

5.5.14 C1-14 – E.A. Rawlinson Centre Improvements

Recommendation:

That Item No. C1-14 with respect to E.A. Rawlinson Centre Improvements be approved at a cost of \$40,000 from the E.A. Rawlinson Centre Facility Fee Reserve.

5.5.15 C1-15 – Boat Launch Improvements and Preliminary Design Options

Recommendation:

That Item No. C1-15 with respect to Boat Launch Improvements and Preliminary Design Options be approved at a cost of \$25,000 from the Pehonan Parkway Reserve.

5.5.16 C1-16 – Continuation of Resurfacing Municipal Service Centre Shop Bay Concrete Floor

Recommendation:

That Item No. C1-16 with respect to Continuation of Resurfacing Municipal Service Centre Shop Bay Concrete Floor be approved at a cost of \$50,000.

5.5.17 C1-17 – Marquis Road East Widening

Recommendation:

That Item No. C1-17 with respect to Marquis Road East Widening be approved at a cost of \$1,000,000 from the Future Infrastructure Reserve.

5.5.18 C1-18 – Concrete Sidewalk, Curb and Median Rehabilitation

Recommendation:

That Item No. C1-18 with respect to Concrete Sidewalk, Curb and Median Rehabilitation be approved at a cost of \$500,000.

5.5.19 C1-19 – Roadways Recapping Program

5.5.19.1 Report Tab 16 – Riverside Drive Paving - Agreement (RPT 22-350)

Recommendation:

That Item No. C1-19 with respect to Roadways Recapping Program be approved at cost of \$4,100,000.

5.5.20 C1-20 – Long-Term Debt Repayment – Golf Course Irrigation Replacement

Recommendation:

That Item No. C1-20 with respect to Long-Term Debt Repayment – Golf Course Irrigation Replacement be approved at a cost of \$68,000 from the Golf Course Improvement Reserve.

5.5.21 C1-21 – Long-Term Debt Repayment – West Hill Infrastructure Improvements

Recommendation:

That Item No. C1-21 with respect to Long-Term Debt Repayment – West Hill Infrastructure Improvements be approved at a cost of \$22,800.

5.5.22 C1-22 – Long-Term Debt Repayment – City Transit Buses

Recommendation:

That Item No. C1-22 with respect to Long-Term Debt Repayment – City Transit Buses be approved at a cost of \$259,000.

5.5.23 C1-23 – Long-Term Debt Repayment – Aquatic and Arenas Centre

Recommendation:

That Item No. C1-23 with respect to Long-Term Debt Repayment – Aquatic and Arenas Centre be approved at a cost of \$242,400 from the Civic Facilities Reserve.

5.6 CAPITAL PROJECTS NOT FUNDED

5.6.1 Capital Projects Not Funded

5.6.1.1 Report Tab 17 – Concrete Sidewalk Replacement Program – Senior Residence (RPT 21-320)

Recommendation:

That the following 2023 Capital Budget Projects be received as information and filed:

C2-01	<i>Prince Albert Historical Museum – Window Replacement</i>	<i>\$250,000</i>
C2-02	<i>Scissor Lift</i>	<i>\$100,000</i>
C2-03	<i>Downtown Public Washroom</i>	<i>\$500,000</i>
C2-04	<i>Concrete Sidewalk Replacement Program – Senior Residence</i>	<i>\$65,000</i>
C2-05	<i>Municipal Service Centre Fuel Tanks and Pumps</i>	<i>\$395,000</i>
C2-06	<i>Parking Lot Rehabilitation Program</i>	<i>\$235,000</i>
C2-07	<i>Central Avenue River Street to 10th Street Revitalization – Phase 1 – Construction 2024</i>	<i>\$600,000</i>

5.7 CAPITAL BUDGET

5.7.1 2023 Capital Budget Approval

5.7.1.1 Report Tab 3 – 2022 General Fund Capital Projects Update (RPT 22-389)

Recommendation:

That the 2023 General Fund Capital Budget in the total amount of \$7,827,040 including \$236,040 in Police Capital be approved as follows:

Capital Funding	\$5,110,000
Reserve Funding	\$2,435,240
External Funding	\$0
Long-Term Debts Principal Payments	\$281,800
Total Capital Spending	\$7,827,040

5.8 FLEET

5.8.1 Fleet Equipment Requests

Recommendation:

That the total 2023 Budget for the Fleet Equipment be approved at a cost of \$7,198,500 funded from the Equipment and Fleet, Fire Equipment, Public Transit, Golf Course Equipment Reserve and Golf Cart Reserve, identified as follows, and the allocations of \$296,000 funded from the Police Fleet Reserve and \$55,000 from External Funding:

Community Services Equipment		
FL-01	Replacement of Unit 515 – 2010 Dodge Journey SUV	\$40,000
FL-02	Replacement of Unit 145 – Pickup Truck	\$100,000
FL-03	Replacement of Unit 4802 - Forklift	\$135,000
FL-04	Replacement of Units 6073, 6072 & 6019 – Grass Mowers	\$160,000
FL-05	Replacement of Unit 6138 – Mower	\$165,000
FL-06	Replacement of Unit 7410 – Zamboni	\$205,000
FL-07	Replacement of Units 120, 4504, 4507, 4544 & 4545 – Trucks	\$275,000
FL-08	New Addition – Trim and Surround Mower	\$68,500
FL-09	Replacement Program – Golf Carts	\$70,000
Fire and Emergency Services Equipment		
FL-10	Replacement Program – Self Contained Breathing Apparatus	\$35,000
FL-11	Replacement of Unit 2101 – 1 Ton Truck	\$105,000
FL-12	Replacement of Unit 2108 – Fire Engine	\$1,300,000
Planning and Development Equipment		
FL-13	Replacement of Unit 502 Truck	\$40,000
Public Works Equipment		
FL-14	Replacement of Unit 123 – ¾ Ton Truck	\$60,000
FL-15	Replacement of Unit 439 – Transit for Disabled Bus	\$120,000
FL-16	Replacement of Units 802, 803 & 804 – Trucks	\$165,000
FL-17	Replacement of Units 102, 132, 140 & 146 – Trucks	\$220,000
FL-18	Replacement of Unit 52 – Asphalt Roller	\$225,000
FL-19	Replacement of Unit 36 – Motor Grader	\$475,000

FL-20	Replacement of Unit 14 – Loader	\$510,000
FL-21	Replacement of Unit 28 – Four Yard Loader	\$610,000
FL-22	Replacement of Unit 911 – Transit Bus – 40ft	\$700,000
Sanitation Equipment		
FL-23	Replacement of Unit 64 – Automated Waste Collection Truck	\$475,00
FL-24	Replacement of Unit 751 – Loader	\$850,000
Water and Sewer Equipment		
FL-25	Replacement of Unit 207 – Steamer Unit	\$90,000
Total Fleet Purchases		\$7,198,500

Reserve Allocation		
Equipment and Fleet Reserve		\$4,920,000
Fire Equipment Reserve		\$1,440,000
Public Transit Reserve		\$700,000
Golf Course Equipment Reserve		\$68,500
Golf Course Golf Carts Reserve		\$70,000
Police Service Fleet Reserve		\$296,000
External Funding		\$55,000
Total Fleet Funding		\$7,549,500

5.9 CITY MANAGER, CITY SOLICITOR, CITY CLERK, MAYOR & COUNCIL

5.9.1 City Clerk Functional Area

Recommendation:

That the total 2023 Operating Budget for the City Clerk Functional Area be approved at a cost of \$596,480, as presented.

5.9.2 City Manager Functional Area

Recommendation:

That the total 2023 Operating Budget for the City Manager Functional Area be approved at a cost of \$464,350, as presented.

5.9.3 Mayor Functional Area

Recommendation:

That the total 2023 Operating Budget for the Mayor Functional Area be approved at a cost of \$202,160, as presented.

5.9.4 City Council Functional Area

Recommendation:

That the total 2023 Operating Budget for the City Council Functional Area be approved at a cost of \$405,160, as presented.

5.9.5 City Solicitor Functional Area

Recommendation:

That the total 2023 Operating Budget for the City Solicitor Functional Area be approved at a cost of \$496,350, as presented.

5.10 CORPORATE SERVICES

5.10.1 Corporate Communications Functional Area

Recommendation:

That the total 2023 Operating Budget for the Corporate Communications Functional Area be approved at a cost of \$156,420, as presented.

5.10.2 Human Resources Functional Area

Recommendation:

That the total 2023 Operating Budget for the Human Resources Functional Area be approved at a cost of \$996,020, as presented.

5.10.3 Occupational Health and Safety Functional Area

Recommendation:

That the total 2023 Operating Budget for the Occupational Health and Safety Functional Area be approved at a cost of \$146,640, as presented.

5.10.4 Information Technology Functional Area

- 5.10.4.1 Report Tab 5 – 2023 Information Technology Budget Allocations to Departments (RPT 22-385)

Recommendation:

That the total 2023 Operating Budget for the Information Technology Functional Area be approved at a cost of \$1,401,050, as presented.

5.11 PLANNING & DEVELOPMENT SERVICES

5.11.1 Planning Functional Area

- 5.11.1.1 Report Tab 4 – Prince Albert District Planning Commission – 2023 Budget Request (RPT 22-387)

Recommendation:

That the total 2023 Operating Budget for the Planning Functional Area be approved at a cost of \$821,880, as presented.

5.11.2 Building Inspections Functional Area

Recommendation:

That the total 2023 Operating Budget for the Building Inspections Functional Area be approved at a cost of \$61,870, as presented.

5.11.3 Economic Development Functional Area

Recommendation:

That the total 2023 Operating Budget for the Economic Development Functional Area be approved at a cost of \$21,680, as presented.

5.11.4 Bylaw Enforcement Functional Area

- 5.11.4.1 Report Tab 18 – Prince Albert Society for the Prevention of Cruelty to Animals Inc. – 2021 Audited Financial Statement (RPT 22-393)

Recommendation:

That the total 2023 Operating Budget for the Bylaw Enforcement Functional Area be approved at a cost of \$1,055,380, as presented.

5.11.5 Parking Tickets and Meters Functional Area

Recommendation:

That the total 2023 Operating Budget for the Parking Tickets and Meters Functional Area be approved at a cost of (\$744,690), as presented.

5.11.6 Impound Lot Functional Area

Recommendation:

That the total 2023 Operating Budget for the Impound Lot Functional Area be approved at a cost of (\$201,270), as presented.

5.12 FINANCIAL SERVICES

5.12.1 Assessment Functional Area

Recommendation:

That the total 2023 Operating Budget for the Assessment Functional Area be approved at a cost of \$626,550, as presented.

5.12.2 Asset Management Functional Area

Recommendation:

That the total 2023 Operating Budget for the Asset Management Functional Area be approved at a cost of \$88,870, as presented.

5.12.3 Financial Services and Payroll Functional Area

Recommendation:

That the total 2023 Operating Budget for the Financial Services and Payroll Functional Area be approved at a cost of \$1,657,730, as presented.

5.12.4 Purchasing and Stores Functional Area

Recommendation:

That the total 2023 Operating Budget for the Purchasing and Stores Functional Area be approved at a cost of \$366,970, as presented.

5.13 FIRE DEPARTMENT

5.13.1 Fire Administration Functional Area

Recommendation:

That the total 2023 Operating Budget for the Fire Administration Functional Area be approved at a cost of \$1,234,210, as presented.

5.13.2 Fire Fighting Functional Area

Recommendation:

That the total 2023 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$6,304,930, as presented.

5.13.3 Fire Prevention Functional Area

Recommendation:

That the total 2023 Operating Budget for the Fire Prevention Functional Area be approved at a cost of \$308,020, as presented.

5.13.4 Fire Fleet and Equipment Functional Area

Recommendation:

That the total 2023 Operating Budget for the Fire Fleet and Equipment Functional Area be approved at a cost of \$676,830, as presented.

5.13.5 Fire Building Maintenance Functional Area

Recommendation:

That the total 2023 Operating Budget for the Fire Building Maintenance Functional Area be approved at a cost of \$98,710, as presented.

5.14 COMMUNITY SERVICES

5.14.1 Facilities Maintenance – Other Functional Area

2023 List of Proposed Facility Projects – Operating

Recommendation:

That the total 2023 Operating Budget for the Facilities Maintenance – Other Functional Area be approved at a cost of \$534,930, as presented.

5.14.2 Alfred Jenkins Field House Functional Area

Recommendation:

That the total 2023 Operating Budget for the Alfred Jenkins Field House Functional Area be approved at a cost of \$257,940, as presented.

5.14.3 Art Hauser Centre Functional Area

Recommendation:

That the total 2023 Operating Budget for the Art Hauser Centre Functional Area be approved at a cost of \$698,580, as presented.

5.14.4 Arts Centre Functional Area

Recommendation:

That the total 2023 Operating Budget for the Arts Centre Functional Area be approved at a cost of \$136,250, as presented.

5.14.5 Bernice Sayese Centre Functional Area

Recommendation:

That the total 2023 Operating Budget for the Bernice Sayese Centre Functional Area be approved at a cost of \$74,080, as presented.

5.14.6 Cemetery Functional Area

Recommendation:

That the total 2023 Operating Budget for the Cemetery Functional Area be approved at a cost of \$87,550, as presented.

5.14.7 Facilities Maintenance – City Hall Functional Area

Recommendation:

That the total 2023 Operating Budget for the Facilities Maintenance – City Hall Functional Area be approved at a cost of \$430,120, as presented.

5.14.8 Community Clubs Functional Area

Recommendation:

That the total 2023 Operating Budget for the Community Clubs Functional Area be approved at a cost of \$401,310, as presented.

5.14.9 Community Services Administration Functional Area

5.14.9.1 Report Tab 7 – 2023 Rates & Fees – Community Services Department (RPT 22-363)

Recommendation:

That the total 2023 Operating Budget for the Community Services Administration Functional Area be approved at a cost of \$665,070, as presented.

5.14.10 Cooke Municipal Golf Course Functional Area

5.14.10.1 Report Tab 8 – 2023 Rates & Fees – Cooke Municipal Golf Course (RPT 22-358)

Recommendation:

That the total 2023 Operating Budget for the Cooke Municipal Golf Course Functional Area be approved at a cost of (\$43,120), as presented.

5.14.11 Dave G. Steuart Arena Functional Area

Recommendation:

That the total 2023 Operating Budget for the Dave G. Steuart Arena Functional Area be approved at a cost of \$168,360, as presented.

5.14.12 E.A. Rawlinson Centre Functional Area

Recommendation:

That the total 2023 Operating Budget for the E.A. Rawlinson Centre Functional Area be approved at a cost of \$451,930, as presented.

5.14.13 City Beautification Functional Area

Recommendation:

That the total 2023 Operating Budget for the City Beautification Functional Area be approved at a cost of \$76,300, as presented.

5.14.14 Frank J. Dunn Swimming Pool Functional Area

Recommendation:

That the total 2023 Operating Budget for the Frank J. Dunn Swimming Pool Functional Area be approved at a cost of \$518,220, as presented.

5.14.15 Prince Albert Public Library Functional Area

Recommendation:

That the total 2023 Operating Budget for the Prince Albert Public Library Functional Area be approved at a cost of \$22,860, as presented.

5.14.16 Kinsmen Arena Functional Area

Recommendation:

That the total 2023 Operating Budget for the Kinsmen Arena Functional Area be approved at a cost of \$203,810, as presented.

5.14.17 Kinsmen Park Functional Area

Recommendation:

That the total 2023 Operating Budget for the Kinsmen Park Functional Area be approved at a cost of \$110,440, as presented.

5.14.18 Kinsmen Ski Hill Functional Area

Recommendation:

That the total 2023 Operating Budget for the Kinsmen Ski Hill Functional Area be approved at a cost of \$90,520, as presented.

5.14.19 Kinsmen Water Park Functional Area

Recommendation:

That the total 2023 Operating Budget for the Kinsmen Water Park Functional Area be approved at a cost of \$220,020, as presented.

5.14.20 Little Red Park Functional Area

Recommendation:

That the total 2023 Operating Budget for the Little Red Park Functional Area be approved at a cost of \$272,340, as presented.

5.14.21 Margo Fournier Centre Functional Area

Recommendation:

That the total 2023 Operating Budget for the Margo Fournier Centre Functional Area be approved at a cost of \$39,780, as presented.

5.14.22 Museums Functional Area

Recommendation:

That the total 2023 Operating Budget for the Museums Functional Area be approved at a cost of \$186,490, as presented.

5.14.23 Outdoor Sports Fields Functional Area

Recommendation:

That the total 2023 Operating Budget for the Outdoor Sports Fields Functional Area be approved at a cost of \$194,780, as presented.

5.14.24 Parks Functional Area

Recommendation:

That the total 2023 Operating Budget for the Parks Functional Area be approved at a cost of \$1,670,180, as presented.

5.14.25 Playgrounds and Playstructures Functional Area

Recommendation:

That the total 2023 Operating Budget for the Playgrounds and Playstructures Functional Area be approved at a cost of \$262,840, as presented.

5.14.26 Prince Albert Golf and Curling Centre Functional Area

5.14.26.1 Report Tab 12 – Prince Albert Golf & Curling Centre – Request for Assistance with Utilities (RPT 22-376)

Recommendation:

That the total 2023 Operating Budget for the Prince Albert Golf and Curling Centre Functional Area be approved at a cost of \$38,800, as presented.

5.14.27 Recreation Functional Area

5.14.27.1 Report Tab 9 – Cultural Plan (MCAP) Update (RPT 22-360)

5.14.27.2 Report Tab 10 – Public Art Update (RPT 22-361)

Recommendation:

That the total 2023 Operating Budget for the Recreation Functional Area be approved at a cost of \$680,570, as presented.

5.14.28 Saskatchewan Lotteries Program Functional Area

Recommendation:

That the total 2023 Operating Budget for the Saskatchewan Lotteries Program Functional Area be approved at a cost of \$0, as presented.

5.14.29 Skateboard Park Functional Area

Recommendation:

That the total 2023 Operating Budget for the Skateboard Park Functional Area be approved at a cost of \$31,820, as presented.

5.14.30 Tourist Information Centre Functional Area

Recommendation:

That the total 2023 Operating Budget for the Tourist Information Centre Functional Area be approved at a cost of \$24,400, as presented.

5.15 PUBLIC WORKS

5.15.1 Public Works Administration Functional Area

Recommendation:

That the total 2023 Operating Budget for the Public Works Administration Functional Area be approved at a cost of \$975,870, as presented.

5.15.2 Municipal Service Centre Functional Area

Recommendation:

That the total 2023 Operating Budget for the Municipal Service Centre Functional Area be approved at a cost of \$190,140, as presented.

5.15.3 Old City Yards Functional Area

Recommendation:

That the total 2023 Operating Budget for the Old City Yards Functional Area be approved at a cost of \$99,280, as presented.

5.15.4 Back Lanes Maintenance Functional Area

Recommendation:

That the total 2023 Operating Budget for the Back Lanes Maintenance Functional Area be approved at a cost of \$83,810, as presented.

5.15.5 Sidewalks Functional Area

Recommendation:

That the total 2023 Operating Budget for the Sidewalks Functional Area be approved at a cost of \$232,020, as presented.

5.15.6 Snow Downtown Functional Area

Recommendation:

That the total 2023 Operating Budget for the Snow Downtown Functional Area be approved at a cost of \$157,860, as presented.

5.15.7 Snow Management Functional Area

5.15.7.1 Report Tab 11 – Snow Removal and Road Conditions (RPT 22-89)

Recommendation:

That the total 2023 Operating Budget for the Snow Management Functional Area be approved at a cost of \$1,391,040, as presented.

5.15.8 Street Lighting Functional Area

Recommendation:

That the total 2023 Operating Budget for the Street Lighting Functional Area be approved at a cost of \$985,460, as presented.

5.15.9 Streets and Roads Functional Area

Recommendation:

That the total 2023 Operating Budget for the Streets and Roads Functional Area be approved at a cost of \$931,300, as presented.

5.15.10 Street Sweeping Functional Area

Recommendation:

That the total 2023 Operating Budget for the Street Sweeping Functional Area be approved at a cost of \$306,010, as presented.

5.15.11 Parking Lots Functional Area

Recommendation:

That the total 2023 Operating Budget for the Parking Lots Functional Area be approved at a cost of (\$98,000), as presented.

5.15.12 Traffic Counts and Lane Markings Functional Area

Recommendation:

That the total 2023 Operating Budget for the Traffic Counts and Lane Markings Functional Area be approved at a cost of \$198,250, as presented.

5.15.13 Traffic Lights Functional Area

Recommendation:

That the total 2023 Operating Budget for the Traffic Lights Functional Area be approved at a cost of \$370,840, as presented.

5.15.14 Traffic Signs Functional Area

Recommendation:

That the total 2023 Operating Budget for the Traffic Signs Functional Area be approved at a cost of \$351,320, as presented.

5.15.15 City Public Transit Functional Area

Recommendation:

That the total 2023 Operating Budget for the City Public Transit Functional Area be approved at a cost of \$1,636,510, as presented.

5.16 EXTERNAL AGENCIES

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

5.16.1.1 Prince Albert Community Service Centre 2023 Budget Submission

Recommendation:

That the total 2023 Operating Budget for the Prince Albert Community Service Centre – Special Needs Transportation Functional Area be approved at a cost of \$694,400, as presented.

5.16.2 Prince Albert Community Service Centre – Seniors Transportation Functional Area

Recommendation:

That the total 2023 Operating Budget for the Prince Albert Community Service Centre – Seniors Transportation Functional Area be approved at a cost of \$69,500, as presented.

5.16.3 Prince Albert Arts Board Functional Area

5.16.3.1 Prince Albert Arts Board 2023 Budget Submission

Recommendation:

That the total 2023 Operating Budget for the Prince Albert Arts Board Functional Area be approved at a cost of \$25,000, as presented.

5.16.4 Prince Albert Historical Society – Museum Functional Area

5.16.4.1 Prince Albert Historical Society 2023 Budget Submission

Recommendation:

That the total 2023 Operating Budget for the Prince Albert Historical Society – Museum Functional Area be approved at a cost of \$71,080, as presented.

5.16.5 Mann Art Gallery Functional Area

5.16.5.1 Mann Art Gallery 2023 Budget Submission

Recommendation:

That the total 2023 Operating Budget for the Mann Art Gallery Functional Area be approved at a cost of \$100,000, as presented.

5.16.6 Prince Albert Mobile Crisis Functional Area

5.16.6.1 Prince Albert Mobile Crisis Unit 2023 Budget Submission

Recommendation:

That the total 2023 Operating Budget for the Prince Albert Mobile Crisis Functional Area be approved at a cost of \$43,600, as presented.

5.17 OPERATING ISSUES NOT FUNDED

5.17.1 Operating Issues Not Funded

Recommendation:

That the following 2023 Operating Budget Issues be received as information and filed:

UF-01	<i>Business System Analyst Position</i>	<i>\$100,500</i>
UF-02	<i>Fire Training Officer</i>	<i>\$149,084</i>
UF-03	<i>Prince Albert Golf and Curling Centre – Request for Additional Grant to cover Utility Costs</i>	<i>\$52,200</i>
UF-04	<i>Increased Costs and the addition of a Team Leader Position – Community Service Centre – Special Needs Transportation</i>	<i>\$126,820</i>
UF-05	<i>Cost of Living and New Position – Prince Albert Historical Society</i>	<i>\$40,629</i>
UF-06	<i>Increased Calls/Demand for Services – Prince Albert Mobile Crisis</i>	<i>\$40,000</i>
UF-07	<i>Manager Position – Mann Art Gallery</i>	<i>\$15,925</i>
UF-08	<i>Downtown Security – Prince Albert Downtown Business Improvement District</i>	<i>\$75,000</i>
UF-09	<i>Funding for Various Events – Prince Albert Downtown Business Improvement District</i>	<i>\$5,000</i>

5.18 UNFINISHED BUSINESS

5.19 RESERVE ALLOCATIONS

5.19.1 Reserve Allocations

Recommendation:

That the Budgeted Transfers be approved as follows:

Alfred Jenkins Field House Improvements Reserve	\$103,500
Arenas Improvement Reserve	\$44,620
Civic Facilities Reserve – City of Prince Albert	\$1,543,200
Civic Facilities Reserve – Loan for \$16 million	(\$545,030)
Civic Facilities Reserve – Loan for \$30 million	(\$667,500)
Community Services Building Reserve	\$20,000
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	\$2,200,000
Fire Equipment Reserve	\$300,000
Future Infrastructure Reserve	\$320,000
Group Benefits Reserve	(\$525,000)
Golf Course Carts Reserve	\$40,000
Golf Course Equipment Reserve	\$80,000
Golf Course – Improvements Reserve	\$195,000
Information Technology Reserve	\$450,000
Kinsmen Water Park Reserve	\$25,000
Kinsmen Water Park – Operating Project Maintenance Reserve	(\$25,000)
Prince Albert Slo-Pitch League Reserve	\$34,300
Prince Albert Golf and Curling Club Mechanical Equipment Reserve	\$10,000
Prince Albert Golf and Curling Club Mechanical Reserve – Funding Operating Project Replace Roof Top AC Unit	(\$20,000)
Pehonan Parkway Reserve	\$82,000
Police Capital Reserve	\$263,040
Police Fleet Reserve	\$250,000
Police Operating Reserve – Transfer for 2023	(\$200,000)
Prime Ministers’ Park Improvement Reserve	\$3,760
Proactive Policing Reserve	\$554,600
Proactive Policing Reserve – 2023 Policing Strategy	(\$621,100)
Project Beach Volleyball Courts Reserve	\$3,000
Public Art Capital Reserve	\$30,000
Public Transit Reserve	\$325,000
South Hill Cemetery Perpetual Care Reserve	\$15,000
TOTAL	\$4,714,890

5.20 GENERAL GOVERNMENT

5.20.1 Allocation of Budgeted Operating Surplus

Recommendation:

That the Budgeted Operating Surplus of (\$2,306,690), be allocated as follows:

Operating Surplus	(\$2,306,690)
Non-Cash Adjustment - Amortization	(\$7,800,000)
Operating Surplus – Adjusted	(\$10,106,690)
Allocations:	
Capital Budget	\$5,110,000
Reserve Allocation	\$4,714,890
Principal Payments on Loans	\$281,800
Total Allocations	\$10,106,690
Balanced Budget (Surplus)	\$0

5.20.2 General Government Functional Area

Recommendation:

That the total 2023 Operating Budget for the General Government Functional Area be approved at a cost of (\$57,882,340), as presented.

6. SUBMIT TO COUNCIL

6.1 Submit to Council

Recommendations:

- 1. That The City of Prince Albert 2023 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 2023 General Fund Budgets, be forwarded to City Council for consideration, in due course.***

7. ADJOURNMENT



City of
Prince Albert

MIN 22-72

MOTION:

That the Minutes for the External Agencies Business Plan Review Regular Meeting held November 1, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT
EXTERNAL AGENCIES BUSINESS PLAN REVIEW
REGULAR MEETING

MINUTES

MONDAY, NOVEMBER 1, 2021, 6:04 P.M.
COUNCIL CHAMBER, CITY HALL

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

Sherry Person, City Clerk
Jim Toye, City Manager
Kris Olsen, Fire Chief
Wes Hicks, Director of Public Works
Jody Boulet, Director of Community Services
Terri Mercier, Corporate Legislative Manager
Kiley Bear, Acting Director of Corporate Services
Ramona Fauchoux, Acting Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor G. Dionne called the meeting to order.

2. APPROVAL OF AGENDA

0200. **Moved by:** Councillor C. Miller

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

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

5. CORRESPONDENCE & DELEGATIONS

5.1 Community Service Centre 2022 External Agency Business Plan Review Submission (CORR 21-98)

Verbal Presentation was provided by Bill Powalinsky, Chief Executive Officer, Community Service Centre.

0201. **Moved by:** Councillor D. Ogradnick

That CORR 21-98 be received as information and filed.

CARRIED

5.2 Prince Albert Public Library 2022 External Agency Business Plan Review Submission (CORR 21-97)

Verbal Presentation was provided by Alex Juorio, Director, Prince Albert Public Library.

0202. **Moved by:** Councillor C. Miller

That CORR 21-97 be received as information and filed.

CARRIED

5.3 Prince Albert Historical Society 2022 External Agency Business Plan Review Submission (CORR 21-99)

PowerPoint Presentation was provided by Fred Payton, on behalf of the Prince Albert Historical Society.

0203. **Moved by:** Councillor D. Kilmer

That CORR 21-99 be received as information and filed.

CARRIED

5.4 Prince Albert Arts Board 2022 External Agency Business Plan Review Submission (CORR 21-96)

PowerPoint Presentation was provided by Adreanna Boucher, Chair, Prince Albert Arts Board.

0204. **Moved by:** Councillor D. Ogrodnick

That CORR 21-96 be received as information and filed.

CARRIED

5.5 Mann Art Gallery 2022 External Agency Business Plan Review Submission (CORR 21-100)

PowerPoint Presentation was provided by Marcus Miller, Director/Curator, Mann Art Gallery.

0205. **Moved by:** Councillor D. Ogrodnick

That CORR 21-100 be received as information and filed.

CARRIED

6. ADJOURNMENT – 7:11 P.M.

0206. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 16TH DAY OF NOVEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-73

MOTION:

That the Minutes for the Budget Committee Regular Meeting held November 17, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, NOVEMBER 17, 2021, 8:12 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
Jody Boulet, Director of Community Services
Cheryl Tkachuk, Director of Financial Services
Renee Horn, Executive Assistant, Mayor's Office
Kiley Bear, Acting Director of Corporate 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

0207. **Moved by:** Councillor C. Miller

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

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

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

4. ADOPTION OF MINUTES

0208. **Moved by:** Councillor D. Kilmer

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

1. Public and Incamera Meetings held January 6, 2021;
2. Public and Incamera Meetings held January 7, 2021;
3. Public Meeting held January 12, 2021;
4. Public Meeting held January 20, 2021; and,
5. Public Meeting held January 21, 2021.

CARRIED

5. GENERAL FUND BUDGET FOR REVIEW

5.1 OVERVIEW & FINANCIAL HIGHLIGHTS

5.1.1 Overview & Financial Highlights

Verbal Presentation was provided by 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)

5.2 POLICE SERVICE

5.2.1 Police Functional Area

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

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

0209. **Moved by:** Councillor B. Edwards

1. That the 2022 Prince Albert Police Service be funded in the amount of \$17,805,140, inclusive of Capital expenditures and the Police Base Tax; and,
2. That the City accept a \$200,000 transfer 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 budgeting shortfalls.

CARRIED

5.1 OVERVIEW & FINANCIAL HIGHLIGHTS CONTINUED

5.1.1 Overview & Financial Highlights Continued

5.1.1.4 Summary of Salary Increases (PRESENTED AT MEETING)

The meeting recessed at 9:45 a.m.

The meeting reconvened at 10:04 a.m.

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)

0210. **Moved by:** Councillor T. Head

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

CARRIED

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)

0211. **Moved by:** Councillor D. Kilmer

That the 2022 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 Prince Albert District Planning Commission 2022 Budget Submission

0212. **Moved by:** Councillor T. Zurakowski

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

CARRIED

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

0213. **Moved by:** Councillor T. Zurakowski

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.

CARRIED

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

0214. **Moved by:** Councillor D. Kilmer

That the total 2022 Operating Budget for the Prince Albert Community Service Centre – Special Needs Transportation Functional Area be approved at a cost of \$687,460, which includes the request of \$34,050 to cover wages for a split-shift to accommodate unfulfilled trips.

CARRIED

5.5.4 Prince Albert Community Service Centre – Seniors Transportation Functional Area

0215. **Moved by:** Councillor C. Miller

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.

CARRIED

5.5.5 Prince Albert Arts Board Functional Area

5.5.5.1 Prince Albert Arts Board 2022 Budget Submission

0216. **Moved by:** Councillor D. Ogrodnick

That the total 2022 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 Housing Authority – Housing Grant Functional Area

0217. **Moved by:** Councillor C. Miller

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.

CARRIED

5.5.7 Prince Albert Historical Society – Museum Functional Area

5.5.7.1 Prince Albert Historical Society 2022 Budget Submission

0218. **Moved by:** Councillor T. Lennox-Zepp

That the total 2022 Operating Budget for the Prince Albert Historical Society – Museum Functional Area be approved at a cost of \$108,400, as requested.

MOTION DEFEATED

0219. **Moved by:** Councillor D. Ogrodnick

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.

CARRIED

5.5.8 Mann Art Gallery Functional Area

5.5.8.1 Mann Art Gallery 2022 Budget Submission

0220. **Moved by:** Councillor D. Ogrodnick

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

CARRIED

5.5.9 Prince Albert Mobile Crisis Functional Area

5.5.9.1 Prince Albert Mobile Crisis Unit 2022 Budget Submission

0221. **Moved by:** Councillor B. Edwards

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

CARRIED

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)

0222. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.6.2 City Manager Functional Area

0223. **Moved by:** Councillor T. Zurakowski

That Line No. 26 with respect to Corporate Governance: Operating Supplies be reduced from \$1,000 to an approved cost of \$210.

CARRIED

0224. **Moved by:** Councillor T. Head

That Line No. 14 with respect to City Manager: Training Services be reduced from \$5,250 to an approved cost of \$3,000.

CARRIED

0225. **Moved by:** Councillor T. Zurakowski

That the total 2022 Operating Budget for the City Manager Functional Area be approved at a cost of \$516,260, which includes the approved cost savings in the amount of \$3,040.

CARRIED

5.6.3 Mayor Functional Area

0226. **Moved by:** Councillor B. Edwards

That Line No. 16 with respect to Mayor's Office: Meeting Incidentals be increased by \$1,000 and approved at a cost of \$2,500.

CARRIED

0227. **Moved by:** Councillor B. Edwards

That the total 2022 Operating Budget for the Mayor Functional Area be approved at a cost of \$198,450, which includes the approved cost increase in the amount of \$1,000.

CARRIED

The meeting recessed at 12:00 p.m.

The meeting reconvened at 1:04 p.m.

5.6.4 City Council Functional Area

0228. **Moved by:** Councillor T. Zurakowski

That \$120 be removed from Line No. 41 with respect to Council Expenses: Telephone and approved at a cost of \$0.

CARRIED

5.6.5 City Solicitor Functional Area

0229. **Moved by:** Councillor B. Edwards

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

CARRIED

5.7 CORPORATE SERVICES

5.7.1 Corporate Communications Functional Area

0230. **Moved by:** Councillor C. Miller

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

CARRIED

5.7.2 Human Resources Functional Area

0231. **Moved by:** Councillor D. Cody

That Line No. 17 with respect to Legal and Investigation Services: Legal Service be reduced by \$20,000 and approved at a cost of \$30,000.

CARRIED

0232. **Moved by:** Councillor T. Zurakowski

That Line No. 31 with respect to Human Resources: Print Shop Services be reduced from \$1,500 to an approved cost of \$1,000.

CARRIED

0233. **Moved by:** Councillor D. Kilmer

That the total 2022 Operating Budget for the Human Resources Functional Area be approved at a cost of \$547,900, which includes the approved cost savings in the amount of \$20,500.

CARRIED

5.6.4 City Council Functional Area Continued

0234. **Moved by:** Councillor T. Head

That the Indemnities and Payroll Benefits Accounts for the various Ward Councillors be adjusted by \$11,430, as follows:

1. Line No. 4 with respect to Ward 1 Councillor: Indemnities be reduced from \$36,500 to an approved cost of \$34,530;
2. Line No. 8 with respect to Ward 2 Councillor: Indemnities be reduced from \$36,500 to an approved cost of \$34,530;
3. Line No. 12 with respect to Ward 3 Councillor: Indemnities be reduced from \$36,500 to an approved cost of \$34,530;
4. Line No. 20 with respect to Ward 5 Councillor: Indemnities be reduced from \$37,450 to an approved cost of \$35,480;
5. Line No. 24 with respect to Ward 6 Councillor: Indemnities be reduced from \$36,500 to an approved cost of \$34,530;

6. Line No. 26 with respect to Ward 7 Councillor: Payroll and Benefits be increased from \$1,590 to an approved cost of \$3,570;
7. Line No. 28 with respect to Ward 7 Councillor: Indemnities be reduced from \$36,120 to an approved cost of \$34,530; and,
8. Line No. 32 with respect to Ward 8 Councillor: Indemnities be reduced from \$36,500 to an approved cost of \$34,530.

CARRIED

0235. **Moved by:** Councillor T. Head

That the total 2022 Operating Budget for the City Council Functional Area be approved at a cost of \$401,140, which includes the approved cost savings of \$11,550 and a cost increase in the amount of \$2,160 for the Active Living Program being implemented for members of Council starting January 1, 2021.

CARRIED

5.7.3 Occupational Health and Safety Functional Area

0236. **Moved by:** Councillor T. Zurakowski

That Line No. 12 with respect to Occupational Health and Safety: Training Services be reduced by \$28,000 and approved at a cost of \$22,000.

CARRIED

0237. **Moved by:** Councillor D. Kilmer

That Line No. 13 with respect to Occupational Health and Safety: Health Services be reduced by \$1,800 and approved at a cost of \$1,200.

CARRIED

0238. **Moved by:** Councillor D. Kilmer

That the total 2022 Operating Budget for the Occupational Health and Safety Functional Area be approved at a cost of \$160,260, which includes the approved cost savings in the amount of \$29,800.

CARRIED

5.7.4 Information Technology Functional Area

0239. **Moved by:** Councillor D. Cody

That Line No. 7 with respect to Information Systems: Consulting Services be reduced by \$11,000 and approved at a cost of \$25,000.

MOTION DEFEATED

0240. **Moved by:** Councillor D. Cody

That Line No. 8 with respect to Information Systems: Travel and Accommodation be reduced from \$5,000 to an approved cost of \$2,000.

CARRIED

The meeting recessed at 3:06 p.m.

The meeting reconvened at 3:25 p.m.

0241. **Moved by:** Councillor B. Edwards

That the Information Technology Functional Area be tabled for consideration until following Item No. 5.12 Operating Issues.

CARRIED

5.8 PLANNING & DEVELOPMENT SERVICES

5.8.1 Planning Functional Area

0242. **Moved by:** Councillor D. Cody

That Line No. 18 with respect to Planning and Zoning: Publications and Subscriptions be reduced from \$400 to an approved cost of \$200.

CARRIED

0243. **Moved by:** Councillor D. Kilmer

That the total 2022 Operating Budget for the Planning Functional Area be approved at a cost of \$627,150, which includes the approved cost savings in the amount of \$200.

CARRIED

5.8.2 Building Inspections Functional Area

0244. **Moved by:** Councillor C. Miller

That Line No. 1 with respect to Building Permits: Other Revenue be increased from \$180,000 to an approved revenue amount of \$220,000.

CARRIED

0245. **Moved by:** Councillor C. Miller

That the total 2022 Operating Budget for the Building Inspections Functional Area be approved at a cost of \$102,820, which includes the approved revenue increase in the amount of \$40,000.

CARRIED

5.8.3 Economic Development Functional Area

0246. **Moved by:** Councillor T. Head

That Line No. 13 with respect to Economic Development: Consulting Services be reduced by \$7,300 and approved at a cost of \$2,700.

CARRIED

0247. **Moved by:** Councillor D. Cody

That the total 2022 Operating Budget for the Economic Development Functional Area be approved at a cost of \$139,770, which includes the approved cost savings in the amount of \$7,300.

CARRIED

5.8.4 Bylaw Enforcement Functional Area

0248. **Moved by:** Councillor D. Cody

That Line No. 14 with respect to Bylaw Enforcement: Health Services be reduced by \$2,000 and approved at a cost of \$0.

CARRIED

0249. **Moved by:** Councillor D. Cody

That the total 2022 Operating Budget for the Bylaw Enforcement Functional Area be approved at a cost of \$308,520, which includes the approved cost savings of \$2,000.

CARRIED

5.10 FIRE DEPARTMENT

5.10.1 Fire Administration Functional Area

0250. **Moved by:** Councillor T. Zurakowski

That Line No. 26 with respect to Fire Administration: Office Supplies be reduced from \$4,000 to an approved cost of \$2,000.

CARRIED

0251. **Moved by:** Councillor T. Head

That the total 2022 Operating Budget for the Fire Administration Functional Area be approved at a cost of \$1,216,860, which includes the approved cost savings in the amount of \$2,000.

CARRIED

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)

0252. **Moved by:** Councillor D. Cody

That Line No. 2 with respect to Fire Fighting – Other: Non-Taxable Revenue be increased from \$59,000 to an approved revenue amount of \$70,000.

CARRIED

0253. **Moved by:** Councillor D. Cody

That Line No. 8 with respect to Fire Recruitment: Non-Taxable Revenue be increased from a cost of \$4,000 to an approved revenue amount of \$4,000.

CARRIED

0254. **Moved by:** Councillor B. Edwards

That the total 2022 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$5,542,580, which includes the approved revenue increase in the amount of \$19,000.

CARRIED

7. ADJOURNMENT – 4:55 P.M.

0255. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn until Thursday, November 18, 2021 at 8:00 a.m. to continue consideration of the 2022 General Fund Operating and Capital Budgets.

CARRIED

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 16TH DAY OF NOVEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-74

MOTION:

That the Minutes for the Budget Committee Regular Meeting held November 18, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**THURSDAY, NOVEMBER 18, 2021, 8:07 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
Jason Maier, Finance Manager
Wes Hicks, Director of Public Works
Jody Boulet, Director of Community Services
Cheryl Tkachuk, Director of Financial Services
Renee Horn, Executive Assistant, Mayor's Office
Kiley Bear, Acting Director of Corporate Services
Craig Guidinger, Director of Planning and Development Services
Melodie Boulet, Executive Assistant, City Manager's Office
(Attended at 8:41 a.m.)

1. CALL TO ORDER

Mayor G. Dionne called the meeting to order.

5. GENERAL FUND BUDGET FOR REVIEW CONTINUED

5.10 FIRE DEPARTMENT

5.10.3 Fire Prevention Functional Area

0256. **Moved by:** Councillor T. Head

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

CARRIED

5.10.4 Fire Fleet and Equipment Functional Area

0257. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.10.5 Fire Building Maintenance Functional Area

0258. **Moved by:** Councillor B. Edwards

That Line No. 21 with respect to Fire Station Maintenance: Operating Supplies be reduced by \$2,000 and approved at a cost of \$9,000.

CARRIED

0259. **Moved by:** Councillor C. Miller

That the total 2022 Operating Budget for the Fire Building Maintenance Functional Area be approved at a cost of \$87,130, which includes the approved cost savings in the amount of \$2,000.

CARRIED

5.9 FINANCIAL SERVICES

5.9.1 Assessment and Taxation Functional Area

0260. **Moved by:** Councillor T. Lennox-Zepp

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

CARRIED

5.9.2 Asset Management Functional Area

0261. **Moved by:** Councillor B Edwards

That Line No. 3 with respect to Asset Management: Training Services be reduced from \$5,000 to an approved cost of \$0.

CARRIED

0262. **Moved by:** Councillor B. Edwards

That Line No. 2 with respect to Asset Management: Travel and Accommodation be reduced from \$1,500 to an approved cost of \$0.

CARRIED

0263. **Moved by:** Councillor D. Cody

That the total 2022 Operating Budget for the Asset Management Functional Area be approved at a cost of 77,760, which includes the approved cost savings in the amount of \$6,500.

CARRIED

5.9.3 Financial Services and Payroll Functional Area

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

0264. **Moved by:** Councillor T. Zurakowski

That Line No. 29 with respect to Financial Services: Training Services be reduced by \$3,000 and approved at a cost of \$7,000.

CARRIED

0265. **Moved by:** Councillor D. Cody

That the total 2022 Operating Budget for the Financial Services and Payroll Functional Area be approved at a cost of \$1,635,080, which includes the approved cost savings in the amount of \$3,000.

CARRIED

5.9.4 Purchasing and Stores Functional Area

0266. **Moved by:** Councillor D. Kilmer

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

CARRIED

The meeting recessed at 9:57 a.m.

The meeting reconvened at 10:17 a.m.

5.9.5 Parking Ticketing and Meters Functional Area

0267. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.9.6 Impound Lot Functional Area

0268. **Moved by:** Councillor D. Cody

That Line No. 8 with respect to Impound Lot: Wages Overtime be reduced by \$500 and approved at a cost of \$500.

CARRIED

0269. **Moved by:** Councillor B. Edwards

That the total 2022 Operating Budget for the Impound Lot Functional Area be approved at a cost of (\$210,570), which includes the approved cost savings in the amount of \$500.

CARRIED

5.11 COMMUNITY SERVICES

5.11.1 Facilities Maintenance – Other Functional Area

2022 List of Proposed Facility Projects – Operating

0270. **Moved by:** Councillor T. Zurakowski

That the New Ceiling in the West Entrance of City Hall be removed for a savings of \$12,000.

CARRIED

0271. **Moved by:** Councillor T. Head

That Line No. 21 with respect to Facilities Supervision: Travel and Accommodation be reduced from \$3,500 and approved at a cost of \$2,500.

CARRIED

0272. **Moved by:** Councillor T. Head

That the total 2022 Operating Budget for the Facilities Maintenance – Other Functional Area be approved at a cost of \$466,850, which includes the approved cost savings in the amount of \$13,000.

CARRIED

5.11.2 Alfred Jenkins Field House Functional Area

0273. **Moved by:** Councillor T. Lennox-Zepp

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

CARRIED

5.11.3 Art Hauser Centre Functional Area

0274. **Moved by:** Councillor B. Edwards

That Line No. 30 with respect to Art Hauser Centre – Maintenance: Electricity be reduced by \$20,000 and approved at a cost of \$180,000.

CARRIED

0275. **Moved by:** Councillor T. Zurakowski

That the total 2022 Operating Budget for the Art Hauser Centre Functional Area be approved at a cost of \$623,680, which includes the approved cost savings in the amount of \$20,000.

CARRIED

The meeting recessed at 11:57 a.m.

The meeting reconvened at 1:07 p.m.

5.11.4 Arts Centre Functional Area

0276. **Moved by:** Councillor T. Head

That Line No. 36 with respect to Arts Centre – Program: Operating Supplies be reduced by \$2,500 and approved at a cost of \$5,500.

CARRIED

0277. **Moved by:** Councillor D. Cody

That the total 2022 Operating Budget for the Arts Centre Functional Area be approved at a cost of \$132,490, which includes the approved cost savings in the amount of \$2,500.

CARRIED

5.11.5 Bernice Sayese Centre Functional Area

0278. **Moved by:** Councillor B. Edwards

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

CARRIED

5.11.6 Cemetery Functional Area

0279. **Moved by:** Councillor T. Head

That Line No. 6 with respect to Cemetery: Other General Services be reduced by \$1,000 and approved at a cost of \$1,500.

MOTION DEFEATED

0280. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.11.7 Facilities Maintenance – City Hall Functional Area

0281. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.11.8 Community Clubs Functional Area

0282. **Moved by:** Councillor T. Zurakowski

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

5.11.9 Community Services Administration Functional Area

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

0283. **Moved by:** Councillor C. Miller

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

CARRIED

5.11.10 Cooke Municipal Golf Course Functional Area

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

0284. **Moved by:** Councillor T. Head

That Line No. 46 with respect to Golf Course Maintenance and Operations: Training Services be reduced by \$3,000 and approved at a cost of \$2,000.

CARRIED

0285. **Moved by:** Councillor T. Zurakowski

That Line No. 57 with respect to Golf Course Maintenance and Operations: Vehicle Fuel and Oil be reduced from \$4,000 to an approved cost of \$1,500.

CARRIED

The meeting recessed at 3:13 p.m.

The meeting reconvened at 3:31 p.m.

0286. **Moved by:** Councillor D. Cody

That the total 2022 Operating Budget for the Cooke Municipal Golf Course Functional Area be approved at a cost of (\$8,420), which includes the approved cost savings in the amount of \$5,500.

CARRIED

5.11.11 Dave G. Steuart Arena Functional Area

0287. **Moved by:** Councillor T. Head

That Line No. 40 with respect to Dave G. Steuart Arena – Program: Operating Supplies be reduced from \$4,000 and approved at a cost of \$2,000.

CARRIED

0288. **Moved by:** Councillor B. Edwards

That the total 2022 Operating Budget for the Dave G. Steuart Arena Functional Area be approved at a cost of \$156,730, which includes the approved cost savings in the amount of \$2,000.

CARRIED

5.11.12 E.A. Rawlinson Centre Functional Area

0289. **Moved by:** Councillor T. Head

That Line No. 36 with respect to E.A. Rawlinson Centre – Maintenance: Housekeeping Supplies be reduced by \$3,000 and approved at a cost of \$1,000.

CARRIED

0290. **Moved by:** Councillor B. Edwards

That the total 2022 Operating Budget for the E.A. Rawlinson Centre Functional Area be approved at a cost of \$404,750, which includes the approved cost savings in the amount of \$3,000.

CARRIED

5.11.13 City Beautification Functional Area

0291. **Moved by:** Councillor B. Edwards

That the total 2022 Operating Budget for the City Beautification Functional Area be approved at a cost of \$75,000.

MOTION DEFEATED

0292. **Moved by:** Councillor D. Cody

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

CARRIED

5.11.14 Frank J. Dunn Swimming Pool Functional Area

0293. **Moved by:** Councillor C. Miller

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.

CARRIED

5.11.15 Prince Albert Public Library Functional Area

0294. **Moved by:** Councillor B. Edwards

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

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

CARRIED

5.11.16 Kinsmen Arena Functional Area

0295. **Moved by:** Councillor B. Edwards

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

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

CARRIED

5.11.17 Kinsmen Park Functional Area

0296. **Moved by:** Councillor D. Cody

That Line No. 20 with respect to Kinsmen Park: Housekeeping Supplies be reduced from \$1,000 and approved at a cost of \$0.

CARRIED

0297. **Moved by:** Councillor D. Kilmer

That the total 2022 Operating Budget for the Kinsmen Park Functional Area be approved at a cost of \$119,160, which includes the approved cost savings in the amount of \$1,000.

CARRIED

5.11.18 Kinsmen Ski Hill Functional Area

0298. **Moved by:** Councillor B. Edwards

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

CARRIED

5.11.19 Kinsmen Water Park Functional Area

0299. **Moved by:** Councillor T. Zurakowski

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

CARRIED

7. ADJOURNMENT – 4:54 P.M.

0300. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn until Friday, November 19, 2021 at 8:00 a.m. to continue consideration of the 2022 General Fund Operating and Capital Budgets.

CARRIED

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 16TH DAY OF NOVEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-75

MOTION:

That the Minutes for the Budget Committee Regular Meeting held November 19, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**FRIDAY, NOVEMBER 19, 2021, 8:04 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
- Jason Maier, Finance Manager
- Wes Hicks, Director of Public Works
- Jody Boulet, Director of Community Services
- Cheryl Tkachuk, Director of Financial Services
- Renee Horn, Executive Assistant, Mayor's Office
- Kiley Bear, Acting Director of Corporate 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

5.11.20 Little Red Park Functional Area

0301. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.11.21 Margo Fournier Centre Functional Area

0302. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.11.22 Museums Functional Area

0303. **Moved by:** Councillor T. Head

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

CARRIED

5.11.23 Outdoor Sports Fields Functional Area

0304. **Moved by:** Councillor T. Head

That Line No. 64 with respect to Playfields Maintenance: Purchase Maintenance – Other Equipment be reduced by \$4,000 and approved at a cost of \$1,000.

CARRIED

0305. **Moved by:** Councillor T. Head

That the total 2022 Operating Budget for the Outdoor Sports Fields Functional Area be approved at a cost of \$197,550, which includes the approved cost savings in the amount of \$4,000.

CARRIED

5.11.24 Parks Functional Area

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

0306. **Moved by:** Councillor T. Head

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

CARRIED

5.11.25 Playgrounds and Playstructures Functional Area

0307. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.11.26 Prince Albert Golf and Curling Centre Functional Area

0308. **Moved by:** Councillor D. Cody

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

CARRIED

5.11.27 Recreation Functional Area

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

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

0309. **Moved by:** Councillor T. Head

That Line No. 43 with respect to Public Art Capital: Operating Supplies be reduced by \$10,000 and approved at a cost of \$13,800.

CARRIED

0310. **Moved by:** Councillor T. Head

That the total 2022 Operating Budget for the Recreation Functional Area be approved at a cost of \$673,160, which includes the approved cost savings in the amount of \$10,000.

CARRIED

5.11.28 Saskatchewan Lotteries Program Functional Area

0311. **Moved by:** Councillor B. Edwards

That the total 2022 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

0312. **Moved by:** Councillor T. Head

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

CARRIED

5.11.30 Tourist Information Centre Functional Area

0313. **Moved by:** Councillor B. Edwards

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

CARRIED

The meeting recessed at 9:55 a.m.

The meeting reconvened at 10:22 a.m.

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)

0314. **Moved by:** Councillor T. Head

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

CARRIED

5.12.2 Municipal Service Centre Functional Area

0315. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.12.3 Old City Yards Functional Area

0316. **Moved by:** Councillor T. Head

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

CARRIED

5.12.4 Back Lanes Maintenance Functional Area

0317. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.12.5 Sidewalks Functional Area

0318. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.12.6 Snow Downtown Functional Area

0319. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.12.7 Snow Management Functional Area

0320. **Moved by:** Councillor B. Edwards

That Line No. 21 with respect to Surface and Sidewalk Sanding – Operating Supplies be reduced by \$6,000 and approved at a cost of \$0.

CARRIED

5.12.8 Street Lighting Functional Area

0321. **Moved by:** Councillor T. Zurakowski

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

CARRIED

The meeting recessed at 12:03 p.m.

The meeting reconvened at 1:11 p.m.

5.12.7 Snow Management Functional Area Continued

0322. **Moved by:** Councillor C. Miller

That the total 2022 Operating Budget for the Snow Management Functional Area be approved at a cost of \$1,109,900, which includes the approved cost savings in the amount of \$6,000.

CARRIED

5.12.9 Streets and Roads Functional Area

0323. **Moved by:** Councillor T. Zurakowski

That Line No. 91 with respect to Surface Works Grading and Graveling: Granular Materials be reduced by \$5,000 and approved at a cost of \$5,000.

CARRIED

0324. **Moved by:** Councillor T. Head

That the total 2022 Operating Budget for the Streets and Roads Functional Area be approved at a cost of \$633,030, which includes the approved cost savings in the amount of \$5,000.

CARRIED

5.12.10 Street Sweeping Functional Area

0325. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.12.11 Parking Lots Functional Area

0326. **Moved by:** Councillor B. Edwards

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

CARRIED

5.12.12 Traffic Counts and Lane Markings Functional Area

0327. **Moved by:** Councillor T. Zurakowski

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.

CARRIED

5.12.13 Traffic Lights Functional Area

0328. **Moved by:** Councillor T. Head

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

CARRIED

5.12.14 Traffic Signs Functional Area

0329. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.12.15 City Public Transit Functional Area

0330. **Moved by:** Councillor B. Edwards

That Line No. 19 with respect to Transit Operation: Rentals – City Automotive and Equipment be reduced by \$235,260 and approved at a cost of \$229,400.

MOTION DEFEATED

0331. **Moved by:** Councillor T. Head

That Line No.19 with respect to Transit Operation: Rentals – City Automotive and Equipment be reduced by \$115,000 and approved at a cost of \$349,660.

CARRIED

0332. **Moved by:** Councillor T. Head

That the total 2022 Operating Budget for the City Public Transit Functional Area be approved at a cost of \$943,720, which includes the approved cost savings in the amount of \$115,000.

CARRIED

5.7.4 Information Technology Functional Area Continued

5.7.4.1 2022 Information Technology Allocation Requests Presentation (PRESENTED AT MEETING)

PowerPoint Presentation was provided by Rachel Heidecker, Innovation and Information Technology Manager.

0333. **Moved by:** Councilor T. Head

That the total 2022 Operating Budget for the Information Technology Functional Area be approved at a cost of \$1,348,970, which includes the approved cost savings in the amount of \$3,000.

CARRIED UNANIMOUSLY

5.14 FLEET

5.14.1 Fleet Equipment Requests

0334. **Moved by:** Councillor B. Edwards

That FL-01 – Replacement of Five (5) Zero Turn Mowers be amended to only replace three (3) Zero Turn Mowers, at a cost of \$105,000.

CARRIED

0335. **Moved by:** Councillor B. Edwards

That FL-08 – Replacement of Forklifts be amended to only replace one (1) Forklift at a cost of \$105,000.

CARRIED

0336. **Moved by:** Councillor T. Zurakowski

That only \$100,000 be allocated from the Equipment and Fleet Reserve for FL-09 – Replacement of Light Duty Trucks.

CARRIED

0337. **Moved by:** Councillor D. Cody

That FL-10 – Replacement of Unit 52 – Asphalt Roller at a cost of \$200,000 be removed from the 2022 Fleet Equipment Replacement List.

CARRIED

0338. **Moved by:** Councillor D. Cody

That the total 2022 Budget for the Fleet Equipment be approved at a cost of \$1,661,000 funded from the Equipment and Fleet, Fire Equipment and Golf Course Equipment Golf Cart Reserves, identified as follows, and the allocation of \$390,000 funded from the Police Fleet Reserve:

Community Services Equipment		
FL-01	Replacement of Three (3) Zero Turn Mowers	\$105,000
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 Forklift	\$105,000
FL-09	Replacement of Light Duty Trucks	\$100,000
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
	Total Fleet Purchases	\$1,661,000

Reserve Allocation	
Equipment and Fleet Reserve	\$1,425,000
Fire Equipment Reserve	\$84,000
Golf Course Equipment and Golf Carts Reserve	\$152,000
Police Fleet Reserve	\$390,000
External Funding	\$55,000
Total Reserve Funding	\$2,106,000

CARRIED

0339. **Moved by:** Councillor T. Zurakowski

That the approved cost savings to the Fleet Requests in the amount of \$480,000 be allocated to reduce the Operating Budget.

CARRIED

7. ADJOURNMENT – 4:26 P.M.

0340. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn until Saturday, November 20, 2021 at 9:00 a.m. to continue consideration of the 2022 General Fund Operating and Capital Budgets.

CARRIED

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 16TH DAY OF NOVEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-76

MOTION:

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

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**SATURDAY, NOVEMBER 20, 2021, 9:07 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
Jason Maier, Finance Manager
Wes Hicks, Director of Public Works
Jody Boulet, Director of Community Services
Cheryl Tkachuk, Director of Financial Services
Kiley Bear, Acting Director of Corporate 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.

5.15 CAPITAL PROJECTS

5.15.1 C1-01 – Networking

0341. **Moved by:** Councillor T. Head

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

CARRIED

5.15.2 C1-02 – End User Computing and Printing

0342. **Moved by:** Councillor D. Kilmer

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.

CARRIED

5.15.3 C1-03 – Communications

0343. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.15.4 C1-04 – Business Continuity

0344. **Moved by:** Councillor T. Head

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

CARRIED

5.15.5 C1-05 – Work and Asset Management Systems

0345. **Moved by:** Councillor C. Miller

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.

CARRIED

5.15.6 C1-06 – Web and Portal Systems

0346. **Moved by:** Councillor T. Head

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.

CARRIED

5.15.7 C1-07 – Finance and Admin Systems

0347. **Moved by:** Councillor T. Head

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.

CARRIED

5.15.8 C1-08 – Municipal Service Centre Parking Pedestals

0348. **Moved by:** Councillor T. Head

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

CARRIED

5.15.9 C1-09 – Playground Replacement Program

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

0349. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.15.10 C1-10 – Reconstruction of Park Pathways

0350. **Moved by:** Councillor T. Zurakowski

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

CARRIED

5.15.11 C1-11 – Roofing Projects

0351. **Moved by:** Councillor B. Edwards

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

CARRIED

5.15.12 C1-12 – Landscaping Projects

0352. **Moved by:** Councillor B. Edwards

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

CARRIED

5.15.13 C1-13 – Crescent Heights Spray Park

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

0353. **Moved by:** Councillor D. Ogradnick

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.

CARRIED

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

0354. **Moved by:** Councillor D. Cody

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.

CARRIED

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

0355. **Moved by:** Councillor D. Ogradnick

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.

CARRIED

5.15.16 C1-16 – Kinsmen Water Park Landing Pool

0356. **Moved by:** Councillor T. Zurakowski

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.

CARRIED

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

0357. **Moved by:** Councillor D. Cody

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.

CARRIED

5.15.18 C1-18 – Art Hauser Centre Air Handling Unit

0358. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.15.19 C1-19 – James Isbister Park Improvements

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

0359. **Moved by:** Councillor C. Miller

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.

CARRIED

5.15.20 C1-20 – Two Post Vehicle Lift

0360. **Moved by:** Councillor T. Head

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.

CARRIED

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

0361. **Moved by:** Councillor B. Edwards

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

CARRIED

5.15.22 C1-22 – Fence Replacement Old Yards

0362. **Moved by:** Councillor B. Edwards

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

CARRIED

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

0363. **Moved by:** Councillor B. Edwards

That Item No. C1-23 with respect to Concrete Sidewalk, Curb and Median Rehabilitation be approved at a cost of \$300,000.

CARRIED

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

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

0364. **Moved by:** Councillor T. Lennox-Zepp

1. That Item No. C1-24 with respect to Concrete Sidewalk Replacement Program – Senior Residence be approved at a cost of \$46,500; and,
2. That RPT 21-320 be referred for consideration to the 2023 Budget deliberations.

CARRIED

5.15.25 C1-25 – Concrete Sidewalk Connector Program

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

0365. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.15.26 C1-26 – Parking Lot Rehabilitation Program

Councillor D. Ogrodnick assumed the Chair.

0366. **Moved by:** Mayor G. Dionne

That Item No. C1-26 with respect to Parking Lot Rehabilitation Program at a cost of \$225,000 be removed and referred for consideration to the 2023 Budget deliberations.

CARRIED

Mayor G. Dionne resumed the Chair.

5.15.27 C1-27 – Roadways Recapping Program

0367. **Moved by:** Councillor D. Cody

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

CARRIED

5.15.28 C1-28 – Survey – Total Station

0368. **Moved by:** Councillor T. Head

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

CARRIED

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)

0369. **Moved by:** Councillor C. Miller

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.

CARRIED

The meeting recessed at 10:40 a.m.

The meeting reconvened at 10:56 a.m.

5.15.30 C1-30 – Pedestrian Bridge Replacement

0370. **Moved by:** Councillor B. Edwards

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

CARRIED

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

0371. **Moved by:** Councillor D. Kilmer

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

CARRIED

5.15.32 C1-32 – Replacement Folding Machine

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

0372. **Moved by:** Councillor T. Head

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

CARRIED

5.15.33 C1-33 – Replacement Postage Machine

0373. **Moved by:** Councillor C. Miller

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

CARRIED

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

0374. **Moved by:** Councillor T. Zurakowski

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.

CARRIED

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

0375. **Moved by:** Councillor T. Zurakowski

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

CARRIED

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

0376. **Moved by:** Councillor T. Zurakowski

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

CARRIED

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

0377. **Moved by:** Councillor B. Edwards

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.

CARRIED

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)

0378. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C2-03 with respect to Web and Portal Systems be approved at a cost of \$33,800 from the Information Technology Reserve.

MOTION DEFEATED

0379. **Moved by:** Councillor T. Head

That Item No. C2-12 with respect to New – Amkus ION Combination Rescue Tool (Jaws of Life) be approved at a cost of \$16,500 from the Fire Equipment Reserve.

CARRIED

0380. **Moved by:** Councillor T. Zurakowski

That Administration provide a report for consideration by members of Council at an upcoming meeting that identifies the possible location of two (2) new Fire Halls within the City.

CARRIED

0381. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C2-13 with respect to Central Avenue River Street to 10th Street Revitalization – Phase 1 be approved at a cost of \$1,200,000 from the Utility Improvement Balance.

MOTION DEFEATED

The meeting recessed at 12:11 p.m.

The meeting reconvened at 1:10 p.m.

0382. **Moved by:** Councillor D. Ogradnick

That Item No. C2-15 with respect to Marquis Road East Widening be approved at a cost of \$1,000,000 from the Future Infrastructure Reserve and \$650,000 to be funded from the annual budget allocation for the Roadways Recapping Program.

MOTION DEFEATED

0383. **Moved by:** Councillor T. Zurakowski

That Item No. C2-15 with respect to Marquis Road East Widening be placed in the 2023 Capital Budget for consideration.

CARRIED

0384. **Moved by:** Councillor T. Lennox-Zepp

That Item No. C2-16 with respect to Municipal Service Centre Fuel Tanks and Pumps be approved at a cost of \$175,000 from the Future Infrastructure Reserve.

CARRIED

0385. **Moved by:** Councillor D. Kilmer

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

C2-01	Business Continuity	\$50,000
C2-02	Corporate Portal and Intranet Systems	\$94,900
C2-03	Web and Portal Systems	\$33,800
C2-04	Finance and Admin Systems	\$25,000
C2-05	Work and Asset Management Systems	\$10,600
C2-06	City Hall – Replace Elevator	\$150,000
C2-07	Thermal Weed Control System	\$34,700
C2-08	Golf Course – Renovation and Removal of Sand Bunkers	\$175,000
C2-09	Off Leash Dog Parks	\$20,000
C2-10	Concrete Sidewalk Replacement – Arts Centre	\$50,000

C2-11	New – Water Tanker Truck with 3000 Imperial Gallon Capacity	\$400,000
C2-13	Central Avenue River Street to 10 th Street Revitalization – Phase 1	\$1,200,000
C2-14	Roadways Recapping Program – Program Increase	\$167,000
C2-15	Marquis Road East Widening	\$1,000,000
C2-17	Upgrade Municipal Service Centre Heating and HVAC System	\$600,000

CARRIED

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)

0386. **Moved by:**

That the 2022 General Fund Capital Budget in the total amount of \$18,383,440 including \$263,040 in Police Capital be approved as follows:

Capital Funding	\$5,226,500
Reserve Funding	\$1,991,640
External Funding	\$10,891,000
Long-Term Debts Principal Payments	\$274,300
Total Capital Spending	\$18,383,440.

CARRIED

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 & RPT 21-253)

0387. **Moved by:** Councillor D. Kilmer

That U-01 with respect to Record Retention Clerk Steno – City Clerk’s Office be approved at a cost of \$16,340.

MOTION DEFEATED

0388. **Moved by:** Councillor T. Head

That U-03 with respect to Fire Hall Apparatus Floor Grate Repair at a cost of \$25,000 be funded from the Safety Reserve.

CARRIED

0389. **Moved by:** Councillor C. Miller

That U-02 with respect to Requested New Position – Training Captain be approved at a cost of \$142,900.

MOTION DEFEATED

0390. **Moved by:** Councillor T. Lennox-Zepp

That U-02 with respect to Requested New Position – Three (3) Additional Fire Fighters be approved at a cost of \$250,900.

MOTION DEFEATED

0391. **Moved by:** Councillor T. Head

That U-04 with respect to Prince Albert & Area Community Alcohol Strategy be approved at a cost of \$15,000.

MOTION DEFEATED

0392. **Moved by:** Councillor D. Kilmer

That U-08 with respect to Engineering Technician II (Surveyor) Position be approved at a cost of \$61,640.

MOTION DEFEATED

0393. **Moved by:** Councillor C. Miller

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

U-01	Record Retention Clerk Steno – City Clerk’s Office	\$16,340
U-02	Requested New Position – Fire Fighting	\$387,900
U-04	Prince Albert & Area Community Alcohol Strategy	\$15,000
U-05	Information Technology Staffing Proposal	\$299,300

U-06	Community Service Centre – Special Needs Transportation	\$48,410
U-07	Prince Albert Historical Society	\$37,320
U-08	Engineering Technician II (Surveyor) Position	\$61,640

CARRIED

5.18 UNFINISHED BUSINESS

5.19 RESERVE ALLOCATIONS

5.19.1 Reserve Allocations

5.19.1 Future Infrastructure Reserve (PRESENTED AT MEETING)

0394. **Moved by:** Councillor T. Head

That the \$20,000 transfer request from City Taxation to the Alfred Jenkins Field House Improvements Reserve be removed.

MOTION DEFEATED

Councillor D. Ogrodnick assumed the Chair.

0395. **Moved by:** Mayor G. Dionne

That the transfer request from City Taxation to the Future Infrastructure Reserve be reduced by \$370,000 and approved at a transfer amount of \$250,000.

CARRIED

Mayor G. Dionne resumed the Chair.

0396. **Moved by:** Councillor T. Zurakowski

That the transfer request from City Taxation to the Public Art Capital Reserve be reduced by \$20,000 and approved at a transfer amount of \$30,000.

CARRIED

The meeting recessed at 3:06 p.m.

The meeting reconvened at 3:30 p.m.

0397. **Moved by:** Councillor B. Edwards

That the Budget 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	\$1,520,000
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	\$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	\$30,000
Public Transit Reserve	\$105,000
Safety Reserve – Transfer for 2022	(\$25,000)
South Hill Cemetery Perpetual Care Reserve	\$10,000
TOTAL	\$5,222,280

CARRIED

5.20 GENERAL GOVERNMENT

5.20.2 General Government Functional Area

0398. **Moved by:** Councillor Z. Zurakowski

That Line No. 45 with respect to Retirement Allowances: Retirement Allowances be reduced by \$3,000 and approved at a cost of \$0.

CARRIED

0399. **Moved by:** Councillor D. Kilmer

That Line No. 65 with respect to Other General Government: Self-Employed Contractors be reduced by \$15,000 and approved at a cost of \$10,000.

CARRIED

0400. **Moved by:** Councillor T. Zurakowski

That Line No. 63 with respect to Miscellaneous: Consulting Services be increased by \$25,000 and approved at a cost of \$50,000.

CARRIED

0401. **Moved by:** Councillor B. Edwards

That Line No. 82 with respect to Miscellaneous: Rentals – City Automotive and Equipment be reduced by \$20,000 related to the Fuel Savings to be realized from the Municipal Service Centre Fuel Tanks and Pump Capital Project and approved at a cost of (\$20,000).

CARRIED

7. ADJOURNMENT – 3:52 P.M.

0402. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn until a future date called by the Chair to continue consideration of the 2022 General Fund Operating and Capital Budgets.

CARRIED

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 16TH DAY OF NOVEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-79

MOTION:

That the Minutes for the Budget Committee Regular Meeting held December 1, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, DECEMBER 1, 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
Jeff Da Silva, Manager of Operations
Nykol Miller, Capital Projects Manager
Cheryl Tkachuk, 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

0403. **Moved by:** Councillor C. Miller

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

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

5. FUND BUDGET FOR REVIEW

5.1 2022 Water Utility Fund Operating and Capital Budget

0404. **Moved by:** Councillor B. Edwards

That Line No. 11 with respect to General Administration: Wages Overtime in the Administration, Billing and Meter Maintenance Functional Area be reduced by \$1,500 and approved at a cost of \$8,500.

CARRIED

0405. **Moved by:** Councillor B. Edwards

1. That all new utility hookups be invoiced by e-mail by default; and,
2. That Administration provide a report on options for the following:
 - a. to invoice paper invoices; and,
 - b. to provide incentives for receiving invoices by email.

CARRIED

The meeting recessed at 5:43 p.m.

The meeting reconvened at 6:25 p.m.

0406. **Moved by:** Councillor D. Cody

That Capital Budget Item No. UC-05 with respect to Former Raw Water Pump House Decommission be removed.

MOTION DEFEATED

6. ADJOURNMENT – 8:04 P.M.

0407. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn until Thursday, December 2, 2021 at 4:00 p.m. to continue consideration of the 2022 Water Utility Fund, Sanitation Fund, Airport Fund and Land Fund Operating and Capital Budgets.

CARRIED

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 16TH DAY OF NOVEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-80

MOTION:

That the Minutes for the Budget Committee Regular Meeting held December 2, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, DECEMBER 2, 2021, 4:09 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
Jeff Da Silva, Manager of Operations
Nykol Miller, Capital Projects Manager
Cheryl Tkachuk, 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.

5. FUND BUDGET FOR REVIEW CONTINUED

5.1 2022 Water Utility Fund Operating and Capital Budget

0408. **Moved by:** Councillor T. Zurakowski

1. That the 2022 Water Utility Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$19,627,790;
 - b. Operating expenses of \$13,173,220;
 - c. Capital and Interfund Transactions of \$6,027,490; and,
 - d. A surplus of \$427,080. After adjusting for non-cash amortization, the surplus is \$5,927,080 to fund Capital Projects and Loan Principal Payments;
2. That the 2022 Water Utility Fund Capital expenditures of \$4,715,000 and Loan Principal Payments of \$1,722,600 as identified as UC-01 to UC-15 in Appendix A attached to the 2022 Water Utility Fund Budget Document, be approved;
3. That the 2023 – 2026 Water Utility Fund Capital expenditures, as attached as part of Appendix B of the 2022 Water Utility Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year;
4. That Administration forward a proposed Bylaw for the 2022 Water and Sewer Utility Rates and Fees to City Council for approval and three (3) readings;
5. That The City of Prince Albert 2022 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; and,
6. That Administration immediately proceed with communicating the good news stories in regards to the \$100 million projects associated with the Water Utility Fund and provide a report back to City Council with an outline of the Communication Plan to address the proposed rate increases and the approved future Water Utility Fund projects.

CARRIED UNANIMOUSLY

5.2 2022 Sanitation Fund Operating and Capital Budget

The meeting recessed at 5:30 p.m.

The meeting reconvened at 6:08 p.m.

0409. **Moved by:** Councillor D. Kilmer

1. That the 2022 Sanitation Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$5,380,760;
 - b. Operating expenses of \$4,550,020;
 - c. Capital and Interfund Transfers of \$1,169,110; and,
 - d. A deficit of \$338,370. After adjusting for non-cash amortization, the surplus is \$521,630 to fund Capital Projects and Reserve Transfers;
2. That the 2022 Sanitation Fund Capital expenditures of \$566,500, as identified as SC-01 in Appendix A attached to 2022 Sanitation Fund Budget Document, be approved;
3. That the 2023 – 2026 Sanitation Fund Capital expenditures, as attached as part of Appendix B of the 2022 Sanitation Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,
4. That The City of Prince Albert 2022 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 UNANIMOUSLY

5.3 2022 Airport Fund Operating and Capital Budget

0410. **Moved by:** Councillor T. Zurakowski

That Capital Budget Item No. AC-04 with respect to Stormwater Management Plan be removed.

CARRIED

0411. **Moved by:** Councillor D. Cody

1. That the 2022 Airport Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$895,610;
 - b. Operating expenses of \$1,125,630;
 - c. Capital and Interfund Transfers of \$285,730; and,
 - d. A deficit of \$515,750. After adjusting for non-cash amortization, there is a surplus of \$84,250 to fund Capital Projects and Reserve Transfers;
2. That the 2022 Airport Fund Capital expenditures of \$5,179,000, as identified as AC-01 to AC-03 and AC-05 to AC-08 in Appendix A, attached to the 2022 Airport Fund Budget Document, be approved;
3. That the 2023 – 2026 Airport Fund Capital expenditures, as attached as part of Appendix B of the 2022 Airport Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,
4. That The City of Prince Albert 2022 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 2022 Land Fund Operating and Capital Budget

0412. **Moved by:** Councillor T. Zurakowski

1. That the 2022 Land Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$535,000;
 - b. Operating expenses of \$310,040;
 - c. Capital and Interfund Transactions of \$85,000; and,
 - d. An operating surplus of \$139,960 to fund Capital Projects and Loan Principal Payments;

2. That the 2022 Land Fund Capital expenditures of \$700,000 and Loan Principal Payments of \$275,700, as identified as LC-01 to LC-04 in Appendix A, attached to the 2022 Land Fund Budget Document, for an overall budget of \$975,700 funded by Debit Financing, Reserves and the Land Development Fund, be approved;
3. That the 2023 – 2026 Land Fund Capital expenditures, as attached as part of Appendix B of the 2022 Land Fund Budget Document, be approved in principle, subject to final approval of the annual Budget of each year; and,
4. That The City of Prince Albert 2022 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 – 7:26 P.M.

0413. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 16TH DAY OF NOVEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-81

MOTION:

That the Minutes for the Budget Committee Regular Meeting held February 7, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, FEBRUARY 7, 2022, 5:33 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

- Mayor Greg Dionne
- Councillor Charlene Miller
- Councillor Terra Lennox-Zepp (Attended via videoconferencing)
- 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
- Jason Maier, Finance Manager
- Wes Hicks, Director of Public Works
- Kiley Bear, Director of Corporate Services
- Jody Boulet, Director of Community Services
- Cheryl Tkachuk, Director of Financial Services
- Renee Horn, Executive Assistant, Mayor'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 CONTINUED

0001. **Moved by:** Councillor Miller

That the Agenda for this meeting be amended as follows:

1. That a report from the Prince Albert Board of Police Commissioners dated February 1, 2022, be added for consideration with Item No. 5.2.1.

CARRIED

5.2 POLICE SERVICE CONTINUED

5.2.1 Police Functional Area Continued

5.2.1.1 2022 Police Service Budget Reduction due to City Fiscal Challenges (RPT 22-75) (PRESENTED AT MEETING)

0002. **Moved by:** Councillor Miller

That the City accept an additional \$200,000 for a total of \$400,000 to 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.

CARRIED

FUNCTIONAL AREAS CONTINUED

0003. **Moved by:** Councillor Kilmer

That the total 2022 Operating Budget for the following Functional Areas be adjusted and approved as indicated:

1. That the Information Technology Functional Area be approved at a cost of \$1,298,970, which includes a reduction of \$50,000 to Line No. 15 with respect to Information Systems: Computer Services to an approved cost of \$507,750;
2. That the Building Inspections Functional Area be approved at a cost of \$82,820; which includes an increase of \$20,000 to Line No. 1 with respect to Building Permits: Other Revenues to an approved revenue amount of \$240,000;
3. That the Economic Development Functional Area be approved at a cost of \$119,770, which includes an increase of \$20,000 to Line No. 1 with respect to Business and General Licenses: Other Revenue to an approved revenue of \$290,000;

4. That the Parking Tickets and Meters Functional Area be approved at a cost of (\$553,240), which includes an increase of \$39,000 to Line No. 4 with respect to Parking Ticket Violations: Other Revenue to an approved revenue of \$459,000; and,
5. That the Impound Lot Functional Area be approved at a cost of (\$249,950), which includes an increase of \$39,380 to Line No. 2 with respect to Impound Lot: Rental-Lease Revenues-Non Taxable to an approved revenue of \$379,040.

CARRIED

5.17 CAPITAL BUDGET CONTINUED

5.17.1 2022 Capital Budget Approval Continued

0004. **Moved by:** Councillor Zurakowski

1. That Budget Committee Resolution Nos. 0384 and 0386 dated November 20, 2021, be rescinded;
2. That Item No. C2-16 with respect to Municipal Service Centre Fuel Tanks and Pumps be referred for consideration to the 2023 Budget deliberations; and,
3. That the 2022 General Fund Capital Budget in the total amount of \$18,208,400 including \$263,040 in Police Capital be approved as follows:

Capital Funding	\$5,226,500
Reserve Funding	\$1,816,640
External Funding	\$10,891,000
Long-Term Debts Principal Payments	\$274,300
Total Capital Spending	\$18,208,440.

CARRIED

5.19 RESERVE ALLOCATIONS CONTINUED

5.19.1 Reserve Allocations Continued

0005. **Moved by:** Councillor Cody

That the transfer from City Taxation to the Future Infrastructure Reserve be further reduced by \$175,000 and approved at a transfer amount of \$75,000.

CARRIED

5.20 GENERAL GOVERNMENT CONTINUED

5.20.2 General Government Functional Area Continued

0006. **Moved by:** Councillor Head

1. That Line No. 13 with respect to Property Tax Penalties: Other Revenue be increased by \$25,000 to an approved revenue amount of \$375,000;
2. That Line No. 14 with respect to Property Tax Surcharge: Other Revenue be increased by \$11,510 to an approved revenue amount of \$286,510;
3. That Line No. 27 with respect to SaskEnergy Natural Gas Franchise: Other Revenue be increased by \$25,000 to an approved revenue amount of \$800,000;
4. That Line No. 30 with respect to Interest Income: Other Revenue be increased by \$38,000 to an approved revenue amount of \$390,000; and,
5. That Line No. 123 with respect to Land Development Capital Fund: Other Revenue be increased by \$17,000 to an approved transfer amount of \$85,000 from the Land Fund Budget.

CARRIED

0007. **Moved by:** Councillor Head

That the City fund the shortfall of the 2022 Operating Budget in the amount of \$266,640 from savings realized in 2021 related to the following:

1. \$201,640 savings from unspent Long Term Debt Interest budgeted for the Arenas and Aquatic Centre Loan;
2. \$50,000 savings from unspent monies in regards to Positive Storytelling Marketing; and,
3. \$15,000 savings from the Lone Worker Agreement.

CARRIED

5.20.1 Allocation of Budgeted Surplus

0008. **Moved by:** Councillor Head

That the Budgeted Operating Surplus of (\$2,481,440), be allocated as follows:

Operating Surplus to be Allocated	(\$2,481,440)
Non-Cash Adjustment - Amortization	(\$7,600,000)
Operating Surplus – Adjusted	(\$10,081,440)
Allocations:	
Capital Expenditures	\$5,226,500
Reserve Allocation	\$4,847,280
Principal Payments on Loans	\$274,300
Transfer from Fiscal Stabilization	(\$266,640)
Estimated COVID-19 2022 Losses	\$2,000,000
Funding TBD to Cover COVID-19 Losses	(\$2,000,000)
Total Allocations	\$10,081,440
Balanced Budget (Surplus)	-

CARRIED

5.20.2 General Government Functional Area Continued

0009. **Moved by:** Councillor Cody

That the total 2022 Operating Budget for the General Government Functional Area be approved at a cost of (\$53,881,390), which includes all approved adjustments to the General Fund Operating and Capital Budget.

CARRIED

6. SUBMIT TO COUNCIL

6.1 Submit to Council

0010. **Moved by:** Councillor Zurakowski

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.

CARRIED

7. ADJOURNMENT – 6:34 P.M.

0011. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 16TH DAY OF NOVEMBER, A.D. 2022.



City of
Prince Albert

BI 22-10

TITLE: Overview & Financial Highlights

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

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) 2023 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. A summary of the main areas affected 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 2023 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 2019 to 2021;
- Individual account review of the current year actuals in 2022;
- Inclusion of items referred to 2023 budget deliberations;
- Review of one time 2022 budget requests;
- Capital and reserve 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. Some areas of service within the General Fund will have 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 taxes.

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 Sanitation Fund will be prepared and presented to Council separately.

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 Land Fund will be prepared and presented to Council separately.

The Water and Sewer 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. The Water and Sewer Utility Fund will be prepared and presented to Council separately.

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 2023 budget includes an estimate of \$7.8 million for depreciation. This is a non-cash item that has no impact on the 2023 mill rate. The proposed budget identifies \$2.307 million as the operating surplus. After adjusting for non-cash depreciation the 2023 operating surplus is \$10.107 million. This surplus will fund capital projects of \$5.110 million, \$0.282 million for loan payments and \$4.715 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 2022 and proposed changes for 2023 is provided as [Reserve Projection Reports](#).

Debt

At December 31, 2022 (unaudited), the City will have approximately \$58,388,590 of external long-term debt with planned borrowing of \$30 million in 2023.

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 22-380 - 2023 Long Term Debt Summary for additional information.**](#)

The City's total current legislated borrowing limit is \$75.0 million. On June 13, 2022, City Council approved that Administration proceed with the borrowing of an additional \$30 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre; and, that Administration increase the City's debt limit to \$120,000,000.

Capital Budget

The 2023 capital budget has capital expenditures (including loan repayments) of \$5,391,800 to be funded from operations:

2022 Capital Budget Approved	\$5,226,500
2022 Long Term Debt Repayments	\$274,300
Total Approved 2022 General Fund Capital Budget	\$5,500,800
2023 Presented Capital Budget	\$5,110,000
2023 Long Term Debt Repayments	\$281,800
Total Presented 2023 General Fund Capital Budget	\$5,391,800
Decrease from Year 2022	
	-\$109,000

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 22-380 - 2023 Long Term Debt Summary for additional information.](#)

There is a detailed list of 2023 capital projects (See [Capital Projects Details](#)). Projects that are not funded in 2023 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 \$3,079,990. This is the funding required to balance the budget for 2023. All items referred to budget committee throughout the year have been included as well as those items being proposed by Administration. The 2023 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, special taxes, levies, minimum tax, and mill rate factors. The final determination of the 2023 tax policy will occur after the 2023 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.

Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee

Items that have been referred to the 2023 Budget from City Council, Executive Committee or the Budget Committee is included in this Budget Document. A summary of the items referred to budget is included in a separate compiled report. [Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #1 for RPT 22—388 – Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee for additional information.](#)

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.

Uncontrollable Costs for 2023

For Year 2023, the uncontrollable costs are as follows:

	% Increase in Mill Rate
Salaries Wages and Benefits	5.73%
Utilities	0.85%
Insurance	0.30%
Total 2023 Increases for Uncontrollable Costs	6.89%

Line by Line Budget for 2023

The 2023 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.



BUDGET PACKAGE DEFINITIONS FOR LINE BY LINE REVIEW

Category Codes

REVENUES	Code
Taxation	TAX
User Charges and Fees	UCF
Operating Grants and Donations	OGD
Grants in Lieu of Taxes	GIL
Interest and Penalties	INT
Sundry	SUN
EXPENSES	
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
CAPITAL AND INTERFUND TRANSACTIONS	
Capital Revenues	CAP
Amortization	AMORT
Interfund Transfers	IFUND
Reserves	RES

Other Definitions

Back Out - Removal of one-time budgeted amounts approved in the prior year.

Base Adjust - 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

The total 2023 Revenues for the City is as follows:

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
Taxation	(\$47,450,230)	(\$44,370,240)	(\$3,079,990)	6.94%
User Charges and Fees	(\$8,344,710)	(\$8,380,340)	\$35,630	-0.43%
Operating Grants and Donations	(\$12,318,020)	(\$11,860,650)	(\$457,370)	3.86%
Grants in Lieu of Taxes	(\$7,776,070)	(\$6,940,860)	(\$835,210)	12.03%
Interest and Penalties	(\$1,056,190)	(\$1,024,870)	(\$31,320)	3.06%
Sundry	(\$385,120)	(\$382,980)	(\$2,140)	0.56%
Total Revenues	(\$77,330,340)	(\$72,959,940)	(\$4,370,400)	5.99%

Taxation

Taxation revenue consists of revenue generated from the following tax tools:

General municipal levy

- 2022 mill rate: 10.57

Civic facilities levy

- 2022 mill rate: 0.47

Minimum tax

- 2022 minimum tax: \$772

Special taxes

- 2022 Police special tax: \$35/door
- 2022 Snow special tax: \$60/residential roll, \$20/multi-residential unit, sliding commercial scale
- 2022 Roadways special tax: \$189/residential roll, \$63/multi-residential unit, sliding commercial scale

Base tax

- A new base tax was introduced in 2022 charged as \$40/residential roll, \$20/multi-residential unit, and a sliding commercial scale.
- This base tax was introduced in order to isolate the previous snow management and future infrastructure base tax into one special tax dedicated to snow management.
- The revenue generated from this base tax is available to fund general operations of the City.

Taxation revenue also includes budgeted items for property tax discounts, penalties, supplemental adjustments during the year, and rebates/abatements.



(\$47,450,230) Total Taxation Revenue is comprised of the following:

	2002 Budget	2022 Budget	(Favourable) Unfavourable Change
Property Tax Levy	(\$35,721,420)	(\$33,576,210)	(\$2,145,210)
Supplemental - Property Tax Levy	(\$100,000)	(\$100,000)	\$0
Base Tax - Snow	(\$1,473,560)	(\$1,305,000)	(\$168,560)
Base Tax - Paving	(\$4,100,000)	(\$4,100,000)	\$0
Base Tax- Police	(\$554,600)	(\$554,600)	\$0
Base Tax - Funding For Future Infrastructure, Etc.	(\$720,000)	\$0	(\$720,000)
Street Oiling Levy	(\$58,000)	(\$58,000)	\$0
Destination Marketing Levy	(\$351,500)	(\$351,500)	\$0
Capital Projects Levy	(\$1,543,200)	(\$1,541,000)	(\$2,200)
Supplemental - Capital Projects	(\$4,000)	(\$4,000)	\$0
Property Tax Penalties	(\$364,000)	(\$375,000)	\$11,000
Property Tax Surcharge	(\$273,000)	(\$286,510)	\$13,510
Discounts Current Tax Discounts-Expense	\$45,000	\$50,000	(\$5,000)
Property Tax Rebates Tax Rebates-Expense	\$100,000	\$100,000	\$0
Library Levy	(\$2,253,950)	(\$2,190,420)	(\$63,530)
PADBID Levy	(\$78,000)	(\$78,000)	\$0
Total Taxation	(\$47,450,230)	(\$44,370,240)	(\$3,079,990)

User Charges and Fees

Departments continue to review the fees charged for City services to ensure they are adequate, comparable, and reasonable. Overall, it is anticipated that there will be a decrease in total user charges and fees compared to 2022 of \$35,630. While departments such as Community Services are anticipating an increase in fees compared to 2022, areas related to Transit Services, Parking Meters, and the Impound Lot are anticipated to decrease.

Operating Grants and Donations

An **increase of (\$457,370)** in budgeted operating grants and donations is anticipated due primarily to the following:

- (\$920,000) increase in the Municipal Revenue Sharing Grant from the Province which is based on PST revenues.
- (\$254,000) increase in Provincial Grants for the Police Saskatchewan Trafficking Response Team.
- \$206,640 decrease related to the Urban Connector Program which is based on the updated agreement with the Ministry of Highways and Infrastructure.
- \$554,000 decrease in Provincial Grants for the Police ICE Program.

Grants in Lieu of Taxes

An **increase of (\$835,210)** is anticipated for grants in lieu of taxes, primarily related to an increase in Municipal Surcharge revenue from SaskPower and SaskEnergy. Both entities are increasing their rates in 2022 and 2023 which increases the Municipal Surcharge revenue collected.

(\$7,776,070) Total Grants in Lieu Revenue of is comprised of the following:

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
Power Corporation Surcharge	(\$4,240,000)	(\$3,825,330)	(\$414,670)
Federal Government	(\$143,000)	(\$140,300)	(\$2,700)
Provincial Government	(\$1,801,000)	(\$1,816,100)	\$15,100
First Nations Reserve Lands	(\$363,100)	(\$319,540)	(\$43,560)
SaskEnergy Natural Gas Franchise	(\$1,170,000)	(\$800,000)	(\$370,000)
Transgas Natural Gas Franchise	(\$25,000)	(\$6,220)	(\$18,780)
Eastview/Driftwood Trailer Courts	(\$31,800)	(\$31,200)	(\$600)
Twilite Motel	(\$2,170)	(\$2,170)	\$0
Total Grants in Lieu of Taxes	(\$7,776,070)	(\$6,940,860)	(\$835,210)

Interest and Penalties

Due to the increase in interest rates throughout 2022 and expected to carry into 2023, it is anticipated that interest income earned will continue to increase. This anticipated increase is expected to be offset by a decrease in Parking Ticket revenue recorded in this area. This results in a net **increase of (\$31,320)** compared to 2022.

Sundry

Sundry revenue includes miscellaneous items such as merchandise sales at City Hall, Impound Lot administration, facility advertising, ticket sale surcharges, etc.

Revenue in this area, overall, is anticipated to remain consistent with 2022 with a slight **increase of (\$2,140)**.

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 year’s 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.

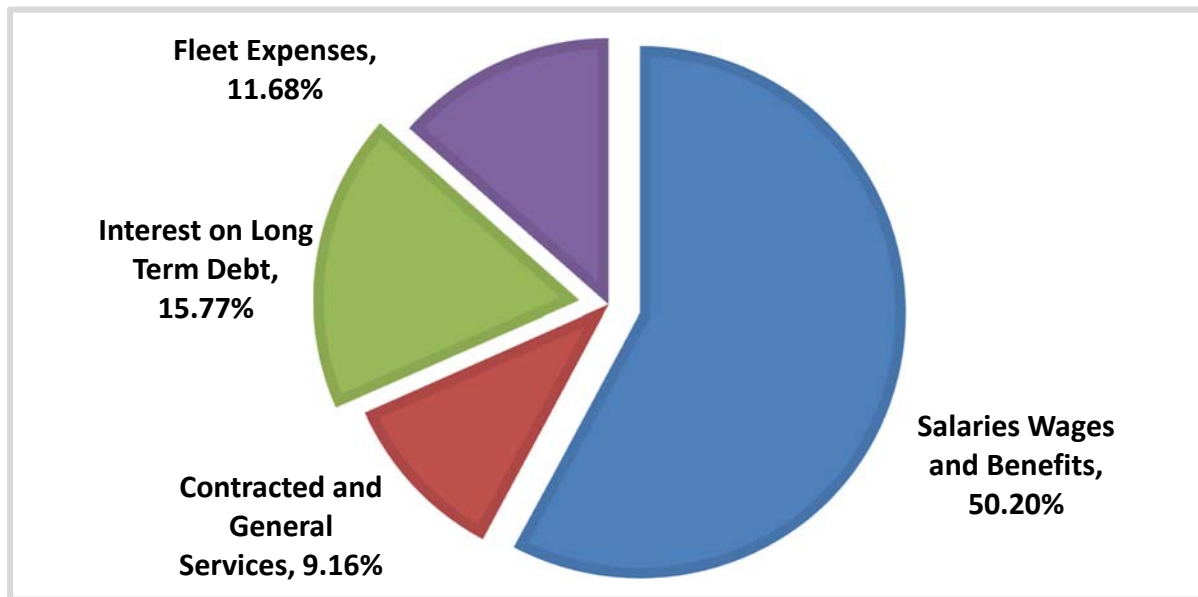
The breakdown of the City’s total expenditures is as follows:

TOTAL EXPENSES	2023 Budget	2022 Budget	Increase	% Increase over 2022	% of Total Expenditures
Council Remuneration	\$450,140	\$447,930	\$2,210	0.49%	0.05%
Salaries Wages and Benefits	\$45,346,640	\$43,023,100	\$2,323,540	5.40%	50.20%
Contracted and General Services	\$6,148,120	\$5,724,290	\$423,830	7.40%	9.16%
Financial Charges	\$157,370	\$158,500	-\$1,130	-0.71%	-0.02%
Grants and Donations	\$3,461,280	\$3,434,150	\$27,130	0.79%	0.59%
Utilities	\$3,022,820	\$2,726,260	\$296,560	10.88%	6.41%
Interest on Long Term Debt	\$1,323,570	\$593,450	\$730,120	123.03%	15.77%
Fleet Expenses	\$4,189,720	\$3,648,990	\$540,730	14.82%	11.68%
Maintenance Materials Supplies	\$6,739,690	\$6,726,290	\$13,400	0.20%	0.29%
Insurance	\$654,150	\$550,630	\$103,520	18.80%	2.24%
Bad Debt Expense	\$322,000	\$153,510	\$168,490	109.76%	3.64%
Total Expenses	\$71,815,500	\$67,187,100	\$4,628,400	6.89%	100.00%

The total expenditures for the General Fund have **increased by 6.89%**.



The major drivers for the expenditures are as follows:



Note: % of Total Expenditures

Salaries Wages and Benefits

Collective Bargaining Increases

For the years 2020 and 2021, the Collective Bargaining Agreements for CUPE Local 882 and 160 were settled at 1.75% each year. The budgets for those years covered the settlement amount.

The 2022 Budget Document included the 2019 salary and wage rates of the Collective Bargaining Agreement, as at the time of the Budget Document, the Collective Bargaining Rates for 2020 and 2021 were not yet ratified by the respective Unions and approved by City Council. **As such, for the 2023 Budget, the Functional Divisions will have increased costs for Salaries, Wages and Benefits, as the rates are based on current 2021 rates.**

Payroll Benefits

Payroll benefits have increased due to the following:

1. CPP costs will rise from 5.7% in 2022 to 5.95% in 2023. The employer matches the employee cost for CPP.
2. The WCB costs have risen from \$1.44/\$100 of WCB assessable earnings in 2021 to \$1.94/\$100 of WCB assessable earnings in 2022. This resulted in approximately \$200,000 of additional WCB costs in 2022 which are expected to continue into 2023. The additional WCB costs were not budgeted for in 2022 because Administration only found out about this increase after the budget for 2022 was finalized.
3. The employer-paid group benefit costs went up approximately \$200 per employee with family coverage in 2022. This amount was not budgeted for in 2022 because Administration only found out about this increase after the budget was finalized.

Salaries Wages and Benefits have increased as follows reflective of the current rates of the collective bargaining agreements, step increases and payroll benefit increases:

Increase over 2022	\$2,323,540
Add: Adjustment to 1% Budgeted City Vacancy Savings	\$5,000
Add: 1% Budgeted Police Vacancy Savings (not budgeted in prior years)	\$200,000
Increase for 2023	\$2,528,540
% Increase over 2023	5.88%
Mill Rate Increase	7.90%

The above chart includes the new positions identified in the 2023 Budget as follows:

- Infrastructure Systems Analyst – Information Technology
- 3 new Additional Fire Fighters
- Foreman II Position – Public Works
- Truck Driver/Equipment Operator – Public Works

Contracted and General Services

Contracted and General Services have increased by the amount of \$423,830, representing a 7.4% increase over 2022. The largest increase includes the Public Transit Service at the amount of \$236,810. The Municipal Cultural Plan has also increased their Grants by \$35,000 offset by grant revenue. There is also a request of \$40,000 for office renovations at the Municipal Service Centre. Legal expenses have not been budgeted accurately for the last several years. For 2023, the budget for legal expenses have increased by \$87,800. As well, the Contracted and General Services Budget for the Prince Albert Downtown Improvement District increased by the amount of \$54,550, which is offset by the reduction of a salary budget for the position of Executive Director.



A breakdown of the increases relating to Contracted and General Services is as follows:

Contracted and General Services	Year 2023 Increase
Public Transit	\$236,810
Legal Services (Contract for City Solicitor & External Legal Costs)	\$87,800
Municipal Public Art Plan - Budget and Grants	\$59,500
Prince Albert Downtown Business Improvement	\$54,550
MSC Renovations	\$40,000
Traffic Line Painting	\$26,050
Custom - Unsightly/Demos	\$20,000
Street Sweeping and pressure washing	\$11,000
Prince Albert District Planning Commission	\$10,840
Darcy's Golf Shop Agreement with City	\$10,600
Dispatching - Saskatchewan Public Safety Agency Agreement	\$10,100
Back Lanes Maintenance	\$7,500
Little Red River Park -Bathrooms Cleaning	\$6,000
Board of Revision Consulting Services	\$5,000
EA Rawlinson Centre - Janitorial Cleaning	\$5,000
Impound Lot - ISC Searches, Auction, etc.	\$4,690
OHS - Ergonomics Assessments for Employees	\$4,200
Old City Yards -Commissionaires	\$4,000
AJFH - Commissionaires	\$3,500
Planning - Shredding, GIS, ISC searches	\$2,500
Police Service	\$2,230
Golf Course Marshals	\$1,520
Historical Museum - Janitorial cleaning	\$400
Kinsmen Water Park - scuba contract fee	\$250
Total Increases in 2023 for Contracted and General Services	\$614,040



Contracted and General Services	2023 Decreases
Arts Centre	(\$300)
City Manager Consulting Services	(\$1,980)
Outdoor Sports Field - Commissionaires	(\$2,000)
Economic Development Consulting	(\$2,700)
Assessment Appeals - Court Reporter	(\$4,000)
Other Transit - bus passes	(\$4,000)
Corporate Communications	(\$6,500)
AFFH - Program Instructors	(\$7,320)
MSC - Housekeeping budget moved to Salaries	(\$16,000)
Margo Fournier Centre	(\$18,800)
Old City Yards - Housekeeping budget to Salaries	(\$18,840)
Information Technology Consulting	(\$21,000)
Urban Highway Connector Program - Agreement Reduction	(\$36,770)
Removal of Positive Story Telling Budget	(\$50,000)
Total Decreases in 2023 for Contracted and General Services	(\$190,210)
Total Increases in 2023 for Contracted and General Services	\$614,040
Total Decreases in 2023 for Contracted and General Services	(\$190,210)
Total Impact to 2023 Budget	\$423,830

Financial Charges

Financial charges for 2023 have decreased by (\$1,130).

	Year 2022	Year 2023	Increase	% Increase
General Government	\$58,590	\$48,840	(\$9,750)	-16.6%
Business Licensing & Building Permits	\$0	\$1,500	\$1,500	100.0%
Parking Meters & Sask Polytech	\$3,850	\$3,590	(\$260)	-6.8%
Impound Lot	\$1,500	\$1,800	\$300	20.0%
Financial Services	\$500	\$500	\$0	0.0%
Storekeeping	\$5,600	\$5,600	\$0	0.0%
Community Services	\$87,710	\$94,790	\$7,080	8.1%
Police Service	\$750	\$750	\$0	0.0%
Total Increase - Financial Charges 2023	\$158,500	\$157,370	(\$1,130)	-0.7%



Financial Charges include:

- Credit charges for business licenses and building permits.
- Coin transportation, rolling, and deposits.
- Moneris charges for processing impound lot payments.
- Monthly bank charges, any overdraft interest charged, point of sale charges at City Hall, wire fees, and charges for online payments. Overdraft interest was charged in 2020 and 2022, not anticipated to be charged in 2023.

Grants and Donations

Grants and Donations for 2023 have increased by \$27,130 as follows:

Increases over 2022 Budget	Year 2023
Special Needs Transportation	\$6,940
Prince Albert Public Library	\$63,530
Knotty Pine Bistro – Operating Agreement	(\$43,340)
Grants and Donations - 2023 Increase	\$27,130

- Special Needs Transportation – Increase of \$6,940 for fleet costs.
- Prince Albert Public Library – Increase of \$63,530 if offset by the increased revenue of \$63,530 from the Library Levy.
- Knotty Pine Bistro - Operating Agreement – Decrease of (\$43,340) for the operation of the Cosmo Lodge. January to April \$3,533.33 monthly, and May to December \$1,766.66 monthly. Savings in contract fee.

Utilities

Electricity:

- SaskPower announced a 4% increase effective September 1, 2022, another 4% increase effective April 1, 2023, and an increase in carbon tax from \$50 to \$65 on April 1, 2023.

Heating:

- SaskEnergy budget includes 3 rate increases:
 - Rate increase effective November 2021 that had not been reflected in the 2022 budget (as not announced until October 2021, after the budget was prepared).
 - Rate increase effective August 2022 that had not been reflected in the 2022 budget (as not announced until October 2021, after the budget was prepared).
 - June 2023 rate increase.



The impact to the 2023 Budget in the amount of \$296,560, is a 10.9% increase over 2022.

That represents a 0.93% mill rate increase.

	Year 2022	Year 2023	Increase	% Increase
Electricity Increase	\$1,996,400	\$2,103,020	\$106,620	5.3%
Heating Fuels Increase	\$399,200	\$553,440	\$154,240	38.6%
Water & Sewer Increase	\$330,660	\$366,360	\$35,700	10.8%
Total Increase – Utilities	\$2,726,260	\$3,022,820	\$296,560	10.9%

Interest on Long Term Debt

Interest on Long Term Debt has increased \$730,120 since 2022.

The 2023 Budget includes an interest expense for the borrowing of \$30.0 million for the Aquatic and Arenas Recreation Centre. City Council has approved that Administration proceed with borrowing \$30.0 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre.

It is assumed that the new \$30 million loan required for the Aquatic and Arenas Recreation Centre to be financed in 2023 will be at an interest rate of 4.45% over a term of 35 years. The loan agreement is assumed to be executed on July 1, 2023 and the debenture payments will be made annually commencing July 1, 2024 with the payment fixed for the duration of the loan. These assumptions are subject to change, as a request for proposal will be issued for the new \$30 million loan. The loan payment will be funded from the Civic Facilities Reserve and The Yard Development Taxation. The interest for the \$30.0 million loan is \$667,500 for Year 2023.

The first payment for the borrowing of \$16.0 million for the Aquatic and Arenas Recreation Centre is \$545,030, an increase of \$81,030 for 2023. That amount is just the interest payment. The principle payment is included under the Capital Budget.

Interest on Long Term Debt	2023 Budget	2022 Budget	Increase from 2022
West Hill Infrastructure Loan	\$3,830	\$4,590	(\$760)
Aquatic and Arenas Recreation Centre - Loan of \$16.0 million	\$545,030	\$464,000	\$81,030
Aquatic and Arenas Recreation Centre - Loan of \$30.0 million	\$667,500	\$0	\$667,500
Golf Course Irrigation Project	\$63,910	\$66,150	(\$2,240)
Transit Buses	\$43,300	\$51,950	(\$8,650)
Downtown Substation Internal Borrowing	\$0	\$6,760	(\$6,760)
Total Interest on Long Term Debt	\$1,323,570	\$593,450	\$730,120

Fleet Expenses

Fleet expenses have increased by \$540,730 from \$3,648,990 in 2022 to \$4,189,720 for 2023. The increase incorporates the 6% increase related to the general fleet charge. Other large increases relate to increasing the Transit Bus fleet charge to recommended levels to put money away for future capital replacement. In addition, the fleet expense budget for snow removal was increased significantly to reflect historical costs.

Fleet Expenses	2022 Budget	2023 Budget	Increase	% Increase
Police Department	\$781,480	\$829,580	\$48,100	6.2%
Fire Department	\$520,830	\$546,930	\$26,100	5.0%
Transit	\$349,660	\$565,540	\$215,880	61.7%
Golf	\$201,710	\$211,800	\$10,090	5.0%
All others	\$1,795,310	\$2,035,870	\$240,560	13.4%
TOTAL GENERAL FUND	\$3,648,990	\$4,189,720	\$540,730	14.8%



Maintenance Materials and Supplies

Maintenance Materials and Supplies have increased by \$13,400 over 2022. That is a very small increase of 0.2% relating to the entire City.

	Year 2022	Year 2023	Increase	% Increase
Taxation and Other	\$40,070	\$40,720	\$650	1.6%
City Manager's Department	\$124,200	\$126,350	\$2,150	1.7%
Corporate Services Department	\$736,120	\$769,440	\$33,320	4.5%
Planning & Development Services	\$175,110	\$215,410	\$40,300	23.0%
Financial Services Department	\$363,940	\$321,760	(\$42,180)	-11.6%
Community Services Department	\$2,229,130	\$2,412,980	\$183,850	8.2%
Public Works Department	\$858,870	\$913,320	\$54,450	6.3%
PADBID	\$26,150	\$32,200	\$6,050	23.1%
Fire Department	\$429,500	\$409,730	(\$19,770)	-4.6%
Police Service	\$1,743,200	\$1,497,780	(\$245,420)	-14.1%
Total 2023	\$6,726,290	\$6,739,690	\$13,400	0.2%

Insurance

Insurance has increased by the amount of \$103,520 over 2022, representing an 18.8% increase.

The largest increase relates to the premiums for our umbrella liability policy and cyber insurance policy (\$36,920 and \$15,330 respectively).

The increase also incorporates estimates for annual increases provided from the City’s Insurance Broker and insurance related to new property additions since prior year’s budget.

	2022 Budget	2023 Budget	Increase	% Increase
Community Services				
Facilities Division	\$160,110	\$177,890	\$17,780	11.1%
Parks Division	\$53,880	\$63,220	\$9,340	17.3%
Recreation Division	\$31,190	\$40,660	\$9,470	30.4%
Total Community Services	\$245,180	\$281,770	\$36,590	14.9%
Financial Services				
Impound Lot	\$1,520	\$1,630	\$110	7.2%
Fire Service				
Fire Hall	\$3,160	\$4,090	\$930	29.4%
Police Services				
Main Station	\$4,820	\$6,380	\$1,560	32.4%
Downtown Sub-Station	\$2,220	\$2,210	-\$10	-0.5%
Police Liability and Other	\$10,940	\$11,220	\$280	2.6%
Total Police Services	\$17,980	\$19,810	\$1,830	10.2%
Public Works				
Old City Yards	\$8,790	\$11,740	\$2,950	33.6%
Municipal Service Centre	\$9,540	\$12,490	\$2,950	30.9%
Small Tools & Traffic Signs	\$4,520	\$4,840	\$320	7.1%
Total Public Works	\$22,850	\$29,070	\$6,220	27.2%
Liability and General Items	\$259,940	\$317,780	\$57,840	22.3%
TOTAL GENERAL FUND	\$550,630	\$654,150	\$103,520	18.8%



Bad Debt Expense

Bad Debt Expense has increased by the amount of **\$168,490 over 2022, representing a 109.9% increase.**

	Year 2022	Year 2023	Increase	% Increase
Account Receivable Bad Debt	\$20,000	\$20,000	\$0	0.0%
Impound Lot Bad Debt	\$33,510	\$52,000	\$18,490	55.2%
Board of Revision Bad Debt	\$100,000	\$250,000	\$150,000	150.0%
Total Increase for Bad Debt - Year 2023	\$153,510	\$322,000	\$168,490	109.8%

Accounts Receivable Bad Debt Expense

Bad debts relate to customer accounts that have been deemed uncollectable and are recorded at year end. Historically the balance has reflected either an expense or a recovery and fluctuates every year. The current budget is sufficient based on this.

Impound Lot Bad Debt Expense

Vehicles are sent to auction for unpaid enforcement tickets, towing, and impound fees. If the proceeds from the auction do not cover all the outstanding fees the balance is written off to bad debt.

Historically 15% of the storage fees are written off as bad debt.

Board of Revision Losses Bad Debt Expense

Budget for 2023 was increased to \$250,000 as approved by Council. This amount relates to potential payout of successful assessment appeals.

[Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #6 for RPT 22-338 – Assessment Appeals Risk relating to the increased budget for Assessment Appeals.](#)

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 **2023 has decreased by approximately (\$109,000) from 2022**. The projects being recommended for 2023 have been classified as follows: Category 1 – Highly Important/Critical and Category 2 – Capital Projects Not Funded.

The 2023 capital budget includes \$4,100,000 for the Roadways Recapping Program, \$500,000 for sidewalk, curb & median rehabilitation; \$150,000 for the Playground Replacement Program, \$200,000 for roofing projects; and \$60,000 for reconstructing park pathways and \$50,000 for 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 Capital Projects for 2023 will be funded as follows:

Capital Funding (Taxation) - Projects	\$5,110,000
Capital Funding (Taxation) - Long Term Debt Payments	\$281,800
Prime Ministers Park Reserve Fund	\$27,100
Pehonan Parkway Reserve	\$235,000
EA Rawlinson Centre Facility Fee Reserve	\$40,000
Golf Course Improvements Reserve	\$128,000
Information Technology Reserve	\$499,700
Civic Facilities Reserve	\$242,400
Future Infrastructure Reserve	\$1,000,000
Police Service Capital Reserve	\$263,040
Total Capital Projects - Funding	\$7,827,040

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #3 for RPT 22-389 – 2022 General Fund Capital Projects Update](#) for additional information. This report includes the status of the 2022 General Fund Capital Projects. The report illustrates the projects to be completed in Year 2022, and the projects that will be a carry forward to Year 2023 for completion.



GENERAL GOVERNMENT – CONSOLIDATED OPERATING BUDGET

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
Taxation	(\$47,450,230)	(\$44,370,240)	(\$3,079,990)
User Charges and Fees	(8,344,710)	(8,380,340)	35,630
Operating Grants and Donations	(12,318,020)	(11,860,650)	(457,370)
Grants in Lieu of Taxes	(7,776,070)	(6,940,860)	(835,210)
Interest and Penalties	(1,056,190)	(1,024,870)	(31,320)
Sundry	(385,120)	(382,980)	(2,140)
Total Revenues	(77,330,340)	(72,959,940)	(4,370,400)
EXPENSES			
Council Remuneration	450,140	447,930	2,210
Salaries Wages and Benefits	45,346,640	43,023,100	2,323,540
Contracted and General Services	6,148,120	5,724,290	423,830
Financial Charges	157,370	158,500	(1,130)
Grants and Donations	3,461,280	3,434,150	27,130
Utilities	3,022,820	2,726,260	296,560
Interest on Long Term Debt	1,323,570	593,450	730,120
Fleet Expenses	4,189,720	3,648,990	540,730
Maintenance Materials and Supplies	6,739,690	6,726,290	13,400
Insurance	654,150	550,630	103,520
Bad Debt Expense	322,000	153,510	168,490
Total Expenses	71,815,500	67,187,100	4,628,400
Operating (Surplus) Deficit	(5,514,840)	(5,772,840)	258,000
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	7,800,000	7,600,000	200,000
Interfund Transfers	(4,591,850)	(4,308,600)	(283,250)
Capital and Interfund Transactions	3,208,150	3,291,400	(83,250)
TOTAL (SURPLUS) DEFICIT	(2,306,690)	(2,481,440)	174,750
Allocations:			
Capital Expenditures	5,110,000	5,226,500	(116,500)
Reserve Allocations	4,714,890	4,847,280	(132,390)
Principal Payments on Loans	281,800	274,300	7,500
Transfer from Fiscal Stabilization	0	(266,640)	266,640
Non-Cash Adjustment - Depreciation	(7,800,000)	(7,600,000)	(200,000)
	2,306,690	2,481,440	(174,750)
Balanced Budget - (Surplus) Deficit	0	0	0



GENERAL GOVERNMENT – OPERATING BUDGET SUMMARY

NET (SURPLUS) DEFICIT	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
<u>City Departments</u>			
City Manager, Solicitor, Clerk, Mayor & Council	\$2,164,500	\$2,126,970	\$37,530
Corporate Services	2,700,130	2,288,700	411,430
Planning and Development Services	1,014,850	587,780	427,070
Financial Services Department	2,740,120	2,890,180	(150,060)
Fire Services Department	8,622,700	7,830,180	792,520
Community Services Department	8,507,350	8,115,120	392,230
Public Works Department	7,811,710	6,254,860	1,556,850
General Government	(58,549,840)	(53,881,390)	(4,668,450)
Total	(24,988,480)	(23,787,600)	(1,200,880)
Police Services Department	18,694,760	18,057,100	637,660
Prince Albert Public Library	2,253,950	2,190,420	63,530
P.A. Downtown Business Improvement District	62,000	62,000	-
Total	21,010,710	20,309,520	701,190
<u>External Agencies</u>			
PACSC - Special Needs Transportation *	694,400	687,460	6,940
PACSC - Seniors Transportation *	69,500	69,500	-
Prince Albert Arts Board	25,000	25,000	-
Prince Albert Historical Society - Museums	71,080	71,080	-
Mann Art Gallery	100,000	100,000	-
Prince Albert Mobile Crisis	43,600	43,600	-
Total	1,003,580	996,640	6,940
TOTAL (SURPLUS) DEFICIT	(2,974,190)	(2,481,440)	(492,750)
* PACSC - Prince Albert Community Service Centre			





City of
Prince Albert

RPT 22-388

TITLE: Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee

DATE: **September 30, 2022**

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENT:

1. Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee

Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget

Date Referred	Report Title	Council’s Instruction	Status
September 26, 2022 City Council Meeting	Assessment Appeals Risk (RPT 22-338)	That the increase from \$100,000 to \$250,000 in potential Board of Revision Appeal Losses in 2023 be forwarded to the Budget Committee for consideration during the 2023 Budget deliberations.	See Tab #6 in the Reports Section. \$150,000 is included in Section Eighteen: General Government: Functional Area: General Government - Bad Debt Expense.
September 12, 2022 Executive Committee Meeting	2022 Roofing Report (RPT 22-329)	That the request for \$200,000 to be included in the 2023 Capital Budget for the Roofing Projects, as outlined in RPT 22-329, be forwarded to the Budget Committee for consideration during the 2023 Budget deliberations.	See Tab #14 in the Reports Section. \$200,000 is included in the Capital Budget as C1-09 – Roofing Projects.
September 12, 2022 Executive Committee Meeting	State of the Playgrounds Update 2022 (RPT 22-362)	That RPT 22-362 be forwarded to the Budget Committee for consideration during the 2023 Budget deliberations.	See Tab #13 in the Reports Section. \$150,000 is included in the Capital Budget as C1-07 - Playground Replacement Program.

Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget

Date Referred	Report Title	Council’s Instruction	Status
September 12, 2022 Executive Committee Meeting	Culture Plan (MCAP) Update (RPT 22-360)	That the Municipal Cultural Action Plan 2023 Budget Plan Draft, as attached to RPT 22-360, be forwarded to the Budget Committee for consideration during the 2023 Budget deliberations.	See Tab #9 in the Reports Section. The Municipal Cultural Action Plan Budget is identified in the Community Services Department, Functional Area: Recreation.
September 12, 2022 Executive Committee Meeting	Public Art Update (RPT 22-361)	That the Public Art 2023 Budget Plan Draft, as attached to RPT 22-361, be forwarded to the Budget Committee for consideration during the 2023 Budget deliberations.	See Tab #10 in the Reports Section. The Public Art Budget is identified in the Community Services Department, Functional Area: Recreation.
September 12, 2022 Executive Committee Meeting	Rates & Fees - Community Services Department (RPT 22-363)	That the 2023 Rates and Fees Proposal, as attached to RPT 22-363, be forwarded to the Budget Committee for consideration during the 2023 Budget deliberations.	See Tab #7 in the Reports Section. The 2023 Rates and Fees are reflected in the 2023 Budget for the Community Services Department.

Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget

Date Referred	Report Title	Council's Instruction	Status
September 12, 2022 Executive Committee Meeting	2023 Rates & Fees - Cooke Municipal Golf Course (RPT 22-358)	That Administration provide options for a revised Fee Structure, in consultation with the respective Golf Organizations and Groups, for consideration by the Golf Course Advisory Committee in the Spring of 2023.	Administration will consult with the respective Golf Organizations and Groups and provide a Fee Structure for consideration by the Golf Course Advisory Committee.
September 12, 2022 Executive Committee Meeting	2023 Rates & Fees - Cooke Municipal Golf Course (RPT 22-358)	That the following be included in the 2023 Budget deliberations for consideration: 1. That a two percent (2%) increase to the 2023 Rates and Fees for Cooke Municipal Golf Course, as attached to RPT 22-328, be approved; 2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; 3. That \$60,000 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; and, 4. That Administration proceed with offering the sale of 2023 Rates and Fees prior to October 1, 2022 to allow the option for patrons to make purchases for the 2023 Season in advance of the Rates and Fees being subject to the six percent (6%) Provincial Sales Tax.	See Tab #8 in the Report Section. The 2023 Rates and Fees for the Golf Course are reflective in the Community Services Department, Functional Area: Cooke Municipal Golf Course.

Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget

Date Referred	Report Title	Council's Instruction	Status
September 6, 2022 City Council Meeting	Motion – Councillor Head – Improve the Boat Launch Area and Parking (MOT 22-12)	That Administration review options and costs to improve the Boat Launch Area and parking along the river for consideration in the 2023 Budget.	\$25,000 is included in the Capital Budget as C1-15 - Boat Launch Improvements & Preliminary Design Options . To be funded from the Pehonan Parkway Reserve.
September 6, 2022 City Council Meeting	Riverside Drive Paving – Agreement (RPT 22-350)	<p>1. That the Contribution and Detour Agreement between The City and the Ministry of Highways and Infrastructure be approved to fund the Project on the essential terms, as follows:</p> <p>a. The Project limits shall be Riverside Drive from 3rd Avenue North West to the West Corporate Limits of the City of Prince Albert; and,</p> <p>b. The Ministry's financial contribution will be fifty percent (50%) of the Project cost up to \$350,000;</p> <p>2. That the Project be approved to be included in the 2023 Roadways Recapping Capital Budget.</p>	<p>See Tab #16 in the Reports Section.</p> <p>The City's portion for Riverside Drive Paving is included in the Capital Budget as C1-19 – Roadways Recapping Program.</p>

Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget

Date Referred	Report Title	Council's Instruction	Status
June 20, 2022 Executive Committee Meeting	Snow Removal and Road Conditions (RPT 22-89)	1. That Administration forward a report with options and recommendations for updates to the Snow and Ice Control Policy and Clean Sidewalk Bylaw No. 9 of 1992 for consideration by members of Council at an upcoming meeting; and, 2. That the addition of a Foreman II and Truck Driver/Equipment Operator be forwarded to the Budget Committee for consideration during the 2023 Budget deliberations.	See Tab #11 in the Report Section. The positions of Foreman II and Truck Driver/Equipment are both included as new positions in the Public Works Department, Functional Areas: 50% to Snow Management and 50% charged to Streets and Roads.
June 20, 2022 Executive Committee Meeting	Little Red River Park Development Update (RPT 22-239)	That the proposed 2023 initiatives at Little Red River Park, as outlined in RPT 22-220, be forwarded to the Budget Committee for consideration during the 2023 Budget deliberations.	See Tab #15 in the Reports Section. The proposed 2023 initiatives at Little Red River Park are included in the 2023 Budget for consideration.
February 28, 2022 Executive Committee Meeting	Chester Fest 2022 (RPT 22-85)	That the Community Services Department provide a follow-up report to the September 12, 2022 Executive Committee meeting to outline the investment required at Little Red River Park to host festivals or large events for consideration during the 2023 Budget deliberations.	Reference the Report Tab #15 in the Reports Section - Little Red River Park Development Update (RPT 22-239). The report provides initiatives included in the 2023 Budget.

Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget

Date Referred	Report Title	Council's Instruction	Status
February 7, 2022 Budget Committee Meeting	Municipal Service Centre Fuel Tanks	That Item No. C2-16 with respect to Municipal Service Centre Fuel Tanks and Pumps be referred for consideration to the 2023 Budget deliberations.	\$395,000 is identified in Section Sixteen – Capital Projects Not Funded as C2-05 – Municipal Service Centre Fuel Tanks and Pumps.
November 20, 2021 Budget Committee Meeting	Marquis Road East Widening	That Item No. C2-15 with respect to Marquis Road East Widening be placed in the 2023 Capital Budget for consideration.	The Marquis Road East Widening Project is included in the Capital Budget as C1-17 – Marquis Road East Widening. \$1,000,000 to be funded from the Future Infrastructure Reserve.
November 20, 2021 Budget Committee Meeting	C1-24 – Concrete Sidewalk Replacement Program – Senior Residence	That Item No. C1-24 with respect to Concrete Sidewalk Replacement Program – Senior Residence be approved at a cost of \$46,500; and, 2. That RPT 21-320 be referred for consideration to the 2023 Budget deliberations.	See Tab #17 in the Reports Section. \$65,000 is identified in Section Sixteen – Capital Projects Not Funded as C2-04 – Concrete Sidewalk Replacement Program – Senior Residence.

Items Referred to 2023 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget

Date Referred	Report Title	Council’s Instruction	Status
November 20, 2021 Budget Committee Meeting	C1-26 – Parking Lot Rehabilitation Program	That Item No. C1-26 with respect to Parking Lot Rehabilitation Program at a cost of \$225,000 be removed and referred for consideration to the 2023 Budget deliberations.	\$235,000 is identified in Section Sixteen – Capital Projects Not Funded as C2-06 – Parking Lot Rehabilitation Program.

TITLE: 2023 Long Term Debt Summary

DATE: September 20, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and used for discussion during the 2023 Budget deliberations.

TOPIC & PURPOSE:

To consider the loan payments as part of the 2023 Budget deliberations.

BACKGROUND:

City Council, at its meeting of June 13, 2022, considered an updated funding model for the Aquatic and Arenas Recreation Centre.

Council approved the following recommendations:

- “1. That Administration proceed with the borrowing of an additional \$30 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre;*
- 2. That Administration increase the City’s debt limit to \$120,000,000.”*

PROPOSED APPROACH AND RATIONALE:

This report summarizes all existing debt and new borrowing required to fund approved capital projects under construction. Principal and interest payments are funded from a combination of taxation, revenues and reserves. The annual budget must be sufficient to cover the principal and interest payments funded from taxation and revenue as well as be sufficient to contribute transfers to reserves that are used to fund principal and interest payments.

As approved by Council, Finance Administration has forwarded an application to the Saskatchewan Municipal Board to increase its current debt limit from \$75 million to \$120 million dollars.

ASSUMPTIONS:

It is assumed that the new \$30 million loan required for the Aquatic and Arenas Recreation Centre to be financed in 2023 will be at an interest rate of 4.45% over a term of 35 years. The loan agreement is assumed to be executed on July 1, 2023 and the debenture payments will be made annually commencing July 1, 2024 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.

Long Term Debt – External Funding

Table 1.0 lists the unaudited loan balances as of December 31, 2022, the projected borrowing for 2023, and the 2023 budgeted payments and interest for all funds.

Table 1.0 - 2023 Budgeted Payment by Fund

Purpose of Loan	Unaudited Loan Balance at December 31, 2022	Projected Borrowing July 1, 2023	Interest Rate	2023 Budgeted Principal Payment	2023 Budgeted Interest Payment
General Fund					
Transit Buses	\$1,370,000		3.40%	\$259,000	\$43,299
Irrigation at Golf Course	\$1,905,000		3.40%	\$68,000	\$63,909
10% of West Hill Development	\$121,100		3.40%	\$22,800	\$3,828
Aquatic and Arenas Recreation Centre	\$16,000,000		3.45%	\$242,351	\$545,030
Aquatic and Arenas Recreation Centre (Note 1)		\$30,000,000	4.45%	\$0	\$667,500
General Fund Totals	\$19,396,100	\$30,000,000		\$592,151	\$1,323,566
Land Fund					
90% of West Hill Development	\$1,089,900		3.40%	\$205,200	\$34,456
Marquis Road West Extension	\$3,400,000		3.45%	\$87,874	\$114,770
Land Fund Totals	\$4,489,900	\$0		\$293,074	\$149,226

Note 1: Estimate only. The Loan will be secured once the tendering process has been awarded.

Table 1.0 - 2023 Budgeted Payment by Fund

Purpose of Loan	Unaudited Loan Balance at December 31, 2022	Projected Borrowing July 1, 2023	Interest Rate	2023 Budgeted Principal Payment	2023 Budgeted Interest Payment
Water Utility Fund					
Water Reservoir on River Street	\$6,036,000		3.40%	\$214,000	\$202,514
Upgrades to Water Reservoirs on 2nd Avenue West and Marquis Road	\$5,648,000		3.40%	\$200,000	\$189,501
Upgrades at the Water Treatment Plant	\$1,355,590		3.98%	\$664,570	\$53,953
Waste Water Treatment Plant-Design	\$2,400,000		3.45%	\$36,353	\$81,750
Raw Water Pump House	\$12,803,000		3.45%	\$193,926	\$436,130
Water Utility Fund Totals	\$28,242,590	\$0		\$1,308,849	\$963,847
Sanitation Fund					
Waste Cell Construction	\$6,260,000		3.05%	\$544,807	\$177,080
Sanitation Fund Totals	\$6,260,000	\$0		\$544,807	\$177,080
Total for all Funds	\$58,388,590	\$30,000,000		\$2,738,881	\$2,613,720

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.

Table 2.0 - Internal Financing Balances Owing to General Fund

	2023	2024	2025	2026	2027
Water Utility Fund					
Water Meter Replacement	\$ 2,554,225	\$ 2,075,045	\$1,580,530	\$ 1,070,192	\$ 543,523
BALANCES AT YEAR END	\$ 2,554,225	\$ 2,075,045	\$1,580,530	\$ 1,070,192	\$ 543,523

Debt Limit

The accessible debt limit available after consideration of the existing long term debt and line of credit is estimated to be \$4.6 million.

Debt Limit	\$ 75.0 Million
Line of Credit	\$ (12.0) Million
Loan Balance December 31, 2022	\$ (58.4) Million
Accessible Funds	<u>\$ 4.6 Million</u>

The 2023 Budget includes the need to borrow an additional \$30 million for the Aquatic and Arenas Recreations Centre. Therefore an increase in the debt limit will be required.

Debt Per Capita

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

Table 3.0 - Historical Debt per Capita

	Estimate 2023	Estimate 2022	2021	2020	2019
Gross external debt	\$85,649,709	\$58,388,590	\$19,103,724	\$20,626,392	\$22,099,534
Capita per census	37,756	37,756	37,756	35,926	35,926
Debt per capita	\$2,269	\$1,546	\$506	\$574	\$615
Interest expense on long term debt	\$2,613,720	\$1,803,122	\$828,274	\$909,736	\$938,947
Interest per capita	\$69	\$48	\$22	\$25	\$26

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 the 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.

Any reserve funding used for principal and interest payments are reflected in the reserve projections included in the budget.

PUBLIC NOTICE:

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

ATTACHMENT:

APPENDIX A – Long Term Debt – 5 Year Annual Payment Schedule and APPENDIX B – Long Term Debt - 5 Year Loan Balance Schedule.

Written by: Jason Maier, Finance Controller

Approved by: Director of Financial Services & City Manager

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

	2023		2024		2025		2026		2027	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
General Fund										
Transit Buses	\$259,000	\$43,299	\$266,000	\$34,604	\$274,000	\$25,191	\$282,000	\$13,402	\$289,000	\$5,354
Irrigation at Golf Course	68,000	63,909	69,000	61,932	73,000	59,034	74,000	56,638	77,000	54,153
West Hill Infrastructure 10%	22,800	3,828	23,600	3,062	24,200	2,228	24,900	1,335	25,600	474
Aquatic and Arenas Recreation Centre	242,351	545,030	250,712	536,430	259,362	527,530	268,310	518,330	277,567	508,800
Aquatic and Arenas Recreation Centre	-	667,500	371,885	1,335,000	388,434	1,318,451	405,719	1,301,166	423,774	1,283,111
	\$592,151	\$1,323,566	\$981,197	\$1,971,028	\$1,018,996	\$1,932,434	\$1,054,929	\$1,890,871	\$1,092,941	\$1,851,892
Land Fund										
West Hill Infrastructure 90%	205,200	34,456	212,400	27,557	217,800	20,054	224,100	12,015	230,400	4,267
Marquis Road West Extension	87,874	114,770	90,905	111,650	94,042	108,430	97,286	105,090	100,643	101,640
	\$293,074	\$149,226	\$303,305	\$139,207	\$311,842	\$128,484	\$321,386	\$117,105	\$331,043	\$105,907
Water Utility Fund										
New Water Storage Reservoirs	214,000	202,514	220,000	196,251	229,000	196,251	237,000	179,503	245,000	171,607
Water Reservoirs Upgrades	200,000	189,501	206,000	183,635	214,000	183,635	222,000	167,972	229,000	160,587
Upgrade Water Treatment Plant	664,570	53,953	691,020	27,503	-	-	-	-	-	-
Waste Water Treatment Plant- Design	36,353	81,750	37,607	80,460	38,904	79,130	40,246	77,750	41,635	76,320
Raw Water Pump House	193,926	436,130	200,617	429,250	207,538	422,130	214,698	414,760	222,105	407,140
	\$1,308,849	\$963,847	\$1,355,244	\$917,099	\$689,442	\$881,146	\$713,945	\$839,985	\$737,740	\$815,654
Sanitation Fund										
Waste Cell Construction	544,807	177,080	561,423	160,040	578,547	142,490	596,192	124,390	614,376	105,750
	\$544,807	\$177,080	\$561,423	\$160,040	\$578,547	\$142,490	\$596,192	\$124,390	\$614,376	\$105,750
	\$2,738,881	\$2,613,720	\$3,201,170	\$3,187,374	\$2,598,827	\$3,084,554	\$2,686,452	\$2,972,351	\$2,776,100	\$2,879,203
ANNUAL PAYMENTS (Principal and interest)		\$5,352,601		\$6,388,544		\$5,683,381		\$5,658,803		\$5,655,303

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

	2023	2024	2025	2026	2027
General Fund					
Transit Buses	\$1,111,000	\$845,000	\$571,000	\$289,000	\$0
Irrigation at Golf Course	1,837,000	1,768,000	1,695,000	1,621,000	1,544,000
West Hill Infrastructure 10%	98,300	74,700	50,500	25,600	-
Aquatic and Arenas Recreation Centre	15,757,649	15,506,936	15,247,574	14,979,265	14,701,698
Aquatic and Arenas Recreation Centre	30,000,000	29,628,115	29,239,681	28,833,962	28,410,188
	\$48,803,949	\$47,822,751	\$46,803,755	\$45,748,827	\$44,655,886
Land Fund					
West Hill Infrastructure 90%	884,700	672,300	454,500	230,400	-
Marquis Road West Extension	3,312,126	3,221,221	3,127,179	3,029,893	2,929,250
	\$4,196,826	\$3,893,521	\$3,581,679	\$3,260,293	\$2,929,250
Water Utility Fund					
New Water Storage Reservoirs	5,822,000	5,602,000	5,373,000	5,136,000	4,891,000
Water Reservoirs Upgrades	5,448,000	5,242,000	5,028,000	4,806,000	4,577,000
Upgrade Water Treatment Plant	691,020	-	-	-	-
Waste Water Treatment Plant- Design	2,363,647	2,326,040	2,287,136	2,246,890	2,205,255
Raw Water Pump House	12,609,074	12,408,457	12,200,918	11,986,220	11,764,115
	\$26,933,741	\$25,578,497	\$24,889,055	\$24,175,110	\$23,437,370
Sanitation Fund					
Waste Cell Construction	5,715,193	5,153,770	4,575,223	3,979,031	3,364,654
	\$5,715,193	\$5,153,770	\$4,575,223	\$3,979,031	\$3,364,654
BALANCES AT YEAR END	\$85,649,709	\$82,448,539	\$79,849,712	\$77,163,260	\$74,387,160

TITLE: Assessment Appeals Risk

DATE: September 12, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the amount of \$829,553 from the combined appeal losses be funded from fiscal stabilization.
2. That the budget for the Board of Revision Losses in 2023 be increased from \$100,000 to \$250,000 to cover potential appeal losses.

TOPIC & PURPOSE:

The purpose of this report is to advise City Council on the 2017 Court of Appeal (COA) Decision and 2017 Saskatchewan Municipal Board (SMB) Remittal Decision, and to explain how these decisions impact the assessment and taxation roll for 2017 and onward, along with any outstanding appeals to the SMB.

BACKGROUND:

Major corporate businesses have in recent years started to engage professional tax agents to aggressively challenge cities across Canada.

There were fifteen (15) commercial properties dating back to the 2017 assessment and taxation year that appealed their property assessment through the Board of Revision (BOR), Saskatchewan Municipal Board (SMB) and the Court of Appeal (COA). Of these appeals, the City was successful in getting ten (10) of the properties dismissed with their application for leave to appeal. The five (5) remaining properties were granted their application for leave to appeal and the final decision will see these commercial properties with a reduction in their property assessments resulting in a decrease of \$652,000 of municipal taxation revenue.

For the 2017 assessment and taxation year, the City of Prince Albert had the following five (5) properties appealed to the COA resulting in decisions in their favour.

- Walmart Canada Corporation – 100 800 15th Street E (Lead Appeal)
- Canadian Tire Corporation Ltd. – 3725 2nd Avenue W
- Jysk Canada Corporation (Tenant) – 800 15th Street E
- Sportchek Canada (Tenant) – 250 80 15th Street E
- Mark's Work Wearhouse (Tenant) – 570 800 15th Street E

The COA decision dated December 2, 2021 allowed their appeal with a portion of this decision requiring a remittal back to the SMB for a further decision on the factual issue of comparability. The SMB remittal decision dated June 7, 2022 upheld the BOR decision dated December 15, 2017. This decision determined the sales evidence used to develop the retail outside downtown market adjustment factor (MAF) that is applied to the five (5) appealed properties are not comparable, so no MAF is to be applied.

The assessment principles in these cases were applied fairly and correctly by City assessors as they are set out in legislation and guides, but ultimately the COA found these assessment principles, used Province wide, are incorrect for these appeals.

PROPOSED APPROACH AND RATIONALE:

The application of the decisions from both the COA and SMB to the properties under appeal in 2017 along with other outstanding SMB appeals dependent on this decision resulted in the following impact to taxation revenue.

Assessment & Taxation Year	Municipal Taxation Revenue Loss
2017	\$ 195,914.91
2018	\$ 198,707.70
2019	\$ 122,346..61
2020	\$ 250,592.71*
2021	\$ 155,651.83**

*5 property appeals \$135,195.82 and 2 outstanding SMB appeals \$115,396.89

**Decisions may impact these appeals but still waiting for SMB hearing.

There were also 18 outstanding commercial property appeals from 2019 waiting to be heard at the SMB level. Based on these decisions, these appeals have recently been withdrawn by the Appellant after their review of the Board Record.

CONSULTATIONS:

There have been consultation meetings with City Manager, City Solicitor, Director of Financial Services, City Assessor and Finance Manager in regards to the next step and the impacts to the City.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration is aware that in the past City Council has expressed the sentiment that the public should be aware that multinational corporations profiting from our community are challenging their assessment values, which in turn impact their property taxes. Some of these corporations do contribute back to the community. It is notable, however, that appeals are a legislated right and the risk of an appeal loss is part of the process.

The Cities Act requires that refunds be administered once a decision is received.

FINANCIAL IMPLICATIONS:

The Cities Act requires a refund to be processed once appeal decisions are received. The initial impact for the five (5) properties appealed in 2017 will result in a municipal refund of \$652,165. The remainder of the taxation revenue loss is for the outstanding SMB appeals waiting to be heard. The total potential municipal taxation revenue loss is \$923,213.76.

Assessment & Taxation Year	Municipal Taxation Revenue Loss
2017	\$195,914.91
2018	\$198,707.70
2019	\$122,346.61
2020	\$250,592.71*
2021	\$155,651.83**
2022	\$0
Total Taxation	\$923,213.76

*5 property appeals \$135,195.82 and 2 outstanding SMB appeals \$115,396.89

**Decisions may impact these appeals but still waiting for SMB hearing.

Since the assessment appeal process can take several years to complete, these appeals have created a great deal of uncertainty for municipal fiscal planning.

The City of Prince Albert budgeted \$100,000 for Board of Revision appeal losses in 2022. There is \$93,661 remaining in this account. The remainder of \$829,552.76 (\$923,213.76 - \$93,661) will be funded by fiscal stabilization.

On March 2, 2020, Report 20-111 Tax Tools and Communication Follow Up to Assessment Appeals Risk, provided information on the development of the five (5) commercial tiers. The commercial tiers were created to provide the ability to use tax tools to adjust the mill rate factor for the group of commercial properties that affect taxation revenue loss due to assessment appeals. This method allowed the tax burden loss to be recovered from the appealed properties rather than having this taxation loss passed on to the local and smaller commercial businesses.

In 2020, City Council's intention from the Assessment Appeal Risk reports was the Property Tax Bylaw would generate an additional \$430,500 from the commercial tiers which would be put aside for the potential of these appeal losses. The difference between the budget and actual of the general municipal tax levy in 2020 was sufficient to cover the \$430,500. These extra taxation dollars flowed into fiscal stabilization at the end of year as part of the surplus.

The intention with the development of the commercial tiers was to budget an additional \$430,000 in the following years to set aside for these potential appeal losses. Given the uncertainty around the outcome of appeals, this additional revenue was used to fund budget priorities in 2021 and 2022 and was not set aside to cover these potential appeal loss risks.

Municipal Taxation Revenue Loss From Appeals	\$923,213.76
Minus: Remaining Board of Revision Loss Budget	\$ 93,661.00
Minus: Extra Taxation Dollars in 2020 Fiscal Stabilization	\$430,500.00
Total Remaining to be Funded by Fiscal Stabilization in 2022	\$399,052.76

The tax tools available through the commercial tier method will be considered again in the future to address revenue impacts these losses have had on municipal operations.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy implications, privacy implications, official community plan and options to recommendation.

STRATEGIC PLAN:

This report supports the long-term strategy to increase revenue sources and reduce reliance on residential property taxes under the Strategic Goal of Fiscal Management and Accountability.

PUBLIC NOTICE:

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

Written by: Vanessa Vaughan, City Assessor

Approved by: Director of Financial Services & City Manager



City of
Prince Albert

BI 22-11

TITLE: Police Service

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$1,055,610)	(\$1,025,610)	(\$30,000)	2.93%
Operating Grants and Donations	(3,828,080)	(4,108,670)	280,590	-6.83%
Total Revenues	(4,883,690)	(5,134,280)	250,590	-4.88%
EXPENSES				
Salaries Wages and Benefits	19,788,280	19,210,500	577,780	3.01%
Contracted and General Services	1,303,040	1,300,810	2,230	0.17%
Financial Charges	750	750	0	0.00%
Utilities	139,210	129,900	9,310	7.17%
Interest on Long Term Debt	0	6,760	(6,760)	-100.00%
Fleet Expenses	829,580	781,480	48,100	6.15%
Maintenance Materials and Supplies	1,497,780	1,743,200	(245,420)	-14.08%
Insurance	19,810	17,980	1,830	10.18%
Total Expenses	23,578,450	23,191,380	387,070	1.67%
TOTAL (SURPLUS) DEFICIT	18,694,760	18,057,100	637,660	

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 2023, the amount of \$621,100 is budgeted to be transferred from the Proactive Policing Reserve to fund the Proactive Policing Strategy for 2023.

This results in a **net budget request for 2023 of \$18,336,700** compared to \$17,805,140 in 2022 as follows:

	Year 2023
Operating (Surplus) Deficit	\$18,694,760
2023 Police Service Capital Projects	\$263,040
Transfer from Proactive Policing Reserve	(\$621,100)
Year 2023 Requested Transfer from the City	\$18,336,700
Approved 2022 Transfer from the City	\$17,805,140
Increase in 2023 Budget from 2022 Budget	\$531,560
Percentage Increase	2.99%
Mill Rate Increase	1.67%

The Board has approved a motion that the City accept a \$200,000 transfer from the Police Service Operating Reserve as approved by the Prince Albert Board of Police Commissioners to assist the City with budget shortfalls.

Please refer to attached report [RPT 22-386 - 2023 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 2023 Police Service challenges, expenditures and revenues.





City of
Prince Albert

RPT 22-386

TITLE: 2023 Police Service Budget - Chief of Police Financial Overview

DATE: **October 7, 2022**

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENT:

1. 2023 Police Service Budget - Chief of Police Financial Overview



PRINCE ALBERT POLICE SERVICE

TITLE: 2023 Police Service Budget - Chief of Police Financial Overview

DATE: October 6, 2022

TO: Chief of Police

Board of Police Commissioners

PUBLIC:

INCAMERA:

RECOMMENDATIONS:

1. That the 2023 Police Albert Police Service be funded at \$18,336,700, inclusive of capital expenditures in the amount of \$263,040, and the Police Base Tax in the amount of \$621,100.
2. That the City accept a \$200,000 transfer from the Police Service Operating Reserve as approved by the Prince Albert Board of Police Commissioners.

TOPIC & PURPOSE:

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 and 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 2023, 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 Administration team 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. The Prince Albert Police Service is dedicated and committed to enhancing public safety in our community.

Recent Police Service and Board Enhancements

Coming into 2023, 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 Saskatchewan Trafficking Response Team (STRT) for the Prince Albert Police Service to add another two (2) provincially funded sworn positions so the Prince Albert Police Service can better meet the needs of our community in delivering professional policing services to our citizens.
- Paramedic Cell Block Pilot Project Extended – partnership agreement with SHA and 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 provide health services to them. **The program continues to be externally funded for the period of April 1, 2022 to March 31, 2023 and is not included in this budget.**
- Supporting Mental Health Strategists to create programs and meet with staff in support of enhancing member wellness. Our Mental Health Strategists were funded with savings when an officer was seconded to ICE Coordinator. The secondment has ended, but PAPS has budgeted for the Mental Health Strategists to continue. This program is extremely valued by members of PAPS. In 2022 they began offering lunch and learns, with very positive feedback from members.
- Sector-leading commitment to and success in securing enhanced funding to acquire state-of-the-art policing equipment for PAPS members.
- The completion of several capital projects including projects funded externally.

-
- All members needing ballistic armour or whose armour will expire this year have been replaced. We continue to make safety our top priority.
 - Transition to 9mm Glock Firearms. We expect to have 9mm Glock's for all officers in 2023.
 - Transition to Taser 7. We have purchased eleven (11) Taser 7's with a plan to transition completely to Taser 7's by early 2023.
 - Enhanced supervision to the Detention Centre.
 - Opening the Substation in September of 2022 to the public. Hours are Monday to Friday 8:30am – 4:30pm, closed between 12:00pm-1:00pm.
 - Court Liaison position to professionalize and remove duties from Community Safety Officers, or NCOs keeping more members policing in the Community.
 - Secured funding to upgrade radio communications for all police members. Project was completed in 2022 at minimal cost to Prince Albert Police Service.
 - Substation loan was paid in full in 2022 allowing us to reallocate capital funds to enhance our equipment.
 - Indigenous Mentorship Program - working with PAGC and MN-S to enhance diversity within PAPS with external funding and remove employment barriers.
 - Professionalizing the Police Service Fleet equipment purchases with thirteen vehicles purchased at the time of writing this report.
 - The addition of two (2) temporary Community Safety Officers, to fill vacancies and support front line policing while we wait for spots to open at Police College.
 - 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. We were able to secure an unpaid summer maintenance student for six (6) weeks in 2022 who helped with some of our projects.

The Board, as of today's date, has approved an authorized strength of 134 permanent employees.

- 5 out of scope Administrative sworn members
- 101 Police sworn members (includes the 4 members funded by the Multi-Year Proactive Policing Strategy)
- 28 Civilian Staff (IT, Administrative, PRMC, Victim Services, Missing Persons, Indigenous Resource Officer, Janitorial, and Public Relations, etc.)

The Board has approved this position for an increase to the Prince Albert Police Service authorized strength by one civilian member as follows:

- One (1) new out of scope Building and Fleet Technician.

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 31st 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.

PROPOSED APPROACH AND RATIONALE

The Chief of Police and the Finance and Human Resources Manager completed a line by line review of all account numbers and their associated costs including all revenues lines. 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.

The review also included all the positions that were budgeted to ensure that the positions are reflective of the approved authorized strength as approved by the Board. Any further reductions made by City Council may affect our policing services due to vacancies in critical positions.

Operating Budget Highlights

Below are highlights of the proposed Operating Budget:

Provincial Funding - Municipal Policing Grants

In Year 2022, the Prince Albert Police Service received provincial funding for a total of twenty-seven (27) sworn officers.

- 21 Officers at the rate of \$110,000 per officer;
- 1 Officer at the rate of \$45,833.00 for the ICE Provincial Coordinator position. Pro-rated at 5 months due to ending secondment June 1, 2022;
- 3 Officers at the rate of \$120,000 per officer (CTSS Program); and,
- 2 New STRT officers at the rate of \$91,667 pro-rated at 5 months, due to contract.

The Prince Albert Police Service also receives provincial funding for an out of scope civilian Intelligence Analyst at the rate of \$75,000.00

Total amount of sworn officer and civilian funding, \$2,807,500.00 in salary positions.

The Budget for Year 2023 includes the additional new funding under the Municipal Police Grant:

- **2 new funded sworn members for Saskatchewan Trafficking Response Team (STRT) – approved in 2022.**

The Budget for Year 2023 includes the reduction in funding for ICE. We ended our secondment as the ICE Coordinator June 2022. Saskatoon Police Service has taken over this position.

	2023 Budget
23 Sworn Members funded at \$110,000	\$ 2,530,000
3 Sworn Members funded at \$120,000	\$ 360,000
1 out of scope Civilian Intelligence Analyst at \$75,000	\$ 75,000
CRT Operating Funds	\$ 308,000
CTSS Operating Funds	\$ 180,000
STRT Operating Funds	\$ 34,000
Total Municipal Provincial Grant	\$ 3,487,000

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:

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	1
PACT (Police and Crisis Team)	1
Enhanced Investigative Policing	6
Combined Traffic Services - SGI	3
Combined Traffic Services - Provincially Funded	3
STRT (Saskatchewan Trafficking Response Team)	2
Total Provincially Funded Positions	26

As per funding received by the Province, the amount of \$110,000 per officer does not fully fund the actual cost of a sworn member.

Crime Reduction Team

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 was 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 had been redeployed to other RCMP jurisdictions.

The Crime Reduction Team also receives funding from the Municipal Police Grant by the Ministry of Corrections, Policing and Public Safety for Prince Albert for an out of scope civilian Intelligence Analyst funded at \$75,000 and operating expenses in the amount of \$308,000 for the Program.

CRT	
Salary - 7 Positions	\$770,000
Operating and Analyst Position	\$383,000
Total CRT	\$1,153,000

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 expense 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 2023 Police Service Budget includes a transfer from the Police Service Proactive Policing Reserve in the amount of \$621,100.

The budgeted amount of \$621,100 represents the following costs:

Forecasted Costs for 4 New Sworn Members -2023	
Salaries & Benefits (full year)	\$559,770
Ongoing expenditures - fleet, clothing, etc.	\$61,330
Total Forecasted Costs for Year 2023	\$621,100

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) officers over multiple years.

ICE - Integrated Child Exploitation

On September 14, 2020, the Board approved a three (3) year term secondment for a Staff Sergeant to fill the Provincial Internet Child Exploitation (ICE) Coordinator position; and, that the backfill of the related staff sergeant duties by appointment of a current sergeant to "act" as a staff sergeant during the vacancy.

The Government of Saskatchewan through the Ministry of Corrections and Policing funds the Integrated Internet Child Exploitation (ICE) Unit. Eleven total ICE Resources are dedicated to the investigation of child exploitation offences and includes the Prince Albert Police Service, Regina, Saskatoon Police Services and the RCMP.

The command structure of the Unit has a rotational designated Provincial Coordinator that is responsible for the administration and operations of the Provincial unit.

In June of 2022, we ended the secondment due to the vacancies with Prince Albert Police. Saskatoon Police Service has taken on the role of Provincial Coordinator.

Below are the funding decreases for 2023 with the ICE Program:

ICE	
Salary - 1 Position	\$110,000
Funded ICE Position - Provincial Coordinator	(\$110,000)
Funding for operations for the entire ICE program	(\$444,000)
Total ICE Funding Decrease for 2023	(\$554,000)

Combined Traffic Safety Services (CTSS) 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. SGI also funds operating expenses for the CTSS Program in the amount of \$180,000. The total amount received in revenue from SGI for this program totals \$540,000 for salaries, benefits and operating costs (\$120,000 x 3 officers + \$180,000 operating= \$540,000).

The total revenue for the program including the three provincially funded positions (\$330,000 total, \$110,000 per officer) totals \$870,000. The cost of the CTSS Program totals \$1,082,390, leaving a shortfall of \$212,390, which is funded by the Police Service but offset by other revenues.

Mental Health Program

The Board approved \$100,330 in the 2022 Police Service Operating Budget as contracted services for a Clinical Psychologist and Health Program. The 2023 Police Service Operating Budget includes a \$3,010 increase to salaries and \$3,000 towards operating supplies for a total amount of \$106,340. 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.

Administration is supportive of such a program to continue being funded to assist our staff in staying healthy and the mental well-being of our entire team.

This program is no longer funded by the vacancy created at the Sergeant level due to the secondment of the Staff Sergeant to the Provincial Integrated Child Exploitation Coordinator position.

Police Training and Outdoor Range

There are no changes to the Police Service Operating Budget for Police Training.

Intersection Safety Program

The 2023 Operating Budget includes \$45,900 in revenue from SGI for an Intersection Safety Program. This program is reviewed by SGI yearly and it not guaranteed. Should the program not be funded, the expenses (overtime salaries before benefits) would not be expensed. This Program will enhance traffic safety and selective traffic enforcement programs in our community.

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 2023 Operating Budget includes an increase to the guards and matrons similar to the proposed awarded wage increase to the members at 1.2% effective January 1, 2023 and 1.2% effective July 1, 2023. These increases were approved by the Prince Albert Board of Police Commissioners September 23, 2021

Collective Bargaining Agreement & Awarded Salary Increases

The current Collective Bargaining Agreement includes a 1.20% wage increase effective January 1, 2023 and 1.20% wage increase effective July 1, 2023.

The 2023 Police Service Operating Budget under salaries, wages and benefits includes the following increased costs:

Saskatchewan Trafficking Response (-1 position – civilian)	\$140,848
1.8 % cost to fund the split 2.4% wage increase	\$286,113
Increases due to CPP/EI/WCB/ and Group Benefits	\$242,570
Step increases for staff	\$125,591
Building and Fleet Technician	\$90,901
Casual Salary – Janitorial and Court Liaison Cover-Off	\$29,937
Total Increases	\$915,960

The 2023 Budget does not include any savings for Step Increases. Step increases in 2023 are at a cost of \$125,591. This is a difference of \$95,121.

2022 Budget - Step increases for staff	\$30,470
2023 Budget - Step increases for staff	\$125,591
Increase in 2023 Budget	\$95,121

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 Transfer 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, 2022. The amendment included 2% for the entire contract as well as 7% increase to benefits. The funding was increased from \$206,440 to \$223,850 for the 2023 Operating Budget. An increase of \$17,416 in revenue.

The Board of Police Commissioners approved a 6% increase in wages. The amount of \$223,850 in provincial revenue is included in the 2023 Operating Revenue as a grant. The expenditures budgeted for the Victim Services Program totals \$276,690, leaving a shortfall of \$52,840 to be funded from the Police Service. That shortfall results from the Province providing 15% for benefits, while our benefits program costs approximately 23% 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 persons;
2. Victims of reported crime;
3. Victims of unreported crime; and
4. 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, 2022 to March 31, 2023 an amount not to exceed \$71,334

That funding includes staff salary and benefits, promotion/awareness and program expenses (office equipment, supplies, training, culture, etc.)

The amount of \$71,334 in provincial revenue is included in the 2023 Operating Revenue as a grant. The expenditures budgeted for the Missing Person Liaison Program totals \$90,990, leaving a shortfall of \$19,656 to be funded from the Police Service. That shortfall results from the Province providing 15% for benefits, while our benefits program costs approximately 23% per permanent employee.

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.

Fleet revenue has increased by the following:

Fleet	2022	2023	Vehicles	Increase
CRT	70,480	89,880	6	19,400
STRT	-	20,000	1	20,000
Total				39,400

2023 Police Service Proposed Capital Budget

Highlights of the proposed 2023 Police Service Capital Budget are:

1. Computer Replacement - \$34,000 - The amount of \$34,032 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 has 110 computer workstations that staff utilize in their daily tasks.
2. MDT Replacement - \$32,500 - 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 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.
3. In-Car Camera Replacement - \$20,000 - 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.
4. Virtual Server Replacement - \$20,000 - PAPS utilizes five physical computer servers and two physical storage devices 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.
5. Firewall and Security Software Replacement - \$63,000 – Our Firewall and Security is at end of life. Agencies must maintain their firewall configurations to the most current levels, ensuring they maintain an awareness of vulnerabilities of their configurations as they arise and that all appropriate patches and updates are applied. These technologies fall within the acceptable solutions under the RCMP's NCARC requirements, allowing PAPS members to access their databases.

6. Transition to Taser 7 - \$78,508 – The Board of Commissioners approved the reallocation of Capital Funds to begin the transition to Taser 7's. After researching all costs, we are increasing our Capital budget in 2023 to continue and complete the transition to Taser 7's.
7. NEW - SIEM Security - \$15,000 - SIEM software brings together organizations applications, security devices and host systems into a single centralized platform. SIEM software would provide our organization with tools to monitor applications, mitigate IT security risks, and streamlining security workflow.

The above Capital Projects total \$263,040. That represents a 0% increase over the approved 2022 Capital Budget of \$263,040.

It is important to note that the original budget of \$250,300 had been consistently approved by the Board for capital projects, until 2021, as the costs have increased slightly to adjust for inflation and PPU related expenses. 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.

2023 Police Service - Fleet Capital

Total Fleet request totals \$296,000

The amount of \$296,000 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.

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 to 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. Commencing Year 2022, the Police Service had the amount of \$496,037 in the Reserve.

As part of the approved 2022 Budget, a transfer amount of \$400,000 was approved to offset the expenses for Council in 2022. With vacancies due to retirement and staff turnover, we plan to replenish some of the reserve at the end of 2022. The current balance is \$203,418.

The presented 2023 Police Service Budget includes a decrease in salaries of \$200,000 (1%) for vacancies and staff turnover.

Total Transfer required from the City is \$18,336,700:

2022 Approved Police Service Budget	\$17,805,140
Board Approved Transfer from the City - 2023 Police Budget	\$18,336,700
Increase over 2022 Approved Budget	\$531,560
	Increase: 2.99% Mill Rate: 1.67%
2023 Board Approved Transfer from Police Service Operating Reserve to City Council 0.63%	\$200,000
2022 Board Approved Transfer from Police Service Operating Reserve to City Council (\$200,000)	\$400,000

The Board has approved that the City accept a \$200,000 transfer from the Police Service Operating Reserve as approved by the Prince Albert Board of Police Commissioners to assist the City with budget shortfalls.

With the transfer of \$200,000 from the Police Service Operating Reserve, the projected ending Reserve Balance is as follows:

Prince Albert Operating Reserve	2022	2023
Beginning Balance	(496,037)	(203,418)
Board Approved Transfer to City - Fiscal Challenges	400,000	200,000
Final Interest Owing on Downtown Substation	6,763	
2021 Police Service Surplus – One-Time Transfer to Reserve	(114,144)	
Ending Balance	(203,418)	(3,418)

Not including Capital, the Prince Albert Police Service Expenditures are broken down as follows:

EXPENSES	2023 Budget	2022 Budget	Increase (Decrease)	% Change	% of Total Expenses
Salaries Wages and Benefits	\$19,788,280	\$19,210,500	\$577,780	3.01%	83.93%
Contracted and General Services	\$1,303,040	\$1,300,810	\$2,230	0.17%	5.53%
Financial Charges	\$750	\$750	\$0	0.00%	0.00%
Utilities	\$139,210	\$129,900	\$9,310	7.17%	0.59%
Interest on Long Term Debt	\$0	\$6,760	(\$6,760)	-100.00%	0.00%
Fleet Expenses	\$829,580	\$781,480	\$48,100	6.15%	3.52%
Maintenance Materials Supplies	\$1,497,780	\$1,743,200	(\$245,420)	-14.08%	6.35%
Insurance	\$19,810	\$17,980	\$1,830	10.18%	0.08%
Total Expenses	\$23,578,450	\$23,191,380	\$387,070	1.67%	100.00%

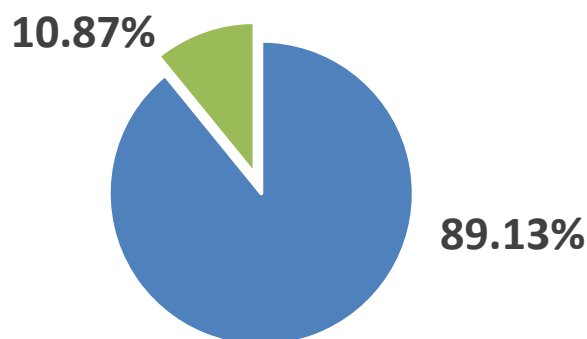
Salaries Wages and Benefits

As staffing costs is the majority portion of the overall budget, it deserves an in depth explanation.

Staffing the Prince Albert Police Service entails salaries, benefits for the members, involves legal expenses, wellness, and the cost of the dispatching contract. Below is a summary of the staffing cost for policing the Prince Albert Police Service:

Salaries Wages and Benefits	\$19,788,280	
Dispatching Agreement - CanOps	\$1,033,600	
Mental Health Strategists	\$103,340	
Legal Expenses	\$91,350	
Total 2023 Staffing Expenditures	\$21,016,570	89.13%
Total Other Expenditures	\$2,561,880	10.87%

2023 Staffing Expenditures and Other Expenditures



■ Total 2023 Staffing Expenditures ■ Total Other Expenditures

The above includes a 1% vacancy savings in the amount of \$200,000.

The following highlights fluctuations that impact the 2023 Board approved budget.

Saskatchewan Trafficking Reduction Team - 1 position - civilian	\$140,848
1.8% Wage Increase (2.40 split)	\$286,113
Increases due to WCB/EI/ CPP and Group Benefits	\$242,570
Step Increases for Staff	\$125,591
Building and Fleet Technician	\$90,901
Casual Salary - Janitorial and Court Liaison Cover Offer	\$29,937
1% Vacancy	(\$200,000)
Savings with retirements/staff turnover	(\$138,180)
New InTime Software Request - Licensing Fee	\$30,600
Main Station requires renovations and building maintenance	\$30,000
Saskatchewan Trafficking Reduction Team - Provincial Funding	(\$254,000)
Victim Services Program and Missing Persons Program - Additional Funding	(\$19,410)
Saskatchewan Trafficking Reduction Team - fleet and operating costs	\$34,000
Crime Reduction Team - Increased Operating Funding	\$61,840
CTSS Program - Additional Funding for Program Expenses	\$40,260
Wellness Program (Active Living Program)	\$5,500
Mental Health Strategy	\$6,010
Misc. Expenses (operating supplies, cost for service awards, etc.)	\$18,980
Total Increase of 2023 Police Service Budget	\$531,560

REVENUE (4.88% decrease)

User Charges and Fees have increased by \$30,000 due to the increase budget for Provincial Magistrate revenue. Revenue increased by \$30,000 due to three-year average.

Operating Grants and Donations have decreased by \$280,590 as follows:

Reduction of ICE Program Funding	\$554,000
Victim Services Program and Missing Persons Program	(\$19,410)
Saskatchewan Trafficking Response Team Program Funding	(\$254,000)
Decrease in Operating Grants and Donations	\$280,590

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.

It is the intention of the author to be transparent and financially accountable to the Board and City Council’s Budget Committee regarding the highlights of the 2023 Budget.

STRATEGIC PLAN:

Police Service Strategic Plan #2 - Professional Service ~ Financial Accountability.

PRESENTATION: **VERBAL** **AUDIO/VISUAL** **NONE**


ATTACHMENT:

- Chief of Police PowerPoint Presentation – 2023 Police Service Budget.

PRESENTATION: Verbal Presentation by Chief of Police

Written by: Chief of Police Jonathan Bergen

Approved by: Chief of Police Jonathan Bergen

Signature: 

2023 Prince Albert Police Service

Chief of Police Financial Overview

Highlights of the proposed 2023 Police Service Budget



Presentation to City Council's Budget Committee



Prince Albert Police Service

137 Years of Service

1886-2023



*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.



PRINCE ALBERT POLICE SERVICE



106 Sworn Members

28 Civilian Permanent

26 Sworn Provincially
Funded Positions



Recent Police Operating Reserve & Transfer from the City

- As of December 31, 2021: \$496,037 in Operating Reserve.
- 2022 Budget: \$400,000 was transferred from the Police Service Operating Reserve to the City.
- With approved 2023 Transfer, Reserve is projected to be (\$3,418).
- Presented 2023 Police Service Budget includes a 1% vacancy savings in the amount of (\$200,000).

2022 Approved Police Service Budget	\$17,805,140
Board Approved Transfer from the City - 2023 Police Budget	\$18,336,700
Increase over 2022 Approved Budget	\$531,560
	Increase: 2.99% Mill Rate: 1.67%
2023 Board Approved Transfer from Police Service Operating Reserve to City Council 0.63%	\$200,000
2022 Board Approved Transfer from Police Service Operating Reserve to City Council (\$200,000)	\$400,000



2023 Police Service Revenue

User Charges and Fees have increased by \$30,000 due to the increase budget for Provincial Magistrate Fines.

Operating Grants and Donations have decreased by \$280,590 as follows:

Reduction of ICE Program Funding	\$554,000
Victim Services Program and Missing Persons Program	(\$19,410)
Saskatchewan Trafficking Response Team Program Funding	(\$254,000)
Decrease in Operating Grants and Donations	\$280,590

STRT –Saskatchewan Trafficking Response Team : \$254,000

- 2 new funded sworn members at \$110,000 per officer
- Additional operating funding for entire program at \$34,000

Municipal Provincial Grant Funding	\$3,487,000
Victim Services Program	\$295,180
S&G Traffic Enforcement	\$45,900
User Charges and Fees	\$1,055,610
Total Revenues	\$4,883,690



2023 POLICE SERVICE EXPENDITURE BREAKDOWN

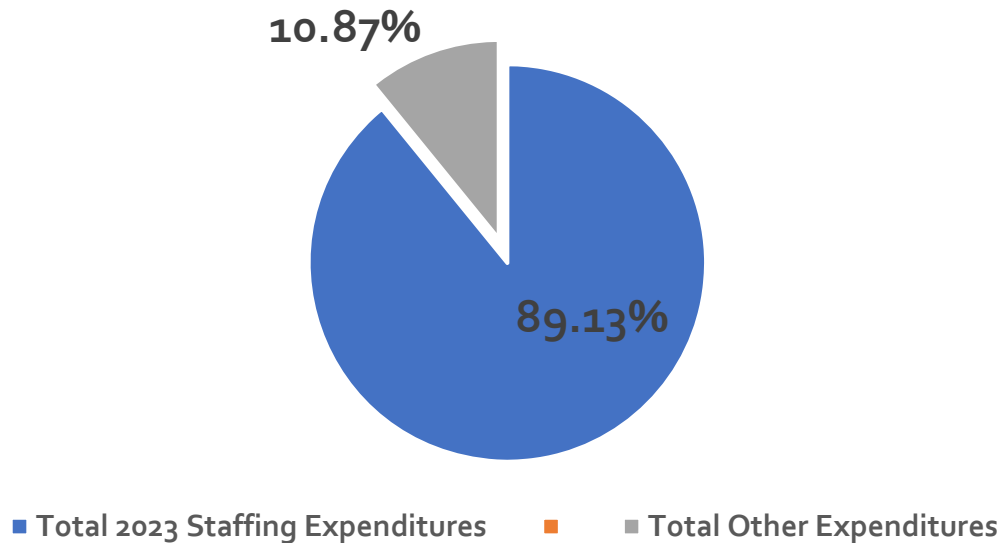
EXPENSES	2023 Budget	2022 Budget	Increase (Decrease)	% Change	% of Total Expenses
Salaries Wages and Benefits	\$19,788,280	\$19,210,500	\$577,780	3.01%	83.93%
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Financial Charges	\$750	\$750	\$0	0.00%	0.00%
Utilities	\$139,210	\$129,900	\$9,310	7.17%	0.59%
Interest on Long Term Debt	\$0	\$6,760	(\$6,760)	-100.00%	0.00%
Fleet Expenses	\$829,580	\$781,480	\$48,100	6.15%	3.52%
Maintenance Materials Supplies	\$1,497,780	\$1,743,200	(\$245,420)	-14.08%	6.35%
Insurance	\$19,810	\$17,980	\$1,830	10.18%	0.08%
Total Expenses	\$23,578,450	\$23,191,380	\$387,070	1.67%	100.00%



SALARY BREAKDOWN

Salaries Wages and Benefits	\$19,788,280	
Dispatching Agreement - CanOps	\$1,033,600	
Mental Health Strategists	\$103,340	
Legal Expenses	\$91,350	
Total 2023 Staffing Expenditures	\$21,016,570	89.13%
Total Other Expenditures	\$2,561,880	10.87%

2023 Staffing Expenditures and Other Expenditures



CONTRACTED SERVICES

\$1,033,600 ~ Contract for Police Dispatching Staff (PECC)

\$103,340 ~ Mental Health Strategists Program

\$91,350 ~ Legal Services (discipline hearings, member legal fees, etc.)

\$31,000 ~ laundry services

\$17,600 ~ Information Technology contracted specialist

\$11,220 ~ 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

\$240 ~ Mechanical Maintenance City



2023 Budgetary Considerations

Saskatchewan Trafficking Reduction Team - 1 position - civilian	\$140,848
1.8% Wage Increase (2.40 split)	\$286,113
Increases due to WCB/EI/ CPP and Group Benefits	\$242,570
Step Increases for Staff	\$125,591
Building and Fleet Manager	\$90,901
Casual Salary - Janitorial and Court Liaison Cover Offer	\$29,937
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New InTime Software Request - Licensing Fee	\$30,600
Main Station requires renovations and building maintenance	\$30,000
Saskatchewan Trafficking Reduction Team - Provincial Funding	(\$254,000)
Victim Services Program and Missing Persons Program - Additional Funding	(\$19,410)
Saskatchewan Trafficking Reduction Team - fleet and operating costs	\$34,000
Crime Reduction Team - Increased Operating Funding	\$61,840
CTSS Program - Additional Funding for Program Expenses	\$40,260
Wellness Program (Active Living Program)	\$5,500
Mental Health Strategy	\$6,010
Misc Expenses (operating supplies, cost for service awards, etc.)	\$18,980
Total Increase of 2023 Police Service Budget	\$531,560



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.

Forecasted Costs for 4 Sworn Members -2023

Salaries & Benefits (full year)	559,770
Ongoing expenditures - fleet, clothing, etc.	61,330
Total Forecasted Costs for Year 2023	621,100

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.



2023 CAPITAL ALLOCATION

POLICE CAPITAL RESERVE

Computer Replacement	\$34,000
MDT Replacement	\$32,500
In Car Camera Replacement	\$20,000
Virtual Server Replacement	\$20,000
Firewall and Security Replacement	\$63,000
Transition to Taser 7	\$78,508
SIEM Security	\$15,000
TOTAL 2023 CAPITAL PROJECTS	\$263,040



2023 FLEET CAPITAL REPLACEMENT PROGRAM

Fleet revenue has increased by the following:

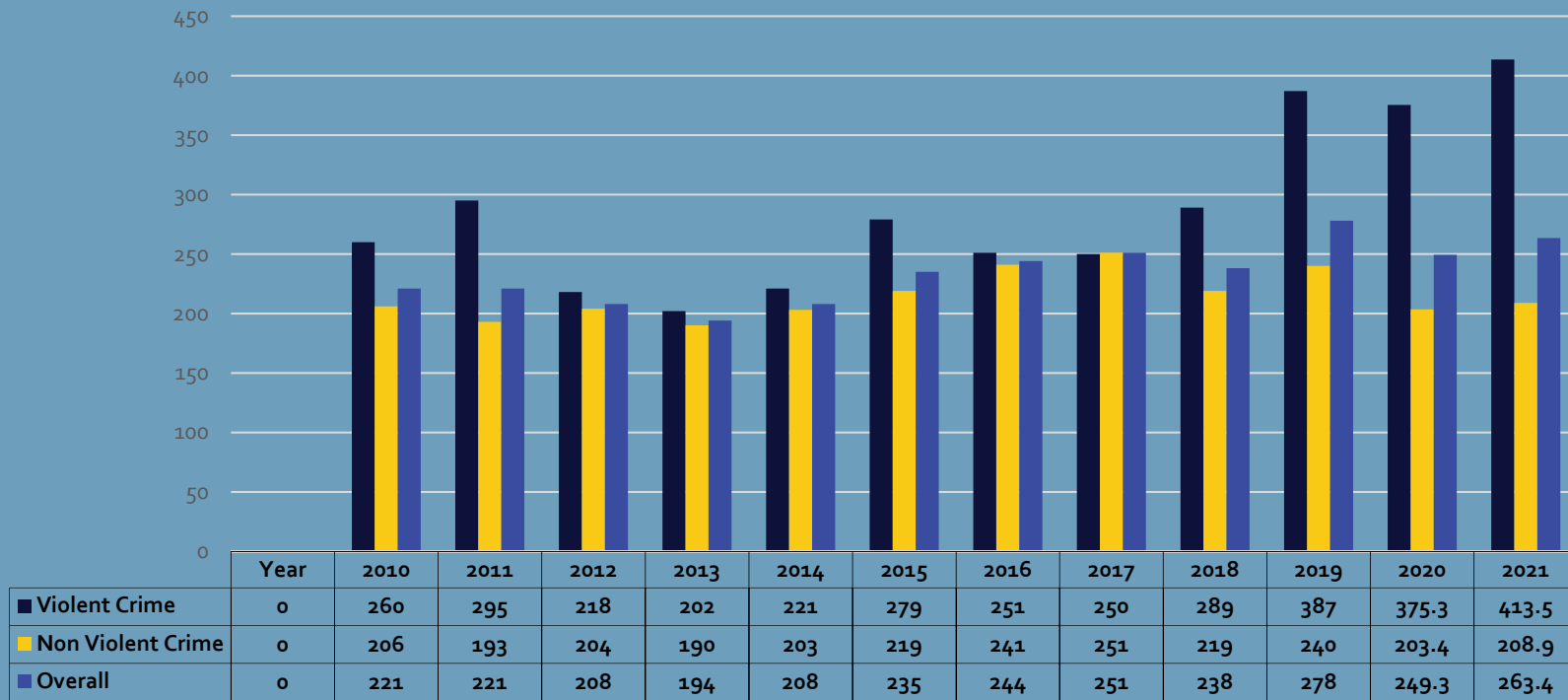
Police Equipment Reserve

2023 Police Vehicle Replacement	\$296,000
Total 2023 Police Fleet	\$296,000

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.



Prince Albert Crime Severity Index Numbers 2010 to 2021

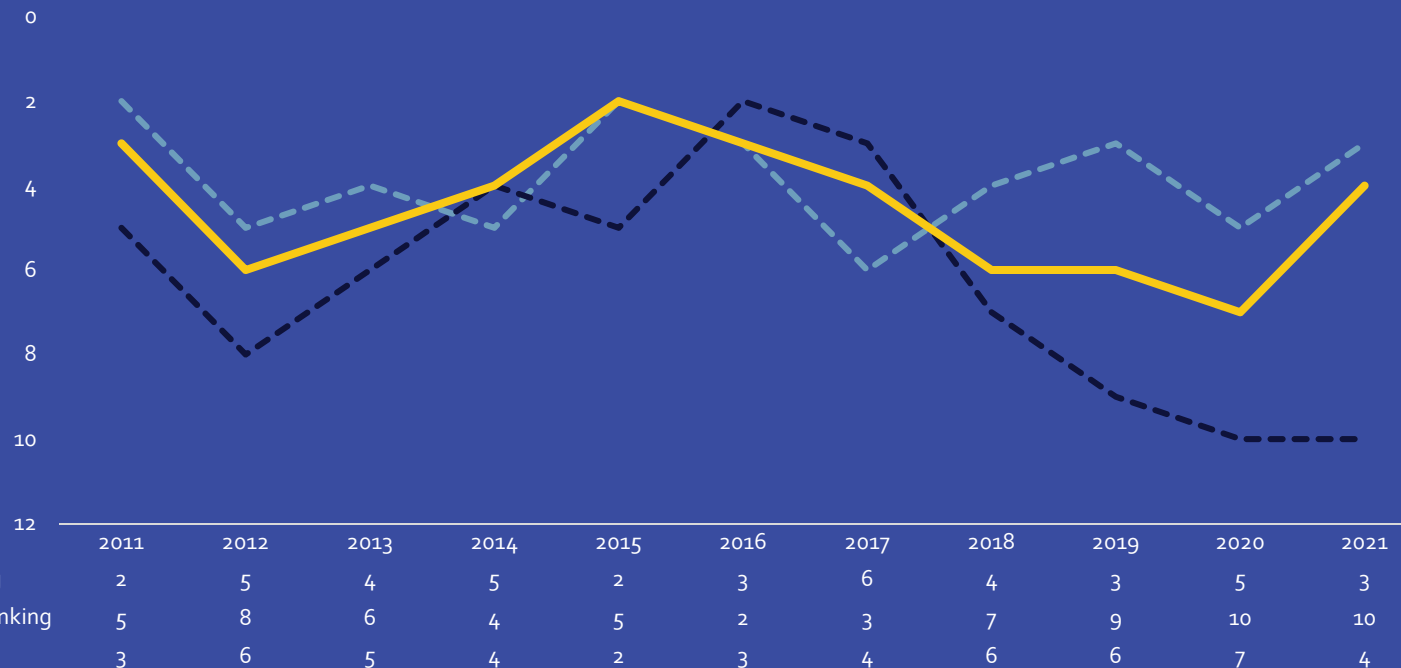


Crime Severity Index – 2021 Saskatchewan

<u>Police Service</u>	<u>Population</u>	<u>Overall CSI Ranking</u>	<u>Violent CSI Ranking</u>	<u>Non-Violent CSI Ranking</u>
Weyburn, Municipal	10,914	110	122	105
Estevan, Municipal	11,240	68	34	118
Martensville, RCMP	11,573	283	288	270
North Battleford, RCMP	14,204	1	2	1
Warman, RCMP	15,012	302	271	307
Yorkton, RCMP	16,532	28	21	33
Swift Current, RCMP	17,212	64	63	73
Moose Jaw, Municipal	34,418	37	128	24
Prince Albert, Municipal	37,510	4	3	10
Regina, Municipal	238,591	44	37	46
Saskatoon, Municipal	282,227	42	45	44



Prince Albert Crime Severity Index Rankings 2011 - 2021 (Ranking are all Police Agencies with Population over 10,000)



Questions?





City of
Prince Albert

BI 22-12

TITLE: Prince Albert Public Library Board

DATE: **October 14, 2022**

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Prince Albert Public Library Board

SECTION THREE – THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD



City of
**Prince
Albert**

Prince Albert
papl
Public Library



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.

	2023	2022	(Favourable) Unfavourable	%
	<u>Budget</u>	Budget	Change	Change
REVENUES				
EXPENSES				
Grants and Donations	\$2,253,950	\$2,190,420	\$63,530	2.90%
Total Expenses	2,253,950	2,190,420	63,530	2.90%
TOTAL (SURPLUS) DEFICIT	2,253,950	2,190,420	63,530	2.90%

The request from the Prince Albert Public Library Board is requesting additional funding in the amount of **\$63,530 for Year 2023**. That amount is offset by increased revenue of **\$63,530 from the Library Levy**.

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 22-92 Prince Albert Public Library 2023 Budget Submission](#) after this functional sheet for additional information.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-79720-295	G&D	PUBLIC LIBRARY:Self-Employed Contractors	\$2,001,296	\$2,085,870	\$2,124,930	\$2,190,420	\$0	\$0	\$63,530	\$2,253,950	As requested by the Prince Albert Public Library.
												Budget increase for The City of Prince Albert Public Library Board is funded by library levy as shown on tax notices.



City of
Prince Albert

CORR 22-92

TITLE: Prince Albert Public Library 2023 Budget Submission

DATE: **October 3, 2022**

TO: Budget Committee

PUBLIC: **X**

INCAMERA:

ATTACHMENTS:

1. Prince Albert Public Library 2023 Budget Submission
2. Speaking Notes
3. PowerPoint Presentation (PRESENTED AT MEETING)

Written by: Alex Juorio, Director, Library Services, Prince Albert Public Library

September 9, 2022

City Clerk's Office
1084 Central Avenue
Prince Albert SK
S6V 7P3
Attention: Terri Mercier, City Clerk



Dear Terri Mercier:
RE: 2023 proposed budget – Prince Albert Public Library

Please find a proposed 2023 budget 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, 2022.

The 2023 budget is a status quo budget which will allow the library to maintain services at their current state. The request for \$2023 is: **\$2,253,951.76** which represents a **2.90% increase over 2022**. The Library funding request is 4.69% below the increase in inflation year over year which has increased 7.59% since 2021. The library budget request has been lower than the rate of inflation for the last two years.

Increases in the request are driven by the following factors:

- A capital request of \$50,000.00 is included in the proposed 2023 budget. The library capital request is used for building upgrades, and as a savings fund to build a new service point in the city.
- A yet to be negotiated collective agreement. The current collective agreement expires December 31

The library remains committed to continuous improvements in efficiency. In 2022, additional occupancy sensors were added to the library LED lights so that lights are only on when necessary. The library plans to add more occupancy sensors to save utility costs going forward. Library visits are increasing steadily. By the end of August 2022 there have been 63,000 physical visits to the library. This is an increase of 20,000 visits compared with the same period in 2021. The princealbertlibrary.ca website was visited over 285,000 times from January to August 2022. This is already well over the 186,000 visits observed in all of 2021. A newly created Community Librarian position will allow the library to to more outreach with community partners and expand hours at the Bernice Sayese Location in 2023. Prince Albert Public Library is a popular service in the community. Support from the city allows us to maintain this service, and contribute to making the community better for everyone who lives in it. Please feel free to contact me with questions, or if you need additional information.

Respectfully submitted,

Alex Juonio, Director, Library Services

The City of Prince Albert Public Library Board
Consolidated Financial Statements
December 31, 2021

The City of Prince Albert Public Library Board Contents

For the year ended December 31, 2021

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Independent Auditor's Report

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, 2021, 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 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, 2021, 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 financial statements.

Independent Auditor's Report *continued*

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 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 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

April 14, 2022

MNP LLP

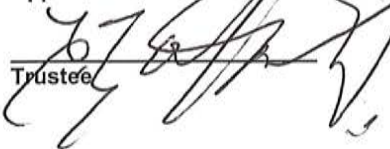
Chartered Professional Accountants

**The City of Prince Albert Public Library Board
Consolidated Statement of Financial Position**

As at December 31, 2021

	<i>General Fund</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	2021	2020
Assets						
Current						
Cash	247,566	-	-	-	247,566	593,674
Interfund receivable (Note 3)	2,500	-	-	52,000	54,500	53,750
Investments (Note 4)	726,704	94,788	307,540	37,783	1,166,815	594,601
Accounts receivable (Note 5)	20,231	-	-	63	20,294	25,316
Prepaid expenses	44,859	-	-	-	44,859	45,530
	1,041,860	94,788	307,540	89,846	1,534,034	1,312,871
Capital assets (Note 6)	652,901	-	-	-	652,901	595,396
SILS Membership (Note 7)	50,000	-	-	-	50,000	50,000
	1,744,761	94,788	307,540	89,846	2,236,935	1,958,267
Liabilities						
Current						
Accounts payable and accruals	84,182	-	-	-	84,182	81,346
Interfund payable (Note 3)	52,000	2,500	-	-	54,500	53,750
Deferred contributions (Note 8)	-	-	-	-	-	7,500
	136,182	2,500	-	-	138,682	142,596
Fund Balances						
Accumulated remeasurement gains (losses)	39,206	11,526	34,943	4,613	90,288	(506)
Externally restricted	-	80,762	272,597	85,233	438,592	428,348
Internally restricted (Note 9)	1,569,373	-	-	-	1,569,373	1,387,829
	1,608,579	92,288	307,540	89,846	2,098,253	1,815,671
	1,744,761	94,788	307,540	89,846	2,236,935	1,958,267

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, 2021

	<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>2021</i>	<i>2021</i>	<i>2020</i>
					<i>Budget</i>		
Revenue							
Grant - City of Prince Albert (Note 12)	2,125,130	-	-	-	2,024,930	2,125,130	2,085,870
Grant - Ministry of Education	106,678	-	-	-	99,176	106,678	108,178
Miscellaneous	63,207	-	-	-	2,500	63,207	60,409
Overdue fines	12,388	-	-	-	20,000	12,388	7,699
Interest income	7,884	-	-	-	10,000	7,884	12,130
Room fees	1,670	-	-	-	5,000	1,670	1,495
Photocopying and fax	1,378	-	-	-	5,000	1,378	2,046
Donations	1,265	-	-	-	500	1,265	518
	2,319,600	-	-	-	2,167,106	2,319,600	2,278,345
Expenses (Schedule 1)	2,139,197	750	-	-	2,167,106	2,139,947	1,933,946
Excess of revenue over expenses before other items	180,403	(750)	-	-	2,167,106	179,653	344,399
Other items							
Investment income	1,141	2,285	7,798	911	-	12,135	11,767
Excess of revenue over expenses	181,544	1,535	7,798	911	-	191,788	356,166

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, 2021

	<i>General Fund</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	2021	<i>2020</i>
Fund balance, beginning of year	1,387,829	79,227	264,799	84,322	1,816,177	1,460,011
Excess of revenue over expenses	181,544	1,535	7,798	911	191,788	356,166
Fund balance, end of year	1,569,373	80,762	272,597	85,233	2,007,965	1,816,177
Accumulated remeasurement gains (losses)	39,206	11,526	34,943	4,613	90,288	(506)
	1,608,579	92,288	307,540	89,846	2,098,253	1,815,671

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, 2021

	<i>General Fund</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	<i>2021</i>	<i>2020</i>
Accumulated remeasurement gains, beginning of year	-	332	(989)	151	(506)	33,406
Unrealized remeasurement gains (losses)						
Portfolio investments	39,206	11,194	35,932	4,462	90,794	(33,912)
Accumulated remeasurement gains (losses), end of year	39,206	11,526	34,943	4,613	90,288	(506)

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, 2021

	2021	2020
Cash provided by (used for) the following activities		
Operating		
Excess of revenue over expenses	191,788	356,166
Amortization	238,896	180,325
	430,684	536,491
Changes in working capital accounts		
Accounts receivable	5,022	17,815
Interfund receivable	(750)	-
Prepaid expenses	671	(14,076)
Accounts payable and accruals	2,836	15,360
Deferred contributions	(7,500)	7,500
	430,963	563,090
Investing		
Purchase of capital assets - Library materials (Note 10)	(275,484)	(231,697)
Purchase of capital assets - Other	(20,917)	(171,243)
Purchase of investments	(480,670)	(15,786)
	(777,071)	(418,726)
Increase (decrease) in cash resources	(346,108)	144,364
Cash resources, beginning of year	593,674	449,310
Cash resources, end of year	247,566	593,674

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, 2021

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.

Impact on operations of COVID-19 (coronavirus)

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 changes operations to adapt to restrictions adding curb-side pick-up and more online material purchases and added cleaning and supply costs.

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 Canada and other countries to fight the virus.

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 City of Prince Albert Public Library Board

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

2. Significant accounting policies (continued from previous page)

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.

Measurement uncertainty

The preparation of the 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.

The City of Prince Albert Public Library Board

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

2. Significant accounting policies (continued from previous page)

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.

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.

The City of Prince Albert Public Library Board

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

2. Significant accounting policies *(continued from previous page)*

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.

The Library paid expenses from the General Operating Fund for the Scholarship Fund in the current year of \$750 (2020 - \$nil), resulting in \$2,500 (2020 - \$1,750) receivable in the General Operating Fund and an offsetting payable in the Scholarship Fund.

4. Investments

	2021	2020
Measured at fair value:		
General Fund - Credential Asset Management	-	124,902
General Fund - SILS GIC	93,675	92,170
Children's Library Fund - VPI Income Pool	307,540	263,810
General Trust Fund - VPI Income Pool	37,783	32,410
Scholarship Fund - VPI Income Pool	94,788	81,309
General Fund - VPI Canadian Balanced Pool	633,029	-
	1,166,815	594,601

Cost amounts are as follows:

- General Fund - Credential Asset Management \$nil (2020- \$124,902)
- General Fund - SILS GICs \$93,675 (2020 - \$92,170)
- Children's Library Fund - VPI Income Pool \$275,599 (2020 - \$268,520)
- General Trust Fund - VPI Income Pool \$32,189 (2020 - \$31,362)
- Scholarship Fund - VPI Income Pool \$80,735 (2020 - \$78,661)
- General Fund - VPI Canadian Balanced Pool \$593,822 (2020 - \$nil)

The City of Prince Albert Public Library Board

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

5. Accounts receivable

	2021	2020
GST receivable	18,288	23,901
Trade receivables-SILS	1,943	1,352
Trade receivables	63	63
	20,294	25,316

6. Capital assets

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Materials asset pool	1,030,130	513,418	516,712	447,254
Furniture	151,603	37,937	113,666	118,683
Computers and equipment	247,881	225,358	22,523	29,459
	1,429,614	776,713	652,901	595,396

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.

8. Deferred contributions

Recognition of deferred contributions were related to the promotion and activities of 2021 Family Literacy Day/Week. Changes in the deferred contribution balance are as follows:

	General Fund	Scholarship Fund	Children's Library Fund	General Trust Fund	2021	2020
Balance, beginning of year	7,500	-	-	-	7,500	-
Amount received during the year	-	-	-	-	-	7,500
Less: Amount recognized as revenue during the year	(7,500)	-	-	-	(7,500)	-
Balance, end of year	-	-	-	-	-	7,500

The City of Prince Albert Public Library Board

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

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	160,227	-	7,731	167,958
Investment in capital assets	595,396	-	57,505	652,901
Unrestricted Free Reserve	-	-	170,481	170,481
Capital Funds Renovation Projects	-	-	12,767	12,767
Capital Improvement Fund	-	-	467,718	467,718
Renovation projects	468,200	-	(468,200)	-
Maintenance	20,000	-	(10,000)	10,000
Computers	20,000	-	300	20,300
Equipment	20,000	-	(4,000)	16,000
Conferences and workshops	13,249	-	(13,249)	-
Fire Panel	-	-	33,248	33,248
Furnishings	11,000	-	(11,000)	-
Gallery Reserve	10,000	-	(5,000)	5,000
Carpet	20,000	-	(20,000)	-
MF Circulation Renovation	5,507	-	(5,507)	-
Security System	32,000	-	(32,000)	-
Website	1,000	-	-	1,000
Scholarships	1,250	-	-	2,000
Telephone System	10,000	-	750	10,000
	1,387,829	-	181,544	1,569,373
Unrestricted	-	181,544	(181,544)	-
	1,387,829	181,544	-	1,569,373

The City of Prince Albert Public Library Board

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

10. Library Material Purchases

For information purposes, the following is information on the Library's purchases of library materials in 2021:

	<i>2021 Budget</i>	<i>2021 Actual</i>	<i>2020 Actual</i>
Included in acquisition expense (Schedule 1)			
Digital Materials	36,000	49,728	62,444
Included in materials asset pool			
Books	246,828	206,415	186,186
DVDS	26,000	18,417	15,812
CD - Books/V Games	20,800	18,516	13,015
CD - Music	5,000	7,842	4,896
Subscriptions	16,800	24,294	11,788
	315,428	275,484	231,697
Total	351,428	325,212	294,141

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, 2021 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 \$2,125,130 (2020 - \$2,085,870) in grant revenue received from the City of Prince Albert.

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, 2021

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 \$89,826 (2020 - \$64,752).

Based on the latest information available, MEPP had net assets available for benefits of \$3,198,055 as of December 31, 2020. 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

	2021	2020
Financial assets	\$ 2,897,268	\$ 2,883,728
Financial Liabilities	<u>682,394</u>	<u>689,315</u>
Net financial assets	<u>2,214,874</u>	<u>2,194,413</u>
Non-financial assets:		
Prepaid expenses	<u>321,451</u>	<u>326,050</u>
Accumulated surplus	<u>\$2,536,325</u>	<u>\$ 2,520,463</u>

Statement of Operations

Revenue	\$1,261,712	\$ 1,282,214
Expenses	<u>1,245,850</u>	<u>1,117,028</u>
Surplus	<u>\$ 15,862</u>	<u>\$ 165,186</u>

The financial statements shown are proportionately consolidated with the Library financial statements at 4.68% (2020 – 4.68%) 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, 2021, SILS plans to continue operations for the foreseeable future.

15. 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, 2021

	<i>General Fund</i>	<i>Scholarship Fund</i>	<i>Children's Library Fund</i>	<i>General Trust Fund</i>	<i>2021 Budget</i>	<i>2021 Actual</i>	<i>2020 Actual</i>
Expenses							
Payroll	1,365,948	-	-	-	1,379,665	1,365,948	1,056,420
Amortization	238,896	-	-	-	-	238,896	180,325
Service contracts	213,651	-	-	-	205,013	213,651	187,932
Databases, networks, and internet	155,310	-	-	-	70,000	155,310	145,621
Utilities	55,641	-	-	-	66,700	55,641	54,320
Acquisitions <i>(Note 10)</i>	49,728	-	-	-	351,428	49,728	62,444
Supplies	32,117	-	-	-	46,600	32,117	43,841
Programs and films	9,063	750	-	-	14,050	9,813	3,110
Sundry	9,324	-	-	-	7,350	9,324	6,316
Conferences - board	3,214	-	-	-	-	3,214	7,145
Conferences - staff	2,861	-	-	-	10,600	2,861	2,688
Publicity	2,082	-	-	-	15,700	2,082	4,506
Bank charges and interest	1,362	-	-	-	-	1,362	1,389
Meeting rooms	-	-	-	-	-	-	2,000
Renovation projects	-	-	-	-	-	-	175,253
Grace Campbell Gallery	-	-	-	-	-	-	636
	2,139,197	750	-	-	2,167,106	2,139,947	1,933,946

The City of Prince Albert Public Library Board
Schedule 2 - Consolidated Schedule of Operating Fund Revenues and Expenses

For the year ended December 31, 2021

	<i>2021 Budget</i>	<i>2021 Actual</i>	<i>2020 Actual</i>
Revenue			
Donations	500	1,265	518
Overdue fines	20,000	12,388	7,699
Photocopying	5,000	1,378	2,046
Interest income	10,000	7,884	12,130
Miscellaneous	2,500	63,207	60,409
Room fees	5,000	1,670	1,495
Grant - City of Prince Albert	2,024,930	2,025,130	1,985,870
Grant - Ministry of Education	99,176	106,678	108,178
	2,167,106	2,219,600	2,178,345
Expenses			
Payroll	1,379,665	1,365,948	1,056,420
Amortization	-	238,896	180,325
Service contracts	205,013	213,651	187,932
Databases, networks, and internet	70,000	155,310	145,621
Utilities	66,700	55,641	54,320
Acquisitions (Note 10)	351,428	49,728	62,444
Supplies	46,600	32,117	43,841
Sundry	7,350	9,324	6,316
Programs and films	14,050	9,063	3,110
Conferences - board	-	3,214	7,145
Conferences - staff	10,600	2,861	2,688
Publicity	15,700	2,082	4,506
Bank charges and interest	-	1,362	1,389
Meeting rooms	-	-	2,000
Grace Campbell Gallery	-	-	636
Renovation projects	-	-	263
	2,167,106	2,139,197	1,758,956
Other items			
Investment income	-	1,141	-
Excess of revenue over expenses	-	81,544	419,389

The City of Prince Albert Public Library Board
Schedule 3 - Consolidated Schedule of Reserve Fund Revenues and Expenses

For the year ended December 31, 2021

	<i>2021 Budget</i>	<i>2021 Actual</i>	<i>2020 Actual</i>
Revenue			
Grant - City of Prince Albert	100,000	100,000	100,000
Expenses			
Renovation projects	-	-	174,990
Excess (deficiency) of revenue over expenses	100,000	100,000	(74,990)

Prince Albert Public Library

Strategic Plan

2020-2025

Belonging, Learning and Experiencing Together

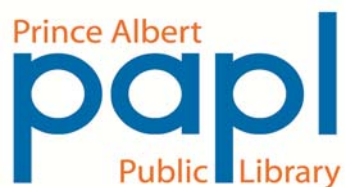


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EXECUTIVE SUMMARY

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

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

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	Research, Development and Measurement	<i>Dynamic research tools ensure the library evolves with the community's needs</i>	<p>Goal 1.1: Actively listen to and involve the community to identify future directions for library services and facilities</p> <p>Goal 1.2: Develop and refine research tools that guide the library's efforts to adapt and maintain relevance</p>
2	Facilities and Programs	<i>The Library is a cornerstone of the cultural and educational structure of our community</i>	<p>Goal 2.1: Develop current and future library spaces that are safe, accessible, inclusive, and welcoming</p> <p>Goal 2.2: Continue to provide and identify new programming and service opportunities</p> <p>Goal 2.3: To ensure timely access to a high quality relevant collection including books, digital resources, and other materials</p>
3	Fiscal Sustainability	<i>The Library has predictable and stable funding sources to sustain and develop library services</i>	<p>Goal 3.1: Establish a consistent long-range budget forecasting and monitoring system</p> <p>Goal 3.2: Develop alternative funding streams</p>
4	Governance	<i>The Trustees and Administration work as a team to serve the public.</i>	<p>Goal 4.1: Work toward the development of a strong Library's Act that supports and protects the mandates of municipal libraries</p> <p>Goal 4.2: Maintain effective governance including a strong, stable Board that provides leadership and oversight to Administration</p>
5	Communications, Marketing and Partnerships	<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>Goal 5.1: Develop and strengthen marketing and communications strategies targeting Prince Albert and area</p> <p>Goal 5.2: Continue to be an organization that exhibits inclusiveness, sharing and ability to open minds</p> <p>Goal 5.3: 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

3.1 FORWARD PLANNING

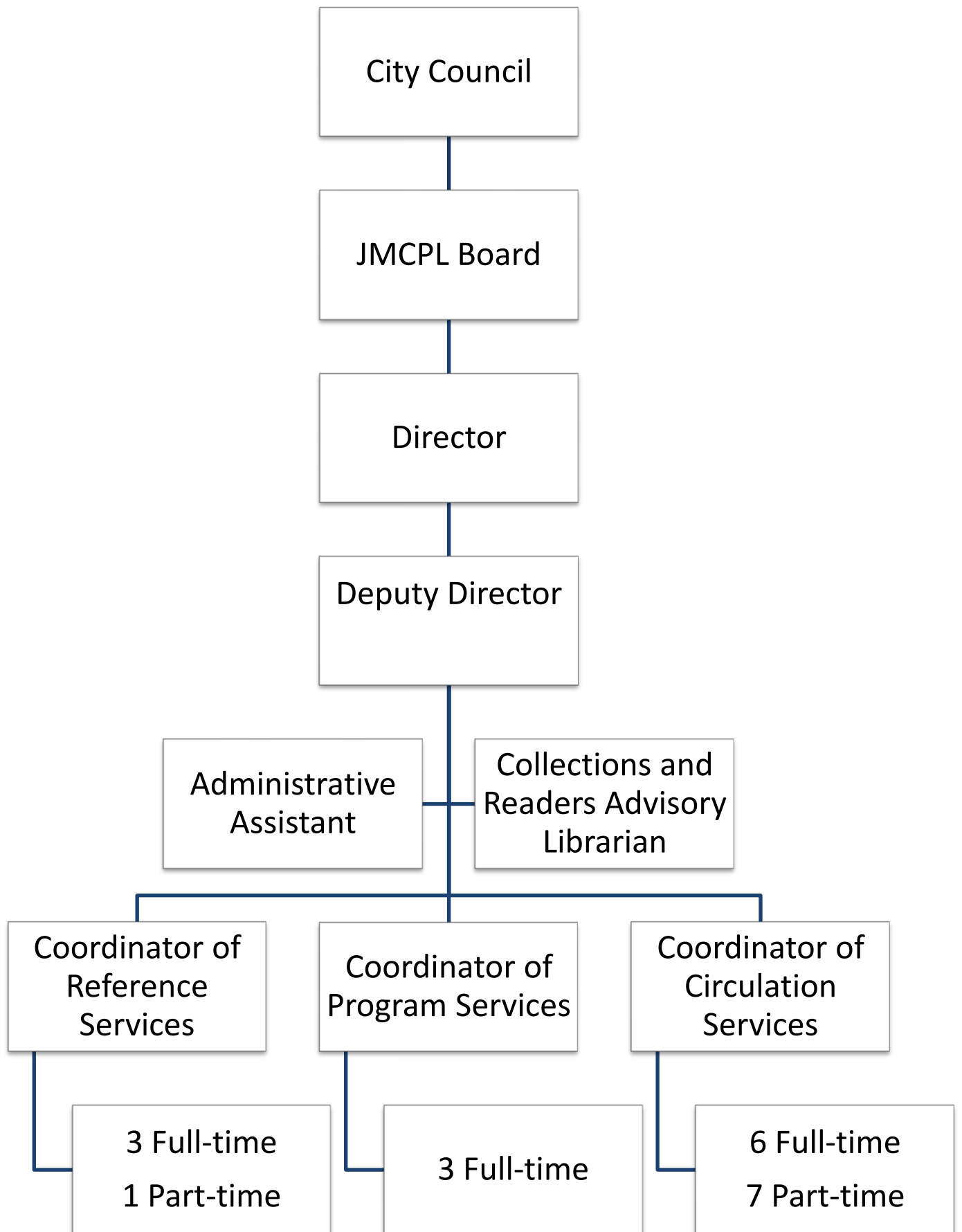
The Library is well poised to take some courageous next steps. Strategic Plans such as this are safe ‘guides’ as it is in the real actions that must take place off the pages of these documents where the highest risks are assumed. It requires courage, good will and committed intentions entrusted by the 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!



September 27, 2022

City Clerk's Office
1084 Central Avenue
Prince Albert SK
S6V 7P3
Attention: Terri Mercier, City Clerk



Dear Terri Mercier:

RE: 2023 City of Prince Albert Budget Meetings

Representatives from Prince Albert Public Library would like to speak at the 2023 City of Prince Albert budget meeting beginning at 8:00 A.M. on November 16, 2022. Five minute speaking notes are below as requested:

Mayor Dionne, Councillors, guests, Thank you for this opportunity to present about the library. The 2023 proposed budget was approved by the library board at their meeting on September 8. The request for 2023 is: **\$2,253,951.76** which represents a **2.90% increase over 2022**.

The funding request is 4.69% below the increase in inflation year over year which has increased 7.59% since 2021. The library budget request has been lower than the rate of inflation for the last two years.

The budget is designed to maintain core services, and reduce capacity in ways invisible to the public. Inflation and exchange rate realities mean that we will purchase slightly fewer materials, with available funds. Open hours and public programs will be maintained, travel will be less often.

Other factors that contribute to the request are:

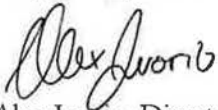
- A capital request of \$50,000.00. The capital request is used for building upgrades, and to contribute to a savings fund to build a new service point in the city.
- A yet to be negotiated collective agreement. The current collective agreement expires on December 31, 2022.

2022 saw the continued adoption of the Prince Albert Public Library name as a brand in the form of lit outside signs. The new branding sets Prince Albert Public Library as the name of the enterprise and allows for the the creation of new branches in the the future without confusion. John M. Cuelenaere Public Library will retain its branch name as the central branch of Prince Albert Public Library.

The library is a well used community service. Physical visits to the library are up 14% compared to the same period in 2021, and will probably be higher by December because the winter months are our busiest ones. Similar increases in use can be seen across the operation as post pandemic activity levels resume in earnest. Library public Internet computers were used over 500 times in August, a typically slow month as many people enjoy the last of the summer. The library website is also experiencing heavy traffic having been visited more than 285,000 times this year thus far which is already greater than the total number of visits in 2021.

The library remains committed to continuous improvements in efficiency. In 2022, additional occupancy sensors were added to the library LED lights so that lights are only on when necessary. Library administration plans to add more occupancy sensors to save utility costs going forward. A newly created Community Librarian position will allow the library to to more outreach with community partners and expand hours at the Bernice Sayese Location in 2023. Prince Albert Public Library is a popular service in the community. Support from the city allows us to maintain this service, and contribute to making the community better for everyone who lives in it. Please feel free to contact me with questions, or if you need additional information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alex Juorio". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Alex Juorio, Director, Library Services

Prince Albert Public Library

2023 Public Budget Presentation

The Budget

- \$2,253,951.76
- 2.9% Increase over 2022.
- Inflation has increased 7% year over year

Statistical Highlights

Comparisons between 2019, 2020, and 2022 to 2021



Exterior Signs



Upcoming

- Strategic Plan Check-In
- More Renovations
- Computer Network Efficiencies



City of
Prince Albert

BI 22-13

TITLE: Prince Albert Downtown Business Improvement District

DATE: **October 14, 2022**

TO: Budget Committee

PUBLIC: **X**

INCAMERA:

ATTACHMENTS:

1. Prince Albert Downtown Business Improvement District

**SECTION FOUR – PRINCE ALBERT DOWNTOWN BUSINESS
IMPROVEMENT DISTRICT**



City of
**Prince
Albert**



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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Taxation	(\$78,000)	(\$78,000)	\$0	0.00%
Total Revenues	(78,000)	(78,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	0	62,800	(62,800)	-100.00%
Contracted and General Services	64,800	10,250	54,550	532.20%
Grants and Donations	40,000	40,000	0	0.00%
Utilities	3,000	800	2,200	275.00%
Maintenance Materials and Supplies	32,200	26,150	6,050	23.14%
Total Expenses	140,000	140,000	0	0.00%
TOTAL (SURPLUS) DEFICIT	62,000	62,000	0	0.00%

The \$140,000 expenditures for the Prince Albert Downtown Business Improvement District is funded as follows:

Prince Albert Business Improvement Tax Levy	\$78,000
City of Prince Albert Grant In Lieu of Taxes	\$22,000
Reserve Funding for Programs and Projects	\$40,000
Total Funding	\$140,000

(\$62,800) savings under Salaries Wages and Benefits. That amount is now shown under Contracted and General Services.

\$64,800 under Contracted and General Services is as follows:

- \$1,800 for Telephone



- \$1,000 for Publications
- \$1,000 for Computer Services
- \$50,000 for the contacted position of Executive Director
- \$11,000 for Self Employed Contractors (Event Coordinators, Talent rentals, etc.)

\$40,000 under Grants and Donations is regarding the Grants paid as follows **funded from the Downtown Improvement Reserve:**

- \$20,000 for Downtown Events
- \$10,000 for Façade Grants
- \$10,000 for Mini Façade Grants

\$2,200 increase for Utilities regarding Electricity increase.

\$6,050 increase for Maintenance Materials and Supplies relating to an increase for advertising, equipment and operating supplies.

Please refer to attached report [RPT 22-378 – Prince Albert Downtown Business Improvement District 2023 Budget](#) after this functional sheet for additional information.

Please refer to attached correspondence [CORR 22-96 – Prince Albert Downtown Business Improvement District 2023 Budget Presentation](#) after this functional sheet for additional information.

The Downtown Improvement Reserve will have a projected surplus balance of **\$207,270** at the end of 2023 with the transfers and grants proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.

Additional Budget Requests for 2023

PADBID has requested an \$80,000 increase in funding, \$75,000 would be used for downtown security, and \$5,000 would be used to hire additional contractors for downtown events. This request will be presented as “Operating Issues Not Funded” in the 2023 General Fund budget.

PADBID has also requested that if the \$40,000 from the Downtown Improvement Reserve is not spent that the funds not be returned to the Downtown Improvement Reserve but be put into the PADBID Operating Reserve to pay for enhanced security in the PADBID area.

Funding Options for the \$80,000 Increase

Increase the Prince Albert Business Improvement Levy by \$80,000, from \$78,000 to \$158,000, more than doubling the existing levy for businesses located in the PADBID area; or,

Fund the \$80,000 increase from the PADBID Operating Reserve. The Reserve has a surplus balance of \$100,261.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-45500-000	TAX	PADBID:Other Revenue	(\$76,803)	(\$74,941)	(\$76,888)	(\$78,000)	\$0	\$0	\$0	(\$78,000)	Bylaw is in place to adjust tax amount to balance all charges to meet \$78,000 each year
2	1-1-45505-051	OGD	PADBID Projects:Federal Grants - Conditional	(\$3,318)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	federal grant money received.
3	1-1-45505-089	SUN	PADBID Projects:Other Sources	\$0	\$0	(\$23,383)	\$0	\$0	\$0	\$0	\$0	yearend correcting entry
4	1-2-45500-111	SWB	PA Bus. Imp. District:Salaries Regular	\$0	\$2,980	\$0	\$0	\$0	\$0	\$0	\$0	salary costs paid for PADBID
5	1-2-45500-114	SWB	PA Bus. Imp. District:Salary Casual Regular	\$56,730	\$55,800	\$43,661	\$56,000	\$0	\$0	(\$56,000)	\$0	Budget for Executive Director moved to AC# 1-2-45500-295 "Self Employed Contractors"
6	1-2-45500-115	SWB	PA Bus. Imp. District:Wages Regular	\$292	\$14	\$4,895	\$0	\$0	\$0	\$0	\$0	wage costs paid for PADBID
7	1-2-45500-119	SWB	PA Bus. Imp. District:Payroll Benefits	\$4,913	\$4,913	\$4,403	\$5,000	\$0	\$0	(\$5,000)	\$0	Budget for Executive Director moved to AC# 1-2-45500-295 "Self Employed Contractors"
8	1-2-45500-131	SWB	PA Bus. Imp. District:Vehicle Allowance	\$1,800	\$1,929	\$1,521	\$1,800	\$0	\$0	(\$1,800)	\$0	Budget for Executive Director moved to AC# 1-2-45500-295 "Self Employed Contractors"
9	1-2-45500-211	CON	PA Bus. Imp. District:Travel & Accommodation	(\$79)	\$0	\$0	\$500	\$0	\$0	(\$500)	\$0	Budget based on amount approved by PADBID Board in August 2022.
10	1-2-45500-213	CON	PA Bus. Imp. District:Telephone	\$494	\$593	\$1,942	\$750	\$0	\$0	\$1,050	\$1,800	Based on actual charges for data lines, internet, landlines, and cell phone usage.
11	1-2-45500-222	CON	PA Bus. Imp. District:Publications & Subscriptions	\$268	\$255	\$0	\$1,000	\$0	\$0	\$0	\$1,000	Budget based on amount approved by PADBID Board in August 2022.
12	1-2-45500-238	CON	PA Bus. Imp. District:Computer Services	\$382	\$263	\$0	\$500	\$0	\$0	\$500	\$1,000	Budget based on the amount approved by the PADBID Board in August 2022
13	1-2-45500-295	CON	PA Bus. Imp. District:Self-Employed Contractors	\$0	\$0	\$0	\$7,500	\$0	\$0	\$53,500	\$61,000	\$50,000 - Executive Director \$11,000 - Event coordinators, talent for special events
14	1-2-45500-716	G&D	PA Bus. Imp. District:Grants	\$17,522	\$11,959	\$8,199	\$40,000	\$0	\$0	\$0	\$40,000	The following projects will be funded from the Downtown Improvement Reserve: \$20,000 for Downtown Events \$10,000 for a Facade Grant \$10,000 for Mini Facade Grants Downtown events would include: 4 Sidewalk sales Street Fair Santa Claus Parade
15	1-2-45505-716	G&D	PABID-Projects:Grants	\$10,603	\$5,770	\$2,756	\$0	\$0	\$0	\$0	\$0	Grants that are paid to organizations from PADBID.
16	1-2-45500-553	UTL	PA Bus. Imp. District:Electricity	\$555	\$503	\$2,598	\$800	\$0	\$0	\$2,200	\$3,000	Financial Services determined required budget to be \$4600 based on historic actuals. Budget amount is based on amount approved by the PADBID Board in August 2022
17	1-2-45500-215	MMS	PA Bus. Imp. District:Conventions & Delegations	\$0	\$297	\$50	\$350	\$0	\$0	(\$350)	\$0	Budget based on amount approved by PADBID Board in August 2022.
18	1-2-45500-221	MMS	PA Bus. Imp. District:Advertising	\$1,232	\$3,998	\$3,105	\$3,250	\$0	\$0	\$2,500	\$5,750	Promote special events and communication with residents. Budget based on the amount approved by PADBID Board in August 2022.
19	1-2-45500-224	MMS	PA Bus. Imp. District:Memberships & Due	\$157	\$873	\$787	\$1,000	\$0	\$0	(\$1,000)	\$0	Budget based on amount approved by PADBID Board in August 2022.
20	1-2-45500-255	MMS	PA Bus. Imp. District:Purch Mtce-Automotive & Equipment	\$180	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,500	Purchase computer Budget based on amount approved by PADBID Board in August 2022
21	1-2-45500-263	MMS	PA Bus. Imp. District:Rentals-Building	\$7,205	\$9,045	\$10,000	\$15,000	\$0	\$0	\$0	\$15,000	Budget based on amount approved by PADBID Board in August 2022
22	1-2-45500-267	MMS	PA Bus. Imp. District:Rentals-Specialized Equipment	\$944	\$543	\$324	\$1,000	\$0	\$0	\$200	\$1,200	Budget based on amount approved by PADBID Board in August 2022
23	1-2-45500-511	MMS	PA Bus. Imp. District:Meeting Incidentals	\$359	\$94	\$0	\$800	\$0	\$0	\$200	\$1,000	Budget based on amounts approved by PADBID Board in August 2022
24	1-2-45500-541	MMS	PA Bus. Imp. District:Operating Supplies	\$598	\$0	\$689	\$1,500	\$0	\$0	\$3,500	\$5,000	Budget based on amount approved by PADBID Board in August 2022.
25	1-2-45500-544	MMS	PA Bus. Imp. District:Office Supplies	\$2,798	\$1,192	\$1,709	\$3,000	\$0	\$0	(\$2,500)	\$500	Budget based on amount approved by PADBID Board in August 2022
26	1-2-45500-551	MMS	PA Bus. Imp. District:Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	no water and sewer fees
27	1-2-45500-552	MMS	PA Bus. Imp. District:Heating Fuels	\$878	\$558	\$0	\$0	\$0	\$0	\$0	\$0	Heating fuels charged to City budget.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
28	1-2-45500-896	MMS	PA Bus. Imp. District:Insurance	\$25	\$759	\$25	\$250	\$0	\$0	\$0	\$250	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
												PADBID has requested an \$80,000 increase in funding, \$75,000 would be used for downtown security, and \$5,000 would be used to hire additional contractors for downtown events. This request will be presented as "Operating Issues Not Funded" in the 2023 General Fund budget.



RPT 22-378

TITLE: Prince Albert Downtown Business Improvement District 2023 Budget

DATE: September 19, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the proposed Prince Albert Downtown Business Improvement District Board (PADBID) 2023 Operating budget and additional requests be considered during budget deliberations.

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 2023 proposed budget according to the City of Prince Albert Bylaw No. 4 of 2005, Downtown Business Improvement District Bylaw:

- “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:

An annual bylaw is passed to raise the amount required to cover the proposed business expenditures of PADBID.

Bylaw No. 11 of 2022 passed a levy of 6.4% of the commercial tier 1 mill rate generated for general municipal property taxes, and paid by the taxable and grant in lieu properties defined in the PADBID area, to cover the 2022 budgeted expenditures for PADBID.

PROPOSED APPROACH AND RATIONALE:

A summary of the proposed PADBID 2023 budget with previous year comparatives are as follows:

	2023	2022
Revenue		
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
	<u>\$ 140,000</u>	<u>\$ 140,000</u>
Expenditures		
Salaries, Wages and Benefits	\$ -	\$ 62,800
Contracted and General Services		
- Executive Director	\$ 50,000	
- Other	\$ 11,000	\$ 10,250
Grants and Donations	\$ 40,000	\$ 40,000
Utilities	\$ 3,000	\$ 800
Maintenance, Materials and Supplies	\$ 36,000	\$ 26,150
	<u>\$ 140,000</u>	<u>\$ 140,000</u>
Net Revenues over Expenditures	<u>\$ -</u>	<u>\$ -</u>

Approval of the PADBID budget is required in order for the City to establish a 2023 property tax levy sufficient to cover the PADBID 2023 budgeted expenditures. Administration will present to Council a new Bylaw to replace Bylaw No. 11 of 2022 that will levy \$78,000.

The City grants PADBID \$22,000 in lieu of property taxes for City owned properties located in the PADBID area.

The 2023 PADBID budget includes a request of \$40,000 from the Downtown Improvement Reserve. This money is to be used to provide Grants and Donations to businesses within the PADBID area.

The \$40,000 from the Downtown Improvement Reserve is projected to be used as follows:

\$	20,000	Downtown Events
	10,000	Façade Grants
	10,000	Mini Façade Grants
<u>\$</u>	<u>40,000</u>	<u>Request from Downtown Improvement Reserve</u>

If the reserve funds are not utilized in 2023 the funds are returned to the Downtown Improvement Reserve. This reserve balance on December 31, 2021 was (\$242,856).

Any operating surplus for 2022 and 2023 will be transferred to the PADBID Operating Reserve. This reserve balance on December 31, 2021 was \$100,261.

The 2023 budget was approved by the PADBID board and submitted to City administration on August 22, 2022.

Additional Budget Requests for 2023

PADBID has requested that if the \$40,000 from the Downtown Improvement Reserve is not spent that the funds not be returned to the Downtown Improvement Reserve but be put into the PADBID Operating Reserve to pay for enhanced security in the PADBID area.

PADBID has also requested an \$80,000 increase in funding, \$75,000 would be used for downtown security, and \$5,000 would be used to hire additional contractors for downtown events. This request will be presented as "Operating Issues Not Funded" in the 2023 General Fund budget.

Funding Options for the \$80,000 Increase

- 1) Increase the Prince Albert Business Improvement Levy by \$80,000, from \$78,000 to \$158,000, more than doubling the existing levy for businesses located in the PADBID area.
- 2) Fund the \$80,000 increase from the PADBID Operating Reserve. The PADBID Operating Reserve has a current surplus of (\$100,261).

CONSULTATIONS:

- Financial Services reviews requests relating to purchases and utilization of the Downtown Improvement Reserve funds.
- Planning and Development Services review PADBID requests relating to the downtown development projects.
- 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 initiatives.

POLICY IMPLICATIONS:

The approval of the PADBID budget will require a repeal of Bylaw No.11 of 2022 and the creation of a new bylaw for the 2023 levy.

FINANCIAL IMPLICATIONS:

All funding requests will be included in the 2023 General Fund Budget.

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.

ATTACHMENT:

1. 2023 Budget Request received from Prince Albert Downtown Business Improvement District.

Written by: Jason Maier, Financial Controller

Approved by: Director of Financial Services & City Manager



Revenue 1-145000 **Budget 2023**

000	DBID Levy	\$78,000
054	Other Sources	\$0.00
056	Other entities Grants unconditional	\$22,000
056	Additional Funding Request from City of Prince Albert	\$80,000
	Total	\$180,000.00

Expenses 1-145000

111	Salary/Executive Director Contract	\$50,000.00
213	Telephone	\$1,800.00
221	Advertising	\$5,750.00
222	Publications and Subscriptions	\$1,000.00
238	Computer Services	\$1,000.00
255	Equipment Purchase-Computers	\$3,500.00
263	Rentals	\$15,000.00
267	Specialized Equipment-photocopier fees	\$1,200.00
295	Self-Employed Contractors (Event Coordinators, Talent/Equipment rentals for events)	\$16,000.00
295	Self Employed Contractors Two Security 6 mo's/5 days week	\$75,000.00
511	Meeting Incidentals	\$1,000.00
541	Operating Supplies	\$5,000.00
544	Office Supplies	\$500.00
553	Electricity	\$3,000.00
896	Insurance	\$250.00
	Total	\$180,000.00

Total Revenue	\$180,000.00
Total Expenses	\$180,000.00
Net income(-loss)	\$0.00



Budget 2023

Reserve Fund – 716

Downtown Events	4 sidewalk sales/StreetFair And Santa Claus Parade	\$20,000.00
Mini Façade Grants		\$10,000.00
Façade Grant		\$10,000.00

The events and day to day operations of PADBID could not be achieved without in-kind help from the City of Prince Albert. Many staff and Managers provide help to assist PADBID in making sure these events and daily operations are successful. PADBID would not be as strong without support of City Council, CAO, Directors, Managers and staff. In addition, PADBID Executive Directors want to acknowledge the many hours of dedicated time and professional advice our Board of Directors give to make the organization successful.

PADBID has now created four sidewalk sale style events, StreetFair and Santa Claus Parade. The four sidewalk style events, although small in nature, all focus on food, activities for kids like a Bike Rodeo and live music in Memorial Square with tents and chairs for the public’s comfort. The objective is to bring people downtown for family fun events. PADBID is hoping to partner with Tourism Saskatchewan for funding on marketing projects. We have increased social media marketing and have targeted direct business promotion as a key strategy telling business owners positive stories through videos of why downtown is a great place to do business. Mid-August year to date PADBID has achieved over \$10,000 value in social media marketing and increased page exposure by 40% and new followers by 100% compared to 2021.

PADBID proposes that savings of approximately \$75,000 from the sale of the Margo Fournier Centre be targeted to Security for 6 months at 2 security guards per shift and 5 shifts per week, the same as the Pilot Project. Our strategy in this budget is to invest the approximate \$5,000 extra in Fournier savings over our various events into music and partnerships like the Bike Rodeo.

As a partner with the City PADBID proposes that any shortfall in usage from Mini Façade grant programs be allocated at 50% to enhanced Security and 50% to event content in the following year as opposed to going to Reserves.

Thank you



City of Prince Albert

CORR 22-96

TITLE: Prince Albert Downtown Business Improvement District 2023 Budget Presentation

DATE: October 6, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

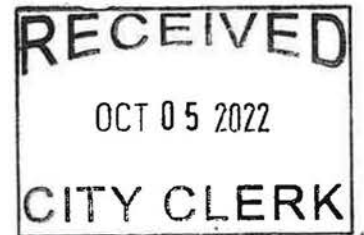
PRESENTATION:

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

ATTACHMENTS:

1. Prince Albert Downtown Business Improvement District 2023 Budget Presentation

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



Budget Committee
City of Prince Albert

Attention: Mayor and City Council

Re: Prince Albert Downtown Business Improvement District

We are writing to you regarding our 2023 budget request of \$80,000 in funding from the savings from the operations of the now sold Margo Fournier Centre. The reason for the request in money is to hire security in the PADBID area. We are seeking financial support for a 6-month 5-day a week 8 hours a day, two staff contract to continue the service that was successful this past summer with our 3-month Pilot Project. The contract for this Pilot Project was approximately \$35,000. The request is for a larger than double amount of money due to downtown business requesting longer service hours.

During our 3-month Pilot Project PADBID has compiled a data sheet that includes positive business support stories, a petition and security interactions with citizens. PADBID's data shows that hiring security has saved the City in police resources. The Prince Albert Security Service company dealt with 352 incidents that required a written report. Having security in our downtown redirecting social issues to public resources has been a positive support that did not requiring police service and allowed our City Police to focus on criminal issues rather than social issues.

During the 3 month pilot project, Prince Albert Security Services required police assistance 20 times. Many of these calls were due to violent and aggressive individuals and/or were due to non-compliant individuals.

One of the goals of the Pilot Project was to create positive interactions with those people who have made poor life choices. The data collected shows that the presence of security provided an opportunity for a person to be directed to services such as food kitchens, mental health services and the ability to just have someone show that they are listening. The data collected regarding providing a listening ear and encouraging the person to seek help happened 186 times. The verbal supports and directing people to services happened 199 times based on written reports.

Due to people loitering and blocking doorways, which is a safety hazard – the security team was able to redirect people to public services 299 times based on written reports.

The feedback from the business community has been positive and they have appreciated the Prince Albert Security Services professional and compassionate approach in working with people. I have a signed petition and letters from the business community asking for the continuation of security in the PADBID area.

We feel that the Pilot Project was a success. We are asking the City of Prince Albert City Council to consider passing a motion using the operational savings from the sale of the Margo Fournier Centre and redirecting the savings to our downtown.

Thank you for your consideration.

Rhonda Trusty

Executive Director PADBID

A handwritten signature in cursive script that reads "Rhonda Trusty". The signature is written in black ink and includes a long, sweeping horizontal stroke at the end of the name.

Downtown Security Project

Dear Prince Albert Mayor and Counsel,

This letter is regarding the Prince Albert downtown pilot project that we spent the last 3 months working on. I must say it was a great experience for our security team to tackle such a project in which I believe was very successful. People find security more as asset protectors and sometimes get the wrong impression of what capabilities of what security can actually do. This project at the beginning had a lot of uncertainty of how the outcomes were going to be. Our security team is continuously taking specialized training to meet the different criteria of our work so we have an understanding of what we are dealing with.

Some of the challenges we ran into were with the homelessness and transients in our community. Lots of these patrons were under the influence of substances and or alcohol. Another great challenge we endured was mental health. The mental health issues we have are family related such as getting booted off their reserves or out of the family home. While others are drug and alcohol induced, caused by a traumatic incident that has happened in their lives and they have no resource to get help or are on a waiting list.

Other issues we had to deal with were gang relations. We found that there are a lot of younger generation between 13-30 joining particularly Terror Squad gang in our city. This was "there support" as we chatted with a lot of these younger ones they already joined and could not escape without being brutally beaten and are scared as the gang will give hardship to their families etc. These were very hard situations to have to deal with and the gangs would influence these young children to perform things they knew were wrong.

Homelessness is a major issue we ran into. We chatted with pretty much everyone in our downtown area. Things we ran into were homemade houses being made, tents set up, tarps pulled out and made into a shelter, heaters plugged into business plug ins to provide warmth. After small conversations with these people, we come to an agreement with them that its unsuitable to have

these shelters where they had them located. Literally 90% of these people understood and would pack up and move to a better area where they wouldn't be such an eye sore. After explaining to them the locations they were at and their shelters being an eye sore, or the amounts of garbage left behind they understood the circumstances. We also chatted about the needle use in eye site areas which scare a lot of people in our community which creates an impact of people not wanting to be in our downtown area. The drug users even know that this is a problem and agree they do have bad days and can be disgruntled to deal with sometimes. But they don't wish to do harm and sometimes more than others their mental health takes over. They really appreciate our team coming around and spending the quality time with them even just to have a listening ear for them to talk to somebody normal or even vent their problems to somebody who will actually listen to them.

Challenges we would hear and see sometimes were business owners. They are so fed up with these people throughout the downtown. This being like this creates strain for everyone. Some business owners sometimes need the same treatments of having a listening ear and time to vent their issues also. We've seen them mistreating a lot of street people also. Example a street person is in the back alley and the shop owner throws something them, or swears at them, or continuously threatening them and saying life threatening foul things. This causes a lot of tension between the business owners and the street people. This can cause either party to both have a very bad day for the rest of their day. The street people start to feel like everyone is against them and this is where the I don't give a crap attitude comes from in which causes a lot more problems around the area.

We recently built a relationship with PAGC and have worked with their resources that are available for the less fortunate. We used these as great tools to help find a place or give a small bit of hope to the outside people. Some street people would be robbed during their sleep time and wake up to nothing left of their belongings. This is traumatizing for these people. Having our staff instruct they can go to salvation army or maybe moose lodge or the friendship centre to get help in replacing their personal items would honestly give them a great deal of

hope along with possibly a coffee or a meal to go with it. They would be forever grateful.

Some things our team would deal with is taking calls from businesses in the areas to help move loiters around, move people using drugs and needles in back alleys, Keep intoxicated people moving to a more dedicated area where there would be no disruptions, provide education on resources to everyone in need walking the streets, gave customer service to happy customers seeing there is someone walking the streets watching over the area, provide business owners with education on what to do when a crime occurs, build positive relationships in the area, intervene with social conflicts in which can easily be resolved with a small mediation or instruction or education on circumstances if things were to escalate. We provided a quick call service to businesses who had minor issues in which the businesses felt relieved someone was coming in a timely manner. Our response times were anywhere between 5-15 minutes tops and normally we got the situation under control, or we guided to what the next steps were.

Police were a great help and I could tell with most, that we gave them a bit of relief. Us dealing with all the minor problems that normally they get called for, which are either escalated by the time they get there or simply not there anymore gives them a huge relief. We had great support, if there was something going on that was too serious for us or needed the police attention that they were pretty responsive and very helpful. Some issues we ran into were some people too intoxicated or simply out of hand, some very abusive and threatening situations, some people not wanting to listen to any authority including police, or simply on a roll of committing a crime. The support we had from the police was great and I believe we could work very easily with each other.

I could ramble on all day about this, but it was a great opportunity in which I believe could save the city a lot of money and police time that could be valued somewhere else on more serious issues. There were no major issues that got out of hand that our security and police working together couldn't handle. The businesses loved having us around to help keep people flowing. Even the street people loved having us around to even watch over them too and support. We built relationships. In fact some of the street people even would help us in some

situations and side with us as they know we were great to them and supportive. I really think this project played a big impact on the downtown and surrounding businesses and I hope to have the opportunity one day to possibly keep it going. We were basically the middleman and helped a lot with the crisis intervention and social issues. This easily would lighten up on police calls so they can focus and have more time to deal with the more major life-threatening situations in our city.

Again, I appreciate the time and I hope we can work together in the very near future. I'm available anytime if you'd like to further discuss potentially putting something in place to keep this great resource going.

Sincerely,

Roger Reimer

Prince Albert Security Services

Chief Executive Officer

A handwritten signature in black ink, appearing to read 'Roger Reimer', is positioned to the right of the typed name.

r.reimer.pass@gmail.com



We, the PADBID business owners/managers, sign this petition in support of requesting that the City of Prince Albert a) will annually financially support PADBID by funding 100% two security staff for 5 days a week at 8 hours per day for a six-month contract in the PADBID area and b) that they consider using the operating savings from the sale of the Margo Fournier Centre to finance said project.

<u>Owner/Manager Name</u>	<u>Business Name</u>	<u>Phone Number</u>
Robert Procyk	University of Saskatchewan	
MIKE HORN	FRESH AIR EXPERIENCE	
Christel Hill	Sweet Stalls Cakes & More	
<i>[Signature]</i>	NORTH STAR SIGNS	
<i>[Signature]</i>	North star signs	
<i>[Signature]</i>	Limitless Gear Clothing	
Kelly Stewart	North Star Trophies	
Kris Mayberg	SKIN Junkies body piercing/tattoo	
<i>[Signature]</i>	Sentiments & More	
Louise Nadeau	Prima and Proper Deer	
Chad Gaveau	CTBC	
Gail Carlson	GPCARLSON Ant Gallery	
Rob Carab	Prairie Meats PA	
Jie Ma	WM Electronics and appliance store	
Andy Ye	2017 STREET 16, 18, 22, 24, 26, 28, 30	
Yogi Hammond	Hammond's Pharmacy	
LAURIE NUIRFA	COUNTRY COMFORT BOBBERS	



We, the PADBID business owners/managers, sign this petition in support of requesting that the City of Prince Albert a) will annually financially support PADBID by funding 100% two security staff for 5 days a week at 8 hours per day for a six-month contract in the PADBID area and b) that they consider using the operating savings from the sale of the Margo Fournier Centre to finance said project.

Owner/Manager Name Business Name Phone Number

Owner/Manager Name	Business Name	Phone Number
KEITH ROSS	PARTNERS FURNITURE	
ALEX BOCIAN	BOCIAN JEWELLERS	
Danielle Revale	Bison Cafe	
Tim Chan	Princess Cafe	
Pean Debray	Big Wings . P.A.	
Dharceti chardhani	Subway. P. A.	
Janelle Dubois	H+R Block	
marilyn Stacey	H+R. Block	
Joshua Stafford	Tramps	
Jason Ky	Gus's Automotive	
KOTHE VASENA	SUPPLIES FURNITURE	
Sharon Faul	Gateway mall	
Kevin Meyer	New Medical Bld.	
Shari Ilnisky	Eclectic Upcycled	
OkwaSeun Babajide	Taiwos African Caribbean Foods	
	Hair Shapers	
Michelle Hassler	PA multifunctional council	
Andrew Howden	Image Computer Services	
Ted Matheson	Ted Matheson Men's Wear	

From: Lance Petty <lance@royallepagepa.ca>
Sent: September-29-22 1:39 PM
To: discover@princealbertdowntown.ca
Subject: Downtown security

Good afternoon,

My name is Lance Petty and I work with Royal LePage Icon Realty. I want to thank you for the prompt security team looking after the downtown area. I see them being respectful and stern when addressing the homeless, drunk or anyone causing problems. I hope this continues. I feel comfortable walking when I see the yellow vests, I don't even have to call and they are already attending to issues around the business. Thanks for attending to the needs of our community. This needs to continue.

Regards,

Lance Petty

SEPT 14/22
1106 - CENTRAL
Empty Lot
was Cleared
up by
City



SEPT 16/22
found
1106
CENTRAL
Female
Had
In her
Possession





SEPT 13/22
BACK ALLEY
behind
CART OF SURPLUS
furniture & mattresses

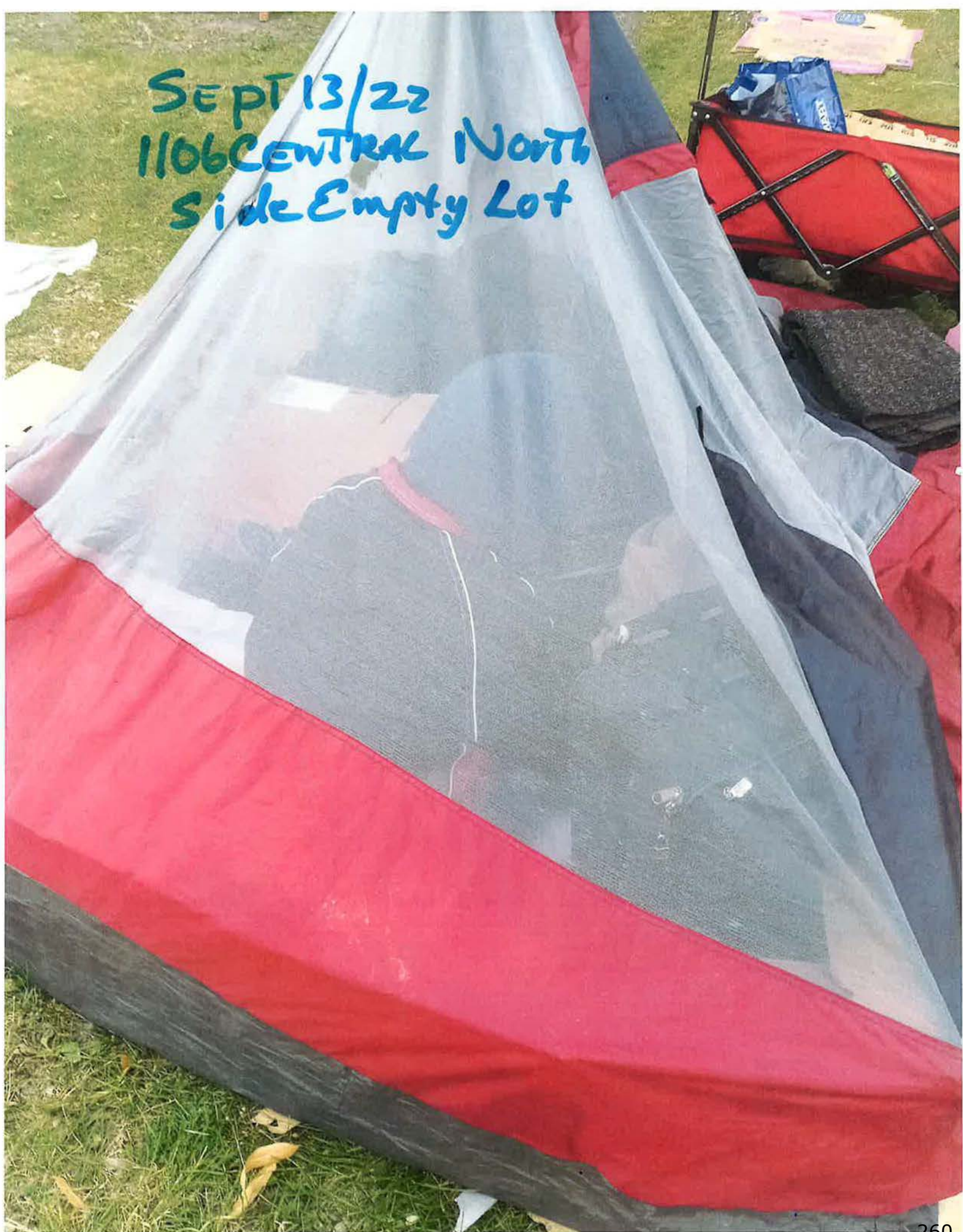


Pic
1106 -
CENTRAL
NORTHSIDE
Empty Lot

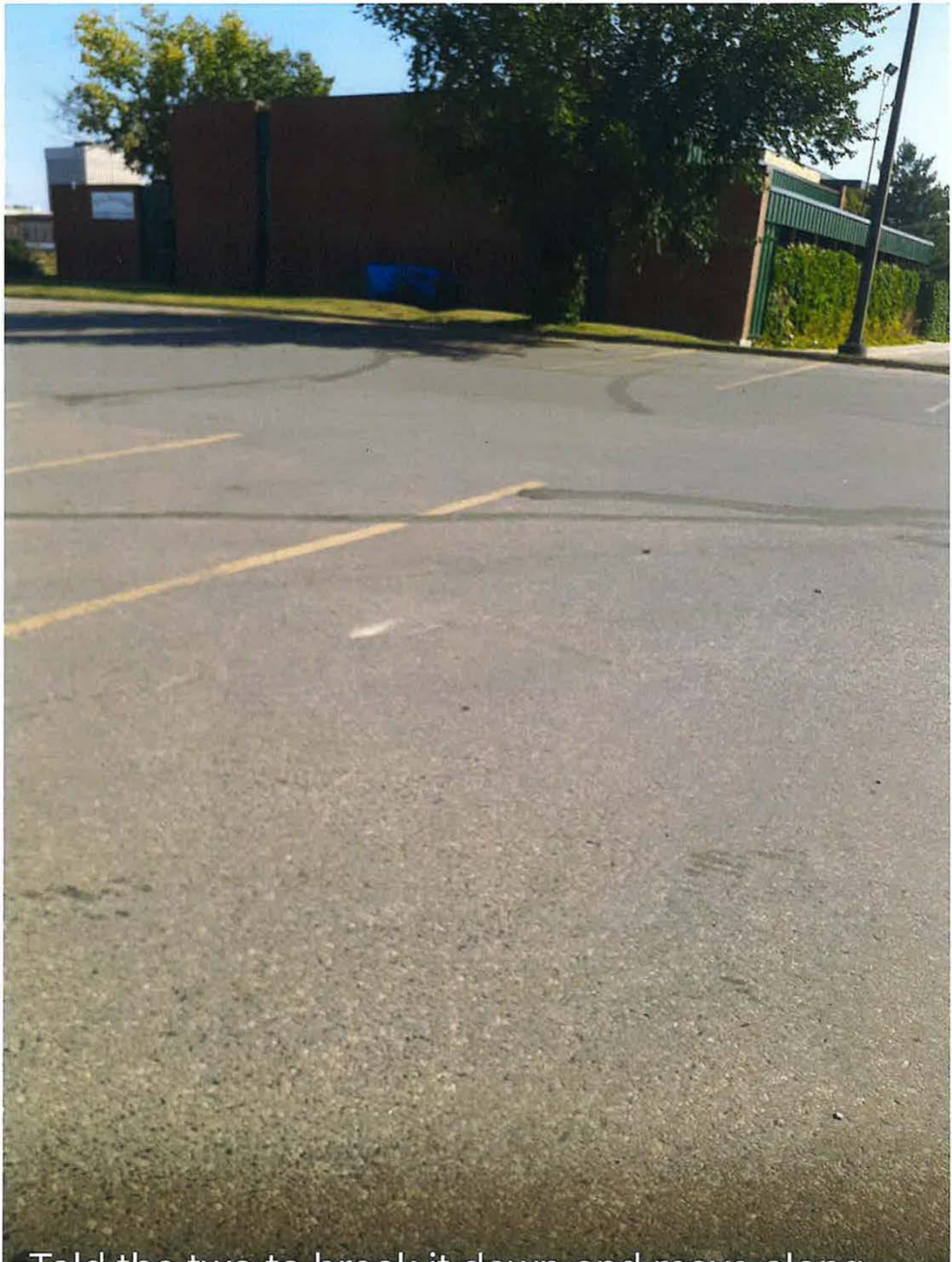
SEP 13/22

NO
PARKING

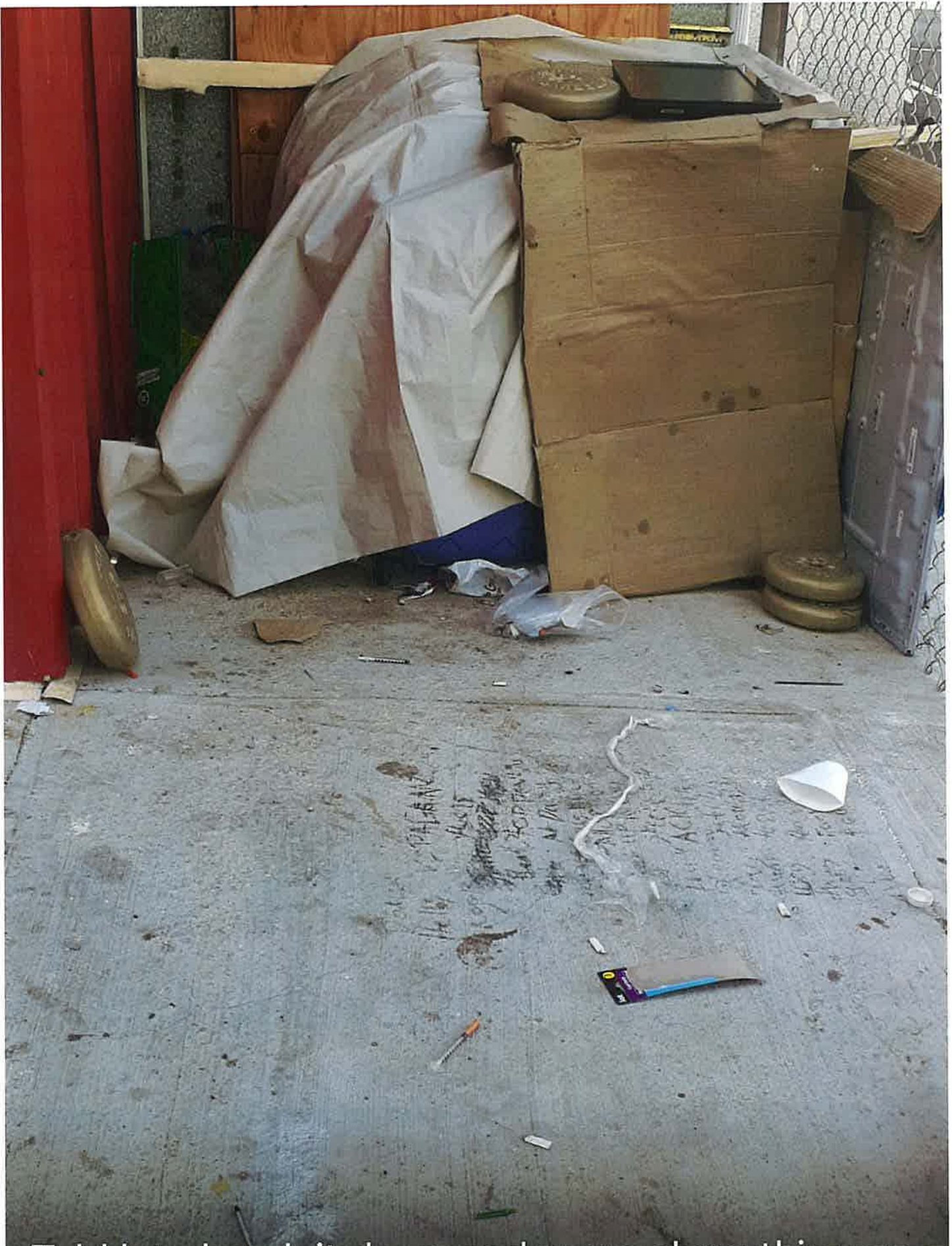
SEPT 13/22
1106 CENTRAL NORTH
SIDE EMPTY LOT







Told the two to break it down and move along they did after a few minutes



Told h to break it down and move along this was behind the jewelry store on central Ave






Madsen Fence Ltd.
1-800-596-9473

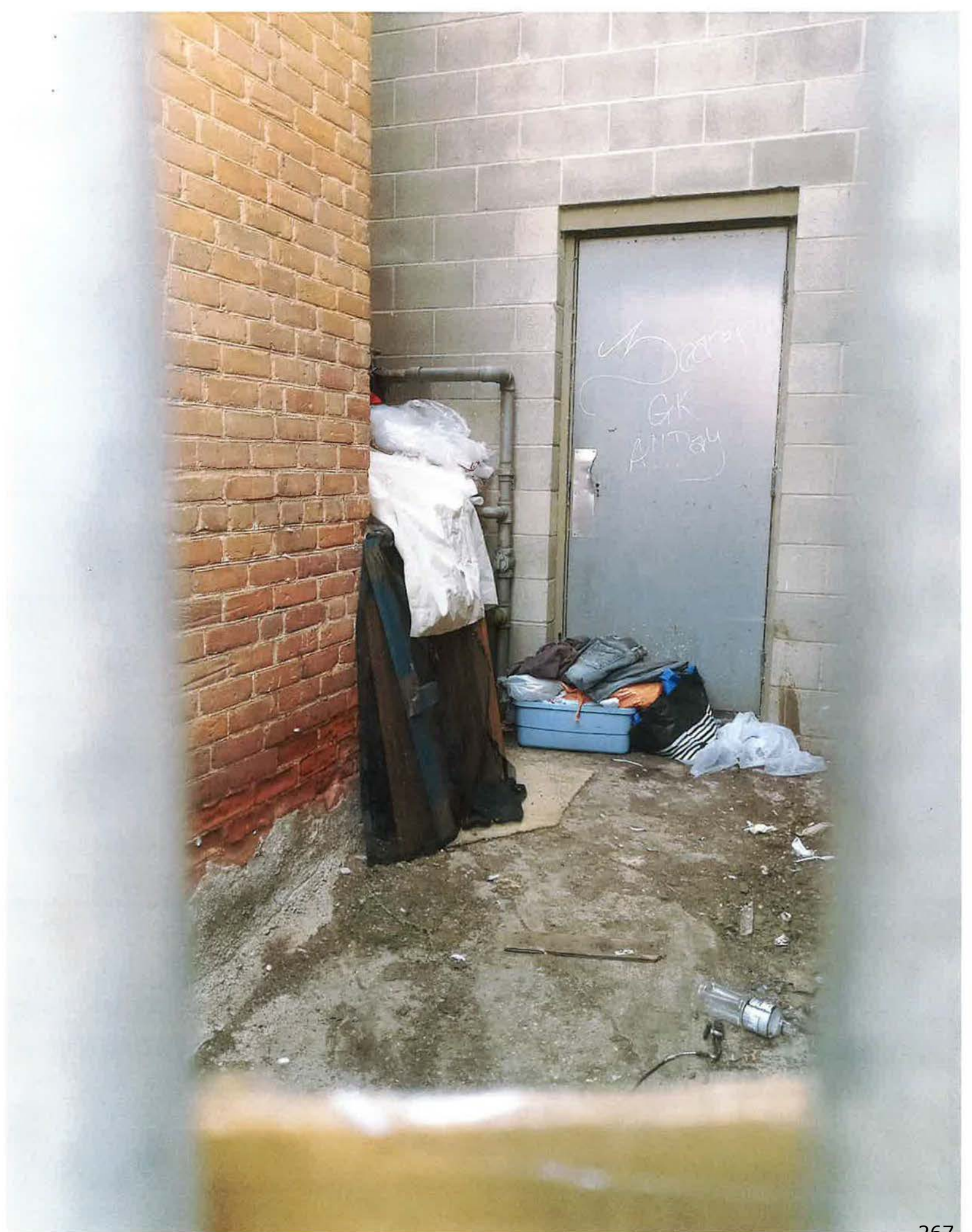
**NO LITTERING
KEEP CLEAN
PUT GARBAGE IN BIN**

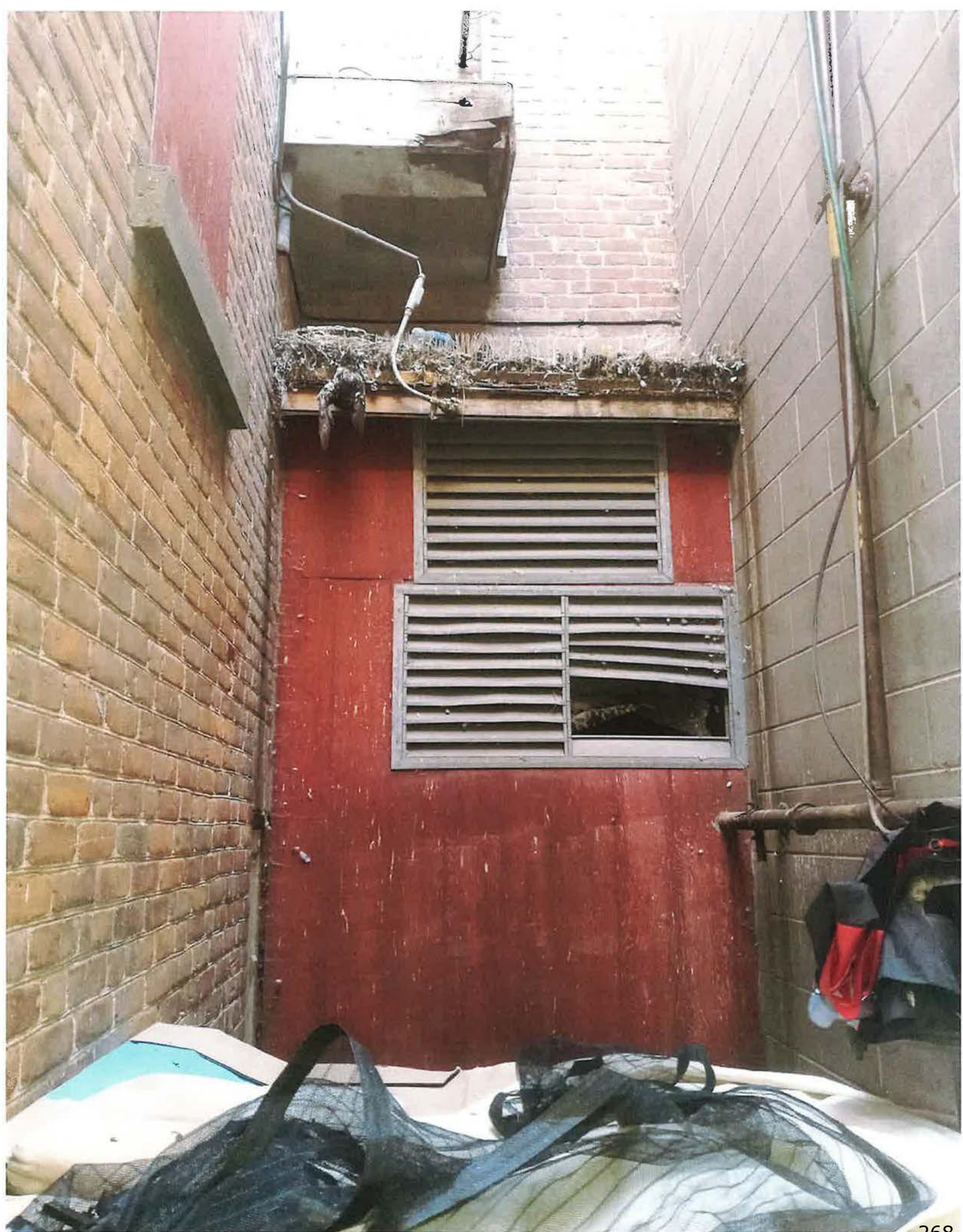
Interne

**Go online here
at iramp's.
Ask about our
reasonable
rates.**

EMERALD PORTS
Premier Choice
OPERATION INCISE Dams & Locks
1017 - 01070
17000 Highway 101, Box 100
Lacombe, Alberta T4C 2K6
Canada













Interne

NO LITTERING
KEEP CLEAN
PUT GARBAGE IN BIN

Go online to
at 'ramp's.
Ask about our
reasonable
rates.

WALTON
FOR PLANTS
TEMP. CONTROL
DISTRIBUTION, WELLS, CLIMATE CONTROL, SERVICES, ETC.
OFFICE: 1000 W. 10th St., Suite 100
Wichita, KS 67203
PHONE: 316-261-1111
FAX: 316-261-1112



City of
Prince Albert

BI 22-14

TITLE: Capital Project Details

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Capital Project Details

SECTION FIVE – CAPITAL PROJECT DETAILS



2023 General Fund Capital Budget Classification	
Category 1	Highly Important / Critical
Category 2	Capital Projects Not Funded



Category 1: Highly Important / Critical

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CORPORATE SERVICES				
<p>Below is the listing of Information Technology (IT) projects to be funded from the IT Reserve. The IT Reserve is projected to have a surplus balance of \$41,067 at the end of 2023 with these projects included.</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>By allocating \$450,000 to \$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>Detail: Networking Investment & 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>Purpose: Initiatives previously funded that extend into 2023 include SD-Wan & Remote Sites Switching Projects and Wi-Fi at City Hall.</p> <p>Additional work required includes:</p> <p>Wi-Fi (remote sites) - \$25,000 - With the carry-over project of implementing Wi-Fi at City Hall, exploring opportunities to expand to remote sites with managed services (similar to SD WAN). Will combine this project under one agreement. The scope includes upgrade of Wi-Fi at City Hall and remote sites to address connectivity issues and enable uninterrupted email and programs online.</p> <p>Funding Source: IT Reserve</p>		25,000	



C1-02	End User Computing & Printing	Capital	Reserve	Externally Funded
	<p>Detail: End User Computing & Printing Investment & Renewal Plan:</p> <p>This program includes the renewal of computers, laptops, monitors and tablets (to support the mobile workforce).</p> <p>Retail Point of Sale hardware replacement was approved for 2022 to coincide with the replacement of the recreation management system to ensure capability. This hardware is now expected to be replaced in 2023.</p> <p>Purpose: Laptop & workstation renewal - \$33,000 for replacement of computer workstations/laptops as identified in the IT equipment renewal schedule.</p> <p>Monitor renewal - \$5,800 for replacement of computer monitors as identified in the IT equipment renewal schedule.</p> <p>Printing device renewal - \$41,000 for replacement of printing equipment as identified in the IT equipment renewal schedule.</p> <p>Point of Sale/Retail Hardware renewal - \$20,000 for replacement of POS/retail hardware, not previously identified in the IT equipment renewal plan (due for replacement in 2022).</p> <p>Mobile device renewal - \$10,000 for expansion and replacement of mobile devices for GIS and work order systems field work.</p> <p>Funding Source: IT Reserve</p>		109,800	



C1-03	Corporate Portal & Intranet Systems			
	<p>Detail: Corporate Portal & 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 & access management and related systems.</p> <p>Purpose: Agenda Management - \$75,000 - New agenda and meeting management system that will provide more user-friendly platform for residents to view City Council meeting agendas and minutes and reduce ongoing operating costs for City Clerk's Office to prepare and distribute agendas, minutes and decisions and improved workflow for Executive.</p> <p>Self Service Password Management - \$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>Funding Source: IT Reserve</p>		89,900	



C1-04	Business Continuity	Capital	Reserve	Externally Funded
	<p>Detail: Business Continuity Investment & 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>Purpose: Cybersecurity-Dual Authentication - \$25,000. Implement a security process that requires two separate forms of identification to access sensitive systems and data; making it harder for attackers to gain access to city devices or online accounts.</p> <p>Cybersecurity-Managed Threat Detection and Response - \$80,000. Real time monitoring of the networks, endpoints and cloud environments to help detect, respond and recover from cyber-attacks.</p> <p>Cybersecurity-Managed Security Awareness - \$30,000. Implement training programs to prepare employees to recognize, neutralize social engineering attacks and human error.</p> <p>Tape Backup System - \$30,000</p> <p>Cloud Backup/Disaster Recovery-\$50,000. Assessment of critical data, storage and security. Establish process to minimize overall impact of cyber-attack, security breach or a disaster on business operations. A cloud backup service copies information to a 3rd party offsite location where systems can quickly be restored.</p> <p>Funding Source: IT Reserve</p>		215,000	



C1-05	Web & Portal Systems	Capital	Reserve	Externally Funded
	<p>Detail: Web/Portal Systems Investment & Renewal Plan:</p> <p>This program includes capital planning for online and mobile services for residents including the City's website, online payments, recreation programs & registration, resident portal/mobile app and related systems.</p> <p>Purpose: Initiative previously funded that extends into 2023 includes Recreation Management System (ActiveNet) Replacement.</p> <p>Additional work required includes:</p> <p>Online Payments (Virtual City Hall) - \$10,500 - one time implementation cost to fully set up this portal for viewing utilities and tax statements online. This module was purchased several years ago as part of ongoing operations.</p> <p>Funding Source: IT Reserve</p>		10,500	



C1-06	Finance & Admin Systems	Capital	Reserve	Externally Funded
	<p>Detail: Finance & Administrative Systems Investment & Renewal Plan:</p> <p>This program includes capital planning for financial, HR and other administrative systems including Great Plains, payroll, job postings, time & attendance, budgeting and related systems.</p> <p>Purpose: Initiatives previously funded that extend into 2022 includes a Chart of Accounts restructuring, Questica Budgeting implementation, Fixed Asset solution/Worktech Decommission, and Great Plains subledger consolidation.</p> <p>Additional work required includes:</p> <p>GP Reporting Enhancements - \$18,000 - Reporting enhancements to provide better information for Finance and Business Managers using improved chart of accounts.</p> <p>Business Process Optimization - \$31,500 - Review of existing workflows and processes of Financial ERP program - Microsoft Great Plains/Diamond and reporting tools. This review with the vendor includes all modules, security setup and applications for AP, AR, Payroll, Utilities, Business license and Tax. Overall improving services to residents and business owners.</p> <p>Funding Source: IT Reserve</p>		49,500	
CORPORATE SERVICES TOTAL		-	499,700	-



COMMUNITY SERVICES				
C1-07	Playground Replacement Program	Capital	Reserve	Externally Funded
	<p>Detail: The Community Services Department annually inspects and completes an assessment for 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>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #13 for RPT 22-362 – State of the Playgrounds Update 2022 for additional information.</p> <p>Purpose: The annual contribution will allow the prioritized plan to be developed based on the available funding amount and include lighting and surveillance cameras.</p>	150,000		
C1-08	Reconstruction of Park Pathways	Capital	Reserve	Externally Funded
	<p>Detail: Reconstruction of Park Pathways</p> <p>Purpose: Administration will determine the priority work to be completed and will proceed based on available funding budgetary funding.</p> <p>Administration have identified five potential candidates for pathway construction noting that these still require further discussion on the Public Works side regarding pricing and how much can we reasonably get done with the budget dollars provided.</p> <ul style="list-style-type: none"> • Finishing James Isbister- second phase of pathway (walkway 1) • Midtown Plaza if playground and spray park are approved (walkway 2) • Cook Drive to McDonald (walkway 3) • Lake Estates around lake (walkway 4) • AC Howard Park (walkway 5) 	60,000		



C1-09	Roofing Projects	Capital	Reserve	Externally Funded
	<p>Detail: The Department inspects the various roof structures each season to determine their status and provide a report to City Council with the recommendation for that season.</p> <p>Purpose: The Department outlines the annual inventory of roof conditions in a report to City Council each year. The long-term replacement program has been established as an annual program since 2006. For 2023, it is recommended that \$200,000 be allocated to the program to be prioritized for roof repairs or replacement.</p> <p>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #14 for RPT 22-329 - 2022 Roofing Report for additional information.</p>	200,000		
C1-10	Landscaping Projects	Capital	Reserve	Externally Funded
	<p>Detail: There are a number areas where landscaping assistance is required on an annual basis.</p> <p>Purpose: The annual funding is available for contractor assistance so that we can complete the annual commitments. The Department receives approximately 250 landscaping jobs each season and it is impossible to complete utilizing only internal resources.</p> <p>This has proven to be effective since implementing the funding in 2019 as the Department has been able to significantly decrease the number of outstanding work orders.</p> <p>The fund is specifically used to help in situations where we need additional supports in place that calendar year to complete work that may be at risk of non-completion.</p>	50,000		



C1-11	Prime Ministers Park Improvements	Capital	Reserve	Externally Funded
	<p>Detail: Improvements proposed for Prime Ministers' Park to be funded from the Reserve Fund.</p> <p>Purpose: Improvements include: - Shale \$13,000 - Fence Capping \$5,100 - 2 Scoreboard Controllers - \$9,000</p> <p>Total - \$27,100</p> <p>Funding Source: Prime Ministers Park Reserve Fund</p>		27,100	
<p>The Prime Ministers Park Reserve Fund will have a projected surplus balance of \$5,318 at the end of 2023 with this project included.</p>				
C1-12	Golf Course - Reconstruction & Repair of Pathways	Capital	Reserve	Externally Funded
	<p>Detail: Reconstruction & Repair of the Pathways at the Cooke Municipal Golf Course.</p> <p>Purpose: The pathway network throughout the golf course continues to deteriorate and requires continued investment. 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 work over time.</p> <p>It is also recommended that a portion of the annual funding collected through Cart Rentals & Pathway Fees serve as the funding source. The golf course generates an annual average of \$243,000 in revenue through Cart Rentals & Pathway fees.</p> <p>\$60,000 of the total fees collected is recommended to be allocated to the Golf Course Improvements Reserve for this purpose.</p> <p>Funding Source: Golf Course Improvement Reserve</p>		60,000	
<p>The Golf Course Improvement Reserve will have a projected surplus balance of \$265,874 at the end of 2023 with this repayment included.</p>				



C1-13	Little Red River Park Stages of Development	Capital	Reserve	Externally Funded
	<p>Detail: Please refer to RPT 22-220 - Little Red River Park Stages of Development</p> <p>Purpose: The report outlines the following Capital priorities for 2023:</p> <ol style="list-style-type: none"> 1. New compostable outdoor toilets/washrooms through out the remainder of the park – an additional four handicapped accessible double jumbo toilet building units at approximately \$40,000 per unit for a total of approximately \$160,000. 2. A 16 X 24 warm-up shelter used in the park for four season programming and winter warm-up. This would be a green initiative with solar panels for lighting and electrical power and a wood stove for heating purposes. Total projected cost for buildout would be \$50,000. <p>Total improvements for consideration during 2023 budget deliberations - \$210,000</p> <p>Funding Source: Pehonan Parkway Reserve</p> <p>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #15 for RPT 22-239 – Little Red River Park Development Update for additional information.</p>		210,000	
<p>The Pehonan Parkway Reserve Fund will have a projected surplus balance of \$23,225 at the end of 2023 with this project included.</p>				



C1-14	EA Rawlinson Centre Improvements	Capital	Reserve	Externally Funded
	<p>Detail: The EA Rawlinson Centre has maintained a 5 year Capital Plan for the Facility. This request represents the proposal for 2023.</p> <p>Purpose: The following items are proposed for 2023: Headset System Replacement - \$3,500 Window Coverings - \$20,000 Server Window & Curved Wall Renovation - \$16,500</p> <p>Funding Source: EA Rawlinson Centre Facility Fee Reserve</p>		40,000	
<p>The EA Rawlinson Centre Facility Fee Reserve will have a projected surplus balance of \$183,738 at the end of 2023 with this project included.</p>				
C1-15	Boat Launch Improvements & Preliminary Design Options	Capital	Reserve	Externally Funded
	<p>Detail: Improve the Boat Launch Area and parking along the river.</p> <p>Purpose: Includes the following: 1. Improvements to the roadway and boat launch area to improve access in the short-term. The Department is working with Public Works & Planning to amend the necessary Bylaw to allow parking for vehicles & trailers along River Street East adjacent to the Boat Launch area. 2. The proposed funding includes resources to develop future design options at the Boat Launch area and the Boat House location near 9th Avenue West. a) The development of the design options will assist with consultation with members of Council, Emergency Services, related user groups and the general public. b) The development of the future preliminary design options is necessary for the preparation of the related budget implications. c) The development of the future preliminary design options will be required to secure Provincial and/or Federal approval once the final design option is selected.</p> <p>Funding Source: Pehonan Parkway Reserve</p>		25,000	
<p>The Pehonan Parkway Reserve will have a projected surplus balance of \$23,225 at the end of 2023 with this project included.</p>				
<p>COMMUNITY SERVICES TOTAL</p>		460,000	362,100	



PUBLIC WORKS				
C1-16	Continuation of Resurfacing MSC Shop Bay Concrete Floor	Capital	Reserve	Externally Funded
	<p>Detail: Refinishing two shop bay floors in the MSC shop with new concrete.</p> <p>Purpose: The MSC shop was built in the mid 70's 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, this is year three of this multiyear project. Due to the costs to re-pour the floors this project will occur over multiply years until the floor is once again in usable condition.</p>	50,000		
C1-17	Marquis Road East Widening	Capital	Reserve	Externally Funded
	<p>Detail: Marquis Road Widening (Central Ave to 4th Ave East) widening from a two lane rural roadway to a 4 lane urban roadway. Total Project Cost \$1,600,000 to be funded; \$600,000 - 2023 Roadways Recapping Program \$1,000,000 - Infrastructure Reserve Fund</p> <p>Purpose: 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 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 St (2017 & 2021). 22nd St (2013 & 2015). 28th St (2016). All have been paved in the last 11 years except Marquis Road. Marquis Road east of Central was last paved 30 years ago in 1993 and now has 45mm (1.75 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 the highest 2 lane traffic count of 13,499 vehicles per day. Traffic will increase and is projected to become an "F" with the new Aquatic & Arenas and Yard Development.</p> <p>Funding Source: Future Infrastructure Reserve</p>		1,000,000	
<p>The Future Infrastructure Reserve will have a projected surplus balance of \$49,759 at the end of 2023 with this project included.</p>				



C1-18	Concrete Sidewalk, Curb & Median Rehabilitation	Capital	Reserve	Externally Funded
	<p>Detail: Rehabilitation of concrete sidewalks, curbs and medians throughout the City.</p> <p>Purpose: Replacement and new construction of concrete sidewalks and curbs. Locations are primarily determined through the underground utility replacement program (water, sanitary & 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 \$200,000 is required. Concrete repairs are completed within the recapping budget.</p>	500,000		
C1-19	Roadways Recapping Program	Capital	Reserve	Externally Funded
	<p>Details: Asphalt Milling, Recapping and Reconstruction of the City's paved roadway network.</p> <p>Purpose: 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.</p> <p>Prior to 2021, the annual budget had reached \$4.235 million. After the 2021 reassessment, this value was reduced to \$4.1 million.</p> <p>The cost of construction increased dramatically due to inflation in 2022 which reduced the amount of City streets that were able to be paved.</p> <p>The \$4.1 million budget will include, pending budget approval, \$600,000 towards the Marquis Road East Widening project and for half the paving cost of Riverside Drive from 3 Ave NW to the westerly City Limits (approx. 12 Ave NW) to be cost shared with the Ministry of Highways and Infrastructure. Council Resolution 0286 of 2022.</p> <p>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #16 for RPT 22-350 – Riverside Drive Paving – Agreement for additional information.</p>	4,100,000		
PUBLIC WORKS TOTAL		4,650,000	1,000,000	



LONG-TERM DEBT PRINCIPAL PAYMENTS				
C1-20	Long-Term Debt Repayment - Golf Course Irrigation Replacement	Capital	Reserve	Externally Funded
	<p>Detail: 25 Year Long-Term Debt Principal Payment.</p> <p>Purpose: City Council approved long-term debt funding for the replacement of the Irrigation System in 2017. The debt is to be paid off over a period of 25 years.</p> <p>This loan is scheduled to be repaid in full in 2042.</p> <p>Funding Source: Golf Course Improvement Reserve</p>		68,000	
<p>The Golf Course Improvement Reserve will have a projected surplus balance of \$265,874 at the end of 2023 with this repayment included.</p>				
C1-21	Long-Term Debt Repayment - West Hill Infrastructure Improvements	Capital	Reserve	Externally Funded
	<p>Detail: 10 Year Long-Term Debt Principal Payment.</p> <p>Purpose: 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%.</p> <p>In August 2018, Council approved the refinancing of this loan with RBC at a fixed rate of 3.4% for the remaining 10 years.</p> <p>The Land Fund is responsible for 90% of the cost of financing and the General Fund is responsible for the other 10%. The loan is scheduled to be repaid in full in 2027.</p>	22,800		



C1-22	Long-Term Debt Repayment - City Transit Buses	Capital	Reserve	Externally Funded
	<p>Detail: 10 Year Long-Term Debt Principal Payment.</p> <p>Purpose: 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>	259,000		
C1-23	Long term Debt Repayment - Aquatic & Arenas Centre	Capital	Reserve	Externally Funded
	<p>Detail: 35 Year Long-Term Debt Principal Payment.</p> <p>Purpose: The City's initial portion of the project is \$16 million and is being funded from a long-term debenture. The funds were borrowed on March 1, 2022. The budget for the principal repayment is based on an interest rate of 3.45% and a 35 year repayment schedule.</p> <p>Funding Source: Civic Facilities Reserve</p>		242,400	
<p>The Civic Facilities Reserve will have a projected deficit balance of \$89,596 at the end of 2023 with this repayment included.</p>				

LONG-TERM DEBT PRINCIPAL PAYMENTS TOTAL	281,800	310,400	-
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Total Capital Requests (Excluding Police Items)	5,391,800	2,172,200	
Police Capital (Refer to Police Budget Report)		263,040	
Total Capital Spending by Funding Source including Police	5,391,800	2,435,240	
Grand Total of All Capital Requests		7,827,040	





RPT 22-362

TITLE: State of the Playgrounds Update 2022

DATE: August 28, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the State of the Playgrounds report be forwarded to the 2023 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 2022 year. As well for the Budget Committee to review a proposed funding level increase in the 2023 budget year for playground/amenity replacement.

BACKGROUND:

The City of Prince Albert owns and maintains 29 playground structures, 1 paddling pool and 8 Spray Parks, and these structures come in all types throughout the neighborhood parks.

While some tend to be elaborate with fully themed units, climbers, spring toys, multi-level play houses other, playgrounds are age appropriate, designed and enjoyed by smaller children.

Spray parks are as well unique in nature to the area in which they were built allowing for a different experience at each location you visit.

The report to Council is to provide 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 5 years began this journey by providing Council with a comprehensive State of the Playgrounds Report back 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.

Funding levels in the 2022 budgeting season provided for \$70,000 in operational dollars used to help maintain and improve current play space and capital investment dollars of \$130,000 helping us to achieve a brand new development of a basketball court and pickle ball court installation within the Carlton Community Club outdoor ice rink.

Partnerships have also continue to play an important part in seeing projects or enhancements to park space completed in 2022. The City was happy to partner with the Carlton Community Club through fundraising efforts on the Club's side to help raise approximately an additional \$30,000 to put towards the development as noted above.

Other important partnerships in 2022 allowed opportunity for the City to partner with Mr. Jenkins through his Family Foundation to bring an enclosed skate board park and enhanced basketball courts to the James Isbister Park located near West View Public School, and a brand new Water Spray Park in the Crescent Heights area.

Partnership with the Rotary Club of Prince Albert, Mr. Jenkins and the City were also achieved to bring the Rotary Adventure Park to Little Red River Park. The Rotary Adventure Park slated for opening in 2022 and by far one of the largest projects in this operating year is still under construction. The project certainly has presented its challenges and is currently behind schedule for opening in 2022. Do to delays at times beyond the city's control we continue to monitor and reset timelines to ensure we are being as realistic as possible to deliver a great product that will enhance the Little Red River Park system for years to come.

Partnerships and funding opportunities have and continue to be very important to the City in achieve milestones in playground and spray park development. These partnerships give the City of Prince Albert a competitive edge in providing newcomers and those looking for a place to invest and live a reason to look seriously at reasons why Prince Albert is a great investment for business, family and play.

PROPOSED APPROACH AND RATIONALE:

Through Capital funding and partnerships the following was accomplished or in the process of being accomplished in the 2022 budget season.

2022

Carlton Community Club

Has benefitted from a City capital budget investment in the amount of \$130,000 and an additional \$30,000 in fundraising/partnership by the Community Club to add to this designated project. These dollars allowed for the conversion of an unpaved outdoor rink surface to a paved surface to accommodate for year round useable space. The surfacing improvements

have allowed for the accommodation of 3 outdoor Pickle Ball Courts as well as two basketball courts, new puck board, new netting above the rink boards, netting to divide the rink in half, garbage/recycle bins, picnic tables, player's benches, basketball poles, backboards, hoops, and basketballs.

This was a unique project as it did not require the need for a playground as space was limited and it was important to consult within the community to discuss ideas that fit with the space to bring a source of play for all ages.

James Isbister Park

Has benefitted from a City capital budget investment in the amount of \$100,000 and a partnership investment from Mr. Jenkins of \$200,000 to add to this designated project. These dollars allowed for a unique project seeing a first for the City with the introduction of a Musco Mini-Pitch to house a skate park and also the much needed improvement to the existing basketball court taking the space from 2 useable baskets to 6, increasing the playability of the site. Both projects were the recipients of new asphalt work and will see lighting upgrades, picnic tables, garbage/recycle bins, player's benches, new basketball poles, backboards, hoops and basketballs.

This unique project allowed for an out of the box strategy as West View School within close proximity already had a well laid out playground accessible to the community. This one of a kind project will serve as an opportunity to review how we use space moving forward, looking for those one of a kind projects to help in planning practices of how park space can be redesigned to help meet the needs of community.

Crescent Heights Spray Park

Benefitted from a City capital budget investment in the amount of \$120,000 and a partnership investment from Mr. Jenkins of \$230,000 to add to this designated project. These dollars allowed for a brand new spray park just north of the Crescent Heights Community Hall and West of the old paddling pool. The project has allowed for the install of some new spray park features not seen within the City before such as the Flash Flood, Mini Flash Flood, Aqua Gather Station, Whirl Flex, Tot Wellspring and Acrylic Tot Shower Dome.

These types of projects continue to help the City during the planning process to push the boundaries of water play can and could look like bringing hours of fun and inclusive play in a spray park setting.

Rotary Adventure Park

Has benefitted from a City capital budget investment in the amount of \$280,000 and partnership investments from the Rotary Club of Prince Albert in the amount of \$520,000 and Mr. Jenkins in the amount of \$400,000 to add to this designated project. These dollars are allowing for a one of a kind project to bring play like we have never seen before to the Little

Red River Park. Once complete this park will see the installation of swings, a parkour area, adult work-out center, children's play area, climbing equipment, accessible swings and zip line, (4) 100' zip lines, GSX challenge equipment, pathways, lighting, and a new camp kitchen.

This project has seen delays pushing back what we had hoped was a completion date within July. We continue to monitor this project working with the installer to ensure projected timelines moving forward are realistic and in-line with bringing a quality legacy building project to the park in which visitors can enjoy for years to come.

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 to find but not impossible to obtain. Over the past five years (2017- 2022), we continually review and assess our playground improvement opportunities, prioritizing that work with an amazing \$4,357,165 in playground/play space dollars reinvested through important partnerships, grants and increased funding provided through council year-to-date. Through this same process we have seen an amazing investment in our spray parks from (2015-2022) totalling \$1,077,613. We continue to recognize that playground replacement priorities do change and will change from year-to-year and have identified a change in priorities for 2023 with one identified project being moved to the top of the list.

Midtown Park

After much review and consultation and taking into consideration many safety factors around this particular play space we believe moving Midtown up in the rankings by a year is necessary. Over the last 3-years we have been monitoring the space and have noted several concerning factors that make this play space difficult to access and increasing safety concerns for those that use it. Those concerns are as follows:

- Large poplar trees that line the East side of the park and the roots from those trees invading the play/spray park space, compromising safe play.
- The play space and spray pad sit directly next and within very close proximity (3 meters) to 6th Avenue East noting the higher flow and higher speed of traffic that utilizes this stretch of roadway.
- The play/spray park equipment, due to its close proximity to 6th Avenue East have been the recipient of overspray of salt and sand products during the winter months for several years. The efforts of snow clearing and products used have been large contributors to wear and tear and breakdown within some areas of the concrete surfacing and play equipment within the area.

- The play and spray park equipment are noted to be declining at a faster rate due to some of the challenges within the current location.

The plan for the 2023 operating year is to look at completing both the Spray Park and Playground development through grant funding and partnership. The department would like to see the play space pulled back to the West of its current development opening the new potential development to a broader range of ideas and considerations on how the space is to be reimagined.

Noting the state of the world we currently operate within and how that has resulted in increases across the board for materials and labor, the department is anticipating in pre-planning conversation with suppliers that we could see pricing for 2023 as follows:

- Removal of old spray pad and playground equipment - \$25,000
- Construction of a new Spray Pad - \$350,000 - \$400,000
- Construction of a new Playground - \$150,000 - \$200,000 (this would include consideration for new garbage cans, bench seating, picnic tables, lighting, security)
- \$20-\$30,000 asphalt pathway consideration

The department is working to obtain a visual concept and estimated pricing involved to bring this project forward during the 2023 budget deliberations. The Department is committed to sourcing additional funding partnerships, grants and funding opportunities to help support this important project.

By replacing the Spray Park at Midtown in 2023 this would leave for consideration the replacement of the paddling pool at Hazeldell Community Club resulting in all Spray Park and paddling pools being replaced by the end of 2024. A review of the status of the main building at the Hazeldell Community Club is required to determine the long term strategy for this site.

Being able to thoughtfully budget moving forward will allow 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 2023 budgeting process.

- That the current source of funding of \$130,000 be increased an additional \$20,000 bringing the total Capital playground investment to \$150,000 and that the \$70,000 in Operating remain the same. This would provide opportunity to continue with creating a single new play structure along with lighting improvements, furniture (garbage can, bench, bike rack, picnic table), and a security camera if required; and,
- That new capital investment from the City into spray pad & paddling pool replacement of \$200,000 be considered with a commitment from the Department to seek out matching dollars through partnerships, grant dollars and other funding opportunities to help make these projects a reality.

Community services is committed to seeking out external funding opportunities to assist with future playground and spray park opportunities whether that be refurbishment or replacement strategies.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are 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:

PowerPoint by Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Parks Report Fully Merged
2. Playground PowerPoint Overview
3. Midtown Aerial Overview

Written by: Timothy 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.*



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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-Us
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-Us
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.).

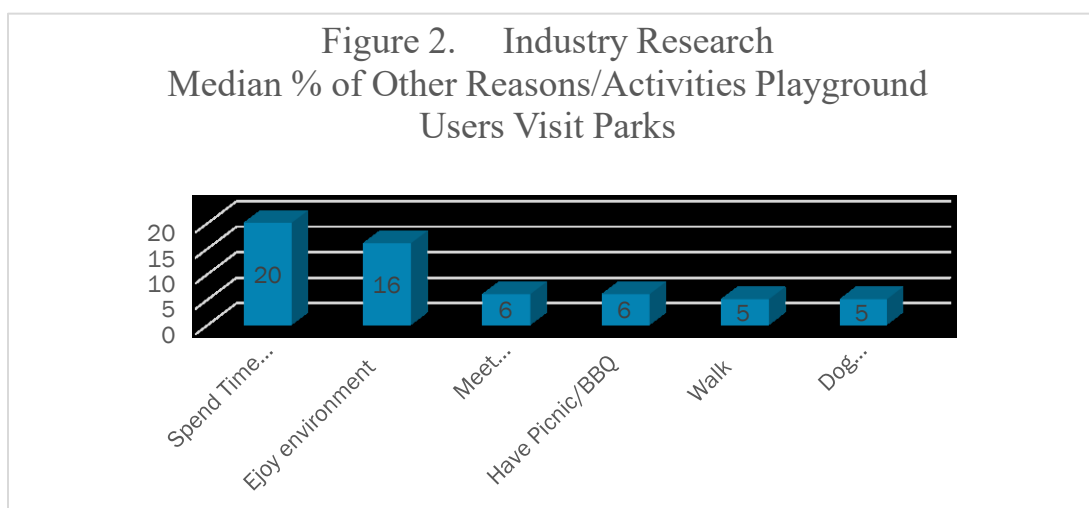
While looking at means of access, information from other Municipalities, it shows that in many communities over 47% of users will drive a car to the park, while 49% would prefer to walk and the other 1% would use public transit.

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.

Better Service Provision Area

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”



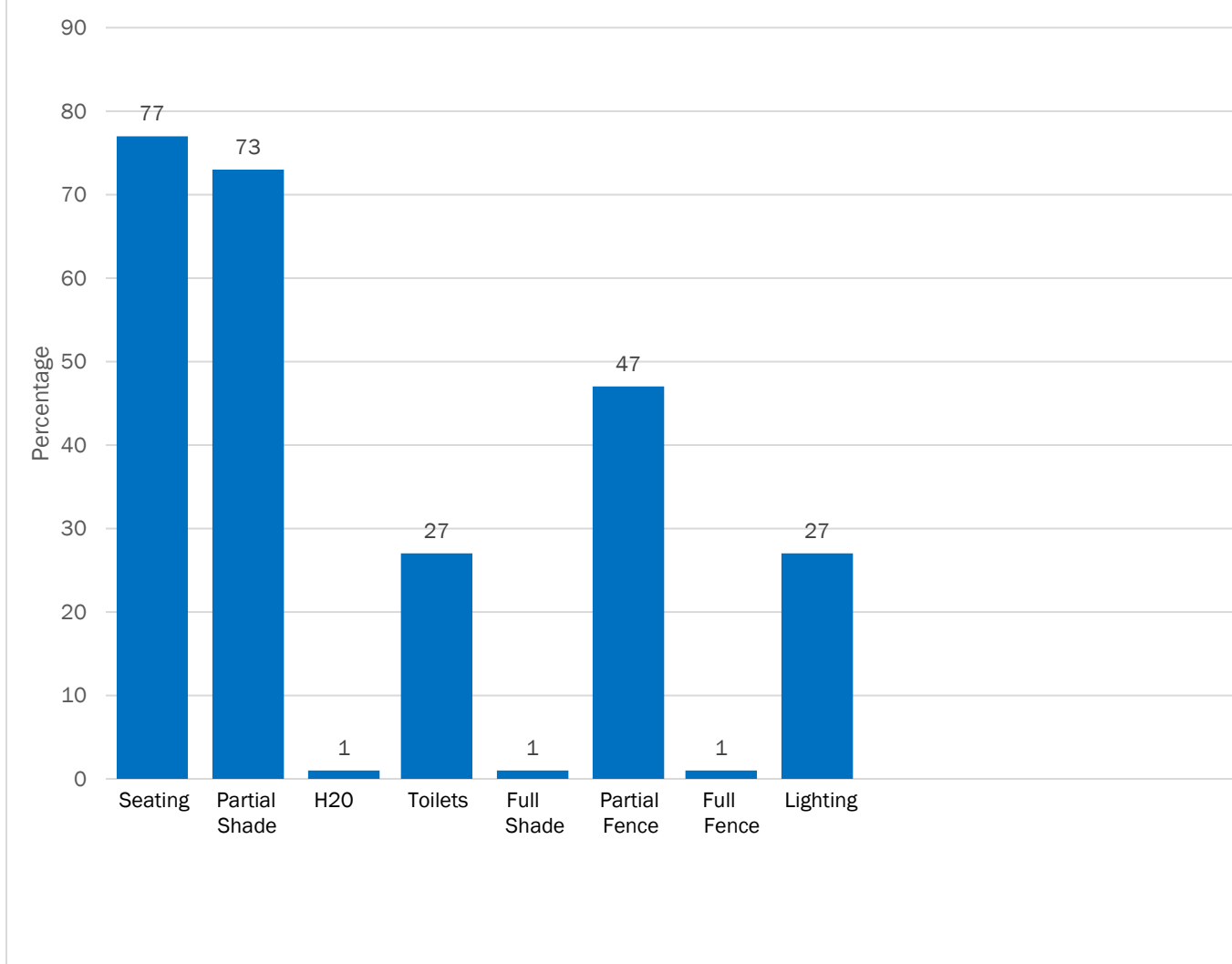
*“Teen/Adult
Challenge Course”*

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 Playspaces 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 & 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 fibre (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

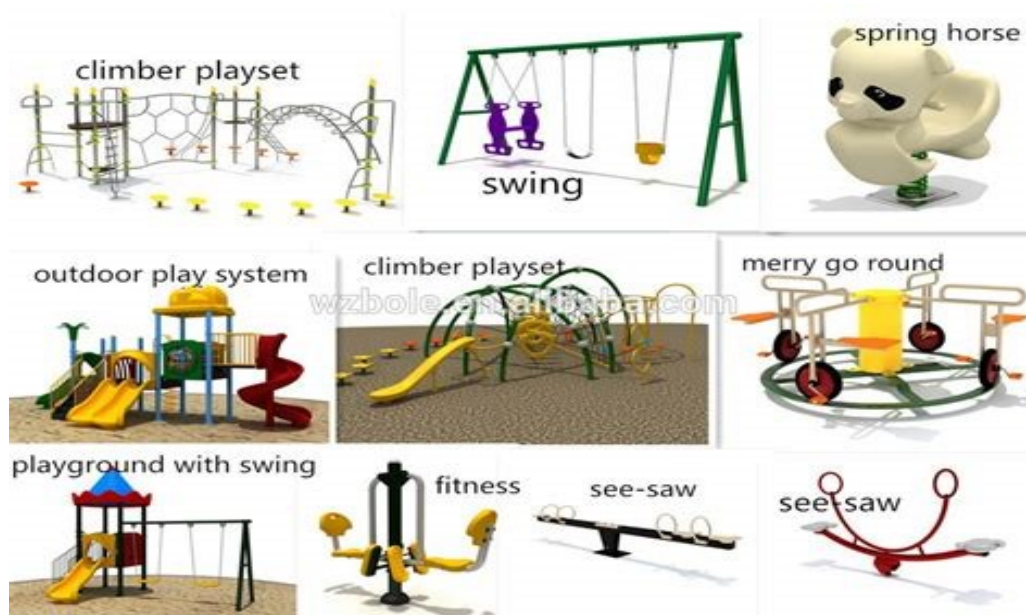


Inspect playgrounds to make safe and report any observable failures.

- 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
MATERIALS - WORKMANSHIP
1982
LIFETIME
IMPACT ATTENDANCE

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 Fibre (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" (Loosefill)



"Synthetic Surfacing"



"Woodbark/Mulch"

6. GLOSSARY

Category	Description
Access for All Playground	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.
Annual Recurrent Expenditure	Ongoing expenditure over a financial year that is required to sustain regular organizational activities. Included is general maintenance and structural inspection.
Children's Playground	Equipment designed for the specific age group (5 – 12 years). The age grouping is indicative and may vary for a child's capability.
Critical height	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.
Current Value	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.
Fall Height	The vertical distance between a designated play surface or a location otherwise specified in the standard and the protective surfacing beneath it.
Formal Play	Structured play that adheres to a set of predefined parameters.
General Maintenance	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.
Inclusive Play	Inclusive play allows children of all abilities to grow together
Informal Play	Structured play that adheres to a set of predefined parameters.

Intergenerational playground	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.
Mixed Age Playground	A playground setting that caters for a range of age groups.
Natural Playground	The natural play scape (or natural playground) defined as a space with as little man made components as possible. Using native plants, rolling hills, trees; representing a natural place such as a forest. Design with the intent of bringing children and people back to nature.
Park Playgrounds	Playgrounds, located in parks within the City of Prince Albert city limits.
Playground Inspection	Observation and written evaluation of a playground
Playground Supervisor	A person (e.g. parent, caregiver, teacher) who supervises children using a playground.
Playscape	A designed and integrated set of playground equipment, often made of wood.
Public Accessible Playgrounds	Accessible to the public within the City of Prince Albert, this includes all parks managed by the City.
Replacement Value	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.
Soft Fall	A safety surface beneath and surrounding play apparatus
Structural Inspection	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”.
Teenage Playground	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.
Toddler/Pre-School Aged Playground	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

2022 State of Playgrounds

BY: *TIM YEAMAN,*
PARKS MANAGER
AND
ERIN HURD,
RECREATION PROGRAMMER

DATE: August 18, 2022

APPENDIX PLAYGROUNDS

Playground Name	Replacement Rating	Year of Suggested Replacement	Ward #
Midtown - Play/Spray	1	2023	3
Hazeldell - Play/Spray	2	2024	2
Miller Hill - Play/Spray	3	2025	1
Mair - Play/Spray	3	2026	4
Elks	3	2027	2
Longworth	3	2028	5
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
Angus Merasty School Location (Potential site for future playground)			8
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	10	(Completed in 2021)	6
Little Red River	10	(Completed in 2022)	2
Carlton	10	(Completed in 2022)	6
James Isbister	10	(Completed in 2022)	1

APPENDIX SPRAY PARKS

Spray Park Name	Replacement Rating	Year of Suggested Replacement	Ward #
Midtown	1	2023	3
Hazeldell	2	2024	2
Southwood Park (Potential Site for Spray Park)			7
West Hill	10	(Completed in 2015)	8
Crescent Acres	10	(Completed in 2018)	6
Ella Muzzy Kinsmen Park	10	(Completed in 2019)	7
Lions Park	10	(Completed in 2020)	1
Crescent Heights	10	(Completed in 2022)	5

TOTAL INVESTMENT INTO PLAYGROUNDS 2015 - 2022

- **\$4,357,165** Total investment in playgrounds.
- Investment includes refurbishment, replacement thru partnerships, grants and operational/capital budget investment.

TOTAL INVESTMENT INTO SPRAY PARKS

2015 - 2022

- **\$1,077,613** Total investment in spray parks.
 - Investment includes refurbishment, replacement thru partnerships, grants and operational/capital budget investment.

TOTAL INVESTMENT INTO PLAYGROUNDS 2022

\$1,660,000 total investment in upgrades to playgrounds in 2022 with a highlighted note to Rotary Adventure Park, Carlton Community Club and James Isbister Park.

TOTAL INVESTMENT INTO SPRAY PARKS 2022

\$350,000 total investment in upgrades to spray parks in 2022 with a highlighted note to Crescent Heights Park being completed.

Midtown Playground/Spray Park 2023

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: 1

Hazeldell Playground/Paddling Pool 2024

325 3RD AVENUE NW, 2002, 3342 SQ. FT.



Recommendation

- Replacement of playground in 2 years & Conversion of Paddling pool to spray park
- 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

Mair Playground 2026

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

Elks Playground 2027

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 2028

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

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

Completed 2010 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

Completed 2015 West Hill Spray Park

CENTRAL AVENUE AND 23 STREET E., 2015, 1100 SQ. FT.

Investment 2015 - \$**174,165**

Improvements included:

Spray park components, controls, bench, garbage bin, concrete surfacing, asphalt surfacing

Recommendation

- Replacement of components or features within 20 to 25 years (2047)
- Surfacing material – Asphalt (resurfacing every 3-5 years as required)
- Repair Concrete Surfacing as required.



Moved to a Replacement Rating:
10

Completed 2015 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**



**Moved to a Replacement Rating:
10**

Completed 2017 Kinsmen Park Playground

CENTRAL AVENUE AND 23 STREET E., 2017, 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

Completed 2018 Crescent Acres Spray Park

OLIVE DIEFENBAKER DRIVE, 2018, 7980 SQ. FT.

Investment 2018 - \$**178,756**

Improvements included:

Spray park components, controls, bench, garbage bin, concrete surfacing, asphalt surfacing

Recommendation

- Replacement of components or features within 20 to 25 years (2047)
- Surfacing material – Asphalt (resurfacing every 3-5 years as required)
- Repair Concrete Surfacing as required.



Moved to a Replacement Rating:
10

Completed 2019 Ella Muzzy Spray Park

CENTRAL AVENUE AND 23 STREET E., 2019, 4000 SQ. FT.

Investment 2019 - **\$166,500**

Improvements included:

Spray park components, controls, bench, garbage bin, concrete surfacing, asphalt surfacing



Recommendation

- Replacement of components or features within 20 to 25 years (2047)
- Surfacing material – Asphalt (resurfacing every 3-5 years as required)
- Repair Concrete Surfacing as required.

Moved to a Replacement Rating:
10

Completed 2020 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

Moved to a 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/Spray Park

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**

Completed 2021 Party City Outdoor Gym

2787 – 10TH AVENUE WEST – 7000 SQUARE FEET



2021 Improvements

- Installed new outdoor gym workout equipment
 - Installed new furniture
- Installed new light poles/led lighting
 - Ninja Warrior theme
- Health Beat Work out section along with FitCore elements.

Investment: \$580,000

City - \$214,000

Malcolm Jenkins - \$300,000

Recommendation

- Replacement of components or features within 25 to 30 years (2046)
- Surfacing material – Synthetic Turf

Moved to a Replacement
Rating: 10



Completed 2022 Rotary Adventure Park

LITTLE RED RIVER PARK HWY 55 – 89,921 SQUARE FEET



2022 Improvements

Installation of a Parkour area, Adult work-out center, childrens play area, climbing equipment, swings, accessible swings, accessible zip line, (4) 100' Ziplines, GSX challenge equipment, pathways, lighting, new camp kitchen

Investment: \$1,200,000

City - \$280,000

Rotary Club - \$520,000

Malcolm Jenkins - \$400,000

Recommendation

Replacement of components or features within 25 to 30 years (2047)

Surfacing material – Asphalt,(resurfacing every 3-5 years as required) Fibar and Sand replacement as necessary

Moved to a Replacement Rating: 10

Completed 2022 Carlton Community Club Park Basketball/Pickle Ball Courts

DUNN DRIVE – 16,194 SQ. FT.

2022 Improvements

- Installed new asphalt surfacing into outdoor rink
- Converted half of the rink to basketball courts
- Converted other half of rink to pickle ball courts
- New netting, basketball posts, backboards, hoops, baskets, benches, windscreen

Investment: \$150,000

City - \$120,000

Malcolm Jenkins - \$30,000

Recommendation

- Replacement of basketball components or features within 10 to 15 years (2037)
- Surfacing material – Asphalt (resurfacing every 3-5 years as required)

Moved to a Replacement
Rating: 10



Completed 2022 James Isbister MACARTHUR DRIVE AND DONALDSON – 11,216 SQ. FT.



2022 Improvements

- Installed new asphalt surfacing for outdoor basketball courts and skate board park
- Installed Musco Mini-Pitch to house Skate Board Park Equipment
 - Installed lighting
- Installed benches, garbage bins, basketball poles, backboards, hoops

Investment: \$150,000

City - \$100,000

Malcolm Jenkins - \$200,000

Recommendation

- Replacement of basketball components or features within 10 to 15 years (2037)
- Surfacing material – Asphalt (resurfacing every 3-5 years as required)

Moved to a Replacement
Rating: 10

Completed 2022 Crescent Heights

BRANION DRIVE & COOK DRIVE – 4000 SQ. FT.



2022 Improvements

- Installed new Flash Flood
- Installed new Mini Flash Flood
- Installed Aqua Gather Station
- Installed Whirl Flex, Acrylic Tot Shower Dome, Tot Wellspring & Aquavator

Investment: \$350,000

City - \$120,000

Malcolm Jenkins - \$230,000

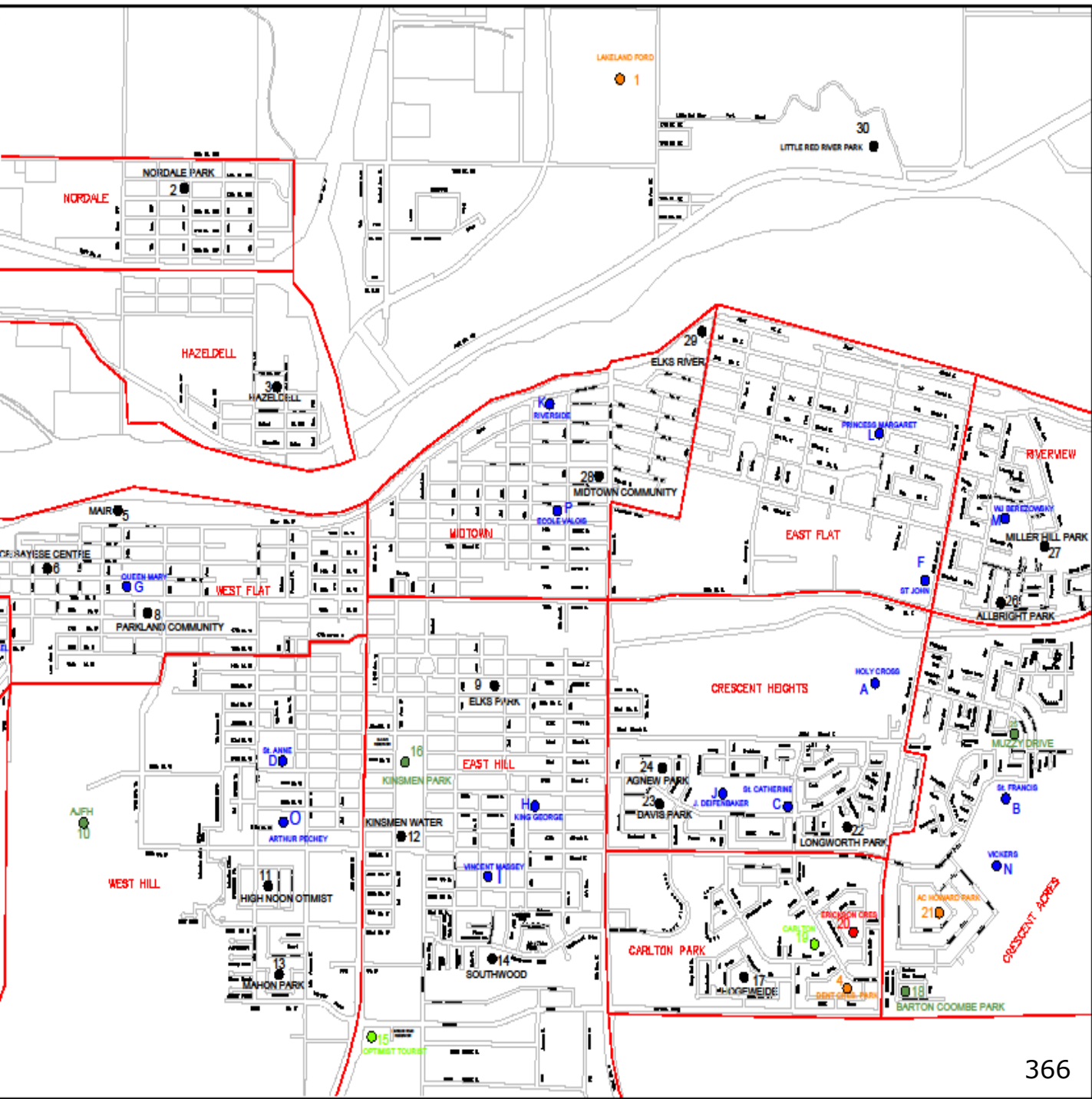
Recommendation

- Replacement of spray park features within 20 to 25 years (2047)

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 SAYESE 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	04/'16	9-15
17. HOGSWEIDE PARK	2002	17
18. BARTON COOMBE 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

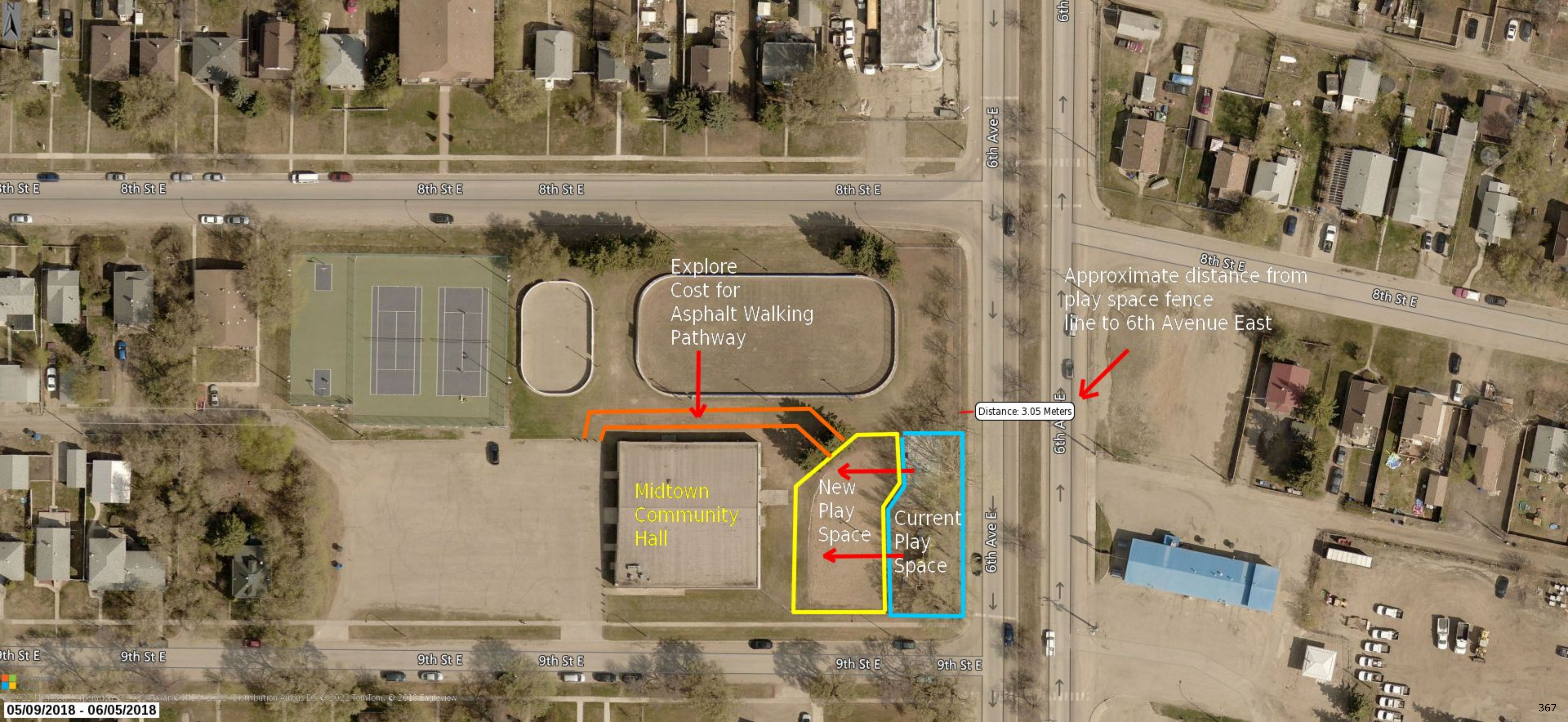
- A. HOLY CROSS SCHOOL
- B. ST. FRANCIS SCHOOL
- C. YUBRON SCHOOL
- D. SCHOOLS SA ANNE CATHOLIC SCHOOL
- E. ST. MICHAEL CATHOLIC SCHOOL
- F. ST. JOHN COMMUNITY SCHOOL

PUBLIC SCHOOLS

- H. QUISKY MART SCHOOL
- I. LEVIN GORDON SCHOOL
- J. VINCENT MASSEY SCHOOL
- K. JOHN ZIEFFMEYER SCHOOL
- L. AYLESIDE SCHOOL
- M. ARTHUR PECHY SCHOOL
- N. PRINCESS MARGARET SCHOOL
- O. W.F. ABERNETHY SCHOOL
- P. VICARS SCHOOL
- Q. SCHOOLS VALAIS 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 - ?



Explore
Cost for
Asphalt Walking
Pathway

Midtown
Community
Hall

New
Play
Space

Current
Play
Space

Approximate distance from
play space fence
line to 6th Avenue East

Distance: 3.05 Meters

TITLE: 2022 Roofing Report

DATE: August 23, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That \$200,000 be included in the 2023 Capital Budget to complete the Roofing Projects recommended for 2023.

TOPIC & PURPOSE:

The purpose of the report is to provide City Council with a status update of the various roofs at the City facilities and present the recommendations for consideration during the 2023 Budget deliberations.

BACKGROUND:

The City of Prince Albert provides an annual allocation through the Capital Budget for roofing requirements at our various facilities. The Community Services Department completes regular inspections to assess the annual requirements and to determine the priorities for each year.

As a result of the inspections, the following report has been prepared for consideration during the 2023 Budget deliberations.

PROPOSED APPROACH AND RATIONALE:

Below is an update regarding the condition and any repairs completed to the various roofs within the City's network of facilities.

Alfred Jenkins Field House

- Low slope metal roofs on gymnasium and soccer pitch
- Flat rolled asphalt roof

The large snow through the winter and the spring's freeze/thaw cycles were extremely hard on the two flat roofs at the Alfred Jenkins Field House. This created infiltration of water and strengthened the reasoning for a professional assessment of this roof. The flat roofs are rated poor and need replacement in 2023. The budget for the two roofs is \$325,000.00.

To complete the roofing system on the building; there are two large metal roofs, one over the soccer pitch and one over the gymnasium. These roofs are seeing caulking deterioration and several areas where the vertical seams needed reinforcement.

Arts Centre

- Metal tiled roof – roof is in good shape.

In 2014 a snow stop project was completed on this roof to mitigate large quantities of ice/snow from sliding off. This was especially dangerous on the West side of the building where the public enters.

There had been water infiltration in the basement of the Art Centre, this was happening on the North and West sides of the building. The North side received new eaves troughs and the West received some earth work behind the wheelchair ramp. These repairs have resolved the issues.

Art Hauser Arena

- There are essentially eleven roofs on this building, along with seven entry canopies – various conditions.

Starting from the front or most Westerly and working East there are three ballast roofs over the new Lobby area – good condition.

The old lobby roof is a SBS roof – fair condition. This roof is not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

The South Entrance is a ballast roof – good condition.

The barrel roof over the rink has a spray foamed roof on the North side and a membrane covering on the South side. The spray foamed portion received a new coating in 2019 and is holding up well. The South side has the potential to last longer but it has had repairs to the seams due to the spring freeze thaw.

The Minto dressing room roof is a sloped metal roof – good condition.

The concession/washroom roof is a ballast inverted roof – good condition. This roof is not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

Raider Office roof is a sloped membrane roof – good condition. This roof is not expected to

need a major replacement in the near future. Small repairs may be needed in the short term.

The East end of the building has membrane roofs – good condition. These roofs are not expected to need a major replacement in the near future. Repairs to these roofs were completed in 2019.

The seven canopy roofs are metal – good condition.

Bernice Sayese Centre

The roofing project for this building was completed in 2013. The flat roof portion of the building has had ongoing warranty work done. The City and the consultant have been working with the contractor to mitigate the issues. A third party roof inspection was completed and repairs from that report have been completed. The flat roof did leak this spring and the leak has been repaired.

The sloped shingled roof has had a leak reported in spring of 2015. The original contractor re-shingled a large portion of the sloped roof under warranty. There have been no leaks since this work was completed.

The issues that this roof has had over the last few years has been due to vandalism.

City Hall

City Hall has a ballast inverted roof – good condition. City Hall roof was replaced in 2008 through tender 30/08. A projected life span of this roof would be 25 years.

Cosmo Lodge

Metal roof – good condition. Repairs have been completed to the eaves troughs to attempt to mitigate splash over and ice damming.

Dave G. Steuart Arena

This building has a shingled barrel roof with SBS membrane over the barrel. There is a flat membraned roof over the entrance and concession. This flat roof received a replacement in 2013. The barrel roof continues to have issues with the decking and shingles; it is in very poor shape. In 2018, Prakash Engineering completed an assessment of this roof. The recommendation is to replace the roof and in 2018, the budget for replacement was \$300,000.00.

Diefenbaker House

In 2013 this building was re-shingled and new eaves troughs installed. The projected life span of this roof is 25 years.

EA Rawlinson Centre/Mann Art Gallery

- This building has essentially four roofs.
- A ballast inverted roof – good condition over the EA Rawlinson Centre.
- A low slope roof with rolled roofing over the entrance and lobby of the EA Rawlinson Centre – good condition.
- A low slope metal roof over the Mann Art Gallery – good condition.
- A ballast inverted roof over the entrance to the Mann Art Gallery – good condition. The roof over the entrance of the Mann Art Gallery had a bubble in the membrane which was repaired with operating dollars in 2013.

These roofs are not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

The upper most roof was repaired due to a leak in the winter/spring 2019.

Fire Hall

This building has two four ply membrane roofs – poor condition. As noted the Fire Hall roofs were part of the five roofs assessed. The assessment report recommends replacement. The 2022 budget is \$85,000.00 - \$100,000.00.

Historical Museum (Old Fire Hall)

The majority of the roofs on this building are spray foam. Some repairs have been completed. The repairs have held up and this roof will continue to be assessed.

JMC Library

This building has a low slope TPO membrane roof – poor condition. In 2014 seam repairs were completed on this roof. Since the repair the TPO membrane has continued to break down, this is from ponding, UV Rays freeze/thaw conditions.

This roof is recommended to be replaced in 2024. The 2022 budget for this replacement is \$525,000.00 to \$660,000.00.

Kinsmen Arena

This building has a peaked shingled roof over the rink. The roof over the rink was re-shingled in 2014.

The other roofs on this building are flat and the roof over the South entrance was repaired in 2013.

There was a leak on the West portion of the flat roof in the spring of 2014. This was repaired and the roofing company completed an assessment of the flat roofs at that time. Their assessment is that the remaining flat roofs of that style have exceeded their life expectancy of 25 years.

Kinsmen Community Heritage Centre

This roof has been replaced in 2016.

Kinsmen Water Park

This building has an un-ballast sloped roof – good condition. This roof is not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

Kinsmen Ski Hill Cabin

This building previously had cedar shakes in very poor condition. In 2014 a local businessman donated a new metal roof for the ski hill cabin. The roof was started in the late fall of 2014 and the project was completed in 2015.

Municipal Service Centre

This building has three roofs with a two ply asphalt roof system - fair condition. These roofs received an assessment as noted above. The recommendation from the assessment is to restore these roofs in the near future. The 2022 restoration budget for these roofs is \$110,000.00 to \$135,000.00.

Old City Yards

Most buildings in this compound have been roofed in metal. The main building is shingled and the South side of the building was re-shingled in 2019. The North side of the building had some re-shingling done but the entire side was not completed. Some water infiltration was discovered on the North side this spring. The North side of the roof should be re-shingled in 2023. The projected budget for this work is \$110,000.

Prince Albert Golf & Curling Club

This building has a spray foam roof – good condition. In 2020 a roof restoration project was approved and a heavy top coating was installed over the existing spray foamed roof. This project went very well and this roof is expected to last 20 years.

Prince Albert Police Station

This building has two 4ply inverted membrane roofs – fair condition. These roofs were part of the roofing assessments as noted above. These roofs are holding up well but are very old.

The assessment of these roofs recommends replacement in 2024. The 2022 budget to replace the roofs is \$390,000.00 to \$455,000.00.

Tourist Information Centre

This building has cedar shakes – good condition.

Community Clubs

Carlton Park

The peaked roof at Carlton Park has recently been re-shingled. The flat roof has had work done to it 2 years ago and is in fair/good shape.

Crescent Acres

Peaked shingled roof in good condition.

Crescent Heights

Peaked TPM roof in fair condition. The Department continues to monitor the status of this roof on an annual basis. It is currently scheduled for repair or replacement in approximately 5-6 years.

East End

East End Curling Rink roof has been completed and is expected to last 25 years. East End Hall will require re-shingling in the near future.

East Hill

Minor maintenance was needed on the metal roof.

Hazeldell

Shingled roof in poor condition.

Midtown

Asphalt rolled roof in good condition.

Nordale

Nordale has a peaked metal roof in good condition.

West Hill

West Hill has peaked metal roof in good condition.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

At each location consultation and communication occurs with the facility manager or operator to determine any maintenance requirements and the appropriate timeframe for the repairs to occur to prevent disruption to the operation.

FINANCIAL IMPLICATIONS:

Currently there is \$355,234.75 available for roofing projects to City facilities. In 2022, the Facilities division completed assessments on five city roofs. The related reports on the five roofs are attached.

Facilities is providing a list of roofs and costs in order of priority as follows:

1. Alfred Jenkins Field House Flat roofs	\$325,000.00	Year 2023
2. Prince Albert Fire Hall	\$100,000.00	Year 2023
3. Old City Yards Main Building	\$110,000.00	Year 2023
4. JMC Library	\$650,000.00	Year 2024
5. Prince Albert Police Station (Main)	\$455,000.00	Year 2025
6. Municipal Service Centre (Restore)	\$135,000.00	Year 2026

Total \$1,775,000.00

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy and Official Community Plan implications or further options for consideration.

STRATEGIC PLAN:

Infrastructure: An annual review of our roofing structures continues to be completed through the Facilities Division to determine short and long term priorities for roof repair and replacement.

PUBLIC NOTICE:

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

PRESENTATION: Verbal by Don Cheeseman, Facilities Project Coordinator

ATTACHMENTS:

1. Alfred Jenkins Field House Roof Inspection Report
2. Fire Hall Roof Inspection Report
3. Library Roof Inspection Report
4. Main Police Station Building Roof Inspection Report
5. Municipal Service Centre Roof Inspection Report

Written by: Don Cheeseman, Facilities Project Coordinator

Approved by: Director of Community Services & City Manager

Garland Canada Inc.

Roof Asset Management Program



City of
**Prince
Albert**

City of Prince Albert - Alfred Jenkins Initial Roof Inspection

Prepared By
Brett Foote

Prepared For
Don Cheeseman

June 10, 2022

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Client: City of Prince Albert



City of Prince Albert

Client Data

Name	City of Prince Albert		
Address 1	1084 Central Avenue		
City	Prince Albert	Province	Saskatchewan
Postal	S6V 7P3	Country	Canada

Contact Info

Contact Person	Don Cheeseman	Title	Facilities Project Coordinator
Mobile Phone:	-	Office Phone:	(306) 953-4800
Email:	dcheeseman@citypa.com		



Facility Summary

Client: City of Prince Albert

Facility: Alfred Jenkins Field House



Facility Data

Address 1	2787 10 Ave W
City	Prince Albert
Province	Saskatchewan
Postal	S6V 6Z7
Type of Facility	Local Authority
Square Footage	71,000
Contact Person	Don Cheeseman

Asset Information

Name	Date Installed	Square Footage	Roof Access
Roof Section 1	2010	13,850	Walkable
Roof Section 2	2010	56,490	Walkable



since 1895

ROOF MEASUREMENT REPORT

2787 10 Ave W, Prince Albert, SK S6V6Z7

Report Contents



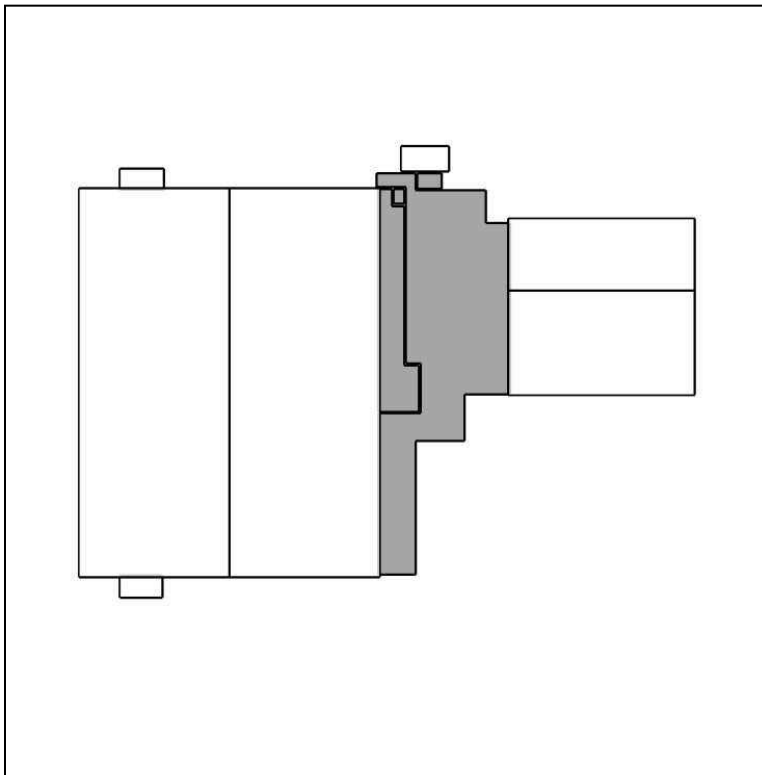
- Images1
- Length Diagram.....4
- Pitch Diagram.....5
- Area Diagram6
- Penetrations Diagram7
- Notes Diagram8
- Property Info.....9
- Report Summary.....10

Report Details

Date:	04/26/2022
Report:	45752067

Roof Details

Total Area:	71,044 sq ft
Total Roof Facets:	11
Predominant Pitch:	1/12
Number of Stories:	>1
Total Ridges/Hips:	353 ft
Total Valleys:	0 ft
Total Rakes:	673 ft
Total Eaves:	791 ft
Total Penetrations:	56
Total Penetrations Perimeter:	288 ft
Total Penetrations Area:	263 sq ft



In this 3D model, facets appear as semi-transparent to reveal overhangs.

Contact Us

Contact: Brett Foote
 Company: Garland Company Inc.
 Address: 3800 East 91St
 Cleveland OH 44105
 Phone: 306-914-3514

Measurements provided by www.eagleview.com



Certified Accurate

www.eagleview.com/Guarantee.aspx

REPORT IMAGES

The following aerial images show different angles of this structure for your reference.



Top View

REPORT IMAGES



North View



East View

REPORT IMAGES



South View



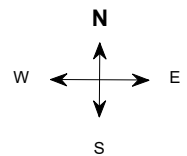
West View

PITCH DIAGRAM

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 1/12.



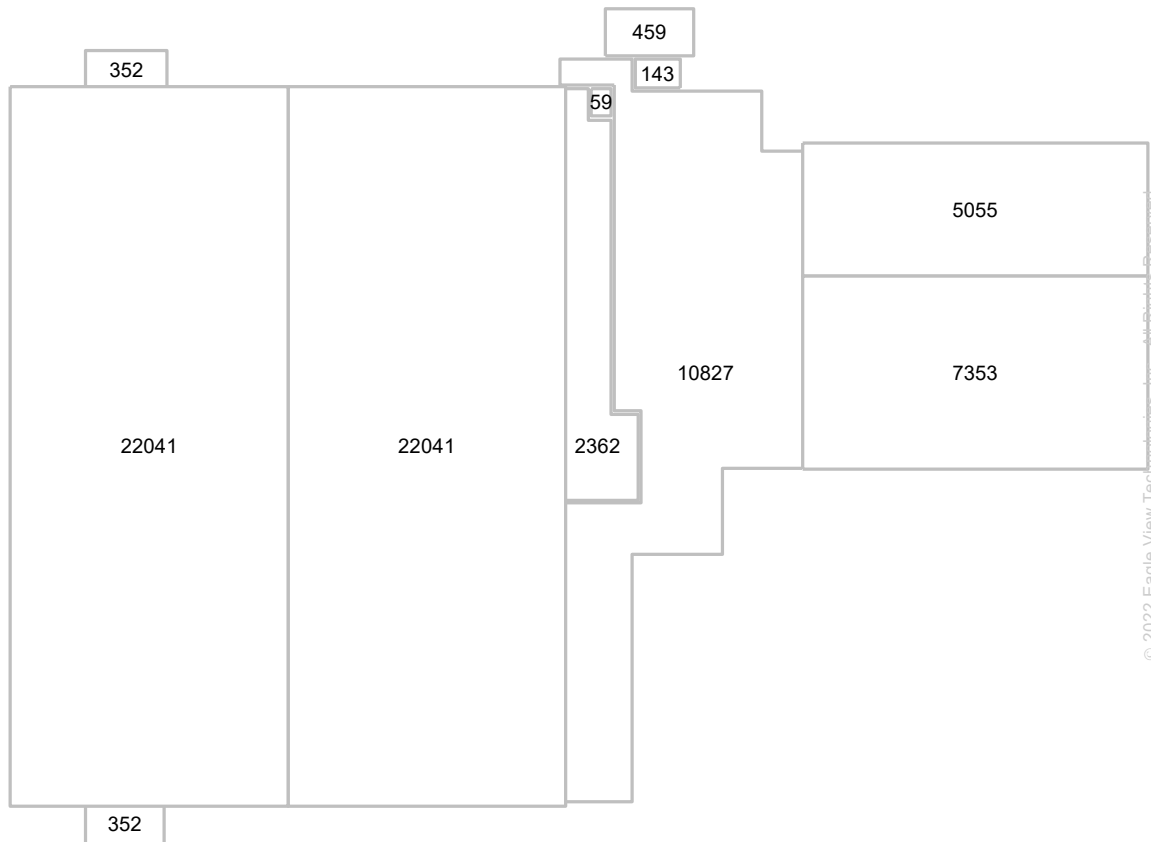
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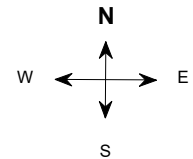
Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).

AREA DIAGRAM

Total Area = 71,044 sq ft, with 11 facets.



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Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).

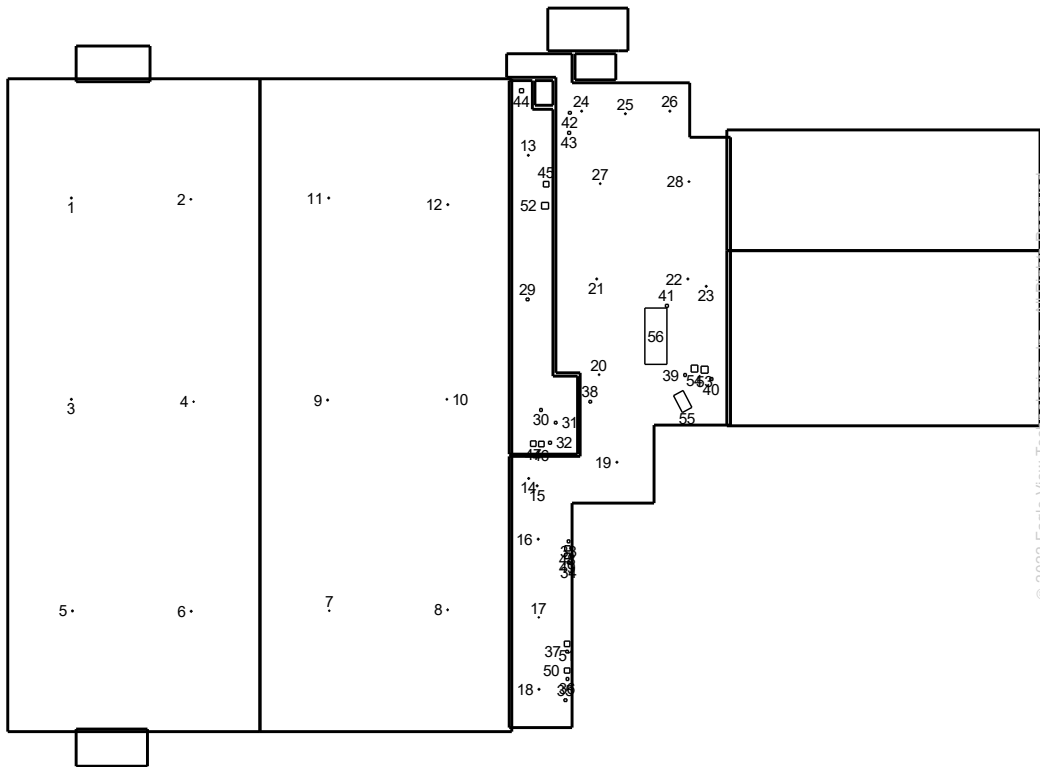
PENETRATIONS

Penetrations Notes Diagram

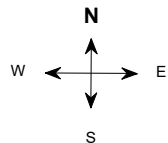
Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations: 56
Total Penetrations Perimeter = 288 ft

Total Penetrations Area: 263 sq ft
Total Roof Area Less Penetrations = 70,781 sq ft



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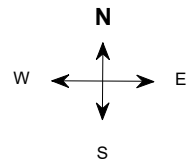
Note: Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

NOTES DIAGRAM

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



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Property Info



Property Location

Longitude = -105.7819050

Latitude = 53.1884973

Online map of property:

http://maps.google.com/maps?f=g&source=s_q&hl=en&geocode=&q=2787+10+Ave+W,Prince+Albert,SK,S6V6Z7

Property Info

Year Built:

Effective Year Built: *

*



Notes

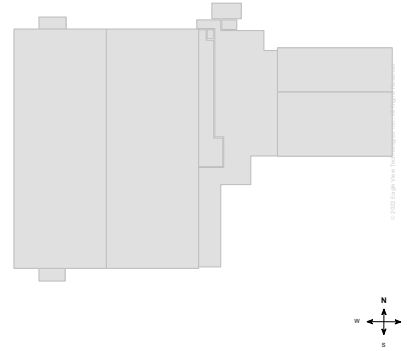
This was ordered as a commercial property. There were no changes to the structure in the past four years.

REPORT SUMMARY

Below is a measurement summary using the values presented in this report.

Lengths, Areas and Pitches

Ridge.....	353 ft (2 Ridges)
Hips.....	0 ft (0 Hips)
Valleys.....	0 ft (0 Valleys)
Rakes*.....	673 ft (12 Rakes)
Eaves/Starter**.....	791 ft (10 Eaves)
Drip Edge (Eaves + Rakes).....	1,464 ft (22 Lengths)
Parapet Walls.....	1,111 ft (34 Lengths)
Flashing.....	0 ft (0 Lengths)
Step Flashing.....	79 ft (3 Lengths)
Total Area.....	71,044 sq ft
Total Penetrations Area.....	263 sq ft
Total Roof Area Less Penetrations.....	70,781 sq ft
Total Penetrations Perimeter.....	288 ft
Predominant Pitch.....	1/12



Total Roof Facets = 11

*Rakes are defined as roof edges that are sloped (not level).
 ** Eaves are defined as roof edges that are not sloped and level.

Areas per Pitch

Roof Pitches	0/12	1/12
Area (sq ft)	13390.1	57653.4
% of Squares	18.8%	81.2%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

Waste Calculation Table

Waste %	0%	10%	12%	15%	17%	20%	22%
Area (sq ft)	71,044	78148.4	79569.3	81700.6	83121.5	85252.8	86673.7
Squares	710.4	781.5	795.7	817.0	831.2	852.5	866.7

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

Parapet Calculation Table

Wall Height (ft)	1	2	3	4	5	6	7
Vertical Wall Area (sq ft)	1111	2222	3333	4444	5555	6666	7777

This table provides common parapet wall heights to aid you in calculating the total vertical area of these walls. Note that these values assume a 90 degree angle at the base of the wall. Allow for extra materials to cover cant strips and tapered edges.



ROOF MEASUREMENT REPORT

Penetration Table	1-28	29-43	44	45-51	52-54	55	56
Area (sq ft)	0.2	1	2.2	4	6.2	28	164.8
Perimeter (ft)	2	4	6	8	10	22	57.2

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

5/27/2022

Re: CLEAR Program Test Results
Project: RD-414-417

Dear Brett,

Thank you for sending your roof core samples for testing through the CLEAR program. We have completed comprehensive testing of your sample and the results are included with this package. Your test results may include the analysis of the items requested, such as:

- Tensile Strength
- Inter-ply/Surface Bitumen Softening Point/Penetration
- Ply/Bitumen and Scrim Type
- Number of Plies
- Bitumen Weight/Application Rate
- Flexural Strength

Now that you have the results, as a reminder, some objectives of this program are to help you to answer questions like:

- Is the roof failing? Why?
- Expected remaining useful life, approximately?
- Does this sample indicate that this roof needs replaced? Or is this a possible restoration candidate?
- Were there application errors during installation?

If you are looking to restore the roof and these results show this to be a potential candidate, but you need to truly determine if this is a good option for the client, the next steps are:

- Reference the Restoration warranty System Overview document on the Garland HQ.
- Full visual inspection of the rest of the roof and if conditions are suitable
- A quality moisture survey (Infrared or Nuclear) to determine whether the roof is dry enough and what areas of the roof need to be replaced
 - o Less than 30% moisture contained within the system is a good benchmark for a cost-effective option versus a replacement
 - o A stamped engineering report is best, if possible
- Determine whether the flashings and penetration points need to be replaced, rather than only coated to make the desired restoration warranty period
- Consider which Garland restoration systems make sense. If you are unsure, reach out to the Product Management Team for assistance.

If you have questions about these test results, feel free to call Derek Scavuzzo at 216-430-3520.

Sincerely,
The Garland Laboratory Team



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Alfred Jenkins

<i>Property</i>	<i>Core Sample</i>	<i>Test Method</i>	<i>Notes</i>
Core Size	12.25" x 12.5"	ASTM D2829	N/A
Core Weight	2.16 lbs	ASTM D2829	N/A
Surfacing Type	Mineral	Visual	N/A
Ply Type	Fiberglass Felt Fiberglass Felt	ASTM D2829	N/A
Number of Plies	2	ASTM D2829	N/A
Bitumen Type	Asphalt	Solvent Test	N/A
Softening Point	259.0 °F	ASTM D3461	Out of range per type IV asphalt
Pen	10 dmm/5 sec	ASTM D5	Out of range per type IV asphalt
Flexural Strength	Pass	NBS	Above recommended 30 lb minimum
Puncture	76.2 lbs	NBS	Exceeded recommended 5 lb minimum
Tensile Strength	111.57 lbf	ASTM D2523	Fell below recommended 200 lbf minimum
Elongation	1.8 %	ASTM D2523	Fell below recommended 2.5% minimum



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Alfred Jenkins Conclusion

The 12 year old core sample is from a 2 ply modified roof system with fiberglass felt interplies in an asphalt adhesive. The lower interplies of the core are hard and brittle, and easily crumble by hand (Figure 6). The interplies could not be easily delaminated by hand. The mineral surfacing on this core has maintained good coverage. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The cores tested below the recommended tensile strength and elongation recommendations. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena.

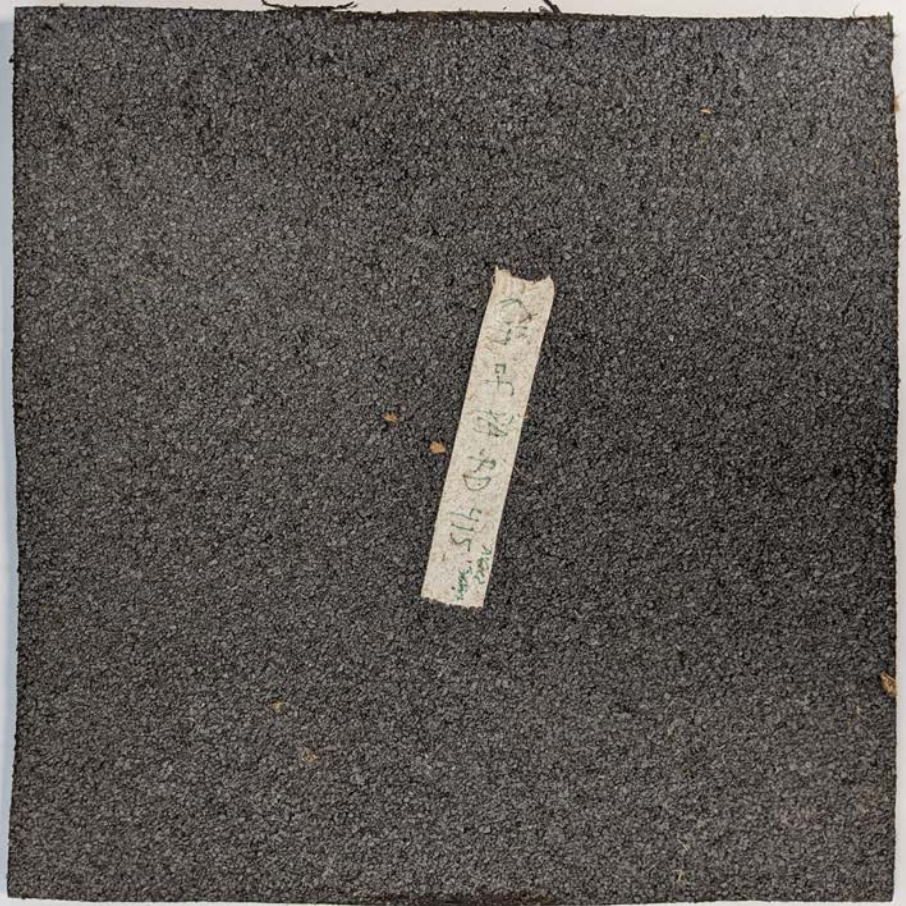


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Figure 4: Alfred Jenkins top view.



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Figure 5: Alfred Jenkins bottom view.



Figure 6: Alfred Jenkins side profile.



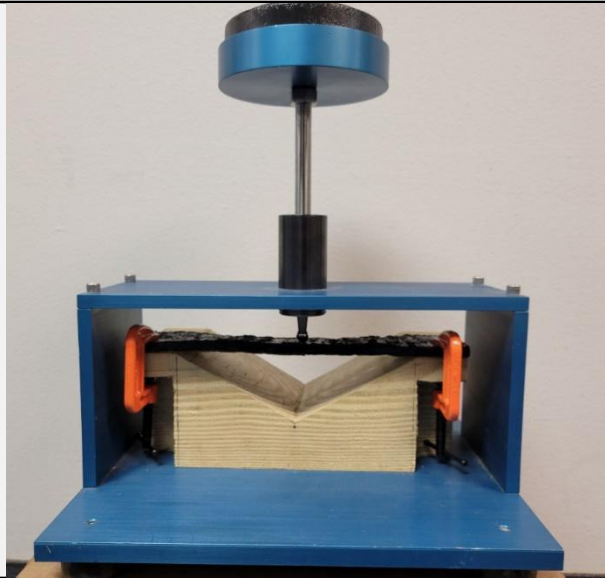
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Figure 17: Sample image of the flexural strength testing apparatus.



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Construction Details

Client: City of Prince Albert

Facility: Alfred Jenkins Field House

Roof Section: Roof Section 1

Information

Year Installed	2010	Square Footage	13,850
Slope Dimension	0	Eave Height	>20
Roof Access	Walkable	System Type	Mineral Modified Bitumen

Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Membrane	Mod Bit - 2 ply mineral surfaced	Torch applied	-	-
1	Cover Board	Wood Fiber	Adhesive	4,5	1.5"
1	Insulation	Expanded polystyrene	Adhesive	20	5"
1	Vapor Retarder		Adhesive	-	-
1	Deck	Steel	Mechanically attached	-	-

Details

Perimeter Detail	Parapet Wall
Flashing Material	Modified Membrane
Drain System	Internal Roof Drains
Parapet Wall	Wood
Coping Cap	Metal

Notes

This part of the roof consists of two flat roof sections with a modified bitumen membrane system. The upper section is called A2 and the lower section B2.



Inspection Report

Client: City of Prince Albert

Facility: Alfred Jenkins Field House

Report Date: 05/17/2022

Roof Section: Roof Section 1

Inspection Information

Inspection Date	05/17/2022	Core Data	No
Inspection Type	Infrared Scan	Leakage	No

Field

Rating	Poor
Condition	<p>No thermal anomaly related to wet areas was found on the field membrane. It is likely that the blisters observed visually are localized only on the cap sheet and the base sheet is still intact.</p> <p>However, the base sheet of a modified bitumen system is much thinner than the cap sheet and is not designed to be in contact with water. The water that infiltrates between the plies can wear the base sheet. It is then likely that the water will contaminate the roofing assembly at short-term.</p>

Penetrations

Rating	Fair
Condition	No thermal anomaly related to wet areas was found around the penetration.

Drainage

Rating	Fair
Condition	No thermal anomaly related to wet areas was found around the drains.

Overall

Rating	Poor
Condition	<p>Although the membrane is in poor condition, no thermal anomaly related to wet areas was found on this roof.</p> <p>However, it is likely that wet areas will appear in short-term considering the condition of the membrane and the blisters.</p>



Photo 1

General view of section A2 (upper section)

No thermal anomaly was found on this section.



Photo 2

General view of section A2 (upper section)

No thermal anomaly was found on this section.

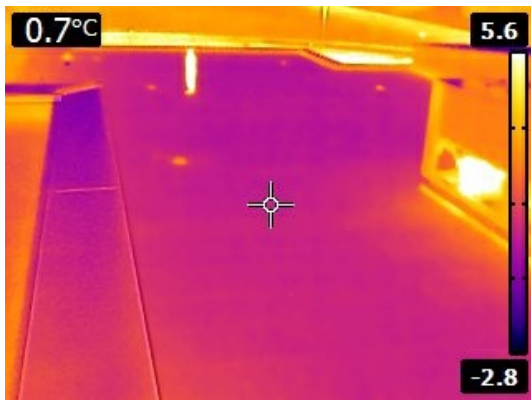


Photo 3

General view of section B1 (lower section) - from above

No thermal anomaly related to wet areas was found on this section.

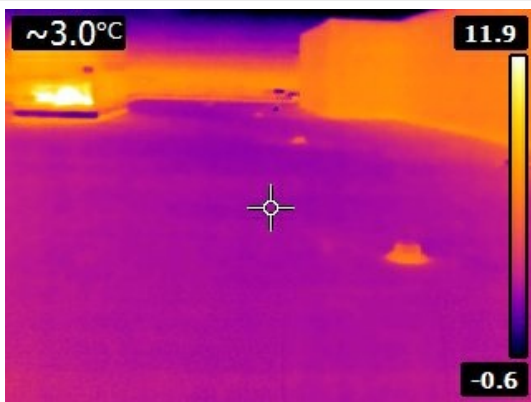


Photo 4

General view of section B1 (lower section) - from the roof surface

No thermal anomaly related to wet areas was found on this section.

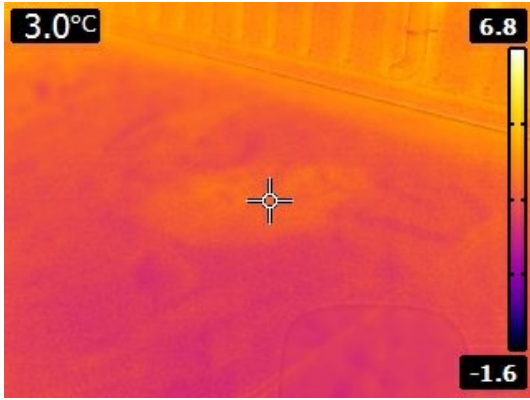


Photo 5

General view of a blister on the membrane with the infrared camera.

A humidity meter was used to confirm that the roofing assembly around the blister is still dry.

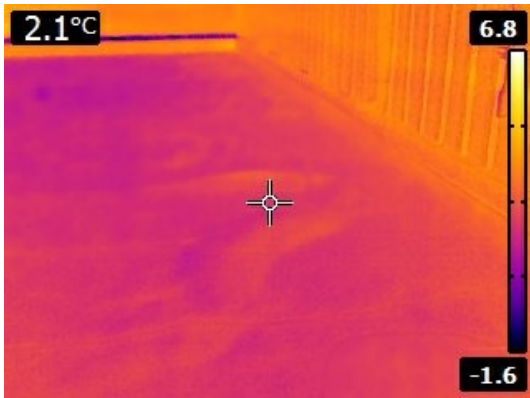


Photo 6

General view of ridges on the membrane with the infrared camera.

A humidity meter was used to confirm that the roofing assembly around the ridges is still dry.



Photo Report

Client: City of Prince Albert

Facility: Alfred Jenkins Field House

Roof Section: Roof Section 1

Report Date: 04/26/2022

Title: Section 1 Initial Inspection



Photo 1

Section 1 - 2 ply Modified Bitumen

Overall Condition: Failed

CLEAR Analysis: The 12 year old core sample is from a 2 ply modified roof system with fiberglass felt interplies in an asphalt adhesive. The lower interplies of the core are hard and brittle, and easily crumble by hand (Figure 6). The interplies could not be easily delaminated by hand. The mineral surfacing on this core has maintained good coverage. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The cores tested below the recommended tensile strength and elongation recommendations. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena.

IR Scan: 0% Wet

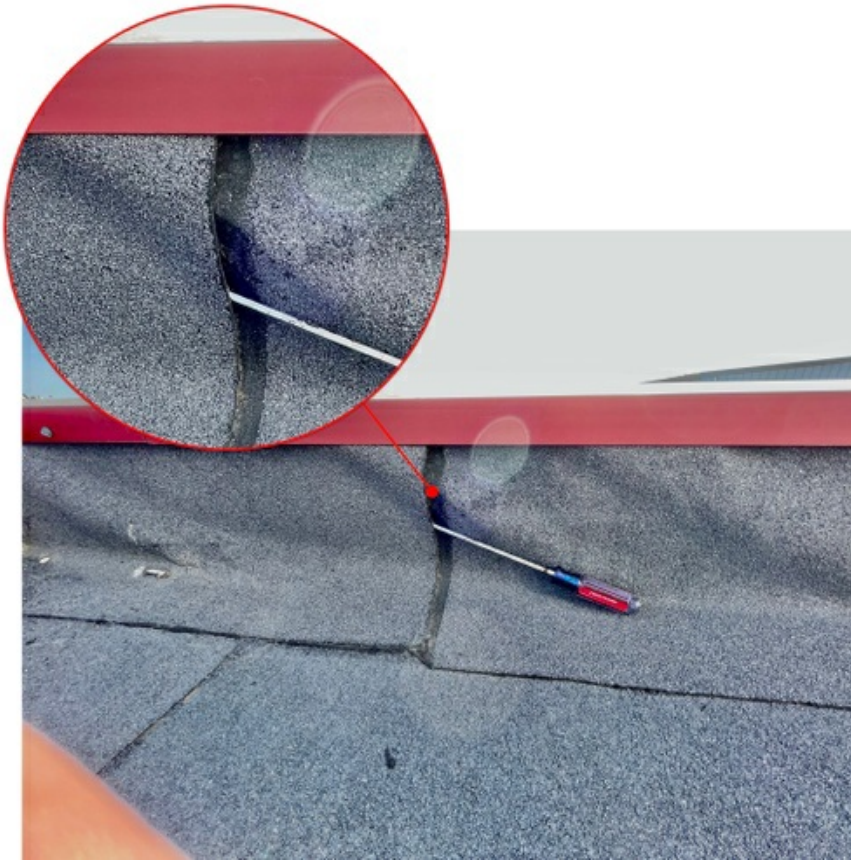


Photo 2

Fish mouths: Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation. Fish mouths are a common cause of early failure on 2-ply torch down and single ply roof systems. These systems are prone to workmanship error due to two factors (1) the manual heating/welding of the adhesive, which is very unpredictable for constant heat, and (2) the roof system only consists of 1 to 2 plies, which translates in to a very thin layer of water protection.

Perimeter Flashing Deterioration:

Most roof failures start at perimeter and penetration locations. Metal edge conditions that are poorly designed and improperly installed fail due to the extreme expansion and contraction that is typical with metal. Perimeter wall flashings can also be damaged due to normal seasonal building movement and thermal shock. Additional damage can also be see from UV degradation as well. At all of these deteriorated or failed points, moisture can gain direct access to the roof system insulation and the buildings interior.



Photo 3

Fish mouths: Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation.

Perimeter Flashing

Deterioration: Most roof failures start at perimeter and penetration locations.

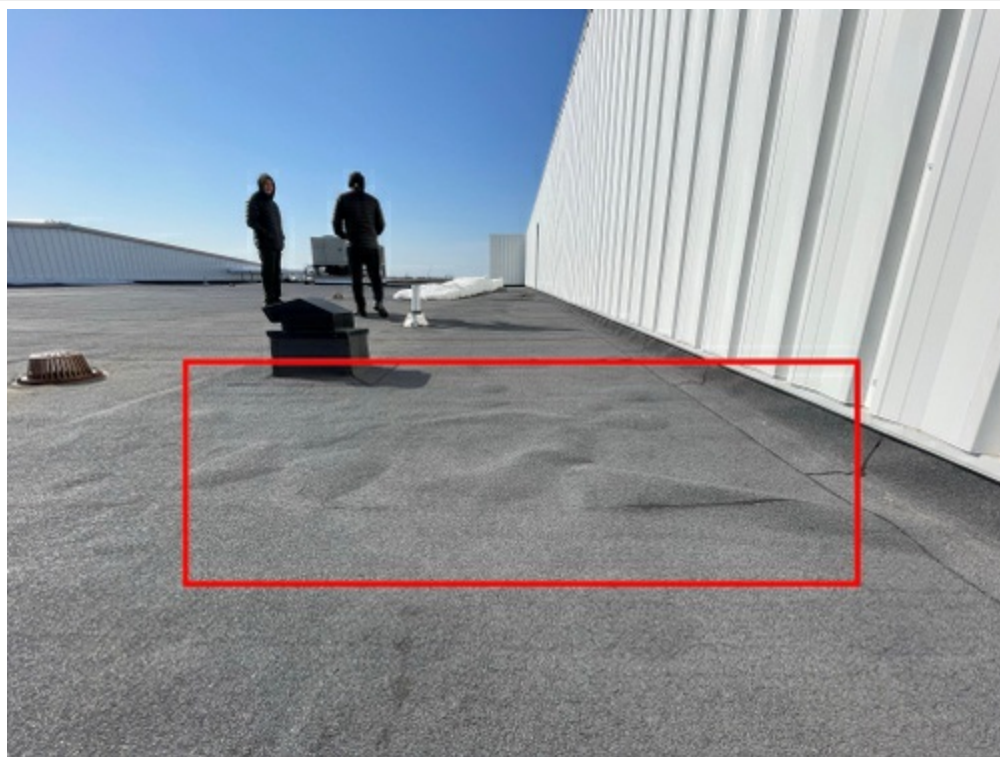


Photo 4

Blisters: Soft spongy pockets or swellings in the roofing material. They occur between layers of felt or between the roof membrane and substrate. Air or moisture vapor entrapped within a blister expands as the roof and outside air temperatures rise. This results in sufficient pressure to push the roofing felts upwards and apart. Blisters may be ruptured by roof traffic, expanding frozen water, or hail (especially during colder weather). Some blisters may become so large as to affect drainage, which may then cause ponding water. Laps could also be pulled apart, resulting in leakage. A ruptured blister will immediately allow water to penetrate and damage the roof system.



Photo 5

Blisters: Soft spongy pockets or swellings in the roofing material. They occur between layers of felt or between the roof membrane and substrate. Air or moisture vapor entrapped within a blister expands as the roof and outside air temperatures rise.



Photo 6

Blisters: Soft spongy pockets or swellings in the roofing material. They occur between layers of felt or between the roof membrane and substrate. Air or moisture vapor entrapped within a blister expands as the roof and outside air temperatures rise.





Photo 7

Membrane Puncture: Large puncture hole in waterproofing membrane allowing for moisture access the building.



Photo 8

Seams: As the membrane blisters, this puts added stress on the seams. They are starting to split in many places allowing for moisture access into the building.

Blisters: Soft spongy pockets or swellings in the roofing material.

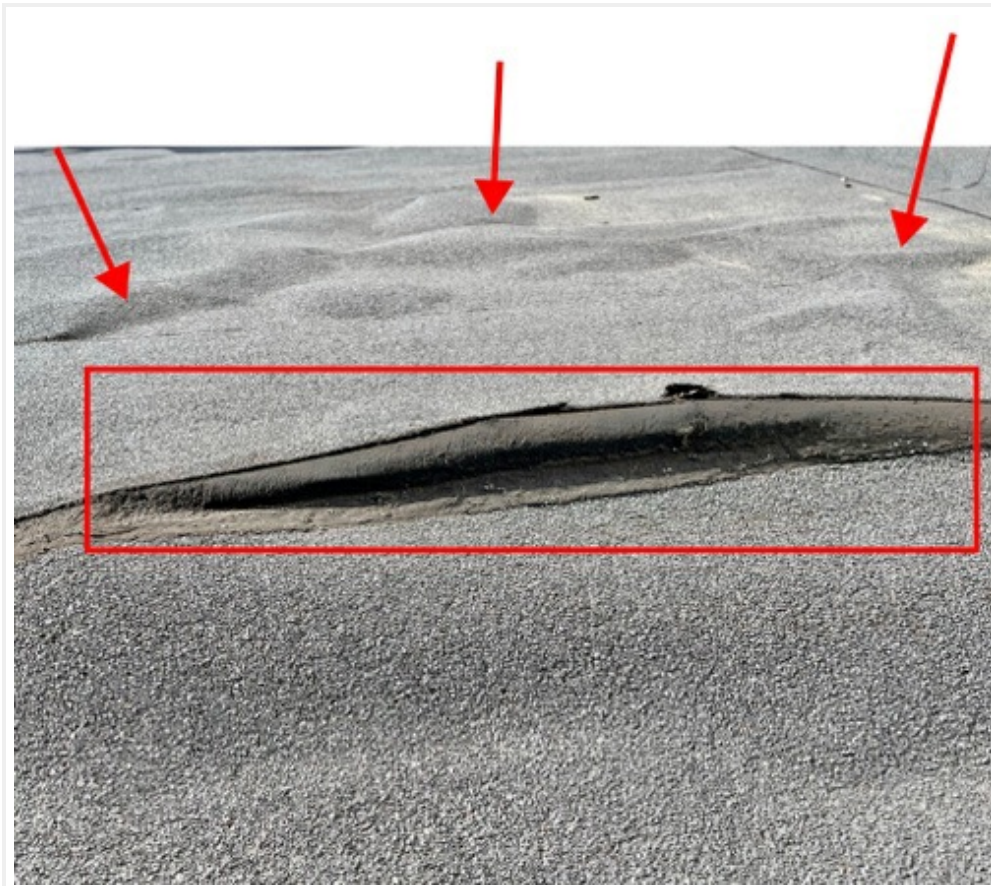


Photo 9

Seams: As the membrane blisters, this puts added stress on the seams. They are starting to split in many places allowing for moisture access into the building.

Blisters: Soft spongy pockets or swellings in the roofing material.



Photo 10

Blisters: Soft spongy pockets or swellings in the roofing material.

Perimeter Flashing

Deterioration: Most roof failures start at perimeter and penetration locations.

Photo 11

Seams: As the membrane blisters, this puts added stress on the seams. They are starting to split in many places allowing for moisture access into the building.



Photo 12

Core Cut:

- Steel Deck
- Vapor Barrier
- 5" Expanded Polystyrene Insulation(Dry)
- 1.5" Fiber Board(Dry)
- 2 Ply Modified Bitumen Membrane





Photo 13

Core Cut: Repaired core cut using high-grade roof mastic imbedded with mesh to increase tensile strength of repair. Imbedded with gravel worn off of the membrane to help against UV.



Photo 14

CLEAR Analysis: Removal of membrane sample.



Photo 15

CLEAR Analysis: Repair of membrane sample.



Photo 16

CLEAR Analysis: Reinforced repair using roof granules to protect from UV and other elements.




Solution Options

Client: City of Prince Albert

Facility: Alfred Jenkins Field House

Roof Section: Roof Section 1

Replace Options

Solution Option:	Replace 	Action Year:	2022
Square Footage:	13,850	Expected Life (Years):	30
Budget Range:	\$260,000.00 - \$325,000.00		

Scope of Work: Replacement of Waterproofing Membrane With Up to 30 Year Water Tight Warranty

1. Remove all roof components down to dry insulation;
2. Install new recovery board in damaged areas;
3. Install new SBS modified bitumen base sheet
4. Install new SBS modified bitumen cap sheet



Photo Report

Client: City of Prince Albert

Facility: Alfred Jenkins Field House

Roof Section: Roof Section 2

Report Date: 04/26/2022

Title: Section 2 Initial Inspection



Photo 1

Section 2: Standing Seam Metal

Photo 2

Panel Lap Seam

Deterioration: Horizontal seam waterproofing deteriorating allowing for potential moisture access to the building.

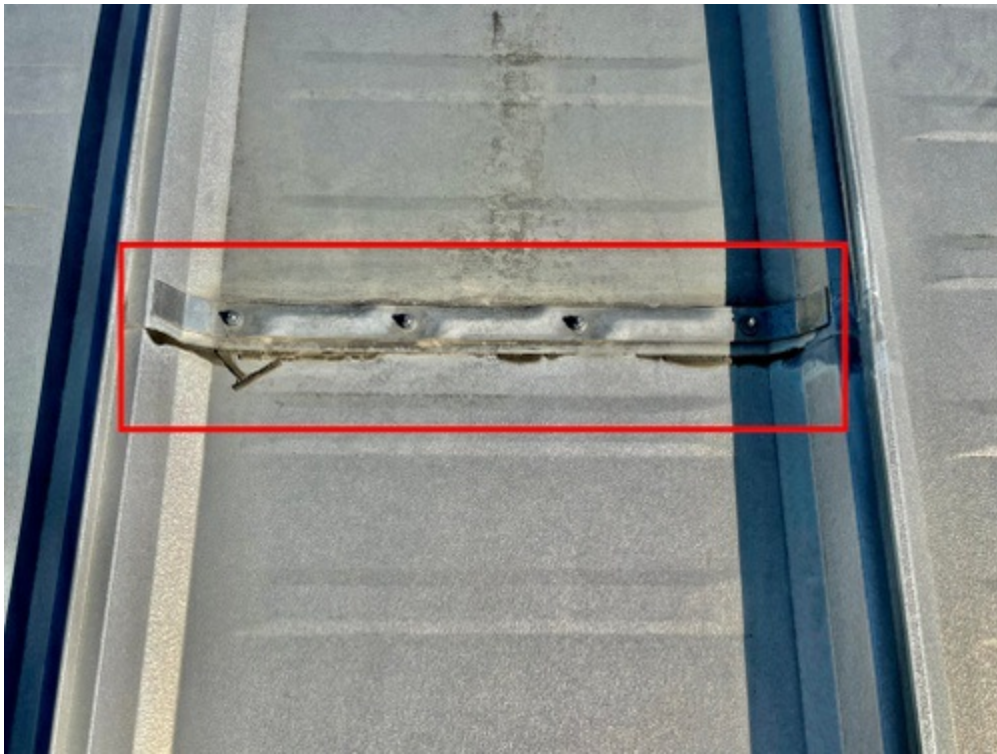
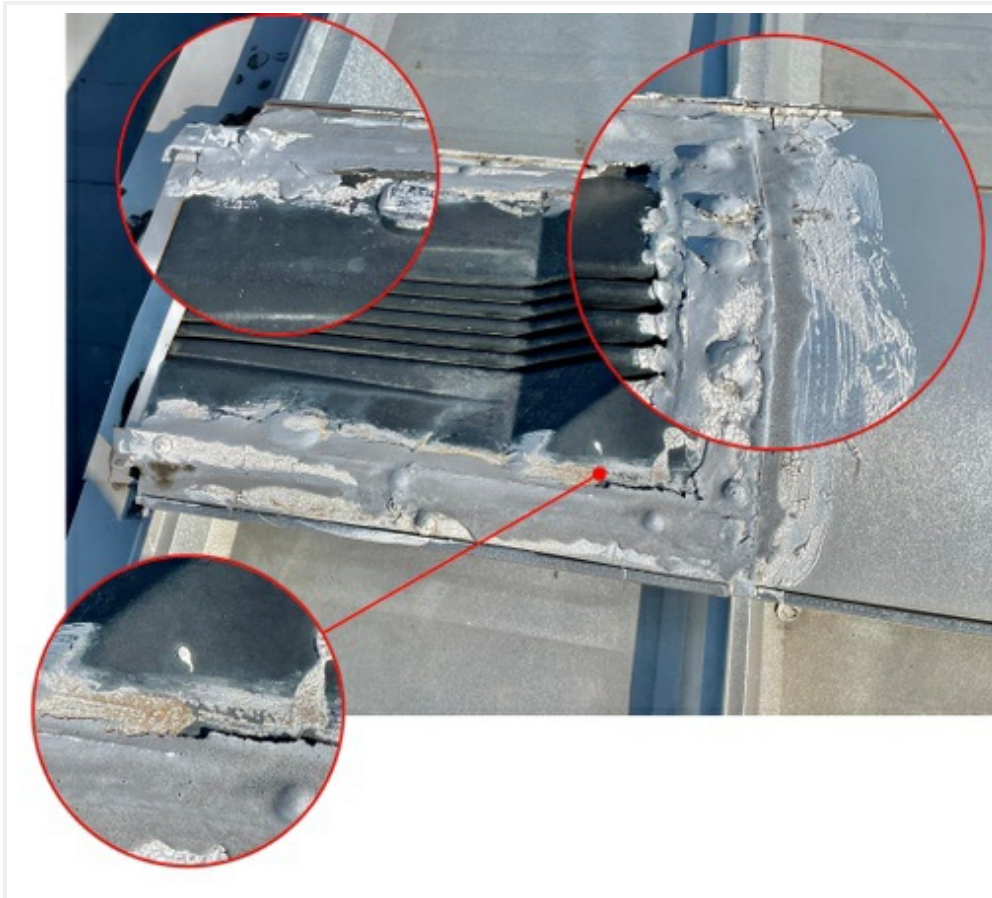


Photo 3

Ridge Cap Vent: Sealant around Ridge Cap Vent deteriorating allowing for potential moisture access.



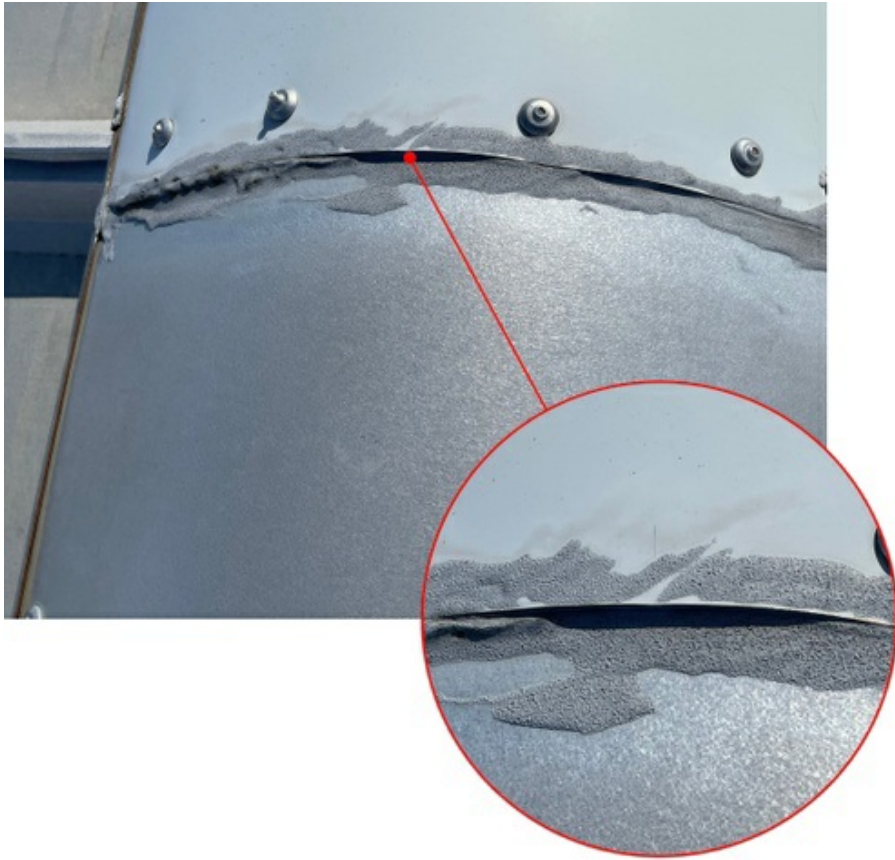


Photo 4

Ridge Cap Seam Caulking

Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.

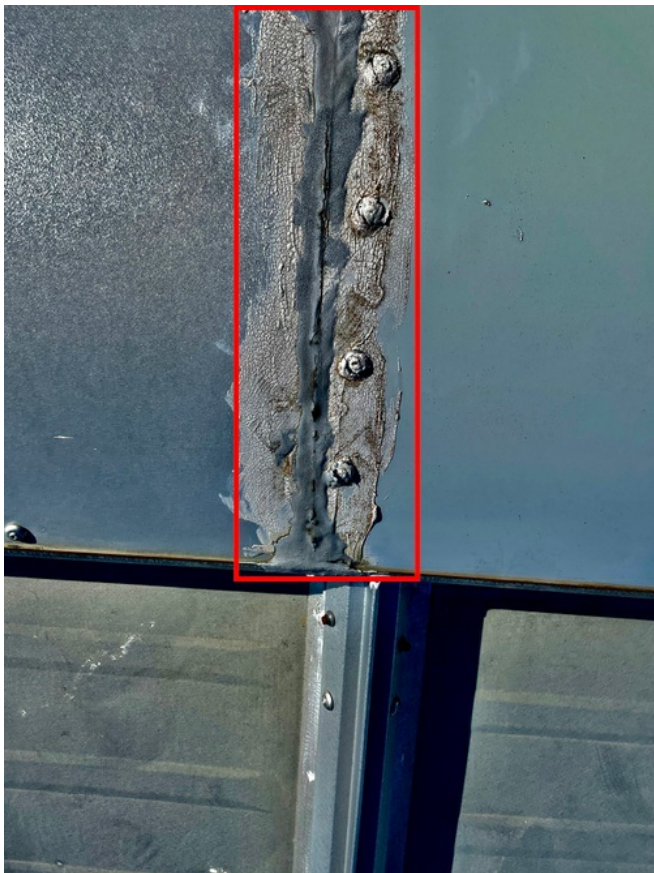


Photo 5

Ridge Cap Seam Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.

Photo 6

Previous Repair: Previous reinforcement of standing vertical seams found on several areas of the roof varying in length.

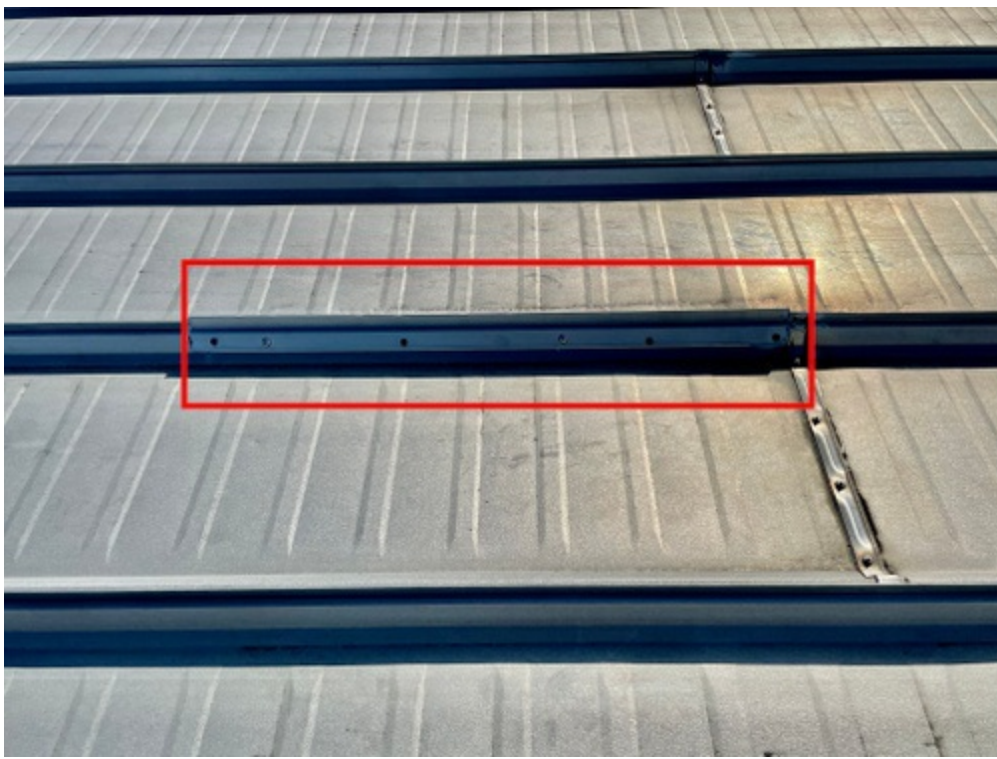


Photo 7

Previous Repair: Previous reinforcement of standing vertical seams found on several areas of the roof varying in length.





Photo 8

Previous Repair: Previous reinforcement of standing vertical seams found on several areas of the roof varying in length.

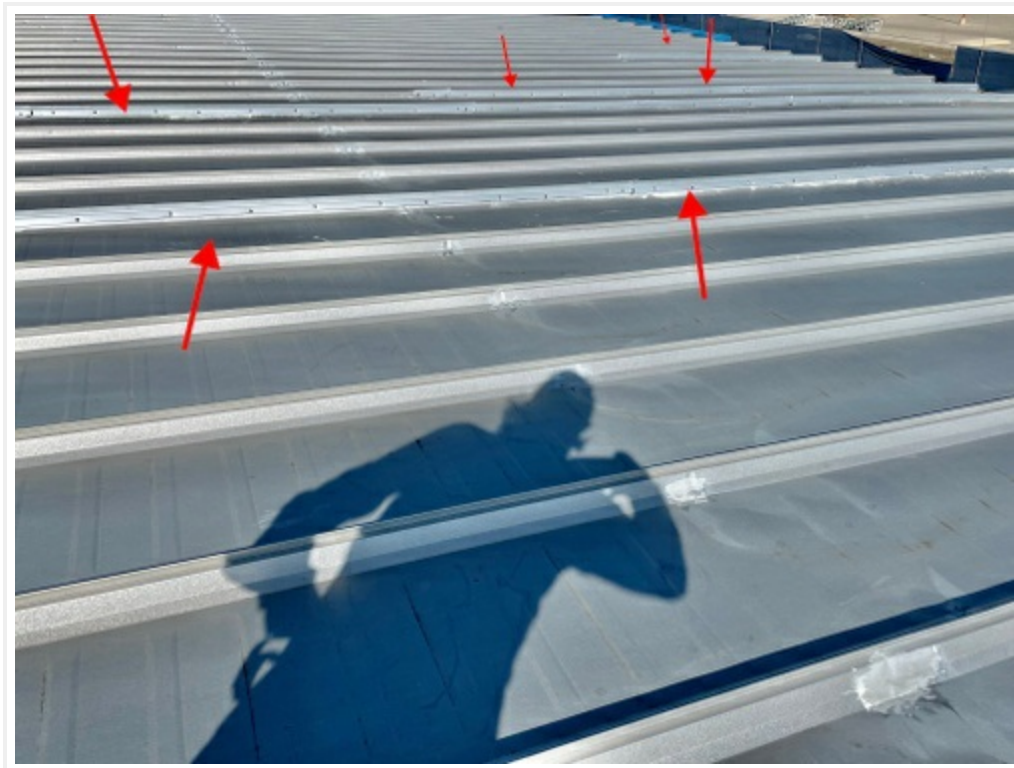


Photo 9

Previous Repair: Previous reinforcement of standing vertical seams found on several areas of the roof varying in length.




Solution Options

Client: City of Prince Albert

Facility: Alfred Jenkins Field House

Roof Section: Roof Section 2

Maintenance Options

Solution Option:	Maintenance 	Action Year:	2025
Square Footage:	56,490	Expected Life (Years):	20
Budget Range:	\$150,000.00 - \$250,000.00		

Scope of Work: General Maintenance

1. Seal all vertical seams using a high performance polyester-faced adhesive tape followed by a coat of a fluid applied waterproofing system to insure the seams stay water tight
2. Seal all horizontal seams using a high performance polyester-faced adhesive tape followed by a coat of a fluid applied waterproofing system to insure the seams stay water tight
3. Seal all ridge cap seams using a high performance polyester-faced adhesive tape followed by a coat of a fluid applied waterproofing system to insure the seams stay water tight
4. Reinforce all previous seam repairs seams using a high performance polyester-faced adhesive tape followed by a coat of a fluid applied waterproofing system to insure the seams stay water tight
5. Reinforce all penetrations using a high performance polyester-faced adhesive tape followed by a coat of a fluid applied waterproofing system




Solution Options

Client: City of Prince Albert

Facility: Alfred Jenkins Field House

Roof Section: Roof Section 2

Restore Options

Solution Option:	Restore 	Action Year:	2028
Square Footage:	56,490	Expected Life (Years):	15
Budget Range:	\$1,412,250.00 - \$1,977,150.00		

Full Restoration with 10 year water tight warranty:

Extend the life of your roof with the LiquiTec fluid-applied waterproofing system built to form a virtually impenetrable surface for years of added waterproofing protection. This two-component, 100% solids, aliphatic polyurea coating contains zero VOCs, is extremely low odor, and cures quickly to form a highly durable, impact and UV resistant membrane over aged modified bitumen, metal and single-ply roof systems

Garland Canada Inc.

Roof Asset Management Program

R A M P.



City of
**Prince
Albert**

City of Prince Albert - Firehall Roof Inspection

Prepared By
Brett Foote

Prepared For
Don Cheeseman

June 09, 2022

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Client: City of Prince Albert



City of Prince Albert

Client Data

Name	City of Prince Albert		
Address 1	1084 Central Avenue		
City	Prince Albert	Province	Saskatchewan
Postal	S6V 7P3	Country	Canada

Contact Info

Contact Person	Don Cheeseman	Title	Facilities Project Coordinator
Mobile Phone:	-	Office Phone:	(306) 953-4800
Email:	dcheeseman@citypa.com		



Facility Summary

Client: City of Prince Albert

Facility: Fire Hall



Facility Data

Address 1	76 15 St E
City	Prince Albert
Province	Saskatchewan
Postal	S6V 1E8
Type of Facility	Fire Service
Square Footage	8,399
Contact Person	Don Cheeseman

Asset Information

Name	Date Installed	Square Footage	Roof Access
Lower Section	~1990	5,596	Ladder Needed
Upper Section	~1990	2,757	Ladder Needed



since 1895

ROOF MEASUREMENT REPORT

76 15 St E, Prince Albert, SK S6V1E8

Report Contents



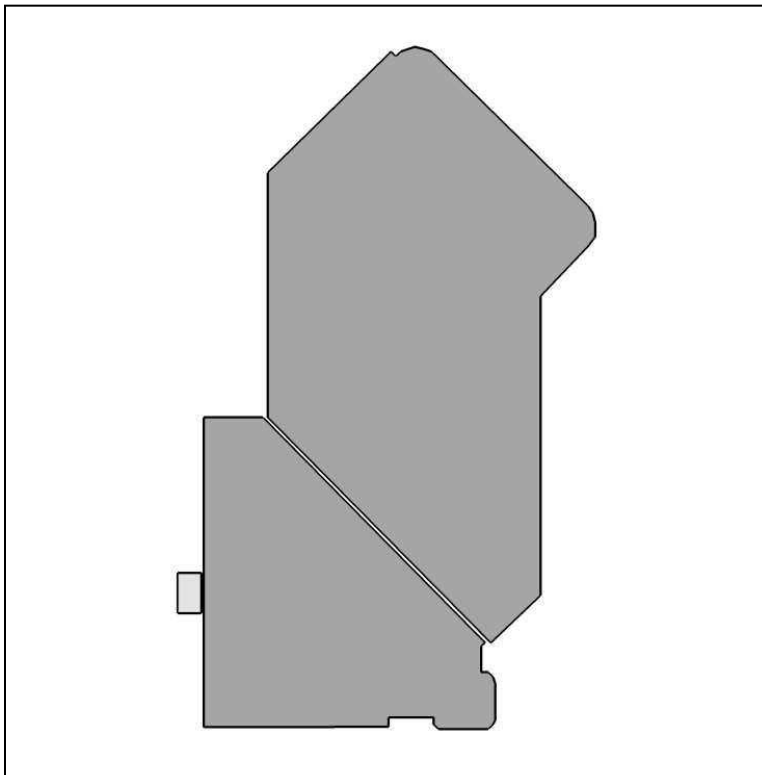
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- Pitch Diagram.....5
- Area Diagram6
- Penetrations Diagram7
- Notes Diagram8
- Property Info.....9
- Report Summary.....10

Report Details

Date:	05/26/2022
Report:	46280423

Roof Details

Total Area:	8,399 sq ft
Total Roof Facets:	3
Predominant Pitch:	0/12
Number of Stories:	>1
Total Ridges/Hips:	0 ft
Total Valleys:	0 ft
Total Rakes:	0 ft
Total Eaves:	9 ft
Total Penetrations:	20
Total Penetrations Perimeter:	117 ft
Total Penetrations Area:	54 sq ft



In this 3D model, facets appear as semi-transparent to reveal overhangs.

Contact Us

Contact: Brett Foote
 Company: Garland Company Inc.
 Address: 3800 East 91St
 Cleveland OH 44105
 Phone: 306-914-3514

Measurements provided by www.eagleview.com



Certified Accurate

www.eagleview.com/Guarantee.aspx

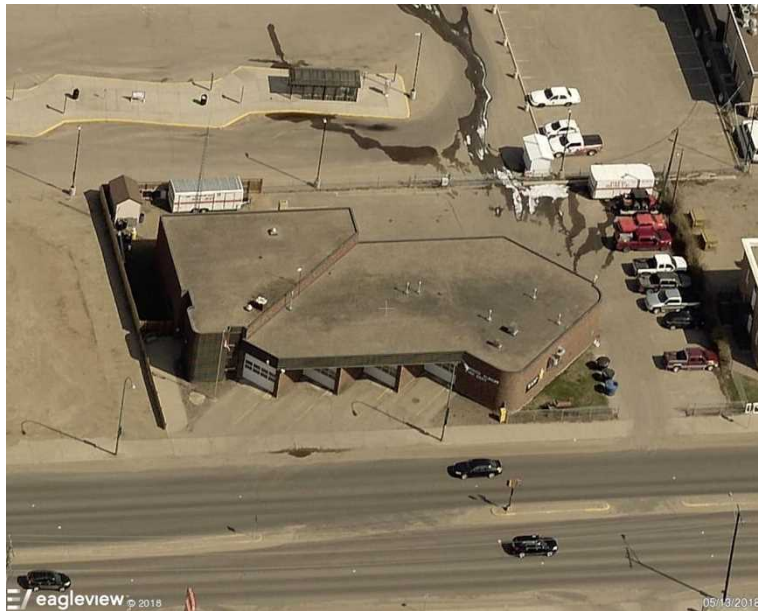
REPORT IMAGES

The following aerial images show different angles of this structure for your reference.

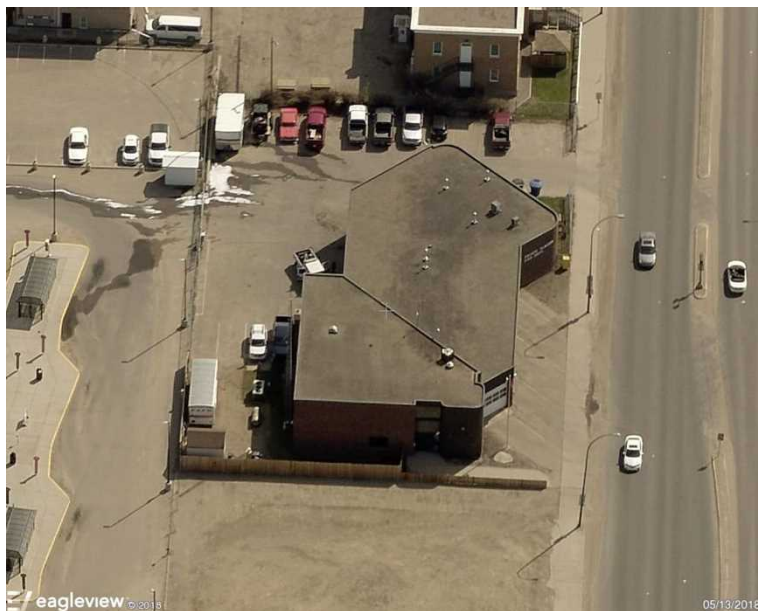


Top View

REPORT IMAGES

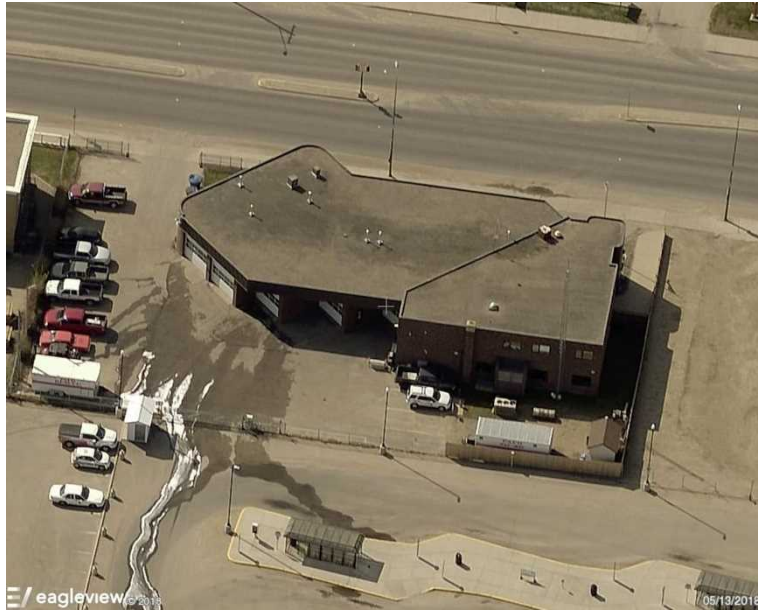


North View

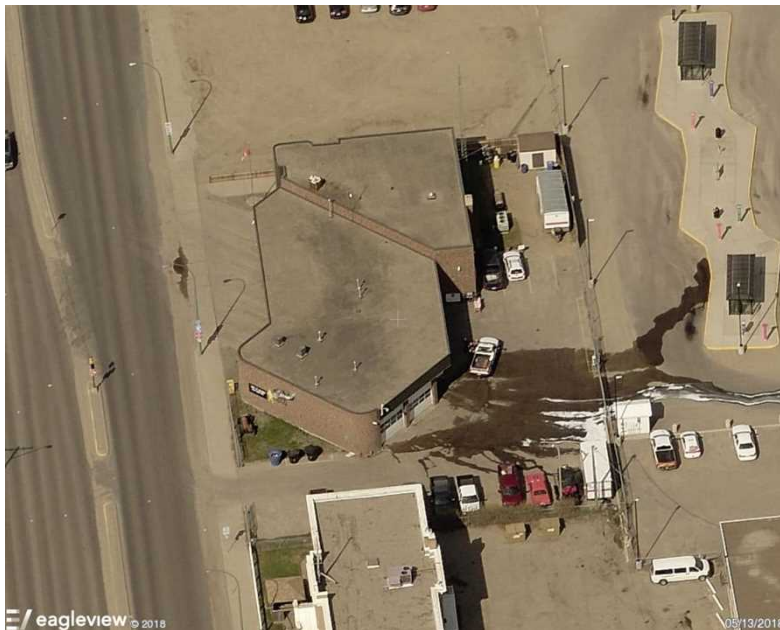


East View

REPORT IMAGES



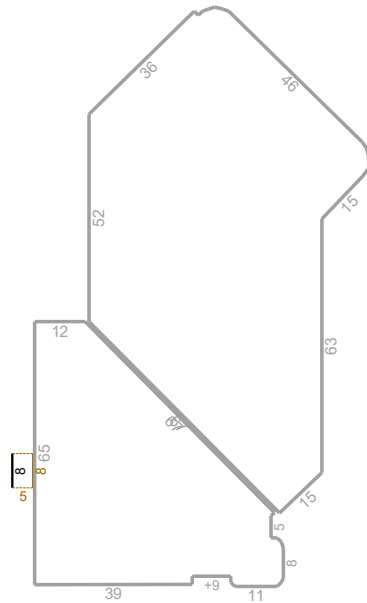
South View



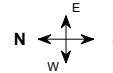
West View

LENGTH DIAGRAM

Total Line Lengths: **Ridges = 0 ft** **Valleys = 0 ft** **Flashing = 9 ft** **Eaves = 9 ft**
 Hips = 0 ft **Rakes = 0 ft** **Step flashing = 11 ft** **Parapets = 542 ft**



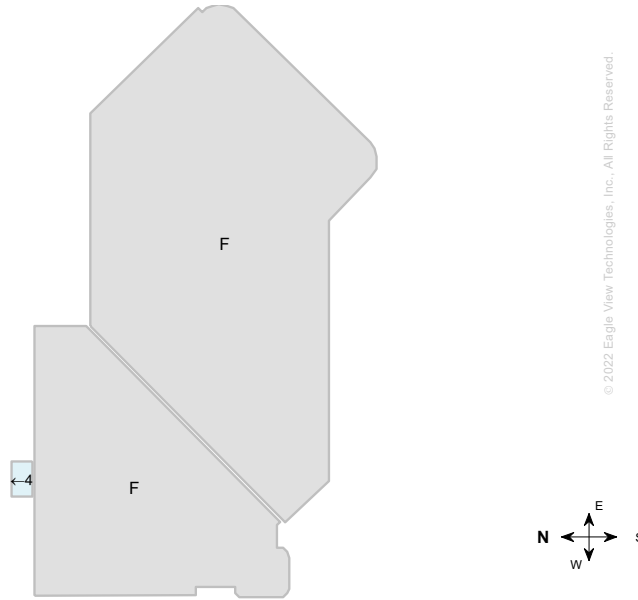
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Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

PITCH DIAGRAM

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 0/12.

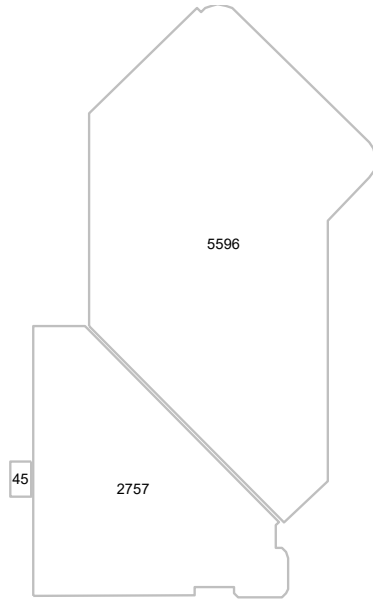


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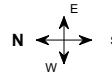
Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).

AREA DIAGRAM

Total Area = 8,399 sq ft, with 3 facets.



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Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).

PENETRATIONS

Penetrations Notes Diagram

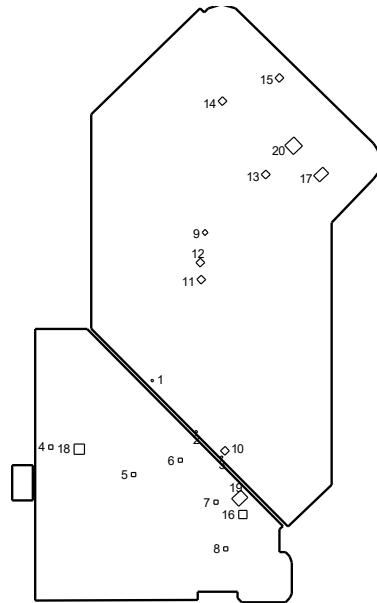
Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations: 20

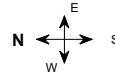
Total Penetrations Perimeter = 117 ft

Total Penetrations Area: 54 sq ft

Total Roof Area Less Penetrations = 8,345 sq ft



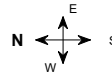
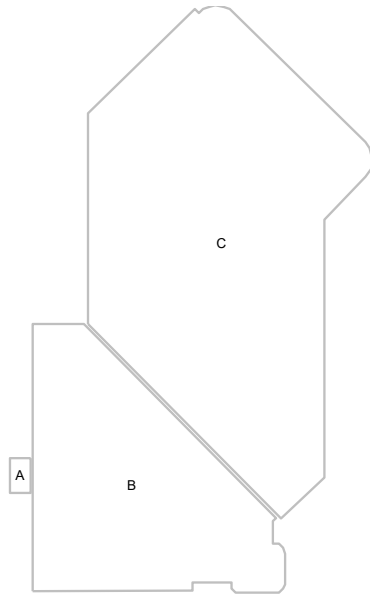
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Note: Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

NOTES DIAGRAM

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



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Property Info



Property Location

Longitude = -105.7526913

Latitude = 53.1997080

Online map of property:

http://maps.google.com/maps?f=g&source=s_q&hl=en&geocode=&q=76+15+St+E,Prince+Albert,SK,S6V1E8

Property Info

Year Built:

Effective Year Built: *

*



Notes

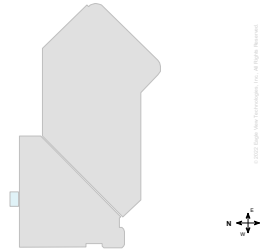
This was ordered as a commercial property. There were no changes to the structure in the past four years.

REPORT SUMMARY

Below is a measurement summary using the values presented in this report.

Lengths, Areas and Pitches

Ridge	0 ft (0 Ridges)
Hips.....	0 ft (0 Hips)
Valleys	0 ft (0 Valleys)
Rakes*	0 ft (0 Rakes)
Eaves/Starter**	9 ft (1 Eaves)
Drip Edge (Eaves + Rakes)	9 ft (1 Lengths)
Parapet Walls.....	542 ft (34 Lengths)
Flashing	9 ft (1 Lengths)
Step Flashing.....	11 ft (2 Lengths)
Total Area	8,399 sq ft
Total Penetrations Area	54 sq ft
Total Roof Area Less Penetrations.....	8,345 sq ft
Total Penetrations Perimeter.....	117 ft
Predominant Pitch.....	0/12



Total Roof Facets = 3

*Rakes are defined as roof edges that are sloped (not level).
 ** Eaves are defined as roof edges that are not sloped and level.

Areas per Pitch

Roof Pitches	0/12	4/12
Area (sq ft)	8353.6	44.8
% of Squares	99.5%	0.5%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

Waste Calculation Table

Waste %	0%	10%	12%	15%	17%	20%	22%
Area (sq ft)	8,399	9238.9	9406.9	9658.9	9826.8	10078.8	10246.8
Squares	84.0	92.4	94.1	96.6	98.3	100.8	102.5

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

Parapet Calculation Table

Wall Height (ft)	1	2	3	4	5	6	7
Vertical Wall Area (sq ft)	542	1084	1626	2168	2710	3252	3794

This table provides common parapet wall heights to aid you in calculating the total vertical area of these walls. Note that these values assume a 90 degree angle at the base of the wall. Allow for extra materials to cover cant strips and tapered edges.



ROOF MEASUREMENT REPORT

Penetration Table	1-3	4-9	10-15	16	17	18	19	20
Area (sq ft)	0.2	1	2.3	4	6	6.2	7.5	9
Perimeter (ft)	2	4	6	8	10	10	11	12

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.



5/27/2022

Re: CLEAR Program Test Results
Project: RD-414-417

Dear Brett,

Thank you for sending your roof core samples for testing through the CLEAR program. We have completed comprehensive testing of your sample and the results are included with this package. Your test results may include the analysis of the items requested, such as:

- Tensile Strength
- Inter-ply/Surface Bitumen Softening Point/Penetration
- Ply/Bitumen and Scrim Type
- Number of Plies
- Bitumen Weight/Application Rate
- Flexural Strength

Now that you have the results, as a reminder, some objectives of this program are to help you to answer questions like:

- Is the roof failing? Why?
- Expected remaining useful life, approximately?
- Does this sample indicate that this roof needs replaced? Or is this a possible restoration candidate?
- Were there application errors during installation?

If you are looking to restore the roof and these results show this to be a potential candidate, but you need to truly determine if this is a good option for the client, the next steps are:

- Reference the Restoration warranty System Overview document on the Garland HQ.
- Full visual inspection of the rest of the roof and if conditions are suitable
- A quality moisture survey (Infrared or Nuclear) to determine whether the roof is dry enough and what areas of the roof need to be replaced
 - Less than 30% moisture contained within the system is a good benchmark for a cost-effective option versus a replacement
 - A stamped engineering report is best, if possible
- Determine whether the flashings and penetration points need to be replaced, rather than only coated to make the desired restoration warranty period
- Consider which Garland restoration systems make sense. If you are unsure, reach out to the Product Management Team for assistance.

If you have questions about these test results, feel free to call Derek Scavuzzo at 216-430-3520.

Sincerely,
The Garland Laboratory Team



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www.garlanduktd.co.uk
Toll Free: 0800 328 5560



May 27th, 2022

Submitted By: Brett Foote
Customer Name: City of Prince Albert
Prepared By: Tom Conti

Per your request, this core was analyzed by using a visual inspection, along with several analytical methods in accordance with ASTM D2829-07 (2013): Standard Practice for Sampling and Analysis of Existing Built-Up Roof Systems To determine the properties of the interply asphalt adhesive, a softening point and pen test were run on the core sample. The mechanical properties of the core were observed per tensile strength and elongation. The properties exhibited by the core sample are summarized below:

Firehall

<i>Property</i>	<i>Core Sample</i>	<i>Test Method</i>	<i>Notes</i>
Core Size	13" x 13.5"	ASTM D2829	N/A
Core Weight	1.79 lbs	ASTM D2829	N/A
Surfacing Type	Gravel	Visual	N/A
Ply Type	Felt Paper Felt Paper Felt Paper Felt Paper	ASTM D2829	N/A
Number of Plies	4	ASTM D2829	N/A
Bitumen Type	Asphalt	Solvent Test	N/A
Softening Point	207.0 °F	ASTM D3461	Above spec per type III asphalt
Pen	15 dmm/5 sec	ASTM D5	Within spec per type III asphalt
Flexural Strength	Fail	NBS	Below recommended 30 lb minimum
Puncture	75.7 lbs	NBS	Exceeded recommended 5 lb minimum
Tensile Strength	23.48 lbf	ASTM D2523	Below recommended 200 lbf minimum
Elongation	1.6 %	ASTM D2523	Below recommended 2.5% minimum



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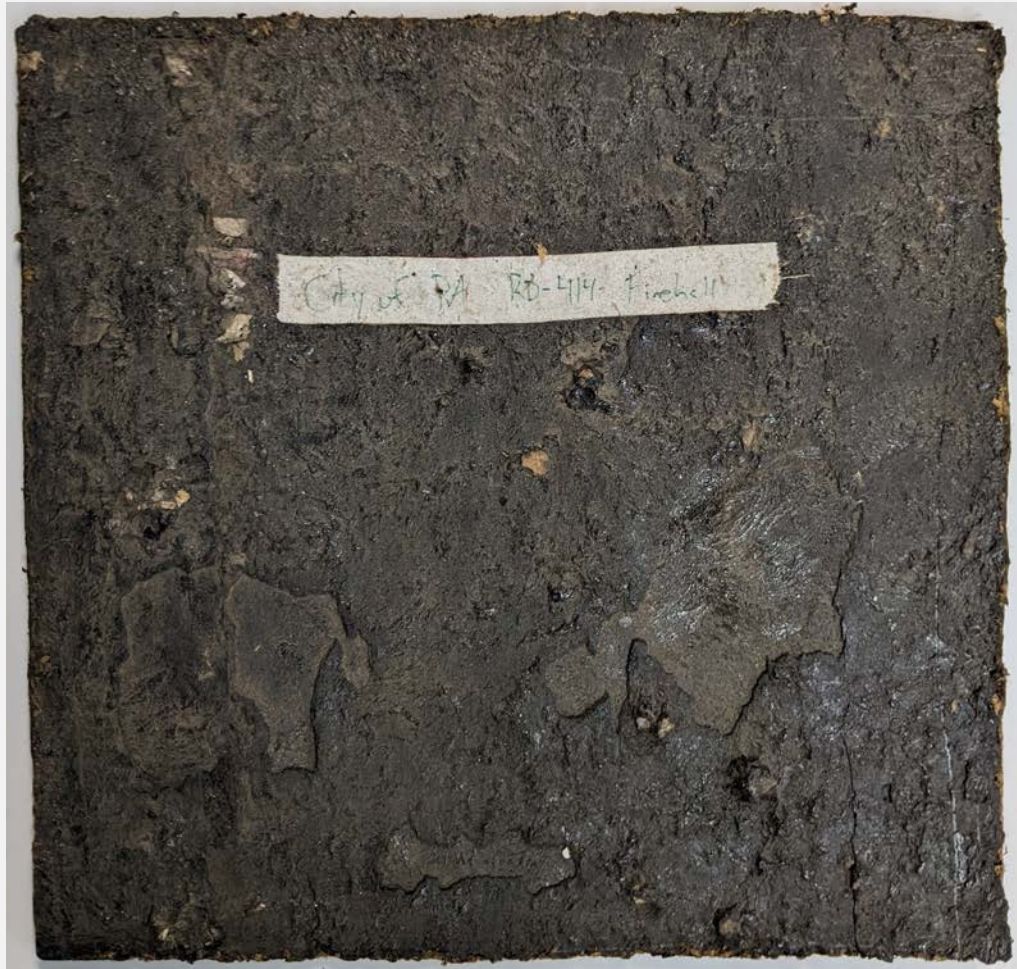
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Firehall Conclusion

The 25 year old core sample is from a 4 ply built up roof system with felt paper interplies in an asphalt adhesive. The interplies were easily delaminated by hand as shown in Figure 3. The core has no surfacing as received. Built up systems typically feature gravel surfacing to protect and shield the asphalt from accelerated aging. Any amount of exposed asphalt on the roof will contribute to accelerated aging such as UV degradation. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The cores tested below the recommended tensile strength and elongation recommendations. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena.

Figures

Figure 1: Firehall top view



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Figure 2: Firehall bottom view.



Figure 3: Firehall side profile.



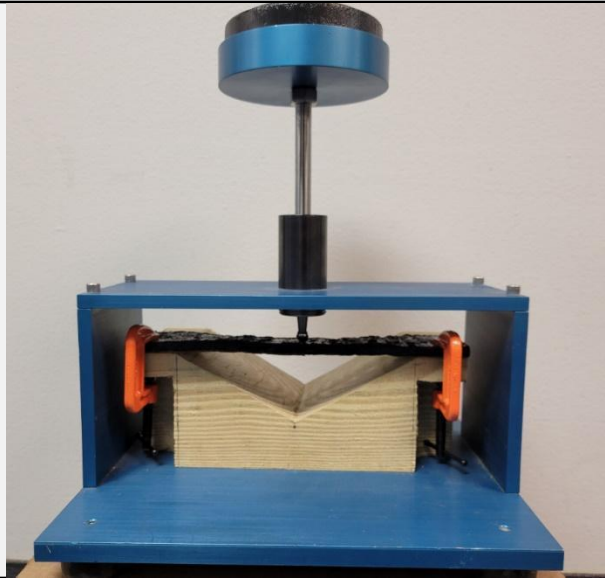
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Figure 17: Sample image of the flexural strength testing apparatus.



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Construction Details

Client: City of Prince Albert

Facility: Fire Hall

Roof Section: Lower Section

Information

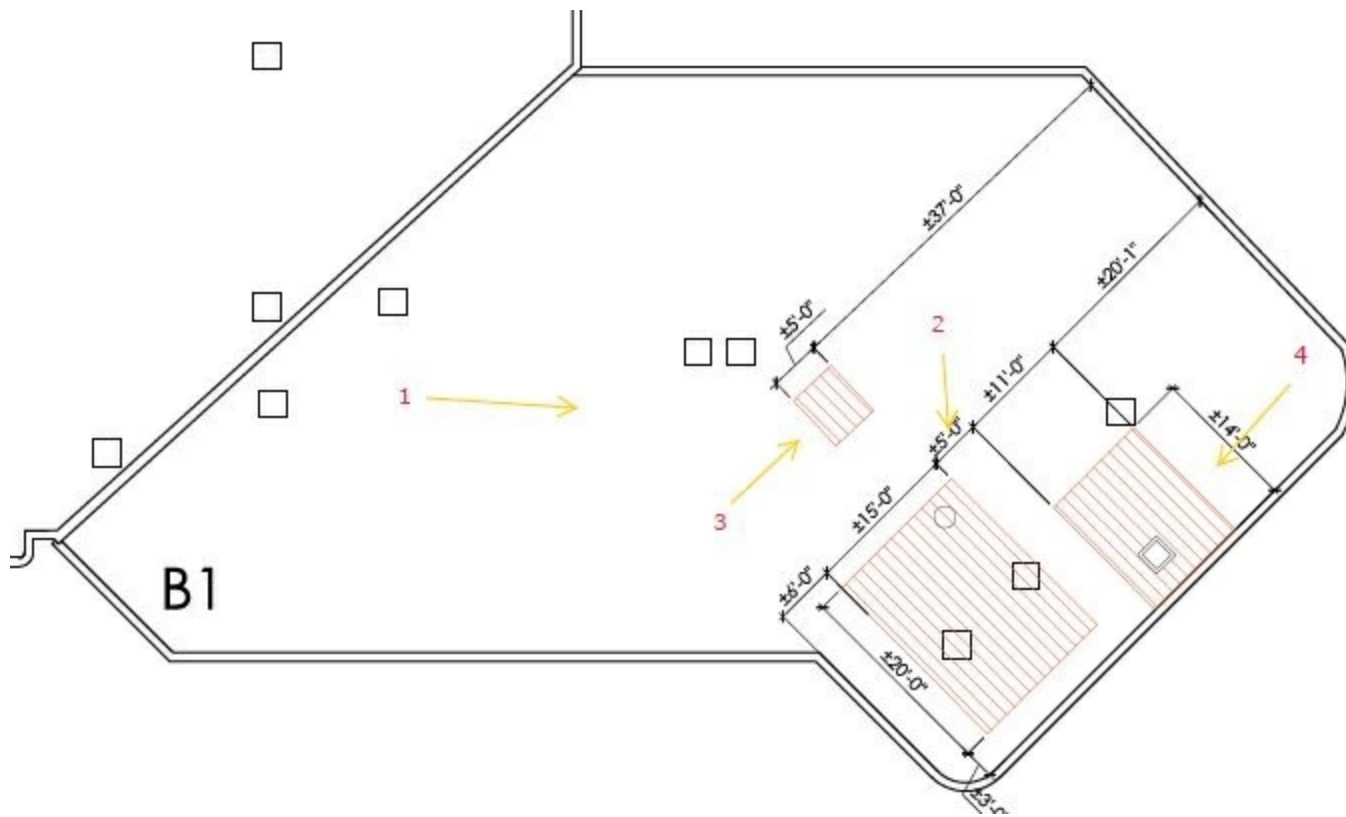
Year Installed	~1990	Square Footage	5,596
Slope Dimension	0	Eave Height	~20
Roof Access	Ladder Needed	System Type	Built Up Roof (BUR)

Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Membrane	BUR	Hot asphalt	-	-

Details

Drain System	Internal Roof Drains
---------------------	----------------------





Inspection Report

Client: City of Prince Albert

Facility: Fire Hall

Report Date: 05/16/2022

Roof Section: Lower Section

Inspection Information

Inspection Date	05/16/2022	Core Data	No
Inspection Type	Infrared Scan	Leakage	Yes

Miscellaneous Details

Reglets	-	Debris	No
Control Expansion Joints	-	Ponding Water	Minor
Parapet Wall	-	Coping Joints	-

Perimeter

Rating	Fair
Condition	No thermal anomaly was found at the perimeters.

Field

Rating	Failed
Condition	Two localized thermal anomalies probably related to wet areas were found on this section. There are located next to the penetrations and the drain.

Penetrations

Rating	Failed
Condition	Two localized thermal anomalies probably related to wet areas were found on this section. There are located next to the chimneys. Membrane upturns at the penetrations should be inspected for any wears, holes or unadhered felt.

Drainage

Rating	Failed
Condition	One localized thermal anomaly probably related to wet areas was found on this section next to a drain. The drains are often weak point in a roof as it is a low point. Water can sit around the drain if the drainage slopes are not perfect, that can damage the membrane at long term and threaten its waterproofing. Also, the adherence between the drain structure and the membrane diminishes with time.

Overall

Rating	Failed
Condition	Three localized thermal anomalies probably related to wet areas were found on this section. There are located next to the chimneys and the drain.

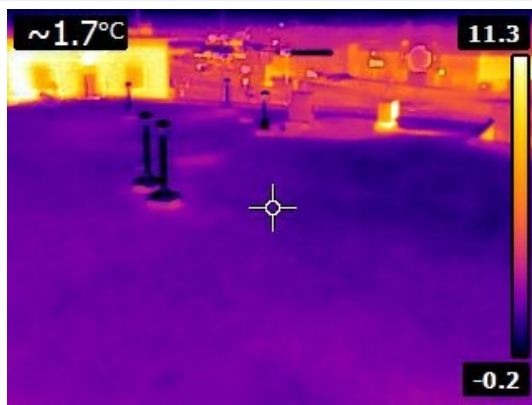


Photo 1

General view of the lower roof with the infrared camera.



Photo 2

General view of the largest thermal anomaly of the roof. It is located around a drain, a chimney and two HVAC units. Each one of these penetrations represent a weak point in the waterproofing and a thorough inspection of the membrane upturns should be carried out in order to locate the source of the water infiltration inside the roofing assembly.

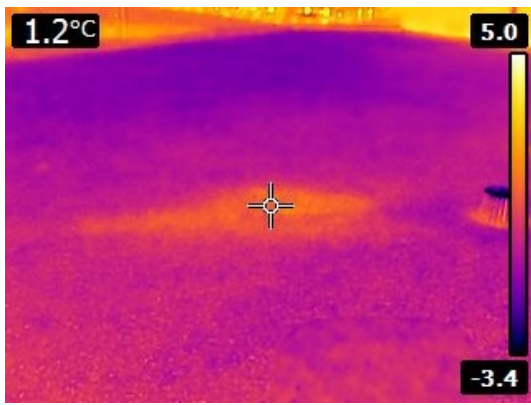


Photo 3

General view of a small thermal anomaly related to wet insulation next to a drain.



Photo 4

General view of a thermal anomaly probably related to wet insulation. The potentially wet area seems to come from a chimney, and it follows the slope of the roof. A thorough inspection of this chimney is necessary to locate the source of the leak.



Photo Report

Client: City of Prince Albert

Facility: Fire Hall

Roof Section: Lower Section

Report Date: 05/26/2022

Title: Initial Inspection



Photo 1

Lower Section - 4 ply BUR

Overall Condition: Fair - Poor

Scan: 8.96% Wet

CLEAR Analysis: The 25 year old core sample is from a 4 ply built up roof system with felt paper interplies in an asphalt adhesive. The interplies were easily delaminated by hand as shown in Figure 3. The core has no surfacing as received. Built up systems typically feature gravel surfacing to protect and shield the asphalt from accelerated aging. Any amount of exposed asphalt on the roof will contribute to accelerated aging such as UV degradation. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The cores tested below the recommended tensile strength and elongation recommendations. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena.



Photo 2

Curbs: Reinforced EPDM throughout.



Photo 3

Flashings: Reinforced EPDM throughout; evidence of repair along all parapet walls and curbs.

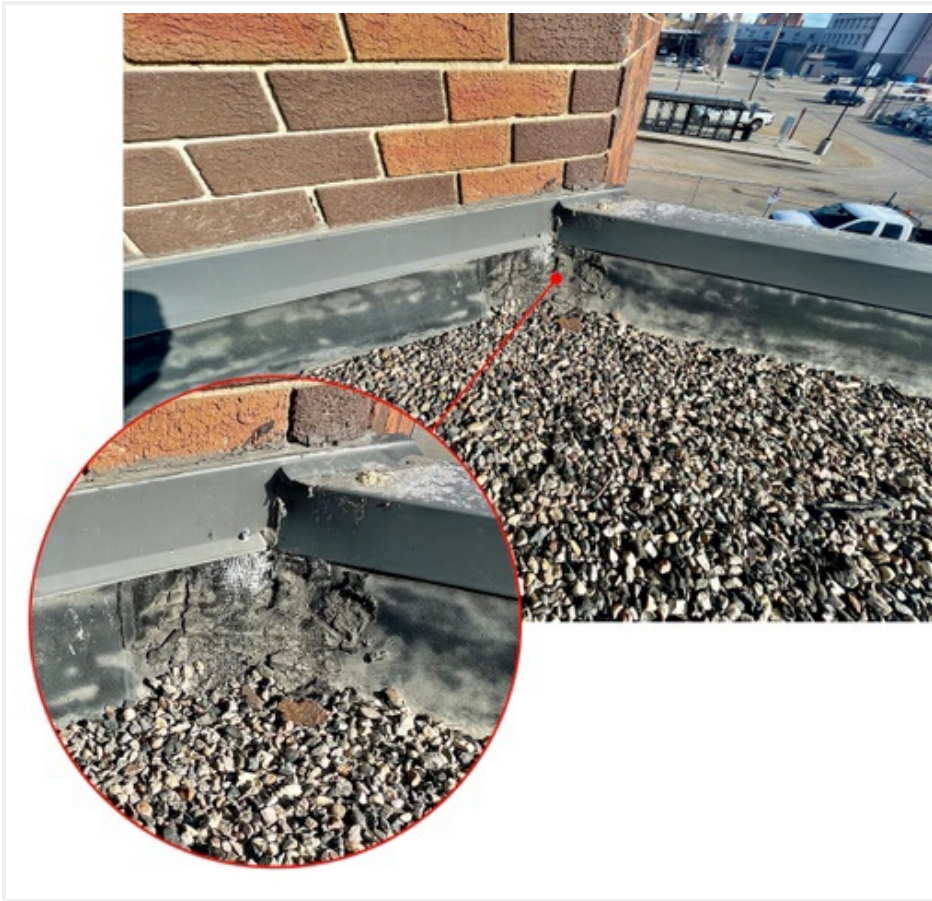


Photo 4

Flashings: Reinforced EPDM throughout; evidence of repair along all parapet walls and curbs.



Photo 5

Flashings: Reinforced EPDM throughout; evidence of repair along all parapet walls and curbs.



Solution Options

Client: City of Prince Albert

Facility: Fire Hall

Roof Section: Lower Section

Replace Options

Solution Option:	Replace	Action Year:	2022
Square Footage:	5,596	Expected Life (Years):	30
Budget Range:	\$180,000.00 - \$195,000.00		

Scope of Work: Replacement

1. Remove all roof components to roof deck;
2. Install new vapour barrier, cold applied with adhesive;
3. Install new polyisocyanurate insulation, set in hot asphalt;
4. Install new wood fiberboard, set in hot asphalt;
5. Install new SBS modified bitumen generic base sheet, set in hot asphalt;
6. Install new SBS modified bitumen cap sheet, set in hot asphalt;
7. Install new surfacing of gravel adhered in hot asphalt;
8. Install new drains, vents, and steel flashings.



Construction Details

Client: City of Prince Albert

Facility: Fire Hall

Roof Section: Upper Section

Information

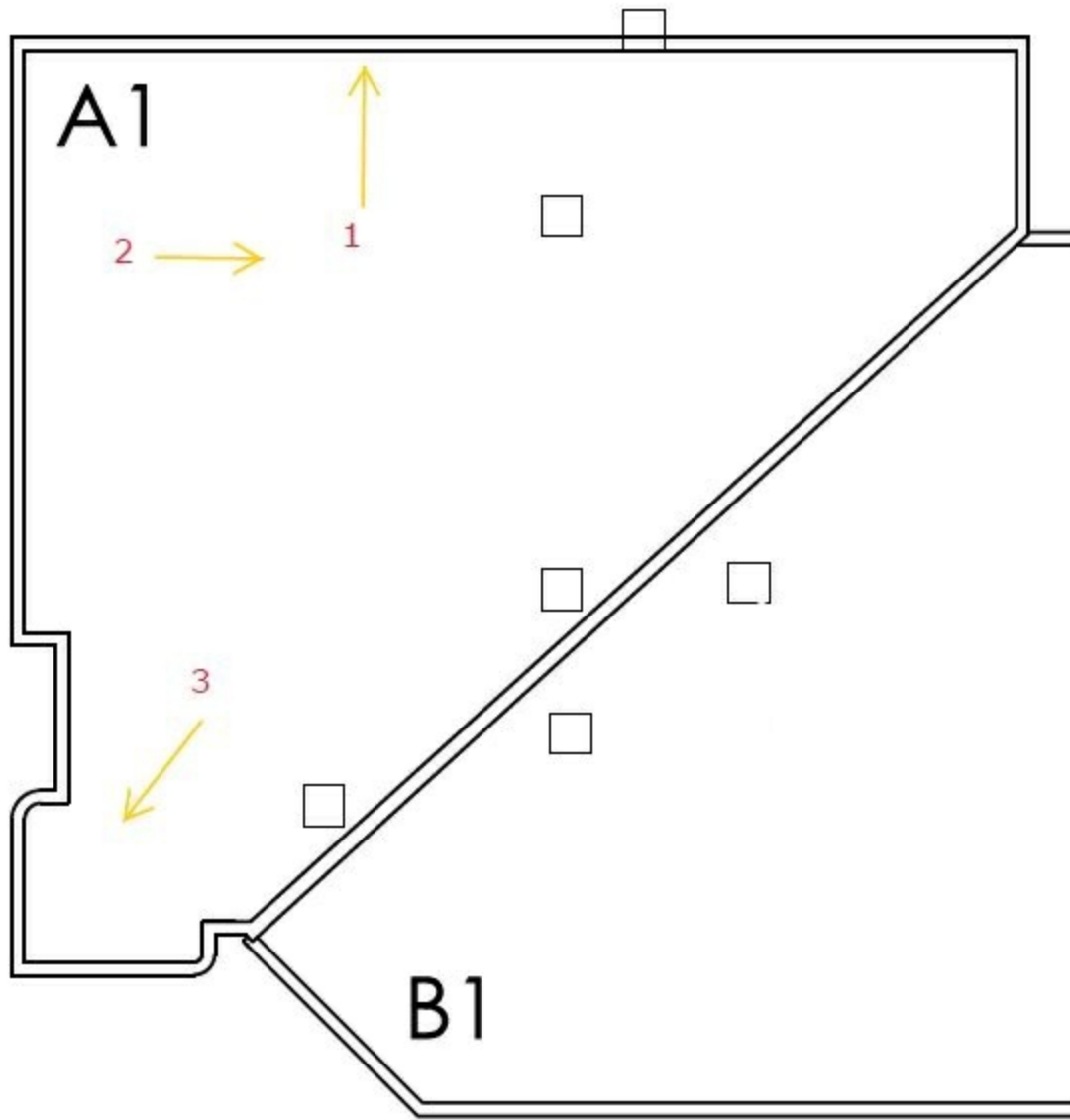
Year Installed	~1990	Square Footage	2,757
Slope Dimension	0	Eave Height	~25
Roof Access	Ladder Needed	System Type	Built Up Roof (BUR)

Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Membrane	BUR	Hot asphalt	-	-

Details

Drain System	Internal Roof Drains
---------------------	----------------------





Inspection Report

Client: City of Prince Albert

Facility: Fire Hall

Report Date: 05/16/2022

Roof Section: Upper Section

Inspection Information

Inspection Date	05/16/2022	Core Data	No
Inspection Type	Infrared Scan	Leakage	No

Overall

Rating	Poor
Condition	No thermal anomaly related to wet insulation was found on this section.

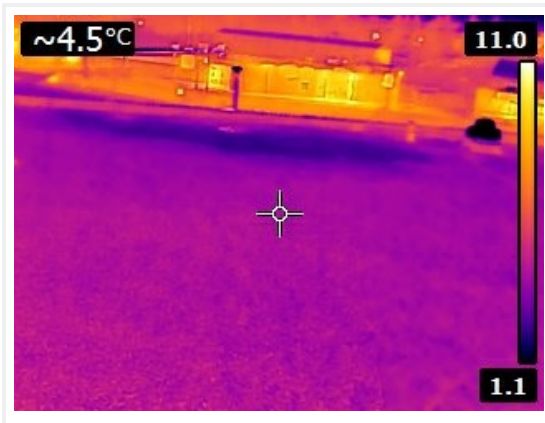


Photo 1

General view of the upper section with the infrared camera.

No thermal anomaly related to wet insulation was found.
A area of minor pinding water is visible on the background (in blue).



Photo 2

General view of the upper section with the infrared camera.

No thermal anomaly related to wet insulation was found.

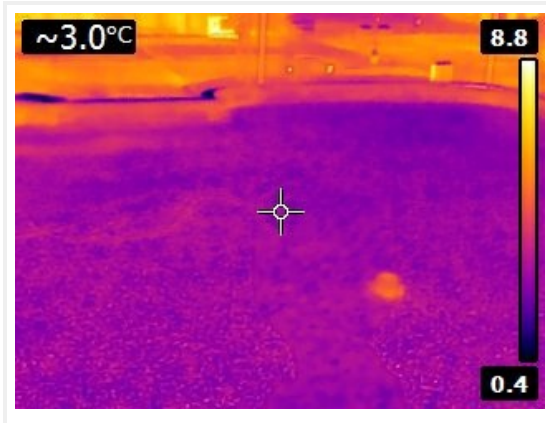


Photo 3

General view of the upper section with the infrared camera.

No thermal anomaly related to wet insulation was found.



Photo Report

Client: City of Prince Albert

Facility: Fire Hall

Roof Section: Upper Section

Report Date: 05/26/2022

Title: Initial Inspection



Photo 1

Upper Section: BUR

Overall Condition: Fair - Poor

Scan: 0% Wet

CLEAR Analysis: The 25 year old core sample is from a 4 ply built up roof system with felt paper interplies in an asphalt adhesive. The interplies were easily delaminated by hand as shown in Figure 3. The core has no surfacing as received. Built up systems typically feature gravel surfacing to protect and shield the asphalt from accelerated aging. Any amount of exposed asphalt on the roof will contribute to accelerated aging such as UV degradation. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The cores tested below the recommended tensile strength and elongation recommendations. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena.



Photo 2

Old Plumbing Vent: Not properly waterproofed



Photo 3

Old Plumbing Vent: Not properly waterproofed



Photo 4

Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.



Photo 5

Bare Felts: Weathering causes the roofs surfacing materials to oxidize and wear away after a period of time. Loss of protection from the surfacing material results in accelerated deterioration of the primary waterpoofer asphalt, along with the systems reinforcement plies which provide the strength for the system. The exposed reinforcement will begin to absorb and wick moisture into the built up layers of the roof system. This condition leads to accelerated damage via blisters and interlayer delamination.

Photo 6

Core Cut:

1/2" waterproofing membrane
2.0" Wood Fiberboard
Wood Deck



Photo 7

4" Deep core cut

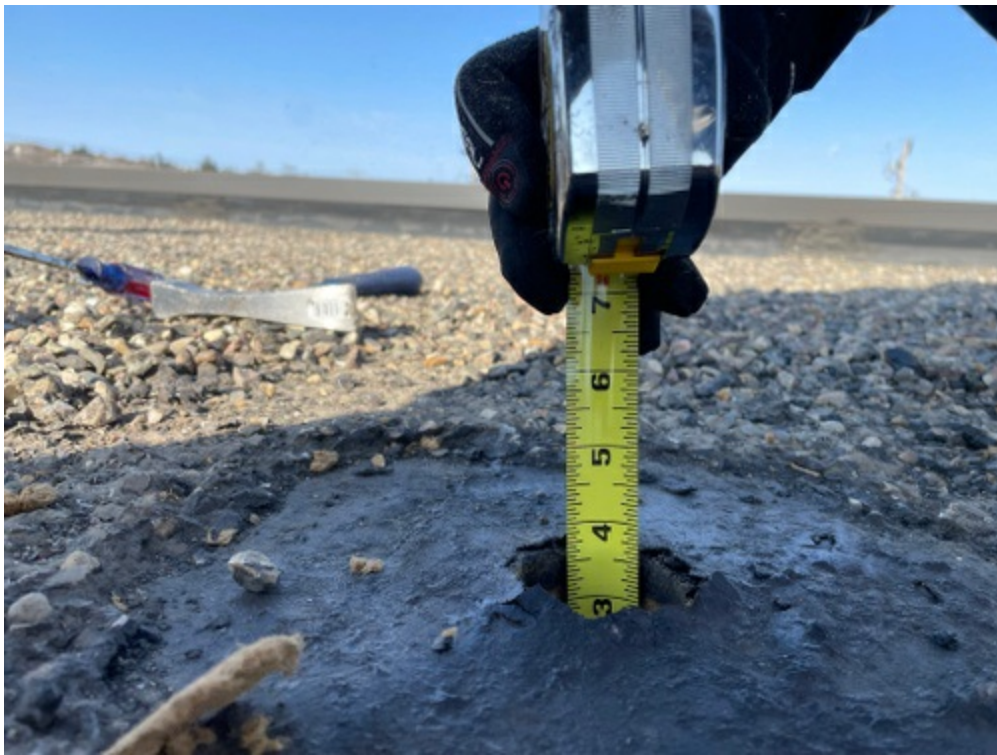




Photo 8

Core Cut: Moisture tested dry



Photo 9

Core Cut: Repaired

Photo 10

CLEAR Membrane Analysis:
Cleaning off areas for CLEAR cut



Photo 11

CLEAR Membrane Analysis: Removal of the membrane sample



Photo 12

**CLEAR Membrane
Analysis:** Removal of the
membrane sample



Photo 13

**CLEAR Membrane
Analysis:** Repair of the
sample



Photo 14

CLEAR Membrane

Analysis: Cover repair in gravel to protect from UV and other elements






Solution Options

Client: City of Prince Albert

Facility: Fire Hall

Roof Section: Upper Section

Replace Options

Solution Option:	Replace 	Action Year:	2023
Square Footage:	2,757	Expected Life (Years):	30
Budget Range:	\$85,000.00 - \$100,000.00		

Rising Material and Labor Prices: 2022 has seen a dramatic increase in construction materials, and labor rates have begun to follow suit. This trend is expected to continue based on local and global challenges. It is recommended any capital project that can be executed in the near term be started as soon as possible. Delays may lead to dramatically higher budget requirements in the future.

This information applies to all roof sections for this building.

Scope of Work: Replacement

1. Remove all roof components to roof deck;
2. Install new vapour barrier, cold applied with adhesive;
3. Install new polyisocyanurate insulation, set in hot asphalt;
4. Install new wood fiberboard, set in hot asphalt;
5. Install new SBS modified bitumen generic base sheet, set in hot asphalt;
6. Install new SBS modified bitumen cap sheet, set in hot asphalt;
7. Install new surfacing of gravel adhered in hot asphalt;
8. Install new drains, vents, and steel flashings.

Garland Canada Inc.

Roof Asset Management Program

R A M P.



City of
**Prince
Albert**

City of Prince Albert Library Roof Inspection

Prepared By
Brett Foote

Prepared For
Don Cheeseman

May 26, 2022

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Client: City of Prince Albert



City of Prince Albert

Client Data

Name	City of Prince Albert		
Address 1	1084 Central Avenue		
City	Prince Albert	Province	Saskatchewan
Postal	S6V 7P3	Country	Canada

Contact Info

Contact Person	Don Cheeseman	Title	Facilities Project Coordinator
Mobile Phone:	-	Office Phone:	(306) 953-4800
Email:	dcheeseman@citypa.com		



Facility Summary

Client: City of Prince Albert

Facility: Library



Facility Data

Address 1	125 12 St E, Prince Albert, SK S6V 1B7
City	Prince Albert
Province	Saskatchewan
Postal	S6V 1B7
Type of Facility	Municipal
Square Footage	14,200
Contact Person	Don Cheeseman

Asset Information

Name	Date Installed	Square Footage	Roof Access
Entire Roof	-	14,200	Attached Ladder



since 1895

ROOF MEASUREMENT REPORT

125 12 St E, Prince Albert, SK S6V1B7

Report Contents



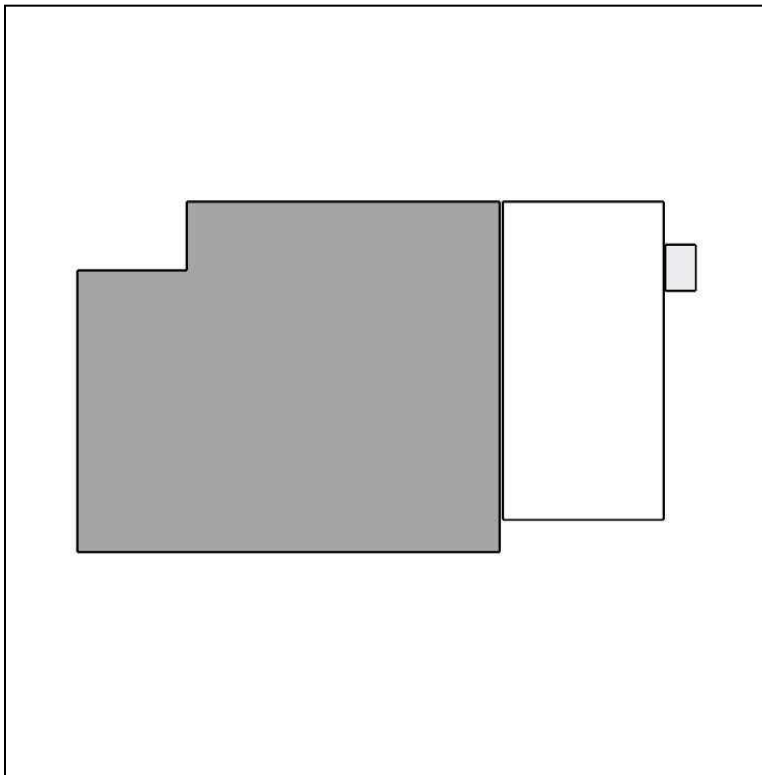
- Images1
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- Area Diagram6
- Penetrations Diagram7
- Notes Diagram8
- Property Info.....9
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Report Details

Date:	05/26/2022
Report:	46278617

Roof Details

Total Area:	19,013 sq ft
Total Roof Facets:	3
Predominant Pitch:	0/12
Number of Stories:	<=1
Total Ridges/Hips:	0 ft
Total Valleys:	0 ft
Total Rakes:	20 ft
Total Eaves:	15 ft
Total Penetrations:	45
Total Penetrations Perimeter:	374 ft
Total Penetrations Area:	462 sq ft



In this 3D model, facets appear as semi-transparent to reveal overhangs.

Contact Us

Contact: Brett Foote
 Company: Garland Company Inc.
 Address: 3800 East 91St
 Cleveland OH 44105
 Phone: 306-914-3514

Measurements provided by www.eagleview.com

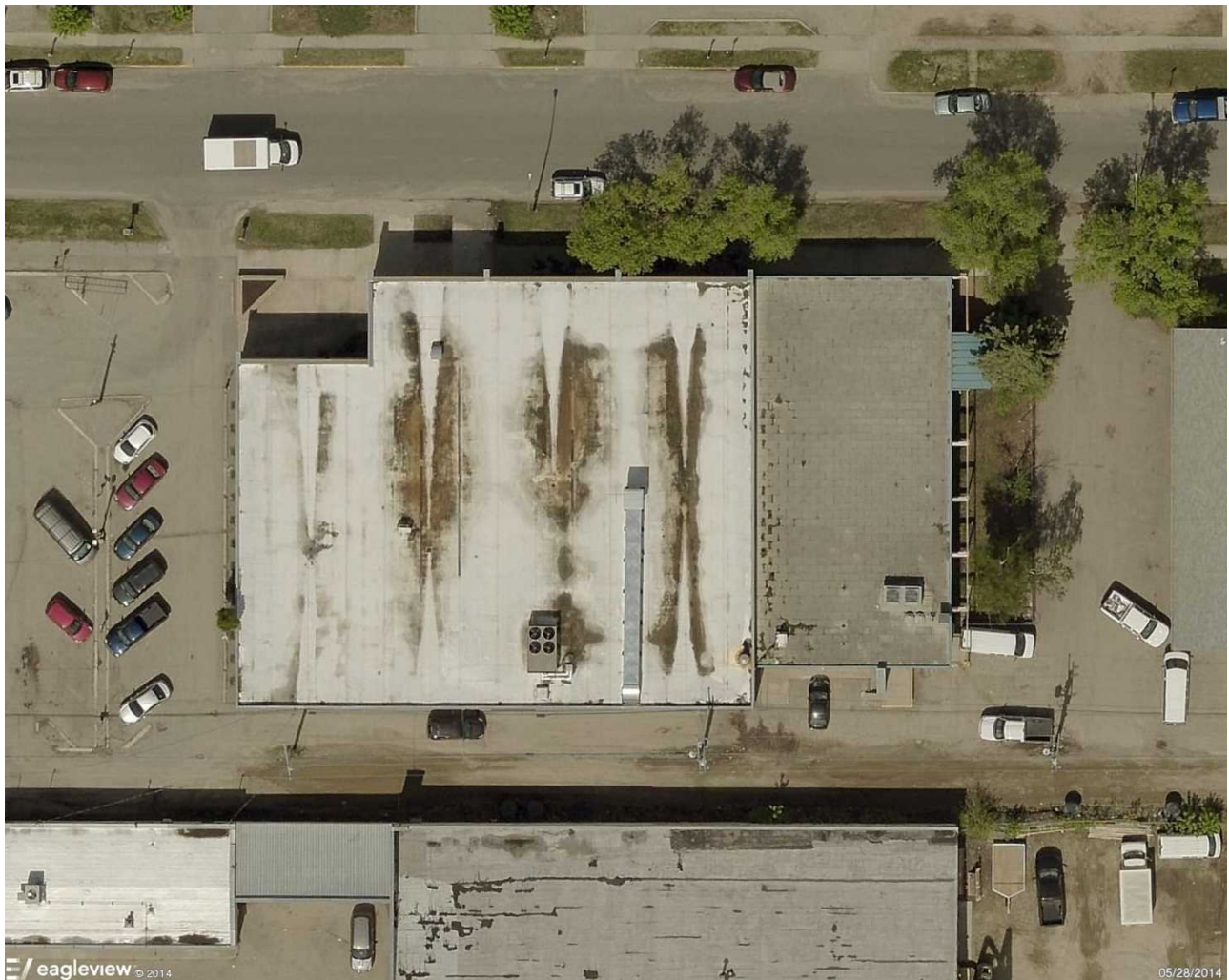


Certified Accurate

www.eagleview.com/Guarantee.aspx

REPORT IMAGES

The following aerial images show different angles of this structure for your reference.

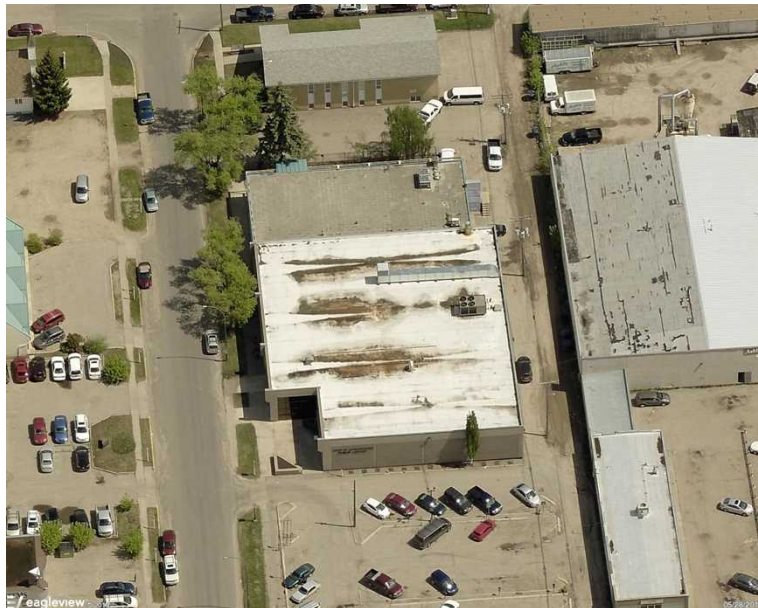


Top View

REPORT IMAGES

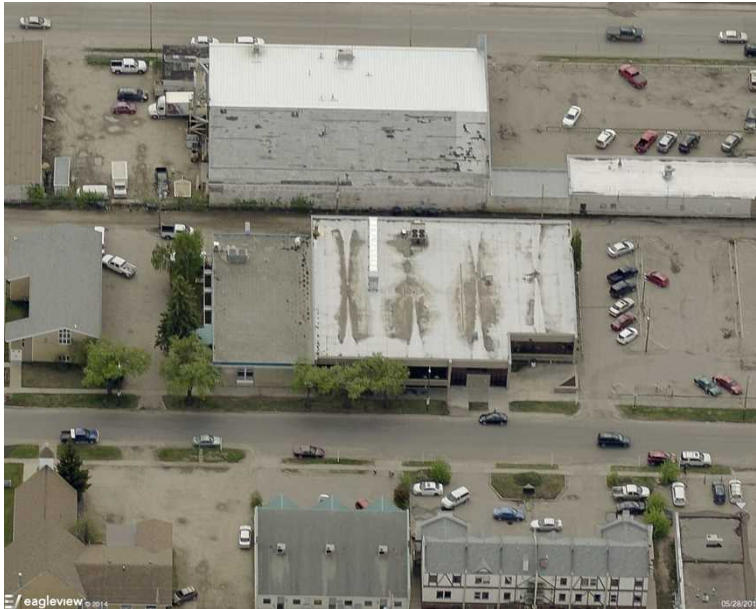


North View



East View

REPORT IMAGES



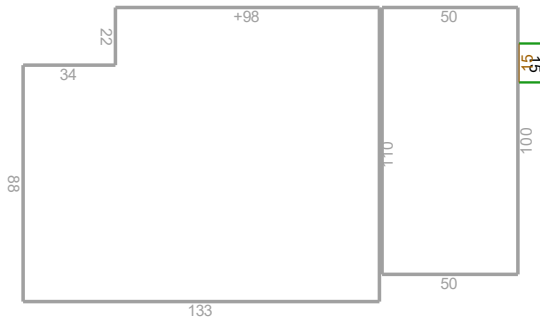
South View



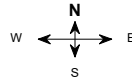
West View

LENGTH DIAGRAM

Total Line Lengths: **Ridges = 0 ft** **Valleys = 0 ft** **Flashing = 15 ft** **Eaves = 15 ft**
 Hips = 0 ft **Rakes = 20 ft** **Step flashing = 0 ft** **Parapets = 787 ft**



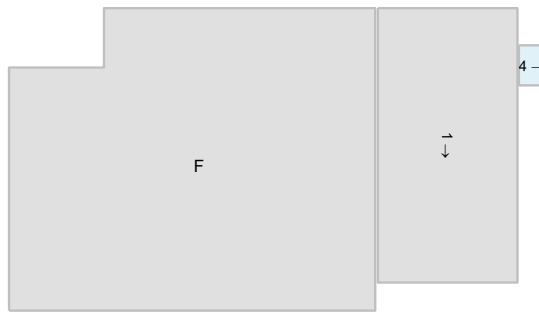
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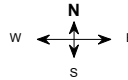
Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

PITCH DIAGRAM

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 0/12.



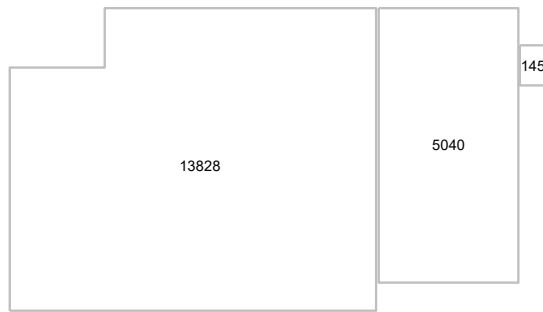
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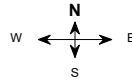
Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).

AREA DIAGRAM

Total Area = 19,013 sq ft, with 3 facets.



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Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).

PENETRATIONS

Penetrations Notes Diagram

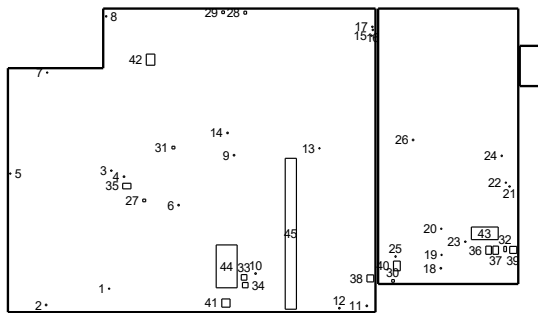
Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations: 45

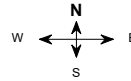
Total Penetrations Perimeter = 374 ft

Total Penetrations Area: 462 sq ft

Total Roof Area Less Penetrations = 18,551 sq ft



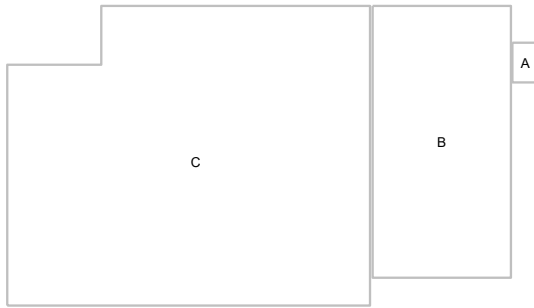
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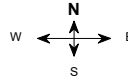
Note: Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

NOTES DIAGRAM

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



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Property Info



Property Location

Longitude = -105.7501981

Latitude = 53.2018859

Online map of property:

http://maps.google.com/maps?f=g&source=s_q&hl=en&geocode=&q=125+12+St+E,Prince+Albert,SK,S6V1B7

Property Info

Year Built:

Effective Year Built: *

*



Notes

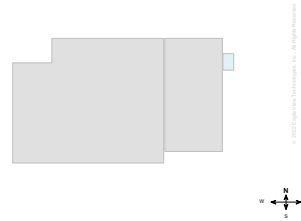
This was ordered as a commercial property. There were no changes to the structure in the past four years.

REPORT SUMMARY

Below is a measurement summary using the values presented in this report.

Lengths, Areas and Pitches

Ridge	0 ft (0 Ridges)
Hips.....	0 ft (0 Hips)
Valleys	0 ft (0 Valleys)
Rakes*	20 ft (2 Rakes)
Eaves/Starter**	15 ft (1 Eaves)
Drip Edge (Eaves + Rakes).....	35 ft (3 Lengths)
Parapet Walls.....	787 ft (10 Lengths)
Flashing	15 ft (1 Lengths)
Step Flashing	0 ft (0 Lengths)
Total Area	19,013 sq ft
Total Penetrations Area.....	462 sq ft
Total Roof Area Less Penetrations	18,551 sq ft
Total Penetrations Perimeter.....	374 ft
Predominant Pitch.....	0/12



Total Roof Facets = 3

*Rakes are defined as roof edges that are sloped (not level).
 ** Eaves are defined as roof edges that are not sloped and level.

Areas per Pitch

Roof Pitches	0/12	1/12	4/12
Area (sq ft)	13827.9	5039.6	145.2
% of Squares	72.7%	26.5%	0.8%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

Waste Calculation Table

Waste %	0%	10%	12%	15%	17%	20%	22%
Area (sq ft)	19,013	20914.3	21294.6	21865.0	22245.2	22815.6	23195.9
Squares	190.1	209.1	212.9	218.6	222.5	228.2	232.0

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

Parapet Calculation Table

Wall Height (ft)	1	2	3	4	5	6	7
Vertical Wall Area (sq ft)	787	1574	2361	3148	3935	4722	5509

This table provides common parapet wall heights to aid you in calculating the total vertical area of these walls. Note that these values assume a 90 degree angle at the base of the wall. Allow for extra materials to cover cant strips and tapered edges.



ROOF MEASUREMENT REPORT

Penetration Table	1-26	27-31	32	33-34	35-37	38-39	40	41	42	43
Area (sq ft)	0.3	1	2	4	6	6.3	8.8	9	12	43.6
Perimeter (ft)	2	4	6	8	10	10	12	12	14	28.4
	44	45								
Area (sq ft)	116.7	218.5								
Perimeter (ft)	46.2	117.2								

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.



Photo Report

Client: City of Prince Albert

Facility: Library

Roof Section: Entire Roof

Report Date: 05/25/2022

Title: Initial Inspection



Photo 1

Library Roof - TPO

Overall Condition: Poor



Photo 2

Previously reinforced seams, approximately 10 years old.



Photo 3

Previously reinforced seams, approximately 10 years old.



Photo 4

Fastener Back-Out: This condition can occur on mechanically fastened roof systems depending upon the location of the fastener. Typically this condition is found where the system configuration has the fastener immediately below the surface membrane. In these conditions thermal bridging and condensation from the thermal bridge creates a situation whereby the fastener begins to back out. Additionally, wind loads, incorrect fastener type for the substrate and dimensional instability of the insulation also contributes to this condition. In some cases, what appears to be fastener back out is actually insulation dimension loss typically due to the use of low density insulation and/or moisture contamination. Roof traffic can also create conditions that appear to be fastener back out as well. With fastener back out comes the high probability of the fastener puncturing the waterproofing surface membrane and eventually causing a leak. Proper design reduces or eliminates fasteners having direct contact with the surface membrane.

Photo 5

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system. These pools begin to form due to the following: 1) roof drains are blocked or clogged with debris, 2) the insulation package has lost dimensional stability and has reduced in thickness, 3) poor slope to drain design via overbuilt crickets or tapered insulation system, 4) roof drains are



built along side building support columns which maintain a consistent height under load while the balance of the roof system is applied over a live deck which tends to move and deflect under normal seasonal load. In all cases, roof depressions that collect and hold water will tend to grow in size as the added weight of the ponding water will continue to deflect the roof deck even further.

This condition can damage the roof in a number of ways. Additional structural loads create more movement of the roof assembly creating more tear stress and of course a potential for structural failure. UV intensity also increases under ponding conditions as the sun's rays are increased to the point where it accelerates deterioration in most all roof systems. In asphalt based assemblies the natural waterproofing oils in the asphalt will separate from the membrane if the system remains submerged under water for sustained periods. Single ply roof system rot and burn out when the ponding area is exposed to sunlight. The added weight can crush insulation increasing the ponding condition and creating a condition where the insulation becomes a useless thermal barrier. This condition then affects the mechanical system and the cost of heating and cooling the building. In the winter ponding water will expand as it freezes. This expansion will weaken small imperfections in the roof system. Small cracks and tears will widen until they rupture to allow

water into the building. And finally, a negatively deflected deck becomes a structural concern.



Photo 6

Previously reinforced seams, approximately 10 years old.

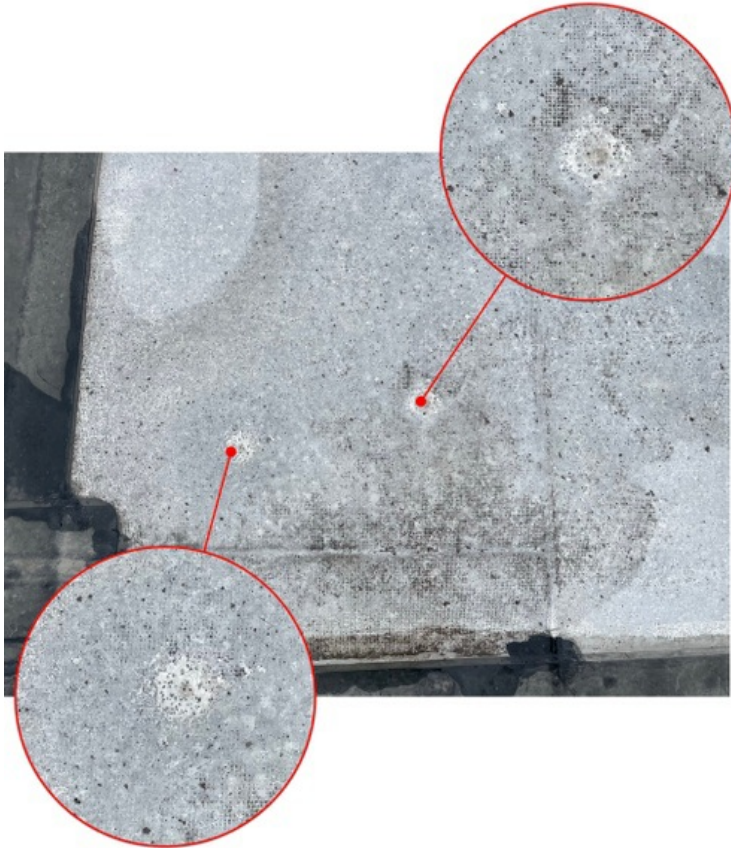


Photo 7

Fastener Back-Out: This condition can occur on mechanically fastened roof systems depending upon the location of the fastener.



Photo 8

Previously reinforced seams, approximately 10 years old.

Photo 9

Fastener Back-Out: This condition can occur on mechanically fastened roof systems depending upon the location of the fastener.



Photo 10

Previously reinforced seams, approximately 10 years old.

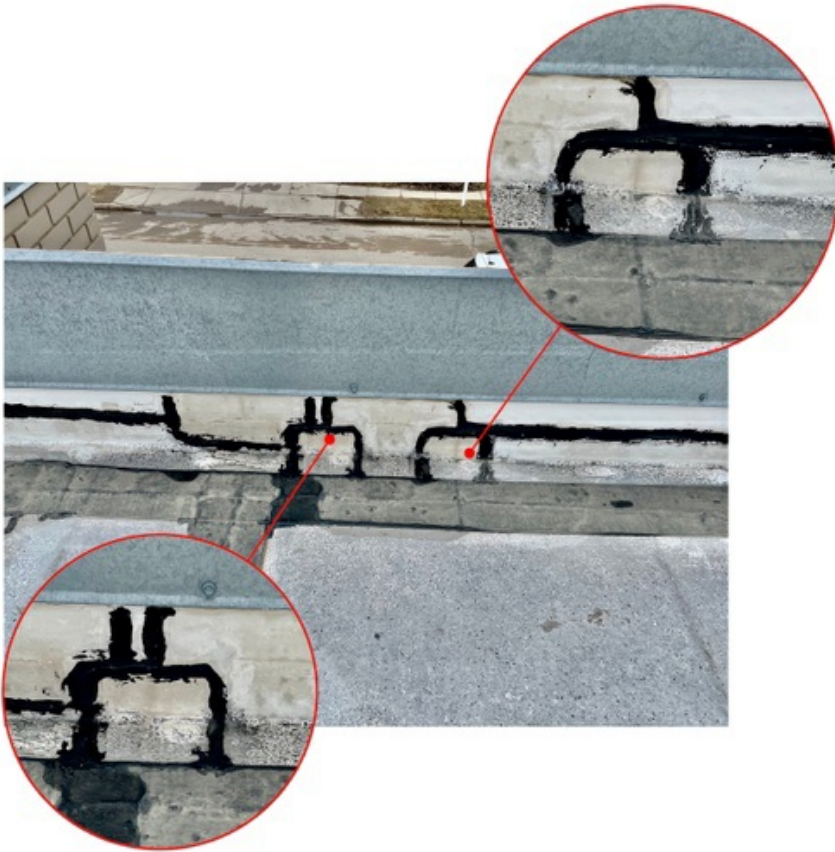




Photo 11

Previously reinforced seams, beginning to fail in spots.



Photo 12

Drain Screen: Missing



Photo 13

Pitch Pocket Deterioration:

Metal protrusions that penetrate the roof system to allow conduits to run from the rooftop into the building. Movement from the protrusion can break the waterproofing compound, creating cracks. Over time, the release of solvents from the compound can cause the material to shrink, leaving gaps along the edges of the pan and around structural support. Water can enter through a defective pitch pan and find its way into the interior of the building. Moisture can also penetrate into the roof system leading to premature failure.



Photo 14

Penetrations:

Waterproofing around some penetrations beginning to deteriorate.



Photo 15

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system



Photo 16

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system



Photo 17

Previously reinforced seams, approximately 10 years old.

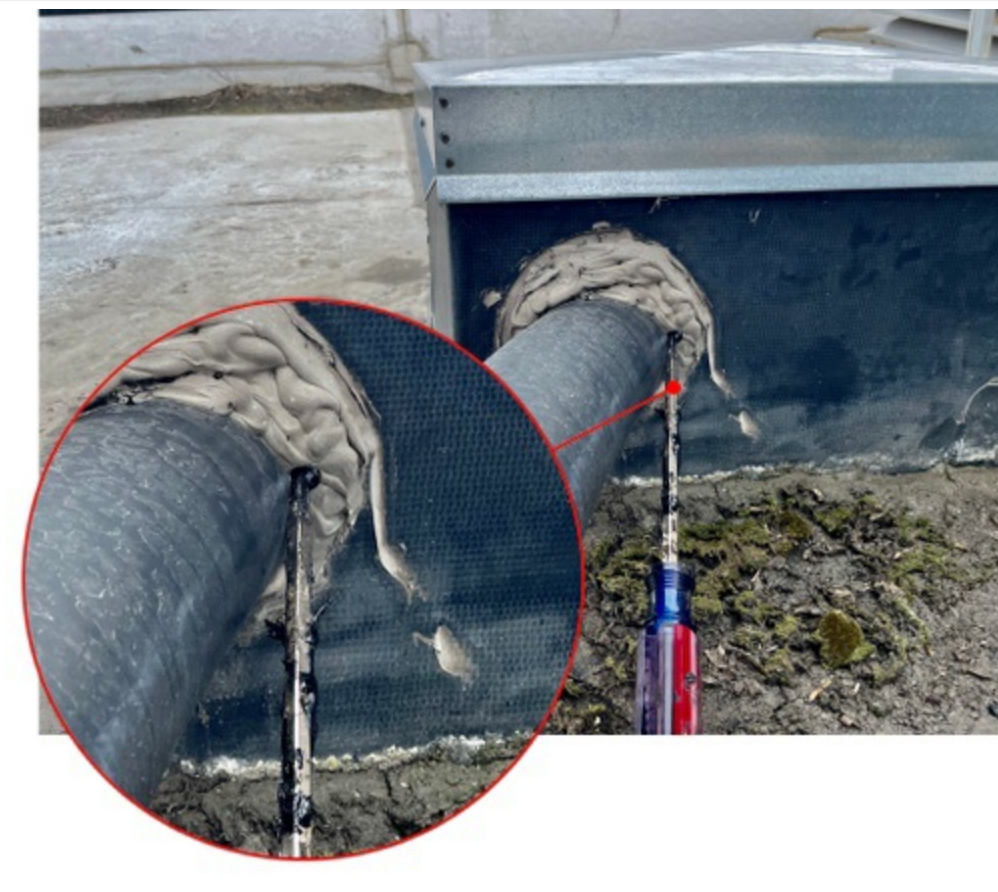


Photo 18

Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.



Photo 19

Previously reinforced seams, approximately 10 years old.



Photo 20

Previous patches.



Photo 21

Fastener Back-Out: This is a common condition with through fastened metal roof systems. Metal expands and contracts at a higher rate than other building components. Seasonal expansion on a one foot section of metal typically exceeds 1,000 lb per foot. As most of the fasteners used with this system have about 300 lbs per foot shear resistance you would need more than three of these fasteners per foot to control the movement. Spacing typically is 8" – 12" on center in this application. This extra stress leads to two conditions 1) fastener back-out and 2) fastener shear or panel damage. The fasteners used are called cap screws and feature a neoprene grommet as the primary seal at the fastener penetration through the panel. Unfortunately these grommets typically dry out after 5-7 years creating a leak source at the fastener. Additionally there is an element of thermal bridging with the fastener that helps to exacerbate the condition. In this case water can then enter the building and walls leading to structural element damage.




Solution Options

Client: City of Prince Albert

Facility: Library

Roof Section: Entire Roof

Maintenance Options

Solution Option:	Maintenance 	Action Year:	2022
Square Footage:	14,200	Expected Life (Years):	3
Budget Range:	\$12,500.00 - \$25,000.00		

Scope of Work: Roof Maintenance - Deteriorated Seams, stacks and pitch pockets

- Powerwash/clean most deteriorated seams
- Apply Base Coat over identified seams at 32 wet mils
- Allow to dry for 24-48 hours
- Apply Top Coat over most deteriorated seams at 32 wet mils
- Reinforce around most effected plumbing stacks using same process
- Reinforce around any deteriorated previous repairs using same process
- Fill deteriorated pitch pockets using Garla-Flex mastic
- Ensure all drains are free of debris and allowed to drain properly

Maintenance Options

Solution Option:	Maintenance	Action Year:	2022
Square Footage:	14,200	Expected Life (Years):	3
Budget Range:	\$90,000.00 - \$100,000.00		

Scope of Work: Full Scale Maintenance Scope

- Powerwash/clean all applicable areas
- Apply White Stallion Base Coat over all previously reinforced seams at 32 wet mils
- Allow to dry for 24-48 hours
- Apply White Stallion Top Coat over seams at 32 wet mils
- Reinforce around plumbing stacks using same process
- Reinforce all previous patch repairs using same process
- Fill all pitch pockets using Garla-Flex mastic
- Remove all backed out fasteners from top of coping cap, fill holes with Tuff-Stuff caulking
- Re-fasten coping cap from side, rather than top
- Coat any fasteners starting to back out through the TPO using the same White Stallion Process.
- Ensure all drains are free of debris and allowed to drain properly




Solution Options

Client: City of Prince Albert

Facility: Library

Roof Section: Entire Roof

Replace Options

Solution Option:	Replace 	Action Year:	2025
Square Footage:	14,200	Expected Life (Years):	30
Budget Range:	\$525,000.00 - \$660,000.00		

Scope of Work: Roof Replacement

1. Remove all roof components to roof deck;
2. Install new vapour barrier, cold applied with adhesive;
3. Install new polyisocyanurate insulation, set in hot asphalt;
4. Install new wood fiberboard, set in hot asphalt;
5. Install new SBS modified bitumen generic base sheet, set in hot asphalt;
6. Install new SBS modified bitumen cap sheet, set in hot asphalt;
7. Install new surfacing of gravel adhered in hot asphalt;
8. Install new drains, vents, and steel flashings.

Garland Canada Inc.

Roof Asset Management Program

R A M P.



City of
**Prince
Albert**

City of Prince Albert - Police Station Roof Inspection

Prepared For
Don Cheeseman

June 09, 2022

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Client: City of Prince Albert



City of Prince Albert

Client Data

Name	City of Prince Albert		
Address 1	1084 Central Avenue		
City	Prince Albert	Province	Saskatchewan
Postal	S6V 7P3	Country	Canada

Contact Info

Contact Person	Don Cheeseman	Title	Facilities Project Coordinator
Mobile Phone:	-	Office Phone:	(306) 953-4800
Email:	dcheeseman@citypa.com		



Facility Summary

Client: City of Prince Albert

Facility: Police Station



Facility Data

Address 1	45 15 St W
City	Prince Albert
Province	Saskatchewan
Postal	S6V 3P4
Type of Facility	Municipal
Square Footage	13,496
Contact Person	Don Cheeseman

Asset Information

Name	Date Installed	Square Footage	Roof Access
Entire Roof	~1985	13,496	Attached Ladder



since 1895

ROOF MEASUREMENT REPORT

45 15 St W, Prince Albert, SK S6V3P4

Report Contents



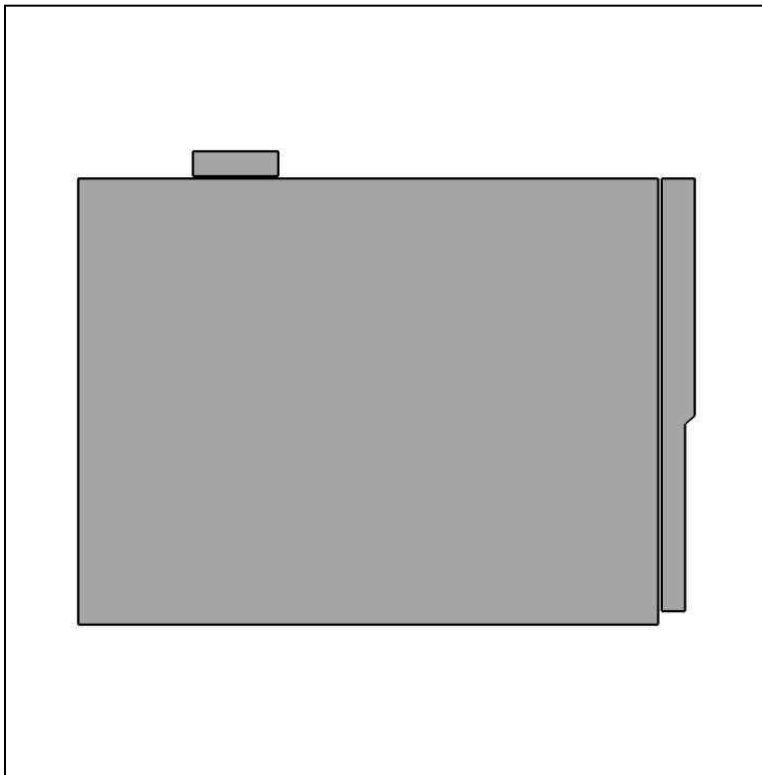
- Images1
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- Pitch Diagram.....5
- Area Diagram6
- Penetrations Diagram7
- Notes Diagram8
- Property Info.....9
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Report Details

Date:	05/26/2022
Report:	46280535

Roof Details

Total Area:	13,496 sq ft
Total Roof Facets:	3
Predominant Pitch:	0/12
Number of Stories:	>1
Total Ridges/Hips:	0 ft
Total Valleys:	0 ft
Total Rakes:	0 ft
Total Eaves:	0 ft
Total Penetrations:	41
Total Penetrations Perimeter:	281 ft
Total Penetrations Area:	316 sq ft



In this 3D model, facets appear as semi-transparent to reveal overhangs.

Contact Us

Contact: Brett Foote
 Company: Garland Company Inc.
 Address: 3800 East 91St
 Cleveland OH 44105
 Phone: 306-914-3514

Measurements provided by www.eagleview.com

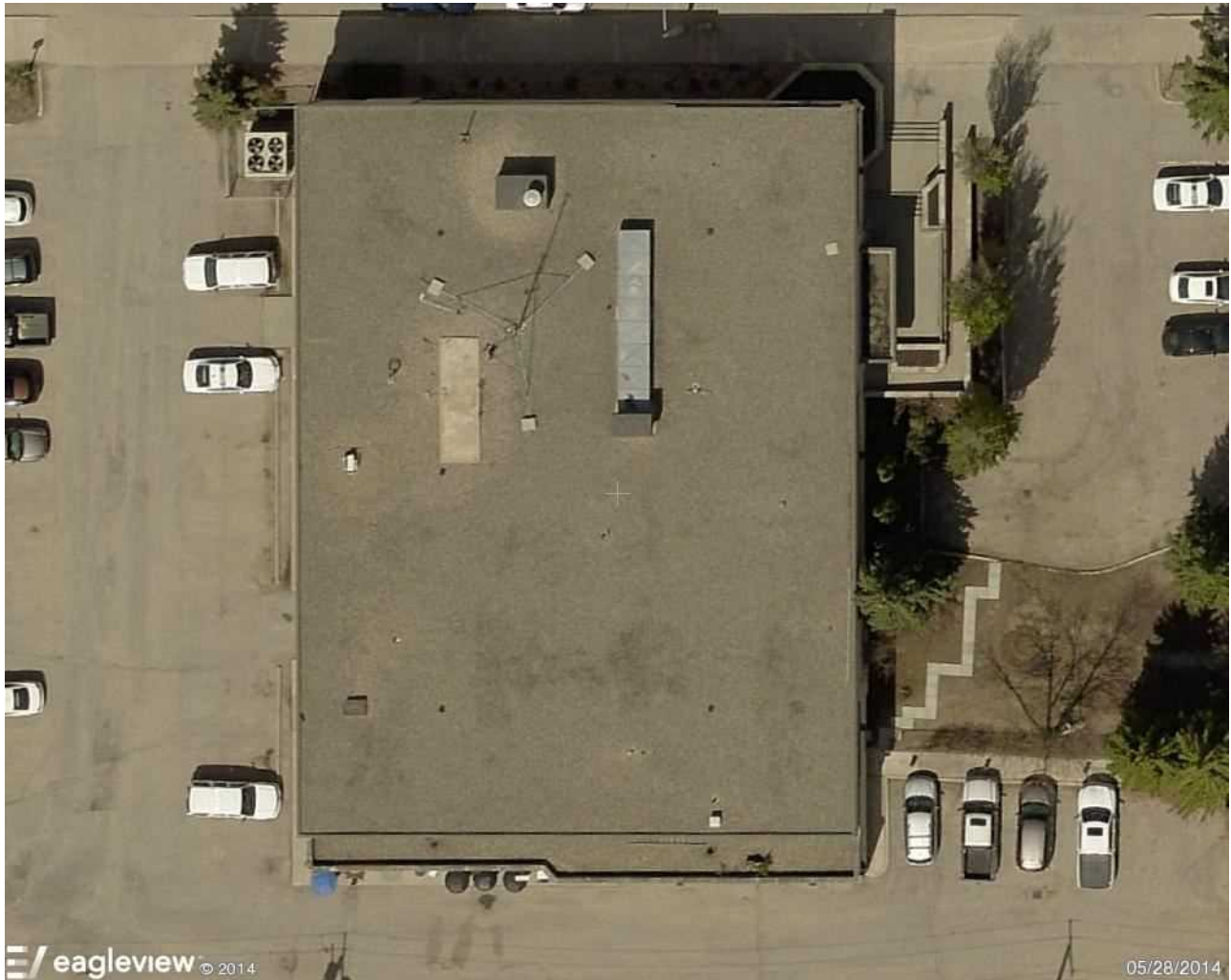


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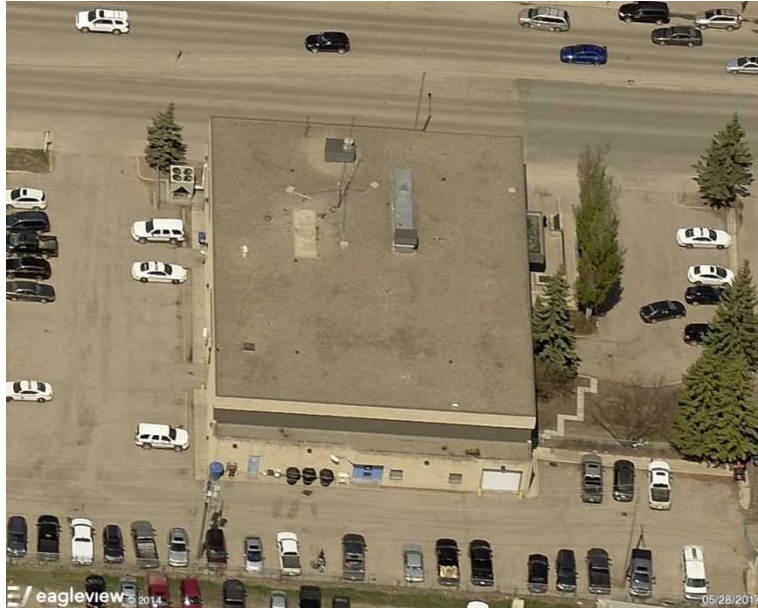
REPORT IMAGES

The following aerial images show different angles of this structure for your reference.

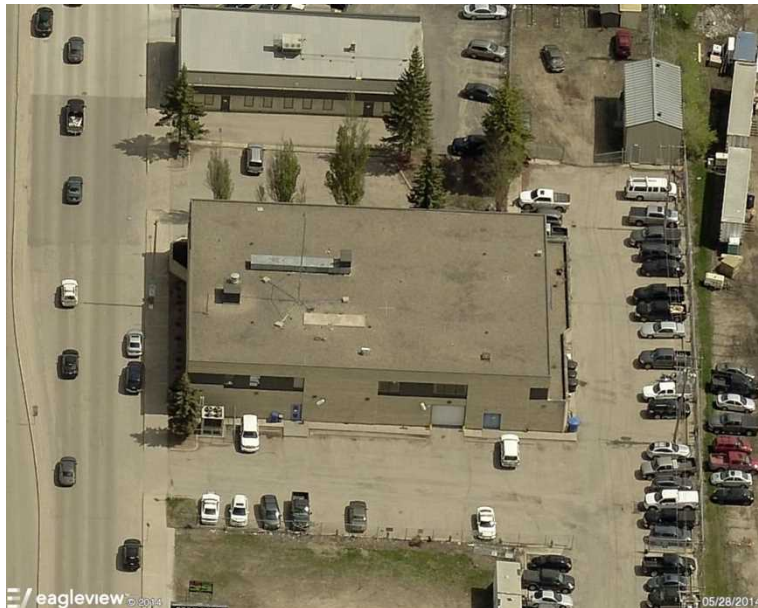


Top View

REPORT IMAGES

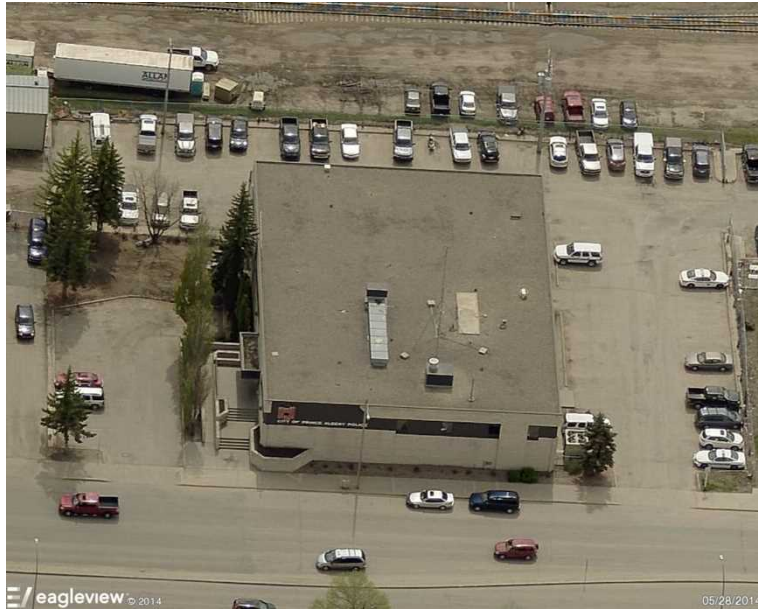


North View

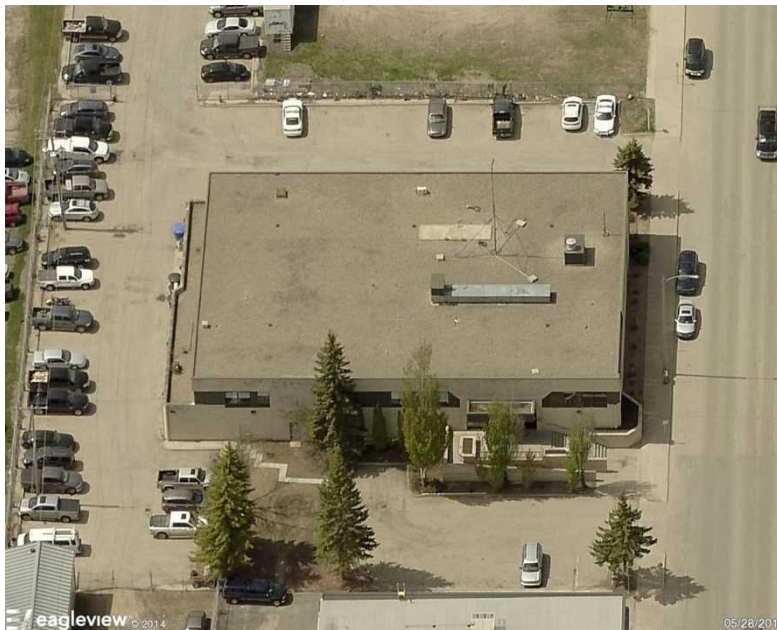


East View

REPORT IMAGES



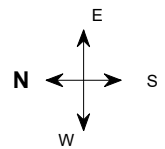
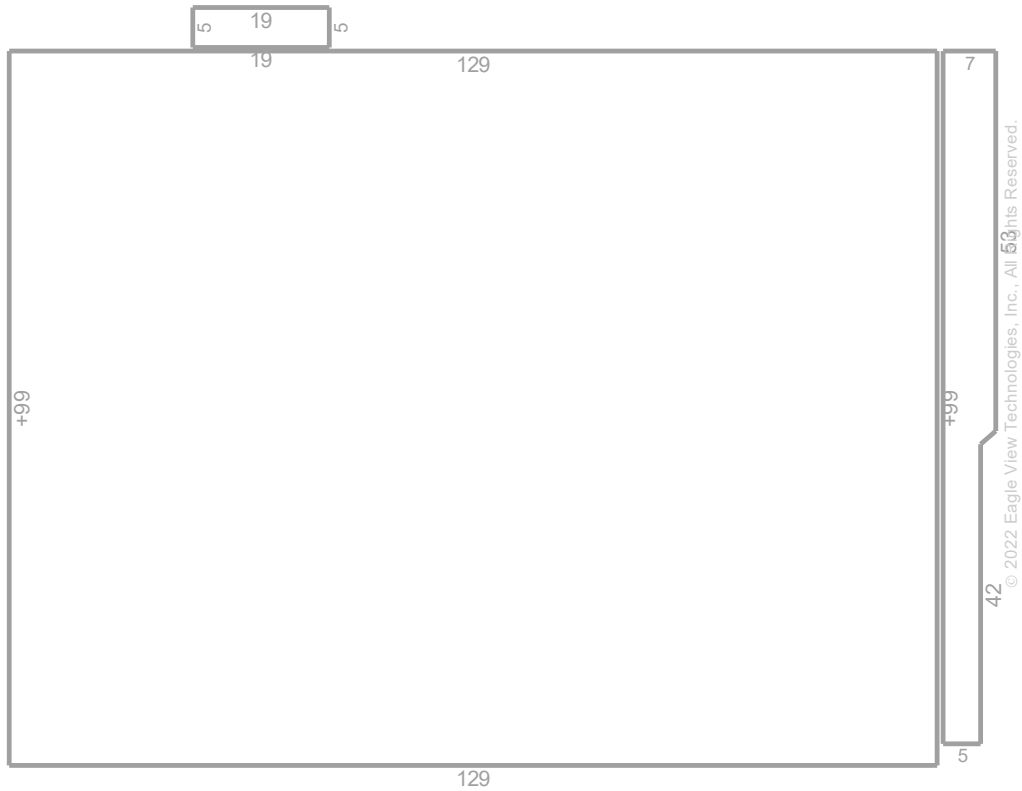
South View



West View

LENGTH DIAGRAM

Total Line Lengths: **Ridges = 0 ft** **Valleys = 0 ft** **Flashing = 0 ft** **Eaves = 0 ft**
 Hips = 0 ft **Rakes = 0 ft** **Step flashing = 0 ft** **Parapets = 711 ft**



Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

PITCH DIAGRAM

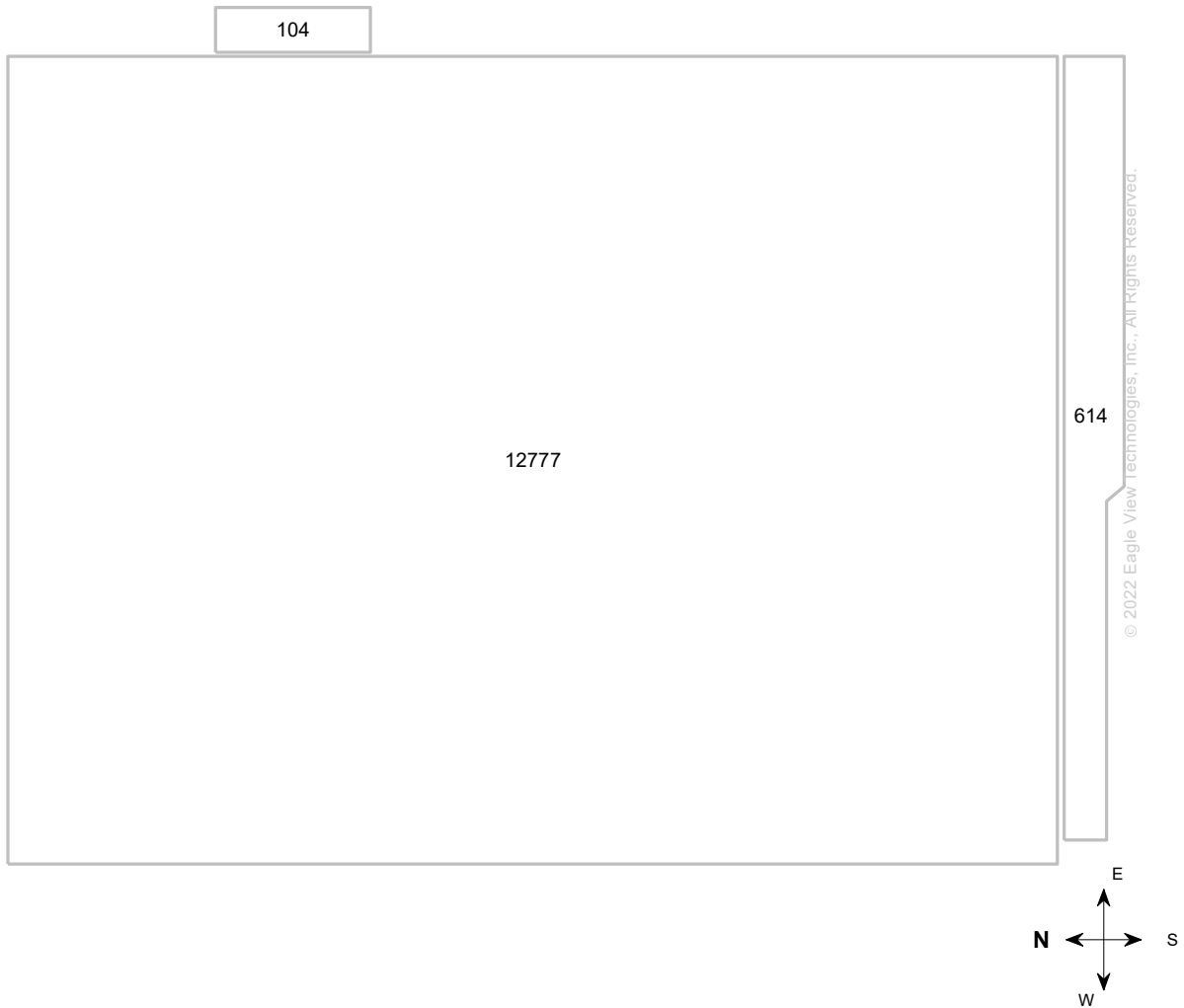
Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 0/12.



Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).

AREA DIAGRAM

Total Area = 13,496 sq ft, with 3 facets.



Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).

PENETRATIONS

Penetrations Notes Diagram

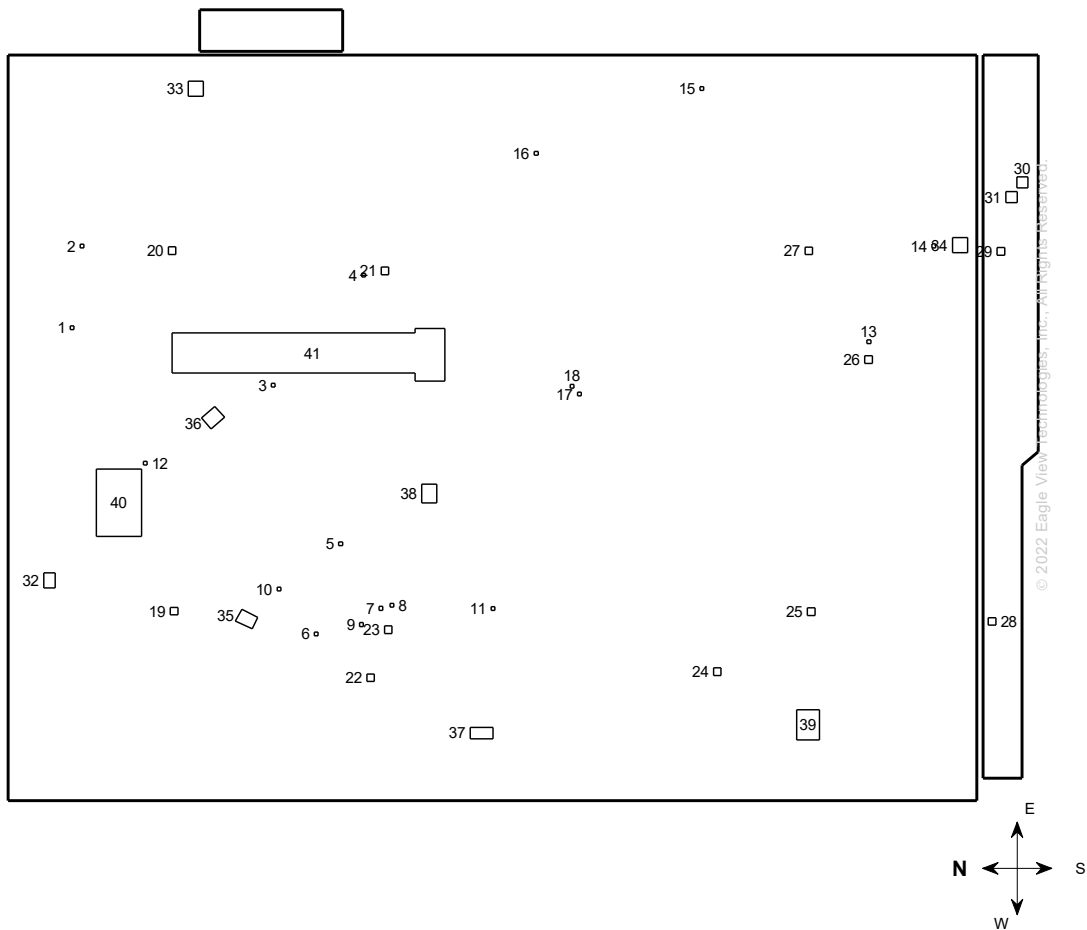
Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations: 41

Total Penetrations Perimeter = 281 ft

Total Penetrations Area: 316 sq ft

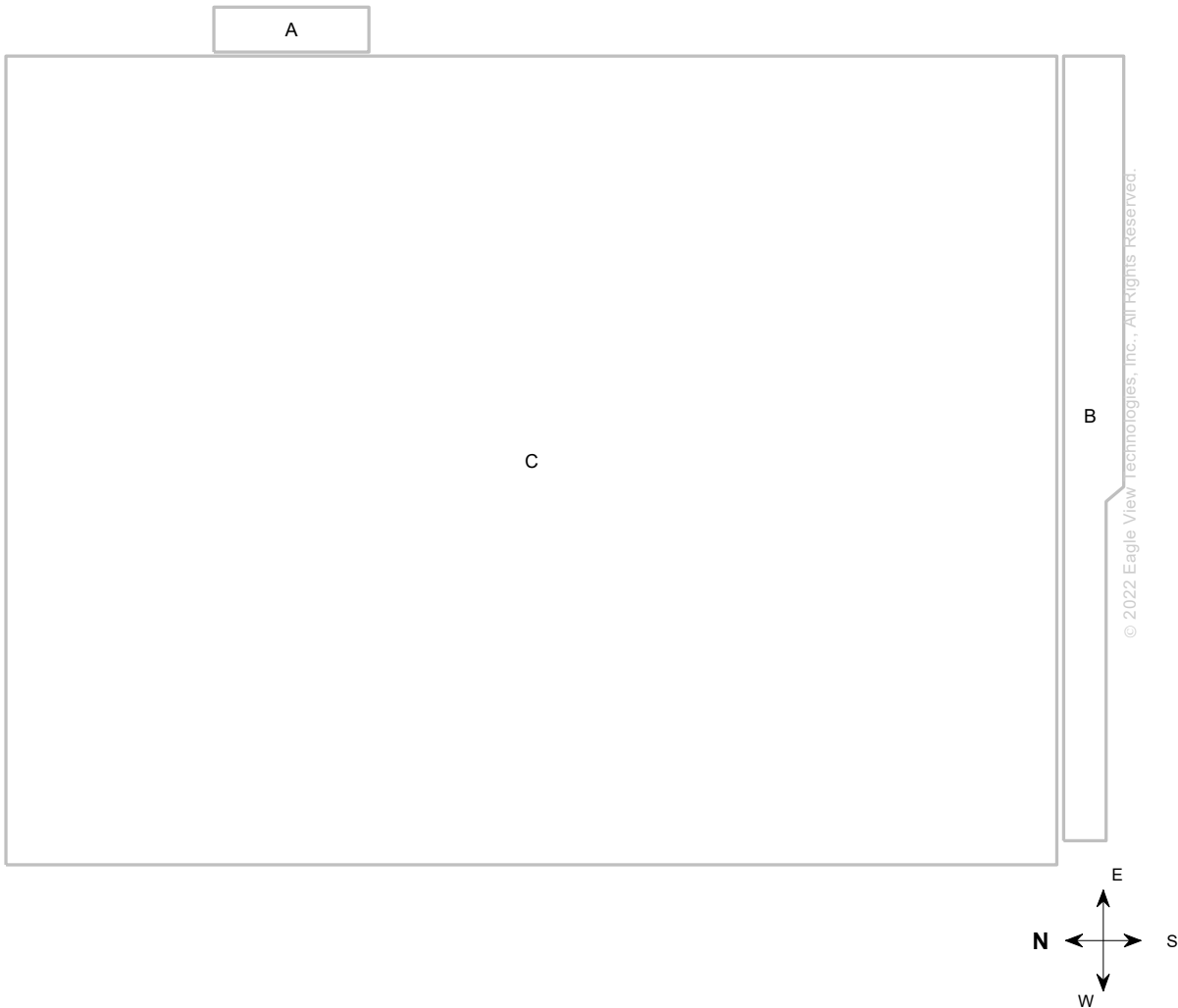
Total Roof Area Less Penetrations = 13,180 sq ft



Note: Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

NOTES DIAGRAM

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



Property Info



Property Location

Longitude = -105.7554977

Latitude = 53.1991115

Online map of property:

http://maps.google.com/maps?f=g&source=s_q&hl=en&geocode=&q=45+15+St+W,Prince+Albert,SK,S6V3P4

Property Info

Year Built:

Effective Year Built: *

*



Notes

This was ordered as a commercial property. There were no changes to the structure in the past four years.

REPORT SUMMARY

Below is a measurement summary using the values presented in this report.

Lengths, Areas and Pitches

Ridge	0 ft (0 Ridges)
Hips.....	0 ft (0 Hips)
Valleys	0 ft (0 Valleys)
Rakes*	0 ft (0 Rakes)
Eaves/Starter**	0 ft (0 Eaves)
Drip Edge (Eaves + Rakes)	0 ft (0 Lengths)
Parapet Walls.....	711 ft (14 Lengths)
Flashing	0 ft (0 Lengths)
Step Flashing	0 ft (0 Lengths)
Total Area	13,496 sq ft
Total Penetrations Area.....	316 sq ft
Total Roof Area Less Penetrations	13,180 sq ft
Total Penetrations Perimeter.....	281 ft
Predominant Pitch.....	0/12



Total Roof Facets = 3

*Rakes are defined as roof edges that are sloped (not level).
 ** Eaves are defined as roof edges that are not sloped and level.

Areas per Pitch

Roof Pitches	0/12
Area (sq ft)	13495.8
% of Squares	100%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

Waste Calculation Table

Waste %	0%	10%	12%	15%	17%	20%	22%
Area (sq ft)	13,496	14845.6	15115.5	15520.4	15790.3	16195.2	16465.1
Squares	135.0	148.5	151.2	155.2	157.9	162.0	164.7

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

Parapet Calculation Table

Wall Height (ft)	1	2	3	4	5	6	7
Vertical Wall Area (sq ft)	711	1422	2133	2844	3555	4266	4977

This table provides common parapet wall heights to aid you in calculating the total vertical area of these walls. Note that these values assume a 90 degree angle at the base of the wall. Allow for extra materials to cover cant strips and tapered edges.



ROOF MEASUREMENT REPORT

Penetration Table	1-18	19-29	30-31	32	33-34	35	36	37	38	39
Area (sq ft)	0.2	1	2.2	3	4	4.2	4.5	4.5	5	12
Perimeter (ft)	2	4	6	7	8	8.4	8.6	9	9	14
	40	41								
Area (sq ft)	54	201.2								
Perimeter (ft)	30	86.6								

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.



5/27/2022

Re: CLEAR Program Test Results
Project: RD-414-417

Dear Brett,

Thank you for sending your roof core samples for testing through the CLEAR program. We have completed comprehensive testing of your sample and the results are included with this package. Your test results may include the analysis of the items requested, such as:

- Tensile Strength
- Inter-ply/Surface Bitumen Softening Point/Penetration
- Ply/Bitumen and Scrim Type
- Number of Plies
- Bitumen Weight/Application Rate
- Flexural Strength

Now that you have the results, as a reminder, some objectives of this program are to help you to answer questions like:

- Is the roof failing? Why?
- Expected remaining useful life, approximately?
- Does this sample indicate that this roof needs replaced? Or is this a possible restoration candidate?
- Were there application errors during installation?

If you are looking to restore the roof and these results show this to be a potential candidate, but you need to truly determine if this is a good option for the client, the next steps are:

- Reference the Restoration warranty System Overview document on the Garland HQ.
- Full visual inspection of the rest of the roof and if conditions are suitable
- A quality moisture survey (Infrared or Nuclear) to determine whether the roof is dry enough and what areas of the roof need to be replaced
 - Less than 30% moisture contained within the system is a good benchmark for a cost-effective option versus a replacement
 - A stamped engineering report is best, if possible
- Determine whether the flashings and penetration points need to be replaced, rather than only coated to make the desired restoration warranty period
- Consider which Garland restoration systems make sense. If you are unsure, reach out to the Product Management Team for assistance.

If you have questions about these test results, feel free to call Derek Scavuzzo at 216-430-3520.

Sincerely,
The Garland Laboratory Team



The Garland Company, Inc.
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Police Station

<i>Property</i>	<i>Core Sample</i>	<i>Test Method</i>	<i>Notes</i>
Core Size	13" x 11.5"	ASTM D2829	N/A
Core Weight	2.51 lbs	ASTM D2829	N/A
Surfacing Type	IRMA	Visual	N/A
Ply Type	Felt Paper Felt Paper Felt Paper Felt Paper	ASTM D2829	N/A
Number of Plies	4	ASTM D2829	N/A
Bitumen Type	Asphalt	Solvent Test	N/A
Interply Softening Point	206.2 °F	ASTM D3461	Out of range per type III asphalt
Flood Coat Softening Point	225.2 °F	ASTM D3461	Out of range per type IV asphalt
Pen	20 dmm/ 5 sec	ASTM D5	Within range per type III asphalt
Flexural Strength	N/A	NBS	N/A
Puncture	102.8 lbf	NBS	Exceeded recommended 5 lb minimum
Tensile Strength	N/A	ASTM D2523	N/A
Elongation	N/A	ASTM D2523	N/A



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Police Station Conclusion

The 30 year old core sample is from a 4 ply inverted roofing membrane assembly (IRMA) with felt paper interplies in an asphalt adhesive. The interplies were very easily delaminated by hand as shown in Figure 9. The interplies and overall thickness of the core imply that the system was installed at a lower than specified temperature resulting in thick, viscous layers. The thickest point of adhesive was measured at 125 mils. A typical interply thickness when installed correctly is between 32-40 mils. Due to the overall thickness of the core, specimens could not be cut for tensile, elongation, and flexural strength. A surface coating was used on the membrane, which is unusual for an IRMA system. Instead, a final layer such as paving stones typically protect the membrane from the elements. The softening point and pen tests show that the asphalt adhesive and flood coat responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena.



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Figure 7: Police Station top view.



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Figure 8: Police Station bottom view.

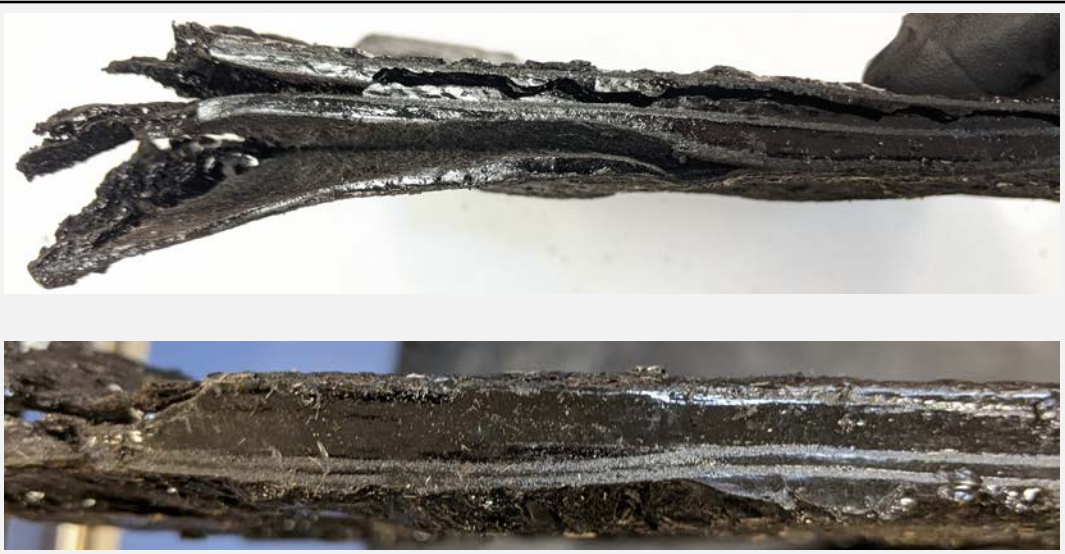


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Figure 9: Police Station side profile.



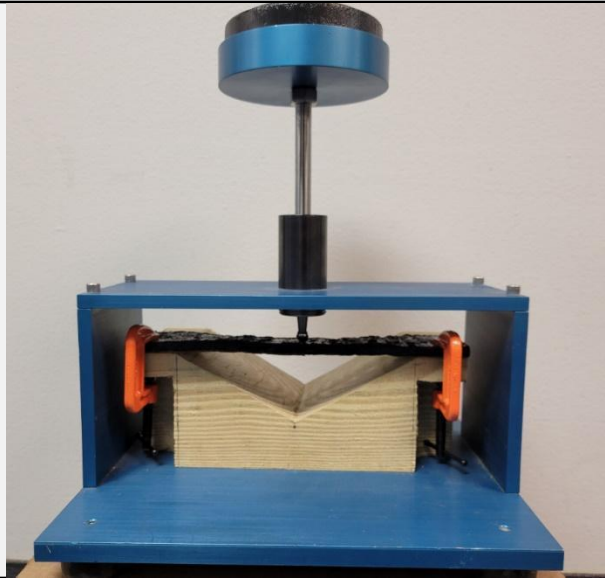
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Figure 17: Sample image of the flexural strength testing apparatus.



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Toll Free: 0800 328 5560



Photo Report

Client: City of Prince Albert

Facility: Police Station

Roof Section: Entire Roof

Report Date: 05/26/2022

Title: Police Station Initial Inspection



Photo 1

Roof Section - I.R.M.A.

In a protected membrane roof, also known as an **inverted roof membrane assembly (IRMA)**, the insulation is installed on top of the membrane.

CLEAR Analysis: The 30 year old core sample is from a 4 ply inverted roofing membrane assembly (IRMA) with felt paper interplies in an asphalt adhesive. The interplies were very easily delaminated by hand as shown in Figure 9. The interplies and overall thickness of the core imply that the system was installed at a lower than specified temperature resulting in thick, viscous layers. The thickest point of adhesive was measured at 125 mils. A typical interply thickness when installed correctly is between 32-40 mils. Due to the overall thickness of the core, specimens could not be cut for tensile, elongation, and flexural strength. A surface coating was used on the membrane, which is unusual for an IRMA system. Instead, a final layer such as paving stones typically protect the membrane from

the elements. The softening point and pen tests show that the asphalt adhesive and flood coat responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena.



Photo 2

Insulation: Extruded polystyrene insulation beginning to shrink from exposure to UV and other elements. EPS also experiences post-molding shrinkage; it shrinks dimensionally from its molded size after processing.

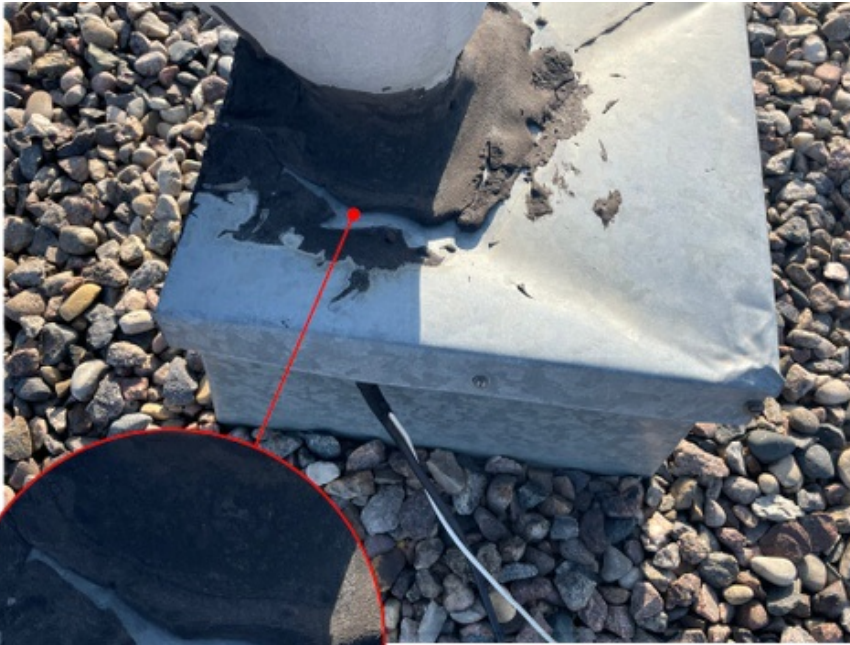


Photo 3

Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.



Photo 4

Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.



Photo 5

Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.



Photo 6

Drain Screen: Cracked



Photo 7

Insulation: Extruded polystyrene insulation beginning to shrink from exposure to UV and other elements. EPS also experiences post- molding shrinkage; it shrinks dimensionally from its molded size after processin

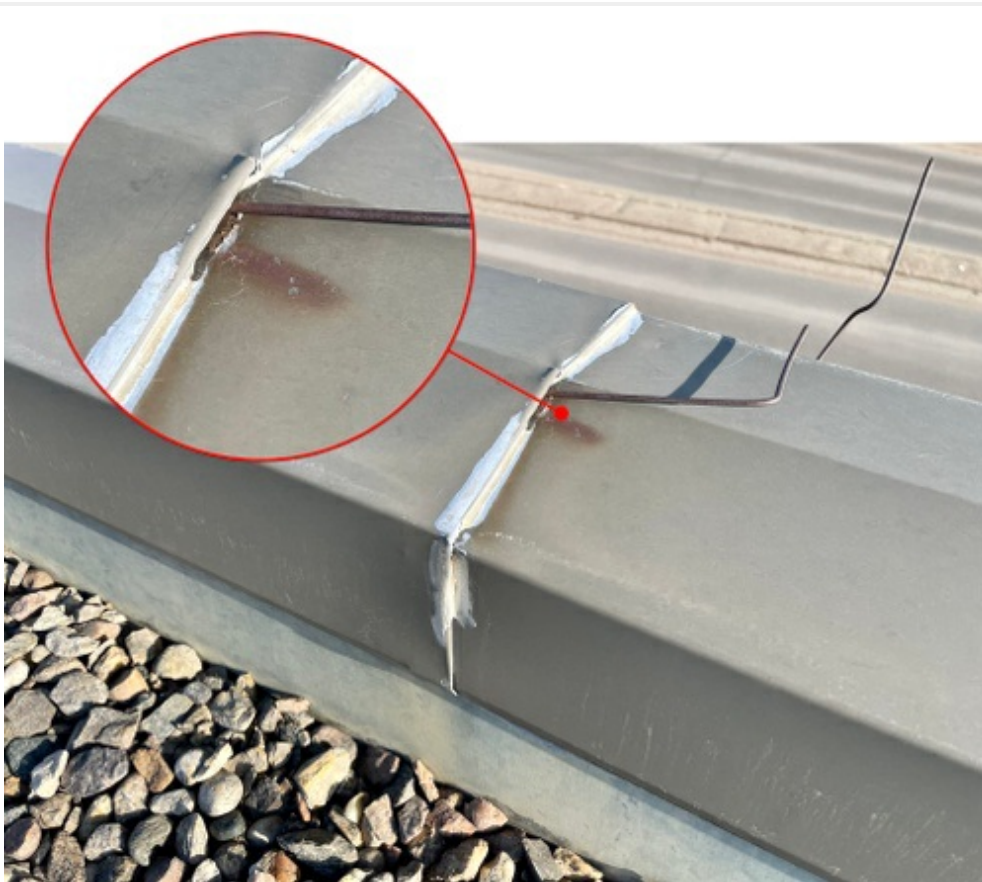


Photo 8

Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.

Photo 9

Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.



Photo 10

Insulation: Extruded polystyrene insulation beginning to shrink from exposure to UV and other elements. EPS also experiences post- molding shrinkage; it shrinks dimensionally from its molded size after processing.

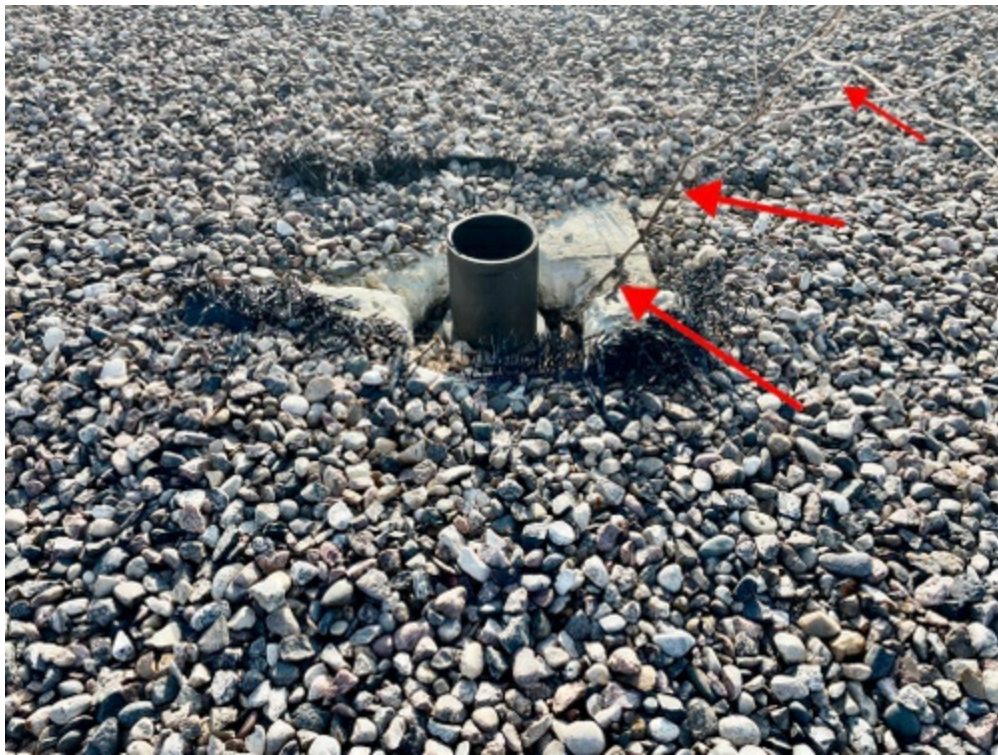




Photo 11

Insulation: Extruded polystyrene insulation beginning to shrink from exposure to UV and other elements. EPS also experiences post- molding shrinkage; it shrinks dimensionally from its molded size after processing.



Photo 12

CLEAR Membrane Analysis: Fire extinguisher present when torch is being used



Photo 13

CLEAR Membrane
Analysis: Removal of
EPS insulation to get to
water proofing
membrane



Photo 14

CLEAR Membrane
Analysis: Removal of
waterproofing
membrane

Photo 15

**CLEAR Membrane
Analysis:** Properly
cleaning and drying area
before repair



Photo 16

**CLEAR Membrane
Analysis:** Repairing CLEAR
membrane sample





Photo 17

CLEAR Membrane

Analysis: EPS put back into place



Photo 18

CLEAR Membrane

Analysis: Covered with gravel and returned to its previous condition



Solution Options

Client: City of Prince Albert

Facility: Police Station

Roof Section: Entire Roof

Replace Options

Solution Option:	Replace	Action Year:	2024
Square Footage:	13,496	Expected Life (Years):	30
Budget Range:	\$390,000.00 - \$455,000.00		

Scope of Work: Replacement

1. Remove all roof components to roof deck;
2. Install new vapour barrier, cold applied with adhesive;
3. Install new polyisocyanurate insulation, set in hot asphalt;
4. Install new wood fiberboard, set in hot asphalt;
5. Install new SBS modified bitumen generic base sheet, set in hot asphalt;
6. Install new SBS modified bitumen cap sheet, set in hot asphalt;
7. Install new surfacing of gravel adhered in hot asphalt;
8. Install new drains, vents, and steel flashings.

Garland Canada Inc.

Roof Asset Management Program



City of
**Prince
Albert**

City of Prince Albert - Municipal Services Centre Roof Inspection

Prepared By
Brett Foote

Prepared For
Don Cheeseman

June 10, 2022

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Facility Summary

Client: City of Prince Albert

Facility: Municipal Services Centre

Facility Data

Address 1	11 38 St E
City	Prince Albert
Province	Saskatchewan
Postal	S6W1A5
Type of Facility	Municipal
Square Footage	31,408
Contact Person	Don Cheeseman

Asset Information

Name	Date Installed	Square Footage	Roof Access
Lower Section(Middle)	-	7,743	Attached Ladder
Upper Section(East)	-	17,548	Attached Ladder
Upper Section(West)	-	6,118	Attached Ladder



since 1895

ROOF MEASUREMENT REPORT

11 38 St E, Prince Albert, SK S6W1A5

Report Contents



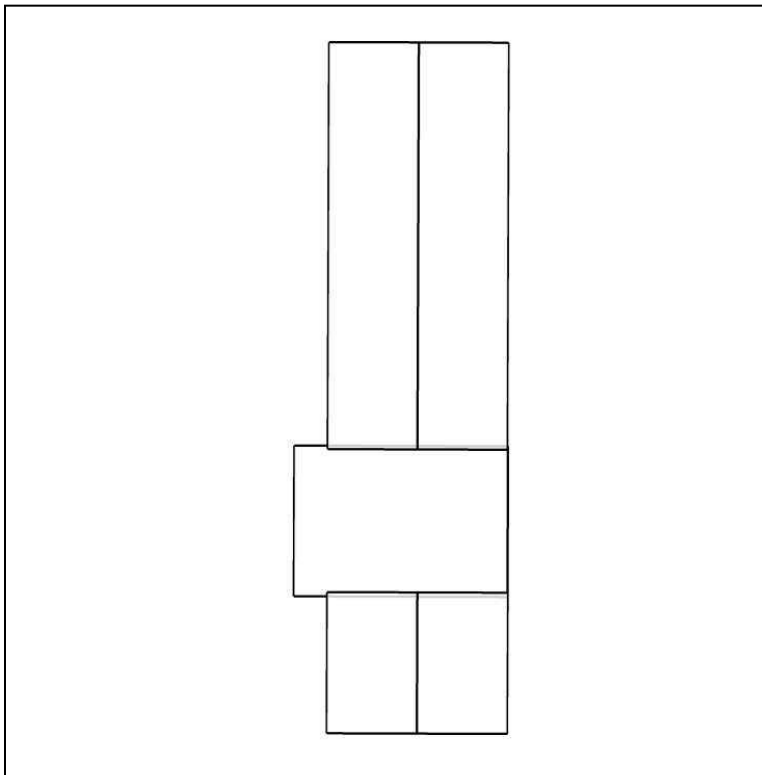
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Report Details

Date:	05/28/2022
Report:	46333276

Roof Details

Total Area:	31,408 sq ft
Total Roof Facets:	5
Predominant Pitch:	1/12
Number of Stories:	>1
Total Ridges/Hips:	269 ft
Total Valleys:	0 ft
Total Rakes:	0 ft
Total Eaves:	0 ft
Total Penetrations:	50
Total Penetrations Perimeter:	451 ft
Total Penetrations Area:	486 sq ft



In this 3D model, facets appear as semi-transparent to reveal overhangs.

Contact Us

Contact: Brett Foote
 Company: Garland Company Inc.
 Address: 3800 East 91St
 Cleveland OH 44105
 Phone: 306-914-3514

Measurements provided by www.eagleview.com



Certified Accurate

www.eagleview.com/Guarantee.aspx

REPORT IMAGES

The following aerial images show different angles of this structure for your reference.



Top View

REPORT IMAGES



North View



East View

REPORT IMAGES



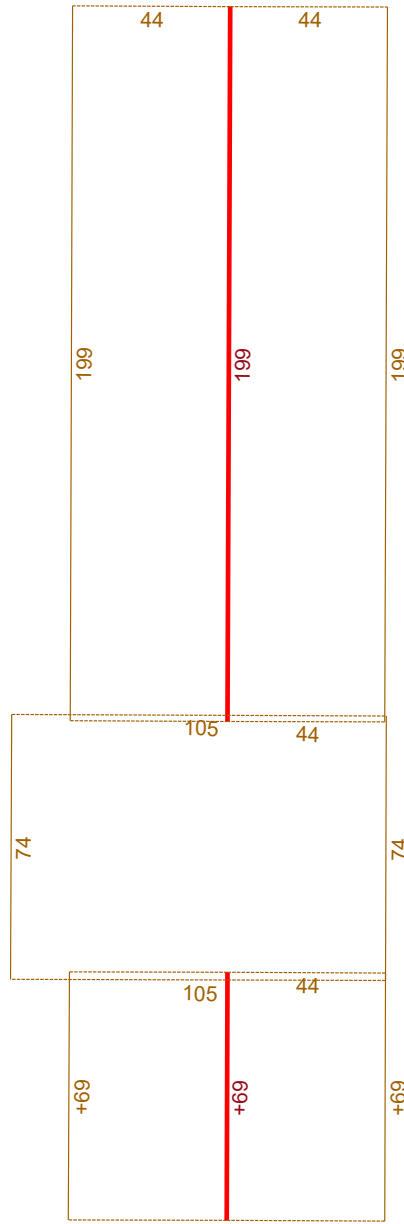
South View



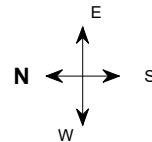
West View

LENGTH DIAGRAM

Total Line Lengths: **Ridges = 269 ft** **Valleys = 0 ft** **Flashing = 685 ft** **Eaves = 0 ft**
 Hips = 0 ft **Rakes = 0 ft** **Step flashing = 564 ft** **Parapets = 0 ft**



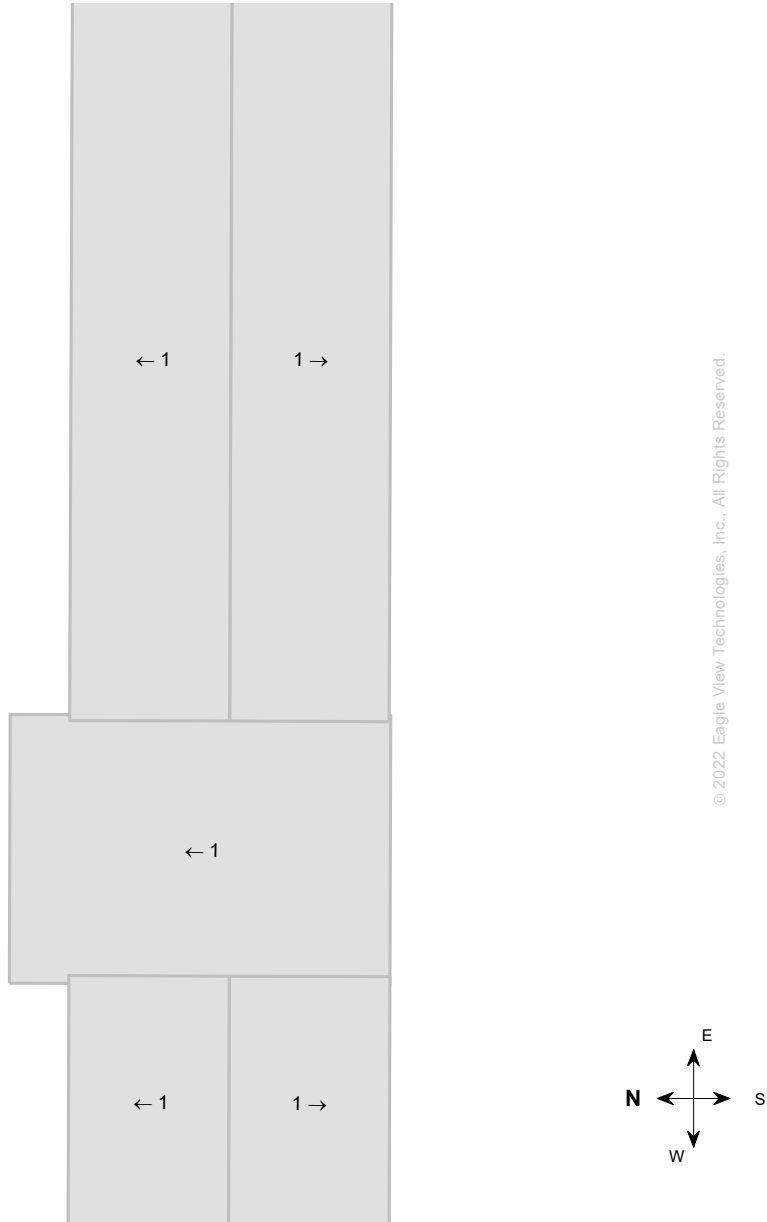
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Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

PITCH DIAGRAM

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 1/12.

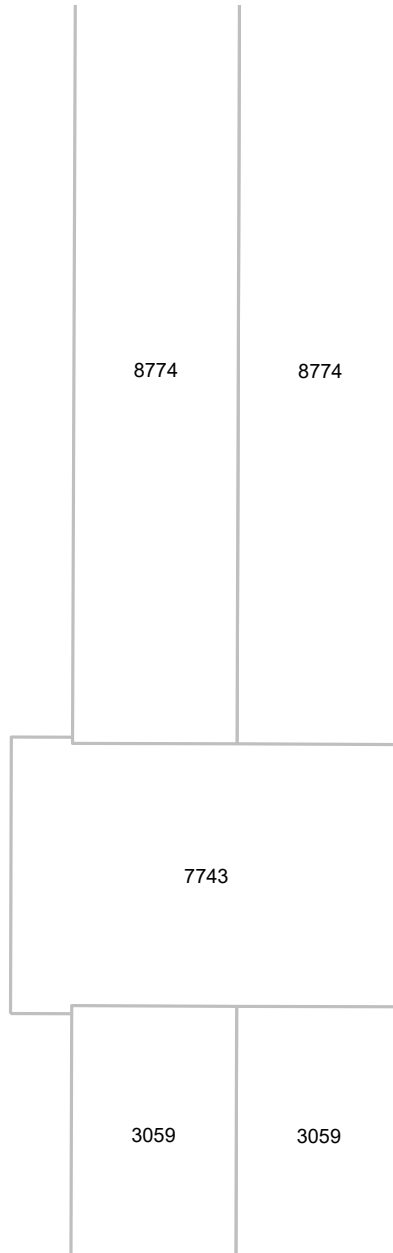


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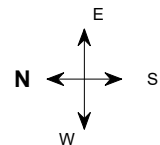
Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).

AREA DIAGRAM

Total Area = 31,408 sq ft, with 5 facets.



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Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).

PENETRATIONS

Penetrations Notes Diagram

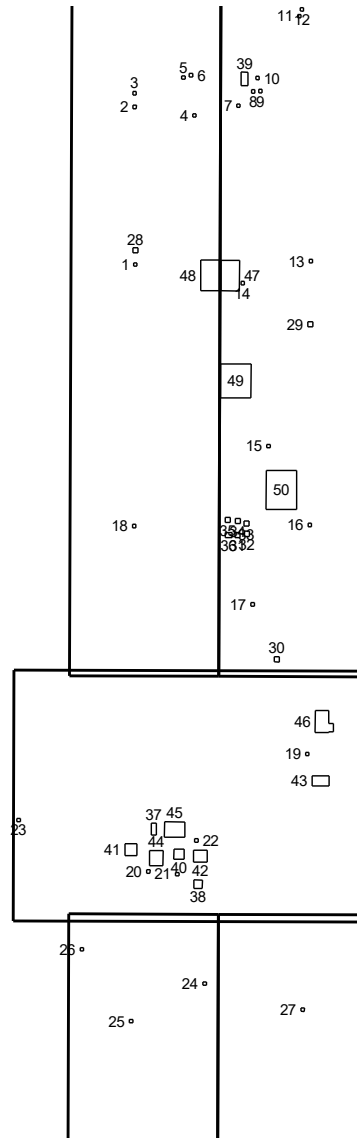
Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations: 50

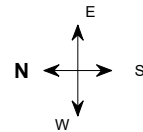
Total Penetrations Perimeter = 451 ft

Total Penetrations Area: 486 sq ft

Total Roof Area Less Penetrations = 30,922 sq ft



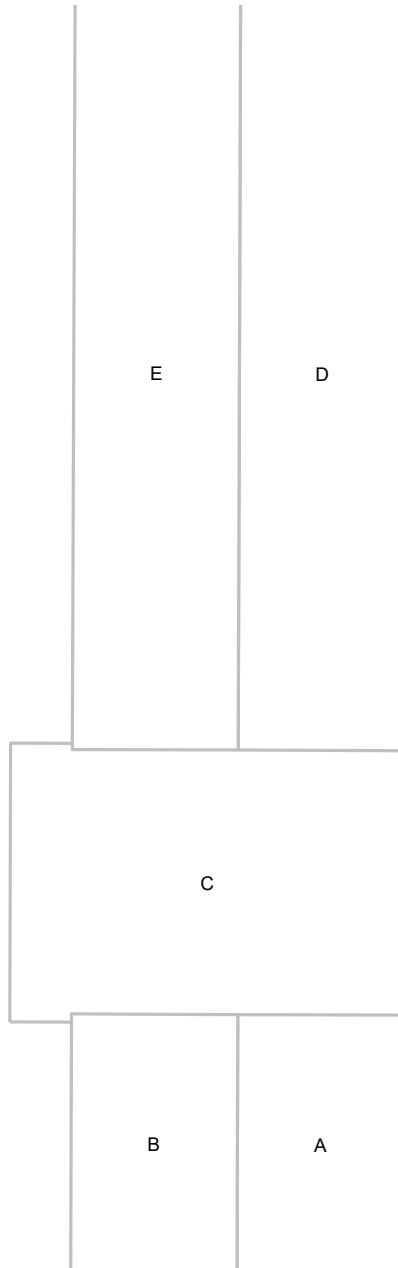
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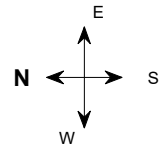
Note: Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

NOTES DIAGRAM

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



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Property Info



Property Location

Longitude = -105.7525112

Latitude = 53.1780028

Online map of property:

http://maps.google.com/maps?f=g&source=s_q&hl=en&geocode=&q=11+38+St+E,Prince+Albert,SK,S6W1A5

Property Info

Year Built:

Effective Year Built: *

*



Notes

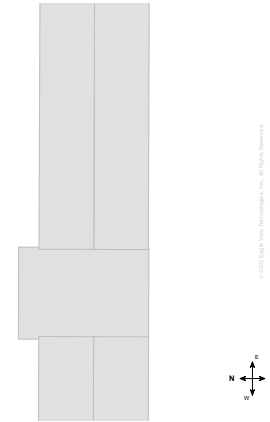
This was ordered as a commercial property. There were no changes to the structure in the past four years.

REPORT SUMMARY

Below is a measurement summary using the values presented in this report.

Lengths, Areas and Pitches

Ridge.....	269 ft (2 Ridges)
Hips.....	0 ft (0 Hips)
Valleys.....	0 ft (0 Valleys)
Rakes*.....	0 ft (0 Rakes)
Eaves/Starter**.....	0 ft (0 Eaves)
Drip Edge (Eaves + Rakes).....	0 ft (0 Lengths)
Parapet Walls.....	0 ft (0 Lengths)
Flashing.....	685 ft (6 Lengths)
Step Flashing.....	564 ft (10 Lengths)
Total Area.....	31,408 sq ft
Total Penetrations Area.....	486 sq ft
Total Roof Area Less Penetrations.....	30,922 sq ft
Total Penetrations Perimeter.....	451 ft
Predominant Pitch.....	1/12



Total Roof Facets = 5

*Rakes are defined as roof edges that are sloped (not level).
 ** Eaves are defined as roof edges that are not sloped and level.

Areas per Pitch

Roof Pitches	1/12
Area (sq ft)	31407.3
% of Squares	100%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

Waste Calculation Table

Waste %	0%	10%	12%	15%	17%	20%	22%
Area (sq ft)	31,408	34548.8	35177.0	36119.2	36747.4	37689.6	38317.8
Squares	314.1	345.5	351.8	361.2	367.5	376.9	383.2

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.



ROOF MEASUREMENT REPORT

Penetration Table	1-27	28-35	36	37	38	39	40	41	42	43
Area (sq ft)	1	2.3	3	5.3	6.3	8	9	12.2	14	15
Perimeter (ft)	4	6	7	10	10	12	12	14	15	16
	44	45	46	47-48	49	50				
Area (sq ft)	18	27	29.5	49.5	90	103.5				
Perimeter (ft)	17	21	23.8	29	38	41				

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.



5/27/2022

Re: CLEAR Program Test Results
Project: RD-414-417

Dear Brett,

Thank you for sending your roof core samples for testing through the CLEAR program. We have completed comprehensive testing of your sample and the results are included with this package. Your test results may include the analysis of the items requested, such as:

- Tensile Strength
- Inter-ply/Surface Bitumen Softening Point/Penetration
- Ply/Bitumen and Scrim Type
- Number of Plies
- Bitumen Weight/Application Rate
- Flexural Strength

Now that you have the results, as a reminder, some objectives of this program are to help you to answer questions like:

- Is the roof failing? Why?
- Expected remaining useful life, approximately?
- Does this sample indicate that this roof needs replaced? Or is this a possible restoration candidate?
- Were there application errors during installation?

If you are looking to restore the roof and these results show this to be a potential candidate, but you need to truly determine if this is a good option for the client, the next steps are:

- Reference the Restoration warranty System Overview document on the Garland HQ.
- Full visual inspection of the rest of the roof and if conditions are suitable
- A quality moisture survey (Infrared or Nuclear) to determine whether the roof is dry enough and what areas of the roof need to be replaced
 - Less than 30% moisture contained within the system is a good benchmark for a cost-effective option versus a replacement
 - A stamped engineering report is best, if possible
- Determine whether the flashings and penetration points need to be replaced, rather than only coated to make the desired restoration warranty period
- Consider which Garland restoration systems make sense. If you are unsure, reach out to the Product Management Team for assistance.

If you have questions about these test results, feel free to call Derek Scavuzzo at 216-430-3520.

Sincerely,
The Garland Laboratory Team



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Municipal Services Centre - East and West

<i>Property</i>	<i>Core Sample</i>	<i>Test Method</i>	<i>Notes</i>
Core Size	15.5" x 12"	ASTM D2829	N/A
Core Weight	2.35 lbs	ASTM D2829	N/A
Surfacing Type	Mineral	Visual	N/A
Ply Type	Fiberglass Felt Fiberglass Felt	ASTM D2829	N/A
Number of Plies	2	ASTM D2829	N/A
Bitumen Type	Asphalt	Solvent Test	N/A
Softening Point	255.5 °F	ASTM D3461	Out of range per type IV asphalt
Pen	4 dmm/5 sec	ASTM D5	Out of range per type IV asphalt
Flexural Strength	Pass	NBS	Above recommended 30 lb minimum
Puncture	108.4 lbs	NBS	Exceeded recommended 5 lb minimum
Tensile Strength	176.4 lbf	ASTM D2523	Fell below recommended 200 lbf minimum
Elongation	3.4%	ASTM D2523	Above recommended 2.5% minimum



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Municipal Services Centre Conclusion

The 25 year old core samples are from a 2 ply modified roof system with fiberglass felt interplies in an asphalt adhesive. After visual inspection, both cores from the system appear to be in similar condition, implying that both sections of the roof have aged at a similar rate. For this reason, testing values were reported from the East section core. The interplies were very easily delaminated by hand as shown in Figures 12 and 15. Some mineral loss is expressed by exposed asphalt spots on the surface of the core but overall the coverage is still fairly good. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The core tested below the recommended tensile strength, but elongation was well above the recommendation. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena.

Please contact Garland’s Technical Team to discuss the best options for these roof systems. The above results are based solely on the core samples examined and may not be representative of the condition of the roof. No representations or warranties are hereby made as to the condition of the roof.

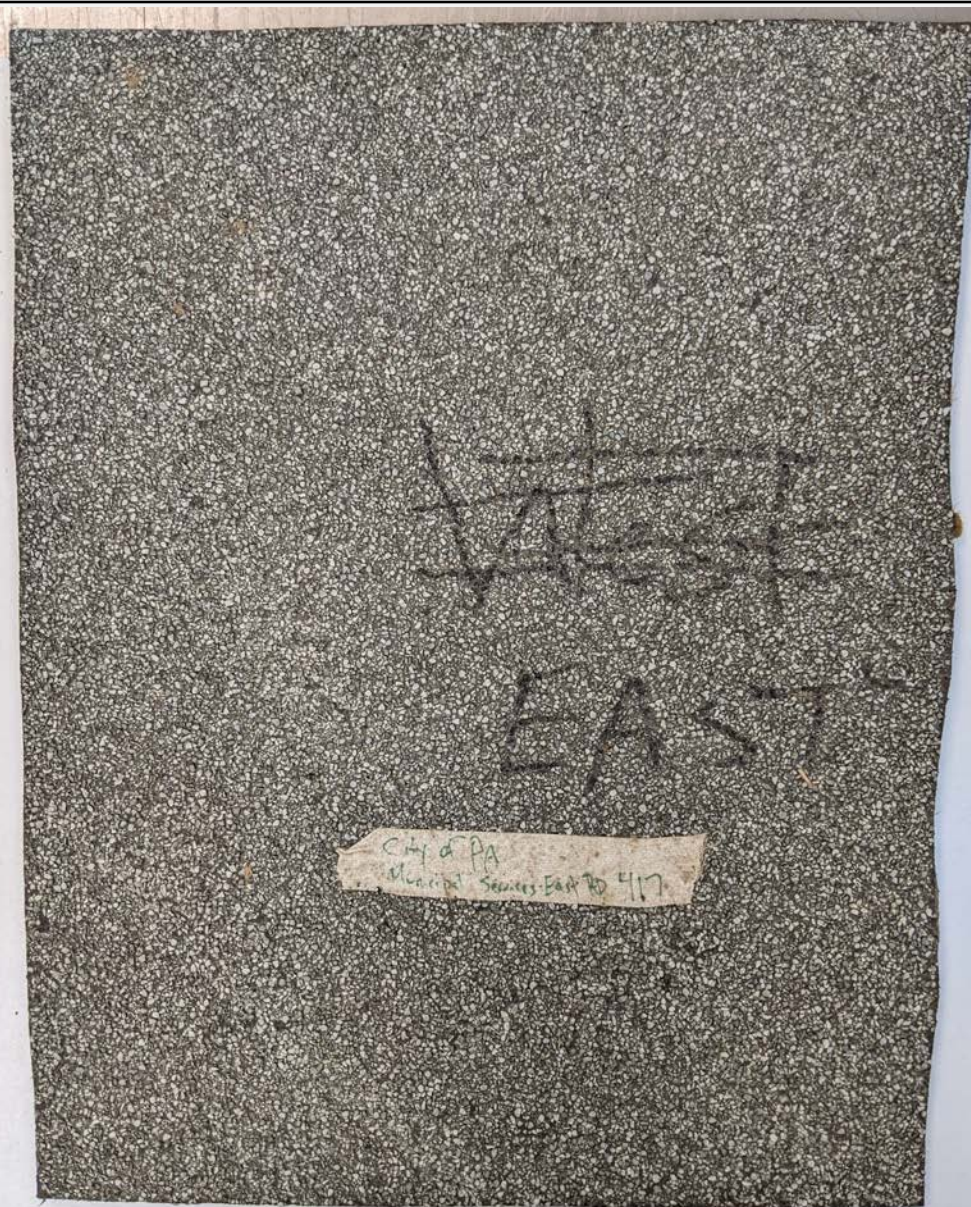


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Figure 10: Municipal Services Centre East top view.



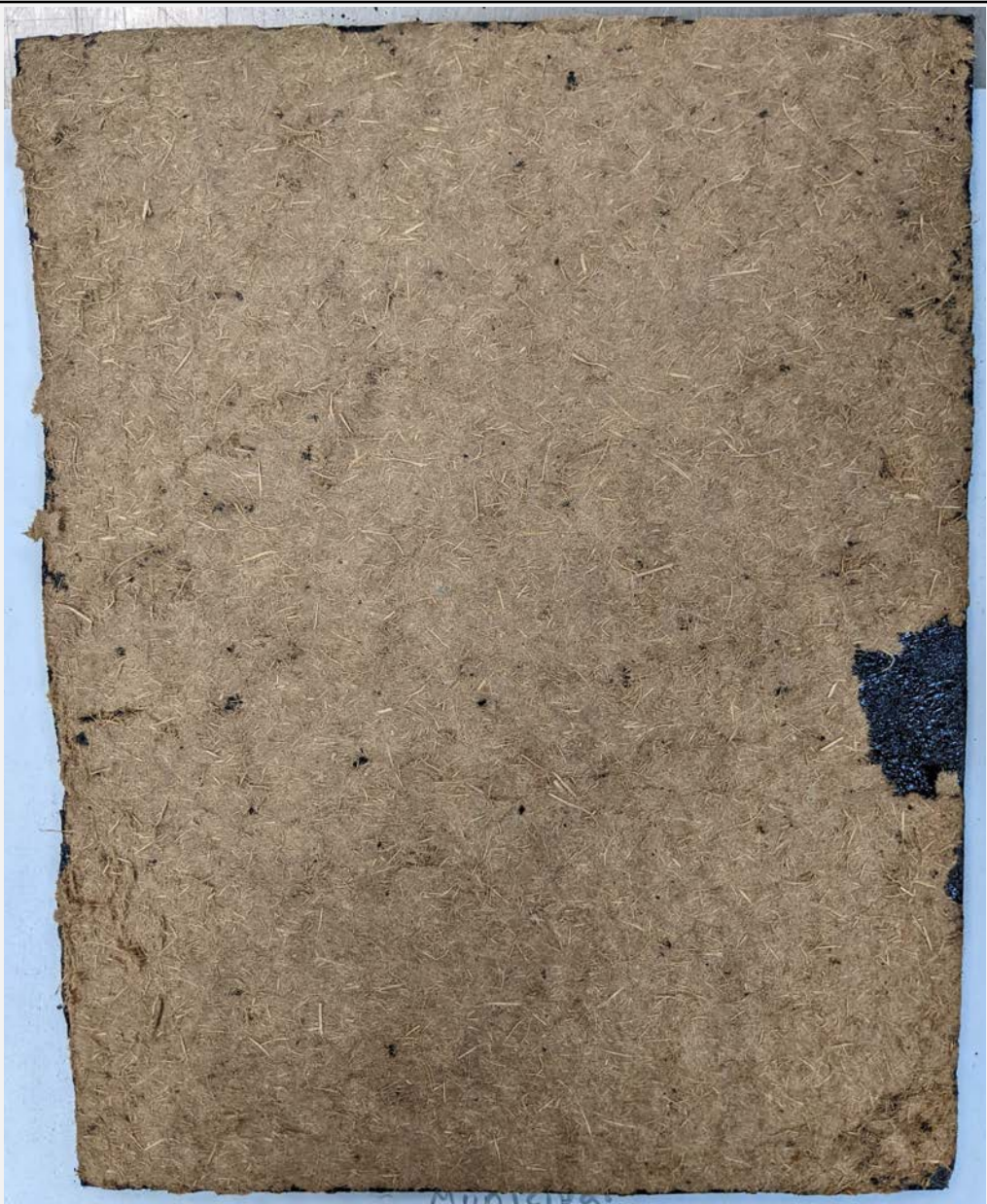
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Figure 11: Municipal Services Centre East bottom view.



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Figure 12: Municipal Services Centre East side profile.

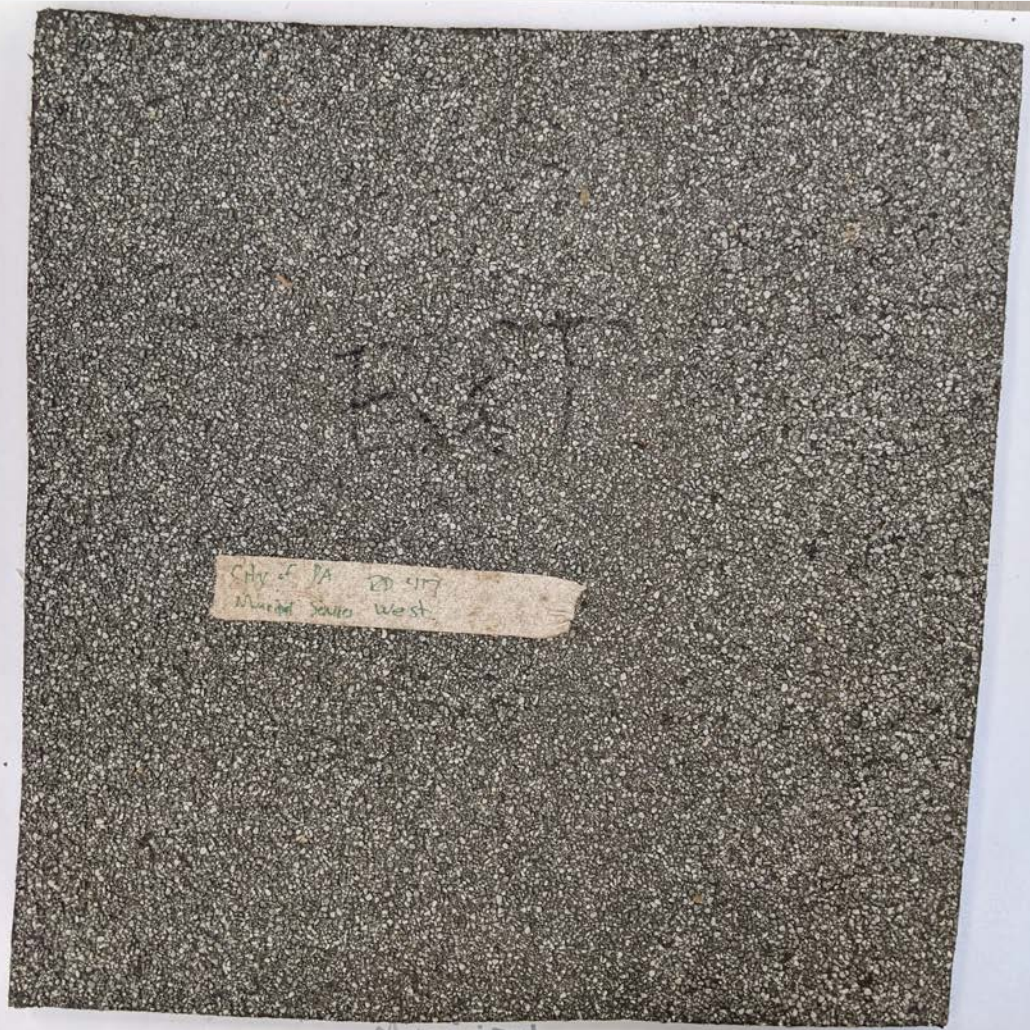


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Figure 13: Municipal Services Centre West top view.

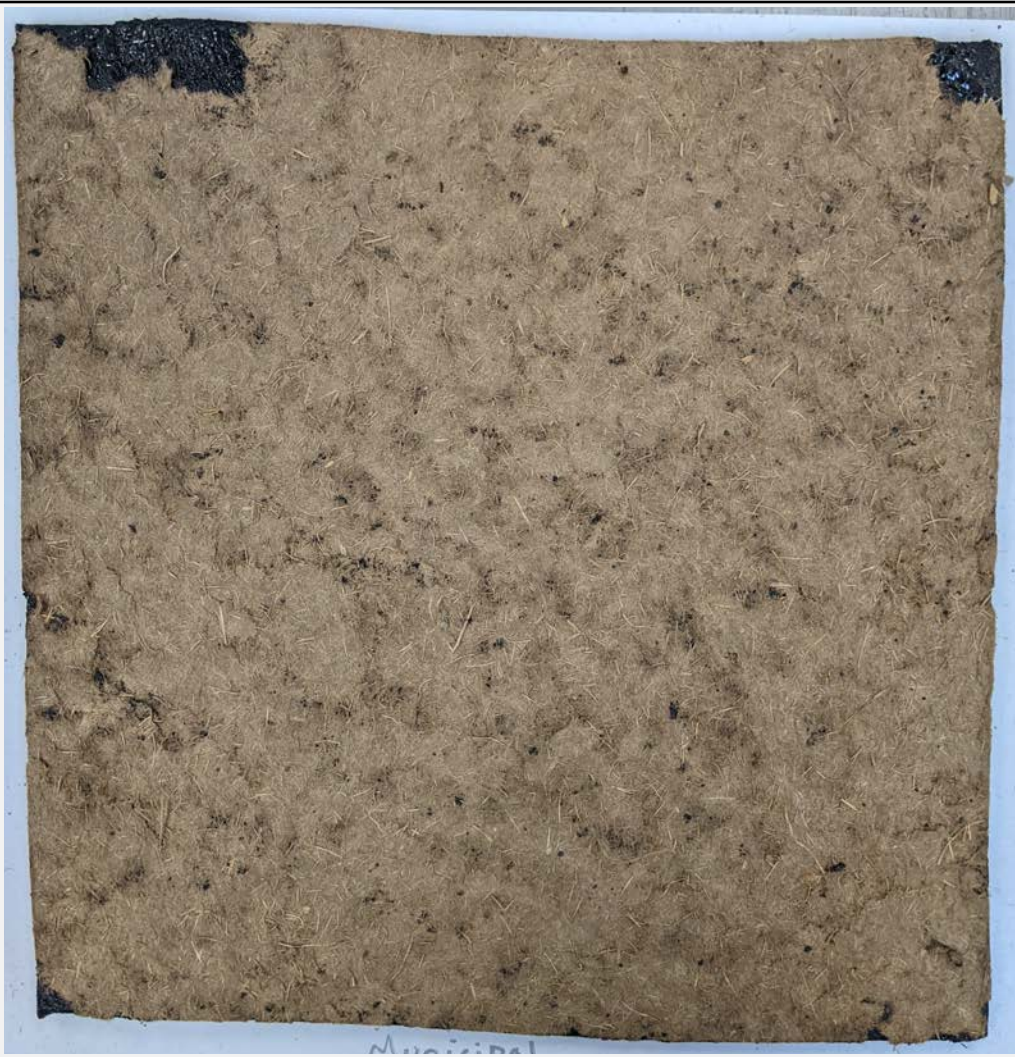


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Figure 14: Municipal Services Centre West bottom view.



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Figure 15: Municipal Services Centre West side profile.



Figure 16: Solvated samples - from bottom to top - Firehall, Alfred Jenkins, Police Station, Municipal Services Centre.



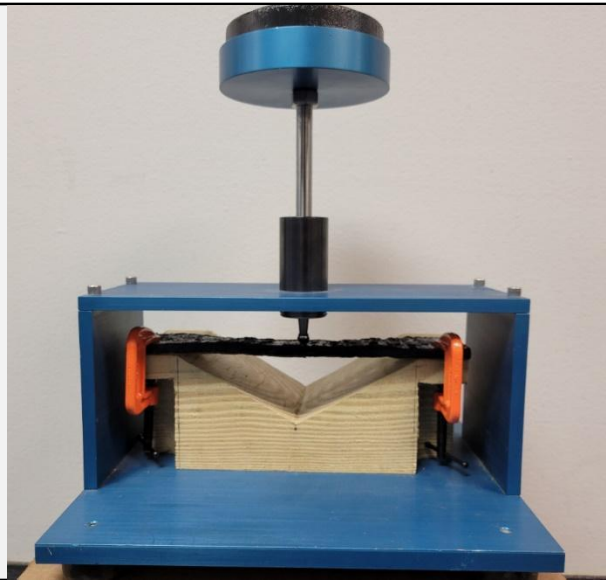
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Figure 17: Sample image of the flexural strength testing apparatus.



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Construction Details

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Lower Section(Middle)

Information

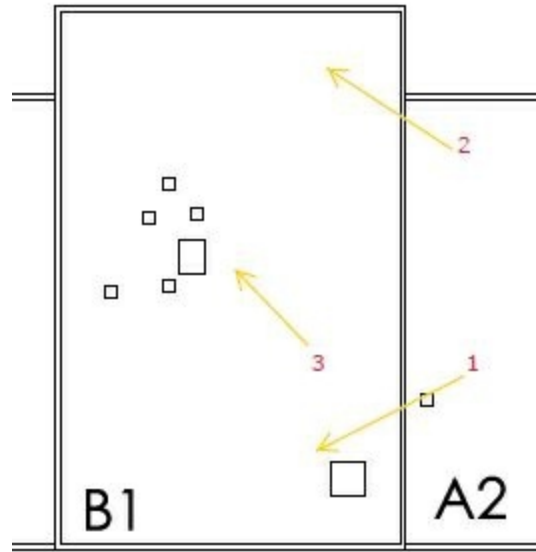
Year Installed	-	Square Footage	7,743
Slope Dimension	low slope	Eave Height	~20
Roof Access	Attached Ladder	System Type	Mineral Modified Bitumen

Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Membrane	Mod Bit - 2 ply mineral surfaced	Torch applied	-	-

Details

Drain System	Internal Roof Drains
---------------------	----------------------





Inspection Report

Client: City of Prince Albert

Facility: Municipal Services Centre

Report Date: 05/16/2022

Roof Section: Lower Section(Middle)

Inspection Information

Inspection Date	05/16/2022	Core Data	No
Inspection Type	Infrared Scan	Leakage	No

Overall

Rating	Fair
Condition	No thermal anomaly related to wet insulation was found on this section

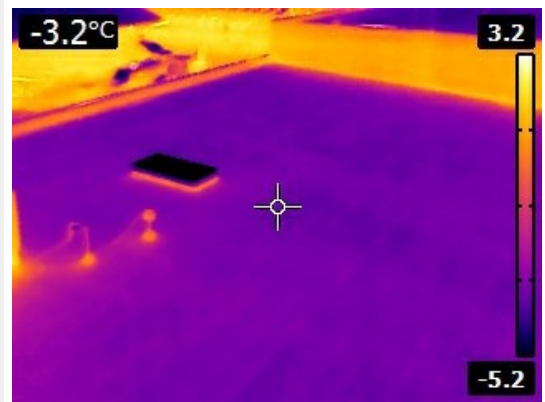


Photo 1

General view of the lower section (B1) from section A2.
No thermal anomaly related to wet insulation was found on this section

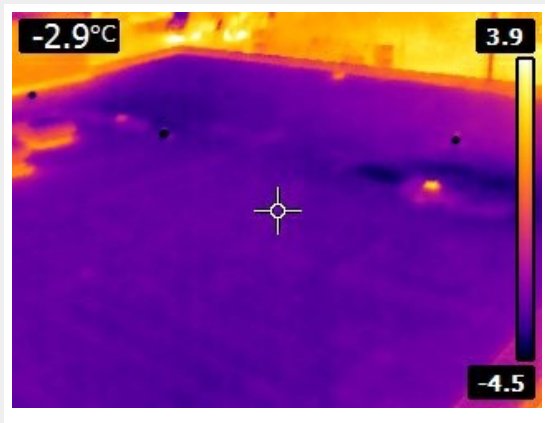


Photo 2

General view of the lower section (B1) from section A2.
No thermal anomaly related to wet insulation was found on this section
An area of light water ponding was visible around the drain.

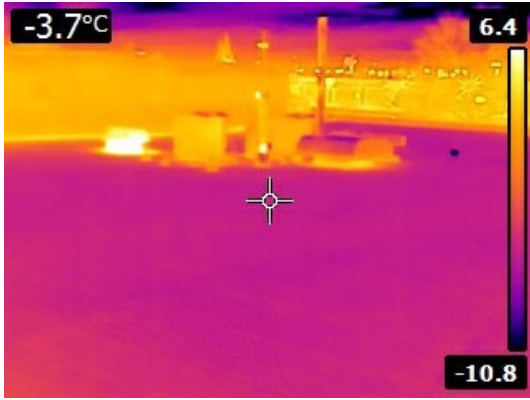


Photo 3

General view of the lower section (B1) from the roof surface.
The thermal patterns on the roof surface were homogeneous.

No thermal anomaly related to wet insulation was found on this section



Photo Report

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Lower Section(Middle)

Report Date: 05/27/2022

Title: Initial Inspection



Photo 1

Lower Middle Section:
Modified Bitumen

Overall Condition: Good -
Fair

Scan: 0% Wet

CLEAR Analysis: The 25 year old core samples are from a 2 ply modified roof system with fiberglass felt interplies in an asphalt adhesive. After visual inspection, both cores from the system appear to be in similar condition, implying that both sections of the roof have aged at a similar rate. For this reason, testing values were reported from the East section core. The interplies were very easily delaminated by hand as shown in Figures 12 and 15. Some mineral loss is expressed by exposed asphalt spots on the surface of the core but overall the coverage is still fairly good. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The core tested below the recommended tensile strength, but elongation was well

above the recommendation. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena. Please contact Garland's Technical Team to discuss the best options for these roof systems. The above results are based solely on the core samples examined and may not be representative of the condition of the roof. No representations or warranties are hereby made as to the condition of the roof.



Photo 2

Caulking Deterioration: As caulking is exposed to UV rays and temperature fluctuations it loses its flexibility and develops cracks. Once this occurs splits develop allowing water to penetrate walls and buildings causing damage as well as leaks.

Photo 3

Perimeter Flashing

Deterioration: Most roof failures start at perimeter and penetration locations. Perimeter wall flashings can be damaged due to normal seasonal building movement and thermal shock. Additional damage can also be seen from UV degradation as well. At all of these deteriorated or failed points, moisture can gain direct access to the roof system insulation and the buildings interior.



Photo 4

Fish mouths: Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation. Fish mouths are a common cause of early failure on 2-ply torch down and single ply roof systems. These systems are prone to workmanship error due to two factors (1) the manual heating/welding of the adhesive, which is very unpredictable for constant heat, and (2) the roof system only consists of 1 to 2 plies, which translates in to a very thin layer of water protection.





Photo 5

Fish mouths: Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation. Fish mouths are a common cause of early failure on 2-ply torch down and single ply roof systems. These systems are prone to workmanship error due to two factors (1) the manual heating/welding of the adhesive, which is very unpredictable for constant heat, and (2) the roof system only consists of 1 to 2 plies, which translates in to a very thin layer of water protection.

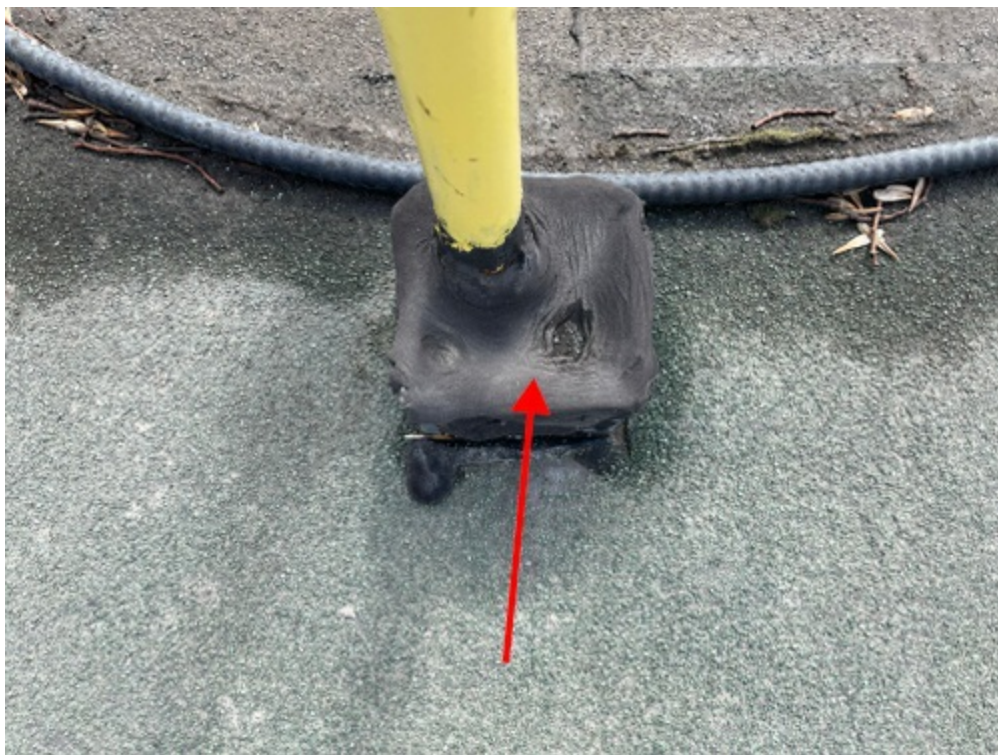


Photo 6

Pitch Pocket Deterioration: Metal protrusions that penetrate the roof system to allow conduits to run from the rooftop into the building. Movement from the protrusion can break the waterproofing compound, creating cracks. Over time, the release of solvents from the compound can cause the material to shrink, leaving gaps along the edges of the pan and around structural support. Water can enter through a defective pitch pan and find its way into the interior of the building. Moisture can also penetrate into the roof system leading to premature failure.

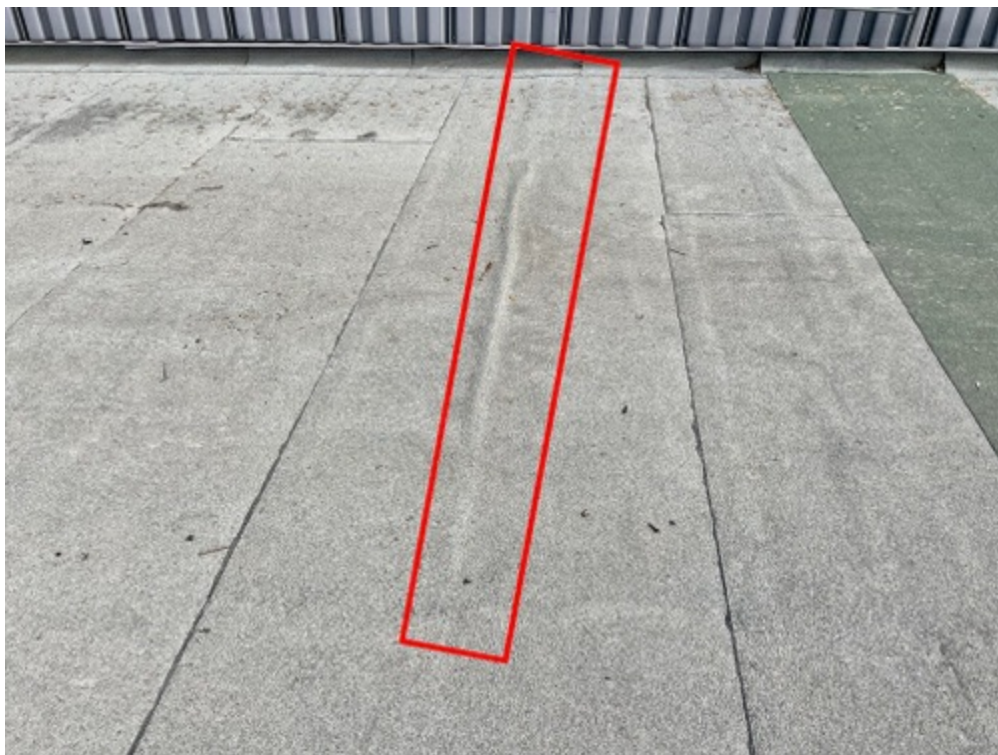


Photo 7

Ridges: These show up on the surface of built up roofs as linear buckling felt lines protruding upward through the surface layers of asphalt and aggregate. Ridges are formed by either thermal changes expanding and contracting the roofing felts or by gaps in the underlying insulation that allow vapor to migrate upwards through the roof system. Over a period of time ridges will grow and erode until they are stripped of their protective asphalt. These exposed ridges, through repeated weather cycling, will eventually crack and split to allow water into the roof system.



Photo 8

Pitch Pocket Deterioration: Metal protrusions that penetrate the roof system to allow conduits to run from the rooftop into the building. Movement from the protrusion can break the waterproofing compound, creating cracks. Over time, the release of solvents from the compound can cause the material to shrink, leaving gaps along the edges of the pan and around structural support. Water can enter through a defective pitch pan and find its way into the interior of the building. Moisture can also penetrate into the roof system leading to premature failure.



Photo 9

Pitch Pocket Deterioration: Metal protrusions that penetrate the roof system to allow conduits to run from the rooftop into the building. Movement from the protrusion can break the waterproofing compound, creating cracks. Over time, the release of solvents from the compound can cause the material to shrink, leaving gaps along the edges of the pan and around structural support. Water can enter through a defective pitch pan and find its way into the interior of the building. Moisture can also penetrate into the roof system leading to premature failure.



Photo 10

Debris - Leafs and Pine Needles: Pine needles and other leaves build up on the roof membrane causing plugged drains and scuppers thereby causing ponding water and structural weight loading. As the leaves and pine needles rot a "compost effect" occurs, this in effect causes soil to form on top of the roof membrane. This soil creates a perfect medium for plant and weed growth. When seeds take hold the roots will often penetrate through the membrane causing immediate leaks and damage internally.



Photo 11

Debris - Leafs and Pine

Needles: Pine needles and other leaves build up on the roof membrane causing plugged drains and scuppers thereby causing ponding water and structural weight loading. As the leaves and pine needles rot a "compost effect" occurs, this in effect causes soil to form on top of the roof membrane. This soil creates a perfect medium for plant and weed growth. When seeds take hold the roots will often penetrate through the membrane causing immediate leaks and damage internally.



Photo 12

Penetration Waterproofing:

Beginning to deteriorate around the perimeter allowing for potential moisture access.



Photo 13

Debris: Left on field of roof deteriorating waterproofing membrane.



Photo 14

Penetration Waterproofing: Beginning to deteriorate around the perimeter allowing for potential moisture access.

Photo 15

Vegetation Growth:

Vegetation often occurs when dirt and debris collect on roof systems. Over time this creates a perfect medium for plant and weed growth. When seeds take hold the roots will often penetrate through the membrane causing immediate leaks and damage internally.

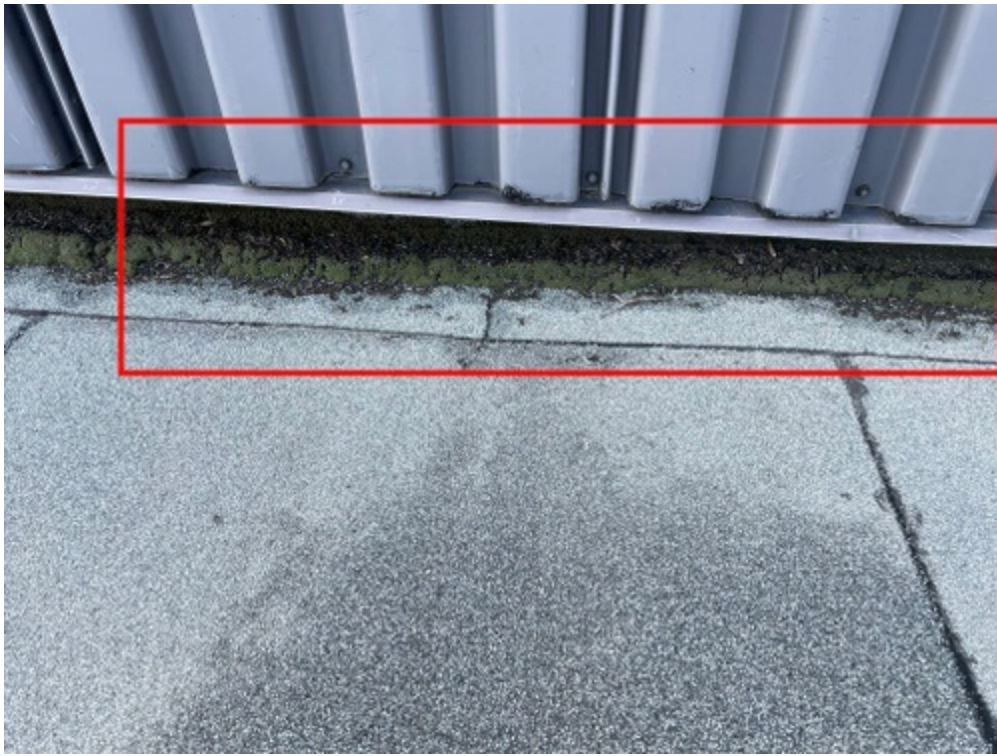


Photo 16

Fish mouths: Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation. Fish mouths are a common cause of early failure on 2-ply torch down and single ply roof systems. These systems are prone to workmanship error due to two factors (1) the manual heating/welding of the adhesive, which is very unpredictable for constant heat, and (2) the roof system only consists of 1 to 2 plies, which translates in to a very thin layer of water protection.






Solution Options

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Lower Section(Middle)

Restore Options

Solution Option:	Restore 	Action Year:	2025
Square Footage:	7,743	Expected Life (Years):	20
Budget Range:	\$105,000.00 - \$120,000.00		

Scope of Work: Full Restoration with 15 year watertight warranty

1. Power wash the entire surface including flashings
2. For the field of the roof and flashings, apply 1.5 gal./100 sq. ft. (24 wet mils) of base coat
3. Embed reinforcement fabric by brushing or rolling into place from the center out.
4. Next, top reinforcement with 1 gal./100 sq. ft. (16 wet mils) Allow to dry for 24-48
5. Finally, apply an additional 2 gal./100 sq. ft. (32 wet mils) to the entire roof by brush, roller or spray.




Solution Options

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Lower Section(Middle)

Maintenance Options

Solution Option:	Maintenance 	Action Year:	2022
Square Footage:	7,743	Expected Life (Years):	3
Budget Range:	\$3,500.00 - \$5,000.00		

Scope of Work: Routine Maintenance

1. Repair all open fish mouths using high grade mastic reinforced with mesh
2. Re caulk all coping cap seams
3. Fill all pitch pockets using high grade mastic
4. Re seal around all penetrations using high grade mastic
5. Repair sagging curb flashings on units and around perimeter



Construction Details

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Upper Section(East)

Information

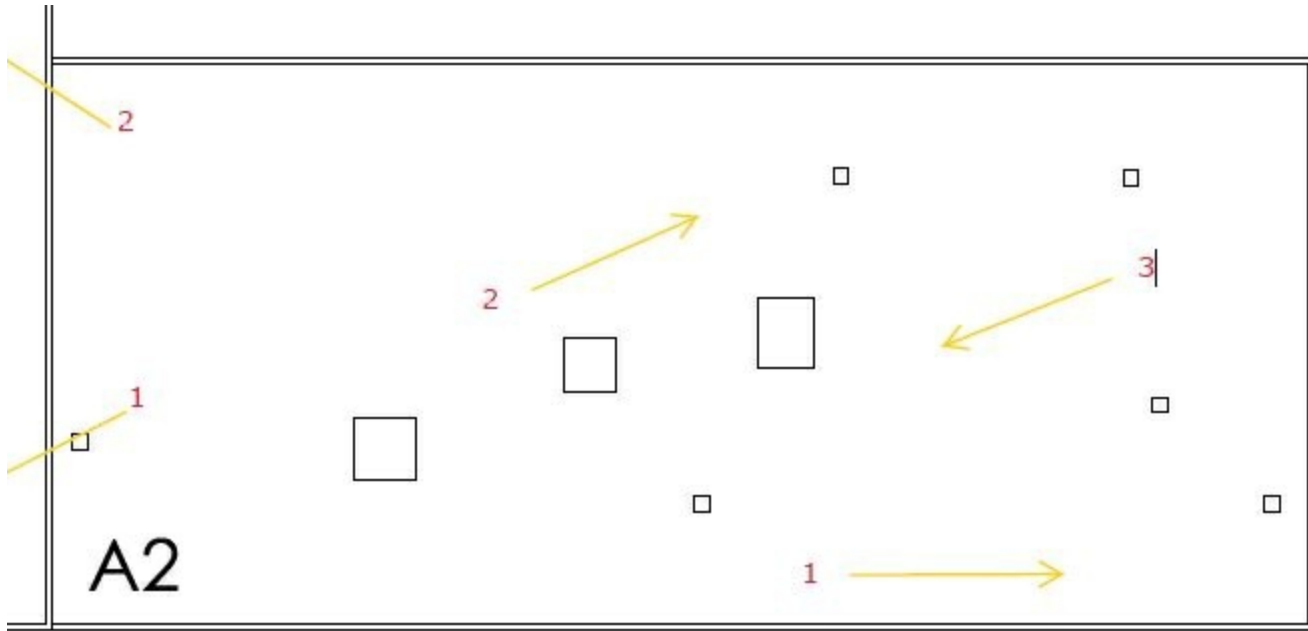
Year Installed	-	Square Footage	17,548
Slope Dimension	0	Eave Height	~25
Roof Access	Attached Ladder	System Type	Mineral Modified Bitumen

Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Membrane	Mod Bit - 2 ply mineral surfaced	Torch applied	-	-

Details

Drain System	Internal Roof Drains
---------------------	----------------------





Inspection Report

Client: City of Prince Albert

Facility: Municipal Services Centre

Report Date: 05/16/2022

Roof Section: Upper Section(East)

Inspection Information

Inspection Date	05/16/2022	Core Data	No
Inspection Type	Infrared Scan	Leakage	No

Overall

Rating	Fair
Condition	No thermal anomaly related to wet insulation was found on this section



Photo 1

General view of section A2 (upper est) with the infrared camera.
 No thermal anomaly related to wet insulation was found on this section.
 Accumulation of granules were visible on the perimeters of the roof.

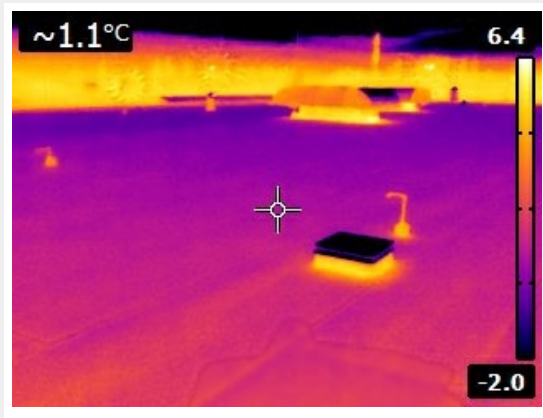


Photo 2

General view of section A2 (upper est) with the infrared camera.
 No thermal anomaly related to wet insulation was found on this section.

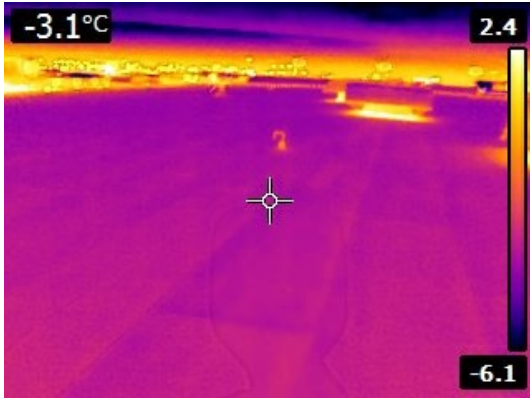


Photo 3

General view of section A2 (upper est) with the infrared camera.
No thermal anomaly related to wet insulation was found on this section.
HVAC systems were working during our inspection.



Photo Report

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Upper Section(East)

Report Date: 05/27/2022

Title: Initial Inspection



Photo 1

Lower Middle

Section: Modified Bitumen

Overall Condition: Good - Fair

Scan: 0% Wet

CLEAR Analysis: The 25 year old core samples are from a 2 ply modified roof system with fiberglass felt interplies in an asphalt adhesive. After visual inspection, both cores from the system appear to be in similar condition, implying that both sections of the roof have aged at a similar rate. For this reason, testing values were reported from the East section core. The interplies were very easily delaminated by hand as shown in Figures 12 and 15. Some mineral loss is expressed by exposed asphalt spots on the surface of the core but overall the coverage is still fairly good. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The core tested below the recommended tensile strength, but elongation was well

above the recommendation. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena. Please contact Garland's Technical Team to discuss the best options for these roof systems. The above results are based solely on the core samples examined and may not be representative of the condition of the roof. No representations or warranties are hereby made as to the condition of the roof.

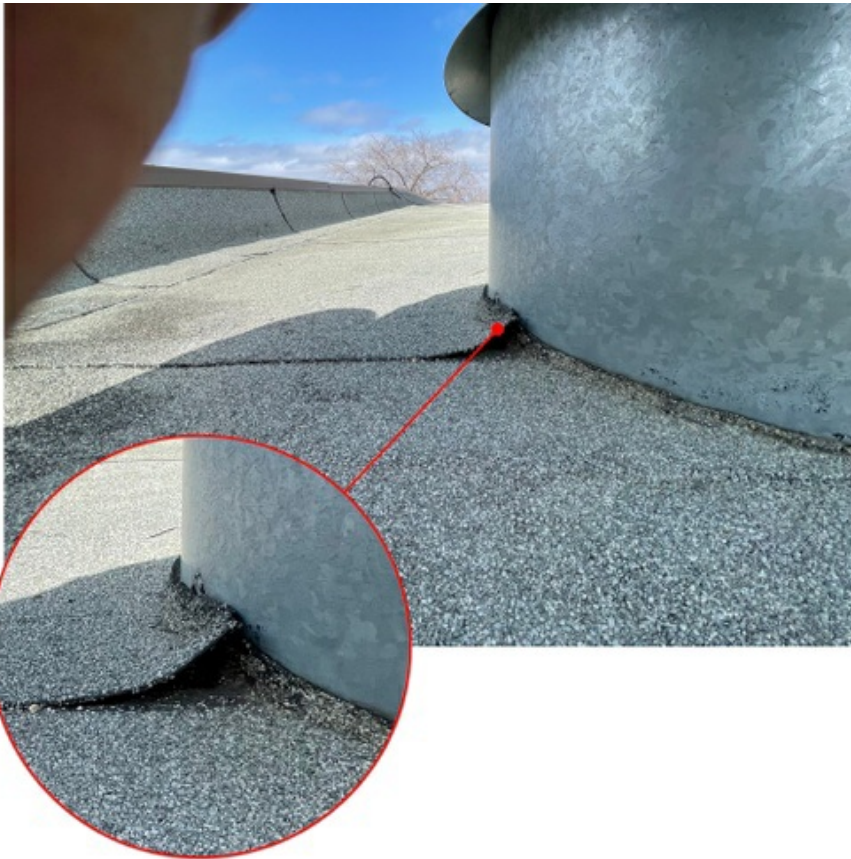


Photo 2

Fish mouths: Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation. Fish mouths are a common cause of early failure on 2-ply torch down and single ply roof systems. These systems are prone to workmanship error due to two factors (1) the manual heating/welding of the adhesive, which is very unpredictable for constant heat, and (2) the roof system only consists of 1 to 2 plies, which translates in to a very thin layer of water protection.



Photo 3

Penetration

Waterproofing: Beginning to deteriorate around the perimeter allowing for potential moisture access.

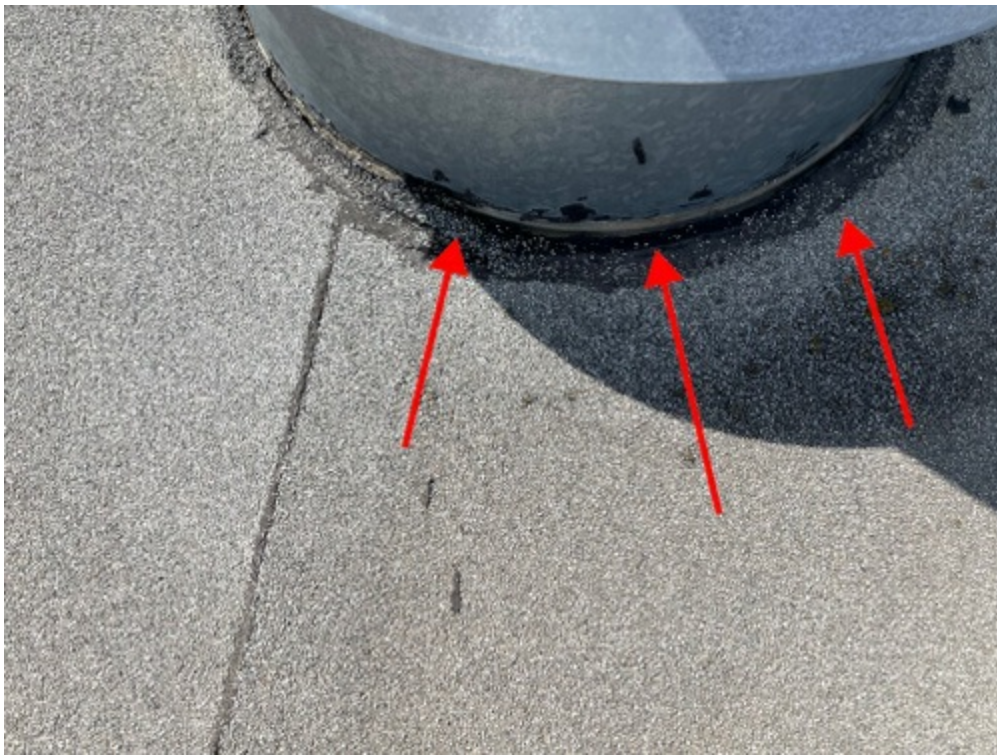


Photo 4

Penetration

Waterproofing: Beginning to deteriorate around the perimeter allowing for potential moisture access.



Photo 5

Ridges: These show up on the surface of built up roofs as linear buckling felt lines protruding upward through the surface layers of asphalt and aggregate. Ridges are formed by either thermal changes expanding and contracting the roofing felts or by gaps in the underlying insulation that allow vapor to migrate upwards through the roof system. Over a period of time ridges will grow and erode until they are stripped of their protective asphalt. These exposed ridges, through repeated weather cycling, will eventually crack and split to allow water into the roof system.



Photo 6

Ridges: These show up on the surface of built up roofs as linear buckling felt lines protruding upward through the surface layers of asphalt and aggregate.

Photo 7

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system. These pools begin to form



due to the following: 1) roof drains are blocked or clogged with debris, 2) the insulation package has lost dimensional stability and has reduced in thickness, 3) poor slope to drain design via overbuilt crickets or tapered insulation system, 4) roof drains are built along side building support columns which maintain a consistent height under load while the balance of the roof system is applied over a live deck which tends to move and deflect under normal seasonal load. In all cases, roof depressions that collect and hold water will tend to grow in size as the added weight of the ponding water will continue to deflect the roof deck even further.

This condition can damage the roof in a number of ways. Additional structural loads create more movement of the roof assembly creating more tear stress and of course a potential for structural failure. UV intensity also increases under ponding conditions as the sun's rays are increased to the point where it accelerates deterioration in most all roof systems. In asphalt based assemblies the natural waterproofing oils in the asphalt will separate from the membrane if the system remains submerged under water for sustained periods. Single ply roof system rot and burn out when the ponding area is exposed to sunlight. The added weight can crush insulation increasing the ponding condition and creating a condition where the insulation becomes a useless thermal barrier. This condition then affects the

mechanical system and the cost of heating and cooling the building. In the winter ponding water will expand as it freezes. This expansion will weaken small imperfections in the roof system. Small cracks and tears will widen until they rupture to allow water into the building. And finally, a negatively deflected deck becomes a structural concern.



Photo 8

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system.



Photo 9

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system.



Photo 10

Pitch Pocket Deterioration: Metal protrusions that penetrate the roof system to allow conduits to run from the rooftop into the building. Movement from the protrusion can break the waterproofing compound, creating cracks. Over time, the release of solvents from the compound can cause the material to shrink, leaving gaps along the edges of the pan and around structural support. Water can enter through a defective pitch pan and find its way into the interior of the building. Moisture can also penetrate into the roof system leading to premature failure.



Photo 11

Pitch Pocket

Deterioration: Metal protrusions that penetrate the roof system to allow conduits to run from the rooftop into the building. Movement from the protrusion can break the waterproofing compound, creating cracks.



Photo 12

Penetration Waterproofing: Beginning to deteriorate around the perimeter allowing for potential moisture access.



Photo 13

Ridges: These show up on the surface of built up roofs as linear buckling felt lines protruding upward through the surface layers of asphalt and aggregate.



Photo 14

Ridges: These show up on the surface of built up roofs as linear buckling felt lines protruding upward through the surface layers of asphalt and aggregate.

Photo 15

CLEAR Analysis:
Removal of membrane sample.



Photo 16

CLEAR Analysis: Repair
of membrane cut.



Photo 17

CLEAR Analysis:
Imbedded using granules from perimeter to reinforce mastic repair and protect from UV.






Solution Options

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Upper Section(East)

Maintenance Options

Solution Option:	Maintenance 	Action Year:	2022
Square Footage:	17,548	Expected Life (Years):	3
Budget Range:	\$2,500.00 - \$5,000.00		

Scope of Work: Routine Maintenance

1. Repair all open fish mouths using high grade mastic reinforced with mesh
2. Re caulk all coping cap seams
3. Fill all pitch pockets using high grade mastic
4. Re seal around all penetrations using high grade mastic
5. Repair sagging curb flashings on units and around perimeter




Solution Options

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Upper Section(East)

Restore Options

Solution Option:	Restore 	Action Year:	2024
Square Footage:	17,548	Expected Life (Years):	20
Budget Range:	\$250,000.00 - \$350,000.00		

Scope of Work: Full Restoration with 15 year watertight warranty

1. Power wash the entire surface including flashings
2. For the field of the roof and flashings, apply 1.5 gal./100 sq. ft. (24 wet mils) of base coat
3. Embed reinforcement fabric by brushing or rolling into place from the center out.
4. Next, top reinforcement with 1 gal./100 sq. ft. (16 wet mils) Allow to dry for 24-48
5. Finally, apply an additional 2 gal./100 sq. ft. (32 wet mils) to the entire roof by brush, roller or spray.



Construction Details

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Upper Section(West)

Information

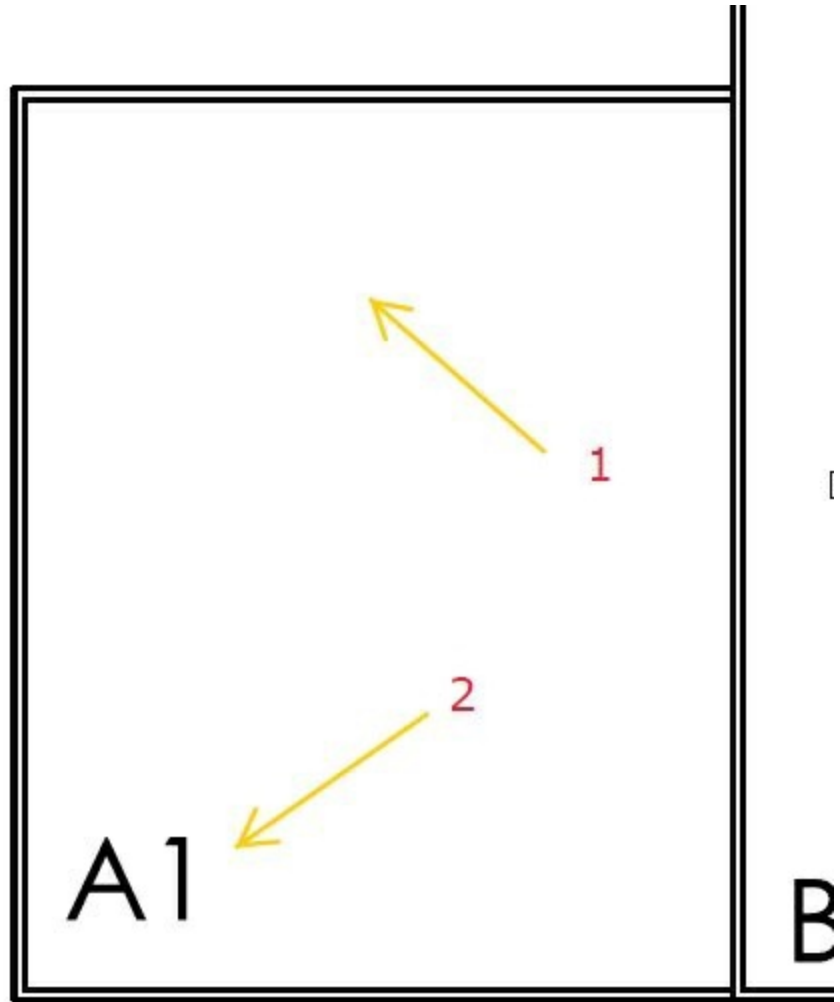
Year Installed	-	Square Footage	6,118
Slope Dimension	0	Eave Height	~25
Roof Access	Attached Ladder	System Type	Modified Bitumen

Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Membrane	Mod Bit - 2 ply mineral surfaced	Torch applied	-	-

Details

Drain System	Internal Roof Drains
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Inspection Report

Client: City of Prince Albert

Facility: Municipal Services Centre

Report Date: 05/16/2022

Roof Section: Upper Section(West)

Inspection Information

Inspection Date	05/16/2022	Core Data	No
Inspection Type	Infrared Scan	Leakage	No

Overall

Rating	Fair
Condition	No thermal anomaly related to wet insulation was found on this section

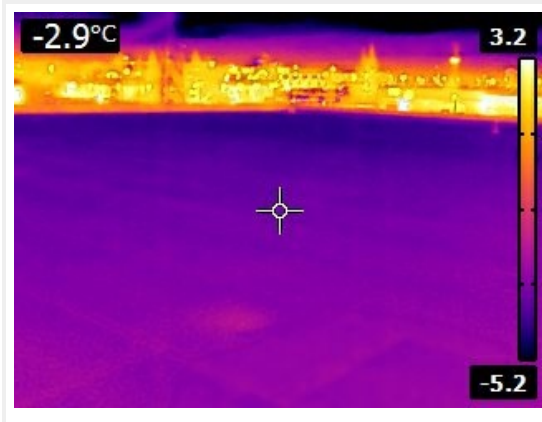


Photo 1

General view of section A1 (upper west)

No thermal anomaly related to wet insulation was found on this section.

The thermal patterns are homogeneous.

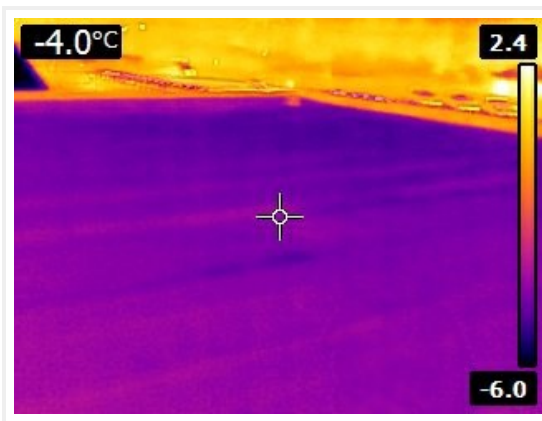


Photo 2

General view of section A1 (upper west)

No thermal anomaly related to wet insulation was found on this section.



Photo Report

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Upper Section(West)

Report Date: 05/27/2022

Title: Initial Inspection



Photo 1

Lower Middle Section: Modified Bitumen

Overall Condition: Good - Fair

Scan: 0% Wet

CLEAR Analysis: The 25 year old core samples are from a 2 ply modified roof system with fiberglass felt interplies in an asphalt adhesive. After visual inspection, both cores from the system appear to be in similar condition, implying that both sections of the roof have aged at a similar rate. For this reason, testing values were reported from the East section core. The interplies were very easily delaminated by hand as shown in Figures 12 and 15. Some mineral loss is expressed by exposed asphalt spots on the surface of the core but overall the coverage is still fairly good. The softening point and pen tests show that the asphalt adhesive responsible for keeping the system intact has lost its oils over time, causing the system to become more brittle. The core tested below the recommended tensile strength, but elongation was well above the recommendation. The sample performed well when undergoing puncture testing, implying that the system can withstand foot traffic and most weather phenomena. Please contact Garland's Technical Team to discuss the best options for these roof systems. The above results are based solely on the core samples examined and may not be representative of the condition of the roof. No representations or warranties are hereby made as to the condition of the roof.



Photo 2

Drains: Membrane replaced around drains.



Photo 3

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system. These pools begin to form due to the following: 1) roof drains are blocked or clogged with debris, 2) the insulation package has lost dimensional stability and has reduced in thickness, 3) poor slope to drain design via overbuilt crickets or tapered insulation system, 4) roof drains are built along side building support columns which maintain a consistent height under load while the balance of the roof system is applied over a live deck which tends to move and deflect under normal seasonal load. In all cases, roof depressions that collect and hold water will tend to grow in size as the added weight of the ponding water will continue to deflect the roof deck even further.

This condition can damage the roof in a number of ways. Additional structural loads create more movement of the roof assembly creating more tear stress and of course a potential for structural failure. UV intensity also increases under ponding conditions as the sun's rays are increased to the point where it accelerates deterioration in most all roof systems. In asphalt based assemblies the natural waterproofing oils in the asphalt will separate from the membrane if the system remains submerged under water for sustained periods. Single ply roof system rot and burn out when the ponding area is exposed to sunlight. The added weight can crush insulation increasing the ponding condition and creating a condition where the insulation becomes a useless thermal barrier. This condition then affects the mechanical system and the cost of heating and cooling the building. In the winter ponding water will expand as it freezes. This expansion will weaken small imperfections in the roof system. Small cracks and tears will widen until they rupture to allow water into the building. And finally, a negatively deflected deck becomes a structural concern.



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Ridges: These show up on the surface of built up roofs as linear buckling felt lines protruding upward through the surface layers of asphalt and aggregate. Ridges are formed by either thermal changes expanding and contracting the roofing felts or by gaps in the underlying insulation that allow vapor to migrate upwards through the roof system. Over a period of time ridges will grow and erode until they are stripped of their protective asphalt. These exposed ridges, through repeated weather cycling, will eventually crack and split to allow water into the roof system.



Photo 5

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system.



Photo 6

Perimeter Flashing Deterioration: Most roof failures start at perimeter and penetration locations. Perimeter wall flashings can be damaged due to normal seasonal building movement and thermal shock. Additional damage can also be seen from UV degradation as well. At all of these deteriorated or failed points, moisture can gain direct access to the roof system insulation and the buildings interior.



Photo 7

Mineral Roof Granule Deterioration: It is very common for mineral finished roofs to experience bare felts as early as five years after installation. Manufacturing quality control issues as well as weather "washing off" the factory applied mineral coating causes these areas. Typically this is indicated by accumulations of mineral where ponding is present. Bare felts cause exposure of the membrane to the sun/UV rays, which cause rapid membrane deterioration. Therefore, it is extremely important to coat these areas as soon as they appear.



Photo 8

Mineral Roof Granule Deterioration: It is very common for mineral finished roofs to experience bare felts as early as five years after installation. Manufacturing quality control issues as well as weather “washing off” the factory applied mineral coating causes these areas. Typically this is indicated by accumulations of mineral where ponding is present. Bare felts cause exposure of the membrane to the sun/UV rays, which cause rapid membrane deterioration. Therefore, it is extremely important to coat these areas as soon as they appear.



Photo 9

Ponding: Ponding water occurs when moisture collects in large pools on the surface of a roof system. These pools begin to form due to the following: 1) roof drains are blocked or clogged with debris, 2) the insulation package has lost dimensional stability and has reduced in thickness, 3) poor slope to drain design via overbuilt crickets or tapered insulation system, 4) roof drains are built along side building support columns which maintain a consistent height under load while the balance of the roof system is applied over a live deck which tends to move and deflect under normal seasonal load. In all cases, roof depressions that collect and hold water will tend to grow in size as the added weight of the ponding water will continue to deflect the roof deck even further.

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Photo 10

CLEAR Analysis: Removal of membrane sample.



Photo 11

CLEAR Analysis: Repair of membrane sample.



Photo 12

CLEAR Analysis: Imbedded with granules from perimeter to reinforce and protect against UV.




Solution Options

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Upper Section(West)

Maintenance Options

Solution Option:	Maintenance 	Action Year:	2022
Square Footage:	6,118	Expected Life (Years):	3
Budget Range:	\$2,500.00 - \$5,000.00		

Scope of Work: Routine Maintenance

1. Repair all open fish mouths using high grade mastic reinforced with mesh
2. Re caulk all coping cap seams
3. Fill all pitch pockets using high grade mastic
4. Re seal around all penetrations using high grade mastic
5. Repair sagging curb flashings on units and around perimeter




Solution Options

Client: City of Prince Albert

Facility: Municipal Services Centre

Roof Section: Upper Section(West)

Restore Options

Solution Option:	Restore 	Action Year:	2023
Square Footage:	6,118	Expected Life (Years):	20
Budget Range:	\$110,000.00 - \$135,000.00		

Scope of Work: Full Restoration with 15 year watertight warranty

1. Power wash the entire surface including flashings
2. For the field of the roof and flashings, apply 1.5 gal./100 sq. ft. (24 wet mils) of base coat
3. Embed reinforcement fabric by brushing or rolling into place from the center out.
4. Next, top reinforcement with 1 gal./100 sq. ft. (16 wet mils) Allow to dry for 24-48
5. Finally, apply an additional 2 gal./100 sq. ft. (32 wet mils) to the entire roof by brush, roller or spray.



City of
Prince Albert

RPT 22-239

TITLE: Little Red River Park Development Update

DATE: **May 26, 2022**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

PRESENTATION:

Verbal Presentation: Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

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

Written by: Community Services Advisory Committee



RPT 22-220

TITLE: Little Red River Park Development Update

DATE: **May 13, 2022**

TO: Community Services Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

TOPIC & PURPOSE:

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

BACKGROUND:

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

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

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

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

PROPOSED APPROACH AND RATIONALE:

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

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

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

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

2020 – 2021 priorities and improvements that have been accomplished:

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

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

2022 Priorities:

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

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

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

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

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

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

2023 Priorities for budget consideration:

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

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

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

2024 Priorities:

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

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

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

Operational Requirements:

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

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

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

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

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

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

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

Other Equally Important Strategic Planning Considerations:

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

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

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

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

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

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

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

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

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

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

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

CONSULTATIONS:

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

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

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

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

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

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

OFFICIAL COMMUNITY PLAN:

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

PUBLIC NOTICE:

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

PRESENTATION:

Verbal - Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

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

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager



LITTLE RED RIVER PARK

Master Plan



City of
**Prince
Albert**



HTFC
PLANNING & DESIGN

OXBOW
ARCHITECTURE

May 2020

Acknowledgements

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

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

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

Little Red River Park Master Plan

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

by HTFC Planning & Design and Oxbow Architecture

Consultant Team

Anna Ringstrom, SALA, CSLA
Oxbow Architecture, Saskatoon

Mark Bauche, MALA, SALA, CSLA
HTFC Planning & Design, Winnipeg

Glen Manning, MALA, SALA, OALA, FCSLA
HTFC Planning & Design, Winnipeg

Marilyn Gould, SALA, CSLA
HTFC Planning & Design, Saskatoon

May 2020





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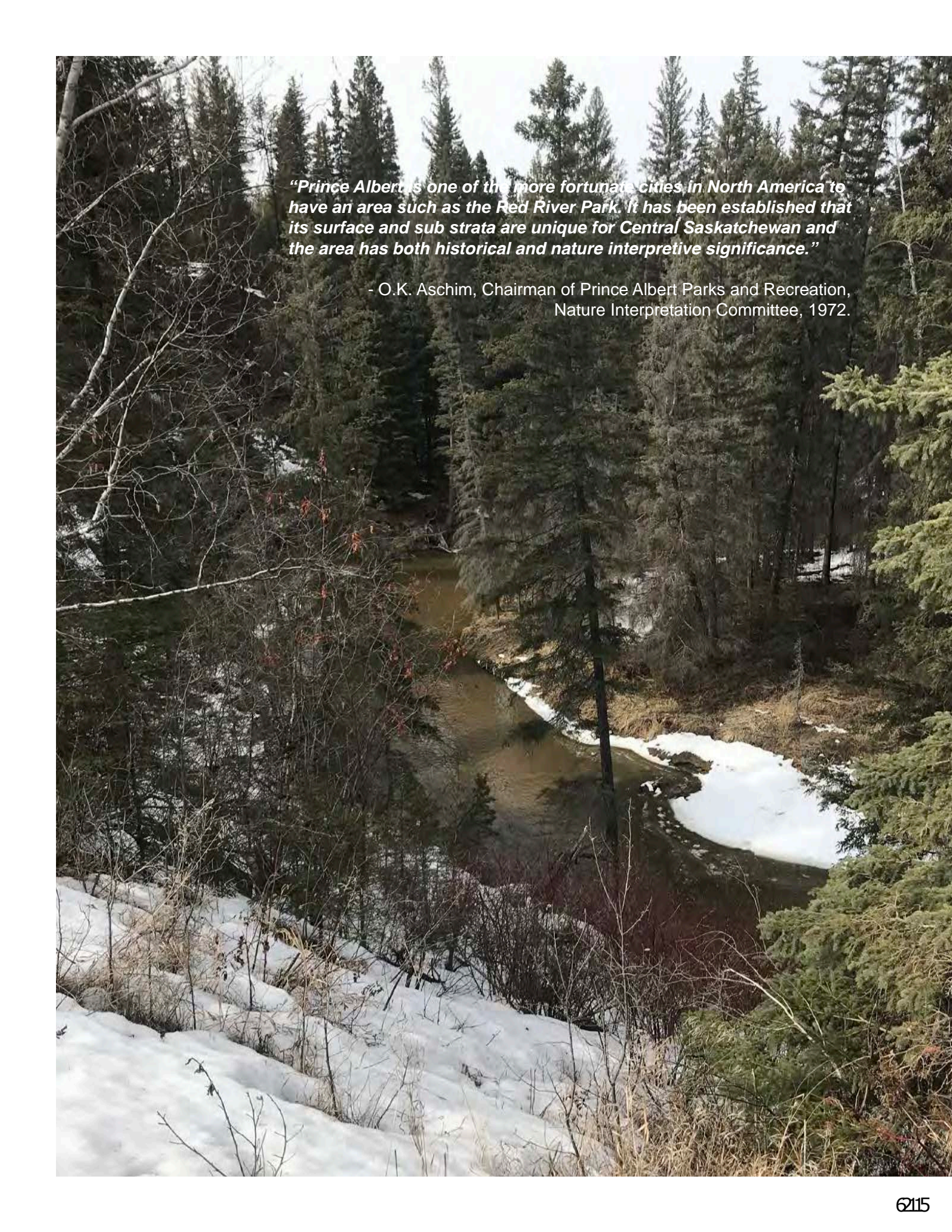
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“Prince Albert is one of the more fortunate cities in North America to have an area such as the Red River Park. It has been established that its surface and sub strata are unique for Central Saskatchewan and the area has both historical and nature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

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



1.0 Executive Summary

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

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

1.1. Process

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

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

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

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

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

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

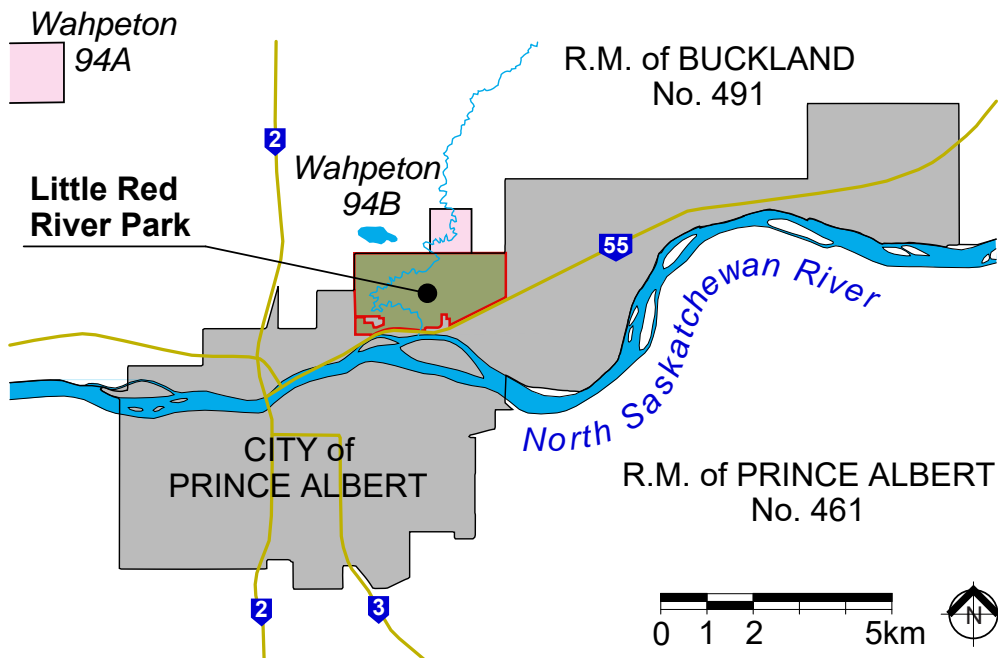


Figure 1. Location of Little Red River Park

1.2. Foundations

Goals and Objectives

The Little Red River Park Master Plan aims to:

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

Mission and Identity Statement

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

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

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

Guiding Principles

Little Red River Park is a place that:

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

1.3. Key Strategies

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

1.4. Measuring Success

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

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





Project Background

2.1. Introduction

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

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

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

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

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



Figure 2. Master Plan Process

2.2. Historic Context

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

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

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

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

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

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

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

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

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

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

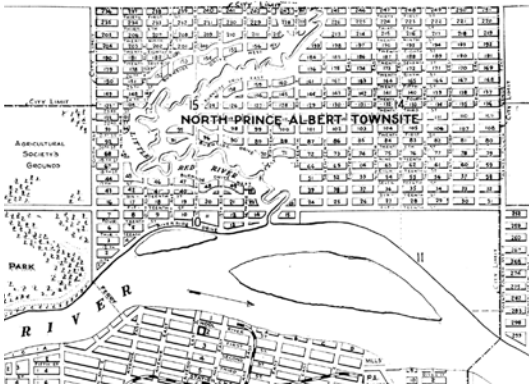
Beginning in the 1880s, Prince Albert's lumber industry began to grow. Several townships north of the river were withdrawn from development or lumbering, so the lumber and cordwood industries began about six miles out from the river edge. Prince Albert homeowners grumbled about having to drive so far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

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



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

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



Prince Albert plan, 1912 (PAHS)

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



Choir picnic, 1923. (PAHS)

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



Ski jump. 1940

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



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

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

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

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

2.3. Previous Master Plan

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

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

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

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

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

2.4. The Need for a Master Plan

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

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



Photo Credit: Prince Albert Ski Club





Goals and Objectives

3.1. Goals of this Plan

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

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

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

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

This Master Plan includes:

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



3.2. Mission and Identity Statement

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

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

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

3.3. Guiding Principles

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

Little Red River Park is a place that:

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



Inventory & Analysis

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

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

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

4.1. Planning Context

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

4.1.1. Alignment with Existing Plans and Policies

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

4.1.1.1. **Kistahpinanihk – Official Community Plan**

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

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

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

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

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

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

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

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

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

4.1.1.3. Community Services Master Plan

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

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

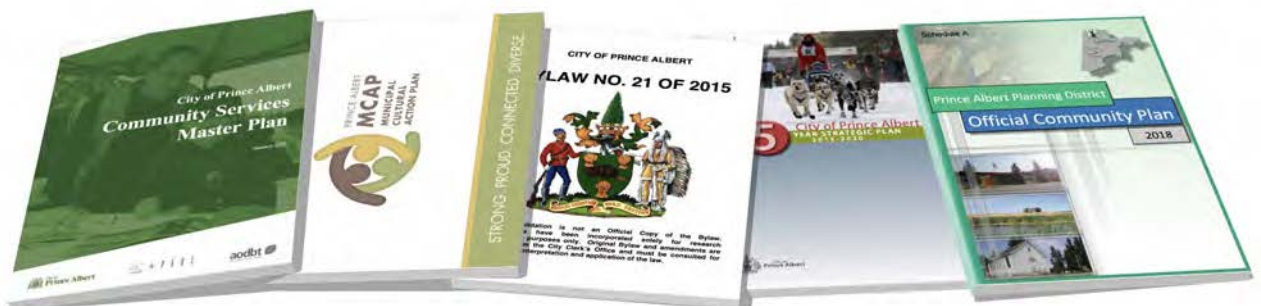
Some of the other congruent directions that are promoted through the CSMP include:

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

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

4.1.1.4. Municipal Cultural Action Plan

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



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

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

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

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

4.1.1.5. Recreation Facilities and Parks By-Law

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

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

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

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

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

4.1.2. Provincial and National Guidelines

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

Saskatchewan

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

Canada

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

4.2. General River Valley Description

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

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

Hydrology

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



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

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

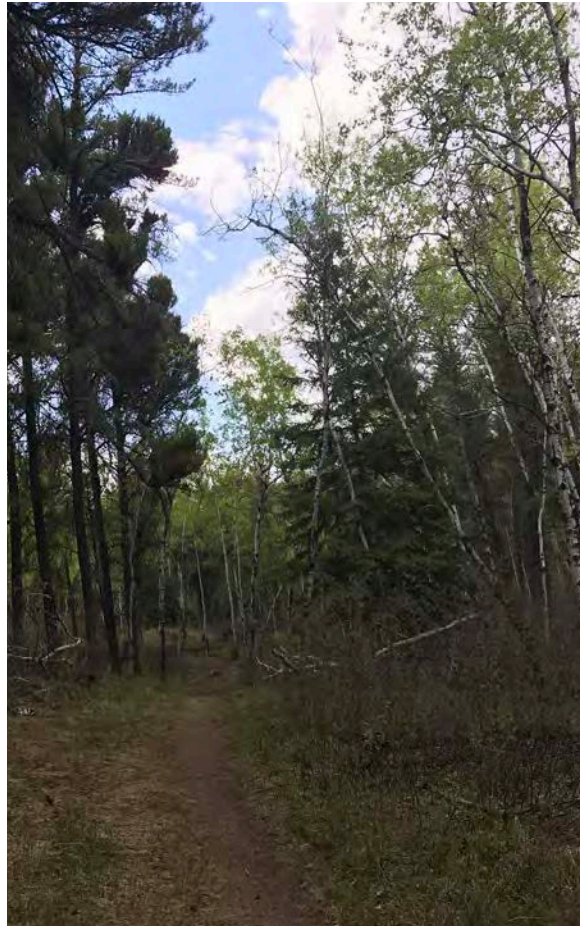
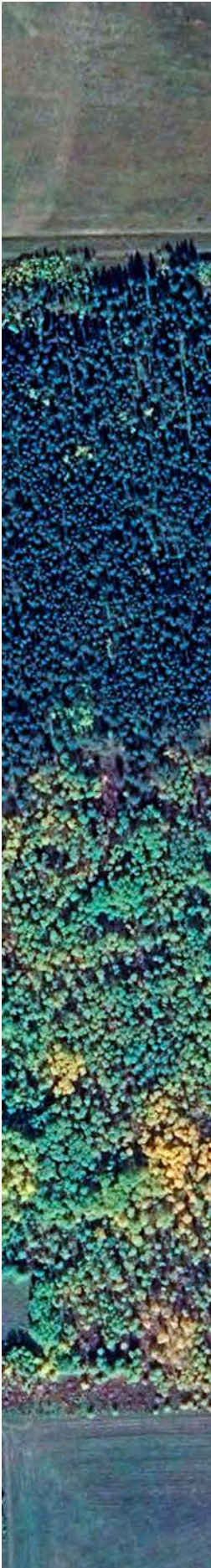
Topography and Soils

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

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

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





The divide between pine and poplar forests



Felling of trees by beavers



Photo credit: Brian Ho (Instagram)

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

Flora and Fauna

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

Areas that have moister soils, such as the floodplains in the south of the valley abound with stands of poplar, birch and white spruce with an understory of hydrophilic shrubs such as dogwoods, beaked hazel, green alder, wild rose, and saskatoon. Where there are organic deposits, one will find stands of black spruce and tamarack with understoreys of Labrador tea, raspberry, twinflower, miterwort, and sedges. The wettest areas are ideal for thickets of willow and sedges.¹⁵

A broad range of animal species dwell in the forests, plains, and waters of the river valley, ranging in size from moose to mouse and smaller still. Mammals such as deer, elk, beaver, martens and rabbits find their home in these ideal surroundings. There are also many bird species – both migratory and non-migratory – that live in the tree canopies, as well as many waterfowl that take advantage of the sloughs, bogs and marshes within the valley. Insects, especially pollinators, play a big role in ensuring the diverse ecosystem is sustained. Historically bison also grazed the plains, part of the Saskatchewan Herd that would overwinter at this site.¹⁶

Of course humans are a big part of this landscape, and have been since nomadic groups first set foot in this region. People have lived and gathered on this land for many generations and have become a part of its ecosystem – adjusting with the seasons and adapting to the changes – along with all of the other animals, birds, insects, and plants that call the valley home.

The plant and animal species that can be found in the valley include many that have traditional uses to Indigenous peoples and have been harvested for a number of broad uses such as food, shelter, clothing, tools, and medicine. Through conscientious and careful practices, this land has been able to sustain its inhabitants with all of its renewable resources.



Photo credit: Estelle Hjertaas (Instagram)

Some of the Species Found Within the River Valley

Trees:

- Jack pine
- Black spruce
- White spruce
- Tamarack
- Balsam poplar
- White birch

Shrubs and groundcover:

- Red osier dogwood
- Beaked hazel
- Green alder
- Wild rose
- Saskatoon
- Bearberry
- Lowbush cranberry
- Ostrich fern
- Horsetail
- Fireweed
- Blueberry
- Reindeer moss
- Rice grasses
- Labrador tea
- Dwarf raspberry
- Twinflower
- Mitrewort
- Sedges
- Willow
- Cattail
- Bulrush
- Reed grass

FLORA

Birds:

- Barred owl
- Red-tailed hawk
- Woodpecker
- Grey jay
- Chickadee
- Spruce grouse
- Eagle
- Heron
- Crane
- Canada goose
- Duck
- Loon
- Pelican

Fish:

- Northern pike
- Pickerel
- Sauger
- Goldeye
- Sturgeon
- Perch
- Trout
- Catfish

Mammals:

- Moose
- Elk
- White-tailed deer
- Timber wolf
- Black or brown bear
- Fox
- Wolverine
- Marten
- Lynx
- Otter
- Beaver
- Muskrat
- Mouse
- Rabbit

FAUNA

4.3. Park Edges

The perimeter of Little Red River Park totals over ten kilometres, creating a variety of edge conditions. This presents a challenge where adjacencies are homogenous with conditions within the Park boundary, and indeed serve to blur the boundary itself. While most of the Park's edges are clearly defined by roads, there are a number of areas that are ambiguous.

The western edge of the Park, particularly north of the West Parking Lot, blends seamlessly with the neighbouring Nisbet Provincial Forest. The sandy Kristi Lake Loop trail serves as a vague demarcation of this boundary, but the landscape on either side of the trail and the Prince Albert city limit (*i.e.* the Park boundary) are contiguous. This makes it difficult to discern this boundary. The same is true on the north edge of the Kristi Heights zone, and the entire length of the north boundary line, which abuts the R.M. of Buckland, and Wahpeton 94B lands.

Depending on one's perspective, this ambiguity can be seen as either positive or negative. On a positive note, the Park's lack of a defined boundary accentuates its continuity with the adjacent parcels of land, and invites trail users into the broader trail network. The trails in Little Red River Park extend nearly two kilometres beyond the northwest corner of the Park proper.

However, this also presents some challenges in the form of trail user conflicts, park security and park identity. Without fences or gates along these edges, access to the Park via trails in these locations is unimpeded, which encourages covert after-hours use of remote areas of the Park. Non-permitted uses of trails such as motorized vehicles like ATVs and snowmobiles can also be easily concealed, potentially damaging trails and natural systems without consequence to offending parties. In terms of park identity, it is unclear to park visitors where the Park/City ends and where the neighbouring jurisdictions begin.

Another edge that lacks a definitive boundary is the intersection of the Sanitorium site and the Pine Grove/PA Youth Residence properties. Because these facilities were constructed following the decommissioning of the Sanitorium facility, land once part of the hospital complex has since been amalgamated into the neighbouring correctional facilities. Security fencing has dead-ended the existing north road, and the south road leads onto the Youth Residence property, which eventually circulates back to Little Red River Park Road just west of the actual park boundary and gate.

4.4. Existing Infrastructure and Amenities

Figure 3 shows the existing conditions at Little Red River Park.

As it has always been, Little Red River Park remains *Kistahpinanihk*, a meeting place. Thousands of people from all ages, abilities, and walks of life find their way to Little Red every year. A year-round destination, nearly seventy percent of Prince Albert residents visit Little Red River Park (LRRP) annually, making it one of the city's most important recreational sites. For those not from Prince Albert, Little Red River Park is a hidden gem, known primarily via the groups most familiar with its events, including winter cross country ski loppets, summer mountain biking and music festivals; or its amenities, including the ski hill, trail network and picnicking sites.

The Park offers bird and wildlife viewing, downhill skiing, cross-country (skate and classic) skiing, hiking, cycling (mountain, fat-tire and cyclocross), snowshoeing, and picnicking. The Park also hosts the annual Pine Needle Mountain Bike and Music Festival in June, as well as loppets and other nordic ski events and competitions. In 2019, the Park hosted the national archery championships, represented by the local Prince Albert Bowbenders Club.

Because Little Red River Park is adjoining the Nisbet Provincial Forest, it is difficult to appreciate its size or to determine its boundaries while on the ground. Existing trails move freely between park and non-park space. To be an urban park within a large forest is both a blessing and a curse. Space and natural resources abound, but access is difficult to control, and unwanted or undesirable park activity occurs. With nebulous boundaries and development that has often occurred haphazardly, the Park lacks a certain clarity. It is time for Little Red River Park's identity to be more well-defined and for the citizens of Prince Albert to collectively weigh in on the future they would like for this wonderful natural area.

As the numbers show, the citizens of Prince Albert appreciate this park as nearly 70% of the city's population visits the Park annually. The Park functions with assistance from the City in the form of grant dollars provided through tendered contracts to operators of both the Cosmopolitan Lodge and Kinsmen Ski and Snowboard Centre. The City has also formed partnerships with respected user groups such as the Prince Albert Ski Club, Rock 'n' Road Bicycle Club and others.

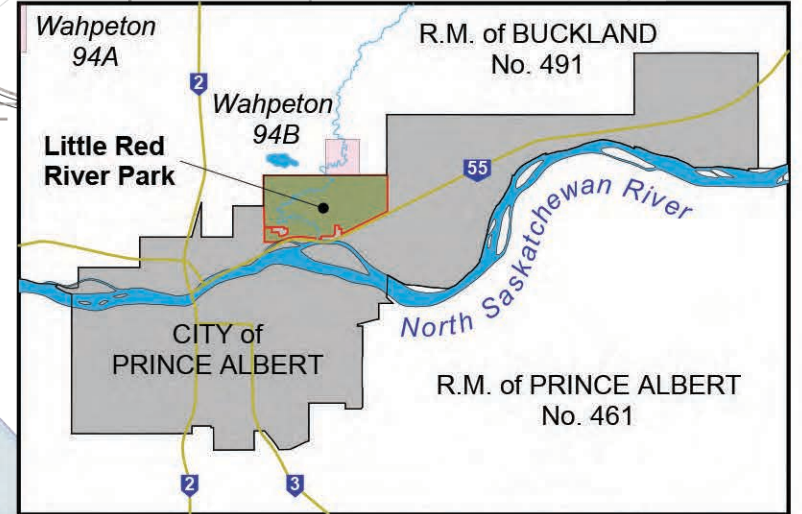
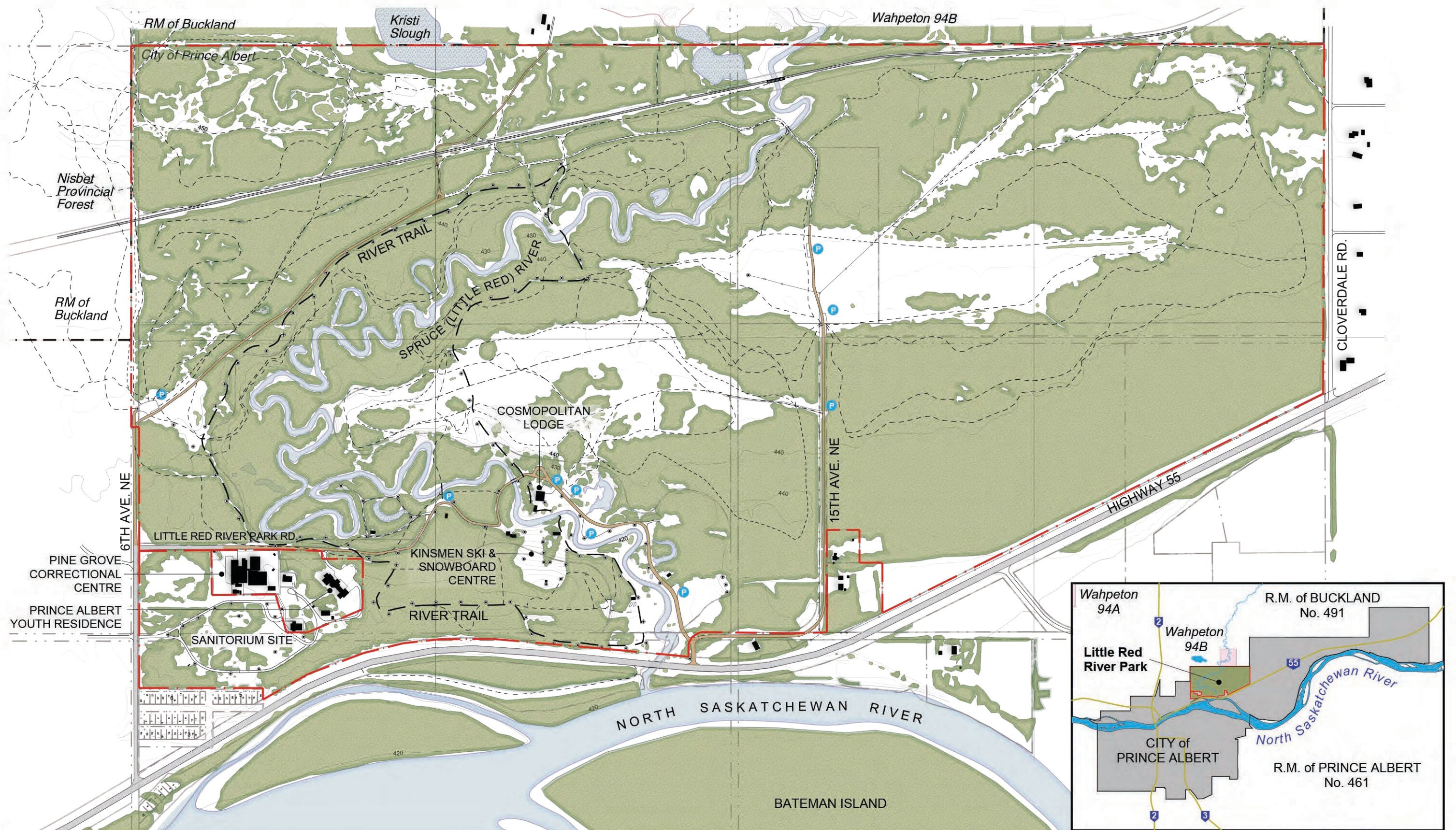
These contractors and volunteer groups contribute to the upkeep of the Park as part of their agreements and tend to concentrate their maintenance efforts in the immediate vicinity of the lodge and ski trail areas. For the remainder of the large park, volunteer labour from local sports and recreation organizations help to keep up the more outlying areas.

Although the Park is well used and successful, it is also showing signs of deterioration. The health of the forest has been compromised by dwarf mistletoe. Graffiti is a problem, as is illicit use that is causing environmental damage, especially from ATVs. The grassland upland areas are starting to fill in and the network of trails is vast, confusing and without a central trailhead. Off-leash dogs are not relegated to a specific area of the Park, so it is not possible to visit the Park without dog encounters. Infrastructure in the Park is out of date and often in a state of disrepair, particularly the washrooms and bridges.

Flooding in recent years, particularly during 2013 and 2014, caused significant damage to the Park, particularly the riparian habitat. During the flooding of 2013, the Park was closed to the public from June 20 into the fall. In 2016, the river was intentionally dammed in the Park, near the toboggan hill, to provide a reservoir of clean water for the City during the Husky Oil spill.¹⁷ This caused further damage to already eroded riverbanks and significant vegetation was lost. During the summer of 2017, a major bank stabilization and reforestation project was undertaken.

As of the fall of 2019 the health of the riverbank areas is improved, but vegetation is still establishing and the river edges, particularly at the south end of the Park, are still bare. As well, it is worthwhile noting that the river further upstream is jammed with dead trees, which might also be the result of the last decade of flooding. Although not impeding enjoyment of the Park, it makes the river unnavigable, which is an unfortunate loss of recreation potential for paddling, kayaking and paddle boarding. Bridge infrastructure lost or damaged during these flooding events is still being addressed.





LOCATION PLAN (1:200,000)



Figure 3:
LITTLE RED RIVER PARK : EXISTING CONDITIONS

0 50 200 500m SCALE 1:10,000

- PARK BOUNDARY
- BUILDING
- LIGHT POLES
- PARKING AREA
- MARSH/BOG
- WATER BODY
- TREE COVER
- CONTOUR LINES (2m INTERVAL)
- TRAIL
- ROAD
- RAILWAY
- PLANNING BOUNDARIES



4.4.1. Park Access

There are four vehicular entrances to Little Red River Park:

- The main entrance off of Highway 55;
- The west entrance on Little Red River Park Road (past Pine Grove Correctional Centre);
- The west parking lot at the terminus of 6th Avenue NE;
- The Sanitorium road (though it technically does not connect to the rest of the Park without passing through the Prince Albert Youth Residence property).

Along with the above noted, there are multiple access points for non-vehicular traffic via the numerous trails that enter the site from perimeter roads and the trail network in the Nisbet Provincial Forest.

4.4.2. Cosmopolitan Place and Lodge

Cosmopolitan Place comprises Cosmopolitan (Cosmo) Lodge, the Kinsmen Ski and Snowboard Centre, the Swinging Bridge, and the picnic and barbecue areas in the lower river valley – the central, flat area of the Park – which can be accessed by Highway 55 and 6th Avenue NE.

Cosmopolitan Lodge sits at the centre of Cosmopolitan Place. A building of wood construction of approximately 530 square metres (5,700 square feet). It houses a large open hall, a smaller side hall, a kitchen/canteen, full service washrooms, and storage space.

The previous contractor in charge of operations of Cosmopolitan Lodge invested much time, effort, and capital into improvements to the lodge and its environs, as well as providing valuable public programming. More investment is required, however, to bring it up to the standard required to achieve the goal of being a destination for locals and visitors.

The current contract format encourages the operator of the Lodge to generate revenue through the operation of the food and rental services offered at the facility. This revenue supplies the contractor with the income required to sustain this business, while the contract amount can be applied to cover any overhead costs that come with operation and maintenance of the facility.

There are five large picnic areas within Cosmopolitan Place, with approximately twelve smaller picnic sites throughout. The first large site, along the east entrance road, contains a shelter, outhouse and several individual picnic spots with fire pits. The second is a picnic shelter across the river near the former playground site. The third is the picnic shelter adjacent to Cosmo Lodge. The fourth is a large group use area that sits across the road from the Swinging Bridge. This space contains a large shelter, outhouse and several fire pits and barbecues. The fifth area is situated along the loop road north and west of the group use area. This loop contains several individual picnic spots, a large shelter with wood burning stove and an outhouse.

4.4.3. Kinsmen Ski and Snowboard Centre

Skiing has been a part of life at Little Red River Park for generations. The current facility, opened in 1990, includes the Old Log Cabin, tow-rope lifts with lift house, two ski runs, and out buildings that house grooming and maintenance equipment. The facility is operated under a contract, separate from the operating contractor of Cosmo Lodge.

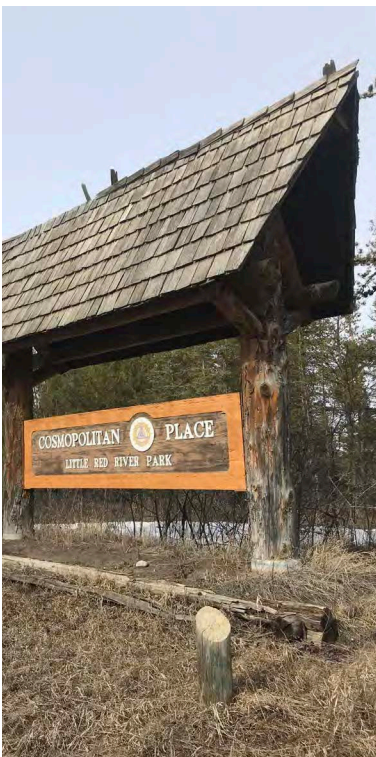


Photo credit: Kinsmen Ski & Snowboard (Facebook)

4.4.4. Trails

The extensive system of trails throughout Little Red River Park is an attractive and well-used trail network in the region. There are nearly fifty kilometres of trails within the boundaries of the Park. With so many trails, there are often user conflicts, and challenges to keeping the trails organized have arisen. The task of forming, grooming, controlling and policing the trails has been undertaken by the different trail user groups, such as the Prince Albert Ski Club and the Rock 'n' Road Cycle Club, but more investment is needed to create a coherent system of trails with clear use demarcation and elimination of conflicts.

Figure 4 shows the current trail network.

4.4.5. Programming and Events

Little Red River Park has become a venue for several regular events throughout the year, including the Pine Needle Mountain Bike and Music Festival in June, the Cosmo Classic Loppet in January/February, and the Prince Albert Winter Triathlon in February. It has also been a venue for weekly trail runs, weddings, gatherings, graduation and family photographs, outdoor yoga, youth day camps, school trip outings, and one-off events, as well as cultural programming at Cosmopolitan Lodge (language classes, beading workshops, Elder bingo nights, etc.) among others.

4.5. Cultural Resources

The whole site of Little Red River Park has many stories to tell through the years, from a time before humans occupied it up to the present moment. There are three sites within the Park that hold particularly strong historical value: the historic Dakota village, the Swinging Bridge, and the Sanitorium site.

4.5.1. The Historic Dakota Village

There once existed a village in the flat area north of Cosmopolitan Lodge. This village contained cabins, roads and a community hall, along with some sites sacred to the local Dakota community. The history of this village is not widely known within the Prince Albert region, and there is an opportunity, through this plan, to honour this history.

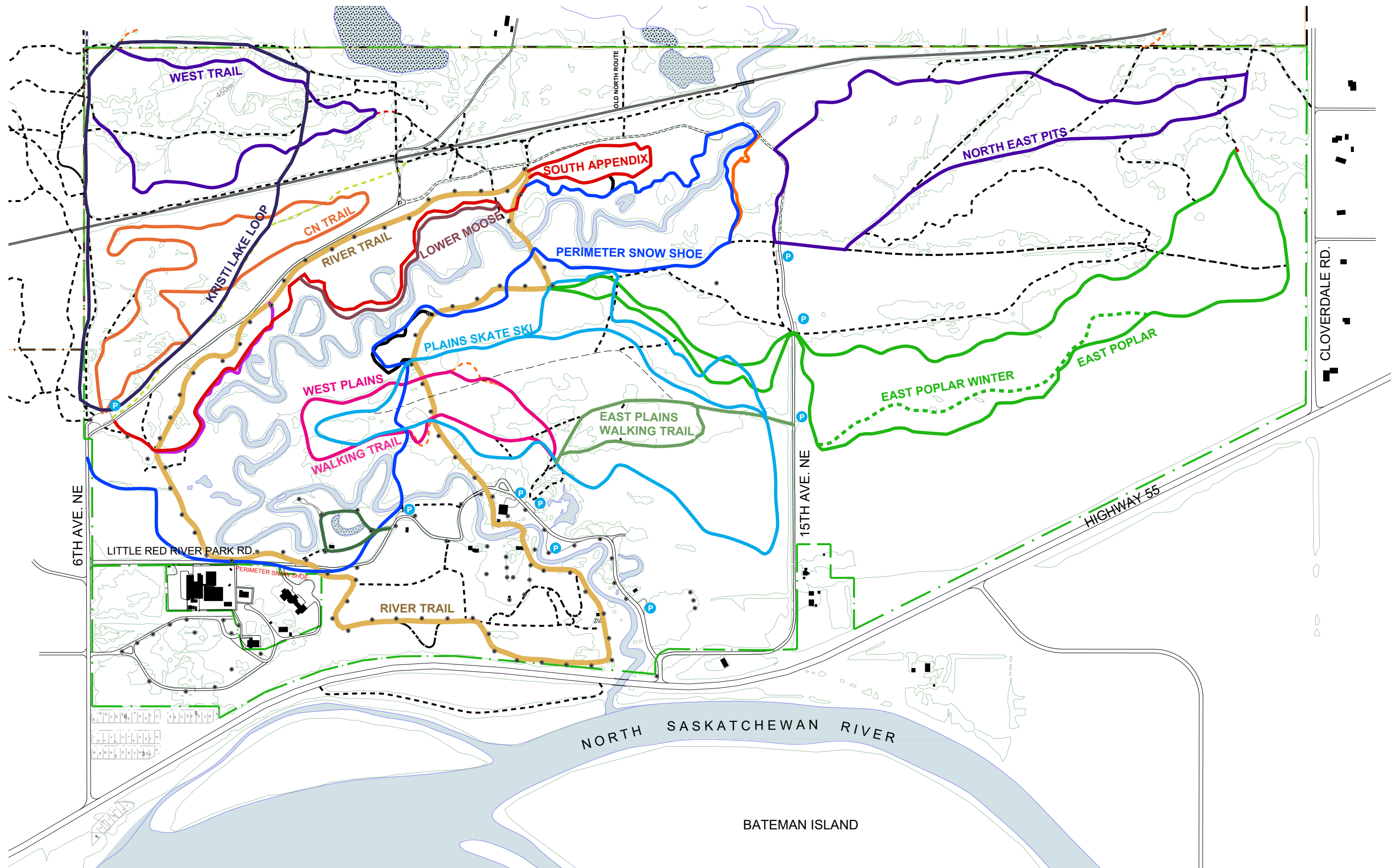
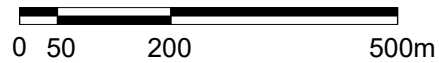


Figure 4:
EXISTING TRAILS MAP



- PRIMARY TRAIL (RIVER TRAIL)
- SECONDARY TRAILS
- TERTIARY TRAILS
- PARKING AREA
- LIGHT POLES

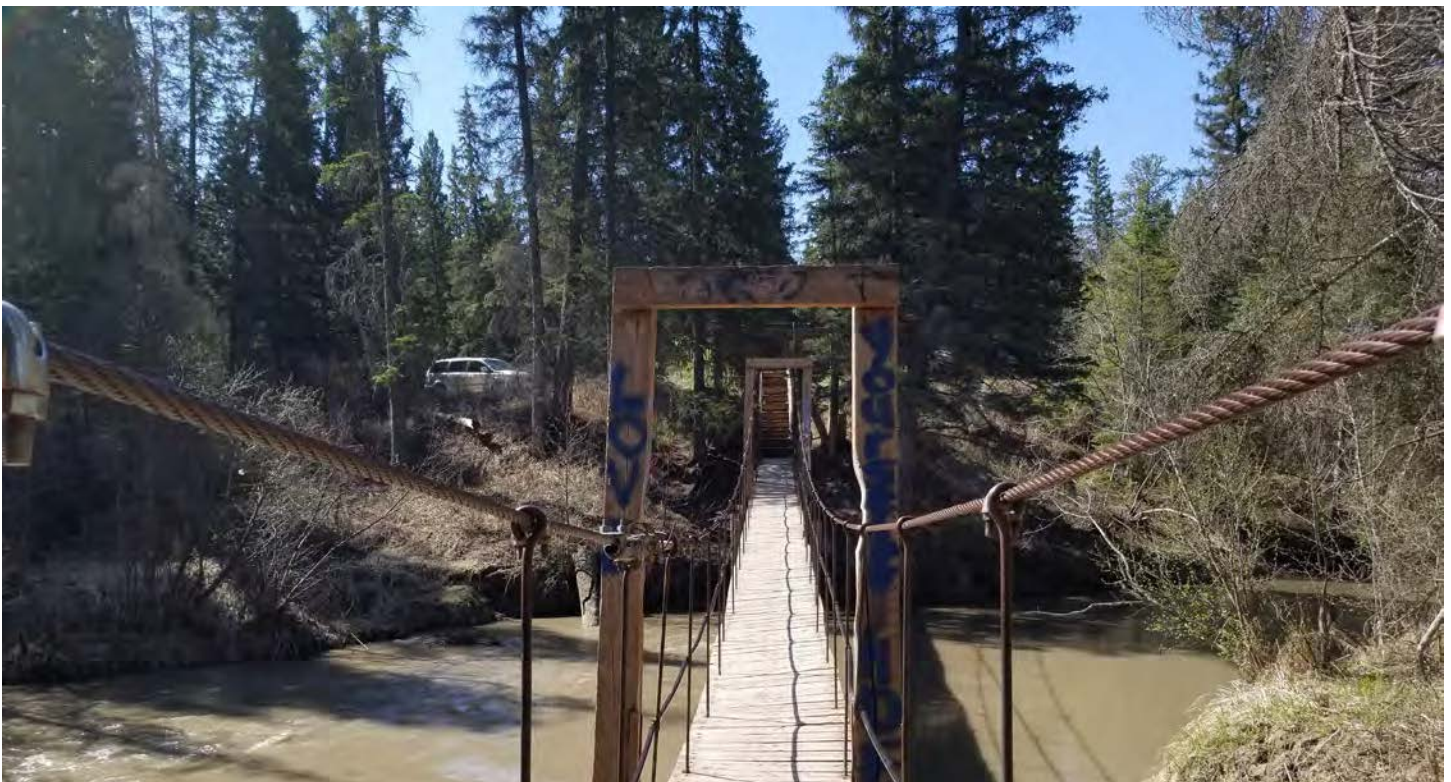


4.5.2. The Swinging Bridge

For nearly a century, the Swinging Bridge over the Spruce River has contributed to the charm of Little Red River Park. It offers visitors a fun way of engaging with the river, while also providing a thrilling sense of risk and danger. In recent years the bridge has fallen into disrepair, and unfortunately, actual risk and danger have become a part of crossing the bridge. A sign that reads ‘Caution. Damaged bridge. Use at own risk’ now greets visitors at each landing.

4.5.3. The Sanitorium Site

The site of the former Prince Albert Sanitorium is a piece of land of approximately 38 acres, within the bounds of the Park, which is currently unused. The original roads constructed for the building remain, and utilities such as water and sewer are intact at the site. There is a brick and stone monument along one of the roads commemorating the hospital. The ‘blank slate’ nature of this site and the fact that it is isolated from the rest of the Park, calls for a land use that does not rely on a direct connection to the Park’s other amenities.



4.6. User Groups

One of Little Red River Park's great strengths is the fact that so much of the programming and maintenance of the Park is undertaken and overseen by grassroots organisations, who act as stewards for the Park and care deeply about continually improving its amenities. The formation of the Friends of Little Red River Park has helped to galvanise these efforts and improve communications between user groups and the City of Prince Albert.

Among others, these include:

- Prince Albert Alpine Ski League;
- Rock 'n' Road Cycling Club;
- Prince Albert Trail Riders;
- Prince Albert Ski Club;
- Prince Albert Triathlon Multisport Club;
- Prince Albert Bow Benders;
- Operating contractors, staff and volunteers of Cosmopolitan Lodge;
- Operating contractors, staff and volunteers of the Kinsmen Ski and Snowboard Centre;
- City of Prince Albert Summer Playground Program;
- Educational institutions: primary, secondary and post-secondary;
- Local chapters of various service and youth clubs.

4.7. Safety & Security

A number of safety and security issues currently present challenges to park users and operators. With so many remote areas and a lack of surveillance, limited number of staff, and lack of a dedicated patrol assigned to the Park's extents, deterring and apprehending illegal activities has become nearly impossible, especially after hours.

Though gates at vehicular entrances are locked at night, access to the Park is still possible, and illicit use of the Park has been occurring. Open, unpermitted fires in the Park present a wildfire hazard, especially during dry periods.

There are currently many positive aspects of Little Red River Park and its operations and use that promote safety, such as the strong sense of community and stewardship that is created by the various user groups, continuous activity in the Park, and the efforts of the operating contractors and City staff. More measures can be taken however, to increase not only the visitors' sense of safety, but actual safety and security. Examples include lighting at the Park's entrances and throughout Cosmopolitan Place, a foot or bike patrol through the Park during open hours, and an afterhours patrol.

Although the data collection process did not include a Crime Prevention Through Environmental Design (CPTED) assessment of the Park, all future projects should consider evaluating existing safety and security issues, and identifying potential solutions using CPTED principles. These principles include natural surveillance, natural access control, maintenance, activity support, and territorial reinforcement.¹⁸

4.8. Climate and Seasonal Cycles

Prince Albert sits at the northern edge of the Humid Continental climate zone, and experiences big differences between the four distinct seasons. Though winters can be extremely cold and harsh, the people who have inhabited the region have embraced this seasonal diversity, and have adapted their activities to suit the seasons.

The climate is changing. The changes are gradual, and may appear subtle, but small shifts in normals can have significant effects over time. The projections for climate change in this region call for a potential increase in mean annual temperature of 2.3°C within the next three decades and 4.6°C by 2080.¹⁹ Days reaching 30°C or higher are projected to increase from the historical normal of seven per year to as high as thirty-five by 2080.²⁰ Average annual precipitation is also projected to increase by as much as forty-four millimetres by 2080 with the highest increases being in the spring.²¹ This additional rain, coupled with spring melt waters could significantly increase flood risk in the Spruce River and North Saskatchewan River valleys.

This is why it is increasingly important to preserve and protect the natural resource that is Little Red River Park. The forest cover within the Park's bounds provides much needed carbon sequestration and oxygen exchange. With increasing temperatures, the shade and fresh air that these trees provide will be sought out by those seeking outdoor recreation.

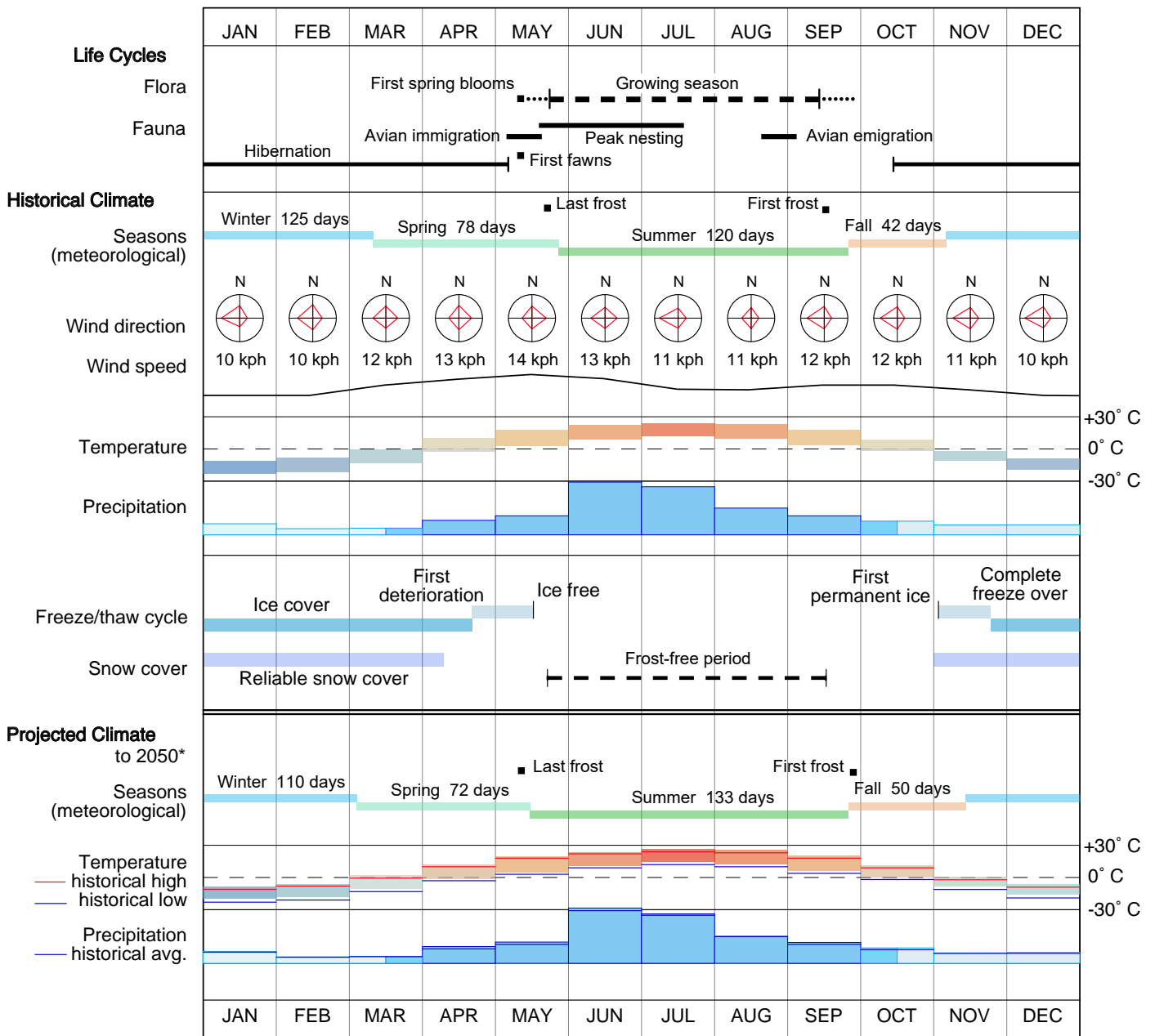


Figure 5. Seasonal Cycles

4.9. Strengths, Opportunities and Constraints

After gathering data on the Park, its history, amenities, users, and resources, some clear strengths, opportunities, and constraints became apparent. Identifying these, along with aforementioned goals, mission and guiding principles has helped to inform the process of developing a robust set of recommendations.

4.9.1. Strengths

Among Little Red River Park's many strengths, the one that stands out the most is its **natural beauty**. With an environment teeming with life, and tracts of undisturbed wilderness, balanced with low impact uses, the Park has remained a destination for locals and visitors for many generations.

The development of an **extensive recreational trail system** that ties into neighbouring trail systems to create a vast network, has given residents and visitors opportunities to enhance their well-being through exercise, enjoyment of nature, and social networking.

A **strong community infrastructure** made up of City officials, trail users, operating contractors, grassroots volunteers, and Indigenous community members has given a voice to the Park and created strong advocacy for protection and preservation of not only the environmental, but the cultural and social factors that make this place a valuable asset to the people of this region.



Photo credit: Prince Albert Ski Club (Facebook)

4.9.2. Opportunities

Building upon these strengths means embracing opportunities to make Little Red River Park an even greater asset to the people of Prince Albert and beyond. A place so rich in flora and fauna, observable hydrology, and a deep cultural heritage makes it an ideal classroom for children and adults alike. The Park has the opportunity to be a **centre for environmental education** through partnerships with Indigenous Knowledge Keepers, the Province's school boards, and post-secondary institutions.

There is also a great opportunity for the Park to be a **place for Reconciliation**. As a piece of public land that has significance for Indigenous peoples, with a history of displacement due to municipal development, and a natural setting that encourages **environmental stewardship** and **land-based education**, the Park can offer a place where people of all backgrounds can come together to share in the painful memories of the past and look to a future of healing and unity, while sharing traditional knowledge and skills



Photo credit: CPAWS - Saskatchewan Chapter

4.9.3. Constraints and Challenges

Many of the most significant challenges and constraints to development within the Park have been addressed in previous sections, such as the **large scale of the Park**, incompatible **land uses of adjacent properties**, the **sandy soil conditions**, and the **prevalence of invasive species**.

One of the most challenging aspects of this site is its proneness to **flooding**. A changing climate, large storm events and changes to freeze-thaw cycles have the potential to increase the frequency and severity of flooding. Unfortunately the most developed areas in the Park are in the floodplain.

Flood mapping has identified the 100- and 500-year flood lines, denoting the extents of the most extreme events. It should be noted that these types of flood events tend to occur more frequently than the 100 and 500-year labels suggest.

It is imperative that all proposed developments are sensitive to the risks of developing within this floodplain. Wherever possible, in accordance with the restrictions laid out in the *PA Planning District Official Community Plan*, no permanent structures should be built within these zones without first mitigating the risks presented by these flood events. Priority should be given to choosing sites that sit outside of the flood lines, as indicated in Figure 6.



Photo credit: PANow

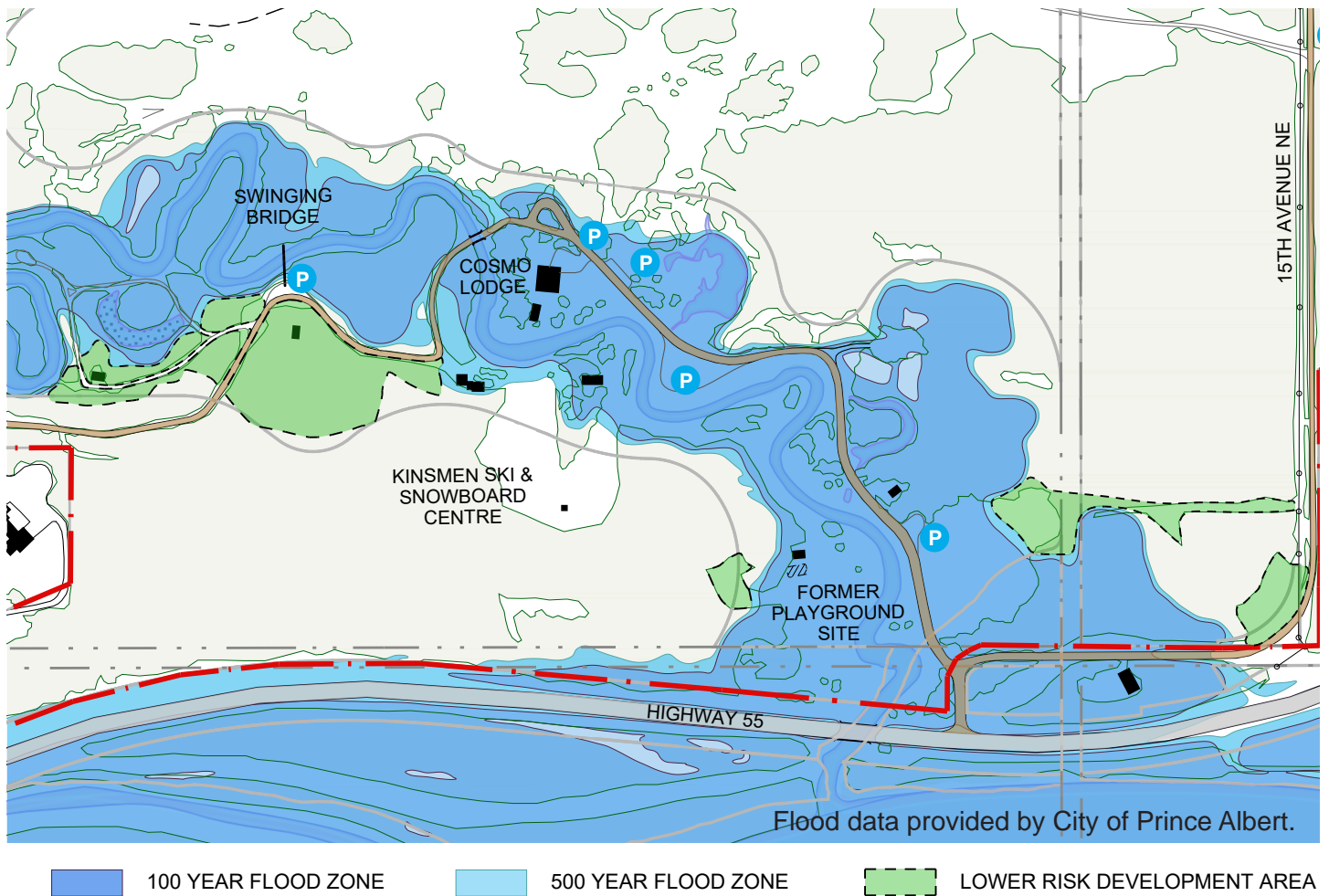


Figure 6. Flooding Constraints within Cosmopolitan Place





5.0 Public Engagement

5.1. Process

The Consultant Team completed a rigorous public engagement and data gathering process for the development of this Master Plan for Little Red River Park.

An important component of this study was meeting with members of the community to learn how the Park is currently used and to determine what the Park means to people, how it plays a part of – and adds value to – their lives, and their vision for its future.

From the start, the Consultant Team met with individuals and groups, to learn as much as they could about how this park functions in the community. Together with staff from the City of Prince Albert, a list of individuals and organizations was compiled, which became the checklist for a series of engagement sessions.

5.2. Consultation with Stakeholder Groups

Throughout 2019, the Consultant Team conducted meetings, interviews, and teleconferences with a number of stakeholders within the community in order to gather pertinent information and guidance on potential directions for the Park.

The following individuals, committees, or groups met with the Consultant Team:

- Kinsmen Ski & Snowboard Centre - Nathan Stregger, Manager;
- Friends of Little Red River Park Advisory Committee;
- Prince Albert Ski Club - Mike Horn, Fresh Air Experience;
- City of Prince Albert Technical Steering Committee - Tim Yeaman, Bruce Vance, Jeff da Silva, Craig Guidinger;
- Ranch Ehrlo - Brittany Acorn, Program Manager;
- City of Prince Albert Cultural Advisory Committee;
- Saskatchewan Polytechnic, School of Natural Resources and Built Environment - Joanne Marchand, Instructor;
- Prince Albert Tourism - Amber Pratt, Executive Director;
- Province of Saskatchewan, Nisbet Forest Representative - Trevor Jacobson, Land Manager;
- Rotary Club of Prince Albert - Keith Fonstad, President Elect and Joe Weinrich, President;



- Canadian Parks and Wilderness Society (Saskatchewan) - Gord Vaadeland, Executive Director, Stu Coles, Project Manager;
- Rock 'n' Road Mountain Bike Club - Quintin Wismer, President;
- City of Prince Albert Museum - Michelle Taylor, Director;

The Team met with the following through teleconferencing:

- Saskatchewan Rivers School Division - Cory Trann, Superintendent and Tyson Fetch, Indigenous Perspectives Coach;
- Saskatchewan Regional Parks Association - Katrina Irving, Executive Director;
- Province of Saskatchewan Culture & Sport, - Cynthia Bryce, Executive Coordinator to Assistant Deputy Minister of Parks;
- Saskatchewan Polytechnic, School of Natural Resources and Built Environment - Joanne Marchand, Instructor and Kevin Benmerrouche, Student.

5.3. Consultation with Indigenous Communities

Prince Albert is located on Treaty 6 land, the traditional territory of the Cree, Dene, Dakota, Saulteaux and Ojibwe peoples, and the homeland of the Métis Nation. The Prince Albert Grand Council comprises twelve First Nations and according to the 2016 Census, close to 40% of Prince Albert's population identifies as Indigenous, which includes First Nations, Métis and Inuit.²²

An important aspect of the public engagement process was ensuring that Indigenous communities were well represented and indeed deeply involved in the master planning process. The site of Little Red River Park has significant pre-contact history, and was, up until the last century, inhabited by the local Wahpeton Dakota peoples, who today have reserve land bordering the Park.



During the data gathering process, the Consultant Team kept an open and continuous dialogue with Wahpeton Traditional Knowledge Keeper Dr. Leo Omani. During this process, Dr. Omani identified an area within the Park that was once a Dakota village. On the evening of May 22, 2019, the Team met with Dr. Omani and Elder Norma Green, offering tobacco and being subsequently led on a walkthrough of the area to identify important sites and to emphasize the importance of preserving and respecting this history and land.

The Team also reached out to Prince Albert Grand Council to engage in dialogue with the area First Nations, as well as a committee of Traditional Knowledge Keepers assembled through the Municipal Cultural Action Plan.

The following individuals, committees, or groups met with the Consultant Team:

- Prince Albert Métis Women’s Association - Noreen McBride, President;
- Wahpeton Dakota First Nation - Dr. Leo Omani, Traditional Knowledge Keeper and Norma Green, Elder;
- Jason Surkan, local Métis architect;
- City of Prince Albert Traditional Knowledge Keepers - Alan Adams, Ian McKay, Dr. Leo Omani, Joanna McKay, Leah Dorion;

5.4. Website and Survey

Over the summer of 2019, an online park survey was conducted. The Consultant Team worked with staff from the City of Prince Albert, particularly Bruce Vance, Judy McLeod-Campbell and Tim Yeaman, to assemble a survey that would provide information regarding the relevant issues, while leaving the survey questions flexible enough that responses could be more than a simple ‘yes’ or ‘no.’ Open-ended questions were also provided. The survey was launched using the *Let’s Talk Prince Albert* online platform, and 700 registered email addresses received a direct invitation to engage with the survey. With assistance from Bruce Vance, Manager of Marketing & Sponsorship (City of Prince Albert), the survey was launched on June 13th, 2019 and was kept online through the end of the Labour Day long weekend.

Bruce Vance also helped to ensure that the online survey was promoted throughout the community, as social media posts and media releases were organized. The Consultant Team also posted on social media and sent the online survey link directly to Facebook pages associated with the Park (Prince Albert Alpine Ski League, Rock ‘n’ Road Cycling Club, Prince Albert Trail Riders, Prince Albert Ski Club, Prince Albert Triathlon Multisport Club, Prince Albert Bow Benders,

Pine Needle Mountain Bike and Music Festival and Summit Run) via Facebook Messenger, asking each administrator to post the link and distribute to their memberships. Signs advertising the survey were also posted at key locations throughout the Park.

Paper copies of the survey were left at the canteen in Cosmo Lodge, in the care of staff, in the hope that the many seniors who frequent their programming, who might not have computer access, could fill out copies of the survey. These were later entered manually into the online platform. Approximately 100 paper surveys were completed and collected during the Pine Needle Mountain Bike and Music Festival, where a member of the Consultant Team set up a table, and also circulated amidst the crowd throughout the event, to engage park visitors directly, to explain the purpose of the survey, and to ask for participation. Because the consultants were worried about over-representing participants of the bike race, special care was taken to approach anyone in the vicinity of Cosmo Lodge during the day, and surveys were completed by music festival attendees, spectators, visitors to the canteen, and people who just happened to be walking by or perhaps visiting the washrooms in the Lodge.

The Consultant Team asked school superintendents from both City of Prince Albert area school divisions (Saskatchewan Rivers and Prince Albert Roman Catholic School Division) to dispense the online survey to school principals and teachers, as this park is heavily used by school groups. The local teachers' union representative was asked to send the survey to teachers over the summer, so that they could be engaged when they were less busy. Organizations with a known interest or stake in the future of the Park were asked to circulate the survey to their staff, including: Ranch Ehrlo, the Municipal Culture Action Plan Working Group, Prince Albert Urban Indigenous Coalition, YWCA Settlement Services, the RM of Buckland, Prince Albert Chamber of Commerce, Nature Prince Albert, and the Prince Albert Wildlife Federation. The Prince Albert Community Network Coalition kindly advertised the survey on their website.

A total of 546 surveys were completed. Of the total, 26% were completed by individuals who self-identified as either being of First Nations (50) or Métis (91) descent. The Consultant Team was pleased to have a survey sample that included a strong representation from these two groups, representational of the general population of Prince Albert and a good indicator of the survey's accuracy.

The City of Prince Albert is to be applauded for its commitment to the engagement platform *Let's Talk Prince Albert*. The work it has done to set up and gain public

trust in this engagement tool was enormously helpful during this project. This was a highly useful tool during the public engagement process and demonstrates the City's commitment to listening to its citizens. City administration and staff were very helpful throughout the Park survey process and are obviously committed to the idea of public engagement and listening to what the community has to say.

The online survey also confirms what is witnessed at Little Red River Park: people from all walks of life and all backgrounds love and use this park. In so many ways, this park is already a success.

Main Takeaways from Online Survey

- ◆ A large majority of respondents (93.2%) use the Park several times throughout the year (including those that visit daily);
- ◆ Over 95% of people reach the Park by vehicle, most are travelling to the Park with others;
- ◆ More than half of respondents typically park near Cosmo Lodge or Cosmo Place, but several expressed that where they park depends on the activity in which they are taking part;
- ◆ About 25% of respondents say they know every corner of the Park, while 40% say they know some of the trails but not very well;
- ◆ About 34% of respondents are less familiar with the full extents of the Park and may be limiting their visits to the Cosmo and Kinsmen areas;
- ◆ Afternoon is the most popular time for park visits, followed by early evening;
- ◆ Lunch time visits are about a third as popular as afternoon visits, suggesting there is an opportunity to bring more people to the Park at lunch time (with improved food options);
- ◆ Summer is the most popular time for park visits, but visits in winter and the shoulder seasons are fairly even and not significantly lower than summer visits, so there already is good utilization of the Park year-round;
- ◆ By far the most popular winter activity is walking/biking, followed by tobogganing/sledding, and then cross-country skiing;
- ◆ By far the most popular summer activity is hiking/walking, followed by barbecuing/picnicking;
- ◆ Cycling (either mountain biking or recreational) is third most popular, followed by dog walking;
- ◆ Several respondents mentioned photography in the 'Other' category;
- ◆ Generally those coming to the Park to use the trails use the west parking lot. Those coming to walk dogs use the east parking lot; for most everything else, one would use the main entrance and park near Cosmo Lodge or destination.





6.0 Renewal Plan

6.1. Planning Zones

With a site the size of Little Red River Park, it is difficult to examine it as a whole without understanding that there are naturally varying levels of density and intensity in different areas of the Park. Dividing the space into zones allows for a more thorough analysis of needs, gaps, and opportunities.

The zones indicated in Figure 7 are based on a combination of distinct geographic features and density of uses and activities. These are not intended to be used beyond the distinctions required for the purpose of this Master Plan, but help to better illustrate the recommendations and priorities laid out in this document.

The Park has been separated into ten zones:

1. **The Core** encompasses the area known as Cosmopolitan Place. It is bounded to the south by Highway 55 including the Park entrance, the treeline atop the ski hill and the large group picnic area; Cloverdale Road to the east; the upper ridge and the Spruce River to the north and east. The Core includes Cosmopolitan Lodge, the Kinsmen Ski Centre, the Swinging Bridge, and the picnic areas along the main road.
2. **The Upper Plain** includes the flat area at the top of the ridge above Cosmopolitan Place and roughly follows the 440 metre contour line and the tree line along the open plain east of 15th Avenue NE. It then follows 15th Avenue NE southward.
3. The remaining portion of the **Spruce River Valley** makes up its own zone and includes many of the lower trails, the river itself and the oxbow lakes dotted along the river course.
4. To the south of The Core is the **South Trails** zone, which is bound by Highway 55 to the south, the Prince Albert Youth Residence (PAYR) property to the west and the ridge to the north and east.
5. The southwest corner of the Park is the **Sanitorium Site**, bounded by 6th Avenue NE to the west; Little Red River Park Road, Pine Grove Correctional Centre (PGCC) and PAYR to the north; and the residential neighbourhood to the south. The east boundary is formed by an extension of the PAYR property line.

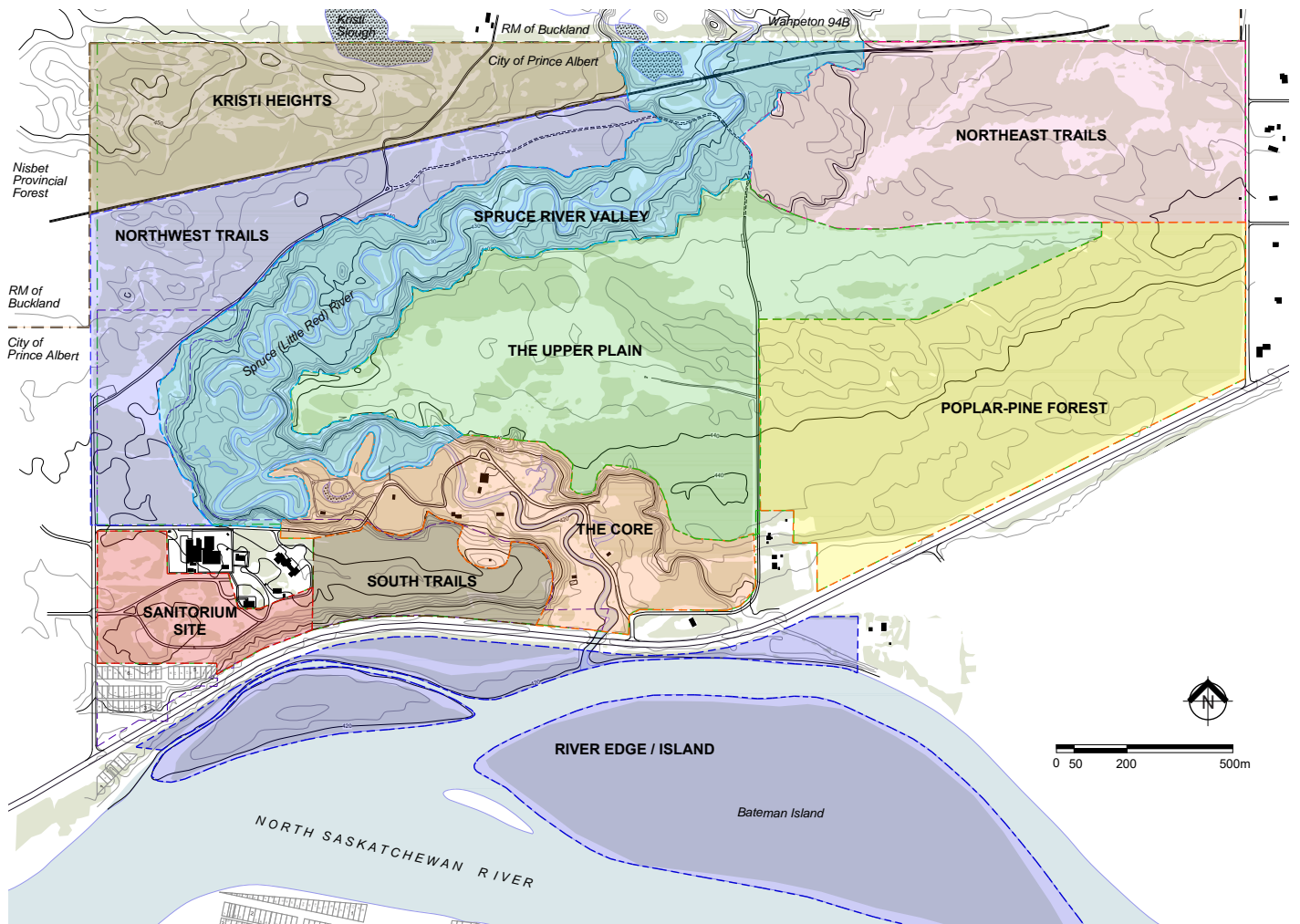


Figure 7. Planning Zones

6. North of Little Red River Park Road and bounded to the west by the Spruce River Valley and the north park road is the **Northwest Trails** zone. Bounded to the west by 6th Avenue NE, this zone fully encompasses the West Parking Lot and the CN Trail.
7. The extreme northwest corner of the Park, **Kristi Heights**, is bounded on the west and north by the city limits, on the south by the CN rail line and on the east by the river valley.
8. The extreme northeast corner, **Northeast Trails**, is bounded to the west by the river valley, to the north by the city limits, to the east by Cloverdale Road, and follows the tree line on the edge of the upper plain.
9. The southeast corner of the Park, the **Poplar-Pine Forest**, is bounded to the south by Highway 55, to the west by 15th Avenue NE and the residential properties along the road.
10. The **River Edge/Island** zone covers the area south of Highway 55 and the islands in the North Saskatchewan River, including the full extents of Bateman Island.

6.2. Improvements to Existing Amenities

Little Red River Park's existing infrastructure and amenities have been successful in building a well-used park with many activities to offer. That is why it is important to improve upon what has been established and build on the strengths of the Park in order to achieve the goals of this Master Plan.

6.2.1. The Core (Cosmopolitan Place)

The Core or Cosmopolitan Place, as it is described in Section 4.4.2, is the most developed area of the Park with the highest density of activity.

The following sections examine each of the areas within the Core zone with recommendations for improvements. Though some of the trails pass through this area, these are explored separately in Section 6.2.4.

6.2.1.1. Cosmopolitan Lodge

Cosmopolitan Lodge has the opportunity to act as the heart of Little Red River Park, a community hub. Its central location in the Core zone makes it an ideal starting point for visitors, a stop-off point for park users and a space for events, gatherings, and classes.

Additional funds should be allocated to the following upgrades to Cosmopolitan Lodge and its environs.

Upgrades to building:

- Improvement of heating and cooling systems;
- Provision of Internet and cable access;
- Installation of security and surveillance systems;
- Washroom upgrades including family-friendly facilities.

Upgrades to grounds:

- Permanent site lighting and seasonal lighting;
- Better security for wood and equipment storage;
- Soft landscaping around the building to provide a more welcoming environment for visitors, weddings, and special events;
- Patio extension and improvements that provide comfortable eating and lounging space with tables and umbrellas, accessible from the building interior;
- Improved walkways and connections to adjacent facilities (paths, bridges, etc.);
- Improved connection between Cosmo Lodge and nearby picnic shelter;
- New pathways to provide better accessibility for mobility issues.

Seasonal and programming improvements:

- Seasonal installation of a skating rink in open grassed area;
- Healthy food options with year-round café/bistro format;
- Rental services (skis, snowshoes, etc.)*
- Continuation of accessible cultural programming (Indigenous crafting workshops, Elder bingos, language classes, healthy living courses, respite programs, etc.);
- Comprehensive trail information (signage, pamphlets, etc.).

*Note: Success of rental service will be dependent upon improved security and coordination with trail user groups. Previous attempts at providing these services were challenged by frequent thefts from lack of surveillance, joy-riding/not returning equipment, and equipment that was incompatible with current standards.

All of these improvements must employ principles of universal design and be to the highest standard of sustainability to promote accessibility and advance the message of environmental stewardship.

6.2.1.2. **Kinsmen Ski and Snowboard Centre**

In recent years, the Kinsmen Ski and Snowboard Centre has been operated by a contractor, who along with upkeep of the hill and lifts, has added a snowboard terrain park, and ski and snowboarding programming for youth. This program has been extremely valuable to the community and provided youth with positive and healthy activity options and role models. Further investment in this facility is therefore paramount to continuing this important public service.

Much of the equipment at the ski hill is original to the facility, and requires extensive maintenance throughout the ski season, which has stretched the operating contractor's time and financial resources. Replacement of aging hardware is now long overdue and will greatly improve operations at the facility.

The terrain park has also proven to be an enticing amenity as approximately 80% of the business the hill receives is from snowboarders using this facility.²³ Further investment in this feature of the Park is required.

There are currently no washroom facilities at the ski centre. Visitors use the washrooms at Cosmopolitan Lodge. As these two facilities are operated by separate contractors, this requires coordination in order to ensure that washrooms are available during the ski hill's operating hours. The distance between the Old Log Cabin and the washrooms at Cosmopolitan Lodge is approximately 180 metres and requires crossing the bridge to access. The addition of a washroom building in closer proximity to the Old Log Cabin would greatly improve service at the ski centre, and would allow the facility to operate truly independently from Cosmopolitan Lodge.

Additional funds should be allocated to the following upgrades to the Kinsmen Ski and Snowboard Centre.

Equipment and infrastructure upgrades:

- Replacement of current lifts with new, variable speed rope lifts, complete with lift house controls;
- Replacement of grooming equipment (snowcat);
- Removeable bridge to allow safe winter access from the Parking lot to the Old Log Cabin (in favour of current seasonal snow bridge);

Upgrades to Old Log Cabin:

- Refurbishments as required to both exterior and interior;
- Provision of water service;

Hill Improvements:

- Enhanced terrain park;
- Opportunity for development of summer activity to extend use of the hill to a four-season facility (e.g. a zip line, summer ski training track, etc.).

Safety, Security and Comfort:

- Ski patrol to be on duty during open hours;
- Opportunities for ski patrol training for local youth;
- Development of a clear emergency plan for the facility;
- Improvements to emergency access;
- Re-routing/separation of cross-country ski trail at base of hill to alleviate conflict with downhill skiers/snowboarders;
- Additional washroom building.

6.2.1.3. The Swinging Bridge

Bridge Structure

The bridge that stands today is not the one that was built in the 1920s, but regardless of the vintage of the current bridge, there is a high degree of heritage value in having and maintaining a swinging bridge structure at this location. Though the bridge was not mentioned much through the public consultation process, respondents that did allude to it, highly value it. There is also evidence online that the people of the region treasure this structure and would like to see it preserved.²⁴ Efforts should be made to enhance this feature and celebrate its contributions to life in Prince Albert.

Flood mapping suggests that in major flood events, the majority of the bridge structure would be under water and would be at risk for damage or destruction. Any design for bridge repair or replacement must consider this, and ensure that mitigating measures are taken to prevent this and eliminate risk to health or threat to life.

Full replacement of the structure is recommended with an aim to make it as accessible as possible to bring the opportunity for crossing the bridge

to as many visitors as possible. This is a costly endeavour and should be evaluated through a separate public consultation process along with a feasibility study with relevant certified engineering professionals.

Destination Space

Currently, the north landing of the bridge leads to a triangular patch of forest between the bends in the river. This space presents an opportunity for a shaded seating/picnic area. Surveillance may be a challenge in this location, however, as it is well hidden from the rest of the Core area.

At very least, a trail should connect the north landing back to the River Trail north of the traffic bridge near Cosmopolitan Lodge.

Heritage Interpretation

Whether repair or replacement is pursued, an opportunity exists for heritage interpretation at this site.

6.2.1.4. Picnic and Group Use Areas

The results of the Let's Talk Prince Albert survey indicated that picnicking, whether in small or large groups, was the top summer activity at Little Red River Park.²⁵ In the 1982 Little Red River Study, a similar question in the public engagement process at that time showed that picnicking was also the top summer activity.²⁶ It is clear that the Park has long been a destination for this activity, and is an important place for local residents to enjoy food and social interaction.

Toilet Facilities

There are currently three outhouse structures throughout the Core zone serving the adjacent picnic and group use areas. A large number of those consulted through public engagement identified that the top priority for improvements to these picnic areas is replacement of the existing outhouse structures with better, more modern facilities, complete with water and sewer service. Alternatively, composting facilities with onsite water storage for washing should be considered as a less expensive and more sustainable solution.

Each current picnic site is situated less than 220 metres from an outhouse. The picnic shelter south of Cosmopolitan Lodge is serviced by the lodge's indoor washrooms. However, if the Lodge is closed, the nearest outhouse is 380 metres from this shelter. Refer to 6.2.1.2 for recommendation of adding a washroom building at the Kinsmen Ski and Snowboard Centre.

It is important that improvements to toilet facilities are accessible. The existing structures present challenges for park visitors with disabilities.

Picnic Sites

There are currently five group picnic areas complete with shelters, and approximately twelve smaller picnic sites, throughout the Core. Some of these are equipped with fire pits, and some are simple clearings with a picnic table.

There is spatial capacity to add more picnic sites with fire pits along the western loop road, as well as along the entrance road from the highway. This would, of course, add to the maintenance requirements of the Park operators, so it is important to evaluate expansion based on the governance and staffing model that is chosen for the Park.

Addition of waste receptacles at these sites will aid in keeping the Park clean. Again, this will add to the maintenance requirements as receptacles will need regular disposal. Refer to Section 6.2.8 for more on waste management.

Permitting local food trucks to set up near Cosmopolitan Lodge on non-festival weekend days may also encourage more visitors to come out to the Park and spend time using the various amenities. It is important, however, that this does not significantly detract from business at Cosmo Lodge, and that proper consultation with the Lodge operators is undertaken.

Play Spaces

The loss of the footbridge and asphalt paths – between the parking lot at the foot of the toboggan hill and the playground – during the 2013 flooding made the play area largely inaccessible. The aging play structure was removed in 2019, and a request for proposals was subsequently sent out, with funding from the Rotary Club of Prince Albert, to replace and expand on the playground with new equipment. Replacement of the footbridge is an important part of this refurbishment, as it will once again allow visitors to park close to the site.

As noted in Section 4.9.3, with significant capital investment in developments such as an expanded play space, the City must carefully consider appropriate siting outside of the floodplain. Rebuilding a playground/adventure centre in its previous location is not recommended unless flood mitigation measures are employed as part of the development. A risk assessment should be undertaken to ensure these investments are protected from damage or loss due to flood activity.



Photo credit: Myles Tan

Regardless of which location is chosen, the new playground site would also benefit from the addition of outdoor fitness equipment nearby, providing fitness opportunities to the public, as well as giving parents an opportunity to engage in physical activity while their children are using the playground structures.

The toboggan hill is a popular spot throughout the winter and with the addition of lighting, use has been extended. However, there is an opportunity to extend use of this hill into the summer and shoulder seasons. The hill, or a site nearby, could be developed into a mountain bike skills park or jump track. This might also be an ideal location for installation of a zip line that carries riders to the west side of the Spruce River.

Other additions to further extend play opportunities for all ages include disc golf, large swings, horseshoe pits or a biathlon training course.



Example of a zip line. Photo credit: Anita Denunzio

6.2.2. Roads and Bridges

With the decommissioning of the Hands Bridge, the vehicular route through the north portion of the Park has been eliminated. While there is an operational advantage to having a circuitous route through the Park, especially for emergency and security access, there is also an advantage to converting the vehicular road to a trail as it restricts use to foot and bicycle traffic only.

There are two options for the replacement of Hands Bridge:

1. Replace the bridge with a new vehicular bridge and restore the roads to and from the bridge, but restrict vehicular access to service or emergency vehicles only by installing gates at each end;
2. Replace the bridge with a new pedestrian bridge and convert the old road to a multi-use trail.

All vehicular roads throughout the Park require upgrades, especially 15th Avenue NE, which can become impassable when wet or snow covered, due to the sandy soil conditions of the site.

An engineering review of all bridges, both vehicular and pedestrian, should be commissioned as soon as possible to determine priorities for replacements or remedial structural repairs.



There is currently restricted access on the north-south road passing through the Kristi Heights zone. This road is the sole access to a private residence just north of the Park boundary in the RM of Buckland. This represents an inappropriate land use, and it is recommended that the City of Prince Albert consult with the RM of Buckland, and request that an access road for the private land owner be constructed off of Lato Road. Sufficient notice must be provided to the landowner in order to allow for this adjustment.

6.2.3. Parking

Parking lots throughout the Park are not formalized with stall markings, as they are typically surfaced with granular material. This is generally appropriate where there are single lines of perpendicular parking stalls or parallel stalls. However in the larger lots, such as the lot that sits across the river from the ski hill, there is an advantage to organizing the lot into rows using trees and shrubs. This may also help deter drivers from destructive activities in the lot (i.e. “donuts”). Trees should be added to all parking areas to provide shade.

If increased demand requires additional parking, low-impact, single-row perpendicular stalls can be added along the main road at reasonable intervals. The area adjacent to the road is relatively clear of vegetation and a minimal amount of clearing would be required to convert these to parking areas.

Any trees planted within the floodplain should be flood tolerant species.

6.2.4. Trails

The Park is currently lacking winter walking trails. While Nordic ski trails and fat bike trails abound, there is little provision for trails designated for foot traffic. Walkers tend to use trails meant for other uses, which becomes dangerous and destructive to trails groomed for these specific purposes. Where wide enough, such as the River Trail, multiple uses should be accommodated, with clear separations.

Trailheads, complete with signage, at key points and where trails intersect will provide trail users with comprehensive information about each trail, and convey the route, level of difficulty and distances. The signage at trailheads can also be used to reinforce trail etiquette and appropriate trail use.

Other key improvements to the trails that require further investment of labour and capital are:

- Restoration of the former Kiwanis bike trail for improved safe bicycle access to the Park;
- Re-naturalization of rogue trails with signage and demarcation to control access;
- Public roll-out of a GPS mobile app currently being developed by Saskatchewan Polytechnic's Natural Resource Management, Forestry and Ecosystem Technology Program;
- Improved accessibility where feasible;
- Benches and waste receptacles at appropriate intervals along major trails, where appropriate;
- Low impact outhouses in the more remote areas of the Park.

6.2.5. Events, Programming and Marketing

One of the Strategic Directions of the *Community Services Master Plan* is to “enhance the current promotion of existing community opportunities including facilities and amenities, programming, and activities.”²⁷ Significant investment should be made to promote Little Red River Park and its services, not just within City of Prince Albert literature and media, but beyond the region. Promotion through modern media technologies, such as social media platforms, will help to extend this reach. The natural beauty of the Park is its own best tool for promotion, and visually rich materials displaying the Park's balance of nature and recreation will benefit not only the Park but the city and region.

A big part of this promotion is external wayfinding. Improved signage within the city, and along Highway 55 will guide visitors to the Park and inform them of the services available. Roadside signage should indicate the following amenities:

- Cosmopolitan Lodge,
- Kinsmen Ski and Snowboard Centre
- Historic Swinging Bridge;

- Symbols for picnic space, washrooms, playground, trails, toboggan hills, and interpretive elements;
- Any new facilities that may arise from the Master Plan.

6.2.6. Internal Wayfinding and Boundary Demarcation

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

As an extension of its funding for promotion of the Park, it is recommended that the City put out a call for proposals for the development of a branding and wayfinding package for Little Red River Park.

Signage should also clearly demarcate all park entrances and boundaries of the Park. The existing signage at the main park entrance off of Highway 55 is arranged with a hierarchy that gives prominence to Cosmopolitan Place over Little Red River Park. It should be clear to visitors first that they are entering the Park, and secondly that the area of the Park that they are entering is Cosmopolitan Place.

Likewise, the signage at the intersection of 6th Avenue NE and Little Red River Park Road lacks the weight appropriate for a park of this size. The green directional sign for Pinegrove Correctional Centre is more prominent than the small painted wooden sign for the Park. The directional signage should contain both Pinegrove and Little Red River Park, but there should also be a separate, more prominent welcome signage for the Park, following the established graphic identity.

Lighting at these entrances is also extremely important. There is currently no street lighting at either of the Park entrances. This is a problem for both safety (perceived and actual) and wayfinding. The main road through the Park must be well lit, from gate to gate to ensure there is a safe route through. This is especially important with extensive winter use of the Park, when the sun sets as early as 4:45 pm.

Low fencing along the open northwestern edge of the Park (Northwest Trails and Kristi Heights zones) with a chicane or ‘kissing gate’ at trail entrances can aid in marking the Park edge as well as deterring vehicular entry in areas that have less surveillance due to their remoteness. This will help curb damage from ATV users.

6.2.7. Forests

The forest within the Park, though not recognized as being part of the Nisbet Provincial Forest, is contiguous and therefore ecologically part of said forest. Preservation and management of this ecosystem is important to ensure that it thrives for generations.

The commissioning of a forest inventory and management plan, in partnership with the Nisbet Provincial Forest, can move toward developing a potentially innovative precedent-setting management strategy. This plan should also include strategies for removal of dwarf mistletoe and other invasive species that can be detrimental to the forest inventory. There is potential for a partnership with Saskatchewan Polytechnic’s Forestry Management Program.

Another important strategy that goes hand in hand with forest management, and in line with the Prince Albert District Official Community Plan, is the commissioning of a Wildfire Management Plan for Little Red River Park. This should be done in collaboration with the Province of Saskatchewan to ensure continuity between the jurisdictions on either side of the Park boundary. This could be the site of innovative management, again possibly testing techniques in partnership with Saskatchewan Polytechnic.



6.2.8. Waste Management

With an area as expansive as Little Red River Park, disposal of waste can be challenging. The current operator contract allows for collection of waste from bins within the Park. Currently, large waste receptacles at Cosmopolitan Lodge and the northwest parking lot (Upper Plains) serve as collection points for offsite pickup and disposal by a private waste removal company.

A more comprehensive waste management plan would allow for an increase in the number of smaller receptacles throughout the Park with a central collection point that is more convenient for pickup, but also less visually obtrusive to the natural surroundings. Ideally this plan would also include recycling and compost to divert waste from the landfill site.

It is recognized that vehicular access is limited along the more remote trails in the Park, which will limit the ability to collect from receptacles in these areas. Also, the sight of waste receptacles along trails through a natural setting is generally undesirable. Unfortunately, it is difficult to curb littering, so a waste management plan should allow for staff to travel the trails on foot or bicycle to collect litter on a regular basis. Any signage that conveys trail etiquette should include instilling respect for the natural environment and deterrence of littering with posted fines for offending parties.

6.2.9. Deterrence of Illegal Activity

One concern that the Consultant Team heard during the public engagement process was that despite signage throughout the Park informing visitors of fines up to \$5000 for violations, enforcement is rarely carried out. Enforcement may be difficult due to the remoteness of sites where these activities are commonly occurring. The Park operations contractors have traditionally not been equipped with the power of enforcement, and are typically encountering these activities while alone or in pairs. This presents a risk to safety and generally the only course of action is to call police, who may not be able to respond in time to catch the culprits in the act.

As long as illegal activity goes unchecked, it will continue. A successful management structure will include provision for a dedicated park patrol that has the efficacy and authority to issue fines and if required, safely apprehend offenders. A community-based volunteer patrol program should be explored, perhaps in collaboration with a ski patrol program.

6.3. New Opportunities

Along with building upon existing amenities, there are a number of opportunities for new developments within the Park. It is important to note that the Park's natural beauty is its most important trait, and that all new development must not impede or detract from the nature of the site. Most of the new opportunities recommended in this section are proposed for The Core, as this is the area where the density and intensity of development should occur. Any development in the trail and forest zones must be limited to improvements to trails and circulation, wayfinding elements, and interpretive components.

6.3.1. New Development in the Core

Through the data gathering and public engagement process it was clear there was much support for the addition of fitness/adventure amenities in the Core. Some of these features have the potential to bring in revenue for the Park, while others can be offered free of charge with upkeep costs offset by the revenue-generating facilities. It is important that there remain a significant number of activities that are free of charge in order to fulfill the goals of being inclusive and welcoming to all.

Zip Line

The terrain of the Park allows for installation of a zip line, which is a pulley and cable system strung between two points. Users attach themselves to the pulley and use gravity to propel themselves along the cable. The popularity of this activity has been growing in recent years²⁸ and a unique zip line attraction in the region could greatly increase tourism traffic and revenue.

There are a number of challenges with zip line facilities that need to be taken into account, however. Safety is paramount, and the facility must be operated by trained professionals, and equipment must be kept to a high standard. The sandy soil conditions will also present constraints for erection of the towers required for the facility. A full geotechnical report must be commissioned, and recommendations from geotechnical engineers must be followed. This, along with potentially high insurance and permitting costs, might diminish the viability of this business opportunity. A full feasibility study is a necessary first step.

An alternative to a fully staffed zip line system is a smaller line system not requiring supervision, similar to the one at Kinsmen Park in Saskatoon. Such a system has a slope that is steep enough to create momentum but does not present significant danger from falling, providing a thrill for young kids without the high cost that a full zip line would require.

Other Climbing Features

Rope towers or climbing walls can add a more financially accessible adventure element. Climbing elements of a certain height can be integrated into the playground structure, but larger features would require the use of harnesses and safety equipment, and should be staffed to encourage proper use. Climbing features could be bundled with a zip line and other adventure elements to develop an adventure centre, where a variety of activities with different levels of admission costs could be implemented.

The current toboggan hill seems the best location for this type of activity centre, as lighting has already been installed on site, and the elevation necessary for the zip line element is ideal. The upper area of the toboggan hill also lies outside of the 100 and 500 year flood levels, so new amenities here would be protected from such damage. The climbing feature might also be iced in the winter to have its use extended year-round.

An area of the current toboggan hill might also be contoured and designated for younger children.

Camping

There is currently no campground within the boundaries of Prince Albert, and there are very few facilities in close proximity to the city. Little Red River Park has already established itself as a picnic spot and stop-off point for summer travellers passing through the region. There is an opportunity to establish camping within the Park, but it is important that there is no significant impact on the natural environment and the established activities within the Park.

It is not recommended that full service camping be implemented in Little Red River Park. However, if an RV campground is to be pursued, it must be developed within the Core zone. Bringing RV traffic into the Upper Plains could have devastating effects to the natural environment, and would disrupt the well-established trail activities throughout the Park.

While it is outside the scope of this Master Plan to make recommendations for areas outside the boundaries of the Park, it is worth noting that supporting the development of a full service campground in close proximity to Little Red River Park could be very beneficial to any revenue-generating activities within the Park.

Low-impact camping (*i.e.* non-serviced tenting sites) on the other hand, has the potential to not only generate revenue, but would extend the hours of the Park's operation. Having people staying in the Park overnight, especially if the facility has 24-hour staff on duty, would increase the surveillance and security of Cosmopolitan Place, and potentially deter illegal activity within the Park.

Fishing

The large pond to the west of Cosmopolitan Lodge, likely formed as an oxbow of the river, offers an opportunity for fishing. Following proper impact assessment and consultation with the Department of Fisheries and Oceans, this water body can be dredged and stocked with local fish species to provide a spot for licensed anglers to gather. This activity would complement low impact camping, giving campers a broader range of activities while staying in the Park.



Photo credit: Jess Lindner

6.3.2. Sanitorium Site

Indigenous Ceremonial Grounds

There is a demand within the Indigenous community for space to conduct traditional activities such as powwows and sweat lodges. With the presence of water and sewer services, established ring road, and easy access from 6th Avenue NE, the former Sanitorium site is ideal for this purpose. This site was considered in the recent past for this use. With continued consultation with the City's Traditional Knowledge Keepers Committee, this recommendation should be further explored.

6.3.3. Spruce River Valley

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

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

A manageable approach to this clean-up effort is to begin with the portion of the valley within the Core zone, and work northward toward the northern boundary, with an aim to complete the full clean-up within two years. Subsequently, new deadfall should be cleared as soon as possible.

6.3.4. Upper Plains

Historic Dakota Village

The Consultant Team's walkthrough of the western Upper Plain zone with Wahpeton Elders, Dr. Leo Omani and Norma Green, identified locations that once housed the local Dakota community, including the cabins, roads and a community hall that was used for gatherings. There were also sacred spots identified during the meeting.

Due to the sacred nature of this area of the Park, development of any kind, other than to interpret this history and provide space for gatherings would be inappropriate. The existing trails through the plain do not present any conflict of use, and indeed open the opportunity for the education of the public through interpretive elements or art pieces along the walking routes.

Interpretive signage in this zone might communicate:

- The general location of buildings and roads in the historic Dakota village;
- Indigenous plants with Dakota names;
- Indigenous land management techniques, such as prairie burns.

In the spirit of inclusivity and Reconciliation, there is an opportunity to work with Wahpeton and other local First Nations and Métis communities to build a gathering space for cultural events that bring together youth and Elders from Indigenous and non-Indigenous communities.

Land-Based Learning

Prince Albert's and indeed Little Red River Park's unique positioning on the boreal-prairie ecotone makes it a prime location for nature-based education. The rich diversity of flora and fauna, the structure and composition of the soils, and the hydrology of the rivers, create a natural laboratory for observing and learning from nature.

A dedicated outdoor classroom space where the forest meets the plain in the eastern portion of the Upper Plain zone, will provide space for students of all ages and levels of learning. This might also be accompanied by a low-impact building, which would employ green building technologies, to

form an environmental learning centre, similar to the Brightwater Science, Environmental and Indigenous Learning Centre near Beaver Creek. This model combines scientific knowledge with local Indigenous Traditional Knowledge to provide a broader understanding of land, people and natural systems.

This initiative would benefit from a partnership between Saskatchewan Polytechnic, the University of Saskatchewan, local school districts and First Nation and Métis communities. In particular, the Indigenous academic programming at the local schools is a huge potential resource for ideas and inspiration.

Camping

In tandem with the development of an environmental education centre, the eastern plain is an ideal location for low-impact camping. This could take the form of tenting sites or rentable yurts. This opportunity provides overnight camping space for school groups visiting the learning centre, but could also, in the summer time, be rentable to visitors, providing another stream of revenue for the Park.

Camping in this zone could replace or complement the low-impact camping recommended at Cosmopolitan Place.

6.3.5. Trail and Forest Zones

Trails

With the aim of limiting disturbance of the natural systems in the Park, and focusing any new developments in the Core zone, there are not many new opportunities in the remaining zones, apart from the improvements described in Section 6.2.

One recommendation that provides a new opportunity that can be built off of the existing trails is the development of a flagship single-track mountain biking trail that is accessible to all. This would be an attractive feature that could extend the tourism draw for the region, and provide local residents with a unique recreation destination within the Park. Consultation with local mountain biking groups and professional track designers will help to identify



Photo credit: Irene Lasus

an appropriate route and design parameters for such a track. Liaison amongst the trail groups and the Friends of Little Red River Park is of utmost importance to ensure that there are clear terms of use, and conflicts of trail types and uses are avoided.

6.3.6. Programming and Events

Along with continuing the annual events that have been taking place in the Park, some of the ideas for further programming and events that arose during public engagement were:

- More festivals throughout the year (e.g. winter festival, summer festival);
- Celebration days (e.g. Canada Day, Treaty Days, etc.);
- A dedicated park website and social media;
- Controlled burns;
- Interpretive hikes;
- Back country yoga;
- Elder-guided medicinal plant walks and ecosystem walks;
- Powwows;
- Treasure hunt/geocaching;
- 4R (Respect, Reciprocity, Reconciliation, Relevance) training;



Photo credit: Elisabeth Wales

- Continued and enhanced funding of ski programs at Kinsmen Ski and Snowboard Centre;
- Continuation of cultural programming at Cosmopolitan Lodge and invitation to other groups to complement this;
- Fun runs, nature walks, skills events, garbage picking;
- Living museum displays and interpretive programs;
- Art in the Park (in partnership with the Rawlinson Art Gallery);
- Enhancement of current rentals to offer choices as infrastructure improvements are made (eg. Canoes, kayaks, SUP's, mountain bikes);
- Commitment, through programming and interpretation, to telling history of the site and region.

6.3.7. Other Recommendations

Other opportunities that were identified include:

- Naming of sites and trails throughout the Park through Indigenous naming ceremonies (Dakota, Cree, Michif, and Dene) to carry on the work of the City of Prince Albert Traditional Knowledge Keepers to bring more emphasis to the languages represented in the area;
- Archaeological investigations in collaboration with First Nations and Métis and the University of Saskatchewan's Department of Archaeology and Anthropology's archaeological field school;
- Development of a Living Museum in partnership with the Prince Albert Historical Museum.

6.4. Improved Transportation To and Through the Park

Full circulation through the Park has been cut off since closure of the road leading to Hands Bridge as the bridge is no longer structurally sound.

As described above, options for remediation include:

- Restoration of access to this road and construction of a new vehicular bridge to re-establish vehicular circulation; or
- Re-naturalization of the old road and/or conversion of the road to trail with a more modest crossing at the Hands location.

The idea of a second bridge across the North Saskatchewan River has been around for a long time, and has been reignited more recently through the Municipal Cultural Action Plan. Both the 1982 Little Red River Study and the 2004 River Valley Plan called for a new bridge at 6th Avenue NE, which would bring traffic right to the edge of the Park, increasing visibility and creating opportunities for improving the Park's identity.

Extension of Prince Albert Transit's service to the Park with regular day-time service to Cosmopolitan Lodge would also increase accessibility to the Park for those with limited transportation options. This new route could also service Glass Field Airport from the main Downtown transfer point at Central Avenue and 14th Street.

Any road improvements or additions must follow municipal and provincial standards and adhere to the *Prince Albert District Official Community Plan* (Section 8: Transportation and Servicing Policy), as well as the *Prince Albert Transportation Master Plan*.

6.5. Summary of Recommendations

See Figures 8a and 8b for a summary of the Renewal Plan recommendations.

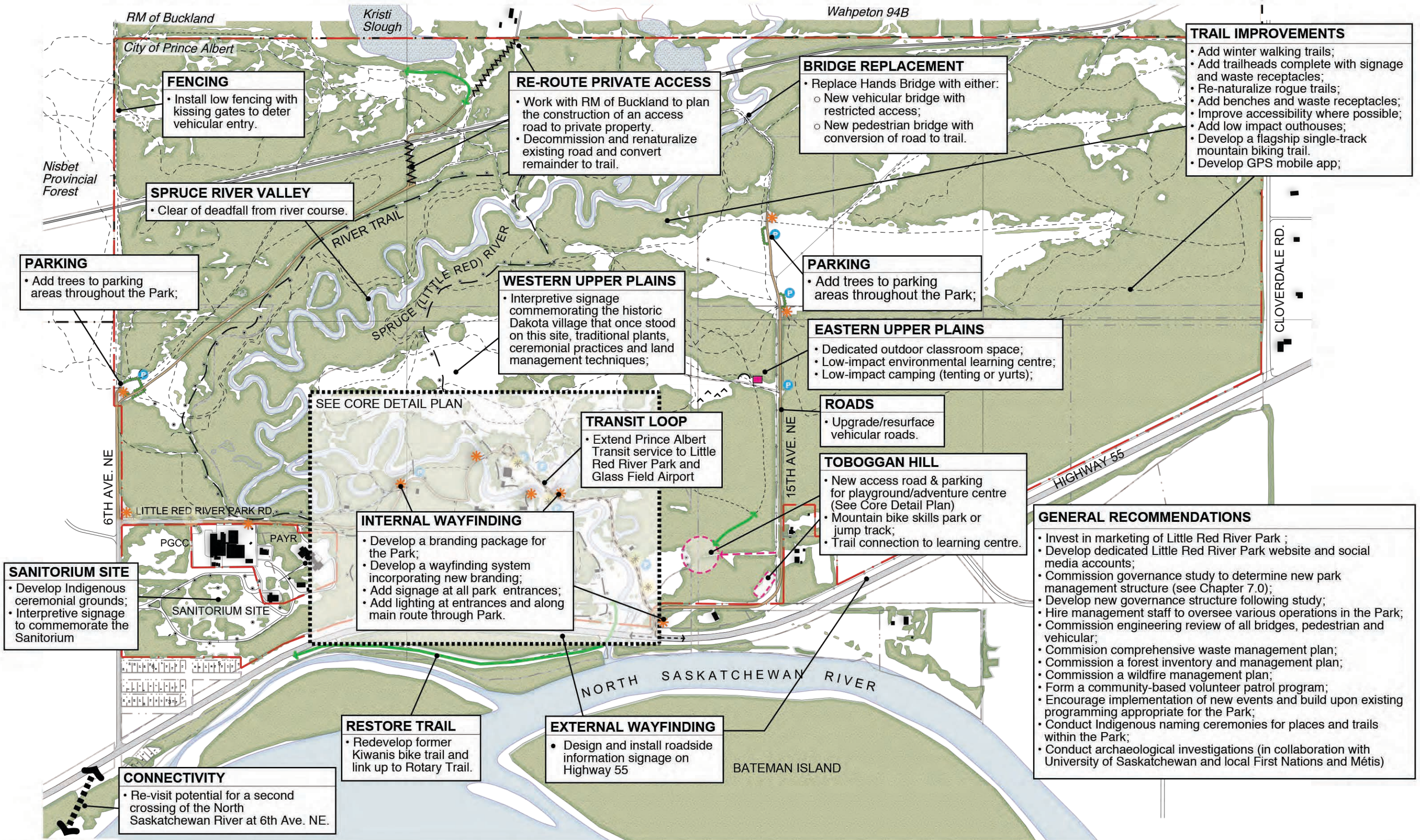


Figure 8a.
SUMMARY OF RECOMMENDATIONS



Data has been gathered from multiple sources. Accuracy is not guaranteed. For information only. Drawing is not to be used for any construction purposes.

- PROPOSED WAYFINDING SIGN OR TRAILHEAD
- ADDITIONAL LIGHTING
- ADDITIONAL TREE PLANTING
- PROPOSED STRUCTURE/ DEVELOPMENT
- NEW OR RESTORED TRAIL CONNECTION



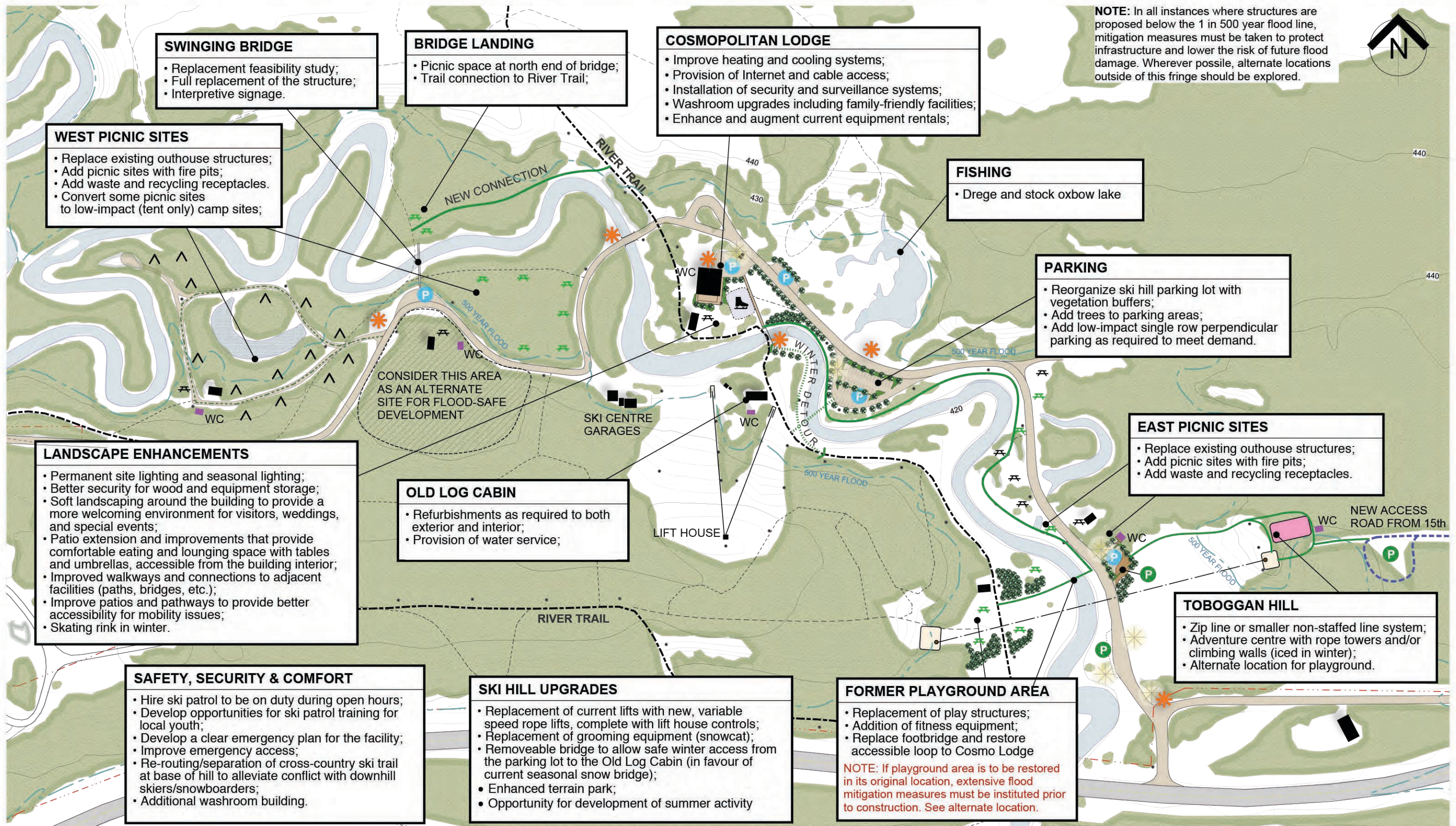


Figure 8b.

SUMMARY OF RECOMMENDATIONS : CORE DETAIL PLAN



Data has been gathered from multiple sources. Accuracy is not guaranteed. Drawing is not to be used for any construction purposes.





Governance and Staffing Structures

7.1. Introduction

The following options are presented as a starting point for discussion of a revised governance structure for Little Red River Park. Further study and analysis of the governance options presented herein is required before moving forward. Ideally, a full governance study with specific recommendations should be commissioned by the City of Prince Albert. Refer to Chapter 8.0 Strategic Action Plan for specific strategies to achieve this.

7.2. Option 1: City-Operated Park with Partnerships

Under this model, Little Red River Park will continue to be managed by the Parks Manager in the Community Services Department. A governance board, made up of the Park's stakeholders — a variation of the existing Friends of Little Red River Park — would aid in decision-making processes. Operation of the various park amenities would still be charged to private contractors who would have the opportunity to generate their own income from their enterprises within the Park.

Significant investment of public funds would be required under this model to implement the recommendations in this Master Plan. This investment may be sourced from increased funding in annual City budgets over the ten-year period of the Plan's implementation process, or through various grants.

A portion of this funding may also be sourced from increased taxation or fees charged for certain park services such as parking. This approach will likely be met with opposition from residents.

The City might also charge a levy on any personal revenue that is brought in from the private contractors' park operations (e.g. food sales at Cosmopolitan Lodge) though this may serve to reduce the appeal of bidding on park contracts.

Under this model, it is also recommended that the City hire a manager, specific to Little Red River Park, to alleviate the extra workload that would otherwise fall on the Parks Manager, given the added obligations that come with the implementation of the Master Plan.

7.3. Option 2: Separate Governance

This option would require the City to relinquish operation of the Park to a separate body. In most cases, the City would still maintain ownership of the land, and provide funding toward certain aspects of park management, but the governing body would head operations, and seek funding for capital projects.

Three different models for this option are presented herein.

1. Conservancy Model

Using the Friends of Little Red River Park as a seed for the formation of an arms-length organization to act as a governing body would ensure that the institutional knowledge and grassroots structure of this group is preserved and the interests of the amenities and user groups in the Park are maintained.

The Little Red River Park Conservancy would work to fundraise, advise, and make decisions regarding operations and capital projects within the Park's boundaries. The conservancy would be governed by a board of directors, and staffed by a manager who would oversee operations staff. There would still be an opportunity to contract various operations to private organizations under this model.

2. Regional Park Model

This option is not new to Little Red River Park. Attempts were made in 1978 to have the Park designated²⁹ but this did not come to fruition.

Little Red River Park far exceeds the minimum size requirement of 160 acres. Regional Parks require sponsorship from a Municipality and an application must include a 5-year plan and proposed budget. The Park must make a net profit of at least \$10,000 per year.

Advantages to this model are that the Regional Park body does the lobbying for funding from the Province, capital grants are available, there is more exposure for the Park through the provincial guide, parks can attend the Annual General Meeting, and they can assist one another.

A Regional Park must also have a local board. Again, the Friends of Little Red River Park can serve as a seed for this board.

3. Provincial Park Model

While there are examples of towns that sit within the boundaries of Provincial Parks in Saskatchewan, there are no current examples of Provincial Parks that sit within the limits of a city in Saskatchewan. This would either be a precedent-setting example, or there would be a requirement for the City of Prince Albert to transfer ownership of the land to the Province of Saskatchewan.

In any case, conversion to a Provincial Park would relieve the City of Prince Albert of all responsibility of Little Red River Park. It is likely not an ideal candidate for this model, but it is worth consideration as an option.

The disadvantage to operating as a Provincial Park, is that these jurisdictions typically rely on entrance fees to fund their operations, which would serve as an economic barrier to established park users and would go against the goal of being available to all residents of the region.

7.4. Option 3: Combined Governance

A third governance option is the transferring of responsibilities of different areas or amenities within the Park to different governing bodies or models, or to create a multi-level structure like Meewasin Valley (City of Saskatoon, Government of Saskatchewan, and University of Saskatchewan).

Examples of organizations or models that might form part of this combined model are listed below.

1. Environmental Designations

Examples of environmental designations that portions of Little Red River Park might meet eligibility for are:

- Protected Area;
- Ecological Reserve;
- National Wildlife Area;
- UNESCO Biosphere Reserve

These designations come with governance requirements.

2. Indigenous Protected and Conserved Area (IPCA)

Indigenous Protected and Conserved Areas (IPCA) are:

...lands and waters where Indigenous Peoples have the primary role in protecting and conserving ecosystems through Indigenous laws, governance and knowledge systems.”³⁰

The rich history of the Dakota people that most recently occupied the site prior to displacement in the 20th Century contributes to the Park’s potential eligibility to be designated as an IPCA. This model is relatively new and has yet to be widely appointed, but the Federal Government has expressed a desire to designate more IPCAs. Little Red River Park could be a great model for this system of governance.

There are different management models within the IPCA system. Working under the *Indigenous People – Government Partnerships* model, the City of Prince Albert would partner with local Indigenous communities to form a governance body for the Park.

3. Other Effective Area-Based Conservation Measure (OECM)

The Convention on Biological Diversity defines an “other effective area-based conservation measure” as:

A geographically defined area other than a Protected Area, which is governed and managed in ways that achieve positive and sustained long-term outcomes for the in situ conservation of biodiversity with associated ecosystem functions and services and where applicable, cultural, spiritual, socio-economic, and other locally relevant values.³¹

4. Indigenous Guardian Program

Indigenous Guardians are paid staff who partake in a diverse range of activities to promote ecological Indigenous values including “protecting and conserving ecosystems, developing and maintaining sustainable economies, and continuing the profound connections between Canadian landscape and Indigenous culture.”³²

In 2017 the Federal Government launched a pilot program, setting aside \$25 million over four years with the aim to develop a National Indigenous Guardians Network.³³

The Indigenous Leadership Initiative is promoting a federally funded, Indigenous-led National Indigenous Guardians Network in Canada that supports development and employment of guardians across the country. This network has generated broad support, including from the Assembly of First Nations which passed a resolution in 2015 calling for a national Guardians program.³⁴

The City of Prince Albert, its large Indigenous population, and the region at large would mutually benefit from employing this program in Little Red River Park.

7.5. Personnel and Policy Recommendations

A number of personnel, both paid and volunteer, will need to be engaged to ensure smooth operation of the Park. As well, with the adoption of new governance, concrete policies must be developed.

Personnel and Staff

- Dedicated maintenance crew;
- Park Board with a clear charter;
- Park patrol/ranger;
- Establishment of Indigenous-led foot patrol for the broader PA area (e.g. Okihtcitawak Patrol Group in Saskatoon, Bear Clan Patrol in Winnipeg);
- Dedicated LRRP Volunteer Association (to add more cohesion and coordination between the groups currently doing work in the Park).

Policies to be Developed

- Off-leash policy;
- Green Event Guidelines/Policy;
- Healthy Food Environment/Health Food Policy/Guidelines.





Strategic Action Plan

The key to the successful implementation of the Master Plan is in setting out priorities for improvements and acting in a sequence of phases that build upon each other throughout the ten-year implementation period.

In the first few years, it is important to tackle existing deficiencies, especially as they relate to accessibility, safety and security. The commissioning of studies, policy changes, and development of management plans and packages that are prerequisite to major projects should also be undertaken at this stage.

It is important too in these early stages to implement some smaller projects that are visible and impactful, assuring the public that actions are being taken to improve the Park, and establishing a momentum to build upon. Therefore, a significant investment should be made in the first phase of the Plan, and subsequent periods should be relatively equal in their levels of investment.

8.1. Key Strategies

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

8.2. Strategic Directions

Phase 1: Establishment (Years 1-2)

1. Establish governance structure and commission prerequisite feasibility and engineering studies.

- a. Based on the governance options presented in this Plan, commission a full governance study for the Park, and implement a clear governance structure for operations, funding, marketing and enhancement projects in the Park;
- b. Determine staffing requirements based on chosen governance model. Regardless of which model is chosen, staffing should include security and maintenance positions.
- c. Put out a call for proposals for a branding package for the Park, which includes a discrete graphic identity for Little Red River Park;
- d. Upon adoption of the branding package, put out a call for proposals for the development of a comprehensive wayfinding system for the Park, that incorporates the new branding and graphic identity;
- e. Commission an engineering review of all bridges, both pedestrian and vehicular to determine replacement and repair recommendations;

2. Execute improvements to Cosmopolitan Lodge and its immediate environs.

- a. Provide data and cable connections to the Lodge to allow for wi-fi access and broadcasting of televised events. Provide television in coordination with operating contractor;
- b. Install security and surveillance systems to help deter crime including enhanced security for wood and equipment storage;
- c. Extend back patio and make any improvements required to provide comfortable eating and lounging space with tables and umbrellas, accessible from the building interior;
- d. Review accessibility and implement improvements to bring the building up to current standards and best practices.

3. **Make improvements to Kinsmen Ski and Snowboard Centre.**
 - a. Work with ski hill contractor to replace current lifts with new, variable speed rope lifts, complete with lift house controls;
 - b. Provide water service to Old Log Cabin;
 - c. Hire ski patrol to be on duty during open hours;
 - d. Develop a clear emergency plan for the facility and improve emergency road access;
 - e. Work with cross-country ski user groups to re-route trail at base of hill to alleviate conflict with downhill skiers/snowboarders;

4. **Replace existing outhouse facilities in Cosmopolitan Place picnic areas.**
 - a. Provide new accessible toilet buildings, including water for washing. Facilities should be sustainable (e.g. compost toilets, onsite water storage) and fit with the established aesthetic of Cosmopolitan Place.

5. **Enhance connectivity:**
 - a. Replace the footbridge near playground to improve access from park entrance at Highway 55. The bridge should follow accessibility standards and should be of an aesthetic that is consistent with Cosmopolitan Place.

6. **Repair Park roads.**
 - a. Re-grade and resurface 15th Avenue NE within the Park.
 - b. Make any other road improvements that are of immediate concern to general safety and security.

7. **Improve trail quality and legibility.**
 - a. Add winter walking trails alongside or near to ski trails. Monitor their use during the season and evaluate successes and any requirements for subsequent improvements. Use of branded signage should be used to convey the message of trail etiquette and the importance of use separation.
 - b. Launch GPS mobile trail application in partnership with Saskatchewan Polytechnic's Natural Resource Management, Forestry and Ecosystem Technology Program;
 - c. Identify areas of the trail system where accessibility can be improved and implement measures to achieve this. Information gathered in this process can be applied to future trailhead development. A key example is the loop between the former playground site and Cosmo Lodge.

- d. Begin re-naturalization of rogue trails to rationalize the existing trail system. Develop signage and markers to aid in this effort by prohibiting traffic to areas of re-naturalization.
- e. Install fencing and kissing gates along northwest park edge to deter vehicular entry.

8. Clear deadfall from river course.

- a. Begin clearing of deadfall from south end of the Spruce (Little Red) River. Consultation with pertinent environmental professionals should be undertaken to ensure that established wildlife habitat is not adversely affected, and that mitigating measures are instituted where disturbance is likely to occur as a result.

9. Invest in broader marketing of Little Red River Park

- a. Commit funding to a marketing budget for the Park to develop promotional material that features the Park's amenities using a combination of photography, video, copy, and current media platforms, in accordance with the graphic identity package. Promotion should be far-reaching, drawing in potential visitors from Saskatchewan, Western Canada, and beyond.
- b. Develop a dedicated Little Red River Park website and social media accounts. Assign operations to dedicated personnel, either within the City (or park management team) or externally through a marketing firm.

10. Name/re-name sites, trails, or facilities

- a. In partnership with the City's Traditional Knowledge Keepers Committee, schedule naming ceremonies for sites and trails within the Park with appropriate names that draw on Indigenous traditions and the region's history.

Phase 2: Enhancement (Year 3-4):

- 1. Generate resource management and emergency preparedness plans.**
 - a. Develop a waste management plan for the Park that includes determining waste and recycling requirements for on-site collection and off-site disposal.
 - b. Work with Saskatchewan Environment to develop a wildfire management plan for Little Red River Park that works in tandem with the Wildfire Management section of the *Nisbet Integrated Forest Land Use Plan* (July 2012)
 - c. Develop a forest inventory and management plan with certified foresters and environmental professionals.
 - d. These plans may be integrated into a single comprehensive management plan. This plan should also reference the City's flood plain policies and flood plain mapping completed in 2019.

- 2. Replace Hands Bridge.**
 - a. Based on findings of the engineering study in Phase 1, replace existing Hands Bridge with either:
 - i. New vehicular bridge with restricted access points;
 - ii. New pedestrian bridge with conversion of road to trail.

- 3. Continue upgrades to Cosmopolitan Lodge.**
 - a. Upgrade heating and cooling systems.
 - b. Upgrade washrooms including family-friendly facilities
 - c. Enhance the landscape surrounding the building, including:
 - i. Permanent site lighting and seasonal lighting;
 - ii. Soft landscaping around the building to provide a more welcoming environment for visitors, weddings, and special events;
 - iii. Improved walkways and connections to adjacent facilities (paths, bridges, etc.).
 - iv. Provision for winter skating rink in open area between the Lodge and the Kinsmen Ski and Snowboard Centre.

- 4. Continue upgrades to Kinsmen Ski and Snowboard Centre.**
 - a. Replace grooming equipment (snowcat).
 - b. Develop opportunities for ski patrol training for local youth.

5. Upgrade parking.

- a. Reorganize parking lot near ski hill with vegetation buffers.
- b. Plant trees along parking areas throughout the Park.

6. Develop an active recreation area in the Core.

- a. Add two new picnic sites with fire pits complete with additional waste and recycling receptacles.
- b. Add parking, signage, paths, fencing and picnic shelters near former playground site. This is only recommended in this location if flood mitigation measures are undertaken to ensure that amenities are not within the 100 year flood zone.
- c. Monitor use of these sites to determine potential for future demand of additional sites in later phases.

7. Enhance trails with trailheads and seating options.

- a. Develop trailheads complete with signage and waste receptacles. Signage should communicate trail system and routes, difficulty, and etiquette. Information and graphics must follow accessibility standards and best practices, and follow Little Red River Park's brand guidelines;
- b. Install benches along trails where appropriate to increase accessibility;
- c. Continue to monitor and mitigate rogue trails.

8. Develop the site of the old Sanitorium as an Indigenous ceremonial ground.

- a. Work with local Indigenous groups, Elders and Knowledge Keepers to design and build a gathering space and ceremonial ground that can accommodate powwows, sweat lodges, seasonal feasts and other ceremonial and celebratory gatherings that are welcoming to all.
- b. Develop and install interpretive signage, consistent with Little Red River Park branding, to commemorate the story of the history of the sanitorium and tuberculosis treatment at this site.

9. Develop land-based learning initiatives and commemoration of Indigenous history at the Upper Plains site.

- a. Develop and install interpretive signage commemorating the historic Dakota village that once stood on the western portion of the Upper Plain, as well as traditional plants, ceremonial practices, and land management techniques of Indigenous peoples that have lived in the region prior to and following European contact.

- b. Working with local schools and post-secondary institutions, develop programming for land-based learning and outdoor education.
- c. Create a dedicated outdoor classroom space where visiting school groups can gather to learn Indigenous Traditional Knowledge and environmental science.

10. Pilot low-impact camping in Upper Plains.

- a. Allow for low-impact camping (tenting or yurts) for supervised youth field trips in relation to land-based learning programs or other youth and family group trips.

11. Implement wayfinding system throughout the Park.

- a. Based on the wayfinding package in Phase 1, design and install signage at all of the Park's entrances, and at key points within the Park.
- b. Install lighting at entrances and along main route through Park.
- c. Design and install roadside information signage on Highway 55.
- d. All signage must comply with Little Red River Park's brand guidelines.

12. Continue clearing of deadfall on river course.

Phase 3: Continued Improvement (Years 5-6):

1. Consider feasibility of replacement of the Swinging Bridge.

- a. Re-visit bridge engineering study and consider any recommendations for replacement of the Swinging Bridge structure.
- b. If required, commission a specific study by engineering professionals for replacement of the bridge.

2. Consult with RM of Buckland to request construction of access road to adjacent private property.

- a. Private property north of the Park in Rural Municipality of Buckland is only accessible by internal Park road. The City of Prince Albert and the RM of Buckland should plan the construction of an access road from the RM's grid in order to give this landowner access to the property.
- b. Portions of the road within the Park should be re-naturalized to deter vehicular use.

- 3. Put out a call for provision of equipment rental service.**
 - a. With the increased trail use and cleared river course, it is assumed that there will be an increased demand for casual visitors requiring rental equipment (bicycles, canoes, kayaks, snowshoes, etc.). This may be able to be accommodated by the Cosmopolitan Lodge operations contractor, Park staff, or it may require a third party to set up a kiosk. Consider security and loss prevention requirements for this service prior to commissioning.

- 4. Continue upgrades to Kinsmen Ski and Snowboard Centre.**
 - a. Develop a bridge structure to allow safe winter access from the Parking lot to the Old Log Cabin (in favour of current seasonal snow bridge). This structure must be able to be disassembled and stored in the off-season.
 - b. Complete interior and exterior refurbishments to Old Log Cabin as required.
 - c. Invest in further enhancements to the snowboard terrain park.

- 5. Pilot low-impact camping in Cosmopolitan Place picnic sites.**
 - a. Designate a number of picnic sites as low-impact (tent only) camp sites.
 - b. Assign staff to oversee campsite rentals and provide overnight, on-site security.
 - c. Add six new casual (non-camping) picnic spots with fire pits to mitigate conversion of existing picnic sites.

- 6. Continue development of adventure- and nature-based play spaces.**
 - a. Add playground, fitness equipment, picnic sites, pathways and lighting to active recreation area.
 - b. Make accessibility and grading improvements to toboggan hill.
 - c. Develop a mountain bike skills park or jump track.
 - d. Invite expressions of interest in developing an adventure centre (zip line or smaller line system, rope towers, climbing walls, etc.).

- 7. Repair Park roads.**
 - a. Upgrade/resurface vehicular roads as required.

- 8. Extend Prince Albert Transit service to Little Red River Park.**
 - a. Consult with PA Transit and Glass Field Airport to add a new route that services both locations. This extension might also service other neighbourhoods in North Prince Albert, such as Hazeldell and Nordale.

Phase 4: Renewal (Year 7-8):

1. Assess success of land-based learning and consider expansion.

- a. Based on first years of operation of outdoor classroom and development of environmental education programming, assess feasibility of building a low impact building to house an environmental learning centre.
- b. Continue to build partnerships with educators and institutions to develop curriculum for environmental learning centre.

2. Continue improvements to Kinsmen Ski and Snowboard Centre.

- a. Invite expressions of interest in developing a summer activity at the ski hill site that will extend use of the site while not impeding on the function of the ski hill;
- b. Design and construct washroom building in close proximity to Old Log Cabin.

3. Replace Swinging Bridge.

- a. Based on previous phase's assessment, replace swinging bridge with new structure complete with accessibility upgrades (if feasible).
- b. Develop picnic space at north end of the bridge.
- c. Create a trail connection from north landing to the River Trail.
- d. Design and install interpretive signage telling the history of the Park and the Swinging Bridge.

4. Provide additional parking.

- a. Provide additional low-impact single row perpendicular parking if it is required to meet demand. Include vegetative buffers where possible.

5. Enhance trails.

- a. Install low impact outhouses at appropriate intervals along major trails where appropriate. Structures should be appropriately sited so as not to take away from views of or have any negative impact on the natural environment.
- b. Restore the former Kiwanis bike trail south of Highway 55 to increase accessibility to the Park for cyclists.

Phase 5: Fulfillment (Years 9-10):

1. Construct Environmental Learning Centre on Western Upper Plain.

- a. Based on feasibility study, put out call for proposals for design and construction of environmental education centre, award contract, and open doors to public. Include public engagement in design process.

2. Evaluate.

- a. Evaluate success of Master Plan and determine next steps for continued success. Identify any elements of the Master Plan that have not been fulfilled, and determine if an action plan for their execution is required to complete the tasks.
- b. Continue to allocate funding to marketing and promotions to continue to build on increased park use.

8.3. Evaluation Process

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

1. It meets the Goals and Objectives of the Plan as laid out in Section 3.0;
2. It is environmentally, economically, and socially sustainable.
 - a. Environmental sustainability:
 - Federal and Provincial standards for assessing environmental impacts are followed;
 - It fits any forest and wildfire management plans that are in place;
 - It follows best practices for resilience and adaptation to climate change factors; and
 - It does not conflict with any adjacent land uses.
 - b. Economic sustainability:
 - A full financial evaluation has been undertaken;
 - Partnerships and funding sources have been set;
 - Cost and revenues have been projected; and
 - There is sustained demand for the activity or amenity being proposed.
 - c. Social sustainability:
 - It promotes the general health and well-being of residents of Prince Albert and District
 - It is respectful of heritage values and where possible contributes to the education of the public; and
 - It presents activities that are inclusive and accessible.
3. Full public consultation, including with Indigenous communities, has been undertaken and concerns are addressed to a satisfactory level.
4. It adheres to the principles and policies of local plans such as the *Prince Albert District Official Community Plan*, the *Community Services Master Plan*, the *Municipal Cultural Action Plan*, and City of Prince Albert by-laws.
5. It follows the provincial and national standards in Section 4.1, and any other pertinent standards that may arise in the course of the implementation of this Master Plan.

8.4. Programs and Partnership Opportunities

The following is a list of potential partnerships and program support for projects within Little Red River Park:

- Prince Albert Historical Society;
- Prince Albert Indian and Métis Friendship Centre;
- Prince Albert Grand Council;
- Local First Nations: Wahpeton, Little Red River (Lac La Ronge), Sturgeon Lake, Kiskaciwan, Muskoday, One Arrow;
- Métis Nation Saskatchewan;
- Prince Albert Métis Women's Association;
- Prince Albert Multicultural Council;
- Prince Albert Tourism and Marketing Bureau;
- Prince Albert Wildlife Federation;
- Prince Albert Winter Festival Society;
- Prince Albert Historical Museum;
- Saskatchewan Polytechnic – Natural Resource Management, Forestry & Ecosystem Technology;
- University of Saskatchewan;
- Department of Fisheries and Oceans;
- Prince Albert Regional Economic Development Alliance;
- Ranch Ehrlo;
- Prince Albert & Area Teachers' Association;
- Make Prince Albert Beautiful;
- Summit Run;
- Department of Canadian Heritage;
- The National Trust;
- Ministry of Agriculture, Natural Resources and Industry;
- Sask Rivers School Division – Indigenous Perspectives Program;
- Bowbenders Archery Club;
- Canadian Parks and Wilderness Society (CPAWS);
- Ministry of Environment;
- Prince Albert Model Forest;
- First Nations University of Canada;
- Traditional Knowledge Keepers Committee (City of Prince Albert);
- Museum of Natural Sciences;
- Ministry of Corrections and Policing;



Photo credit: Francesco Paggiaro





Financial Analysis

9.1. Capital Development Budget Estimate

An order of magnitude budget estimate was prepared by the Consultant Team for each of the phases presented in Chapter 8.0. This costing is based upon similar construction projects, current market values, and consultation with pertinent local trades and suppliers. In each phase a contingency of 25% has been included. An estimate of design and engineering fees in the order has also been included for each phase. This fee has been excluded for any projects which might already include such fees, or where these fees would not be required. Likewise, fees have been included for consultation with Elders and Knowledge Keepers.

1.0 PHASE 1: Establishment (Years 1 - 2)	
A. Prerequisite Studies	\$350,000
B. Cosmopolitan Lodge Improvements	\$120,000
C. Kinsmen Ski & Snowboard Centre Improvements	\$155,000
D. Replacement of Outhouses	\$352,500
E. Enhanced Connectivity	\$400,000
F. Road Repairs	\$528,000
G. Trail Improvements	\$790,000
H. Rivercourse Cleanup	\$45,000
I. Marketing	\$100,000
J. Naming of Sites	\$5,000
Phase Subtotal:	\$2,845,500
25% Contingency:	\$711,375
Elders Fees:	\$56,910
Design & Engineering Fees:	\$231,800
PHASE 1 TOTAL ESTIMATE:	\$3,846,000

2.0 PHASE 2: Enhancement (Years 3 - 4)	
A.	Resources Management & Emergency Preparedness \$125,000
B.	Replacement of Hands Bridge \$400,000
C.	Cosmopolitan Lodge Upgrades \$722,000
D.	Kinsmen Ski & Snowboard Centre Upgrades \$300,000
E.	Parking Upgrades \$85,000
F.	Active Recreation Area \$570,000
G.	Addition of Trailheads and Seating \$80,000
H.	Sanitorium Site Development \$200,000
I.	Land-based Learning Initiatives \$171,000
J.	Low-impact Camping \$25,000
K.	Park Wayfinding System \$126,000
L.	Rivercourse Cleanup \$45,000
	Phase Subtotal: \$2,849,000
	25% Contingency: \$712,250
	Elders Fees: \$42,735
	Design & Engineering Fees: \$253,900
	PHASE 2 TOTAL ESTIMATE: \$3,858,000

3.0 PHASE 3: Continued Improvement (Years 5 - 6)	
A.	Swinging Bridge Replacement Feasibility \$25,000
B.	Private Access Road Decommissioning \$50,000
C.	Equipment Rental Service* \$50,000
D.	Kinsmen Ski & Snowboard Centre Improvements* \$400,000
E.	Picnic/Camp Site Enhancements \$145,000
F.	Active Recreation Area Phase 2 \$1,500,000
G.	Road Repairs \$150,000
	Phase Subtotal: \$2,320,000
	25% Contingency: \$580,000
	Elders Fees: \$23,200
	Design & Engineering Fees: \$219,500
	PHASE 3 TOTAL ESTIMATE: \$3,143,000

4.0 PHASE 4: Renewal (Years 5 - 6)	
A.	Kinsmen Ski & Snowboard Centre Improvements \$175,000
B.	Replacement of Swinging Bridge \$540,000
C.	Trail Enhancement \$125,000
	Phase Subtotal: \$840,000
	25% Contingency: \$210,000
	Elders Fees: \$8,400
	Design & Engineering Fees: \$81,500
	PHASE 4 TOTAL ESTIMATE: \$1,140,000

5.0 PHASE 5: Fulfillment (Years 9 - 10)	
A.	Environmental Learning Centre \$1,045,000
	Phase Subtotal: \$1,045,000
	25% Contingency: \$261,250
	Elders Fees: \$10,450
	Design & Engineering Fees: \$104,500
	PHASE 5 TOTAL ESTIMATE: \$1,421,000

TOTAL ESTIMATED COST OF IMPLEMENTATION	\$13,408,000
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* Costs may be shared depending on final governance structure

9.2. Operating Costs

Along with the development projects laid out in the Renewal Plan, it is important to take into account ongoing operating costs that will arise from implementation of these strategies. Without knowing the governance model that is to be employed, it is difficult to determine which of these will be applicable, but annual costs to be considered in City budgets include:

Staffing

- Park Manager;
- Park staff;
- Overnight staff (camping);
- Park Ranger(s) and/or security personnel.

Operations

- Maintenance;
- Groundskeeping;
- Replacement of infrastructure and equipment;

Promotions

- Marketing materials.

9.3. Potential Revenue Sources and Funding Programs

The following is a list of potential revenue sources for projects within Little Red River Park. This list is by no means exhaustive, and ongoing searches for new grants and revenue sources should be undertaken annually. Web links provided are current as of the date of publication.

Revenue From Park Activities

- Fees for use of Indigenous-specific ceremonial area;
- Pine Needle Festival partnership;
- Trail passes and guided hikes;
- Parking fees;
- User fees (though fees for park entry will deter lower income users);
- Various revenue sources from park activities;
- Sale of carbon offset credits.

Local Funding Sources

- Sponsorships;
- Service clubs: Rotary, Kiwanis, Kinsmen, Lions, Cosmopolitan;
- Pêhonân Parkway Board;
- Local foundations such as Prince Albert and Area Community Foundation;

Provincial Programs

- **Community Grant Program** (Saskatchewan Lotteries) – helps volunteer-operated, non-profit community organizations develop sport, culture and recreation programs. <https://www.sasklotteries.ca/about-us/community-grant-program.htm>;
- **Parks For All Action Grant** (Saskatchewan Parks & Recreation Association) – in support of the *Parks for All Action Plan*. <https://www.spra.sk.ca/funding/spra-grants/>;
- **Aboriginal Arts and Cultural Leadership Grant** (SaskCulture) – supports the sharing of cultural skills and knowledge to young people through participatory cultural activity with First Nations or Métis arts and culture leaders. <https://www.saskculture.ca/programs/funding-programs/grants/aboriginal-arts-and-cultural-leadership-grant>;
- **Métis Cultural Development Fund** (SaskCulture) – supports community-based cultural activities and initiatives that preserve, strengthen and transmit Métis culture and traditions. <https://www.saskculture.ca/programs/funding-programs/grants/metis-cultural-development-fund>;
- **Community Initiatives Fund** (SaskCulture) – provides grants to support programs and projects that focus on healthy growth and development of children and youth, individual and community wellbeing, or nonprofit and community leadership. <http://www.cifsask.org/>;
- Municipal Revenue Sharing Program.

Federal Programs

- **Canada Nature Fund** (Environment and Climate Change Canada) – supports the protection of Canada’s ecosystems, landscapes, and biodiversity—including species at risk. The Fund is available to not-for-profit and Indigenous organizations, provinces and territories, and others. <https://www.canada.ca/en/environment-climate-change/services/nature-legacy/fund.html>;

- **Community-nominated priority places for species at risk** (part of Canada’s Nature Fund) – supports multi-partner initiatives in priority places where there are opportunities to protect and recover species at risk and their habitat through multi-species and ecosystem-based conservation action. www.canada.ca/en/environment-climate-change/services/nature-legacy/fund/community-nominated-places-species-risk.html;
- **Enabling Accessibilities Fund** (Employment and Social Development Canada) – provides funding for eligible capital projects that increase accessibility for people with disabilities in Canadian communities and workplaces. www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html;
- **Green Infrastructure programs** (Natural Resources Canada) – investment in commercial-scale technology demonstrations, deployment, community capacity building, and targeted research and development. <https://www.nrcan.gc.ca/climate-change/green-infrastructure-programs/19780>;
- **Canada Cultural Spaces Fund** (Culture, History and Sport) – supports the improvement of physical conditions for arts, heritage, culture and creative innovation. www.canada.ca/en/canadian-heritage/services/funding/cultural-spaces-fund.html;
- **Building Communities Through Arts and Heritage** (Culture, History and Sport) – opportunities for local artists, artisans, heritage performers or specialists to be involved in their community through festivals, events and projects. It also allows local groups to commemorate their local history and heritage. www.canada.ca/en/canadian-heritage/services/funding/building-communities.html;
- **Commemorate Canada** (Culture, History and Sport) – provides funding to initiatives that commemorate and celebrate historical figures, places, events and accomplishments of national significance. www.canada.ca/en/canadian-heritage/services/funding/commemorate-canada.html;
- **Indigenous Languages and Cultures Program** (Culture, History and Sport) – The Indigenous Languages Component supports the reclamation, revitalization, maintenance, and strengthening of Indigenous languages through community-driven activities www.canada.ca/en/canadian-heritage/services/funding/aboriginal-peoples.html;
- **Creating, Knowing and Sharing: The Arts and Cultures of First Nations, Inuit and Métis Peoples** (Canada Council for the Arts) – acknowledges the cultural sovereignty of Indigenous peoples and respects the concepts of First Nations, Inuit and Métis self-determination. canadacouncil.ca/funding/grants/creating-knowing-sharing;

Charities, Non-Profit, NGO, and Private Sector Grants and Programs

- **Canadian Tire Jumpstart Accessibility Grants** – supports the capital costs of construction and renovation projects aimed at helping kids of all abilities enjoy sport and play. jumpstart.canadiantire.ca/pages/accessibility-grants;
- **TD Green Space Grant** – supports green infrastructure development, tree planting, forestry stewardship, and community green space expansion as a way to advance environmental and economic benefits toward a low-carbon economy. www.arborday.org/programs/TDGreenSpaceGrants/grant-information.cfm;
- **TD Canada Trust Friends of the Environment Foundation** – supports a wide range of environmental initiatives, with a primary focus on environmental education and green space programs. This grant was awarded in the past for riverbank stabilization in Little Red River Park. fef.td.com/funding/;
- **Cabela’s Outdoor Fund** - supports Canadian non-profit charities that support our 3 conservation pillars of advocacy, education, and conservation. www.cabelas.ca/pages/outdoorfund
- **Mountain Equipment Co-op’s Community Grants Program** – supports outdoor environmental education programming, education on ecologically sensitive areas, trails, skills-parks or backcountry shelters. www.mec.ca/en/explore/spring-and-fall-grants;
- **Co-op Community Spaces** – supports projects that improve the places Canadians meet, play, learn and share. www.co-op.crs/communityspaces/;
- **Saskatchewan Trails Association Funding Programs** Partnership Initiative Program, Members Grant Program, Charitable Status Program. sasktrails.ca/trail-builders/#funding;
- **Community Forward Fund** – supports housing, the arts, renewable energy, food and community spaces. communityforwardfund.ca/;
- **Green Municipal Fund** (Federation of Canadian Municipalities) - Funding available for studies, pilot projects, and capital projects. fcm.ca/en/programs/green-municipal-fund;
- **The McLean Foundation Grants** – supports arts, conservation, education, general health and welfare. www.mcleanfoundation.ca/;
- **Go Wild Community Grants** (World Wildlife Fund Canada) – supports projects to restore habitat, monitor species at risk or help Canadians connect with nature and take to protect our country’s diverse wildlife and varied ecosystems. Past grants have supported trails, youth education, mapping, and monitoring. www.wwf.ca/takeaction/gowild/.





Conclusion

Little Red River Park has inspired artists, authors, and photographers with its natural beauty. Soaring pines, set against open plains, sandy cliffs and meandering muddy waters have stirred the imaginations of countless visitors and inhabitants of this site throughout the centuries.

As much as this place inspires, there are dark points in the history of this place, when people were displaced and the nature was set to be bulldozed to make way for paved streets, when garbage was proposed to be used as fill, when sacred ground and the graves of ancestors were threatened with careless development.

The directions laid out in this Master Plan aim to ensure that both preservation and progress are thoughtfully carried out. **Listening is a key tool** to this process. All of the projects undertaken in this place must begin with listening, not just to the people, but the land, the water, and the living components of this ecosystem.

The body that governs Little Red River Park, whether it be the City of Prince Albert's Parks Department, a new conservancy, or a combination of different groups, must adhere to the guiding principles of **inclusivity, conservation, truth, reconciliation** and **public participation**. Building healthy relationships is key to building a bright future, and this is achieved through **learning, healing, and doing**.

The success of realizing this Master Plan will not be in whether everything presented in the Strategic Actions is completed within the ten-year timeframe. Instead it will be seen in the quality of the actions that are taken. If they stand up to the foundations of this Plan, then Little Red River Park will continue to be a success. And the artists of the future will continue to capture its beauty in sound and light.



Endnotes

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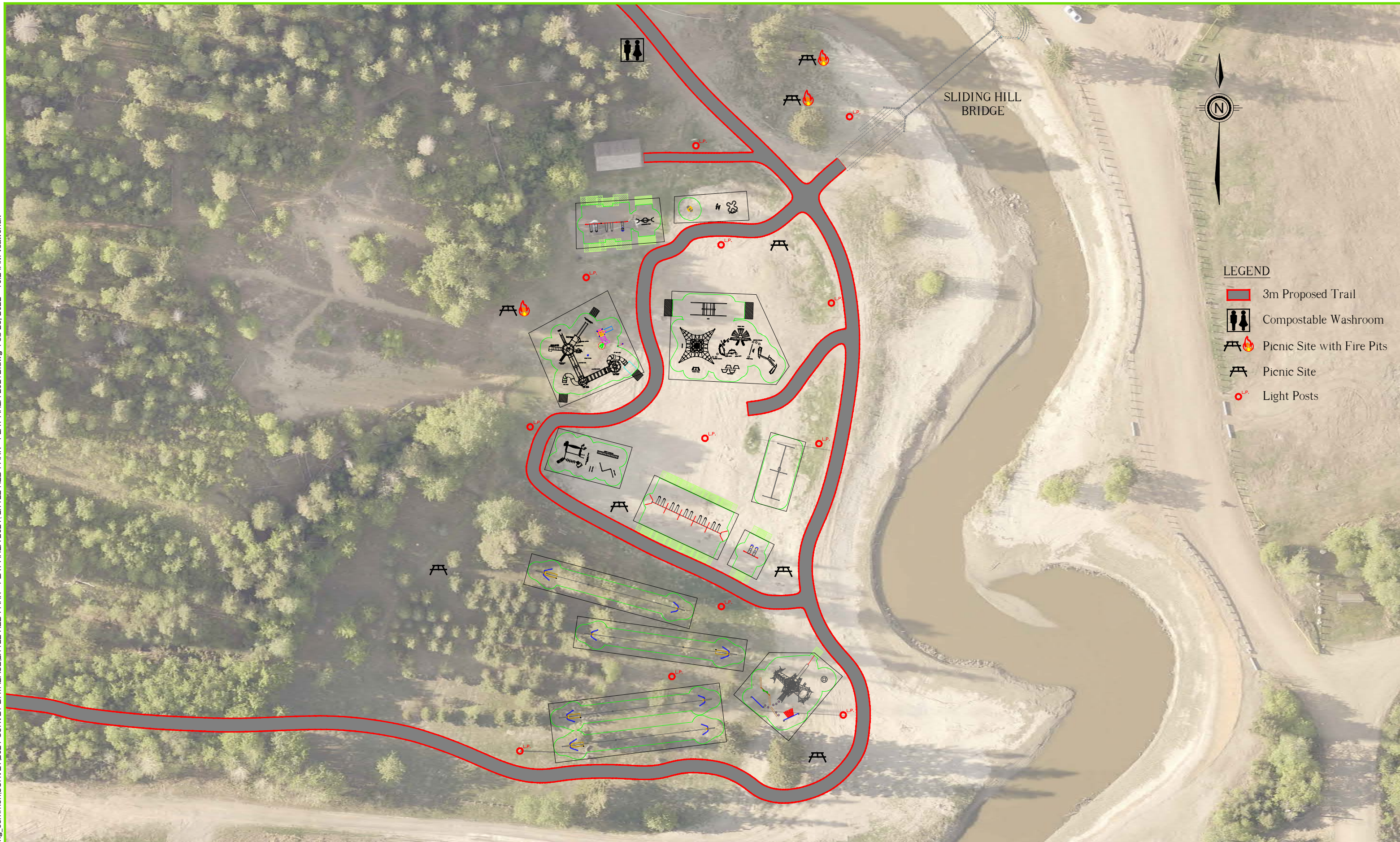
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


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LEGEND

-  3m Proposed Trail
-  Compostable Washroom
-  Picnic Site with Fire Pits
-  Picnic Site
-  Light Posts

**PROPOSED PLAY AREA
ROTARY ADVENTURE PARK
LAYOUT - CRS DESIGN**








**CITY OF PRINCE ALBERT
PUBLIC WORKS
LITTLE RED RIVER PARK**

NO.	DATE	REVISION	BY
1	8/23/21	REVISED PLAY AREAS	SON

SURVEYED BY	A. NAGRAMA	DATE	07/02/21
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APPROVED		SCALE	VERT. N/A

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- LEGEND**
-  3m Proposed Trail
 -  Compostable Washroom
 -  Picnic Site with Fire Pits
 -  Picnic Site
 -  Light Posts

NO.	DATE	REVISION	BY

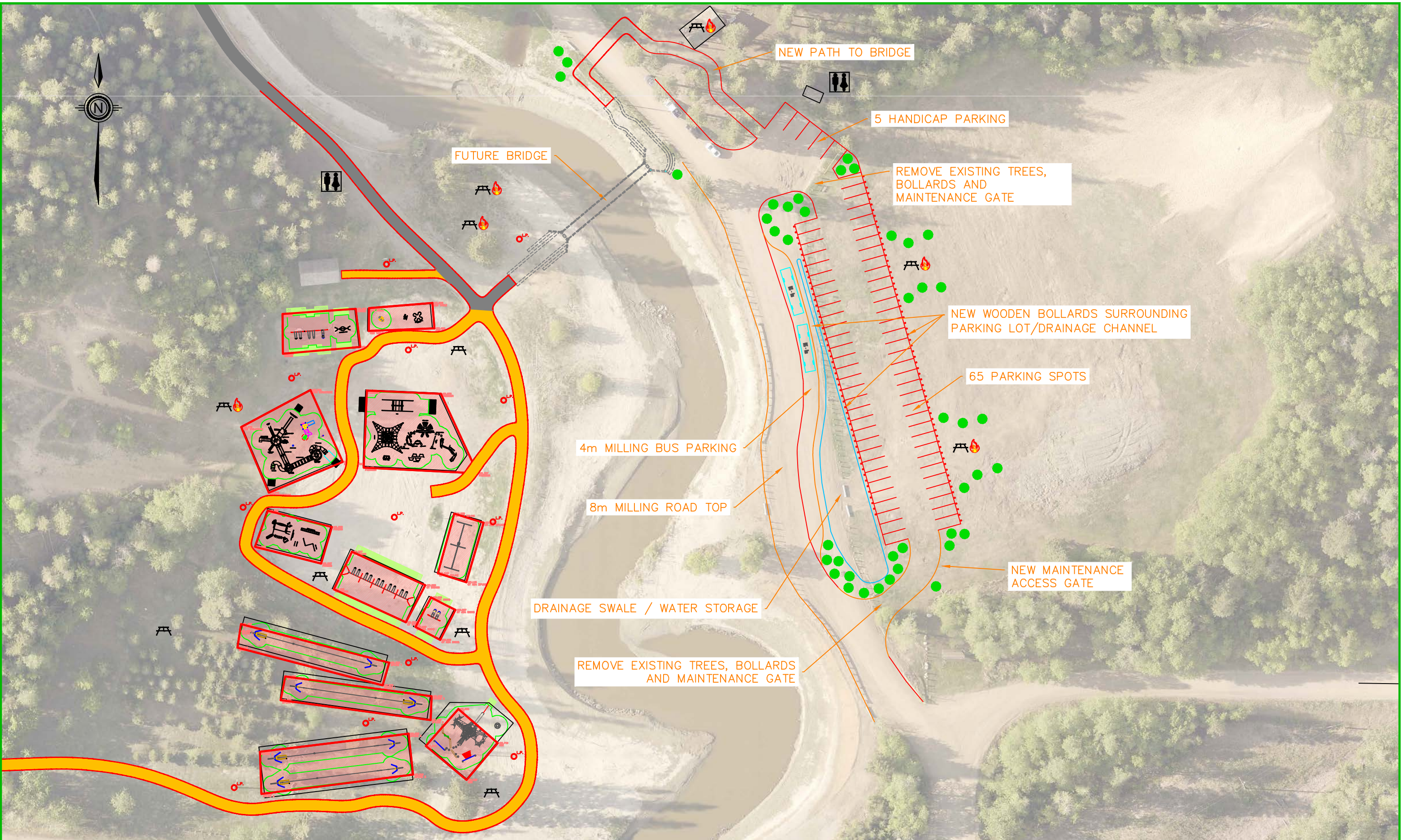
**PROPOSED PLAY AREA
ROTARY ADVENTURE PARK
PATHWAY TO LION'S GATE BRIDGE**



**CITY OF PRINCE ALBERT
PUBLIC WORKS
LITTLE RED RIVER PARK**

SURVEYED BY	DATE	02/22/2022
DRAWN	V. SAWCHUK	DWG. FILE NO.
CHECKED		HORIZ.
APPROVED		SCALE
		VERT.
		N/A

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NO.	DATE	REVISION	BY

**PROPOSED PARKING LOT
LITTLE RED RIVER PARK
PLAYGROUND LAYOUT - CRS DESIGN**



**CITY OF PRINCE ALBERT
PUBLIC WORKS
CONSTRUCTION DETAIL**

DESIGNED	T. CHALUPIAK	DATE	MARCH 1, 2022
DRAWN	R: \Eng_Common	DWG. FILE NO.	
CHECKED		SCALE	HORIZ. NTS
APPROVED		SCALE	VERT. NTS



66 stalls
1,900m²
\$21,000



47 Stalls
2,670m²
\$29,000





38 Stalls
1250m²
\$13,750

Little Red River Adventure Park



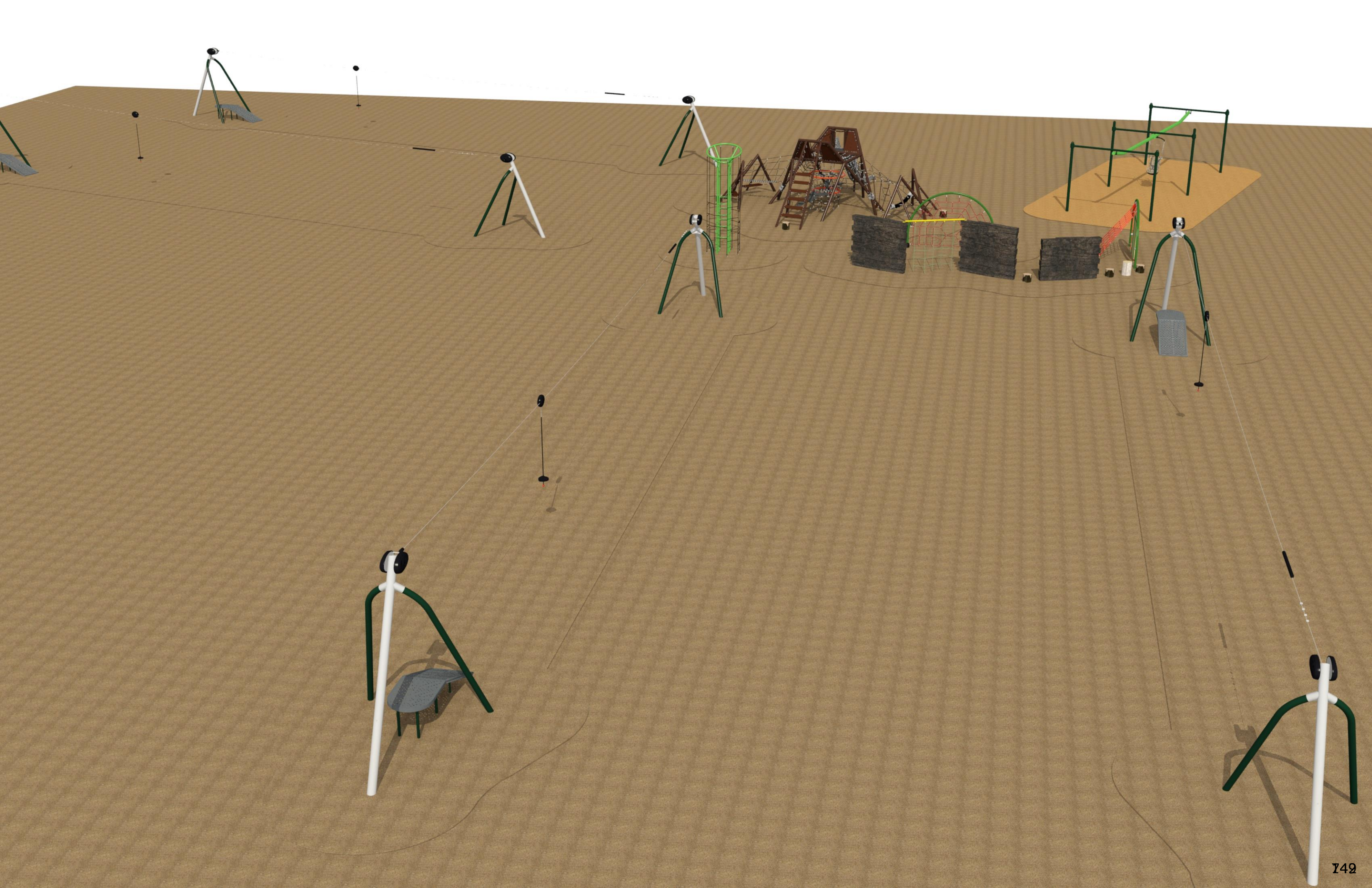






Zipline Final Colours







LITTLE RED RIVER PARK

PROJECT OVERVIEW:

DESIGN PROPOSAL FOR THE EXTERIOR CONCEPT OF LITTLE RED RIVER PARK OUTDOOR KITCHEN AREA. THIS WILL PROVIDE YOU WITH A GUIDE ON COLOUR, FINISHING SELECTIONS AND LANDSCAPING.

CONCEPT INSPIRATION:



ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

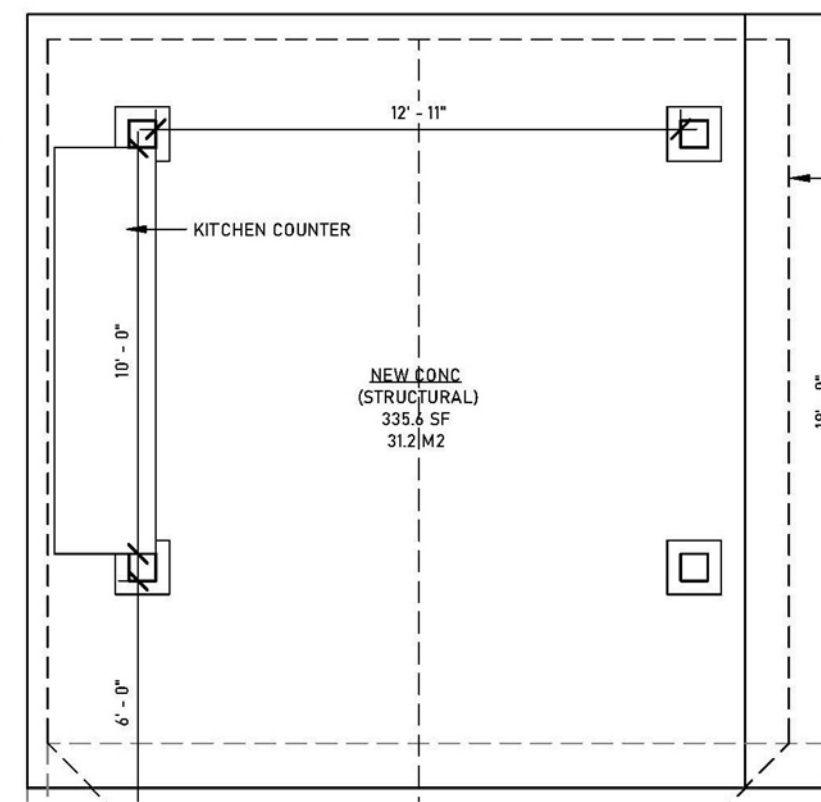
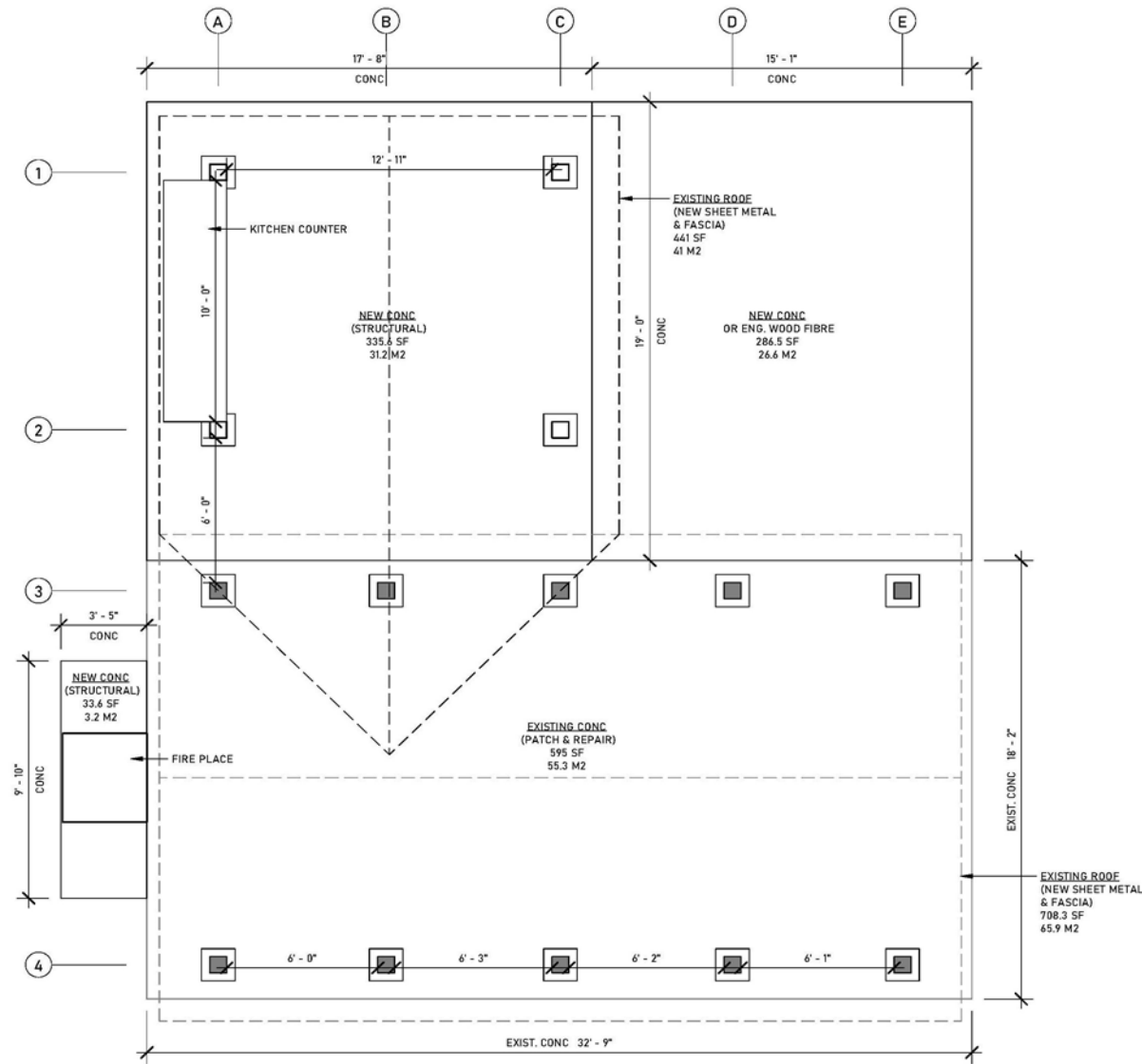
JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

PROJECT OVERVIEW

NOT TO SCALE

AO.0

November 5, 2021



ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

SITE PLAN LAYOUT

NOT TO SCALE

A1.0

November 5, 2021



- 

ROOFING:
 ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
 TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/ KITCHEN:
 SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
 CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
 DESERT BUFF STONE

ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

MATERIALS

NOT TO SCALE

A2.0

November 5, 2021



- 

ROOFING:
ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/ KITCHEN:
SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
DESERT BUFF STONE

ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

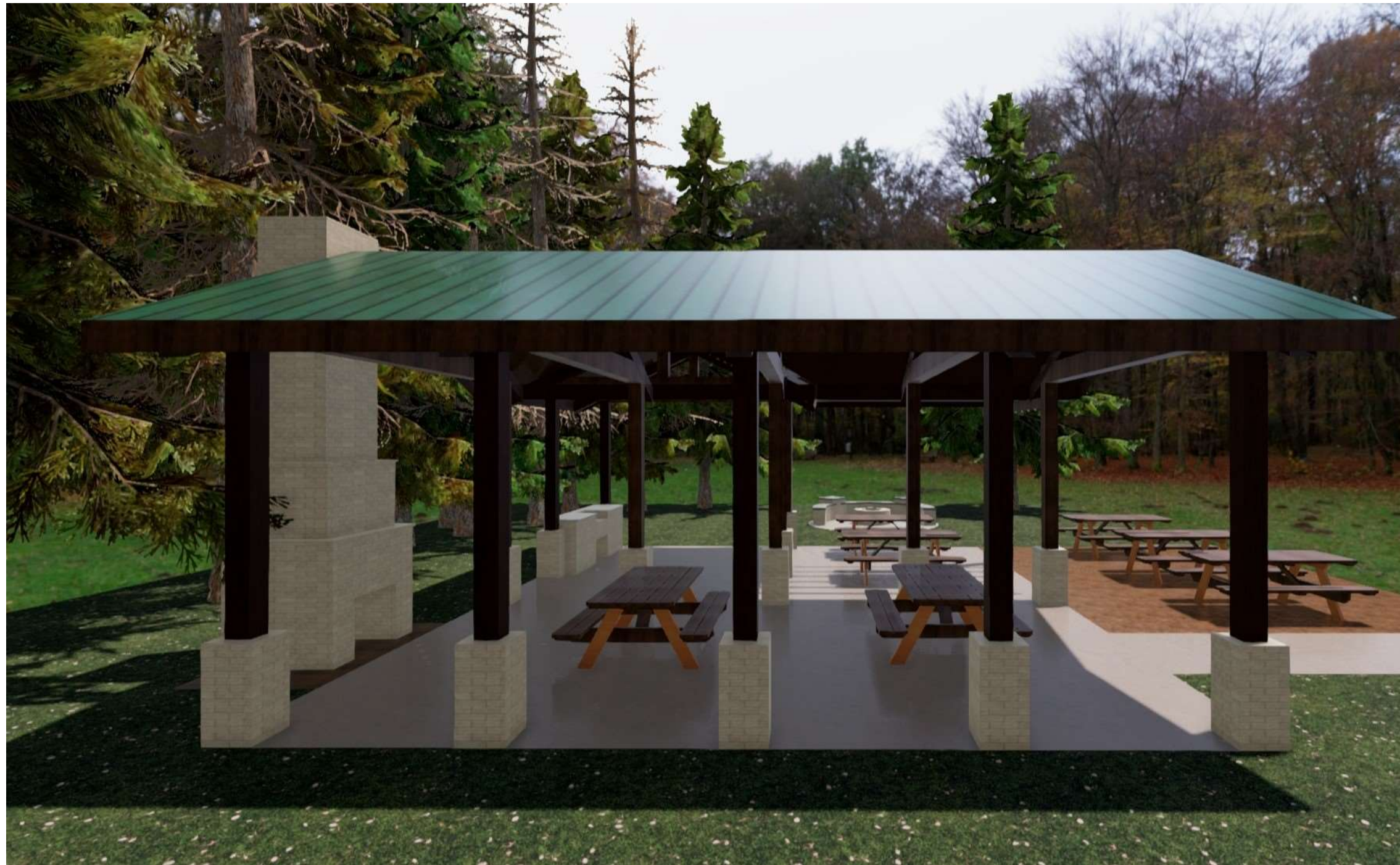
JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

MATERIALS

NOT TO SCALE

A2.1

November 5, 2021



- 

ROOFING:
ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/
KITCHEN:
SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
DESERT BUFF STONE

ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

MATERIALS

NOT TO SCALE

A2.2

November 5, 2021



- 

ROOFING:
ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/ KITCHEN:
SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
DESERT BUFF STONE

ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

MATERIALS

NOT TO SCALE

A2.3

November 5, 2021



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ROOFING:
 ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
 TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/ KITCHEN:
 SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
 CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
 DESERT BUFF STONE

ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

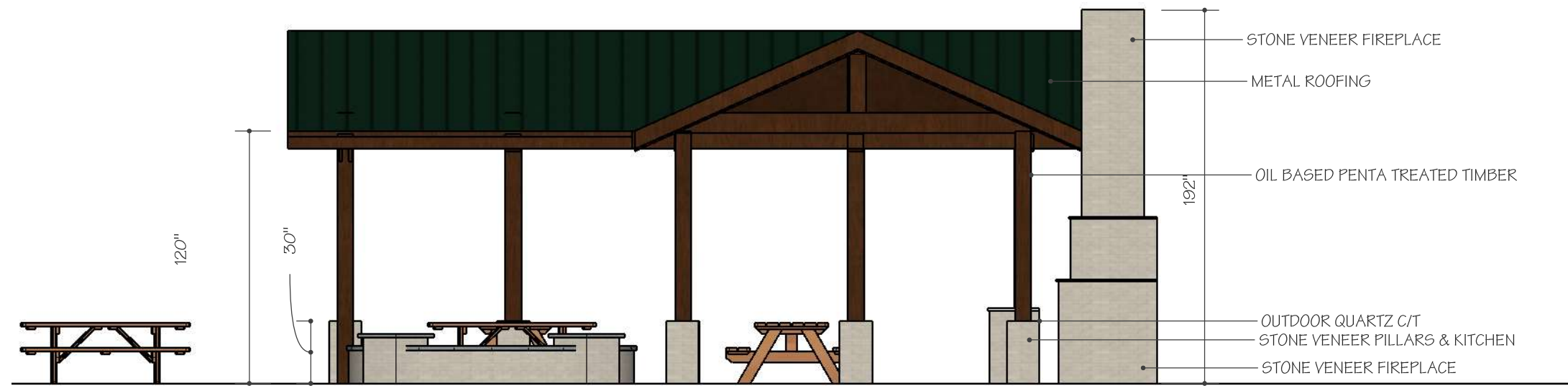
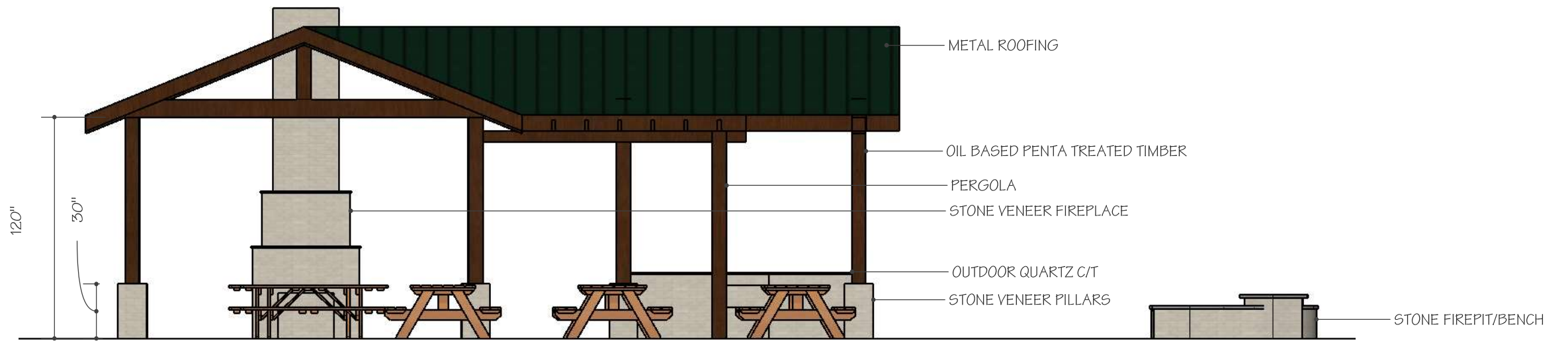
JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

MATERIALS

NOT TO SCALE

A2.4

November 5, 2021



ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

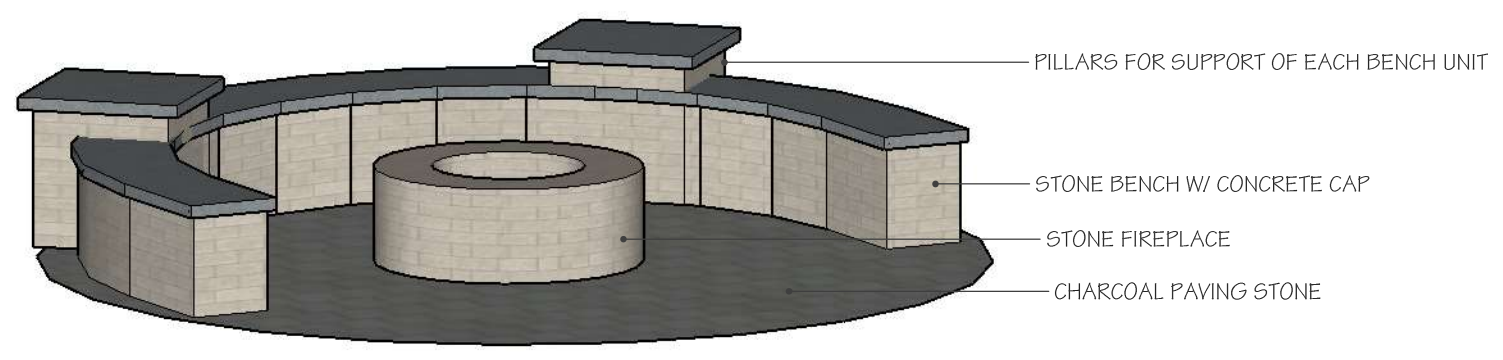
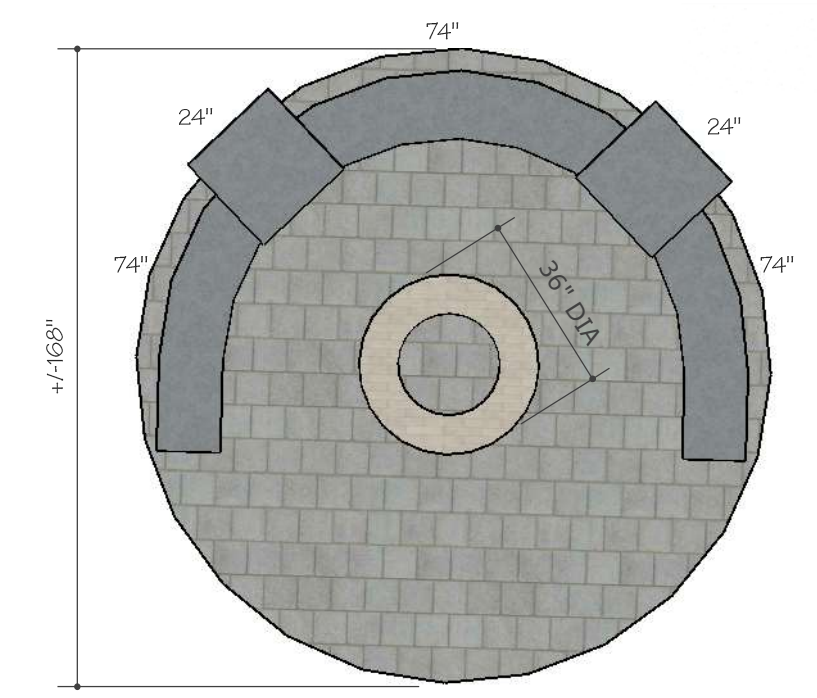
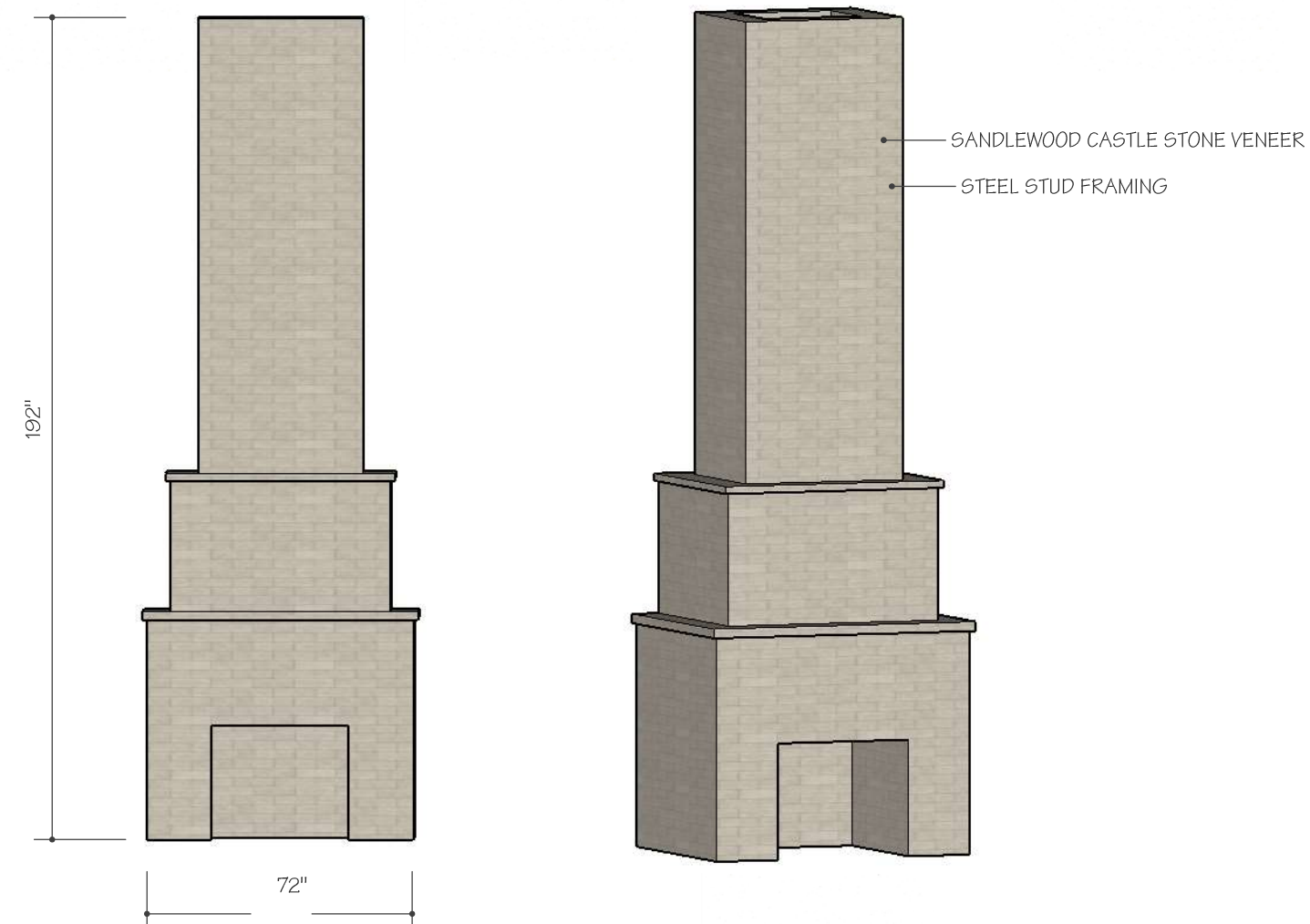
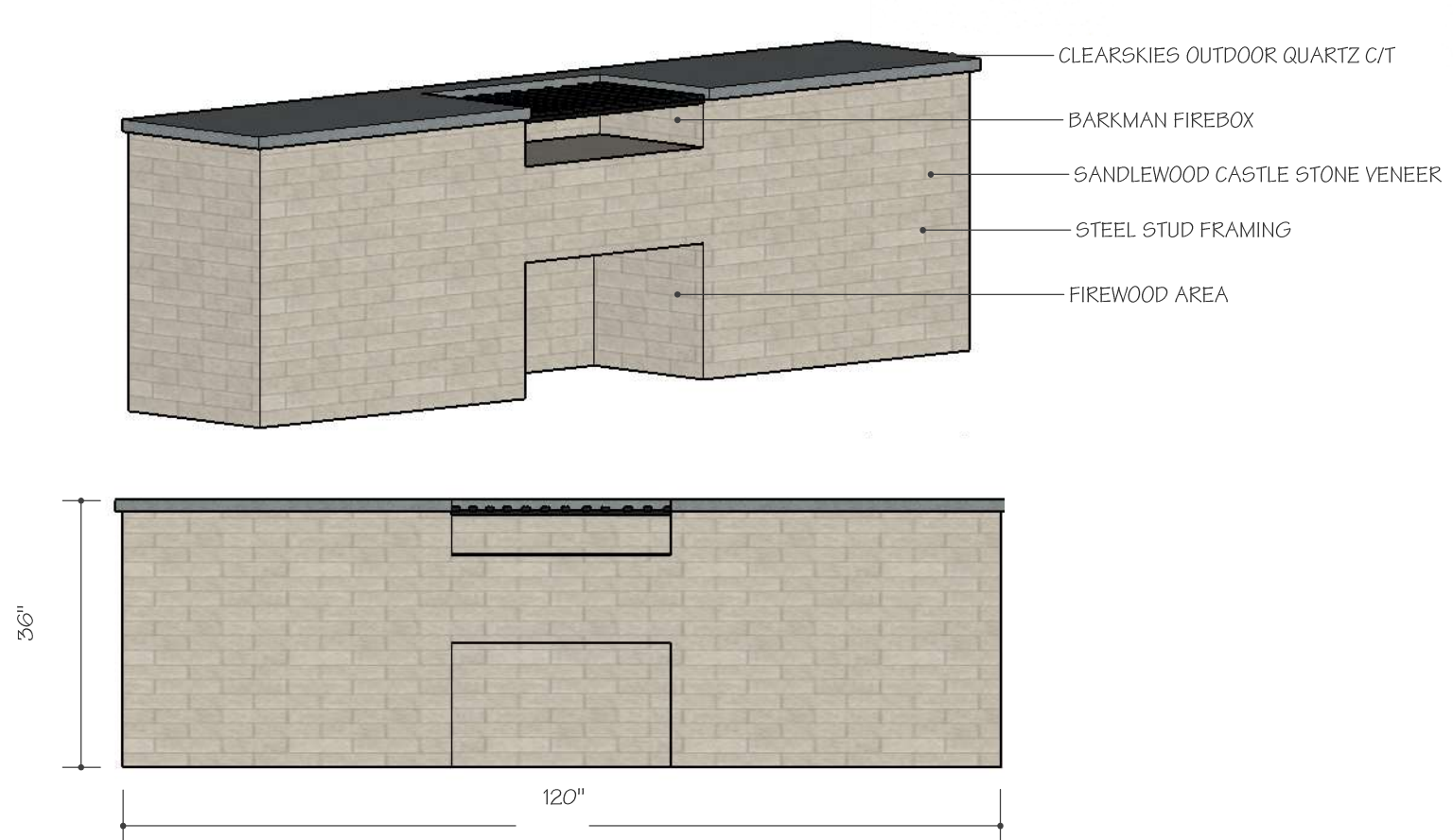
JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

ELEVATIONS

NOT TO SCALE

A3.0

November 5, 2021



ROTARY ADVENTURE CLUB PRINCE ALBERT, SK	LITTLE RED RIVER PARK	JENAYA DORVAL Saskatoon SK jenayadorval@gmail.com	FIREPLACE/ KITCHEN & FIREPIT NOT TO SCALE	A3.1 November 5, 2021
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Sliding Hill Bridge



Lions Gate Bridge



Sports Council Bridge





TITLE: Riverside Drive Paving - Agreement

DATE: August 30, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Agreement between the City and Her Majesty the Queen in Right of the Government of Saskatchewan, as represented by the Minister responsible for the Ministry of Highways and Infrastructure “the Ministry” be approved to fund the Project on these essential terms:
 - a. The Project limits shall be Riverside Drive from 3rd Avenue North West to the West Corporate Limits of the City of Prince Albert.
 - b. The Ministry’s financial contribution will be 50% of the Project Cost up to \$350,000.
2. That City Council approve the project to be included in the 2023 Roadways Recapping Capital Budget.
3. That the Mayor and City Clerk be authorized to execute the Agreement and any other applicable documents on behalf of the City.

TOPIC & PURPOSE:

To approve the funding agreement for the roadway resurfacing on Riverside Drive from 3 Avenue NW to the west corporate limits of the City of Prince Albert.

BACKGROUND:

The Ministry of Highways and Infrastructure is currently performing major roadway upgrades to Highway 3 from McLeod Road in the RM of Buckland to Highway 55 in the City including the ramps and loops of the Shellbrook overpass.

City of Prince Albert administration, the RM of Buckland and the Ministry began discussions in late spring, recognizing that the Highway 3 paving will result in additional traffic being filtered through CL Marshall Road and Riverside Drive. It was acknowledged that throughout the Highway 3 paving, CL Marshall Road and Riverside Drive will be designated as a light detour route.

City administration and the Ministry ensued further discussions recognizing that it is in the best interest of both parties to resurface Riverside Drive to restore the condition of the road supporting a safer and more efficient transportation corridor for traffic.

PROPOSED APPROACH AND RATIONALE:

The agreement will be a partnership agreement with the City of Prince Albert participating in 50% of the cost and the Ministry contributing 50% of the cost for the repaving of Riverside Drive from 3rd Avenue NW to the west City Limits for a distance of approximately 2.17 kilometers. The project would be included as part of the 2023 Asphalt Supply and Paving Contract. The paving will include a combination of structural repairs, reconstruction and recapping.

It is in the best interest that both parties support and contribute to the repaving of Riverside Drive.

CONSULTATIONS:

Discussions to arrive at the Agreement occurred with the City Manager, Director of Public Works, Manager of Capital Projects, and the Ministry of Highways and Transportation to ensure all pertinent information was included and the Agreement would reflect the best interest of all parties.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Construction of the project will be communicated in 2023 with the effected residences prior to the construction work beginning and a media notice will be issued. Detour plans will be posted on the City website and included in media notices.

FINANCIAL IMPLICATIONS:

The City of Prince Albert and the Ministry would each contribute 50% of the project cost.

The City portion of the costs for the roadway upgrades to Riverside Drive from the west City Limits to 3rd Avenue NW would be included as part of the 2023 Roadways Recapping Capital Budget.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations or implications for policy implications, privacy implications, Official Community Plan or options to recommendations.

STRATEGIC PLAN:

From the 2015 Five Year Strategic Plan; Sustainable plan for the replacement of the aging infrastructure in the City, water main, storm mains, sewer mains, sidewalks and roadways.

PUBLIC NOTICE:

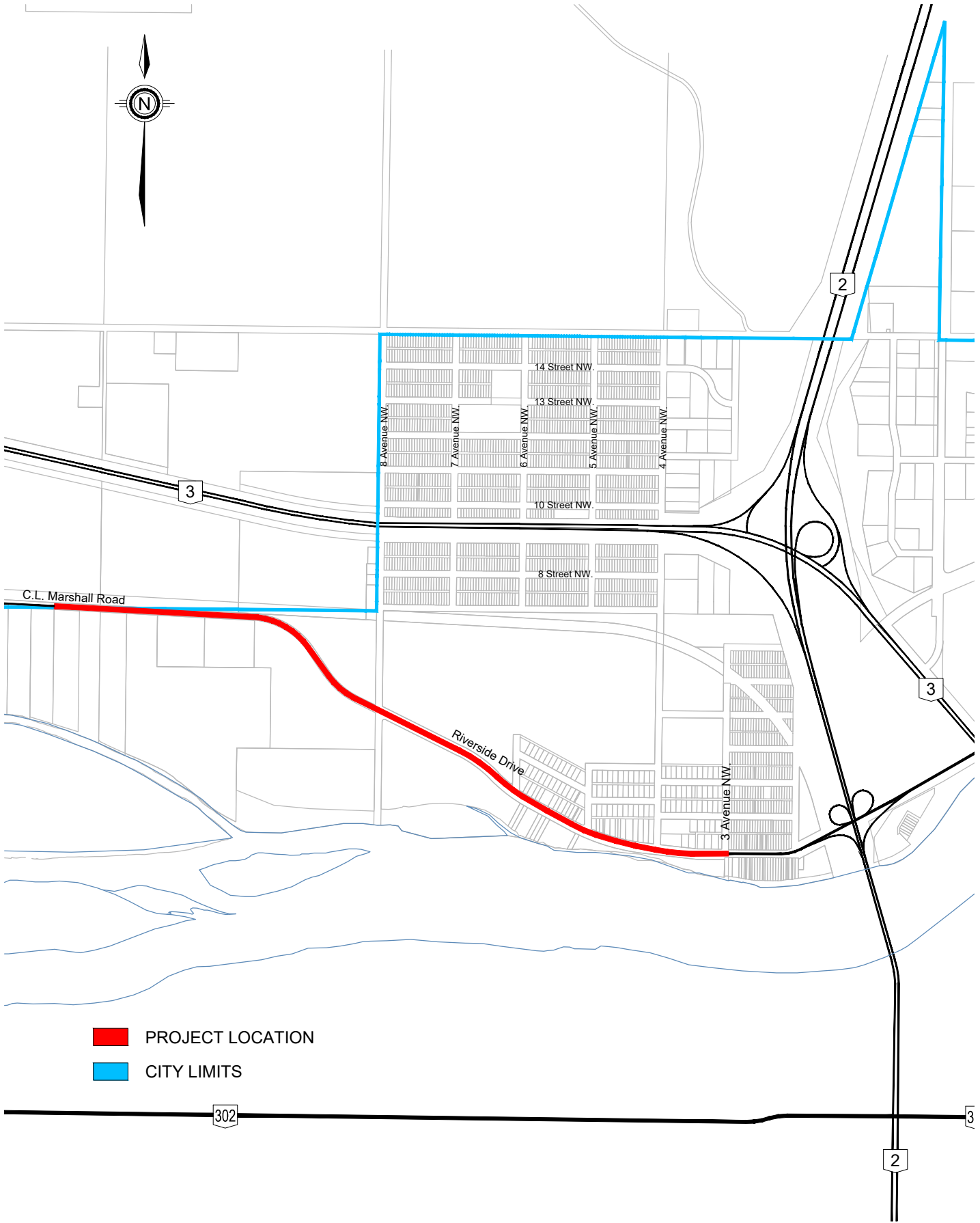
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.



ATTACHMENTS:

1. Project Location Plan
2. Contribution and Detour Agreement Riverside Drive

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works, Director of Financial Services & City Manager



-  PROJECT LOCATION
-  CITY LIMITS



CITY OF PRINCE ALBERT

LOCATION PLAN
RIVERSIDE DRIVE
3rd AVENUE NW - CITY LIMITS

DESIGNED	DATE	09/01/2022
DRAWN	DWG. FILE NO.	
CHECKED	HORIZ.	NTS
APPROVED	SCALE	VERT. NTS

**CONTRIBUTION AND DETOUR AGREEMENT
Riverside Drive**

BETWEEN:

HER MAJESTY THE QUEEN,
in Right of the Province of Saskatchewan,
as Represented by the Minister of Highways and Infrastructure
(herein the “Ministry”)

- and -

THE CITY OF PRINCE ALBERT
(herein the “CITY”)

the Parties

Whereas the City is responsible for the construction, maintenance, management and control of the road known as "Riverside Drive", which lies within the City.

And Whereas the Riverside Drive, from 3rd Ave to its junction with 12th Ave allowance, for a total approximate distance of 2.17 km, which lies within the limits of the City of Prince Albert.

And Whereas the Parties agree that CL Marshal including the portion named Riverside Drive can be designated as a light traffic detour for the construction occurring on Hwy 3 until Sept 30, 2022.

And Whereas the Parties agree that it is important to resurface CL Marshal including the portion of Riverside Drive in order to restore the condition of the road to the pre-detour state, to support a safer and more efficient transportation corridor for local, provincial and national traffic.

And Whereas the Parties agree that it is in their mutual interest to support and contribute to the Project in accordance with the terms and conditions of this Agreement.

And Whereas the Ministry has agreed to construct the said Project and assume all costs and responsibility for the Project other than the Municipality's contributions.

And Whereas the this agreement is a Transportation Partnership Agreement Pursuant to Section 8 of The Highway and Transportation Act, 1997.

Therefore, in accordance to the principles set out above, the parties agree as follows:

1. Definitions

1.1 For the purposes of this Agreement:

- a. "Agreement" means this Agreement and includes all appendices, schedules and other documents attached;
- b. "Contribution" has the meaning as described in Section 2 of this document;

- c. “Final Completion” means all deficiencies or incompletions identified at Substantial Completion have been remedied or completed that there is no work left to be performed on the Project.
- d. “Riverside Drive” means the road designated as Riverside Drive within the City limits from 3rd Ave to 12th Ave NW as shown on the map attached hereto as Schedule ‘A’, (for a total approximate distance of 2.17 km).
- e. “City” means the City of Prince Albert.
- f. “Parties” means the Ministry, and the City;
- g. “Project” means the resurfacing of Riverside Drive with 50mm of AC overlay as designed by the City.
- h. “Term” means the period commencing on the Parties signatures of this agreement and ending on March 31, 2024.

2. Contributions to the Project

- 2.1 The Ministry’s Contribution shall be 50% of the total cost to complete the Project, to an maximum of \$350,000.
- 2.3 City’s Contribution shall be 50% of the total Project cost.

3. Invoicing and Payment

- 3.1 The Ministry shall pay its cash Contribution to the City after the completion of the Project. The City will provide the Ministry with an invoice for their portion of the project. The Ministry may request copies expenditures incurred in connection to the Project if required.
 - 3.1.1 If the City approves an in-kind Contribution, a value shall be determined and agreed upon by the Parties prior to proceeding.

4. Direction, Control And Supervision Of The Project

- 4.1 The City shall have sole direction, control, management and supervision of the Project, including all surveys, design, tendering and construction associated with the Project and shall be responsible for the successful completion of the Project.

5. Completion Date For Project

- 5.1 The City shall make all reasonable efforts to:
- (a) commence work on the Project during 2023;
 - (c) achieve Substantial Completion of the Project no later than December 31, 2023.

6. Relationship Of Parties

- 6.1 The Ministry's role is confined to providing financial and in kind support for the Project. Nothing in this Agreement shall be construed to make the Parties' principal, contractor or agent, or render either of them liable for the acts, omissions, debts, responsibilities or obligations of the other.

7. Indemnity

- 7.1 The City shall indemnify and save harmless the Ministry, its ministers, agents, officers and employees (the "Indemnitees"), from any cost or liability incurred by the Indemnitees, including by way of a reasonable settlement thereof, that is due to any claim or proceeding brought against the Indemnitees, provided the claim or proceeding results from the acts, errors or omissions of the Municipalities. For greater certainty a claim or proceeding includes but is not limited to a claim or proceeding in any court or before any arbitrator, administrative or regulatory body or other lawful authority, and includes proceedings pursuant to workers' compensation legislation or tax legislation.

9. Notices

- 9.1 Any notice required to be given by one Party to the other, may be given to by delivery in person, mail or email to the Party's representative.

10. Dispute Resolution

- 10.1 All disputes arising out of this Agreement shall be resolved in accordance with the following process:
- a) if parties are unable to reach agreement it shall refer the dispute to Deputy Minister of Highways and the Mayor of Prince Albert;
 - b.) if the Deputy Minister, and Mayor are unable to reach agreement they shall engage the services of a mediator;
 - c.) if mediation is unsuccessful the Parties may pursue whatever processes and remedies are available to them.

10.2 Unless otherwise agreed in writing by the Ministry, and the City shall continue to carry out their duties under this Agreement during proceedings under this section.

10.3 The Parties shall be equally responsible for the cost of a mediator.

11. General

11.1 This Agreement constitutes the entire agreement between the Parties and supersedes all previous negotiations. No implied terms or obligations of any kind shall arise from anything in this Agreement or otherwise, and the express provisions and agreements contained herein are the only provisions and agreements upon which any rights against a Party may be founded.

11.2 No change or modification of this Agreement shall be valid unless it is in writing and signed by each Party hereto.

11.3 This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Saskatchewan.

11.4 These Agreement may be executed in any number of counterparts and exchanged electronically, and all such counterparts shall for all purposes constitute one agreement binding on the Parties hereto provided each Party has executed at least one counterpart; each counterpart shall be deemed to be an original notwithstanding that the executed copy is received in electronic format.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement on the day and year hereunder mentioned.

THE CITY OF PRINCE ALBERT

{seal}

Date:

HER MAJESTY THE QUEEN IN RIGHT OF SASKATCHEWAN, as represented by the Minister of Highways and Infrastructure

Date:

SCHEDULE "A"
LOCATION PLAN



City of
Prince Albert

BI 22-15

TITLE: Capital Projects Not Funded

DATE: **October 14, 2022**

TO: Budget Committee

PUBLIC: **X**

INCAMERA:

ATTACHMENTS:

1. Capital Projects Not Funded

SECTION SIX – CAPITAL PROJECTS NOT FUNDED



City of
**Prince
Albert**



Category 2: Capital Projects Not Funded

Category 2: Capital Projects Not Funded				
COMMUNITY SERVICES				
C2-01	Prince Albert Historical Museum - Window Replacement	Capital	Reserve	Externally Funded
	<p>Detail: The windows at the Historic Museum are in need of replacement. The wood sills are starting to rot and general deterioration is progressing. The paint on the windows is lead and would have to be remediated prior to replacement.</p> <p>Purpose: The purpose of this project is to preserve the building envelope of this building. Windows are essential for energy efficiency. These windows are deteriorated and in need of replacement.</p> <p>The goal is to secure grant funding support for this project in partnership with the Historical Society. Once funding support is confirmed through an external funding source, the project will be revisited and presented to members of Council for consideration.</p>	250,000		



C2-02	Scissor Lift	Capital	Reserve	Externally Funded
	<p>Detail: A scissor lift for lifting people.</p> <p>Purpose: Art Hauser Arena has requested a scissor lift due to its frequent use. Currently they have to rent or borrow the lift from the WWTP when it is available.</p>	100,000		



C2-03	Downtown Public Washroom			
	<p>Detail: As per City Council Resolution the Community Services Department was directed to research options for the construction/installation of a Downtown Public Washroom.</p> <p>Purpose: Research was completed in consultation with multiple Canadian Municipalities that offer or have previously offered a Downtown Public Washroom and have now closed them due to operational concerns. The budget includes the requirements for the underground infrastructure and the construction or installation of a Public Downtown Washroom.</p> <p>This budgeted amount doesn't include the cost for operations. Operations would include daily supervision and janitorial supplies. The timeframe for the operation would be estimated to run from May - Thanksgiving weekend in October. The annual operational costs are estimated to be \$15,000.</p> <p>Average Capital costs for a single bay unit is \$250,000 plus the infrastructure work at approximately \$100,000. A double bay unit with the infrastructure included is \$500,000.</p>	500,000		
COMMUNITY SERVICES TOTAL		850,000	-	-



Category 2: Capital Projects Not Funded				
PUBLIC WORKS				
C2-04	Concrete Sidewalk Replacement Program - Senior Residence	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of deteriorated sections of sidewalk in areas defined in the Senior Residence Sidewalk Replacement Program List. In 2022 the six worst location were repaired. To complete the remaining twelve locations, an expenditure of \$65,000 is included in the 2023 Budget deliberations for consideration.</p> <p>Purpose: 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 complete the locations identified in the Senior Residence Sidewalk Replacement Program List and repair these areas.</p> <p>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #17 for RPT 21-320 – Concrete Sidewalk Replacement Program – Senior Residence for additional information.</p>	65,000		
C2-05	MSC Fuel Tanks and Pumps	Capital	Reserve	Externally Funded
	<p>Detail: Installation of a new fuel station at MSC.</p> <p>Purpose: 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 65,000 liter tanks (diesel & gas) will allow for full tanker trailer deliveries. The City's current card lock fuel prices are cheaper than bulk fuel delivery prices, so this project would not realize a savings to the City's operation for fuel costs. These tanks could be 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>	395,000		



C2-06	Parking Lot Rehabilitation Program	Capital	Reserve	Externally Funded
	<p>Detail: Program to rehabilitate the City owned parking lots.</p> <p>Purpose: Parking lots with the poorest Pavement Quality Index and high level of use will receive rehabilitation work first. The intent is all City owned parking lots will be examined and funds allocated based on technical merit.</p> <p>There were no City owned parking lots paved in 2021 or 2022.</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 2023. The rehabilitation would include the existing paved parking lot and the gravel parking lot west of the Red Cross Building and installation of concrete where temporary barrier curbs exist.</p> <p>There was a substantial increase to paving costs in 2022 and it is estimated costs will continue to escalate each year if the project is deferred.</p>	235,000		



C2-07	Central Avenue River Street to 10th Street Revitalization - Phase 1 - Construction 2024	Capital	Reserve	Externally Funded
	<p>Detail: The project entails the replacement of underground infrastructure, crown utilities, 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. To accurately design all aspects of the project budget approval in 2023 would be for 2024 construction.</p> <p>Purpose: 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 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. There are too many connections and other utilities under the street for directional drilling to be an option. The majority of the infrastructure requires replacement with some mains relined. 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. 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>	600,000		
PUBLIC WORKS		1,295,000	-	-

Total of All Capital Items Considered but not Included	2,145,000	-	
Grand Total of All Unfunded Capital Requests	2,145,000	-	



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
		105	\$ 107,164		

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.

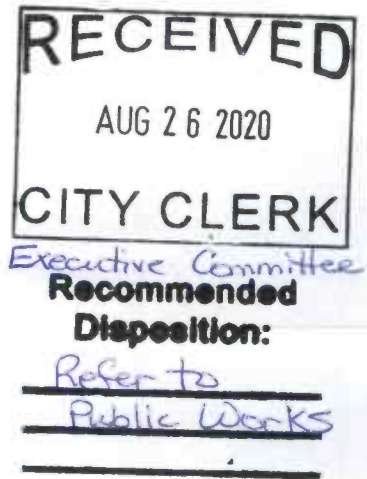
Given the physical disabilities which often result from aging, it would appear to us that it is important that the City ensure that sidewalks in the vicinity of such facilities are kept in the best possible condition in order to prevent accidental falls by the individuals who are responsible for building 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





City of
Prince Albert

RPT 22-389

TITLE: 2022 General Fund Capital Projects Update

DATE: October 6, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENT:

1. 2022 General Fund Capital Projects Update

YEAR 2022 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	2022 BUDGET	2022 Spending YTD (Sept 30)	Variance YTD Spending to Budget (Sept 30)	FUNDING	Timelines
2022 GENERAL FUND CAPITAL PROJECTS					
Capital Funding					
Community Services					
Art Hauser Centre - Air Handling Unit	\$200,000.00	\$187,269.20	(\$12,730.80)	Capital Funding	To be completed by end of year.
Playground Replacement Program	\$130,000.00	\$134,924.89	\$4,924.89	Capital Funding	Project Completed.
Reconstruction of Park Pathways	\$50,000.00	\$8,653.86	(\$41,346.14)	Capital Funding	Projects underway. Any unspent funds will be a carry forward to Year 2023.
Roofing Replacements	\$100,000.00	\$0.00	(\$100,000.00)	Capital Funding	Carry Forward to Year 2023.
Landscaping-Multiple Locations	\$50,000.00	\$25,692.01	(\$24,307.99)	Capital Funding	Projects underway. Any unspent funds will be a carry forward to Year 2023.
MSC Parking Pedestals	\$60,000.00	\$0.00	(\$60,000.00)	Capital Funding	To be completed by end of year.
Public Works					
Roadways Recapping Program	\$4,100,000.00	\$2,279,266.37	(\$1,820,733.63)	Capital Funding	Projects underway. Any unspent funds will be a carry forward to Year 2023.
Concrete Sidewalk & Rehabilitation Program	\$300,000.00	\$284,476.48	(\$15,523.52)	Capital Funding	To be completed by end of year.
Concrete Sidewalk Replacement Program - Senior Residence	\$46,500.00	\$52,008.46	\$5,508.46	Capital Funding	Project completed.
Fence Replacement Old Yards	\$29,500.00	\$0.00	(\$29,500.00)	Capital Funding	To be completed by end of year.
Survey - Total Station	\$60,000.00	\$59,999.96	(\$0.04)	Capital Funding	Project completed.
MSC compresses Air Distribution Replacement	\$80,000.00	\$0.00	(\$80,000.00)	Capital Funding	To be completed by end of year.
Financial Services					
Replacement of Mailroom Equipment	\$20,500.00	\$12,603.26	(\$7,896.74)	Capital Funding	Project completed. In Service.
TOTAL CAPITAL FUNDING	\$5,226,500.00	\$3,044,894.49	(\$2,181,605.51)		
			<i>(\$2,181,605.51)</i>		

YEAR 2022 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	2022 BUDGET	2022 Spending YTD (Sept 30)	Variance YTD Spending to Budget (Sept 30)	FUNDING	Timelines
Reserve Funding					
Information Technology					
Networking	\$204,000.00	\$0.00	(\$204,000.00)	Information Technology Reserve	Carry Forward to Year 2023. Project underway. Order placed. Supply chain puts delivery in May of 2023.
End User Computing and Printing	\$101,500.00	\$0.00	(\$101,500.00)	Information Technology Reserve	To be completed by end of year.
Communications	\$160,000.00	\$0.00	(\$160,000.00)	Information Technology Reserve	To be completed by end of year.
Business Continuity	\$20,000.00	\$0.00	(\$20,000.00)	Information Technology Reserve	To be completed by end of year.
Work and Asset Management Systems	\$38,900.00	\$0.00	(\$38,900.00)	Information Technology Reserve	Carry Forward to Year 2023. Project underway. Terms in place. Governance document expected April of 2023.
Web and Portal Systems	\$22,800.00	\$0.00	(\$22,800.00)	Information Technology Reserve	Carry Forward to Year 2023. Project underway. Software purchased, agreement terms in place launch expected early 2023.
Finance and Admin Systems	\$34,300.00	\$0.00	(\$34,300.00)	Information Technology Reserve	Carry Forward to Year 2023. Project on hold until April 2023 due to internal resource availability.
Community Services					
Crescent Heights Spray Park	\$120,000.00	\$131,821.37	\$11,821.37	\$120,000 - Future Infrastructure Reserve \$230,000 - Malcolm Jenkins Foundation	Project completed.
James Isbister Park Improvements	\$100,000.00	\$100,000.00	\$0.00	\$100,000 - Future Infrastructure Reserve \$200,000 - Malcolm Jenkins Foundation	Project completed. The City of Prince Albert is pleased to officially open the James Isbister Park – Alfred's Basketball And Skateboard Playground located on Macarthur Drive, West Flat.
EA Rawlinson Centre Improvements	\$44,000.00	\$20,611.37	(\$23,388.63)	EA Rawlinson Centre Facility Fee Reserve	Projects underway. Any unspent funds will be a carry forward to Year 2023.
Golf Course - Reconstruction and Repair of Pathways	\$50,000.00	\$0.00	(\$50,000.00)	Golf Course Improvement Reserve	Project to be completed by end of year.
Little Red River Park - Stages of Development	\$146,800.00	\$0.00	(\$146,800.00)	Pehonan Parkway Reserve	Carry Forward to Year 2023.
Kinsmen Water Park Landing Pool	\$25,000.00	\$19,583.50	(\$5,416.50)	Kinsmen Water Park Surcharge Reserve	Project completed. Invoices to be processed.

YEAR 2022 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	2022 BUDGET	2022 Spending YTD (Sept 30)	Variance YTD Spending to Budget (Sept 30)	FUNDING	Timelines
Public Works					
Pedestrian Bridge Replacement Program	\$35,000.00	\$35,000.00	\$0.00	Future Infrastructure Reserve	Project completed.
Continuation of Resurfacing Municipal Service Centre Bay Concrete Floor	\$50,000.00	\$45,717.80	(\$4,282.20)	Safety Reserve	Project completed.
Two Poste Vehicle Lift	\$50,000.00	\$34,144.28	(\$15,855.72)	Equipment and Fleet Reserve	Project completed.
Long-Term Debts Payments					
Long-Term Debt Repayment - Aquatic and Arenas Recreation Centre	\$269,800.00	\$0.00	(\$269,800.00)	Civic Facilities Reserve	1st principal payment which relates to the capital budget will not be made until March 1, 2023 therefore there will be no cost recorded in 2022.
Long Term Debt Repayment - Golf Course Irrigation Replacement	\$65,000.00	\$0.00	(\$65,000.00)	Golf Course Improvement Reserve	Long-term Payment from the Reserve. Yearend entry.
Long-Term Debts Payments					
New Amkus ION Combination Rescue Tool (Jaws of Life)	\$16,500.00	\$14,314.23	(\$2,185.77)	Fire Equipment Reserve	Project completed.
TOTAL RESERVE FUNDING	\$1,553,600.00	\$401,192.55	(\$1,152,407.45)		
			<i>(\$1,152,407.45)</i>		
EXTERNAL FUNDING					
Crescent Heights Spray Park Increase of \$30,000 to the donation by Malcolm Jenkins Foundation	\$230,000.00	\$230,000.00	\$0.00	\$120,000 - Future Infrastructure Reserve \$230,000 - Malcolm Jenkins Foundation	See update above.
James Isbister Park Improvements	\$200,000.00	\$106,458.64	(\$93,541.36)	\$100,000 - Future Infrastructure Reserve \$200,000 - Malcolm Jenkins Foundation	See update above.
Municipal Service Centre New Building and Upgrades	\$10,491,000.00	\$0.00	(\$10,491,000.00)	External Funding	This project requires securing external funding. At this time, no external funding has been secured.
TOTAL EXTERNAL FUNDING	\$10,921,000.00	\$336,458.64	(\$10,584,541.36)		
			<i>(\$10,584,541.36)</i>		
Long-Term Debts Payments					
Long Term Debt Repayment - West Hill Infrastructure Improvements	\$22,300.00	\$0.00	(\$22,300.00)	Capital Funding	Long-Term Payment. Yearend entry.
Long-Term Debt Repayment - City Transit Buses	\$252,000.00	\$0.00	(\$252,000.00)	Capital Funding	Long-Term Payment. Yearend entry.
TOTAL LONG-TERM DEBT PAYMENTS	\$274,300.00	\$0.00	(\$274,300.00)		
			<i>(\$274,300.00)</i>		
TOTAL 2022 CAPITAL BUDGET	\$17,975,400.00	\$3,782,545.68	(\$14,192,854.32)		
			<i>(\$14,192,854.32)</i>		

YEAR 2022 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	2022 BUDGET	2022 Spending YTD (Sept 30)	Variance YTD Spending to Budget (Sept 30)	FUNDING	Timelines
2022 FLEET EQUIPMENT PURCHASES					
EQUIPMENT FLEET RESERVE					
COMMUNITY SERVICES					
Replacement of Three (3) Zero Turn Mowers	\$105,000.00	\$105,778.46	\$778.46	Equipment and Fleet Reserve	Project completed.
Replacement of Single Axle Trailers	\$35,000.00	\$24,910.00	(\$10,090.00)	Equipment and Fleet Reserve	Project completed.
Replacement of Unit 4714 - John Deere Gator	\$25,000.00	\$22,280.00	(\$2,720.00)	Equipment and Fleet Reserve	Project completed.
TOTAL COMMUNITY SERVICES	\$165,000.00	\$152,968.46	(\$12,031.54)		
SANITATION					
			(\$12,031.54)		
Replacement of Unit 67 - Automated Waste Collection Truck	\$420,000.00	\$0.00	(\$420,000.00)	Equipment and Fleet Reserve	Unit ordered. To be delivered in Year 2023. Carry Forward to Year 2023.
TOTAL SANITATION	\$420,000.00	\$0.00	(\$420,000.00)		
PUBLIC WORKS					
Replacement of Unit 39 - Snow Blower	\$260,000.00	\$0.00	(\$260,000.00)	Equipment and Fleet Reserve	Snow Blower has been ordered. Delivery anticipated end of November.
Replacement of Forklift	\$105,000.00	\$0.00	(\$105,000.00)	Equipment and Fleet Reserve	Ordered. Anticipate delivery in December.
Replacement of Light Duty Trucks	\$100,000.00	\$0.00	(\$100,000.00)	Equipment and Fleet Reserve	Ordered. Build Date is Year 2023. Carry Forward to 2023.
Replacement of Unit 122 - Sign Truck	\$160,000.00	\$0.00	(\$160,000.00)	Equipment and Fleet Reserve	Ordered. To be delivered in Year 2023. Carry Forward to Year 2023.
Replacement of Unit 29 - Skid Steer	\$125,000.00	\$0.00	(\$125,000.00)	Equipment and Fleet Reserve	Ordered. Delivery anticipated end of November.
Replacement of Unit 198 - Walk Behind Line Painter	\$15,000.00	\$12,310.40	(\$2,689.60)	Equipment and Fleet Reserve	Unit has arrived. Projected completed.
Replacement of Unit 440 - Paratransit Bus	\$75,000.00	\$0.00	(\$75,000.00)	Equipment and Fleet Reserve	Grant Approved. Bus has been ordered with 2023 early delivery. Carry Forward to Year 2023.
TOTAL PUBLIC WORKS	\$840,000.00	\$12,310.40	(\$827,689.60)		
TOTAL EQUIPMENT AND FLEET RESERVE	\$1,425,000.00	\$165,278.86	(\$1,259,721.14)		
			(\$1,259,721.14)		

YEAR 2022 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	2022 BUDGET	2022 Spending YTD (Sept 30)	Variance YTD Spending to Budget (Sept 30)	FUNDING	Timelines
GOLF COURSE EQUIPMENT AND CART					
Replacement Program - Golf Carts	\$70,000.00	\$0.00	(\$70,000.00)	Golf Course Carts Reserve	Golf Carts have been ordered. To be delivered in Year 2023.
Replacement of Unit 6132 - Fringe Cut Mower	\$82,000.00	\$0.00	(\$82,000.00)	Golf Courses Equipment Reserve	Fringe Cut Mower has been ordered. Anticipate delivery by end of October.
TOTAL GOLF COURSE RESERVES	\$152,000.00	\$0.00	(\$152,000.00)		
			<i>(\$152,000.00)</i>		
FIRE EQUIPMENT RESERVE					
FIRE SERVICES					
Self-Contained Breathing Apparatus Replacement Program	\$84,000.00	\$0.00	(\$84,000.00)	Fire Equipment Reserve	The SCBA has arrived and has been placed in service. However, there are items missing that have been back-ordered. We are expecting delivery of the back-ordered items before years end with final invoicing totaling \$81,340.00 taxes included.
TOTAL FIRE EQUIPMENT RESERVE	\$84,000.00	\$0.00	(\$84,000.00)		
TOTAL 2021 FLEET PURCHASES	\$1,661,000.00	\$165,278.86	(\$1,495,721.14)		
			<i>(\$1,495,721.14)</i>		
2021 FLEET - EXTERNAL FUNDING					
Replacement of Unit 440 - Paratransit Bus	\$55,000.00	\$0.00	(\$55,000.00)	External Funding - Transit Assistance for Persons with Disabilities Program	see update above.
TOTAL 2021 FLEET - EXTERNAL FUNDING	\$55,000.00	\$0.00	(\$55,000.00)		
TOTAL FLEET PURCHASES = ALL	\$1,716,000.00	\$165,278.86	(\$1,550,721.14)		

(\$1,550,721.14)

YEAR 2022 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	2022 BUDGET	2022 Spending YTD (Sept 30)	Variance YTD Spending to Budget (Sept 30)	FUNDING	Timelines
2021 CARRY FORWARD PROJECTS					
Capital Works Committed Reserve					
Community Services					
Roofing Replacements	\$255,234.75	\$0.00	(\$255,234.75)	Capital Works Committed Reserve	Carry Forward to Year 2023.
Reconstruction of Park Pathways	\$3,404.65	\$3,404.65	\$0.00	Capital Works Committed Reserve	2021 Carry Forward Funds spent.
Public Works					
Roadways Recapping Program	\$227,743.63	\$227,743.63	\$0.00	Capital Works Committed Reserve	2021 Carry Forward Funds spent.
City Hall and MSC Building Repairs (savings from 2021 Projects)	\$11,094.82	\$0.00	(\$11,094.82)	Capital Works Committed Reserve	Council has re-allocated funds to be spent on renovations to Main Boardroom. Renovations will be commencing and anticipate to be completed by end of Year.
Total Capital Works Committed Reserve	\$497,477.85	\$231,148.28	(\$266,329.57)		
Reserve Funding					
Community Services					
Cooke Municipal Golf Course - Reconstruction and Repair of Stonewall and Tee Signs	\$65,000.00	\$35,241.35	(\$29,758.65)	Golf Course Improvements Reserve	Stonewall Project completed. Tee Signs ordered. Awaiting delivery prior to making final payments.
EA Rawlinson Centre Improvements	\$11,082.16	\$0.00	(\$11,082.16)	EA Rawlinson Centre Facility Fee Reserve	See update above.
Rotary Adventure Park - Phase I	\$66,466.10	\$66,466.10	\$0.00	Reserve Funding: Pehonan Parkway Reserve External Funding: Rotary Club Fundraising and \$400,000 Malcolm Jenkins Donation	2021 Carry Forward funds completed.
Public Works					
Pedestrian Bridge Replacement	\$1,438,099.98	\$1,345,763.56	(\$92,336.42)	Future Infrastructure Reserve	Project completed.
Public Works Grader	\$365,000.00	\$364,568.60	(\$431.40)	Equipment and Fleet Reserve	Project completed.
Small Wheel Loader	\$200,000.00	\$136,833.10	(\$63,166.90)	Equipment and Fleet Reserve	Project completed.
Replacement of Unit 94 - Tandem Axle Gravel Truck	\$265,000.00	\$0.00	(\$265,000.00)	Equipment and Fleet Reserve	Still in Saskatoon. PW did a pre delivery inspection and found some deficiencies. Likely mid October delivery.

YEAR 2022 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING					
	2022 BUDGET	2022 Spending YTD (Sept 30)	Variance YTD Spending to Budget (Sept 30)	FUNDING	Timelines
Fire Service					
Replace Unit #2105 (FD Ref E-12)	\$507,934.42	\$468,940.01	(\$38,994.41)	Fire Equipment Reserve	Project completed.
Information Technology					
Balance of the SD-Wan Project	\$110,460.20	\$0.00	(\$110,460.20)	IT Reserve	See update under Networking under 2022 Reserve IT Funded Projects.
Recreation Project					
Event Centre - Architectural Fees	\$2,316,161.19	\$1,457,087.22	(\$859,073.97)	Civic Facilities Reserve	75% Detail Design submission to the City by the end of September.
Total Reserve Funding	\$5,345,204.05	\$3,874,899.94	(\$1,470,304.11)		
Other Funding - External					
Alfred Jenkins Field House Site Development	\$25,594.46	\$4,691.56	(\$20,902.90)	Deferred Revenue 1-4-46913-000	Funds spent on the Outdoor Fitness Park.
Rotary Adventure Park - Phase I	\$560,190.50	\$149,546.98	(\$410,643.52)	Reserve Funding: Pehonan Parkway Reserve External Funding: Rotary Club Fundraising and \$400,000 Malcolm Jenkins Donation	Carry Forward to Year 2023.
Fiscal Stabilization					
Asset Management / Work Order Software	\$45,000.00	\$24,837.41	(\$20,162.59)	Fiscal Stabilization Fund	Carry Forward to Year 2023.
Audio Visual Project	\$28,616.80	\$27,971.39	(\$645.41)	Fiscal Stabilization Fund	Project completed.
Charts of Account Restructure	\$59,516.37	\$36,499.52	(\$23,016.85)	Fiscal Stabilization Fund	Carry Forward to Year 2023.
Deferred Revenue					
2nd Floor Main Boardroom Renovations	\$18,795.39	\$0.00	(\$18,795.39)	Deferred Revenue 1-4-46913-000	Council has re-allocated funds to be spent on renovations to Main Boardroom. Renovations will be commencing and anticipate to be completed by end of Year.
Asset Management / Work Order Software	\$31,497.35	\$31,497.35	\$0.00	Deferred Revenue 1-4-46913-000	Funds fully spent for MEEP.

YEAR 2022 - GENERAL FUND CAPITAL BUDGET - CAPITAL SPENDING

	2022 BUDGET	2022 Spending YTD (Sept 30)	Variance YTD Spending to Budget (Sept 30)	FUNDING	Timelines
Aquatic and Arenas Recreation Centre					
Aquatic and Arenas Recreation Centre	\$57,523,443.02	\$5,773,077.93	(\$51,750,365.09)	\$23,009,376.95 Federal Funding \$19,172,565.05 Provincial Funding \$15,341,501.02 City's Funding (Borrowing)	Carry Forward to Year 2023.
Total Other Funding	\$58,292,653.89	\$6,048,122.14	(\$52,244,531.75)		
TOTAL 2021 C/F PROJECTS	\$64,135,335.79	\$10,154,170.36	(\$53,981,165.43)		

(\$53,981,165.43)

OTHER PROJECTS APPROVED BY COUNCIL MOTION	BUDGET	2022 Spending	Variance	FUNDING	Timelines
Commission of Artwork	\$123,000.00	\$95,000.00	(\$28,000.00)	That \$123,000 in support of the commission, including installation and unveiling in Scarrow Plaza, be allocated from the Public Art Reserve.	Carry Forward to Year 2023.
Installation of Steel Tables in Concession Area at Lakeland Ford Park	\$5,898.64	\$0.00	(\$5,898.64)	Prince Albert Slo-Pitch League Reserve	Project completed.
SGI Grant for Crosswalks				SGI Grant Funding - Traffic Safety Grant	Through SGI Grant Funding, crosswalk improvements at four locations. 6 Ave & 9 St E, 3 Ave. & 28 St. E, 10 Ave. W near the hospital and 15 Ave. E near Helme Cres will get new rectangular rapid flashing beacons. Equipment has been ordered and will be installed by the end of the construction season.
OTHER PROJECTS APPROVED BY COUNCIL MOTION	\$128,898.64	\$95,000.00	(\$33,898.64)		

(\$33,898.64)

2022 Roadways Paving Program			
Account #	Treatment	Street	2022 Spending YTD (Sept 6)
8-2-30715	Pavement Management System		\$14,875.52
8-2-30920	LIMP: 7th Street East	(5 - 6 Ave)	\$35.91
8-2-31135	Reconstruction & Concrete	6 AE (22SE Intersection)	\$126,836.33
8-2-31152	15th Street East	(1 - 6AE)	\$8,085.21
8-2-31160	Mill/Pave	Crescent Heights Grouping	\$21,349.52
8-2-31174	Reconstruction & Concrete	16 SW (2-4 AW)	\$497,681.96
8-2-31175	Reconstruction	5 AE (24-28 SE)	\$7,064.70
8-2-31176	Mill/Pave	27 SE (5-6 AE)	\$104,367.21
8-2-31177	Reconstruction & Concrete	Central A (22-24 S)	\$0.00
8-2-31178	Reconstruction & Concrete	24 SE (Cent-1 AE)	\$159,932.19
8-2-31179	Mill/Pave	1 AE (24-25 SE)	\$34,004.02
8-2-31180	Mill/Pave	Westview Grouping	\$328,149.24
8-2-31181	Reconstruction & Concrete	7 SE (10-13 AE)	\$60,352.62
8-2-31182	Reconstruction & Concrete	18 SW (Cent-1 AW)	\$102,489.69
8-2-31183	Mill/Pave	17 SW (9-12 AW)	\$0.00
8-2-31184	Mill/Pave	26 SW (3-6 AW) / 27 SW (5-6 AW)	\$494,394.23
8-2-31185	Mill/Pave & Concrete	Riverview Grouping	\$341,460.71
8-2-31186	Reconstruction & Concrete	Marquis Rd Widening (2-4 AW)	\$6,344.63
8-2-31187	Reconstruction	15 SNW (Hwy2-Cent)	\$199,000.78
8-2-31188	Carr Place	Carr Place	\$585.53
TOTAL 2022 SPENDING - ROADWAYS PAVING PROGRAM			\$2,507,010.00
2022 ROADWAYS PAVING FUNDING			\$4,327,743.63
UNSPENT			(\$1,820,733.63)

2022 Roadways Paving Program - Budget	\$4,100,000.00
C/F to Year 2022 from Year 2021	\$227,743.63
Total Year 2022 Paving Budget	\$4,327,743.63



City of
Prince Albert

BI 22-16

TITLE: Fleet

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Fleet

SECTION SEVEN – FLEET



City of
**Prince
Albert**



FLEET MANAGEMENT



COMMUNITY SERVICES - EQUIPMENT				
<p>The City's Fleet Equipment Reserve will have a projected surplus balance of \$1,382,486 at the end of 2023 with the fleet purchases proposed in the 2023 Budget. This balance includes fleet purchases being proposed for the other Funds.</p>				
FL-01	Replacement of Unit 515	Capital	Reserve	Externally Funded
	<p>Detail: Unit 515 is a 2010 Dodge Journey SUV</p> <p>Purpose: Unit 515 is used by the janitors that clean the airport and landfill buildings. It was originally used by the Police Department but was decommissioned over 5 years ago. Unit 515 will be replaced with a fuel efficient vehicle with adequate cargo room to carry janitorial supplies. The average three year maintenance costs for Unit 515 are \$1,078 per year, with the cost in 2021 being \$1,810.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		40,000	



FL-02	Replacement of Unit 145 - Pickup Truck	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 145, a 2009 F150 Ford Pickup</p> <p>Purpose: This is for the replacement and upgrade of one 1/2 ton pickup to a truck with a service body used by Community Services. 145 is used by Building Maintenance as their maintenance truck. The department has requested it be upgraded to a truck with a service body to carry supplies and better meet the department's needs. The current unit has a three year average maintenance cost of \$1,437.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		100,000	



FL-03	Replacement of Unit 4802 - Forklift	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 4802 - 2000 Fork Lift</p> <p>Purpose: Unit 4802 is showing signs of wear and age. This unit is used by Community Services at the Art Hauser to load and unload material. It was bought used in 2008. It is suggested that since this unit is 23 years old that it be replaced in 2023. The possibility of finding a good used unit is an option. Average maintenance runs at \$1,442 per year.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		135,000	



FL-04	Replacement of Units 6073, 6072, 6019 - Grass Mowers	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of a Kubota 72" mower, Unit 6073 purchase in 2013, Unit 6072, a 2010 Grasshopper and Unit 6019, a 2011 Grasshopper</p> <p>Purpose: Unit 6073 is 10 years old and has preformed well for the City. It is now time to replace it before it need major repairs that will be more than its value. The average three year maintenance cost is \$5,818 per year. Unit 6072 will be thirteen years old and has an average three year cost of \$1,591 per year. Unit 6019 will be twelve years old with a average three year cost of \$1,944 per year</p> <p>Funding Source: Equipment and Fleet Reserve</p>		160,000	



FL-05	Replacement of Unit 6138 - Mower	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 6138 - Mower - 11 foot John Deere</p> <p>Purpose: Unit 6138 is a 2013 John Deere mower used by Community Services to mow parks and green areas. This mower is 10 years old and due for replacement before it has a major mechanical issue. The average three year maintenance costs are \$8,467 per year with a cost of \$3,641 in 2021.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		165,000	



FL-06	Replacement of Unit 7410 - Zamboni	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 7410 a 2008 525 Zamboni.</p> <p>Purpose: The replacement of Unit 7410, a 2008 525 Zamboni with 4,600 hours will cause a cascade effect for the City's Zambonis as the new unit will be the main ice machine at the Art Hauser Arena and all older units will be bumped down. This unit is budgeted as an electric unit and will likely go straight to the new complex as delivery will be at least a year from order date, a propane unit would reduce the costs by close to \$40,000</p> <p>Funding Source: Equipment and Fleet Reserve</p>		205,000	



FL-07	Replacement of Units 120, 4504, 4507, 4544 and 4545 - Trucks	Capital	Reserve	Externally Funded
	<p>Detail : Replacement of Units 120, 4504, 4507, 4544, and 4545 - Pickups</p> <p>Purpose: This is for the replacement of five light duty pickups used by Community Services. Unit 4544 and Unit 4545 are 2008 Ford 1/2 ton pickups, Unit 120, Unit 4504 and Unit 4507 are 2011 light duty pickups. These units have not cost the City major amounts for maintenance, but rust is starting to appear and the mileage is high on some. These units should be replaced before maintenance becomes an issue. The three year average maintenance costs are as follows, Unit 120 is \$373, Unit 4504 is \$974, Unit 4507 is \$1,263, Unit 4544 is \$1,773 and Unit 4545 is \$1,581 per year average.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		275,000	



GOLF COURSE				
The Golf Course Equipment and Golf Cart Reserve will have a combined projected surplus balance of \$136,546 at the end of 2023 with the fleet purchases proposed in the 2023 Budget.				
FL-08	New Addition - Trim and Surround Mower	Capital	Reserve	Externally Funded
	<p>Detail : 68" Contour Rotary Mower</p> <p>Purpose: This will be an additional unit used to mow the slopes and surrounding areas throughout the golf course. Currently there is only one of these types of mowers used to maintain. Keeping up and maintaining these areas at an enjoyable level for everyday play with only one contour mower is very difficult. The addition will allow for the areas to be mowed more often and in a much more efficient manner.</p> <p>Funding Source: Golf Course Equipment and Golf Cart Reserve</p>		68,500	



FL-09	Replacement Program - Golf Carts	Capital	Reserve	Externally Funded
	<p>Details: Replacement of 10 golf carts</p> <p>Purpose: In order to maintain the fleet of power carts at a reasonable cost, a replacement plan was developed and in 2023 the replacement of the 10 oldest power carts is required. In the last couple of years delivery has been slow, The carts ordered in 2022 have still not arrived and had an eighteen months delivery time.</p> <p>Funding Source: Golf Course Equipment and Golf Cart Reserve</p>		70,000	
COMMUNITY SERVICES TOTAL		-	1,218,500	-



FIRE AND EMERGENCY SERVICES - EQUIPMENT
The Fire Equipment Reserve will have a projected surplus balance of \$764,715 at the end of 2023 with the fleet purchases proposed in the 2023 Budget.

FL-10	Replacement Program - Self Contained Breathing Apparatus (SCBA)	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of SCBA equipment</p> <p>Purpose: 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 its life cycle. This amount is for 3 new SCBA.</p> <p>Funding Source: Fire Equipment Reserve</p>		35,000	



FL-11	Replacement of Unit 2101 - Truck - 1 Ton	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 2101, a command/rescue truck equipped with a skid mounted water pump and tank.</p> <p>Purpose: Unit 2101 is a 2008 one ton 4 X 4 F350 truck with 85,000 km and 3,500 hours. This unit is equipped with a high pressure skid mounted fire pump and tank that is also foam capable.</p> <p>Funding Source: Fire Equipment Reserve</p>		105,000	



FL-12	Replacement of Unit 2108 - Fire Engine	Capital	Reserve	Externally Funded
	<p>Detail: Unit 2108 is a 2007 Spartan fire engine assigned to main attach functions.(FD Reference - E-14)</p> <p>Purpose: Unit 2108 was purchased in 2007 and slated for replacement after 15 years of frontline service, this unit has had 15 years and will have another 2 years by the time a new unit arrives. . It is our intent to replace this unit with a 'pumper' style of apparatus, the same as the old unit. The total time from tender until we receive the new unit will be close to two years (late 2024). This old unit will be bumped down and kept as an emergency spare with the current emergency spare being sold.</p> <p>Funding Source: Fire Equipment Reserve</p>		1,300,000	

FIRE AND EMERGENCY SERVICES TOTAL	-	1,440,000	-
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PLANNING AND DEVELOPMENT - EQUIPMENT				
<p>The City's Fleet Equipment Reserve will have a projected surplus balance of \$1,382,486 at the end of 2023 with the fleet purchases proposed in the 2023 Budget. This balance includes fleet purchases being proposed for the other Funds.</p>				
FL-13	Replacement of Unit 502 Truck	Capital	Reserve	Externally Funded
	<p>Detail : Replacement of Unit 502 - 2012 Chev 1500</p> <p>Purpose: Replacement of Unit 502, a 2012 Chev 1500 used as a Parking Meter vehicle. Replacement recommended due to accumulated mileage and body rust. The replacement would be a smaller SUV that would get substantially better fuel mileage, and better suited for the job. The average cost to maintain in the last three years is \$2,114 per year with some major repairs in 2020 at a cost of \$4,104.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		40,000	
PLANNING AND DEVELOPMENT TOTAL		-	40,000	-



PUBLIC WORKS – EQUIPMENT				
<p>The City's Fleet Equipment Reserve will have a projected surplus balance of \$1,382,486 at the end of 2023 with the fleet purchases proposed in the 2023 Budget. This balance includes fleet purchases being proposed for the other Funds.</p>				
FL-14	Replacement of Unit 123 - Truck - 3/4 Ton	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 123 - 3/4-ton truck Purpose: Replacement of 2011 Dodge Crew Cab 3/4-ton truck due to accumulated mileage and hours of over 6000. The average maintenance costs over the last three years has been \$1,766 with 2021 costs being \$1,708. On a normal vehicle this amount of hours would put this unit well over 350,000km. Funding Source: Equipment and Fleet Reserve</p>		60,000	



FL-15	Replacement of Unit 439 - Transit for Disabled Bus	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 439 a 2014 Ford E450</p> <p>Purpose: The CSC operations manager in his 2023 budget submission, requested that the City purchase another Transit for Disabled Bus due to the age of the existing TFD vehicle fleet and the frame corrosion on this unit. In order to accommodate this request, it is suggested that the City only proceed with this request contingent on capital funding grant approval from the provincial Transit Assistance for Persons with Disabilities (TAPD) program. Total cost of a replacement bus is \$175,000 however, if the TAPD program provides funding, the amount of grant provided would be \$55,000. Average three year maintenance costs for this vehicle is \$13,025 per year</p> <p>Funding Source: Equipment and Fleet Reserve and External Funding (Transit Assistance for Persons with Disabilities Program)</p>		120,000	55,000



FL-16	Replacement of Units 802, 803, and 804 - Trucks	Capital	Reserve	Externally Funded
	<p>Detail: Unit 802 is a 2011 Dodge Ram, Unit 803 is a 2013 Dodge Ram and Unit 804 is a 2011 Dodge Ram.</p> <p>Purpose: These trucks were all originally purchased by the Police. Two in 2011 and one in 2014. Once retired from the Police, Fleet recycled them to recover any remaining life out off them instead of buying new units. Due to issues purchasing new Police vehicles the current units that are retiring are fully used up and not worth recycling, this will continue for the foreseeable future. Unit 802 is a 2011 Ram 1500. This vehicle is used by Fleet as a service and parts pickup vehicle. The unit has 151656km and 5233 hours as of June 2022. The average maintenance cost has been \$1,360 over the last three years. Unit 803 is a 2013 Ram 1500. This vehicle is a shared unit used by Public Works Streets and Roads in the summer and Sewer and Water in the winter. This unit has had an average maintenance cost of \$1,866 over the last three years. Unit 804 is a 2011 Ram 1500. This vehicle is used by Bylaw. This unit has had an average maintenance cost of \$974 over the last three years.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		165,000	



FL-17	Replacement of Units 102, 132, 140, 146 - Trucks	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Pickups - Unit 102, 132, 140 and 146 used by Public Works.</p> <p>Purpose: Unit 102 is a 2011 Ford F150 used by the Traffic painting crew. This unit has an average maintenance cost of \$1,874 over the last three years. Unit 132 is a 2009 Ford F150 used by the Water Treatment Plant electrician. This unit has an average maintenance cost of \$1,158 over the last three years. Unit 140 is a 2013 Chevrolet 1500 used by the Sanitation department. This unit has an average maintenance cost of \$4,061 over the last three years. Unit 146 is a 2009 Chevrolet 1500 used by the Sanitation department. This unit has an average maintenance cost of \$1,144 over the last three years.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		220,000	



FL-18	Replacement of Unit 52 - Asphalt Roller	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 52 - 66" Vibratory Smooth Drum Asphalt Roller.</p> <p>Purpose: Unit 52 is 22 years old and is used by the Public Works Streets and Roads Department. 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. The average three year maintenance cost for this machine are \$4,644 per year</p> <p>Funding Source: Equipment and Fleet Reserve</p>		225,000	



FL-19	Replacement of Unit 36 - Motor Grader	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 36 a 2011 Caterpillar 120M Motor Grader This unit was used to maintain back alleys</p> <p>Purpose: This motor grader is used to maintain back alleys, it is 12 years old and as of June 2022 has 12,220 hours. In 18 months when a replacement arrives it will have approximately 14,000 hour. It has received normal engine tune up work like injectors and other parts but nothing major yet. This is the ideal time to dispose of it before major components fail. This unit was purchased in 2017 as a used motor grader. It has been used year round as an alley machine in the summer and as a snow removal unit in the winter. It has seen far more hours than what was expected when purchased.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		475,000	



FL-20	Replacement of Unit 14 - Loader	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 14 - 2010 New Holland 3 Cubic Yard Loader</p> <p>Purpose: Unit 14 is a 2010 loader used by Public Works. As of July 2022 it has just under 16,000 hours, by the time a new unit arrives it will have close to 18,000 hours. The three year average maintenance costs have been \$22,885 per year. This price also includes the addition of a snow bucket</p> <p>Funding Source: Equipment and Fleet Reserve</p>		510,000	



FL-21	Replacement of Unit 28 - Four Yard Loader	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 28 - 2009 Case Four Yard Wheel Loader</p> <p>Purpose: Unit 28 is used by the Public Works Streets and Roads Department and as of July 2022 it has 12,620 hours. By the time a replacement arrives in 18 months or more it will have 15,000 hours. In the summer it is used as a loader to load trucks, in the winter this is the loader that is large enough to handle the snow blower for snow removal. We have had a lot of issues with radiators, differentials, pins and bushing. The average cost per year for the last three years is \$20,325 with a cost of \$24,640 in 2021</p> <p>Funding Source: Equipment and Fleet Reserve</p>		610,000	



FL-22	Replacement of Unit 911 - Transit Bus - 40ft	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 911 - 2010 New Flyer 40ft low floor transit bus.</p> <p>Purpose: Unit 911 is due for replacement after 12 years of use. It could be kept a couple more years as a spare. The replacement will be two years down the road after ordering it.</p> <p>Funding Source: Public Transit Reserve</p> <p>The City's Public Transit Reserve will have a projected surplus balance of \$471,741 at the end of 2023 with the fleet purchases proposed in the 2023 Budget.</p>		700,000	
PUBLIC WORKS TOTAL		-	3,085,000	55,000



SANITATION – EQUIPMENT				
<p>The City's Fleet Equipment Reserve will have a projected surplus balance of \$1,382,486 at the end of 2023 with the fleet purchases proposed in the 2023 Budget. This balance includes fleet purchases being proposed for the other Funds.</p>				
FL-23	Replacement of Unit 64 - Automated Waste Collection Truck	Capital	Reserve	Externally Funded
	<p>Details: Unit 64 is a 2012 IHC Truck with the Rapid Rail Automated Refuse Collection System</p> <p>Purpose: Unit 64 will have approximately 13,000 hours on it by June of 2023. It takes approximately one year before a replacement unit is delivered. This truck has been an ongoing maintenance issue due to the engine and emission system. Operational cost for repairs has averaged \$32,561 per year for the last three years.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		475,000	



FL-24	Replacement of Unit 751 - Loader	Capital	Reserve	Externally Funded
	<p>Detail : Replacement of Unit 751 - 2017 John Deere 5 Cubic Yard Loader</p> <p>Purpose : Unit 751 is a 2017 loader used by the Sanitation Department, as of June 2022 it has over 10,000 hours by the time a new loader arrives in 2024 it will have in excess of 14,000. This was an economical unit to own but maintenance has begun to increase. The three year average maintenance costs have been \$47,750 per year. The replacement loader will be used for general landfill operations and Unit 751 will be repurposed to handle the sludge from the WWTP as it is fully landfill equipped with guarding and landfill tires.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		850,000	
SANITATION TOTAL		-	1,325,000	-



WATER AND SEWER – EQUIPMENT				
<p>The City's Fleet Equipment Reserve will have a projected surplus balance of \$1,382,486 at the end of 2023 with the fleet purchases proposed in the 2023 Budget. This balance includes fleet purchases being proposed for the other Funds.</p>				
FL-25	Replacement of Unit 207 - Steamer Unit	Capital	Reserve	Externally Funded
	<p>Detail: Unit 207 is a 1967 Steamer Unit used for thawing catch basins, culverts and other frozen items.</p> <p>Purpose: Unit 207 was condemned and pulled out of service by the provincial inspectors in the summer 2022. There was too much corrosion inside to fix. This unit is used to thaw valves, culverts and catch basins in the spring. There is no repairing this unit without a boiler replacement which is the cost of the steamer.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		90,000	
WATER AND SEWER TOTAL		-	90,000	-



Fleet Summary	Capital	Reserve	Externally Funded
Total Fleet Purchases (Excluding Police Items)	-	7,198,500	55,000
Police Fleet Purchases (Refer to Police Budget Report)	-	296,000	-
Total Fleet Purchases by Funding Source Including Police	-	7,494,500	55,000
Grand Total of Fleet Purchase Requests		7,549,500	

City's Equipment Fleet Reserve	\$4,920,000
Fire Equipment Reserve	\$1,440,000
Public Transit Reserve	\$700,000
Golf Course Equipment Reserve	\$68,500
Golf Course Golf Carts Reserve	\$70,000
Police Service Fleet Reserve	\$296,000
Transit Assistance for People with Disabilities	\$55,000
Total Fleet Purchases - Funding	\$7,549,500





City of
Prince Albert

BI 22-17

TITLE: City Manager, City Solicitor, City Clerk, Mayor & City Council

DATE: **October 14, 2022**

TO: Budget Committee

PUBLIC: **X**

INCAMERA:

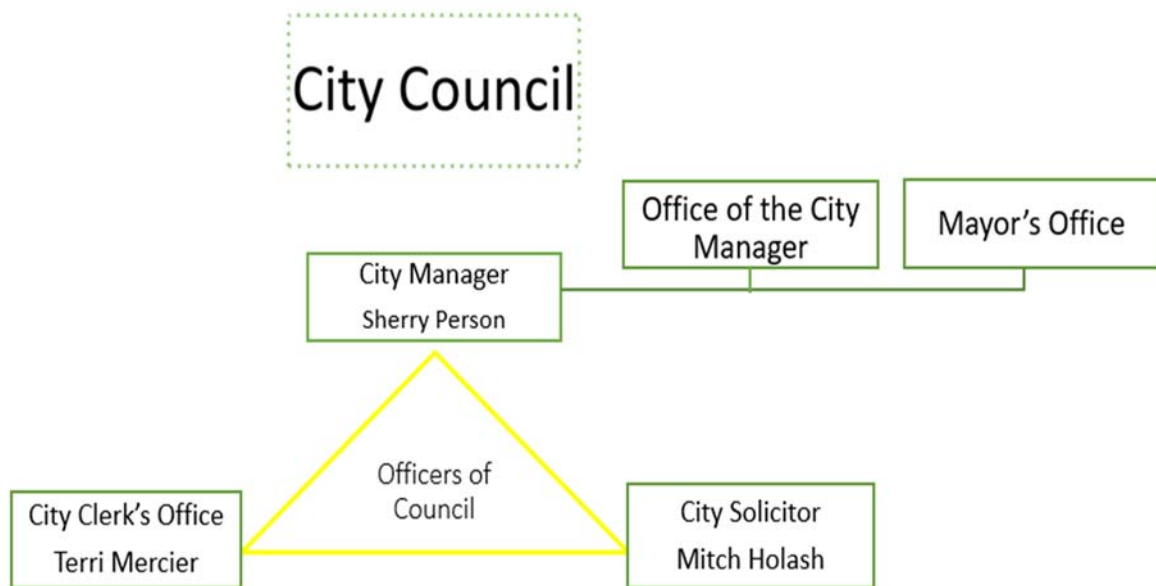
ATTACHMENTS:

1. City Manager, City Solicitor, City Clerk, Mayor & City Council

SECTION EIGHT – 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

(FTE: Full Time Equivalent)



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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$3,000)	(\$3,000)	\$0	
Sundry	(800)	(800)	0	
Total Revenues	(3,800)	(3,800)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	566,280	580,600	(14,320)	-2.47%
Contracted and General Services	12,450	7,450	5,000	67.11%
Maintenance Materials and Supplies	21,550	21,360	190	0.89%
Total Expenses	600,280	609,410	(9,130)	-1.51%
TOTAL (SURPLUS) DEFICIT	596,480	605,610	(9,130)	-1.51%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

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



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

EXPENDITURES

(\$14,320) decrease in Salaries Wages and Benefits related to the current Departmental Restructuring. A position in the City Clerk's Office for 2023 has been budgeted at reduced hours. That savings is offset by the increases as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$5,000 increase in Contracted and General Services related to appeals received by the City. Payment for the Remuneration of the Board of Revision increased significantly in 2022 due to change in reassessment and additional residential appeal hearings. Expect that appeals will continue to increase. (2022 cost - \$15,000). 4 year average (2019-2022) \$8,298. 2023 Budget of \$11,500.

\$12,540 Total Contracted and General Services:

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

\$190 increase in Maintenance Materials and Supplies:

- (\$350) decrease in postage costs based on current spending.
- (\$410) decrease in telephone costs based on current spending.
- (\$1,000) decrease in training costs. Local Government Administrator Certificate (UofR); Supervisor/Leadership Course for 2 people and potential Election Training in fall. 2023 Budget of \$3,400.
- \$2,600 increase for Meeting Incidentals. One-time expense for hosting the Saskatchewan Association of City Clerks, with approx. 25 participants, in Prince Albert in spring 2023 - estimated costs will include 2 days meeting accommodation.
- \$350 increase in operating supplies: Plan File Cabinet, along with supplies - \$5,000 (was previously approved in 2022, not purchased, but plans to obtain cabinet and supplies by spring 2023). Expect shipping costs to be increased. New Chair for Clerk Steno - \$600.
- (\$1,000) decrease for Board of Revision Training Expenses. 2023 Budget of \$1,000 for legislatively required training for Board of Revision Members and Secretary. New members would be required to complete the mandatory BOR on-line training which is \$100 registration fee/participant and \$150/member for time spent on training (approx. 10-15 hours).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-41240-094	UCF	BOARD OF REVISION FEES:Non-Taxable Revenue	(\$8,410)	(\$9,260)	(\$21,450)	(\$3,000)	\$0	\$0	\$0	(\$3,000)	Board of Revision Fees received from Applications for Property Assessment Appeals. Any Assessment Appeal Fee refunds 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 was \$6,960. Revenue in 2020 was \$2,300.
2	1-1-41220-094	SUN	City Clerks:Non-Taxable Revenue	(\$300)	(\$890)	(\$3,124)	(\$800)	\$0	\$0	\$0	(\$800)	Revenue from renting older Ballot Boxes to External Agencies; Informal Requests for information and Formal LAFOIP Requests submitted to the City Clerks Office. With access information requests increasing over the last few years, there may be an increase in revenue.
3	1-1-41245-094	SUN	Election Cost Recoveries:Non-Taxable Revenue	\$0	(\$116,262)	(\$1,146)	\$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	\$464,938	\$417,362	\$467,025	\$481,700	\$0	(\$17,760)	\$0	\$463,940	Salary increases as per awarded collective bargaining agreement and additional duty pay
5	1-2-12120-114	SWB	CITY CLERK:Salary Casual Regular	\$0	\$0	\$9,720	\$0	\$0	\$0	\$0	\$0	casual wages - City Clerk's Office
6	1-2-12120-115	SWB	CITY CLERK:Wages Regular	\$0	\$0	\$564	\$0	\$0	\$0	\$0	\$0	wages regular - City Clerk's Office
7	1-2-12120-119	SWB	CITY CLERK:Payroll Benefits	\$92,847	\$82,422	\$96,310	\$98,900	\$0	\$3,440	\$0	\$102,340	payroll benefit increases
8	1-2-19110-111	SWB	ELECTIONS:Salaries Regular	\$0	\$95,793	\$0	\$0	\$0	\$0	\$0	\$0	election salaries
9	1-2-19110-115	SWB	ELECTIONS:Wages Regular	\$0	\$833	\$0	\$0	\$0	\$0	\$0	\$0	election wages
10	1-2-19110-119	SWB	ELECTIONS:Payroll Benefits	\$0	\$19,432	\$0	\$0	\$0	\$0	\$0	\$0	election benefits
11	1-2-12120-239	CON	CITY CLERK:Consulting Services	\$700	\$425	\$250	\$950	\$0	\$0	\$0	\$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
12	1-2-12320-239	CON	BOARD OF REVISION:Consulting Services	\$6,883	\$3,524	\$7,667	\$6,500	\$0	\$0	\$5,000	\$11,500	Payment for the Remuneration of the Board of Revision increased significantly in 2022 due to change in reassessment and additional residential appeal hearings. Expect that appeals will continue to increase. (2022 cost - \$15,000) 4 year average (2019-2022) \$8,297.85
13	1-2-19110-238	CON	ELECTIONS:Computer Services	\$0	\$1,622	\$0	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
14	1-2-19110-294	CON	ELECTIONS:Commissionaire Services	\$0	\$1,613	\$0	\$0	\$0	\$0	\$0	\$0	election costs - commissionaire security services
15	1-2-19110-299	CON	ELECTIONS:Other General Services	\$0	\$25,586	\$0	\$0	\$0	\$0	\$0	\$0	election items
16	1-2-12120-211	MMS	CITY CLERK:Travel & Accommodation	\$1,457	\$0	\$282	\$1,800	\$0	\$0	\$0	\$1,800	Travel & Accommodation for City Clerk & Records Coordinator to attend the Sask. Association of City Clerks Fall Session in Saskatoon or Regina. The staff share accommodation to assist with costs. Travel & Accommodation for 2 staff to attend a Records or Privacy Conference during the year. The OIPC organizes a Conference each year. Other Potential staff travel for various training sessions
17	1-2-12120-212	MMS	CITY CLERK:Postage & Freight	\$498	\$241	\$614	\$1,000	\$0	\$0	(\$350)	\$650	Based on average usage and expected \$.01 increase Jan 1/23.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
18	1-2-12120-213	MMS	CITY CLERK:Telephone	\$1,434	\$1,456	\$1,646	\$1,750	\$0	\$0	(\$410)	\$1,340	Based on actual charges for data lines, internet, landlines, and cell phone usage.
19	1-2-12120-215	MMS	CITY CLERK:Conventions & Delegations	\$0	\$0	\$0	\$1,100	\$0	\$0	\$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.
20	1-2-12120-221	MMS	CITY CLERK:Advertising	\$302	\$0	\$0	\$0	\$0	\$0	\$0	\$0	municipal ward advertising
21	1-2-12120-224	MMS	CITY CLERK:Memberships & Due	\$234	\$334	\$418	\$660	\$0	\$0	\$0	\$660	Membership for the following: 1. City Clerk & Additional Staff - Saskatchewan Association of City Clerk's (\$250) - Fees are likely increased in 2023. 2. Confidential Secretary - Association of Administrative Professionals (\$85) 1/2 cost shared with Solicitor account 1-2-12150-224 3. Records Coordinator - Association of Records Managers and Administrators (\$225) 4. Commissioner of Oaths - Clerk Steno (\$100)
22	1-2-12120-234	MMS	CITY CLERK:Training Services	\$2,691	\$1,998	\$4,750	\$4,400	\$0	\$0	(\$1,000)	\$3,400	Local Government Administrator Certificate (UofR) - 1 employees - Winter: Tuition Cost - Total \$1,000 Estimated Cost for books \$150/person/session - Total \$150 Supervisor/Leadership Course for 2 people \$560 x 2 Total \$1,120 Potential Election Training in Fall
23	1-2-12120-238	MMS	CITY CLERK:Computer Services	\$7,829	\$6,548	\$3,864	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
24	1-2-12120-259	MMS	CITY CLERK:Purch Mtce-Other Equipment	\$3,747	\$0	\$0	\$500	\$0	\$0	\$0	\$500	Shredding Costs project of reviewing documentation in the basement for disposal based on the City's Records Retention Bylaw will be undertaken.
25	1-2-12120-267	MMS	CITY CLERK:Rentals-Specialized Equipment	\$667	\$263	\$669	\$750	\$0	\$0	\$0	\$750	Photocopy costs for Canon printer in City Clerks Office
26	1-2-12120-292	MMS	CITY CLERK:Print Shop Services	\$342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	photocopy costs
27	1-2-12120-541	MMS	CITY CLERK:Operating Supplies	\$1,317	\$1,050	\$2,434	\$5,600	\$0	\$0	\$350	\$5,950	Plan File Cabinet, along with supplies - \$5,000 (was previously approved in 2022, not purchased, but plans to obtain cabinet and supplies by Spring 2023. Expect shipping costs to be increased. New Chair for Clerk Steno - \$600
28	1-2-12120-544	MMS	CITY CLERK:Office Supplies	\$2,093	\$1,911	\$602	\$1,800	\$0	\$0	\$0	\$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.
29	1-2-12320-234	MMS	BOARD OF REVISION:Training Services	\$0	\$0	\$0	\$2,000	\$0	\$0	(\$1,000)	\$1,000	Legislatively required training for Board of Revision Members and Secretary. New members would be required to complete the mandatory BOR on-line training which is \$100 registration fee/participant and \$150/member for time spent on training (approx. 10-15 hours)
30	1-2-12320-940	MMS	BOARD OF REVISION:Refunds	\$7,910	\$6,960	\$11,250	\$0	\$0	\$0	\$0	\$0	Refunds relating to Board of Revision Appeals

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
31	1-2-19110-211	MMS	ELECTIONS:Travel & Accommodation	\$0	\$221	\$0	\$0	\$0	\$0	\$0	\$0	costs associated with the Election held in Year 2020
32	1-2-19110-212	MMS	ELECTIONS:Postage & Freight	\$0	\$4,087	\$0	\$0	\$0	\$0	\$0	\$0	
33	1-2-19110-213	MMS	ELECTIONS:Telephone	\$132	\$219	\$10	\$0	\$0	\$0	\$0	\$0	
34	1-2-19110-221	MMS	ELECTIONS:Advertising	\$0	\$8,526	\$0	\$0	\$0	\$0	\$0	\$0	
35	1-2-19110-234	MMS	ELECTIONS:Training Services	\$0	\$2,385	\$0	\$0	\$0	\$0	\$0	\$0	
36	1-2-19110-263	MMS	ELECTIONS:Rentals-Building	\$0	\$13,671	\$0	\$0	\$0	\$0	\$0	\$0	
37	1-2-19110-266	MMS	ELECTIONS:Rental-Mechanical Equipment	\$0	\$29,031	\$0	\$0	\$0	\$0	\$0	\$0	
38	1-2-19110-292	MMS	ELECTIONS:Print Shop Services	\$0	\$17,242	\$0	\$0	\$0	\$0	\$0	\$0	
39	1-2-19110-420	MMS	ELECTIONS:Allocation-Services	\$0	\$108	\$0	\$0	\$0	\$0	\$0	\$0	
40	1-2-19110-460	MMS	ELECTIONS:Allocation - Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
41	1-2-19110-499	MMS	ELECTIONS:Allocation-Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
42	1-2-19110-511	MMS	ELECTIONS:Meeting Incidentals	\$0	\$389	\$0	\$0	\$0	\$0	\$0	\$0	
43	1-2-19110-541	MMS	ELECTIONS:Operating Supplies	\$0	\$7,149	\$0	\$0	\$0	\$0	\$0	\$0	
44	1-2-19110-544	MMS	ELECTIONS:Office Supplies	\$0	\$5,240	(\$2,375)	\$0	\$0	\$0	\$0	\$0	
45	1-2-12120-511	MMS	CITY CLERK:Meeting Incidentals	0	\$0	\$439	\$0	\$0	\$0	\$2,600	\$2,600	\$2,600 - One-time expense - Hosting the Sask. Association of City Clerks, with approx. 25 participants, in Prince Albert in Spring 2023 - estimated costs will include 2 days meeting accommodation(Malhotra Room or Hotel Boardroom) \$800; Breakfast & Lunch \$1100; incidentals \$700.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$401,080	\$452,150	(\$51,070)	-11.29%
Contracted and General Services	0	1,980	(1,980)	-100.00%
Maintenance Materials and Supplies	63,270	62,130	1,140	1.83%
Total Expenses	464,350	516,260	(51,910)	-10.06%
TOTAL (SURPLUS) DEFICIT	464,350	516,260	(51,910)	-10.06%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$51,070) reduction in Salaries Wages and Benefits as follows:

- (\$54,170) savings due to hiring of incumbents for City Manager, Executive Assistant and Confidential Secretary at reduced starting rates.
- \$3,100 increase for payroll benefit costs.



EXPENDITURES

(\$1,980) decrease in Contracted and General Services as the budget for 2023 Corporate Governance Consulting is not required. Budget removed for 2023.

\$1,140 increase in Maintenance Materials and Supplies:

- (\$1,950) decrease in travel costs as the City Manager will not attending the CAMA Conference in 2023.
- (\$200) decrease in postage costs based on current spending.
- (\$700) decrease in telephone costs based on current spending.
- (\$750) decrease in convention costs as the City Manager will not be attending the CAMA Conference for 2023.
- \$60 increase for Municipal Information Network Subscription for all City Departments.
- (\$500) removal of budget for membership costs. The City Manager is not a current member of ICMA and therefore no membership fee is required for 2023. The City Manager's Office will not be renewing the Municipal Service Delivery Official's membership.
- \$690 increase regarding Information Technology allocation costs to Department (licenses, IT Programs). The increase in 2023 represents annual support services for Council Audio Visual system, vendor increases for Great Plains, additional Adobe licenses, and new Office365 services.
- \$1,000 increase for Meeting Incidentals to hold Senior Management Workshops in 2023.
- \$2,400 increase in Corporate Governance - Meeting Incidentals relating to meals for Council and Executive Committee meetings. Based on actual historical spending.
- \$1,290 increase for Corporate Governance Operating Supplies. Increase to reflect the costs of budget binders and tabs. Amount is also used for any furniture or items required within the Council Chamber or Lounge such as chairs, coffee pots, framed portraits, etc.
- (\$200) decrease for Corporate Governance Office Supplies. Budget used for the purchase of 11 x 17 paper for budget documents and general office supplies for use within the Council Chamber and Lounge. 2023 Budget of \$800.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-12110-111	SWB	CITY MANAGER:Salaries Regular	\$392,532	\$389,220	\$437,982	\$393,300	\$0	(\$54,170)	\$0	\$339,130	Decrease of salary for the City Manager's position. There is also a decrease for the Confidential Secretary and Executive Assistant positions with the Departmental Structuring and new incumbents in those positions.
2	1-2-12110-119	SWB	CITY MANAGER:Payroll Benefits	\$57,690	\$55,423	\$56,188	\$58,850	\$0	\$3,100	\$0	\$61,950	Change of payroll benefit costing for salaries.
3	1-2-12110-299	CON	CITY MANAGER:Other General Services	\$1,114	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 cost was for the printing of the City's Annual Report.
4	1-2-12111-239	CON	Corporate Governance:Consulting Services	\$0	\$0	\$596	\$1,980	\$0	\$0	(\$1,980)	\$0	Budget is not required. Removed for Year 2023.
5	1-2-12110-211	MMS	CITY MANAGER:Travel & Accommodation	\$7,120	\$1,855	\$411	\$4,950	\$0	\$0	(\$1,950)	\$3,000	Decrease in Travel and Accommodation for the City Manager's Department due to the City Manager not attending the CAMA Conference in 2023.
6	1-2-12110-212	MMS	CITY MANAGER:Postage & Freight	\$437	\$151	\$81	\$400	\$0	\$0	(\$200)	\$200	Decrease is based on average usage and expected \$.01 increase Jan 1/23.
7	1-2-12110-213	MMS	CITY MANAGER:Telephone	\$3,597	\$3,912	\$5,863	\$6,200	\$0	\$0	(\$700)	\$5,500	Based on actual charges for data lines, internet, landlines, and cell phone usage.
8	1-2-12110-215	MMS	CITY MANAGER:Conventions & Delegations	\$1,485	\$450	\$0	\$1,500	\$0	\$0	(\$750)	\$750	Decrease to budget as the City Manager is not attending the CAMA Conference in 2023.
9	1-2-12110-222	MMS	CITY MANAGER:Publications & Subscriptions	\$1,185	\$2,214	\$96	\$1,190	\$0	\$0	\$60	\$1,250	Anticipated increase to Municipal Information Network Subscription for all City Departments 2020 Paid was \$1,058.75 2021 Paid was \$1,155 2022 Paid was \$1,155 2023 Estimate \$1,250
10	1-2-12110-224	MMS	CITY MANAGER:Memberships & Due	\$437	\$185	\$611	\$500	\$0	\$0	(\$500)	\$0	The City Manager is not a current member of ICMA and therefore no membership fee is required for 2023. The City Manager's Office will not be renewing the Municipal Service Delivery Official's membership.
11	1-2-12110-234	MMS	CITY MANAGER:Training Services	\$3,022	\$0	\$2,353	\$3,000	\$0	\$0	\$0	\$3,000	This budget will fund training for the City Manager's Administrative staff: Confidential Secretary - Minute Taking training through Sask Polytechnic. Executive Assistant - Leadership Essentials for Supervisors training course at the U of S.
12	1-2-12110-238	MMS	CITY MANAGER:Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
13	1-2-12110-267	MMS	City Manager:Rentals-Specialized Equipment	\$1,272	\$1,039	\$2,093	\$1,950	\$0	\$0	\$0	\$1,950	Costs associated with all printing and photocopying within the City Manager's Office.
14	1-2-12110-410	MMS	CITY MANAGER:Allocation-Administration	\$0	\$0	\$0	\$16,910	\$0	\$0	\$690	\$17,600	The annual licensing fees for IT software across all City Departments is included in the IT operating account 1-1-12220:238. These expenses are 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. In the City Manager's Office (including City Clerk's Office) for 2023, the allocation of funds includes the following areas: -Great Plains, Qwestica budgeting software, Office365 Suite,(Security, End User and Assist), Njoyn, Agenda Management Software, Council Chamber Audio Visual, Website Hosting and search tool, AdobePRO. The increase in 2023 represents annual support services for Council Audio Visual system, vendor increases for Great Plains, additional Adobe licenses, and new Office365 services.
15	1-2-12110-511	MMS	CITY MANAGER:Meeting Incidentals	\$717	\$327	\$323	\$800	\$0	\$0	\$1,000	\$1,800	2023 Additional amount of \$1,000 to hold Senior Management Workshops in 2023 Meeting incidentals for City Manager's office includes meeting costs, refreshments, etc. Costs in 2020 and 2021 were lower than normal due to COVID and a significant decrease in in-person meetings. 2018 Actual - \$623 2019 Actual - \$717 2020 Actual - \$327 2021 Actual - \$323
16	1-2-12110-541	MMS	CITY MANAGER:Operating Supplies	\$2,921	\$3,370	\$7,135	\$6,900	\$0	\$0	\$0	\$6,900	This budget includes the costs for staff events such as the Employee Family Christmas Party, Employee Staff Appreciation Barbecues, Long Service Awards and Kinsmen Water Park Night. Other operating expenses charged to this account is payment for crown shredding along with the purchase of supplies such as paper, binders, coffee carafes, laminator, etc. Due to COVID-19, some of the events were cancelled in recent years. Request to keep the Budget for 2023 to resume hosting staff events.
17	1-2-12110-544	MMS	CITY MANAGER:Office Supplies	\$2,280	\$1,916	\$914	\$2,220	\$0	\$0	\$0	\$2,220	Purchase of supplies for the office (pens, notebooks, dividers, laminating sheets, file folders, labels, cleaning supplies, etc.) 2018 Actual - \$1,398 2019 Actual - \$2,280 2020 Actual - \$1,916 2021 Actual - \$914
18	1-2-12111-213	MMS	Corporate Governance:Telephone	\$151	\$1,876	\$0	\$0	\$0	\$0	\$0	\$0	telephone costs
19	1-2-12111-259	MMS	Corporate Governance:Purch Mtce-Other Equipment	\$0	\$8,395	\$915	\$0	\$0	\$0	\$0	\$0	Council Chambers sound system costs
20	1-2-12111-267	MMS	Corporate Governance:Rentals-Specialized Equipment	\$1,731	\$788	\$1,673	\$1,400	\$0	\$0	\$0	\$1,400	Photocopy costs for all Council and Committee meeting copying expenses that are done through the City Clerk's Office.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
21	1-2-12111-511	MMS	Corporate Governance:Meeting Incidentals	\$11,888	\$8,215	\$18,504	\$13,000	\$0	\$0	\$2,400	\$15,400	Budget for meetings of City Council, Executive Committee, Incamera City Council, Council Strategic Planning Sessions, Council Budget Sessions, etc. Meals for meetings held of Elected Officials and Administration. 2023 Budget Request of \$2,400 for the hosting of 6 Strategic Planning Sessions (\$400x6=\$2,400).
22	1-2-12111-541	MMS	Corporate Governance:Operating Supplies	\$163	\$206	\$2,986	\$210	\$0	\$0	\$1,290	\$1,500	Increase of \$1,290 to reflect the costs of budget binders and tabs. Amount is also used for any furniture or items required within the Council Chamber or Lounge such as chairs, coffee pots, framed portraits, etc.
23	1-2-12111-544	MMS	Corporate Governance:Office Supplies	\$1,561	\$537	\$1,309	\$1,000	\$0	\$0	(\$200)	\$800	Decrease of \$200, budget used for the purchase of 11 x 17 paper for budget documents and general office supplies for use within the Council Chamber and Lounge.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Council Remuneration	\$104,420	\$103,790	\$630	0.61%
Salaries Wages and Benefits	82,760	79,680	3,080	3.87%
Maintenance Materials and Supplies	14,980	14,980	0	0.00%
Total Expenses	202,160	198,450	3,710	1.87%
TOTAL (SURPLUS) DEFICIT	202,160	198,450	3,710	1.87%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

Council Remuneration of \$104,420 as follows:

- \$99,420 for Mayor Remuneration. Increase of \$630 as per cabinet rates.
- \$5,000 for Travel. As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon), FCM Conference (May 25-28 in Toronto), SARM Convention (Mar), CMC Meetings (May & Oct).

\$3,080 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. Represents 70% of the Mayor’s Executive Assistant position.

Maintenance Materials and Supplies: There is no increase.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-11100-191	CR	MAYORS OFFICE:Indemnities	\$95,983	\$95,857	\$99,326	\$98,790	\$0	\$630	\$0	\$99,420	Represents Mayor's salary, RRSP, per diems, and group benefit.
2	1-2-11100-211	CR	MAYORS OFFICE:Travel & Accommodation	\$5,616	\$3,801	\$914	\$5,000	\$0	\$0	\$0	\$5,000	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throught the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon), FCM Conference (May 25-28 in Toronto), SARM Convention (Mar), CMC Meetings (May & Oct).
3	1-2-11100-111	SWB	MAYORS OFFICE:Salaries Regular	\$58,983	\$59,209	\$58,983	\$58,920	\$0	\$2,080	\$0	\$61,000	Awarded Increase as per Collective Bargaining Agreement
4	1-2-11100-119	SWB	MAYORS OFFICE:Payroll Benefits	\$13,799	\$13,681	\$13,703	\$12,960	\$0	\$1,000	\$0	\$13,960	Awarded Increase as per Collective Bargaining Agreement
5	1-2-11100-131	SWB	MAYORS OFFICE:Vehicle Allowance	\$7,800	\$7,800	\$7,800	\$7,800	\$0	\$0	\$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."
6	1-2-11100-212	MMS	MAYORS OFFICE:Postage & Freight	\$77	\$0	\$0	\$100	\$0	\$0	\$0	\$100	Based on average usage and expected \$.01 increase Jan 1/23.
7	1-2-11100-213	MMS	MAYORS OFFICE:Telephone	\$1,412	\$1,942	\$1,398	\$850	\$0	\$0	\$500	\$1,350	Based on actual charges for data lines, internet, landlines, and cell phone usage.
8	1-2-11100-215	MMS	Mayors Office:Conventions & Delegations	\$4,555	\$4,175	\$263	\$3,680	\$0	\$0	\$0	\$3,680	Represents State of the City Address (Jan) - \$3000, SUMA Convention (Apr) - \$450, FCM Conference (May) - \$1020.
9	1-2-11100-221	MMS	MAYORS OFFICE:Advertising	\$158	\$940	\$304	\$1,000	\$0	\$0	\$0	\$1,000	Placement of advertisements in PA Daily Herald, PA Shopper, etc. and promotional items for Mayor's Office.
10	1-2-11100-222	MMS	MAYORS OFFICE:Publications & Subscriptions	\$582	\$551	\$1,025	\$550	\$0	(\$400)	\$0	\$150	Budget reduced. PA Daily Herald subscription is \$153.53.
11	1-2-11100-234	MMS	MAYORS OFFICE:Training Services	\$399	\$2,995	\$0	\$500	\$0	\$0	\$0	\$500	Professional and certification courses for Executive Assistant. In 2023, plan to attend SaskPolytechnic's Dealing with Difficult Clients \$218.05 and SaskPolytechnic's Effective Meeting Management \$190.
12	1-2-11100-292	MMS	MAYORS OFFICE:Print Shop Services	\$32	\$0	\$0	\$100	\$0	\$0	(\$100)	\$0	Removal of budget.
13	1-2-11100-511	MMS	MAYORS OFFICE:Meeting Incidentals	\$2,074	\$859	\$807	\$2,500	\$0	\$0	\$0	\$2,500	Represents costs associated with Mayor's business meetings, many economic development related, that fall over breakfast, lunch or supper. Also includes City Council's group supper at SUMA and meeting supplies for Mayor's Boardroom such as coffee, cream, tea, sugar, pop.
14	1-2-11100-541	MMS	MAYORS OFFICE:Operating Supplies	\$477	\$1,785	\$775	\$500	\$0	\$0	\$0	\$500	Used for replacement of office equipment and miscellaneous supplies, as required. For example, in 2022, was used for purchase of flags (Ukrainian, Metis Nation, City of PA) and City Manager retirement function.
15	1-2-11100-544	MMS	MAYORS OFFICE:Office Supplies	\$1,058	\$884	\$1,199	\$1,200	\$0	\$0	\$0	\$1,200	Purchase of paper, pens, binders, file folders, and other miscellaneous office supplies.
16	1-2-11100-549	MMS	MAYORS OFFICE:Other Supplies	\$610	\$1,119	\$1,188	\$4,000	\$0	\$0	\$0	\$4,000	Represents the Mayor's Compassionate Fund. There is also a \$1000 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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Council Remuneration	\$345,720	\$344,140	\$1,580	0.46%
Salaries Wages and Benefits	33,850	32,540	\$1,310	4.03%
Maintenance Materials and Supplies	25,590	24,460	\$1,130	4.62%
Total Expenses	405,160	401,140	4,020	1.00%
TOTAL (SURPLUS) DEFICIT	405,160	401,140	4,020	1.00%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

- **\$1,580** increase for Council Remuneration relating to payroll benefits and indemnities. Payroll benefit costs have increased for 2023.

\$1,310 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. Represents 30% of the Mayor's Executive Assistant Position.

- **\$1,130** increase in Maintenance Materials and Supplies:
 - \$100 increase for postage costs based on historical spending
 - \$130 increase for telephone costs based on historical spending.
 - \$900 increase for supplies. Annual purchase of 10 x Award of Merit frames (\$600). Increase to budget reflects purchase of 10 x Best in Show/Mayor's Prizes. One award is given out each year at the annual Winter Festival Art Show at the Mann Art Gallery (10 x \$290 = \$2,900). 2023 Budget of \$3,500.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-11300-211	CR	COUNCIL EXPENSE:Travel & Accommodation	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Ad for Canada Day and Graduation
2	1-2-11310-119	CR	WARD 1 COUNCILLOR:Payroll Benefits	\$2,242	\$2,101	\$2,444	\$1,970	\$0	\$100	\$0	\$2,070	The base budget was determined by Financial Services Payroll department and reflects an increase in CPP rates and Group Benefit rates (where applicable)
3	1-2-11310-131	CR	WARD 1 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$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	\$36,481	\$33,098	\$36,826	\$34,530	\$0	\$190	\$0	\$34,720	\$34,715 represents: Councillor salary: \$29,096 RRSP \$2,619 Per Diems: \$3,000
5	1-2-11310-211	CR	WARD 1 COUNCILLOR:Travel & Accommodation	\$1,926	\$1,363	\$104	\$3,600	\$0	\$0	\$0	\$3,600	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon) and FCM Conference (May 25-28 in Toronto).
6	1-2-11320-119	CR	WARD 2 COUNCILLOR:Payroll Benefits	\$1,622	\$1,654	\$1,865	\$1,970	\$0	\$100	\$0	\$2,070	The base budget was determined by Financial Services Payroll department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
7	1-2-11320-131	CR	WARD 2 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$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	\$32,902	\$32,598	\$35,326	\$34,530	\$0	\$190	\$0	\$34,720	\$34,715 represents: Councillor salary: \$29,096 RRSP \$2,619 Per Diems: \$3,000
9	1-2-11320-211	CR	WARD 2 COUNCILLOR:Travel & Accommodation	\$2,161	\$584	\$0	\$3,600	\$0	\$0	\$0	\$3,600	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon) and FCM Conference (May 25-28 in Toronto).
10	1-2-11330-119	CR	WARD 3 COUNCILLOR:Payroll Benefits	\$1,550	\$1,663	\$2,310	\$1,970	\$0	\$100	\$0	\$2,070	The base budget was determined by Financial Services Payroll department and reflects an increase in CPP rates and Group Benefit rates (where applicable). \$2,620
11	1-2-11330-131	CR	WARD 3 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$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	\$31,502	\$31,798	\$34,526	\$34,530	\$0	\$190	\$0	\$34,720	\$34,715 represents: Councillor salary: \$29,096 RRSP \$2,619 Per Diems: \$3,000
13	1-2-11330-211	CR	WARD 3 COUNCILLOR:Travel & Accommodation	\$0	\$637	\$20	\$3,600	\$0	\$0	\$0	\$3,600	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon) and FCM Conference (May 25-28 in Toronto).
14	1-2-11340-119	CR	WARD 4 COUNCILLOR:Payroll Benefits	\$468	\$421	\$497	\$0	\$0	\$0	\$0	\$0	payroll benefit costs
15	1-2-11340-131	CR	WARD 4 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$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	\$38,747	\$35,615	\$39,625	\$37,130	\$0	\$190	\$0	\$37,320	Councillor salary: \$29,096 Per Diems: \$3,000 RRSP: 2,619 Group Benefit 2,600
17	1-2-11340-211	CR	WARD 4 COUNCILLOR:Travel & Accommodation	\$3,702	\$1,941	\$463	\$3,600	\$0	\$0	\$0	\$3,600	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon) and FCM Conference (May 25-28 in Toronto).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
18	1-2-11350-119	CR	WARD 5 COUNCILLOR:Payroll Benefits	\$1,561	\$2,112	\$2,807	\$2,930	\$0	(\$860)	\$0	\$2,070	The base budget was determined by Financial Services Payroll department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
19	1-2-11350-131	CR	WARD 5 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$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	\$31,702	\$33,598	\$34,926	\$35,480	\$0	\$270	\$0	\$35,750	\$35,745 represents: Councillor salary: \$29,096 RRSP \$2,619 Per Diems: \$3,000 Group Benefit \$1,029
21	1-2-11350-211	CR	WARD 5 COUNCILLOR:Travel & Accommodation	\$0	\$1,066	\$114	\$3,600	\$0	\$0	\$0	\$3,600	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon) and FCM Conference (May 25-28 in Toronto).
22	1-2-11360-119	CR	WARD 6 COUNCILLOR:Payroll Benefits	\$1,670	\$1,664	\$1,936	\$1,970	\$0	\$100	\$0	\$2,070	The base budget was determined by Financial Services Payroll department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
23	1-2-11360-131	CR	WARD 6 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$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	\$34,002	\$32,798	\$36,626	\$34,530	\$0	\$190	\$0	\$34,720	\$34,715 represents: Councillor salary: \$29,096 RRSP \$2,619 Per Diems: \$3,000
25	1-2-11360-211	CR	WARD 6 COUNCILLOR:Travel & Accommodation	\$2,330	\$629	\$131	\$3,600	\$0	\$0	\$0	\$3,600	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon) and FCM Conference (May 25-28 in Toronto).
26	1-2-11370-119	CR	WARD 7 COUNCILLOR:Payroll Benefits	\$1,036	\$1,607	\$3,955	\$3,570	\$0	\$340	\$0	\$3,910	The base budget was determined by Financial Services Payroll department and reflects an increase in CPP rates and Group Benefit rates (where applicable). CPP - \$2065 Group Benefits - \$1839
27	1-2-11370-131	CR	WARD 7 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$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	\$33,997	\$33,398	\$35,426	\$34,530	\$0	\$190	\$0	\$34,720	\$34,715 represents: Councillor salary: \$29,096 RRSP \$2,619 Per Diems: \$3,000
29	1-2-11370-211	CR	WARD 7 COUNCILLOR:Travel & Accommodation	\$3,998	\$1,918	\$131	\$3,600	\$0	\$0	\$0	\$3,600	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon) and FCM Conference (May 25-28 in Toronto).
30	1-2-11380-119	CR	WARD 8 COUNCILLOR:Payroll Benefits	\$2,107	\$2,043	\$2,363	\$1,970	\$0	\$100	\$0	\$2,070	The base budget was determined by Financial Services Payroll department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
31	1-2-11380-131	CR	WARD 8 COUNCILLOR:Vehicle Allowance	\$2,400	\$2,400	\$2,400	\$2,400	\$0	\$0	\$0	\$2,400	Each Councillor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
32	1-2-11380-191	CR	WARD 8 COUNCILLOR:Indemnities	\$33,402	\$31,998	\$35,326	\$34,530	\$0	\$190	\$0	\$34,720	\$34,715 represents: Councillor salary: \$29,096 RRSP \$2,619 Per Diems: \$3,000

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
33	1-2-11380-211	CR	WARD 8 COUNCILLOR:Travel & Accommodation	\$2,009	\$629	\$122	\$3,600	\$0	\$0	\$0	\$3,600	As per the Travel and Accomodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon) and FCM Conference (May 25-28 in Toronto).
34	1-2-11300-111	SWB	COUNCIL EXPENSE:Salaries Regular	\$25,278	\$25,375	\$25,278	\$25,250	\$0	\$890	\$0	\$26,140	Awarded Increase as per Collective Bargaining Agreement
35	1-2-11300-119	SWB	COUNCIL EXPENSE:Payroll Benefits	\$4,984	\$4,969	\$5,064	\$5,130	\$0	\$420	\$0	\$5,550	Awarded Increase as per Collective Bargaining Agreement
36	1-2-11300-294	CON	COUNCIL EXPENSE:Commissionaire Services	\$0	\$0	\$652	\$0	\$0	\$0	\$0	\$0	security services used at City Hall
37	1-2-11500-239	CON	Council-Strategic Planning:Consulting Services	\$0	\$2,668	\$254	\$0	\$0	\$0	\$0	\$0	conflict resolution seminar
38	1-2-11300-212	MMS	COUNCIL EXPENSE:Postage & Freight	\$0	\$60	\$305	\$200	\$0	\$0	\$100	\$300	Based on average usage and expected \$.01 increase Jan 1/23.
39	1-2-11300-213	MMS	COUNCIL EXPENSE:Telephone	\$0	\$109	\$108	\$0	\$0	\$0	\$130	\$130	Based on actual charges for data lines, internet, landlines, and cell phone usage.
40	1-2-11300-221	MMS	Council Expense:Advertising	\$1,021	\$3,585	\$3,820	\$4,300	\$0	\$0	\$0	\$4,300	Reflects purchase of promotional materials from the Communications Division. Also advertisements in the PA Daily Herald and PA Shopper on behalf of Council, including graduation, Christmas, Remembrance Day, National Truth & Reconciliation Day, National Indigenous Peoples Day, etc.
41	1-2-11300-267	MMS	COUNCIL EXPENSE:Rentals-Specialized Equipment	\$0	\$1,448	\$1,865	\$1,000	\$0	\$0	\$0	\$1,000	Represents 1/3 cost share for the jointly shared photocopier located in the City Manager-Corporate Services work areas.
42	1-2-11300-541	MMS	COUNCIL EXPENSE:Operating Supplies	\$0	\$731	\$5,536	\$2,600	\$0	\$0	\$900	\$3,500	Annual purchase of 10 x Award of Merit frames (\$600). Increase to budget reflects purchase of 10 x Best in Show/Mayor's Prizes. One award is given out each year at the annual Winter Festival Art Show at the Mann Art Gallery (10 x \$290 = \$2900).
43	1-2-11300-544	MMS	COUNCIL EXPENSE:Office Supplies	\$0	\$472	\$189	\$200	\$0	\$0	\$0	\$200	4 x boxes of photocopy paper are charged to this account annually.
44	1-2-11310-215	MMS	WARD 1 COUNCILLOR:Conventions & Delegations	\$1,305	\$675	\$0	\$1,520	\$0	\$0	\$0	\$1,520	Represents registrations for the SUMA Convention (\$450), FCM Conference (\$1020), other (\$50).
45	1-2-11310-541	MMS	WARD 1 COUNCILLOR:Operating Supplies	\$299	\$279	\$454	\$500	\$0	\$0	\$0	\$500	Home office supply purchases as per the Elected Official Policy.
46	1-2-11320-215	MMS	Ward 2 Councillor:Conventions & Delegations	\$915	\$185	\$0	\$1,520	\$0	\$0	\$0	\$1,520	Represents registrations for the SUMA Convention (\$450), FCM Conference (\$1020), other (\$50).
47	1-2-11320-541	MMS	WARD 2 COUNCILLOR:Operating Supplies	\$435	\$479	\$477	\$500	\$0	\$0	\$0	\$500	Home office supply purchases as per the Elected Official Policy.
48	1-2-11330-215	MMS	Ward 3 Councillor:Conventions & Delegations	\$390	\$0	\$0	\$1,520	\$0	\$0	\$0	\$1,520	Represents registrations for the SUMA Convention (\$450), FCM Conference (\$1020), other (\$50).
49	1-2-11330-541	MMS	WARD 3 COUNCILLOR:Operating Supplies	\$447	\$204	\$464	\$500	\$0	\$0	\$0	\$500	Home office supply purchases as per the Elected Official Policy.
50	1-2-11340-215	MMS	Ward 4 Councillor:Conventions & Delegations	\$1,050	\$255	\$0	\$1,520	\$0	\$0	\$0	\$1,520	Represents registrations for the SUMA Convention (\$450), FCM Conference (\$1020), other (\$50).
51	1-2-11340-541	MMS	WARD 4 COUNCILLOR:Operating Supplies	\$511	\$391	\$41	\$500	\$0	\$0	\$0	\$500	Home office supply purchases as per the Elected Official Policy.
52	1-2-11350-215	MMS	Ward 5 Councillor:Conventions & Delegations	\$0	\$710	\$0	\$1,520	\$0	\$0	\$0	\$1,520	Represents registrations for the SUMA Convention (\$450), FCM Conference (\$1020), other (\$50).
53	1-2-11350-541	MMS	WARD 5 COUNCILLOR:Operating Supplies	\$0	\$477	\$472	\$500	\$0	\$0	\$0	\$500	Home office supply purchases as per the Elected Official Policy.
54	1-2-11360-215	MMS	Ward 6 Councillor:Conventions & Delegations	\$1,405	\$185	\$0	\$1,520	\$0	\$0	\$0	\$1,520	Represents registrations for the SUMA Convention (\$450), FCM Conference (\$1020), other (\$50).
55	1-2-11360-541	MMS	WARD 6 COUNCILLOR:Operating Supplies	\$511	\$477	\$477	\$500	\$0	\$0	\$0	\$500	Home office supply purchases as per the Elected Official Policy.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
56	1-2-11370-215	MMS	Ward 7 Councillor:Conventions & Delegations	\$1,305	\$720	\$0	\$1,520	\$0	\$0	\$0	\$1,520	Represents registrations for the SUMA Convention (\$450), FCM Conference (\$1020), other (\$50).
57	1-2-11370-541	MMS	WARD 7 COUNCILLOR:Operating Supplies	\$492	\$69	\$462	\$500	\$0	\$0	\$0	\$500	Home office supply purchases as per the Elected Official Policy.
58	1-2-11380-215	MMS	Ward 8 Councillor:Conventions & Delegations	\$960	\$40	\$0	\$1,520	\$0	\$0	\$0	\$1,520	Represents registrations for the SUMA Convention (\$450), FCM Conference (\$1020), other (\$50).
59	1-2-11380-541	MMS	WARD 8 COUNCILLOR:Operating Supplies	\$402	\$477	\$479	\$500	\$0	\$0	\$0	\$500	Home office supply purchases as per the Elected Official Policy.
60	1-2-11500-511	MMS	Council-Strategic Planning:Meeting Incidentals	\$235	\$160	\$152	\$0	\$0	\$0	\$0	\$0	meeting costs (meals) for Strategic Planning Sessions
61	1-2-11300-142	SWB	COUNCIL EXPENSE:Wellness Program	0	\$0	\$0	\$2,160	\$0	\$0	\$0	\$2,160	Wellness benefit for Council Members - \$240 per member x 9 members = \$2,160.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$44,890	\$41,540	\$3,350	8.06%
Contracted and General Services	450,500	362,700	87,800	24.21%
Maintenance Materials and Supplies	960	1,270	(310)	-24.41%
Total Expenses	496,350	405,510	90,840	22.40%
TOTAL (SURPLUS) DEFICIT	496,350	405,510	90,840	22.40%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$3,350 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. Represents 50% of the Confidential Secretary. Position is charged 50% City Clerk and 50% City Solicitor.

\$87,800 increase in Contracted and General Services relating to legal Services as follows:

- \$30,000 increase for the City Solicitor contract – in-house City Solicitor at City Hall.
- \$50,000 increase for outside legal services. Upon a review of the actual costs for outside legal services that include personnel, legal, bylaw, legislative, arbitrations, assessment appeals, etc., it was noted that the budget has not been increased for several years due to fiscal challenges. For 2023, the legal services budget is being increased to reflect actual costs. The budget for outside legal services needs to be increased to address the true costs of outside legal services for the City.
- \$7,800 PST amount on all invoices. Increase as per increased legal services budget.



A review of outside legal services is as follows:

	Actuals	Budgeted	Over Budget
2019	\$326,977	\$128,090	\$198,887
2020	\$284,245	\$127,970	\$156,275
2021	\$381,986	\$148,970	\$233,016

As illustrated above, the City has not been budgeting for outside legal services to reflect actual costs.

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

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

(\$310) decrease in Maintenance Materials and Supplies as follows:

- (\$100) reduction for postage based on current spending.
- (\$60) reduction for meeting incidentals based on current spending.
- (\$150) reduction for supplies based on current spending.

There is a need and requirement due to the legal complexity and needs of the City regarding legal matters, and the services that have been provided have addressed the extensive list of outstanding legal matters and administrative matters. The outstanding listing of legal matters have been undertaken by the City Solicitor Contract and the services being provided provide efficient legal resources for City Council and the Administrative Team. As well, the legal services currently being provided minimize risk to the corporation and protects the City's interests.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-12150-111	SWB	CITY SOLICITOR:Salaries Regular	\$33,990	\$32,276	\$33,990	\$33,950	\$0	\$1,200	\$0	\$35,150	awarded increases as per collective bargaining agreement
2	1-2-12150-119	SWB	CITY SOLICITOR:Payroll Benefits	\$7,374	\$6,957	\$7,568	\$7,590	\$0	\$2,150	\$0	\$9,740	payroll benefit increases
3	1-2-12150-232	CON	CITY SOLICITOR:Legal Service	\$543,889	\$504,245	\$628,432	\$362,700	\$0	\$0	\$87,800	\$450,500	This increase is for outside legal costs and increase to in-house city solicitor contract. Upon a review of the actual costs for outside legal services that include personnel, legal, bylaw, legislative, arbitrations, assessment appeals, etc., it was noted that the budget has not been increased for several years due to fiscal challenges. For 2023, the legal services budget is being increased to reflect actual costs. The budget for outside legal services needs to be increased to address the true costs of outside legal services for the City.
4	1-2-12150-212	MMS	CITY SOLICITOR:Postage & Freight	\$0	\$0	\$0	\$100	\$0	\$0	(\$100)	\$0	Based on average usage and expected \$.01 increase Jan 1/23.
5	1-2-12150-267	MMS	CITY SOLICITOR:Rentals-Specialized Equipment	\$466	\$386	\$669	\$510	\$0	\$0	\$0	\$510	Costs for use of the photocopier and related printing expenses for the City Solicitor's Office.
6	1-2-12150-511	MMS	CITY SOLICITOR:Meeting Incidentals	\$0	\$0	\$0	\$210	\$0	\$0	(\$60)	\$150	Decrease of \$60. Amount used for meals, refreshments and other costs associated with hosting meetings.
7	1-2-12150-541	MMS	CITY SOLICITOR:Operating Supplies	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$150	Used for any furniture or items required within the City Solicitor's office.
8	1-2-12150-544	MMS	CITY SOLICITOR:Office Supplies	\$0	\$0	\$0	\$300	\$0	\$0	(\$150)	\$150	Decrease of \$150. Budget used for the purchase of general office supplies for use by the City Solicitor.



City of
Prince Albert

BI 22-18

TITLE: Corporate Services

DATE: October 14, 2022

TO: Budget Committee

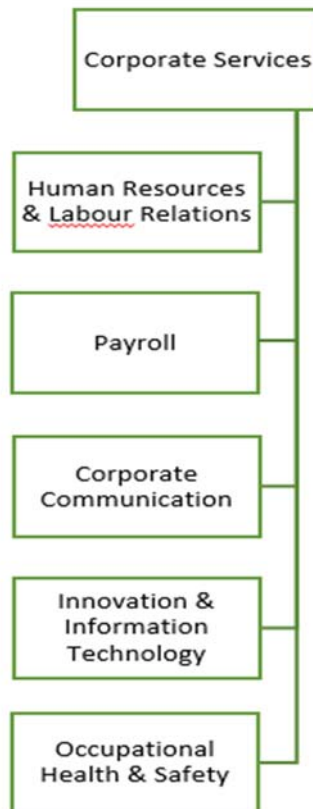
PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Corporate Services

SECTION NINE – CORPORATE SERVICES



Permanent Out of Scope FTE Total: 11.0

Permanent In Scope FTE Total: 5.0

New Permanent Staffing FTE Requests: 1

(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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$104,110	\$210,810	(\$106,700)	-50.61%
Contracted and General Services	15,000	21,500	(6,500)	-30.23%
Maintenance Materials and Supplies	37,310	49,260	(11,950)	-24.26%
Total Expenses	156,420	281,570	(125,150)	-44.45%
TOTAL (SURPLUS) DEFICIT	156,420	281,570	(125,150)	-44.45%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

(\$106,700) decrease for Salaries Wages and Benefits as the position of Communications Manager has been reconfigured to a Human Resources Manager. The budget for that position has been transferred to the Human Resources Division. The budget for 2023 reflects the position of Communications Coordinator.

(\$6,500) reduction in Contracted and General Services realized by completing graphic design of Annual Report in-house and overall reduction in outsourcing event photography and graphic design. **2023 Budget of \$15,000** consists of: Graphic Design - \$2,500; Event Photography \$2,500; and Video Production \$10,000.



(\$11,950) decrease for Maintenance Materials and Supplies as follows:

- (\$1,950) decrease for travel costs. 2023 Budget of \$800 for two day digital Marketing Course.
- (\$2,000) removal of budget for conventions as Municipal Communications Conference attended in 2022. No plans for a conference in 2023.
- (\$8,450) decrease for advertising as spending is down overall year over year. 2023 Budget of \$17,900 is for:
 - CTV News at noon segment - \$6,600
 - City Page (Daily Herald) Advertising - \$2,300
 - Social Media Advertising - \$1,000
 - Promotional Materials - \$4,000
 - Project Advertising - \$4,000
- (\$350) decrease for memberships as Professional Association fees are required for only one employee.
- (\$1,800) reduction for training costs. Remaining budget of \$1,900 for final two days of Digital Marketing Certificate for Communications Coordinator.
- \$200 increase for rental equipment regarding the cost for the use of printer for the department.
- \$2,400 increase for Print Shop Services. Printing Annual Report and Tax Brochure \$2,500; Monthly Water Bill Mail outs (printing on the back of the water bills) \$5,400; Neighbourhood Notice Mail-outs \$2,500. Increase is for the greater number of printing with water bills (one completed monthly at approximately \$450 for color printing). The back of the bills are used to communicate messages. In 2022 messages regarding the water utility were shared (particularly around the use of the Capital Works fee). In 2023 broader Corporate Communication messages will be shared.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-12113-111	SWB	CORPORATE COMMUNICATIONS:Salaries Regular	\$103,995	\$132,305	\$176,128	\$176,920	\$0	(\$90,910)	\$0	\$86,010	Removal of the Communications Manager position for Corporate Communications to HR Division. This is the position of Communications Coordinator for salary.
2	1-2-12113-119	SWB	CORPORATE COMMUNICATIONS:Payroll Benefits	\$17,696	\$23,883	\$33,466	\$33,890	\$0	(\$15,790)	\$0	\$18,100	Removal of the Communications Manager position for Corporate Communications to HR Division. This is the position of Communications Coordinator for salary.
3	1-2-12113-239	CON	CORPORATE COMMUNICATIONS:Consulting Services	\$92,826	\$6,125	\$16,558	\$21,500	\$0	\$0	(\$6,500)	\$15,000	Graphic Design - \$2,500; Event Photography \$2,500; Video Production \$10,000. Savings realized by completing graphic design of Annual Report in-house and overall reduction in outsourcing event photography and graphic design.
4	1-2-12113-211	MMS	CORPORATE COMMUNICATIONS:Travel & Accommodation	\$0	\$0	\$0	\$2,750	\$0	\$0	(\$1,950)	\$800	Two day digital Marketing Course. Two nights hotel and mileage.
5	1-2-12113-213	MMS	CORPORATE COMMUNICATIONS:Telephone	\$984	\$1,346	\$1,670	\$1,710	\$0	\$0	\$0	\$1,710	Based on actual charges for data lines, internet, landlines, and cell phone usage. This account includes a cellular modem for the 2nd and 15th billboard. In 2022 there was a one-time overage charge. No additional budget is required for future years.
6	1-2-12113-215	MMS	CORPORATE COMMUNICATIONS:Conventions & Delegations	\$0	\$0	\$0	\$2,000	\$0	\$0	(\$2,000)	\$0	Municipal Communications Conference Attended in 2022. No plans for a conference in 2023.
7	1-2-12113-221	MMS	CORPORATE COMMUNICATIONS:Advertising	\$25,411	\$12,993	\$16,435	\$26,350	\$0	\$0	(\$8,450)	\$17,900	Spending is down overall year over year. CTV News at noon segment \$6,600; City Page (Daily Herald) Advertising \$2,300; Social Media Advertising: \$1,000 Promotional Materials \$4,000; Project Advertising \$4,000
8	1-2-12113-222	MMS	CORPORATE COMMUNICATIONS:Publications & Subscriptions	\$156	\$156	\$156	\$200	\$0	\$0	\$0	\$200	Daily Herald Subscription
9	1-2-12113-224	MMS	CORPORATE COMMUNICATIONS:Memberships & Due	\$314	\$432	\$323	\$700	\$0	\$0	(\$350)	\$350	Professional Association Fees for one employee
10	1-2-12113-234	MMS	CORPORATE COMMUNICATIONS:Training Services	\$0	\$729	\$160	\$3,700	\$0	\$0	(\$1,800)	\$1,900	Final two days of Digital Marketing Certificate for Communications Coordinator
11	1-2-12113-238	MMS	CORPORATE COMMUNICATIONS:Computer Services	\$1,452	\$10,078	\$8,243	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
12	1-2-12113-292	MMS	CORPORATE COMMUNICATIONS:Print Shop Services	\$2,328	\$2,268	\$4,936	\$8,000	\$0	\$0	\$2,400	\$10,400	Printing Annual Report and Tax Brochure \$2,500; Monthly Water Bill Mail outs (printing on the back of the water bills) \$5,400; Neighbourhood Notice Mail-outs \$2,500. Increase is for the greater number of printing with water bills (one completed monthly at approximately \$450 for color printing). The back of the bills are used to communicate messages. In 2022 messages regarding the water utility were shared (particularly around the use of the Capital Works fee). In 2023 broader Caproate Communication messages will be shared.
13	1-2-12113-541	MMS	CORPORATE COMMUNICATIONS:Operating Supplies	\$2,479	\$4,386	\$2,060	\$3,500	\$0	\$0	\$0	\$3,500	Miscellaneous supplies related to communications operations including deliveries, meeting rooms, catering, equipment, presentation materials including display signs, easels, etc.
14	1-2-12113-544	MMS	CORPORATE COMMUNICATIONS:Office Supplies	\$273	\$195	\$191	\$350	\$0	\$0	\$0	\$350	Miscellaneous supplies related to communications operations including office supplies, such as paper costs, office supplies, etc.
15	1-2-12113-267	MMS	CORPORATE COMMUNICATIONS:Rentals-Specialized Equipment	0	\$0	\$0	\$0	\$0	\$0	\$200	\$200	Costs for the use of printer for the department.

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

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

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$859,680	\$472,820	\$386,860	81.82%
Contracted and General Services	30,000	30,000	0	0.00%
Maintenance Materials and Supplies	106,340	45,080	61,260	135.89%
Total Expenses	996,020	547,900	448,120	81.79%
TOTAL (SURPLUS) DEFICIT	996,020	547,900	448,120	81.79%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$386,860 increase for Salaries Wages and Benefits due to the transfer of staffing costs from other Departments and Divisions. The Communications Coordinator budget has been transferred to Human Resources for the position of HR Manager. The position of Payroll Supervisor and two payroll clerks have been transferred from the Financial Services Department to the Human Resources Division. Transfer of salaries. That savings is also offset by the increases as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

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



\$61,260 increase in Maintenance Materials and Supplies as follows:

- (\$2,500) reduction in travel costs. Remaining budget of \$1,000 for Labour Management Relations Course.
- (\$200) decrease in postage costs based on historical spending.
- (\$410) decrease in telephone costs based on historical spending.
- (\$3,290) removal of budget for conventions as no conventions planned for 2023.
- (\$120) decrease for publications based on historical spending.
- (\$2,500) reduction in training costs. 2023 Budget of \$13,900 for:
 - Truth and Reconciliation Training \$3,500;
 - Spring Orientation and Training Day \$3,400 (not hosted in 2022 due to COVID restrictions);
 - Online professional development courses
 - Labour Law Updates \$2,500;
 - Labour Management Relations Course \$4,500
- \$70,280 is a new allocation account representing IT expenses for Corporate Services (IT, Communications, HR & Payroll and OHS).

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

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

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

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-41225-094	SUN	HR SUNDRY:Non-Taxable Revenue	\$0	\$0	(\$1,822)	\$0	\$0	\$0	\$0	\$0	This is time that is invoiced back to the Union for time union executives spend on union business.
2	1-1-41232-094	SUN	Union Business-160:Non-Taxable Revenue	(\$17,172)	(\$7,691)	(\$6,773)	\$0	\$0	\$0	\$0	\$0	This is revenue invoiced back to the Union for time union executives spend on union business.
3	1-1-41233-094	SUN	Union Business-882:Non-Taxable Revenue	(\$2,494)	(\$2,411)	(\$1,380)	\$0	\$0	\$0	\$0	\$0	This is revenue invoiced back to the Union for time union executives spend on union business
4	1-2-12131-111	SWB	HUMAN RESOURCES:Salaries Regular	\$391,785	\$380,037	\$345,512	\$398,760	\$0	\$316,600	\$0	\$715,360	For 2023, the salaries budget includes the position of Human Resources Manager for the Division. Transfer of position from Corporate Communications. As well, for 2023, as part of the Departmental Restructuring, the Payroll Division is now part of Human Resources. Includes the position of Payroll Supervisor and two Payroll Clerks, all CUPE 882 positions. Those positions are transfer of salaries and benefits from Financial Services Division.
5	1-2-12131-114	SWB	HUMAN RESOURCES:Salary Casual Regular	\$0	\$28,869	\$9,235	\$0	\$0	\$0	\$0	\$0	casual salary costs in Human Reources
6	1-2-12131-115	SWB	HUMAN RESOURCES:Wages Regular	\$0	\$1,684	\$16,036	\$0	\$0	\$0	\$0	\$0	wages costs in Human Resources
7	1-2-12131-119	SWB	HUMAN RESOURCES:Payroll Benefits	\$71,365	\$72,393	\$66,646	\$74,060	\$0	\$70,260	\$0	\$144,320	For 2023, the salaries budget includes the position of Human Resources Manager for the Division. Transfer of position from Corporate Communications. As well, for 2023, as part of the Departmental Restructuring, the Payroll Division is now part of Human Resources. Includes the position of Payroll Supervisor and two Payroll Clerks, all CUPE 882 positions. Those positions are transfer of salaries and benefits from Financial Services Division.
8	1-2-12133-115	SWB	Legal & Investigation Services:Wages Regular	\$2,938	\$1,856	\$3,470	\$0	\$0	\$0	\$0	\$0	employee union time tracked to account.
9	1-2-12133-119	SWB	Legal & Investigation Services:Payroll Benefits	\$1,259	\$706	\$1,318	\$0	\$0	\$0	\$0	\$0	employee union time tracked to account.
10	1-2-12135-115	SWB	CUPE 160 Labour-Mgmt:Wages Regular	\$12,416	\$5,567	\$4,908	\$0	\$0	\$0	\$0	\$0	Local 160 employee union time tracked using this account. Expenses are invoiced to the Union.
11	1-2-12135-119	SWB	CUPE 160 Labour-Mgmt:Payroll Benefits	\$4,736	\$2,124	\$1,865	\$0	\$0	\$0	\$0	\$0	Local 160 employee union time tracked using this account. Expenses are invoiced to the Union.
12	1-2-12136-111	SWB	CUPE 882 Labour-Mgmt:Salaries Regular	\$2,087	\$2,003	\$1,141	\$0	\$0	\$0	\$0	\$0	Local 882 employee union time tracked using this account. Expenses are invoiced to the Union.
13	1-2-12136-115	SWB	CUPE 882 LABOUR-MGMT:Wages Regular	\$26	\$12	\$107	\$0	\$0	\$0	\$0	\$0	Local 882 employee union time tracked using this account. Expenses are invoiced to the Union.
14	1-2-12136-119	SWB	CUPE 882 Labour-Mgmt:Payroll Benefits	\$417	\$411	\$280	\$0	\$0	\$0	\$0	\$0	Local 882 employee union time tracked using this account. Expenses are invoiced to the Union.
15	1-2-12133-232	CON	Legal & Investigation Services:Legal Service	\$3,088	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000	Arbitration Panel Expenses for City Nominee 5 Arbitrations outstanding \$27,500 Investigation Services \$2,500
16	1-2-12135-420	CON	CUPE 160 Labour-Mgmt:Allocation-Services	\$389	\$102	\$255	\$0	\$0	\$0	\$0	\$0	CUPE 160 costs for labour management
17	1-2-12131-211	MMS	HUMAN RESOURCES:Travel & Accommodation	\$1,855	\$0	\$0	\$3,500	\$0	\$0	(\$2,500)	\$1,000	\$1000 Travel and Accommodation for Labour Management Relations Course
18	1-2-12131-212	MMS	HUMAN RESOURCES:Postage & Freight	\$129	\$456	\$235	\$600	\$0	\$0	(\$200)	\$400	Based on average usage and expected \$.01 increase Jan 1/23.
19	1-2-12131-213	MMS	HUMAN RESOURCES:Telephone	\$0	\$673	\$443	\$750	\$0	\$0	(\$410)	\$340	Based on actual charges for data lines, internet, landlines, and cell phone usage.
20	1-2-12131-215	MMS	HUMAN RESOURCES:Conventions & Delegations	\$799	\$0	\$0	\$3,290	\$0	\$0	(\$3,290)	\$0	No conventions planned for 2023.
21	1-2-12131-222	MMS	HUMAN RESOURCES:Publications & Subscriptions	\$0	\$0	\$0	\$120	\$0	\$0	(\$120)	\$0	No actuals for the past three years.
22	1-2-12131-224	MMS	HUMAN RESOURCES:Memberships & Due	\$300	\$500	\$500	\$820	\$0	\$0	\$0	\$820	HR Trading Post \$500 SAHRP/CPHR \$325

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
23	1-2-12131-234	MMS	HUMAN RESOURCES:Training Services	\$3,975	\$26,805	\$1,464	\$16,400	\$0	\$0	(\$2,500)	\$13,900	Truth and Reconciliation Training \$3,500; Spring Orientation and Training Day \$3400 (not hosted in 2022 due to Covid restrictions); Online professional development courses Labour Law Updates \$2500; Labour Management Relations Course \$4,500
24	1-2-12131-235	MMS	HUMAN RESOURCES:Health Services	\$715	\$200	\$3,028	\$1,000	\$0	\$0	\$0	\$1,000	Fees associated for professional health care service assessments.
25	1-2-12131-238	MMS	HUMAN RESOURCES:Computer Services	\$7,694	\$6,890	\$6,915	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
26	1-2-12131-267	MMS	HUMAN RESOURCES:Rentals-Specialized Equipment	\$1,272	\$1,689	\$2,176	\$1,700	\$0	\$0	\$0	\$1,700	Costs for the use of printer for the department.
27	1-2-12131-292	MMS	HUMAN RESOURCES:Print Shop Services	\$0	\$0	\$95	\$1,000	\$0	\$0	\$0	\$1,000	Bulk printing of Collective Agreements for CUPE 882 & 160. In 2022 a monetary only agreement was reached to cover the term ending December 2022. Bargaining will begin again in 2022 with a new agreement expected in 2023.
28	1-2-12131-541	MMS	HUMAN RESOURCES:Operating Supplies	\$16,940	\$13,047	\$8,875	\$14,500	\$0	\$0	\$0	\$14,500	Long Service Awards The formal banquet was cancelled again in 2022 due to Covid-19. The banquet is expected to go forward in 2023. The budget is based on 2020 actuals. Venue \$1000 Gifts \$9000 Meal \$4500
29	1-2-12131-544	MMS	HUMAN RESOURCES:Office Supplies	\$630	\$435	\$1,185	\$1,400	\$0	\$0	\$0	\$1,400	Miscellaneous supplies related to HR office needs including paper costs, pens, labels, etc
30	1-2-12131-410	MMS	HUMAN RESOURCES:Allocation-Administration	0	\$0	\$0	\$0	\$0	\$0	\$70,280	\$70,280	The IT Computer Services Account 1-2-12220-238 is a consolidation of all annual licensing fees for IT software across all City Departments for tracking purposes. These expenses are allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This new account for Corporate Services (IT, Communications, HR & Payroll and OHS) includes allocation of funds for 2023 in the following areas: Great Plains, Questica budgeting software, ESRI/GIS Advantage Program, Office365 Suite,(Security, End User and Assist), Penny, Njoyn, Service Desk, Desktop Central, Website Hosting and search tool, AdobePRO, Remote Desktop, FME - data integration tool. In the 2022 budget, this allocation was represented in the IT budget 1-2-12220:410.

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

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

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$113,480	\$118,550	(\$5,070)	-4.28%
Contracted and General Services	4,200	0	4,200	100.00%
Fleet Expenses	2,650	2,500	150	6.00%
Maintenance Materials and Supplies	26,310	39,210	(12,900)	-32.90%
Total Expenses	146,640	160,260	(13,620)	-8.50%
TOTAL (SURPLUS) DEFICIT	146,640	160,260	(13,620)	-8.50%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

(\$5,070) decrease in Salaries Wages and Benefits with the new incumbent hired at a lower rate.

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

\$150 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

(\$12,900) decrease in Maintenance Materials and Supplies as follows:

- \$100 increase for postage based on current spending.
- (\$250) decrease for publications as no spending in that area.
- (\$250) decrease for memberships. 2023 Budget of \$550 for Membership for Saskatchewan Safety Council.
- (\$9,000) reduction in training as Corporate OHS Training Plan is under review with new OHS Coordinator. Training budget has been adjusted to align with average spending in past years.
- (\$750) decrease for reduction in Workplace related health testing.
- (\$750) reduction in print shop services based on current spending.
- (\$2,000) reduction in office supplies based on current spending.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-12134-111	SWB	OCCUPATIONAL HEALTH & SAFETY:Salaries Regular	\$98,505	\$98,882	\$98,505	\$98,400	\$0	(\$5,450)	\$0	\$92,950	The new incumbent as Coordinator HSE was hired at a lower step than the previous incumbent. Savings for one year.
2	1-2-12134-115	SWB	OCCUPATIONAL HEALTH & SAFETY:Wages Regular	\$1,721	\$282	\$204	\$1,500	\$0	\$0	\$0	\$1,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-12134-119	SWB	OCCUPATIONAL HEALTH & SAFETY:Payroll Benefits	\$18,962	\$18,184	\$18,479	\$18,650	\$0	\$380	\$0	\$19,030	The new incumbent as Coordinator HSE was hired at a lower step than the previous incumbent. Savings for one year.
4	1-2-12134-265	FLT	OCCUPATIONAL HEALTH & SAFETY:Rentals-City Automotive & Equipment	\$1,404	\$2,064	\$838	\$2,500	\$0	\$150	\$0	\$2,650	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
5	1-2-12134-211	MMS	OCCUPATIONAL HEALTH & SAFETY:Travel & Accommodation	\$4,588	\$2,994	\$2,721	\$4,000	\$0	\$0	\$0	\$4,000	Travel and Accommodation for 2 day WCB Conference & train the trainer courses as needs are identified.
6	1-2-12134-212	MMS	OCCUPATIONAL HEALTH & SAFETY:Postage & Freight	\$61	\$105	\$18	\$300	\$0	\$0	\$100	\$400	Based on average usage and expected \$.01 increase Jan 1/23.
7	1-2-12134-213	MMS	OCCUPATIONAL HEALTH & SAFETY:Telephone	\$1,534	\$716	\$669	\$750	\$0	\$0	\$0	\$750	Based on actual charges for data lines, internet, landlines, and cell phone usage.
8	1-2-12134-222	MMS	OCCUPATIONAL HEALTH & SAFETY:Publications & Subscriptions	\$72	\$0	\$0	\$250	\$0	\$0	(\$250)	\$0	Budget is removed as there is no spending for Publications.
9	1-2-12134-224	MMS	OCCUPATIONAL HEALTH & SAFETY:Memberships & Due	\$800	\$800	\$500	\$800	\$0	\$0	(\$250)	\$550	Membership for Saskatchewan Safety Council 2022 Paid was \$550
10	1-2-12134-234	MMS	OCCUPATIONAL HEALTH & SAFETY:Training Services	\$17,018	\$20,210	\$11,191	\$22,000	\$0	\$0	(\$9,000)	\$13,000	Corporate OHS Training Plan is under review with new OHS Coordinator. Training budget has been adjusted to align with average spending in past years. Corporate-wide safety training covers the following training programs. Abrasive safety Asbestos awareness Confined space Dealing with difficult people COR training Fireman's training- for boilers First aid/cpr Fit testing - train the trainer Hearing testing - train the trainer 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

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
11	1-2-12134-235	MMS	OCCUPATIONAL HEALTH & SAFETY:Health Services	\$815	\$5,920	\$657	\$1,200	\$0	\$0	(\$750)	\$450	Workplace related health testing.
12	1-2-12134-292	MMS	OCCUPATIONAL HEALTH & SAFETY:Print Shop Services	\$2,156	\$3,692	\$1,850	\$3,860	\$0	\$0	(\$750)	\$3,110	Based on approximate three year average of actuals.
13	1-2-12134-541	MMS	OCCUPATIONAL HEALTH & SAFETY:Operating Supplies	\$5,356	\$5,220	\$18,689	\$5,800	\$0	\$0	(\$2,000)	\$3,800	Based on average spending in 2020 and 2022.
14	1-2-12134-544	MMS	OCCUPATIONAL HEALTH & SAFETY:Office Supplies	\$197	\$132	\$243	\$250	\$0	\$0	\$0	\$250	Office supplies for OHS Coordinator.
15	1-2-12134-239	CON	OCCUPATIONAL HEALTH & SAFETY:Consulting Services	0	\$0	\$0	\$0	\$0	\$0	\$4,200	\$4,200	Ergonomics assessments for approx 12 employees. Estimate based on employees moving offices and new hires. Assessments previously completed by City staff.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$786,570	\$660,400	\$126,170	19.11%
Contracted and General Services	15,000	36,000	(21,000)	-58.33%
Maintenance Materials and Supplies	599,480	602,570	(3,090)	-0.51%
Total Expenses	1,401,050	1,298,970	102,080	7.86%
TOTAL (SURPLUS) DEFICIT	1,401,050	1,298,970	102,080	7.86%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$126,170 increase in Salaries Wages and Benefits as follows:

- \$100,500 for the position of an Infrastructure Systems Analyst has been referred to the 2023 Budget. This is the salary cost for a permanent Infrastructure Systems Analyst position. The addition of this position is expected to ensure that current and future workload can be met and that the City has the necessary backup in place, for the Infrastructure Systems Team Lead to operate and protect the City’s critical infrastructure. This skillset is required now to ensure that the team has the required skills to adequately support and maintain our critical infrastructure systems. The additional resources proposed for IT will assist with project management of both the implementation of new projects as well as sound management of existing business systems and infrastructure projects.



- \$25,670 increase relating as per current contract rates of the Collective Bargaining Agreement, base adjustments, step increases, and payroll benefit increases.

(\$21,000) decrease in Contracted and General Services. This relates to professional Services typically used for network and servers. This item is expected to be reduced with the SaskTel network managed services agreement; equipment expected to be installed in 2023. **Total 2023 Budget for Contracted and General Services is \$15,000.**

(\$3,090) decrease in Maintenance Materials and Supplies as follows:

- \$1,000 increase for travel costs for a two day MISA Western Canada Conference for two IT employees; hotel and mileage.
- \$29,120 increase for telephone costs. The IT Communications budget was updated by the IT Manager in 2022 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; and SDWAN. There is a new charge that will support the SD-WAN service which includes firewall, pre-existing switches and spare equipment. This charge is applicable whether the City manages the SDWAN equipment or uses managed services.
- \$9,300 increase for memberships and dues. Increase reflects full year of SRNet membership including taxes. Also includes renewal of InfoTech, IIBA and MISA memberships.
- \$53,720 increase for Computer Services. This line item is a consolidation of all annual licensing fees for IT software across all City Departments for tracking purposes. These expenses are allocated back to departments based on usage to better reflect the cost of IT services at a departmental level across the organization.
- (\$50,000) reduction for the transfer to the IT Reserve. The amount has been reduced for 2023 after review of projected capital spending for the next 10 years. Transfer to Reserve for 2023 is \$450,000.
- \$20,100 for licensing fees. Upon review, some systems budgeted for under this account has been moved to 239 and vice versa. This budget is for the operations and support of the City data centre, network, security and related systems including costs for licensing, and support.
- (\$57,070) decrease for allocation to other Departments. This line item includes all annual licensing fees for IT software across all Departments and Funds.
- (\$4,000) decrease for operating supplies. Budget includes: Break/fix computers, break/fix printers, break/fix monitors mice, keyboards, webcams, laptop bags, tools, toner back up tape destruction.
- (\$5,260) decrease for office supplies. Remaining budget of \$750 for office supplies, such as paper costs, office supplies, etc.

\$10,500 Training Budget includes:

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

Please refer to [Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #19 for RPT 22-354 – 2023 IT Staffing Proposal](#) for additional information.

Operating Issues Not Funded – Section 16

UF-01: Business Systems Analyst Position in the amount of \$100,500

Business System Analyst position to support long-term plan for IT and enable the City to modernize its IT systems. Additional staffing resources are required to address the backlog of technical work that has gone unaddressed and the implementation of the systems and technology that achieve automated workflows and anticipate potential problems before they occur.

Please refer to [Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #19 for RPT 22-354 – 2023 IT Staffing Proposal](#) for additional information.

IT (Information Technology) Reserve

The IT functional area has conducted a review of IT business systems and infrastructure needs in consultation with all City Departments. The creation of the Information Technology Administrative Group (ITAG) has enabled the City to prioritize and evaluate opportunities for projects and bring together necessary resources that benefit all departments and the City as a whole. IT is now in a position to anticipate what the capital budget needs will be for the next five to ten years. The reserve request for the 2023 budget is \$450,000 which represents a decrease of \$50,000 from 2022. Reserve funding at this level provides permanent and ongoing funding that will build and be available for known future projects that are required.



Centralization of IT Computer Service Budget

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

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

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

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

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #5 for RPT 22-385 - 2023 Information Technology Budget Allocations to Departments](#) for additional information.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-12220-111	SWB	INFORMATION SYSTEMS:Salaries Regular	\$608,739	\$665,042	\$524,888	\$554,240	\$0	\$18,020	\$83,750	\$656,010	The position of an Infrastructure Systems Analyst has been referred to the 2023 Budget. This is the salary cost for a permanent Infrastructure Systems Analyst position. \$83,750 Pay Band 4, Step 3 The addition of this position is expected to ensure that current and future workload can be met and that the City has the necessary backup in place, for the Infrastructure Systems Team Lead to operate and protect the City's critical infrastructure. This skillset is required now to ensure that the team has the required skills to adequately support and maintain our critical infrastructure systems. The additional resources proposed for IT will assist with project management of both the implementation of new projects as well as sound management of existing business systems and infrastr. projects. Base Budget: The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred.
2	1-2-12220-112	SWB	INFORMATION SYSTEMS:Salaries Overtime	\$8,169	\$3,149	\$10,701	\$2,000	\$0	\$0	\$0	\$2,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-12220-115	SWB	INFORMATION SYSTEMS:Wages Regular	\$0	\$0	\$16,852	\$0	\$0	\$0	\$0	\$0	wages costs for IT staffing
4	1-2-12220-119	SWB	INFORMATION SYSTEMS:Payroll Benefits	\$102,927	\$116,389	\$103,574	\$104,160	\$0	\$7,650	\$16,750	\$128,560	Increase in salaries with the restructuring of the Information Technology Division with Team Leads. The position of Infrastructure Systems Analyst has been referred to the 2023 Budget. This is the payroll benefits cost for the position for Year 2023. \$83,750 x 20% benefits = \$16,750 Pay Band 4, Step 3 Base Budget: The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-12220-194	SWB	INFORMATION SYSTEMS:Moving Expenses	\$0	\$0	\$1,905	\$0	\$0	\$0	\$0	\$0	reimbursement to IT staff for moving expenses
6	1-2-12220-239	CON	INFORMATION SYSTEMS:Consulting Services	\$21,771	\$21,768	\$27,715	\$36,000	\$0	\$0	(\$21,000)	\$15,000	Professional Services typically used for network and servers. This item is expected to be reduced with the SaskTel network managed services agreement; equipment expected to be installed in 2023.
7	1-2-12220-211	MMS	INFORMATION SYSTEMS:Travel & Accommodation	\$1,559	\$165	\$0	\$2,000	\$0	\$0	\$1,000	\$3,000	Two day MISA Western Canada Conference for two IT employees; hotel and mileage
8	1-2-12220-212	MMS	INFORMATION SYSTEMS:Postage & Freight	\$0	\$19	\$161	\$200	\$0	\$0	\$0	\$200	Based on average usage and expected \$.01 increase Jan 1/23.
9	1-2-12220-213	MMS	INFORMATION SYSTEMS:Telephone	\$2,918	\$2,757	\$6,920	\$43,680	\$0	\$0	\$29,120	\$72,800	The IT Communications budget was updated by the IT Manager in 2022 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 SDWAN There is a new charge that will support the SD-WAN service which includes firewall, pre-existing switches and spare equipment. This charge is applicable whether the City manages the SDWAN equipment or uses managed services.
10	1-2-12220-215	MMS	Information Systems:Conventions & Delegations	\$32	\$0	\$0	\$1,000	\$0	\$0	\$0	\$1,000	Two IT employees attending the Western Canada MISA Conference.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
11	1-2-12220-222	MMS	INFORMATION SYSTEMS:Publications & Subscriptions	\$1,129	\$1,580	\$1,176	\$300	\$0	\$0	\$0	\$300	Subscription software services.
12	1-2-12220-224	MMS	INFORMATION SYSTEMS:Memberships & Due	\$545	\$200	\$33,270	\$41,150	\$0	\$0	\$9,300	\$50,450	Increase reflects full year of SRNet membership including taxes. Also includes renewal of InfoTech, IIBA and MISA memberships.
13	1-2-12220-234	MMS	INFORMATION SYSTEMS:Training Services	\$4,696	\$672	\$4,419	\$10,500	\$0	\$0	\$0	\$10,500	Udemy Annual Online Training Portal - \$2000 Crystal Reports Training for Cityworks - \$1050 FME Server Training to support Cityworks, GIS, data integration - \$2500 Stormwind Annual Online Training Portal - \$2690 Desktop Central training - \$750 VMWare Training - specific course TBD - \$1500
14	1-2-12220-238	MMS	INFORMATION SYSTEMS:Computer Services	\$11,730	\$53,040	\$28,036	\$507,750	\$0	\$0	\$53,720	\$561,470	This line item is a consolidation of all annual licensing fees for IT software across all City Departments for tracking purposes. These expenses are allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. This allows for the actual increases or decreases to the budget to be shown by department. The centralization of these costs was done in 2022 to assist IT in identifying efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. All invoicing and approval of expenses are done by the IT department and actuals appear in this line item.
15	1-2-12220-256	MMS	INFORMATION SYSTEMS:Purch Mtce-Mechanical Equipment	\$4,760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 costs are for emergency power panels
16	1-2-12220-267	MMS	INFORMATION SYSTEMS:Rentals-Specialized Equipment	\$221	\$193	\$335	\$0	\$0	\$0	\$0	\$0	copier costs for department
17	1-2-12220-268	MMS	INFORMATION SYSTEMS:Rentals-Computer Equipment	\$151,600	\$151,600	\$385,580	\$500,000	\$0	\$0	(\$50,000)	\$450,000	Requested funding for the IT reserve. The amount has been reduced for 2023 after review of projected capital spending for the next 10 years.
18	1-2-12220-291	MMS	INFORMATION SYSTEMS:Licenses Permits & Fees	\$45,376	\$49,129	\$64,547	\$43,390	\$0	\$0	\$20,100	\$63,490	Upon review, some systems were budgeted for under this account have been moved to 239 and vice versa. This budget is for the operations and support of the City data centre, network, security and related systems including costs for licensing, support, etc.
19	1-2-12220-410	MMS	INFORMATION SYSTEMS:Allocation-Administration	(\$66,000)	(\$66,000)	(\$66,000)	(\$570,400)	\$0	\$0	(\$57,080)	(\$627,480)	The IT 1-2-12220-238 line item includes all annual licensing fees for IT software across all City Departments. These expenses are 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 allows for the actual increases or decreases to the budget to be shown by department. This account 1-2-12220-410 is a credit based on the 238 amount so that the expenses, for budgeting purposes, shows only in the Department 410 allocations. Without this allocation, the budget would include the increases twice (in the IT 238 and the department 410 accounts). This account also includes a \$66,000 credit to the General Fund for IT services and support provided to the other funds (Airport, Landfill, Water and Sewer). This amount will show as an expense in those budgets. The increase in 2023 represents vendor increases for Great Plains, TicketTracer; GIS, Adobe licenses, new Office365 services
20	1-2-12220-511	MMS	Information Systems:Meeting Incidentals	\$141	\$378	\$0	\$0	\$0	\$0	\$0	\$0	meeting costs for IT meetings

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
21	1-2-12220-541	MMS	INFORMATION SYSTEMS:Operating Supplies	\$13,372	\$11,798	\$23,121	\$17,000	\$0	\$0	(\$4,000)	\$13,000	This budget item includes: - Break/fix computers - Break/fix printers - Break/fix monitors - Mice, keyboards, webcams, laptop bags, tools, - Toner - Back up tape destruction
22	1-2-12220-544	MMS	INFORMATION SYSTEMS:Office Supplies	\$181	\$55	\$439	\$6,000	\$0	\$0	(\$5,250)	\$750	Miscellaneous supplies related to IT operations including office supplies, such as paper costs, office supplies, etc
23	1-2-12220-610	MMS	INFORMATION SYSTEMS:Fixed Assets Computer Software	\$13,783	\$31,825	\$5,746	\$0	\$0	\$0	\$0	\$0	Budget not expected to be required for 2023. Software requirements will be accounted for under 1-2-12220-410.
24	1-1-48011-031	CAP	IT CAPITAL REVENUE:General Reserves	\$0	(\$6,127)	(\$110,460)	\$0	\$0	\$0	\$0	\$0	Municipal Economic Enhancement Revenue for MEEP Project approved



RPT 22-385

TITLE: 2023 Information Technology Budget Allocations to Departments

DATE: September 25, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be provided for information relating to 2023 Information Technology Allocations to City Departments during the 2023 budget deliberations.

TOPIC & PURPOSE:

To provide for the Budget Committee a breakdown of the 2023 Information Technology Allocations to the City Departments.

PROPOSED APPROACH AND RATIONALE:

Information Technology Senior Administration centralized the IT software expenses across all City Departments and are included in the IT operating account 1-1-12220-238.

This change was effective last budget year. These expenses were then allocated back to departments based on usage, to better reflect the cost of IT services at a department level across the organization. This change has helped identify efficiencies, reduce duplication, and support long-term IT planning.

In Year 2022, there was no cost allocated to the Corporate Services Department. In Year 2023, the amount of \$70,280 will be allocated to Corporate Services.

2023 IT Computer Services (238) and Allocations (410)
Descriptions for each account:

IT Computer Services

1-2-12220-238

This line item is a consolidation of all annual licensing fees for IT software across all City Departments for tracking purposes.

These expenses are allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization.

This allows for the actual increases or decreases to the budget to be shown by department.

The centralization of these costs was done in 2022 to assist IT in identifying efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning.

All invoicing and approval of expenses are done by the IT department and actuals appear in this line item.

IT Allocations

1-2-12220-410

The IT 1-2-12220-238 line item includes all annual licensing fees for IT software across all City Departments.

These expenses are allocated to the Departments 410 accounts based on their portion of the total cost of the software that the department uses. This allows for the actual increases or decreases to the budget to be shown by department.

This account 1-2-12220-410 is a credit based on the 238 amount so that the expenses, for budgeting purposes, shows only in the Department 410 allocations. Without this allocation, the budget would include the increases twice (in the IT 238 and the department 410 accounts).

This account also includes a \$66,000 credit to the General Fund for IT services and support provided to the other funds (Airport, Landfill, Water and Sewer). This amount will show as an expense in those budgets.

The increase in 2023 represents vendor increases for Great Plains, TicketTracer; GIS, Adobe licenses new Office365 services.

The breakdown of the IT Allocations is as follows:

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

Corporate Services/Human Resources – Allocations

\$70,280 – 2023 Budget

This new account for Corporate Services (IT, Communications, HR & Payroll and OHS) includes the allocation of funds for 2023 in the following areas:

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

Financial Services – Allocations

\$108,130 – 2023 Budget

In Financial Services for 2023, the allocation of funds includes the following areas:

- Great Plains Questica budgeting software, ESRI/GIS Advantage Program, Pictometry, Office365 Suite,(Security, End User and Assist), SGI Auto Fund, Worktech, VendorPanel, Njoyn, CAMALot Assessment software. APEX assessment tool, ArcGIS Enterprise, Website Hosting and search tool, AdobePRO, Caseware financial planning tool, FME - data integration tool.

The decrease in 2023 is due to elimination of Synerion software, decrease of Worktech licenses, and new pending agreement with CAMALot.

Fire Department

\$25,150 – 2023 Budget

In Fire for 2023, the allocation of funds includes the following areas:

- Great Plains, Questica budgeting software, ESRI/GIS Advantage Program, Office365 Suite,(Security, End User and Assist), Pictometry, Njoyn, ArcGIS Enterprise, Website Hosting and search tool, APX fire mapping Software, Firehouse, FME-data integration tool.

The decrease in 2023 is due to pricing based on actuals for 2022 and efficient allocations and the elimination of Synerion software.

City Manager

\$17,600 – 2023 Budget

In the City Manager's Office (including City Clerk) for 2023, the allocation of funds includes the following areas:

- Great Plains, Questica budgeting software, Office365 Suite,(Security, End User and Assist), Njoyn, Agenda Management Software, Council Chamber Audio Visual, Website Hosting and search tool, AdobePRO.

The increase in 2023 represents annual support services for Council Audio Visual system, vendor increases for Great Plains, additional Adobe licenses, and new Office365 services.

Planning & Development Services

\$54,090 – 2023 Budget

In the Planning & Development for 2023, the allocation of funds includes the following areas:

- Great Plains, Questica budgeting software, ESRI/GIS Advantage Program, Pictometry, Office365 Suite (Security, End User and Assist), gTechna Mobile Program, TicketTracer, Njoyn, ArcGIS Enterprise, ServiceDesk, Password Mngr, Web Hosting and search tool, AdobePRO, AutoCAD, and FME.

The increase in 2023 represents increased GIS licenses/software, the GIS Advantage Program, FME data integration tool, usage of ServiceDesk and Password Mngr and restructure of Parking department to include programs such as Ticket Tracer.

Public Works (Engineering)

\$113,290 – 2023 Budget

In the Public Works Department for 2023, the allocation of funds includes the following areas:

- Great Plains, Questica budgeting software, ESRI/GIS Advantage Program, Pictometry, Office365 Suite (Security, End User and Assist), Njoyn, ArcGIS Enterprise, Web Hosting and search tool, AutoCAD, FME data integration tool, Cityworks, and Crystal Reports.

The decrease in 2023 is due to more efficient allocations completed by Corporate Services.

Community Services

\$122,570 – 2023 Budget

In Community Services for 2023, the allocation of funds includes the following areas:

- Great Plains, Questica budgeting software, ESRI/GIS Advantage Program, Pictometry, Office365 Suite(Security, End User and Assist), Njoyn, ArcGIS Enterprise, Golf(Tee-on, Mobile App, Web Hosting, Web Updates, Direct Mail), Recreation Software, Research Grant Program, Theatre Manager, Web Host and search tool, AdobePro /Creative Cloud, AutoCAD, FME, Cityworks, Crystal Reports and EventPro.

The increase in 2023 represents vendor increases for Great Plains, Adobe, Office365 services, GIS Advantage Program, FME, and operationalizing Cityworks. Also savings in decreased Worktech licenses and Synerion.

Landfill

\$10,105 – 2023 Budget

This amount represents an allocation of costs from the General Fund. The General Fund is charged the full cost for certain expenses / operations that are shared by other funds. Expenses for the following items are allocated to the Sanitation Fund.

In Sanitation for 2023, the allocation of funds include:

- Great Plains, Njoyn, Landfill Paradigm software and Recycle Coach.

The decrease in 2023 is due to more efficient allocations completed by Corporate Services.

Utilities

\$40,255 – 2023 Budget

In Utilities for 2023, the allocation of funds includes:

- Great Plains and Njoyn.

The increase in 2023 represents the vendor increase for Great Plains.

Department 238 Accounts – Description included in every 238 account:

Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).

Written by: Kiley Bear, Director of Corporate Services

Approved by: City Manager



City of
Prince Albert

BI 22-19

TITLE: Planning and Development Services

DATE: **October 14, 2022**

TO: Budget Committee

PUBLIC: **X**

INCAMERA:

ATTACHMENTS:

1. Planning and Development Services

SECTION TEN – PLANNING AND DEVELOPMENT SERVICES



City of Prince Albert



Permanent Out of Scope FTE Total: 5.00

Permanent In Scope FTE Total: 16.0

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

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$120,000)	(\$117,500)	(\$2,500)	2.13%
Total Revenues	(120,000)	(117,500)	(2,500)	2.13%
EXPENSES				
Salaries Wages and Benefits	828,010	682,940	145,070	21.24%
Contracted and General Services	17,840	4,500	13,340	296.44%
Grants and Donations	14,990	14,990	0	0.00%
Maintenance Materials and Supplies	81,040	57,210	23,830	41.65%
Total Expenses	941,880	759,640	182,240	23.99%
TOTAL (SURPLUS) DEFICIT	821,880	642,140	179,740	27.99%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$2,500) increase in User Charges and Fees revenue. This revenue represents the Pattison Billboard Agreement and the value increases annually per the contract. This contract expires in 2026. The revenue also reflects the revenue received for the Mini Billboards.

(\$120,000) Total User Charges and Fees Revenue as follows:

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



EXPENDITURES

\$145,070 increase in Salaries Wages and Benefits. Reallocation of salary costs to Planning Functional Area from Economic Development Functional Area. The 2022 Budget included 25% of the staffing costs under the Economic Development Functional Area for the Director position and Property Coordinator position along with 33% of staffing costs for the Secretary and Clerk Steno II positions. For 2023, the full 100% staffing costs of the positions are charged to the Planning Division. Reallocation of salaries to Planning Functional Area. The increase is also contributed to 100% charge of the GIS Technician position charged to the General Fund (previously 75% of the position was charged to the Land Fund).

\$13,340 increase in Contracted and General Services as follows:

- \$2,500 increase for Other General Services. Total Budget of \$6,000 represents: \$500 for departmental shredding; \$2,500 for ISC related costs, interest registration, title pulling and processing, consolidations, etc.; and - \$3,000 for ISC data contract (data used by GIS). This is a contract that we have with Information Services Corporation to supply us with all of our parcel data, ownership information, etc. This contract has shifted from Public Works to Planning and Development.
- \$10,840 is the Prince Albert District Planning Commission fee. Please reference the information under the heading "Prince Albert District Planning Commission".

\$17,840 Total Contracted and General Services:

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

\$14,990 Total Grants and Donations for the grant paid to Prince Albert Housing Authority. See below.

\$23,830 increase in Maintenance Materials and Supplies as follows:

- \$2,000 increase in travel costs. The travel budget is intended to account for the costs associated with travel and accommodation to the annual provincial Planning conference (5 staff, within the province) and travel and accommodation to Vancouver in 2023 for the GIS Supervisor to attend a GIS conference.
- (\$500) decrease in postage costs
- (\$400) decrease in advertising. In 2023 we do not anticipate any significant projects that would require extensive public engagement.
- \$150 increase in subscriptions - monthly GIS related subscription (programming).
- (\$200) decrease in print shop costs.
- \$22,780 increase regarding Information Technology allocation costs to Departments (annual licenses, programming, software).

PRINCE ALBERT DISTRICT PLANNING COMMISSION

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

The Budget for the Prince Albert District Planning Commission is under the Planning Division. A budget of \$18,060 is the total budget presented for the City. The City's agreed upon portion is \$10,840.

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #4 for RPT 22-387 – Prince Albert District Planning Commission – 2023 Budget Request for additional information.

PRINCE ALBERT HOUSING AUTHORITY – HOUSING GRANT

\$14,990 under Grants and Donations

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

The City's 5% cost helps house approximately 1,000 people (seniors, adults, and children). The 2023 budget projected cost of \$14,990 works out to 41 cents a day to house some of the City's most vulnerable citizens.

An estimate of the projected profit or loss for 2022 to include in the 2023 Budget was not available when the 2023 Budget was prepared so the budget amount has not been adjusted.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-46100-094	UCF	PLANNING AND ZONING:Non-Taxable Revenue	(\$25,618)	(\$17,291)	(\$67,782)	(\$30,000)	\$0	\$0	\$0	(\$30,000)	Considering our current permit fees (development Permits, subdivision applications, etc.) and the current development market, no change to this value is recommended.
2	1-1-46105-094	UCF	Billboard Revenue:Non-Taxable Revenue	(\$79,421)	(\$87,642)	(\$88,461)	(\$87,500)	\$0	\$0	(\$2,500)	(\$90,000)	This revenue represents the Pattison Billboard agreement and the value increases annually per the contract. This contract expires in 2026. The revenue also reflects the revenue received for the Mini Billboards. Mini Billboards 2022 Revenue: \$4,500 Pattison Billboard 2022 Revenue: \$84,678
3	1-1-46100-055	OGD	PLANNING AND ZONING:Other Entities Grants - Conditional	\$0	(\$138,175)	\$0	\$0	\$0	\$0	\$0	\$0	None anticipated in 2023.
4	1-2-61000-111	SWB	PLANNING AND ZONING:Salaries Regular	\$283,557	\$386,066	\$513,266	\$564,940	\$0	\$119,480	\$0	\$684,420	For the 2023 Budget, the allocations of salaries has been amended. Previously, 25% of the Director salary was charged to Economic Development along with 33% of the Secretarial staff. For 2023, the full salary of the Director along with the full salaries of the Secretary and Clerk Steno II position are being charged to Planning. Transfer of salaries and benefits to the Planning Division. As well, the position of Property Coordinator has been abolished. That position was previously funded 25% GF and 75% Land Fund. The position of GIS Technician is now being funded 100% General Fund. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-61000-114	SWB	Planning And Zoning:Salary Casual Regular	\$43,298	\$30,225	\$13,214	\$0	\$0	\$0	\$0	\$0	casual wages for staff in the planning department
6	1-2-61000-115	SWB	PLANNING AND ZONING:Wages Regular	\$2,541	\$1,850	\$4,088	\$3,000	\$0	\$0	\$0	\$3,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-61000-119	SWB	PLANNING AND ZONING:Payroll Benefits	\$59,993	\$77,337	\$105,674	\$115,000	\$0	\$25,590	\$0	\$140,590	For the 2023 Budget, the allocations of salaries has been amended. Previously, 25% of the Director salary was charged to Economic Development along with 33% of the Secretarial staff. For 2023, the full salary of the Director along with the full salaries of the Secretary and Clerk Steno II position are being charged to Planning. Transfer of salaries and benefits to the Planning Division. As well, the position of Property Coordinator has been abolished. That position was previously funded 25% GF and 75% Land Fund. The position of GIS Technician is now being funded 100% General Fund. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-61000-194	SWB	PLANNING AND ZONING:Moving Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	PDS does not anticipate a budget demand for this account in 2023.
9	1-2-61000-239	CON	PLANNING AND ZONING:Consulting Services	\$12,521	\$2,499	\$28,807	\$0	\$0	\$0	\$0	\$0	consulting costs for various projects. 2021 was for road closure - parcel B.
10	1-2-61000-267	CON	Planning And Zoning:Rentals-Specialized Equipment	\$210	\$636	\$481	\$1,000	\$0	\$0	\$0	\$1,000	This account provides for the use and maintenance of the Department's photocopier. With warranty lapsing soon, these funds ensure the equipment remains operational.
11	1-2-61000-295	CON	PLANNING AND ZONING:Self-Employed Contractors	\$117,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	PDS does not anticipate a demand for this account in 2023.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
12	1-2-61000-299	CON	PLANNING AND ZONING:Other General Services	\$75	\$26,300	\$117	\$3,500	\$0	\$0	\$2,500	\$6,000	- \$500 for departmental shredding - \$2500 for ISC related costs, interest registration, title pulling and processing, consolidations, etc. \$3000 for ISC data contract (data used by GIS). This is a contract that we have with Information Services Corporation to supply us with all of our parcel data, ownership information, etc. This contract has shifted from Public Works to Planning and Development.
13	1-2-61000-211	MMS	PLANNING AND ZONING:Travel & Accommodation	\$1,023	\$0	\$0	\$3,000	\$0	\$0	\$2,000	\$5,000	The travel budget is intended to account for the costs associated with travel and accommodation to the annual provincial Planning conference (5 staff, within the province) and travel and accommodation to Vancouver in 2023 for the GIS Supervisor to attend a GIS conference. The SPPI Planning conference is one of the few organized, in province opportunities the Planning staff have to attend for professional training and to earn their required continuing education credits. Though the City is moving forward quite successfully with its roll out of GIS and associated programs, more can be learned and that is the intention with the GIS Supervisor's attendance at the Vancouver conference.
14	1-2-61000-212	MMS	PLANNING AND ZONING:Postage & Freight	\$1,341	\$2,274	\$1,908	\$3,000	\$0	\$0	(\$500)	\$2,500	Based on average usage and expected \$.01 increase Jan 1/23.
15	1-2-61000-213	MMS	PLANNING AND ZONING:Telephone	\$454	\$562	\$633	\$700	\$0	\$0	\$0	\$700	Based on actual charges for data lines, internet, landlines, and cell phone usage.
16	1-2-61000-221	MMS	PLANNING AND ZONING:Advertising	\$800	\$0	\$968	\$1,400	\$0	\$0	(\$400)	\$1,000	PDS is proposing a minor reduction to this budget. In 2023 we do not anticipate any significant projects that would require extensive public engagement. The budget will otherwise cover regular public bulletins put out by the department and any other advertising the department may need to do for things like bylaw amendments, etc.
17	1-2-61000-222	MMS	PLANNING AND ZONING:Publications & Subscriptions	\$156	\$219	\$303	\$200	\$0	\$0	\$150	\$350	PDS is proposing a budget increase of \$150 to pay for a necessary, monthly GIS related subscription (programming). The current budget of \$200 accounts for a planning related literature subscription the department receives.
18	1-2-61000-224	MMS	PLANNING AND ZONING:Memberships & Due	\$1,424	\$1,458	\$2,655	\$2,750	\$0	\$0	\$0	\$2,750	PDS is proposing no changes to this budget as it accounts for the professional membership fees of the City's Registered Professional Planners, including an additional Project Management Professional membership fee.
19	1-2-61000-234	MMS	PLANNING AND ZONING:Training Services	\$2,020	\$1,862	\$1,318	\$8,500	\$0	\$0	\$0	\$8,500	- Project Management Professional (\$1,500 USD) - conference for four RPPs plus a possible candidate member = tbd - PSB fees for candidate member = tbd - Two GIS courses = \$1700 each
20	1-2-61000-238	MMS	PLANNING AND ZONING:Computer Services	\$2,011	\$4,552	\$14,398	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
21	1-2-61000-292	MMS	PLANNING AND ZONING:Print Shop Services	\$0	\$0	\$0	\$200	\$0	\$0	(\$200)	\$0	This cost is no longer required

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
22	1-2-61000-410	MMS	Planning And Zoning:Allocation-Administration	\$0	\$0	\$0	\$31,310	\$0	\$0	\$22,780	\$54,090	The annual licensing fees for IT software across all City Departments is included in the IT operating account 1-1-12220-238. These expenses are 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. In the Planning & Development for 2023, the allocation of funds includes the following areas: -Great Plains, Questica, ESRI/GIS Advantage Program, Pictometry, Office365 Suite (Security, End User and Assist), gTechna Mobile Program, TicketTracer, Njoyn, ArcGIS Enterprise, ServiceDesk, Password Mgr., Web Hosting and search tool, AdobePRO, AutoCAD, and FME. The increase in 2023 represents increased GIS licenses/software, GIS Advantage Program, FME data integration tool, usage of ServiceDesk and Password Mgr. and restructure of Parking department to include programs such as Ticket Tracer.
23	1-2-61000-511	MMS	PLANNING AND ZONING:Meeting Incidentals	\$53	\$0	\$0	\$400	\$0	\$0	\$0	\$400	PDS proposes no change to this budget as it is intended to cover the cost of any public engagement incidentals, rentals, refreshments, etc.
24	1-2-61000-540	MMS	PLANNING AND ZONING:City Purchased Clothing	\$0	\$0	\$211	\$400	\$0	\$0	\$0	\$400	work boots for staff, if required. Planners are required to do site inspections as part of their job. Often this could include construction sites as projects are being built, which requires proper PPE.
25	1-2-61000-541	MMS	PLANNING AND ZONING:Operating Supplies	\$427	\$981	\$546	\$1,600	\$0	\$0	\$0	\$1,600	PDS proposes no change to this budget as it accounts for day to day and ad hoc operating supply costs for the department.
26	1-2-61000-544	MMS	PLANNING AND ZONING:Office Supplies	\$307	\$485	\$1,605	\$3,750	\$2,250	\$0	\$2,250	\$3,750	- \$2000 for another file cabinet - \$1000 for office chair replacement - 750 for misc. items. Base budget has been \$1,500 historically.
27	1-2-19540-716	G&D	MUNICIPAL SHARE-SUBSIDIZED HOUSING:Grants	\$25,708	\$14,987	\$0	\$14,990	\$0	\$0	\$0	\$14,990	The Prince Albert Housing Authority is overseen by a volunteer board of directors on behalf of the Saskatchewan Housing Corporation. The City has a contractual obligation for 5% of the annual operating losses for specific properties owned by the Prince Albert Housing Authority and operated by Saskatchewan Housing Corporation. The City's 5% cost helps house approximately 1,000 people (seniors, adults, and children). The 2023 budgeted projected cost of \$14,990 works out to approximately 41 cents a day to house some of the City's most vulnerable citizens.
28	1-2-19575-295	CON	P A District Planning:Self-Employed Contractors	\$37,920	\$20,000	\$20,000	\$0	\$0	\$0	\$10,840	\$10,840	Total budget requirement for 2023 is \$18,060, Agency is asking for 60% of the budget requirement to come from the City. Budget requested from City of Prince Albert change from a 1/3 split with RM of Prince Albert and RM of Buckland, to a 60%/20%/20% split in 2020. The City budgeted and paid \$20,000 in 2020 and 2021, and \$0 in 2022.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$260,000)	(\$240,000)	(\$20,000)	8.33%
Total Revenues	(260,000)	(240,000)	(20,000)	8.33%
EXPENSES				
Salaries Wages and Benefits	298,570	302,690	(4,120)	-1.36%
Fleet Expenses	9,370	8,840	530	6.00%
Maintenance Materials and Supplies	13,930	11,290	2,640	23.38%
Total Expenses	321,870	322,820	(950)	-0.29%
TOTAL (SURPLUS) DEFICIT	61,870	82,820	(20,950)	-25.30%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$20,000) increase in Building Permit Revenue. Based on current construction trends in 2022 Building Permit revenue is expected to exceed the projected amount, as a number of larger projects are being proposed.

(\$260,000) Total User Charges and Fees revenue relating to Building Permit Revenue.



EXPENDITURES

(\$4,120) decrease in Salaries Benefits and Wages due to the retirement of Chief Building Officials, and new incumbents brought on at lower starting wages.

\$530 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$2,640 increase in Maintenance Materials and Supplies as follows:

- \$390 increase for memberships for the Building Inspectors Certification.
- \$1,000 increase regarding the requirement to purchase Building Inspector clothing as per collective bargaining agreement.
- \$350 increase for operating supplies. This account covers the cost of printed inspection books, tools, and personal protective equipment.
- \$900 increase for office supplies. This account is for day to day operating supplies that are shared across all the divisions of the department.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-51720-000	UCF	Building Permits:Other Revenue	(\$180,767)	(\$186,248)	(\$214,776)	(\$240,000)	\$0	\$0	(\$20,000)	(\$260,000)	This account reflects Revenue from Building Permits. Based on current construction trends in 2022 Building Permit revenue is expected to exceed the projected amount. For 2023 the projected revenue has been increased by 20,000 as a number of larger projects are being proposed.
2	1-2-29210-111	SWB	Building Inspections:Salaries Regular	\$240,994	\$253,502	\$250,656	\$251,800	\$0	(\$5,410)	\$0	\$246,390	For the 2023 Budget, the allocations of salaries has been amended. Previously, 33% of the Secretarial staff was being charged to Building Inspections. For 2023, the full salaries of the Secretary and Clerk Steno II positions are being charged to the Planning Division. Transfer of salaries and benefits to the Planning Division. This is the Budget for Chief Building Official, and two Building Inspectors.
3	1-2-29210-112	SWB	BUILDING INSPECTIONS:Salaries Overtime	\$0	\$0	\$118	\$0	\$0	\$0	\$0	\$0	This is rarely used but has been retained in the event that an emergent situation should occur or extend beyond regular working hours
4	1-2-29210-119	SWB	BUILDING INSPECTIONS:Payroll Benefits	\$45,792	\$48,294	\$48,868	\$50,890	\$0	\$1,290	\$0	\$52,180	For the 2023 Budget, the allocations of salaries has been amended. Previously, 33% of the Secretarial staff was being charged to Building Inspections. For 2023, the full salaries of the Secretary and Clerk Steno II positions are being charged to the Planning Division. Transfer of salaries and benefits to the Planning Division. This is the Budget for Chief Building Official, and two Building Inspectors.
5	1-2-29210-238	CON	BUILDING INSPECTIONS:Computer Services	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
6	1-2-29210-265	FLT	BUILDING INSPECTIONS:Rentals-Automotive & Equipment	\$15,720	\$8,340	\$8,340	\$8,840	\$0	\$530	\$0	\$9,370	This covers the cost of the Inspection Vehicle at the disposal of the division. The division used to have 2 vehicles one of which has been replaced by the rotating pool, this has resulted in having to delay some inspections. It is expected to get worse once we leave the current economic situation behind and the number of inspections increase. 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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
7	1-2-29210-211	MMS	BUILDING INSPECTIONS:Travel & Accommodation	\$340	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	This account covers vehicle rentals, hotels, and meal allowance as per the Travel Meal Accommodation Vehicle Policy. For Building Inspectors traveling to mandatory training sessions provided by the Ministry of Government Relations Building and Technical Standards Branch, and The Saskatchewan Building Officials Association. These training sessions are held throughout the Province and rotated in different Municipalities. Due to Covid 19 training sessions had not been offered and new dates are being proposed for the new year these have typically been in the Spring and Fall.
8	1-2-29210-213	MMS	BUILDING INSPECTIONS:Telephone	\$1,852	\$2,399	\$1,872	\$2,100	\$0	\$0	\$0	\$2,100	This covers the cost of office phones as well as cell phones carried by Building Inspectors
9	1-2-29210-224	MMS	BUILDING INSPECTIONS:Memberships & Due	\$936	\$780	\$890	\$840	\$0	\$0	\$390	\$1,230	This account covers the annual license fees and memberships for the Building Division. Technology Professionals of Saskatchewan 3 Member's Total \$795 Saskatchewan Building Officials Association 3 Member's Total \$180 Building Official License from Ministry of Government Relations Building and Technical Standards Branch 3 Licenses Total \$150 Alliance Canadian Building Officials' Associations 1 Building Inspector is eligible for registration as a Certified Part 9 Building Official and 1 Building Inspector as a Certified Part 3 Building Official Total \$100
10	1-2-29210-234	MMS	BUILDING INSPECTIONS:Training Services	\$2,801	\$0	\$755	\$4,000	\$0	\$0	\$0	\$4,000	This account is used towards the registration fees for mandatory training hours for Building Inspectors and Inspectors wanting to work towards higher licenses for different Building Classes. The Ministry of Government Relations Building and Technical Standards Branch issues the different Class's of Building Official Licenses. Part of the License renewal requirements is that Building Officials complete Legislated mandatory training hours in the Construction industry to ensure they are continuing education in the industry. Due to Covid 19 training opportunities had been limited and more dates are being proposed for 2023
11	1-2-29210-540	MMS	BUILDING INSPECTIONS:City Purchased Clothing	\$298	\$204	\$1,005	\$1,000	\$0	\$0	\$1,000	\$2,000	This account provides budget for Building Inspectors uniforms. They, in conjunction with the Legally required ID issued by the City allows us to be identified on different construction sites. The Clothing will be updated to have consistent branding with all divisions in the organization. Additional clothing budget required with the retirement and change of staff for the Building Division.
12	1-2-29210-541	MMS	BUILDING INSPECTIONS:Operating Supplies	\$431	\$334	\$715	\$750	\$0	\$0	\$350	\$1,100	This account covers the cost of Printed Inspection Books, Tools, and Personal Protective Equipment.
13	1-2-29210-544	MMS	BUILDING INSPECTIONS:Office Supplies	\$170	\$814	\$502	\$1,100	\$0	\$0	\$900	\$2,000	This account is for day to day operating supplies that are shared across all the divisions of the department.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$300,000)	(\$315,000)	\$15,000	-4.76%
Total Revenues	(300,000)	(315,000)	15,000	-4.76%
EXPENSES				
Salaries Wages and Benefits	64,180	175,070	(110,890)	-63.34%
Contracted and General Services	0	2,700	(2,700)	-100.00%
Financial Charges	1,500	0	1,500	100.00%
Grants and Donations	245,000	245,000	0	0.00%
Maintenance Materials and Supplies	11,000	12,000	(1,000)	-8.33%
Total Expenses	321,680	434,770	(113,090)	-26.01%
TOTAL (SURPLUS) DEFICIT	21,680	119,770	(98,090)	-81.90%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

\$15,000 decrease in Business License Revenue. This revenue primarily accounts for business licensing throughout the City. We currently have approximately 1,500 in operation for 2022 and we expect that to remain consistent for 2023. The revenue has adjusted to reflect revenue based on an average for the last three year.



(\$300,000) Total User Charges and Fees as follows:

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

EXPENDITURES

(\$110,890) reduction in Salaries Wages and Benefits. Reallocation of salaries to Planning Division from Economic Development Division. Previously, 25% of the Director and Property Sales Coordinator Salary was charged to this division, along with 33% of the Secretary and Clerk Steno II positions. For 2023, the full salary of the Director, new GIS Technician, Secretary and Clerk Steno II positions are being charged 100% to the Planning Division. The 2023 cost reflects the one position of Economic Development Coordinator.

(\$2,700) decrease in Contracted and General Services. No consulting costs in 2023.

\$1,500 increase for Financial Charges. Relates to the banking charges for credit charges for business licenses and building permits.

\$245,000 Total Grants and Donations as follows:

- \$105,000 for the Funding of PAREDA by Agreement
- \$140,000 for the Funding of Tourism by Agreement

(\$1,000) decrease in Maintenance Materials and Supplies for the training budget.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-82148-716	G&D	Planning and Development Grants:Grants	\$30,000	\$2,500	\$35,000	\$0	\$0	\$0	\$0	\$0	The year to date amounts paid reflect the Affordable Housing Applications approved by Council. The Affordable Housing Program is funded through the Housing Reserve. Annually, only three projects may receive funding under the Affordable Housing Program, with a maximum grant of \$30,000 per application. Council has approved Affordable Housing Grants to Riverbank Development Corporation in the last couple years.
2	1-1-51200-000	UCF	BUSINESS & GENERAL LICENCES:Other Revenue	(\$299,400)	(\$267,502)	(\$262,175)	(\$290,000)	\$0	\$0	\$15,000	(\$275,000)	This revenue primarily accounts for business licensing throughout the City. We currently have approximately 1500 in operation for 2022 and we expect that to remain consistent for 2023. The revenue has adjusted to reflect revenue based on an average for the last three years.
3	1-1-51200-001	UCF	BUSINESS & GENERAL LICENCES:Direct Sellers Revenue	(\$4,900)	\$0	\$0	(\$5,000)	\$0	\$0	\$0	(\$5,000)	This revenue is generated from the licensing of Direct Sellers (Typically door to door product sales).
4	1-1-51205-000	UCF	IMBL Revenue:Other Revenue	(\$1,833)	(\$2,625)	(\$2,667)	(\$5,000)	\$0	\$0	\$0	(\$5,000)	This revenue is specifically for Intermunicipal Business Licensing.
5	1-1-51910-000	UCF	SIGN PERMITS & FEES:Other Revenue	(\$14,596)	(\$13,985)	(\$12,915)	(\$15,000)	\$0	\$0	\$0	(\$15,000)	This reflects income from portable sign permit issuance. Both the amount of income and the number of signs issued have remained steady over the last few years. No changes
6	1-1-41243-053	OGD	Rental Construction Incentive:Provincial Grants - Conditional	(\$15,405)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	revenue from Saskatchewan Housing Corporation in 2019
7	1-2-12115-111	SWB	ECONOMIC DEVELOPMENT:Salaries Regular	\$125,902	\$127,668	\$131,767	\$142,660	\$0	(\$91,590)	\$0	\$51,070	For the 2023 Budget, the allocations of salaries has been amended. Previously, 25% of the Director salary was charged to Economic Development along with 33% of the Secretarial staff. For 2023, the full salary of the Director along with the full salaries of the Secretary and Clerk Steno II position are being charged to Planning. Transfer of salaries and benefits to the Planning Division. This is just the position of Economic Development Coordinator.
8	1-2-12115-119	SWB	ECONOMIC DEVELOPMENT:Payroll Benefits	\$25,911	\$26,687	\$27,904	\$32,410	\$0	(\$19,300)	\$0	\$13,110	For the 2023 Budget, the allocations of salaries has been amended. Previously, 25% of the Director salary was charged to Economic Development along with 33% of the Secretarial staff. For 2023, the full salary of the Director along with the full salaries of the Secretary and Clerk Steno II position are being charged to Planning. Transfer of salaries and benefits to the Planning Division. This is just the position of Economic Development Coordinator.
9	1-2-12115-238	CON	Economic Development:Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
10	1-2-12115-239	CON	Economic Development:Consulting Services	\$2,032	\$15,396	\$2,032	\$2,700	\$0	\$0	(\$2,700)	\$0	I don't anticipate consulting services being required for 2023.
11	1-2-12115-893	FC	Economic Development:Bank Charges	\$609	\$738	\$1,317	\$0	\$0	\$0	\$1,500	\$1,500	Credit charges for business licenses and building permit.
12	1-2-12115-716	G&D	ECONOMIC DEVELOPMENT:Grants	\$100,000	\$22,500	\$222,500	\$245,000	\$0	\$0	\$0	\$245,000	\$105,000 for the Funding of PAREDA by agreement \$140,000 for the Funding of Tourism by agreement
13	1-2-82147-716	G&D	Rental Construction Incentive:Grants	\$15,405	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 Rental Construction Incentive - PA Community Housing

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
14	1-2-12115-211	MMS	ECONOMIC DEVELOPMENT:Travel & Accommodation	\$609	\$69	\$0	\$1,000	\$0	\$0	\$0	\$1,000	I would like to send my Economic Development Coordinator to at least 1 municipal trade show in 2023, along with at least 1 business showcase in the Region as we start to focus more on Marketing Prince Albert.
15	1-2-12115-213	MMS	ECONOMIC DEVELOPMENT:Telephone	\$808	\$900	\$1,863	\$2,000	\$0	\$0	\$0	\$2,000	Based on actual charges for data lines, internet, landlines, and cell phone usage.
16	1-2-12115-215	MMS	Economic Development:Conventions & Delegations	\$500	\$201	\$0	\$2,000	\$0	\$0	\$0	\$2,000	The (SEDA) Sk. Economic Development Alliance Conference is held every fall where Ec. Dev. Professionals listen to speakers, industry professionals etc. The Director of PDS attended in 2022 and plans on either attending again himself in 2023 or sending the Ec. Dev. Coordinator
17	1-2-12115-221	MMS	ECONOMIC DEVELOPMENT:Advertising	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$1,000	This account is typically used to pay for the advertisement of Economic Development related advertising, such as the previously held Economic Development Forum which is being planned again for 2023.
18	1-2-12115-224	MMS	ECONOMIC DEVELOPMENT:Memberships & Due	\$1,146	\$1,055	\$1,062	\$500	\$0	\$0	\$0	\$500	This account is used for membership with SEDA (Sk. Ec. Dev. Alliance)
19	1-2-12115-234	MMS	ECONOMIC DEVELOPMENT:Training Services	\$409	\$0	\$635	\$1,000	\$0	\$0	(\$1,000)	\$0	I don't anticipate training for the year 2023.
20	1-2-12115-267	MMS	Economic Development:Rentals-Specialized Equipment	\$0	\$488	\$529	\$1,000	\$0	\$0	\$0	\$1,000	This cost will be used towards the rental of the facility for the 2023 Economic Development Forum which will be co-hosted with PAREDA.
21	1-2-12115-511	MMS	ECONOMIC DEVELOPMENT:Meeting Incidentals	\$0	\$0	\$95	\$500	\$0	\$0	\$0	\$500	Costs associated with holding meetings such as coffee, etc.
22	1-2-12115-541	MMS	Economic Development:Operating Supplies	\$603	\$16	\$32	\$1,000	\$0	\$0	\$0	\$1,000	Accounts for proportional share of operating supplies for the Department of PDS. Ad hoc items such as a new building plan trollie, stool, office fans, business cards, etc. have come out of this account in the past.
23	1-2-12115-544	MMS	ECONOMIC DEVELOPMENT:Office Supplies	\$892	\$357	\$174	\$2,000	\$0	\$0	\$0	\$2,000	Proportional share of standard office supplies such as paper, pens, ink, note pads, binders, etc. all come out of this account.
24	1-2-12115-950	MMS	ECONOMIC DEVELOPMENT:Special Projects	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 cost - Chamber of Commerce - Community Economic Development

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

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

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Interest and Penalties	(\$14,600)	(\$14,600)	\$0	0.00%
Total Revenues	(14,600)	(14,600)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	720,030	215,840	504,190	233.59%
Contracted and General Services	310,600	310,600	0	0.00%
Fleet Expenses	28,050	17,680	10,370	58.65%
Maintenance Materials and Supplies	11,300	8,000	3,300	41.25%
Total Expenses	1,069,980	552,120	517,860	93.79%
TOTAL (SURPLUS) DEFICIT	1,055,380	537,520	517,860	96.34%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$14,600) Total Interest and Penalties revenue as follows:

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



EXPENDITURES

\$504,190 increase for Salaries Wages and Benefits is regarding the Departmental Restructuring. Transfer of salaries and wages from Financial Services. The positions that have been transferred to the Bylaw Services Division includes the Bylaw Services Manager, Bylaw Services Accounting Clerk, Meter Services Supervisor, and three Parking Meter Inspectors. Reallocation only, no new salaries.

\$310,600 Total Contracted and General Services is illustrated below under SPCA.

\$10,370 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$3,300 increase in Maintenance Materials and Supplies:

- \$400 increase for postage based on historical spending
- (\$600) decrease for telephone costs
- \$1,000 increase regarding the requirement to purchase clothing for the Bylaw Enforcement Officers.
- \$2,500 increase regarding office supplies such as notebooks, notices of violation, pens paper etc. are paid out of this account. Also with the growth of the Bylaw Division and the addition of Parking Services, we would like an additional filing cabinet to keep all of our records in our office.

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

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

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

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

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #18 for RPT 22-393 – Prince Albert Society for the Prevention of Cruelty to Animals Inc. – 2021 Audited Financial Statement for additional information.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-46311-094	UCF	Bylaw Court Judgement Revenue:Non-Taxable Revenue	\$0	\$0	(\$5,923)	(\$9,600)	\$0	\$0	\$0	(\$9,600)	This account is revenue earned through court Judgements.
2	1-1-46312-094	UCF	Enforcement Revenue-Fines:Non-Taxable Revenue	\$0	\$0	(\$15,489)	(\$5,000)	\$0	\$0	\$0	(\$5,000)	The revenue of \$5,000 for Year 2023 reflects revenue from the issuance of tickets and notices of violation to do Bylaw enforcement. Bylaw Fine revenue. In Year 2021, the revenue of \$15,489 related to revenue for demolitions.
3	1-2-63100-111	SWB	Bylaw Enforcement:Salaries Regular	\$0	\$19,147	\$157,958	\$174,930	\$0	\$164,250	\$0	\$339,180	The Bylaw Services Manager, Bylaw Services Clerk, Meters Services Supervisor along with the three Parking Meter Inspectors are now part of Planning & Development Services with the Bylaw Division. Salaries and Benefits have been transferred to the Bylaw Division in Planning. This includes the salary for the Bylaw Services Manager and Bylaw Services Clerk. As well, as the Bylaw Enforcement Supervisor and two Bylaw Enforcement Officers.
4	1-2-63100-114	SWB	Bylaw Enforcement:Salary Casual Regular	\$0	\$16,456	\$0	\$0	\$0	\$0	\$0	\$0	casual salary costs for bylaw enforcement
5	1-2-63100-115	SWB	Bylaw Enforcement:Wages Regular	\$0	\$0	\$525	\$0	\$0	\$217,310	\$0	\$217,310	The Bylaw Services Manager, Bylaw Services Clerk, Meters Services Supervisor along with the three Parking Meter Inspectors are now part of Planning & Development Services with the Bylaw Division. Salaries and Benefits have been transferred to the Bylaw Division in Planning. This includes the wages for the Meters Services Supervisor and the three Parking Meter Inspectors.
6	1-2-63100-119	SWB	Bylaw Enforcement:Payroll Benefits	\$0	\$4,530	\$37,187	\$40,910	\$0	\$122,630	\$0	\$163,540	The Bylaw Services Manager, Bylaw Services Clerk, Meters Services Supervisor along with the three Parking Meter Inspectors are now part of Planning & Development Services with the Bylaw Division. Salaries and Benefits have been transferred to the Bylaw Division in Planning. This includes the benefits for the Bylaw Services Manager and Bylaw Services Clerk, Bylaw Enforcement Supervisor and two Bylaw Enforcement Officer. Meter Services Supervisor and three Parking Meter Inspectors.
7	1-2-63100-295	CON	Bylaw Enforcement:Self-Employed Contractors	\$0	\$210	\$81,720	\$81,600	\$0	\$0	\$0	\$81,600	This reflect the Animal Control Service Agreement between the City and SPCA. The City agrees to pay to the S.P.C.A. the fee calculated at a rate of eighty one thousand six hundred dollars (\$81,600.00) dollars per annum, which fee shall be prorated to the actual length of the Term. Payments will be made quarterly to the S.P.C.A.
8	1-2-63100-265	FLT	Bylaw Enforcement:Rentals-City Automotive & Equipment	\$0	\$2,780	\$14,595	\$17,680	\$0	\$10,370	\$0	\$28,050	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower). Increase is mainly due to the prior budget including a budget for 2 vehicles when Bylaw has 3 vehicles.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
9	1-2-63100-212	MMS	Bylaw Enforcement:Postage & Freight	\$0	\$357	\$2,202	\$2,000	\$0	\$0	\$400	\$2,400	Based on average usage and expected \$.01 increase Jan 1/23.
10	1-2-63100-213	MMS	Bylaw Enforcement:Telephone	\$0	\$1,213	\$2,917	\$3,000	\$0	\$0	(\$600)	\$2,400	Based on actual charges for data lines, internet, landlines, and cell phone usage.
11	1-2-63100-540	MMS	Bylaw Enforcement:City Purchased Clothing	\$0	\$1,505	\$1,447	\$1,000	\$0	\$0	\$1,000	\$2,000	Additional PPE is required for 2023 because of the replacement of 2 Officers and proper PPE protection. The Bylaw Supervisor will also require additional PPE due to the nature of the position.
12	1-2-63100-541	MMS	Bylaw Enforcement:Operating Supplies	\$0	\$4,146	\$4,004	\$2,000	\$0	\$0	\$0	\$2,000	This account is for day to day operating supplies that are shared across the Department.
13	1-2-63100-544	MMS	Bylaw Enforcement:Office Supplies	\$0	\$0	\$46	\$0	\$0	\$0	\$2,500	\$2,500	Office supplies such as notebooks, notices of violation, pens paper etc. are paid put of this account. Also with the growth of the Bylaw Division and the addition of Parking Services, we would like an additional filing cabinet to keep all of our records in order.
14	1-2-29330-295	CON	SPCA-Animal Control:Self-Employed Contractors	\$229,000	\$229,000	\$229,000	\$229,000	\$0	\$0	\$0	\$229,000	The City has an agreement with the SPCA to provide pound keeping services. The City has not received a request to increase the budget for 2023.
15	1-2-29330-541	MMS	SPCA-Animal Control:Operating Supplies	\$719	\$1,272	\$0	\$0	\$0	\$0	\$0	\$0	purchase of dog tags

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

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

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

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$421,000)	(\$510,500)	\$89,500	-17.53%
Interest and Penalties	(395,000)	(459,000)	64,000	-13.94%
Total Revenues	(816,000)	(969,500)	153,500	-15.83%
EXPENSES				
Salaries Wages and Benefits	1,580	366,460	(364,880)	-99.57%
Financial Charges	3,590	3,850	(260)	-6.75%
Fleet Expenses	33,410	31,520	1,890	6.00%
Maintenance Materials and Supplies	32,730	23,150	9,580	41.38%
Total Expenses	71,310	424,980	(353,670)	-83.22%
TOTAL (SURPLUS) DEFICIT	(744,690)	(544,520)	(200,170)	36.76%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

\$89,500 decrease in User Charges and Fees Revenue:

- \$75,000 decrease in revenue for parking meters.
- \$14,500 decrease in revenue for parking revenue at the Sask Polytechnic Lot.



(\$421,000) Total User Charges and Fees Revenue as follows:

- (\$325,000) for parking meter revenue.
- (\$96,000) in revenue from the Sask Polytechnic Lot.

\$64,000 decrease in Interest and Penalties relating to Parking Ticket Violations. Relates to reduction of parking ticket revenue. Parking revenue continues to decline as tickets are not being written by Bylaw on evenings and weekends

(\$395,000) Total Interest and Penalties Revenue is for Parking Ticket Violations.

EXPENDITURES

(\$364,880) decrease in Salaries Wages and Benefits regarding the Departmental Restructuring. Transfer of salaries and wages from Financial Services to the Bylaw Services Division. The positions that have been transferred to the Bylaw Services Division includes the Bylaw Services Manager, Meter Services Supervisor, and three Parking Meter Inspectors. All staffing costs are included in the Bylaw Services Division.

\$1,580 Total Salaries Wages and Benefits remaining budget relates to staffing costs for the Sask Polytech Lot.

(\$260) decrease for Finance Charges. 3 year average for bank charges related to coin processing. (transport, roll, deposit).

\$1,890 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$9,580 increase in Maintenance Materials and Supplies as follows:

- \$540 increase for postage
- (\$900) decrease for telephone. Based on actual charges for data lines, internet, landlines, and cell phone usage.
- (\$500) decrease for training anticipated for Year 2023.
- \$1,450 increase for clothing as per collective bargaining agreement.
- \$9,420 increase for operating supplies regarding maintenance and replacement of parking meters due to increased vandalism.
- (\$500) removal of budget for rentals. Use City equipment, no budget required for external rentals.
- \$70 increase for electricity at Sask Polytech Lot.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-52505-099	UCF	Sask PolyTech Revenue:Taxable Revenue	(\$93,245)	(\$33,496)	(\$11,056)	(\$110,500)	\$0	\$0	\$14,500	(\$96,000)	Adjusted to pre-COVID levels as per 2018 and 2019
2	1-1-54210-094	UCF	PARKING METERS:Non-Taxable Revenue	(\$1,228)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	revenue miscoded. Should be to 099 revenue.
3	1-1-54210-099	UCF	PARKING METERS:Taxable Revenue	(\$396,440)	(\$240,786)	(\$266,524)	(\$400,000)	\$0	\$0	\$75,000	(\$325,000)	Adjusted to reflect 5 year historical average
4	1-1-52500-000	INT	Parking Ticket Violations:Other Revenue	(\$396,849)	(\$296,810)	(\$389,113)	(\$459,000)	\$0	\$0	\$64,000	(\$395,000)	Average of 2019, 2020, and 2022 to account for the 2021 reduction in revenue due to COVID. Parking revenue continues to decline as tickets are not being written by Bylaw on evenings and weekends.
5	1-1-52560-000	INT	Enforcement Parking Ticket Revenue:Other Revenue	(\$133,213)	\$39,394	\$32,444	\$0	\$0	\$0	\$0	\$0	Yearend adjustments relating bad debt allowance for tickets not paid.
6	1-2-32710-111	SWB	PARKING METERS:Salaries Regular	\$0	\$1,159	\$330	\$0	\$0	\$0	\$0	\$0	Salary costs for parking meter inspectors charged to this line.
7	1-2-32710-115	SWB	PARKING METERS:Wages Regular	\$165,324	\$164,780	\$171,147	\$170,000	\$0	(\$170,000)	\$0	\$0	The Bylaw Services Manager, Bylaw Services Clerk, Meters Services Supervisor along with the three Parking Meter Inspectors are now part of Planning & Development Services with the Bylaw Division. Salaries and Benefits have been transferred to the Bylaw Division in Planning.
8	1-2-32710-116	SWB	PARKING METERS:Wages Overtime	\$1,183	\$1,449	\$1,331	\$0	\$0	\$0	\$0	\$0	Overtime costs for parking meter inspectors due to impound lot and having to release vehicles.
9	1-2-32710-119	SWB	Parking Meters:Payroll Benefits	\$73,434	\$74,862	\$72,172	\$75,000	\$0	(\$75,000)	\$0	\$0	The Bylaw Services Manager, Bylaw Services Clerk, Meters Services Supervisor along with the three Parking Meter Inspectors are now part of Planning & Development Services with the Bylaw Division. Salaries and Benefits have been transferred to the Bylaw Division in Planning.
10	1-2-32710-120	SWB	PARKING METERS:Salary Allocations	\$119,750	\$120,620	\$115,070	\$119,880	\$0	\$0	(\$119,880)	\$0	This budget previously related to a salary allocation from the Financial Services and Payroll Functional Area to the Parking Meter Functional Area. Due to the reorganization of staff related to Parking from Financial Services to Planning & Development in 2022 this allocation is not required.
11	1-2-32710-893	FC	PARKING METERS:Bank Charges	\$2,534	\$2,683	\$2,809	\$2,650	\$0	\$0	\$100	\$2,750	\$2,750 - 3 year average for bank charges related to coin processing. (transport, roll, deposit)
12	1-2-32710-265	FLT	PARKING METERS:Rentals-Automotive & Equipment	\$23,580	\$32,658	\$33,675	\$30,000	\$0	\$1,800	\$0	\$31,800	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
13	1-2-32710-212	MMS	PARKING METERS:Postage & Freight	\$6,637	\$5,346	\$7,986	\$6,500	\$0	\$0	\$540	\$7,040	4 year average with \$.01 increase expected Jan 1/2023 = \$6970 + \$70 = \$7040
14	1-2-32710-213	MMS	PARKING METERS:Telephone	\$2,149	\$2,143	\$1,525	\$2,250	\$0	\$0	(\$1,000)	\$1,250	Based on actual charges for data lines, internet, landlines, and cell phone usage.
15	1-2-32710-234	MMS	Parking Meters:Training Services	\$0	\$0	\$0	\$500	\$0	\$0	(\$500)	\$0	Reduce due to no specific training identified.
16	1-2-32710-238	MMS	PARKING METERS:Computer Services	\$29,494	\$16,286	\$16,881	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
17	1-2-32710-239	MMS	PARKING METERS:Consulting Services	\$1,179	\$1,014	\$1,270	\$0	\$0	\$0	\$0	\$0	ISC Searches for impound lot. Lien search on vehicles before auction. A budget for 2023 has been created under the Impound Lot - consulting services 1-2-32711-239.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
18	1-2-32710-540	MMS	Parking Meters:City Purchased Clothing	\$1,780	\$396	\$1,844	\$2,400	\$0	\$0	\$1,450	\$3,850	Maximum annual budget for 4 outside workers as per collective agreement: \$1,600 for 2 pairs for boots/employee/yr. @ \$200/pair + \$1,200 for 4 pairs of pants/employee/yr. @ \$75/pair + \$1,400 for 1 jacket/employee @ \$350 / jacket = \$4,200 Jacket are all weather with 3 layers and are not purchased every year. However it is expected that at least 3 jackets will need to be replaced in 2023.
19	1-2-32710-541	MMS	PARKING METERS:Operating Supplies	\$10,829	\$9,945	\$21,881	\$6,580	\$0	\$0	\$9,420	\$16,000	\$9,000 - Maintenance and operation of approximately 700 parking meters: requiring batteries, meter cards, thermal paper, ticket books, lock deicer, and other small tools. \$7,000 - There has been an increase in the vandalism of parking meters over the last 3-4 year causing this account to be consistently over budget. The cost to replace an entire parking meter is approx. \$2,000. Usually a vandalized meter can be repaired for \$200-\$500 and does not need to be replaced but the City had several meters go missing in 2021/2022.
20	1-2-32710-544	MMS	PARKING METERS:Office Supplies	\$287	\$467	\$760	\$500	\$0	\$0	\$0	\$500	5 year average is \$410 with \$760 spent in 2021 therefore \$500 is an adequate budget. General office supplies include, labels, paper pads, tape, markers, pens, highlighters, white out etc.
21	1-2-12211-115	SWB	Sask PolyTech:Wages Regular	\$1,203	\$273	\$0	\$150	\$0	\$0	\$0	\$150	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
22	1-2-12211-116	SWB	Sask PolyTech:Wages Overtime	\$1,135	\$1,067	\$0	\$1,000	\$0	\$0	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
23	1-2-12211-119	SWB	Sask PolyTech:Payroll Benefits	\$640	\$285	\$0	\$430	\$0	\$0	\$0	\$430	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
24	1-2-12211-238	CON	Sask PolyTech:Computer Services	\$570	\$570	\$617	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
25	1-2-12211-893	FC	Sask PolyTech:Bank Charges	\$987	\$540	\$383	\$1,200	\$0	\$0	(\$360)	\$840	Adjusted to 5 year average for coin transportation, rolling, and deposits.
26	1-2-12211-265	FLT	Sask PolyTech:Rentals-City Automotive & Equipment	\$1,856	\$1,540	\$0	\$1,520	\$0	\$90	\$0	\$1,610	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
27	1-2-12211-213	MMS	Sask PolyTech:Telephone	\$0	\$0	\$0	\$620	\$0	\$0	\$100	\$720	Based on actual charges for data lines, internet, landlines, and cell phone usage.
28	1-2-12211-264	MMS	Sask PolyTech:Rentals-Hired Equipment and Automotive	\$0	\$667	\$0	\$500	\$0	\$0	(\$500)	\$0	Used City equipment, no budget required for external rentals.
29	1-2-12211-553	MMS	Sask PolyTech:Electricity	\$3,225	\$3,258	\$2,873	\$3,300	\$0	\$0	\$70	\$3,370	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .

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

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

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

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$402,000)	(\$423,450)	\$21,450	-5.07%
Sundry	(35,000)	(34,800)	(200)	0.57%
Total Revenues	(437,000)	(458,250)	21,250	-4.64%
EXPENSES				
Salaries Wages and Benefits	2,800	2,800	0	0.00%
Contracted and General Services	101,000	96,310	4,690	4.87%
Financial Charges	1,800	1,500	300	20.00%
Utilities	9,500	7,700	1,800	23.38%
Fleet Expenses	1,590	1,500	90	6.00%
Maintenance Materials and Supplies	65,410	63,460	1,950	3.07%
Insurance	1,630	1,520	110	7.24%
Bad Debt Expense	52,000	33,510	18,490	55.18%
Total Expenses	235,730	208,300	27,430	13.17%
TOTAL (SURPLUS) DEFICIT	(201,270)	(249,950)	48,680	-19.48%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

\$21,450 decrease in User Charges and Fees revenue:

- \$34,510 decrease in revenue for the Impound Lot. Storage Revenue is based on the number of tows and the average days (\$17/day) a vehicle is in the impound lot. If the vehicle is sold for less than the fees incurred, the difference is written off to "Impound Lot Bad Debt Expense". This is a reduction of vehicles in the impound lot.



- (\$4,280) increase in revenue for rental of the Impound Lot. Monthly fee from Auto Rescue for the compound subleasing agreement. The City leases the property from SPCA and collects a portion of the rental cost from Auto Rescue. New lease agreement due for 2023. Lease revenue should cover at least 50% of costs to City to lease land and building.
- (\$8,780) increase in revenue regarding lien checks, removing plates and returning to SGI, reimbursement for SGI auction costs (i.e. 20% of sale price), Revenue from sales of vehicles where auction proceeds exceed towing, storage, and administrative fees and all other lien holders have been satisfied. Net revenue is recorded after SGI administrative fees have been paid and no other security interests exist.

(\$402,000) Total User Charges and Fees Revenue as follows:

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

(\$200) increase in Sundry related to SGI and Police impounds due to reduced towing.

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

EXPENDITURES

\$4,690 increase in Contracted and General Services:

- \$1,500 increase for ISC Searches.
- (\$810) decrease in relation to what we pay Auto Rescue for each tow. Typically \$120 to compound and \$45 to auction.
- \$4,000 increase as Auction commission costs will vary dependent on auction sales. 8% on SGI, Police and Enforcement.

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

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

\$300 increase for Financial Charges for Moneris charges for processing impound lot payments.

\$1,800 increase for Utility costs regarding electricity and heating for the trailer at the Impound Lot.

\$1,950 increase for Maintenance Materials and Supplies:

- \$1,000 increase for repairs to trailer located on impound lot.
- \$1,450 increase for the leased land by the City to SPCA for the Impound Lot land.
- \$500 increase for budget for snow removal when City Equipment is not available.
- (\$1,000) decrease for supplies. Budget for Impound lots-garbage bags, gloves & puncture proof gloves, masks, hand sanitizer, small equipment repairs and other operating supply items as required. Budget reduced due to no small equipment purchases expected.

\$110 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

\$18,490 increase for Bad Debt Expense. Vehicles are sent to auction for unpaid enforcement tickets, towing, and impound fees. If the proceeds from the auction do not cover all the outstanding fees the balance is written off to bad debt. Historically 15% of the storage fee are written off as bad debt.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-52501-000	UCF	Impound Lot:Other Revenue	(\$185)	(\$12,089)	(\$15,146)	(\$7,470)	\$0	\$0	\$470	(\$7,000)	\$85,000 Gross Revenue - \$78,000 Paid to police = \$7,000 net revenue Police are given \$78,000 (\$6500/mth) as a portion of the revenue received for the work they do to impound vehicles. Police impounds are down substantially but the amount of compensation has not changed. Auto rescue is also paid for the tows. Historically the amount paid to Auto Rescue is 100% of the gross revenue. Therefore the budgeted expense in 1-2-32711-295 "Impound Lot:Self Employed Contractors" is \$85,000.
2	1-1-52501-065	UCF	Impound Lot:Rental-Lease Revenues-Non Taxable	(\$301,706)	(\$347,565)	(\$350,744)	(\$379,040)	\$0	\$0	\$34,040	(\$345,000)	Storage Revenue is based on the number of tows and the average days (\$17/day) a vehicle is in the impound lot. If the vehicle is sold for less than the fees incurred, the difference is written off to AC# 1-2-32711-919 "Impound Lot Bad Debt Expense"
3	1-1-52501-066	UCF	Impound Lot:Rental-Lease Revenues - Taxable	(\$25,714)	(\$25,714)	(\$25,714)	(\$25,720)	\$0	\$0	(\$4,280)	(\$30,000)	Monthly fee from Auto Rescue for the compound subleasing agreement. The City leases the property from SPCA (1-2-32711-263) and collects a portion of the rental cost from Auto Rescue. New lease agreement due for 2023. Lease revenue should cover at least 50% of costs to City to lease land and building.
4	1-1-52501-094	UCF	Impound Lot:Non-Taxable Revenue	(\$26,501)	(\$24,601)	(\$47,229)	(\$11,220)	\$0	\$0	(\$8,780)	(\$20,000)	1) Removing plates and returning to SGI (\$10/plate) 2) Lien checks for all police and enforcement tows that go to auction (\$25/lien check) 3) Reimbursement for SGI auction costs (i.e. 20% of sale price). 4) Revenue from sales of vehicles where auction proceeds exceed towing, storage, and administrative fees and all other lien holders have been satisfied. Net revenue is recorded after SGI administrative fees have been paid and no other security interests exist.
5	1-1-52501-089	SUN	Impound Lot:Other Sources	(\$31,600)	(\$36,440)	(\$36,325)	(\$34,800)	\$0	\$0	(\$200)	(\$35,000)	\$55.00 for SGI impound \$50.00 for a police/enforcement impound Revenue expected to decrease as police towing continues to decline.
6	1-2-32711-115	SWB	Impound Lot:Wages Regular	\$1,054	\$994	\$1,106	\$1,500	\$0	\$0	\$0	\$1,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-32711-116	SWB	Impound Lot:Wages Overtime	\$604	\$440	\$0	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-32711-119	SWB	Impound Lot:Payroll Benefits	\$477	\$423	\$527	\$800	\$0	\$0	\$0	\$800	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-32711-238	CON	Impound Lot:Computer Services	\$671	\$671	\$671	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
10	1-2-32711-294	CON	Impound Lot:Commissionaire Services	\$80	\$557	\$270	\$500	\$0	\$0	\$0	\$500	Commissionaire Services in case any alarm goes off due to any break-in or any other reason.
11	1-2-32711-295	CON	Impound Lot:Self-Employed Contractors	\$78,586	\$92,433	\$93,231	\$85,810	\$0	\$0	(\$810)	\$85,000	This is what we pay Auto Rescue for each tow. Typically \$120 to compound and \$45 to auction.
12	1-2-32711-299	CON	Impound Lot:Other General Services	\$12,377	\$10,934	\$15,157	\$10,000	\$0	\$0	\$4,000	\$14,000	Auction commission costs will vary dependent on auction sales. 8% on SGI, Police and Enforcement.
13	1-2-32711-893	FC	Impound Lot:Bank Charges	\$1,620	\$1,647	\$1,978	\$1,500	\$0	\$0	\$300	\$1,800	Moneris charges for processing impound lot payments.
14	1-2-32711-551	UTL	Impound Lot:Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	no water and sewer charges
15	1-2-32711-552	UTL	Impound Lot:Heating Fuels	\$4,346	\$4,856	\$4,332	\$3,000	\$0	\$0	\$1,200	\$4,200	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
16	1-2-32711-553	UTL	Impound Lot:Electricity	\$4,123	\$4,578	\$4,560	\$4,700	\$0	\$0	\$600	\$5,300	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
17	1-2-32711-265	FLT	Impound Lot:Rentals-City Automotive & Equipment	\$1,383	\$1,464	\$1,443	\$1,500	\$0	\$90	\$0	\$1,590	Fleet charge for snow removal. 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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
18	1-2-32711-213	MMS	Impound Lot:Telephone	\$53	\$0	\$0	\$750	\$0	\$0	\$0	\$750	Based on actual charges for data lines, internet, landlines, and cell phone usage.
19	1-2-32711-237	MMS	Impound Lot:Protection Services	\$301	\$317	\$298	\$320	\$0	\$0	\$0	\$320	Reed Security - Monthly alarm monitoring service
20	1-2-32711-253	MMS	Impound Lot:Purch Mtce-Building	\$1,500	\$2,494	\$318	\$2,000	\$0	\$0	\$0	\$2,000	Repairs to fence due to frequent damage and break-ins
21	1-2-32711-256	MMS	Impound Lot:Purch Mtce-Mechanical Equipment	\$376	\$0	\$1,305	\$0	\$0	\$0	\$1,000	\$1,000	Repairs to trailer located on impound lot.
22	1-2-32711-263	MMS	Impound Lot:Rentals-Building	\$50,429	\$50,501	\$58,104	\$58,390	\$0	\$0	\$1,450	\$59,840	\$3,300 per month to SPCA for land rent \$860 per month to William Scotsman for trailer rental \$9900 estimated for property taxes. The City pays the property taxes on behalf of the SPCA as part of the lease agreement. Partial cost recovery for the land and building is collected from Auto Rescue (1-1-52501-066)
23	1-2-32711-264	MMS	Impound Lot:Rentals-Hired Equipment and Automotive	\$420	\$402	\$0	\$0	\$0	\$0	\$500	\$500	Budget for snow removal when City Equipment is not available.
24	1-2-32711-533	MMS	Impound Lot:Granular Materials	\$0	\$602	\$0	\$500	\$0	\$0	\$0	\$500	Gravel used for the maintenance and repair of Impound Lot.
25	1-2-32711-541	MMS	Impound Lot:Operating Supplies	\$1,525	\$0	\$529	\$1,500	\$0	\$0	(\$1,000)	\$500	For Impound lots-garbage bags, gloves & puncture proof gloves, masks, hand sanitizer, small equipment repairs and other operating supply items as required. Budget reduced due to no small equipment purchases expected (2019 purchased small snow blower)

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
26	1-2-32711-896	INS	Impound Lot:Insurance	\$1,426	\$1,439	\$1,454	\$1,520	\$0	\$0	\$110	\$1,630	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
27	1-2-32711-919	BDE	Impound Lot:Bad Debt Expense	\$72,775	\$49,423	\$52,996	\$33,510	\$0	\$0	\$18,490	\$52,000	Vehicles are sent to auction for unpaid enforcement tickets, towing, and impound fees. If the proceeds from the auction do not cover all the outstanding fees the balance is written off to bad debt. Historically 15% of the storage fee (1-1-52501-065) are written off as bad debt.
28	1-2-32711-112	SWB	Impound Lot:Salaries Overtime	0	\$0	\$1,108	\$0	\$0	\$0	\$0	\$0	Salaries overtime paid for staffing attending the Impound Lot.
29	1-2-32711-239	CON	Impound Lot:Consulting Services	0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500	ISC searches In previous years the unbudgeted cost for ISC searches were expensed to 1-2-32710-239.



City of
Prince Albert

RPT 22-387

TITLE: Prince Albert District Planning Commission - 2023 Budget Request

DATE: October 3, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENT:

1. Prince Albert District Planning Commission - 2023 Budget Request

PRINCE ALBERT DISTRICT PLANNING COMMISSION

99 River Steet East
Prince Albert, SK S6V 0A1

Mayor Greg Dionne and City of Prince Albert Council
Via City Clerks Office
City Hall - 1084 Central Avenue
Prince Albert SK S6V 7P3

August 29th, 2022

Re: 2023 Prince Albert District Planning Commission Budget

Dear Mayor Greg Dionne and City of Prince Albert Council,

Please find attached draft 2023 Budget for the Prince Albert District Planning Commission, along with our 2022 budget. The PADPC is requesting \$10,836.00 for 2023.

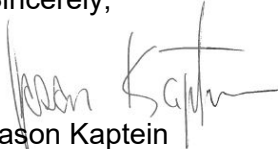
Coming out of the pandemic, the PADPC will be reducing meetings from monthly to quarterly. Reducing the number of meetings will help reduce annual expenditures, compared to previous years. Other than quarterly meeting expenses, the PADPC runs a lean budget, only billing for my hours spent on regional planning matters.

2022 saw an increase in regional planning matters put forward to the City and RMs for consideration, such as proposed annexations for Briars Street and 48th Street, proposed intermunicipal sanitary servicing from private developers in the RM of Buckland, housekeeping amendments to the District Official Community Plan, etc. It is anticipated there will be an increase in regional items into 2023.

In 2022, the PADPC did not request any funding from member municipalities, instead drawing on reserves built up during the pandemic. Expected expenditures are unchanged for 2023.

The City Planning department and I will continue working together to provide a coordinated approach to planning and development in the region.

Sincerely,



Jason Kaptein
Director of Planning & Development

cc. Craig Guidinger, Planning and Development Services

The Prince Albert Planning District

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
2023 Budget

REVENUES

City of Prince Albert	10,836.00
R.M. of Buckland	3,612.00
R.M. of Prince Albert	3,612.00
Other	0.00
TOTAL REVENUES	18,060.00

EXPENDITURES

Salaries - Director	\$11,700.00
Salaries - Secretarial	\$2,880.00
Honorarium - Commission	\$1,400.00
Mileage - Commission	\$600.00
Postage	\$100.00
Office Supplies	\$500.00
Printing	\$100.00
Advertising	\$0.00
Photocopying	\$0.00
Books/Legislation	\$100.00
Land Titles Fees	\$200.00
Miscellaneous	\$300.00
Bank Charges	\$180.00
Accounting	\$0.00
Official Community Plan Review	\$0.00
TOTAL EXPENSES	\$18,060.00

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
TOTAL REVENUES	0.00

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
TOTAL EXPENSES	\$18,020.00



City of
Prince Albert

RPT 22-393

TITLE: Prince Albert Society for the Prevention of Cruelty to Animals Inc. - 2021 Audited Financial Statement

DATE: October 4, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENT:

1. Prince Albert Society for the Prevention of Cruelty to Animals Inc. - 2021 Audited Financial Statement

Prince Albert Society for the Prevention of Cruelty to Animals Inc.
Schedule 1: SPCA
For the year ended December 31, 2021

	Operating Fund	Capital Fund	2021	2020
Revenue				
City of Prince Albert fee for service	\$ 229,000	\$ -	\$ 229,000	\$ 229,000
Donations	137,433	-	137,433	118,782
Cremation	110,108	-	110,108	106,181
Animal control	81,600	-	81,600	80,000
Adoption	57,589	-	57,589	48,637
Land lease	38,560	-	38,560	36,000
Fundraising	37,228	-	37,228	34,763
Veterinary fees	34,491	-	34,491	28,604
Licence fees	24,120	-	24,120	28,795
Animal release fees	21,231	-	21,231	23,463
Retail sales	10,226	-	10,226	11,663
Miscellaneous	10,047	-	10,047	11,608
Grants	7,289	-	7,289	9,547
Advertising	6,610	-	6,610	12,260
Interest income	-	229	229	151
Membership	175	-	175	330
Canada Emergency Wage Subsidy	-	-	-	25,472
	<u>805,707</u>	<u>229</u>	<u>805,936</u>	<u>805,256</u>
Expenses				
Salaries and wages	228,092	-	228,092	221,037
Veterinary expenses	131,073	-	131,073	119,782
Amortization	-	101,216	101,216	106,729
Utilities	58,648	-	58,648	60,557
Operation and crematorium supplies	23,640	-	23,640	30,677
Office	14,495	-	14,495	13,858
Property taxes	11,396	-	11,396	29,736
Fundraising expenses	10,910	-	10,910	14,658
Interest on long term debt	-	19,287	19,287	22,567
Professional fees	17,747	-	17,747	15,560
Insurance	17,893	-	17,893	17,735
Vehicle	3,217	-	3,217	10,672
Cost of retail sales	3,899	-	3,899	5,918
Workers compensation board	3,876	-	3,876	6,925
Advertising	2,912	-	2,912	9,284
Repairs and maintenance	4,778	-	4,778	5,042
Interest and bank charges	2,518	-	2,518	2,185
Meals and entertainment	616	-	616	904
	<u>535,710</u>	<u>120,503</u>	<u>656,213</u>	<u>693,826</u>
Excess (deficiency) of revenue over expenses	<u>\$ 269,997</u>	<u>\$ (120,274)</u>	<u>\$ 149,723</u>	<u>\$ 111,430</u>

See accompanying notes to the financial statements.

Prince Albert Society for the Prevention of Cruelty to Animals Inc.
Schedule 2: Paw Print Inn
For the year ended December 31, 2021

	Operating Fund	Capital Fund	2021	2020
Revenue				
Boarding	\$ 189,009	\$ -	\$ 189,009	\$ 148,292
Miscellaneous	12,007	-	12,007	2,877
Canada Emergency Benefit	10,000	-	10,000	10,000
Grants	4,171	-	4,171	3,508
Grooming	767	-	767	426
Canada Emergency Wage Subsidy	-	-	-	23,118
	<u>215,954</u>	<u>-</u>	<u>215,954</u>	<u>188,221</u>
Expenses				
Salaries and wages	111,295	-	111,295	103,671
Utilities	21,565	-	21,565	23,837
Amortization	-	19,169	19,169	20,344
Property taxes	7,256	-	7,256	9,912
Professional fees	6,622	-	6,622	5,133
Insurance	5,131	-	5,131	7,597
Supplies	3,618	-	3,618	1,620
Repairs and maintenance	3,097	-	3,097	916
Office	3,006	-	3,006	3,673
Interest and bank charges	2,478	-	2,478	2,124
Advertising	2,216	-	2,216	1,361
	<u>166,284</u>	<u>19,169</u>	<u>185,453</u>	<u>180,188</u>
Excess (deficiency) of revenue over expenses	<u>\$ 49,670</u>	<u>\$ (19,169)</u>	<u>\$ 30,501</u>	<u>\$ 8,033</u>

See accompanying notes to the financial statements.



City of
Prince Albert

BI 22-20

TITLE: Financial Services

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

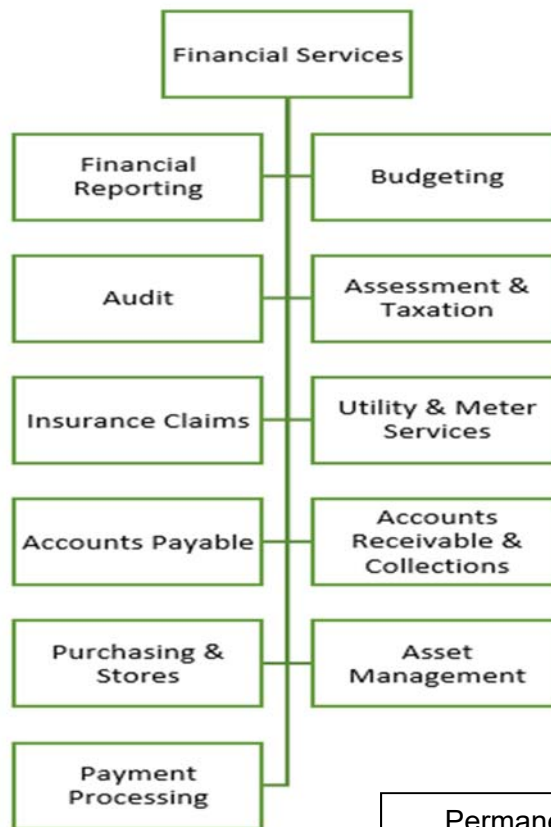
ATTACHMENTS:

1. Financial Services

SECTION ELEVEN – FINANCIAL SERVICES



City of Prince Albert



Permanent Out of Scope FTE Total: 10.0
Permanent In Scope FTE Total: 21.0
New Permanent Staffing FTE Requests: 0
(FTE: Full Time Equivalent)



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

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

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$54,600)	(\$40,000)	(\$14,600)	36.50%
Total Revenues	(54,600)	(40,000)	(14,600)	36.50%
EXPENSES				
Salaries Wages and Benefits	601,680	778,950	(177,270)	-22.76%
Contracted and General Services	13,200	17,200	(4,000)	-23.26%
Fleet Expenses	9,380	8,850	530	5.99%
Maintenance Materials and Supplies	56,890	62,920	(6,030)	-9.58%
Total Expenses	681,150	867,920	(186,770)	-21.52%
TOTAL (SURPLUS) DEFICIT	626,550	827,920	(201,370)	-24.32%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$14,600) increase in User Charges and Fees for Tax Enforcement fees and Tax searches and certificates. Charges are levied as per the "Financial Service Fees and Charges Bylaw".

(\$54,600) Total User Charges and Fees Revenue as follows:

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



EXPENDITURES

(\$177,270) decrease for Salaries Wages and Benefits as follows:

- The 2022 Budget included the positions of a Chief Clerk for Taxation and a Manager of Taxation (Finance Manager) under the Assessment and Taxation Division. With the Departmental Restructuring, those positions are now under the Financial Services Division. The salaries in the Assessment Division include the City Assessor and five Assessment Appraisers.
- There are also salary savings related to the hiring of new Assessment Appraisers at lower rates.

(\$4,000) reduction in Contracted and General Services as there is a decrease in Board of Revision costs as non-revaluation year. Account includes appeal charges for Court Reporter costs at Board of Revision and cost for transcripts, and all ISC charges for corporates searches, sales batches, title searches, etc.

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

- \$12,000 for CAMA lot Assessment Software.
- \$1,200 for ISC expenses that can not be charged back to the property owner.

\$530 increase in fleet as per 6% increase for all fleet charge out rates to reflect increased fuel costs.

(\$6,030) decrease in Maintenance Materials and Supplies as follows:

- (\$200) decrease in print shop services. Continued effort to provide notice to property owners by use of door tags and business cards so property owners are aware that appraisers were in the area. Door tags and questionnaires on all inspections started in 2020 when positive comments and higher amounts of responses were received. More printing of questionnaires done in house.
- (\$200) decrease in clothing costs. Replacement of shirts for existing staff that have the old style shirts so all staff have the same attire.
- \$770 increase for Postage – Tax & License. Based on actual usage for 2021 and projected usage of 2022 with a \$.01 increase expected January 1, 2023.
- (\$5,000) decrease for tax advertising - Budgeted amount was for educational video explaining the basics of taxation. Video has been deferred to 2024 to be produced in time for the 2025 revaluation.
- (\$1,400) decrease for office supplies. Envelopes & paper for annual tax notice mail outs. Budget reduced based on current spending.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-41241-094	UCF	TAX CERTIFICATE AND SEARCH FEES:Non-Taxable Revenue	(\$40,432)	(\$62,844)	(\$55,217)	(\$40,000)	\$0	\$0	(\$14,600)	(\$54,600)	\$27,000 Tax Enforcement fees (4thQ) + \$27,600 (\$2300/mth) Tax searches and certificates = \$54,600 Charges are levied as per the "Financial Service Fees and Charges Bylaw"
2	1-2-12310-111	SWB	ASSESSMENT:Salaries Regular	\$486,287	\$480,335	\$446,585	\$574,140	\$0	(\$144,960)	\$0	\$429,180	Transfer of a Chief Clerk position to financial services along with the Manager position. Transfer of salaries and benefits as per the Departmental Restructuring.
3	1-2-12310-112	SWB	ASSESSMENT:Salaries Overtime	\$0	\$2,376	\$1,788	\$0	\$0	\$0	\$0	\$0	salaries overtime for assessment staff
4	1-2-12310-114	SWB	ASSESSMENT:Salary Casual Regular	\$10,269	\$5,624	\$0	\$0	\$0	\$0	\$0	\$0	casual wages for assesment staff
5	1-2-12310-115	SWB	ASSESSMENT:Wages Regular	\$3,900	\$324	\$671	\$0	\$0	\$0	\$0	\$0	wages regular for assessmenst staff
6	1-2-12310-119	SWB	ASSESSMENT:Payroll Benefits	\$86,987	\$91,873	\$89,063	\$118,160	\$0	(\$26,370)	\$0	\$91,790	Transfer of a Chief Clerk position to financial services along with the Manager position. Transfer of salaries and benefits as per the Departmental Restructuring.
7	1-2-12310-120	SWB	Assessment:Salary Allocations	\$0	\$0	\$0	(\$43,870)	\$0	\$0	(\$1,830)	(\$45,700)	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.
8	1-2-12410-120	SWB	Tax & License Collection:Salary Allocations	\$84,930	\$86,350	\$126,540	\$130,520	\$0	\$0	(\$4,110)	\$126,410	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. The decrease is related to turnover and step adjustments.
9	1-2-12310-239	CON	ASSESSMENT:Consulting Services	\$3,624	\$3,800	\$6,423	\$16,000	\$0	\$0	(\$4,000)	\$12,000	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 the 2025 Revaluation (worked started in late 2022 and will continue into 2023) - \$3,000. Appeal charges for Court Reporter costs at Board of Revision and cost for transcripts. (4 hrs hearing and transcripts approx. \$2,000 x 2 hearings = \$4,000). Due to more appeals with tax agents. This account includes all ISC charges for corporates searches, sales batches, title searches, etc. Sales have continued to be high so will estimate based on 2021 and 2022 market activity \$5,000.
10	1-2-12310-265	FLT	ASSESSMENT:Rentals-Automotive & Equipment	\$15,720	\$14,595	\$8,340	\$8,850	\$0	\$530	\$0	\$9,380	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
11	1-2-12310-211	MMS	ASSESSMENT:Travel & Accommodation	\$6,669	\$521	\$0	\$6,000	\$0	\$0	\$0	\$6,000	Potential of moving meetings from virtual to in-person for City Assessor, Sub-Revaluation and SAMA/Commercial Advisory meetings. Also includes travel and accommodations for the SAAA conference for all assessment staff. Potential in-person Canadian Property Assessment Network (CPAN) Conference (two-day) in Manitoba for City Assessor to attend.
12	1-2-12310-212	MMS	ASSESSMENT:Postage & Freight	\$2,833	\$2,487	\$12,647	\$3,500	\$0	\$0	(\$650)	\$2,850	Estimated usage for a non-reassessment year based on 3 year average and a \$.01 expected increase Jan 1/23. \$2820 + \$30 = \$2850
13	1-2-12310-213	MMS	ASSESSMENT:Telephone	\$3,072	\$3,522	\$3,569	\$3,770	\$0	\$0	\$0	\$3,770	Based on actual charges for data lines, internet, landlines, and cell phone usage.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
14	1-2-12310-221	MMS	ASSESSMENT:Advertising	\$0	\$6,046	\$2,779	\$6,000	\$0	\$0	\$0	\$6,000	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 faced with. This is an annual effort to better prepare the public, Council and staff prior to the 2025 Revaluation.
15	1-2-12310-222	MMS	ASSESSMENT:Publications & Subscriptions	\$1,725	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Saskatchewan Assessment Management publication
16	1-2-12310-224	MMS	ASSESSMENT:Memberships & Due	\$2,311	\$2,571	\$2,882	\$2,500	\$0	\$0	\$0	\$2,500	6 staff SAAA x \$250 = \$1,500 1 staff IAAO x \$600 = \$600 Additional charges for new candidates for both SAAA & IAAO.
17	1-2-12310-234	MMS	ASSESSMENT:Training Services	\$3,410	\$1,741	\$830	\$8,600	\$0	\$0	\$0	\$8,600	UBC Courses approx. \$875/each IAAO Online Courses 102 - \$700 Ethics Course - \$300 LGA Course - \$830 Roxanne - 1 x \$700 & 1 x \$300 = \$1,000 Thomas - 2 x \$875 = \$1,750 Darcy - 1 x \$875 & 1 x \$700 = \$1,575 Heather - 2 x \$875 = \$1,750 SAAA Conference - \$400 x 6 = \$2,400
18	1-2-12310-238	MMS	ASSESSMENT:Computer Services	\$22,386	\$24,959	\$22,010	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
19	1-2-12310-267	MMS	ASSESSMENT:Rentals-Specialized Equipment	\$943	\$632	\$427	\$750	\$0	\$0	\$0	\$750	Photocopier expense
20	1-2-12310-292	MMS	ASSESSMENT:Print Shop Services	\$191	\$313	\$715	\$600	\$0	\$0	(\$200)	\$400	Continued effort to provide notice to property owners by use of door tags and business cards so property owners are aware that appraisers were in the area. Door tags and questionnaires on all inspections started in 2020 when positive comments and higher amounts of responses were received. More printing of questionnaires done in house.
21	1-2-12310-540	MMS	ASSESSMENT:City Purchased Clothing	\$966	\$0	\$1,065	\$1,000	\$0	\$0	(\$200)	\$800	Replacement of shirts for existing staff that have the old style shirts so all staff have the same attire. Appraisers wearing City attire during inspections is positive for the property owners as they are aware of who we are than just seeing our City ID and that we are there on official city business. Increased cooperation from property owners to complete inspection work.
22	1-2-12310-541	MMS	ASSESSMENT:Operating Supplies	\$1,393	\$502	\$1,795	\$1,500	\$0	\$0	\$0	\$1,500	Budget is required for replacement of tape measures, keyboard trays, chairs, etc.
23	1-2-12310-544	MMS	ASSESSMENT:Office Supplies	\$57	\$920	\$1,741	\$1,500	\$0	\$0	\$0	\$1,500	Budget includes assessment return envelopes that are required for requests for information from the public. Budget is also for general office supplies (binders, dividers/labels/paper pads/tape/markers/pens/highlighters/white out/etc) purchased with the Financial Services dpmt.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
24	1-2-12410-212	MMS	TAX & LICENSE COLLECTION:Postage & Freight	\$15,141	\$15,458	\$20,238	\$18,000	\$0	\$0	\$1,420	\$19,420	Based on actual usage for 2021 and projected usage of 2022 with a \$.01 increase expected Jan 1/23. \$19,230 + \$190 = \$19,420
25	1-2-12410-221	MMS	TAX & LICENSE COLLECTION:Advertising	(\$31)	(\$23)	(\$626)	\$5,000	\$0	\$0	(\$5,000)	\$0	Budgeted amount is for educational video explaining the basics of taxation. Video has been deferred to 2024 to be produced in time for the 2025 revaluation.
26	1-2-12410-267	MMS	Tax & License Collection:Rentals-Specialized Equipment	\$388	\$844	\$667	\$900	\$0	\$0	\$0	\$900	Photocopier
27	1-2-12410-292	MMS	TAX & LICENSE COLLECTION:Print Shop Services	\$179	\$1,060	\$227	\$300	\$0	\$0	\$0	\$300	Perforated paper for taxation notices.
28	1-2-12410-544	MMS	TAX & LICENSE COLLECTION:Office Supplies	\$867	\$640	\$2,825	\$3,000	\$0	\$0	(\$1,400)	\$1,600	Envelopes & paper for annual tax notice mail outs.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$88,870	\$77,760	\$11,110	14.29%
Total Expenses	88,870	77,760	11,110	14.29%
TOTAL (SURPLUS) DEFICIT	88,870	77,760	11,110	14.29%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$11,110 increase in Salaries Wages and Benefits as the Manager position has been restructured with the Departmental Restructuring and accomplishment of accounting designation. The cost of the position is an allocation to Asset Management from the Financial Services Functional Division.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-12270-120	SWB	Asset Management:Salary Allocations	\$92,700	\$72,720	\$75,410	\$77,760	\$0	\$0	\$11,110	\$88,870	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. The increase is related to step increases.
2	1-2-12270-238	MMS	Asset Management:Computer Services	\$20,308	\$16,441	\$17,376	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).

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

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

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$8,820)	(\$25,000)	\$16,180	-64.72%
Sundry	(18,500)	(17,000)	(1,500)	8.82%
Total Revenues	(27,320)	(42,000)	14,680	-34.95%
EXPENSES				
Salaries Wages and Benefits	1,429,810	1,377,870	51,940	3.77%
Contracted and General Services	1,500	1,500	0	0.00%
Financial Charges	500	500	0	0.00%
Maintenance Materials and Supplies	253,240	288,490	(35,250)	-12.22%
Total Expenses	1,685,050	1,668,360	16,690	1.00%
TOTAL (SURPLUS) DEFICIT	1,657,730	1,626,360	31,370	1.93%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

\$16,180 reduction for User Charges and Fees. **Adjusted revenue of (\$8,820)** for 2023: \$1,920 (\$160/month) for various service charges + \$3,600 (\$300/month) for NSF cheques + \$3,300 (\$275/month) AR Finance Charges.

(\$1,500) increase in revenue. Budget relates to the rebate the City receives from the MasterCard program. Actual amount received in 2022 was \$18,846. Budget increased to \$18,500 for 2023.

(\$18,500) Total Sundry Revenue related to the total rebate the City receives from the MasterCard program.



EXPENDITURES

\$51,940 increase in Salaries Wages and Benefits as follows:

- The positions of Chief Clerk and a Taxation Manager has been transferred from the Assessment Division to the Financial Services Division.
- The three payroll positions have been transferred to Human Resources.
- The Bylaw Services Manager and accounting clerk position have been transferred to the Planning & Development Services Department.
- Those costs are a transfer to other departments.
- There is a savings with some positions offset by increases with the awarded Collective Bargaining Increases and increased payroll costs.

(\$35,250) decrease in Maintenance Materials and Supplies as follows:

- (\$1,500) decrease in travel costs. Remaining budget for management to attend CAGFO or CPA conference or training courses
- (\$30) decrease in postage costs
- (\$350) decrease in telephone costs
- (\$330) decrease in memberships. 2023 Budget consists of: CPA Professional Dues 5 x \$1050 = \$5,250; GFOA Membership for 5 employees = \$800.00; GFOA Sask Membership \$130.00. Renewal of memberships with annual increase of 2-5% and transfer of membership for the Canadian Payroll Association from Financial Services to Human Resources.
- (\$4,000) decrease in training costs. Reduction due to manager completing CPA training in 2022. Remaining amount can be utilized in Financial Services for leadership training / general education / training. Advanced Excel training for staff \$3,000.
- (\$2,000) decrease in budget for Garda Bank Courier and Coin Rolling Services contract.
- (\$500) decrease for new folding machine purchase which accounts for the decrease in repairs.
- \$1,800 increase for photocopier costs. Equipment is owned and not leased so cost is based on the number of copies for 2 Photocopiers and 3 printers. Budget projection based on increasing costs observed in 2021 and 2022.
- (\$41,230) decrease in IT Allocation (annual licensing, software, programs, etc.) The decrease in 2023 is due to elimination of Synerion software, decrease in Worktech licenses, and new pending agreement with CAMALot.
- (\$4,000) decrease in required budget for office furniture & fixtures.
- \$16,890 increase in Audit Fees as approved by Council for Audit Services.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-41229-094	UCF	FINANCE SUNDRY REVENUE:Non-Taxable Revenue	(\$19,843)	(\$10,966)	\$4,958	(\$25,000)	\$0	\$0	\$16,180	(\$8,820)	\$1,920 (\$160/mth) for various service charges + \$3,600 (\$300/mth) for NSF cheques + \$3,300 (\$275/mth) AR Finance Charges = \$8,820
2	1-1-41229-095	UCF	Finance Sundry Revenue:Gain on Foreign Exchange	\$31	(\$193)	\$34	\$0	\$0	\$0	\$0	\$0	Historically the actuals fluctuates +/- \$100 therefore budget is expected to be close to \$0.
3	1-1-41229-000	SUN	Finance Sundry Revenue:Other Revenue	(\$16,614)	(\$142,392)	(\$20,244)	(\$17,000)	\$0	\$0	(\$1,500)	(\$18,500)	Budget relates to the rebate the City receives from the MasterCard program. Actual amount received in 2022 was \$18,846. Budget increased to \$18,500 for 2023.
4	1-1-41229-099	SUN	FINANCE SUNDRY REVENUE:Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Department does not have any taxable revenue therefore this account is not active/used.
5	1-2-12210-111	SWB	FINANCIAL SERVICES:Salaries Regular	\$1,517,280	\$1,518,098	\$1,551,694	\$1,785,490	\$0	(\$45,060)	\$0	\$1,740,430	The reduction is as a result of the Departmental Restructuring. The Payroll Division has been moved to be part of Human Resources Division in Corporate Services. Salary of Chief Clerk moved from Assessment Division to Financial Services Division.
6	1-2-12210-112	SWB	FINANCIAL SERVICES:Salaries Overtime	\$3,104	\$39	\$739	\$0	\$0	\$0	\$0	\$0	salaries overtime of finance staff
7	1-2-12210-114	SWB	FINANCIAL SERVICES:Salary Casual Regular	\$42,389	\$23,777	\$19,870	\$29,790	\$0	\$1,500	\$0	\$31,290	This is the budget for two Summer Students to work during the summer at the front counter of Financial Services.
8	1-2-12210-115	SWB	FINANCIAL SERVICES:Wages Regular	\$3,381	\$9,212	\$1,155	\$0	\$0	\$0	\$0	\$0	wages for finance staff
9	1-2-12210-119	SWB	FINANCIAL SERVICES:Payroll Benefits	\$314,695	\$308,868		\$372,510	\$0	(\$9,100)	\$0	\$363,410	The reduction is as a result of the Departmental Restructuring. The Payroll Division has been moved to be part of Human Resources Division in Corporate Services. Salary of Chief Clerk moved from Assessment Division to Financial Services Division.
10	1-2-12210-120	SWB	FINANCIAL SERVICES:Salary Allocations	(\$791,250)	(\$782,020)	\$320,851	(\$809,920)	\$0	\$0	\$104,600	(\$705,320)	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 parking meter staff now being charged directly to Planning & Development and step changes.
11	1-2-12210-299	CON	FINANCIAL SERVICES:Other General Services	\$1,075	\$898	\$104	\$1,500	\$0	\$0	\$0	\$1,500	Annual document shredding
12	1-2-12210-893	FC	FINANCIAL SERVICES:Bank Charges	\$173	\$147	\$1,871	\$200	\$0	\$0	\$0	\$200	\$120 GMEI Utility - Legal Entity Identification Renewal - RBC Loan Requirement \$80 Incidental Wire transfer fees.
13	1-2-12210-895	FC	FINANCIAL SERVICES:Cash Over/short	\$394	\$271	\$143	\$300	\$0	\$0	\$0	\$300	5 year average = \$220 2019 actual was \$400. Therefore current budget should be sufficient
14	1-2-12210-211	MMS	FINANCIAL SERVICES:Travel & Accommodation	\$828	\$347	\$209	\$3,000	\$0	\$0	(\$1,500)	\$1,500	Management to attend CAGFO or CPA conference or training courses \$800 4 nights hotel + \$200 meal allowance + \$500 mileage or car rental (SK/AB) = \$1500
15	1-2-12210-212	MMS	FINANCIAL SERVICES:Postage & Freight	\$5,091	\$6,078	\$195	\$5,730	\$0	\$0	(\$30)	\$5,700	For mailing AR invoices/statements, AP cheques, payroll, general correspondence. 3 year average = \$5640 Budget for potential rate increase Jan 1/23 of \$0.01. Will continue to encourage vendors to use EFT to keep cost down.
16	1-2-12210-213	MMS	FINANCIAL SERVICES:Telephone	\$15,402	\$8,665	\$6,479	\$9,350	\$0	\$0	(\$350)	\$9,000	The telephone budget for 2022 was prepared by Financial Services after a review of actual charges and expectation for 2022.
17	1-2-12210-215	MMS	FINANCIAL SERVICES:Conventions & Delegations	\$180	\$0	\$8,486	\$2,100	\$0	\$0	\$0	\$2,100	\$1100 attend CAGFO online conference unlimited # of employee can attend. \$1000 - 1 person to attend in person CAGFO conference (AB/SK)
18	1-2-12210-224	MMS	FINANCIAL SERVICES:Memberships & Due	\$6,045	\$5,524	\$0	\$6,510	\$0	\$0	(\$330)	\$6,180	CPA Professional Dues 5 x \$1050 = \$5,250 GFOA Membership for 5 employees = \$800.00 GFOA Sask Membership \$130.00 Renewal of memberships with annual increase of 2-5% and transfer of membership for the Canadian Payroll association to from Financial Services to HR. (\$600)

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
19	1-2-12210-234	MMS	FINANCIAL SERVICES:Training Services	\$5,250	\$2,798	\$7,104	\$7,000	\$0	\$0	(\$4,000)	\$3,000	Reduction due to manager completing CPA training in 2022. Remaining amount can be utilized in Financial Services for leadership training / general education / training. Advanced Excel training for staff \$3000
20	1-2-12210-237	MMS	FINANCIAL SERVICES:Protection Services	\$13,603	\$11,917	\$7,313	\$15,000	\$0	\$0	(\$2,000)	\$13,000	Budget for Garda Bank Courier and Coin Rolling Services contract. Bank Courier (annual cost) \$7,775 Coin Rolling (\$6000 - \$7000). In 2022 this budget was increase due to the anticipated increase in bussing to SkPoly Tech and UofS but with reduced bus service the 2023 budget can be reduced.
21	1-2-12210-238	MMS	FINANCIAL SERVICES:Computer Services	\$50,009	\$95,701	\$12,727	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
22	1-2-12210-259	MMS	FINANCIAL SERVICES:Purch Mtce-Other Equipment	\$645	\$2,726	\$68,973	\$3,000	\$0	\$0	(\$500)	\$2,500	New folding machine purchase in 2022 which accounts for the decrease in repairs. The remaining cost is for repair and maintenance of the postage machine. Due to age of postage machine repairs are increasing. (replacing rollers etc.) New postage machine has been requested as a capital purchase. The old postage machine will be kept for redundancy so some budget for R&M will still be required.
23	1-2-12210-267	MMS	FINANCIAL SERVICES:Rentals-Specialized Equipment	\$3,068	\$3,026	\$2,580	\$3,100	\$0	\$0	\$1,800	\$4,900	Equipment is owned and not leased so cost is based on the number of copies for 2 Photocopiers and 3 printers. Budget projection based on increasing costs in 2021 and 2022. Copies made are for entire department not including monthly water bill which is allocated to the Utility Fund.
24	1-2-12210-410	MMS	FINANCIAL SERVICES:Allocation-Administration	\$0	\$0	#REF!	\$149,360	\$0	\$0	(\$41,230)	\$108,130	The IT Computer Services Account 1-2-12220-238 is a consolidation of all annual licensing fees for IT software across all City Departments for tracking purposes. These expenses are allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. In Financial Services for 2023, the allocation of funds includes the following areas: -Great Plains Questica budgeting software, ESRI/GIS Advantage Program, Pictometry, Office365 Suite,(Security, End User and Assist), SGI Auto Fund, Worktech, VendorPanel, Njoyn, CAMALot Assessment software. APEX assessment tool, ArcGIS Enterprise, Website Hosting and search tool, AdobePRO, Caseware financial planning tool, FME - data integration tool. The decrease in 2023 is due to elimination of Synerion software, decrease in Worktech licenses, and new pending agreement with CAMALot.
25	1-2-12210-511	MMS	FINANCIAL SERVICES:Meeting Incidentals	\$37	\$0	\$0	\$300	\$0	\$0	\$0	\$300	Budget has not be fully utilized for several years and was decreased for 2022 budget.
26	1-2-12210-512	MMS	FINANCIAL SERVICES:Overtime Meals	\$54	\$0	\$156	\$0	\$0	\$0	\$0	\$0	overtime meal costs for staff working overtime
27	1-2-12210-541	MMS	FINANCIAL SERVICES:Operating Supplies	\$10,500	\$1,150	\$0	\$6,000	\$0	\$0	(\$4,000)	\$2,000	Office furniture & fixtures

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
28	1-2-12210-544	MMS	FINANCIAL SERVICES:Office Supplies	\$17,619	\$12,699	\$13,625	\$15,000	\$0	\$0	\$0	\$15,000	Actual spending for 2021 and 2022 exceeded budget by approximately \$1,000. Department will review and reduce spending in 2023 to meet current budget. Therefore no increase required. \$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/colored paper for filing/markers/pens/highlighters/white out etc.)
29	1-2-12250-231	MMS	AUDIT FEES:Auditing Services	\$56,914	\$57,909	\$0	\$63,040	\$0	\$0	\$16,890	\$79,930	5 year RFP awarded in August 2022 to MNP for audit of consolidated financial statements (\$77,423) and the Municipal Annual Expenditure Reports for the Canada Community Building Fund (\$2,498). Audit + MAER for the next five years 2023 - \$77,423 + 2,498 = \$79,921 2024 - \$81,252 + 2,775 = \$84,027 2025 - \$85,248 + 3,053 = \$88,301 2026 - \$89,466 + 3,330 = \$92,796 2027 - \$93,906 + 3,779 = \$97,685
30	1-2-12210-194	SWB	FINANCIAL SERVICES:Moving Expenses	0	\$0	\$107	\$0	\$0	\$0	\$0	\$0	Currently fully staffed for OOS management. Maximum reimbursement for OOS staff as per Policy 2 - Moving Expenses is \$5,000, however because of being fully staffed, not anticipated to be incurred.

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

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

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

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$343,890	\$334,490	\$9,400	2.81%
Financial Charges	5,600	5,600	0	0.00%
Fleet Expenses	5,850	5,520	330	5.98%
Maintenance Materials and Supplies	11,630	12,530	(900)	-7.18%
Total Expenses	366,970	358,140	8,830	2.47%
TOTAL (SURPLUS) DEFICIT	366,970	358,140	8,830	2.47%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

EXPENDITURES

\$9,400 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$330 increase in fleet as per 6% increase for all fleet charge out rates to reflect increase fuel costs.

(\$900) decrease in Maintenance Materials and Supplies:

- (\$500) decrease for travel costs. 2023 budget of \$2,000 for Trade Shows Workshop & Seminars for designation maintenance.
- (\$500) decrease for training. 2023 budget of \$2,000 for Training as required for designation maintenance.
- \$100 increase for supplies and stores such as hand tools, cleaning supplies, floor in mats, and shelving, etc.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-43152-089	SUN	PURCHASING-STORES:Other Sources	(\$368)	(\$21,000)	\$0	\$0	\$0	\$0	\$0	\$0	Not active, should use 1-1-43151-099
2	1-2-12260-111	SWB	PURCHASING:Salaries Regular	\$152,459	\$153,697	\$98,754	\$98,400	\$0	\$3,470	\$0	\$101,870	awarded wage increases as per Collective Bargaining Agreement
3	1-2-12260-119	SWB	PURCHASING:Payroll Benefits	\$29,212	\$29,127	\$18,441	\$18,650	\$0	\$1,300	\$0	\$19,950	increase in payroll benefits cost
4	1-2-12260-120	SWB	PURCHASING:Salary Allocations	\$40,390	\$40,390	\$53,400	\$53,440	\$0	\$0	\$6,320	\$59,760	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.
5	1-2-31510-115	SWB	STOREKEEPING:Wages Regular	\$112,684	\$110,974	\$110,501	\$113,000	\$0	\$600	\$0	\$113,600	Increases as per awarded Collective Bargaining Increases The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-31510-116	SWB	STOREKEEPING:Wages Overtime	\$1,885	\$464	\$968	\$1,000	\$0	\$0	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-31510-119	SWB	STOREKEEPING:Payroll Benefits	\$49,581	\$48,593	\$48,578	\$50,000	\$0	(\$2,290)	\$0	\$47,710	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-31510-960	FC	Storekeeping:Obsolete Inventory	\$3,134	\$742	\$33,878	\$5,000	\$0	\$0	\$0	\$5,000	Estimate on items identified through the year to be written off as no longer required.
9	1-2-31510-970	FC	STOREKEEPING:Overages/shortages	(\$2,325)	\$2,945	(\$10,735)	\$600	\$0	\$0	\$0	\$600	Estimate on inventory variances through the year. Examples - Landed costs, taxes, cycle counts, damaged items, etc.
10	1-2-31510-265	FLT	STOREKEEPING:Rentals-Automotive & Equipment	\$4,980	\$5,280	\$5,280	\$5,520	\$0	\$330	\$0	\$5,850	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
11	1-2-12260-211	MMS	PURCHASING:Travel & Accommodation	\$1,486	\$1,914	\$843	\$2,500	\$0	\$0	(\$500)	\$2,000	Monthly Mileage approx.. \$100/ month Trade Shows Workshop & Seminars for designation maintenance
12	1-2-12260-212	MMS	PURCHASING:Postage & Freight	\$11	\$2	\$3	\$50	\$0	\$0	\$0	\$50	5 year average for postage use is well below the \$50 budget but small budget is needed for various correspondence with vendors and suppliers.
13	1-2-12260-213	MMS	PURCHASING:Telephone	\$471	\$363	\$361	\$400	\$0	\$0	\$0	\$400	Reviewed actual expenses and expectations for 2022. Includes bring your own cell phone program (\$13.85 / pay period).
14	1-2-12260-222	MMS	PURCHASING:Publications & Subscriptions	\$133	\$0	\$0	\$200	\$0	\$0	\$0	\$200	Magazine subscriptions as required.
15	1-2-12260-224	MMS	PURCHASING:Memberships & Due	\$1,020	\$495	\$840	\$900	\$0	\$0	\$0	\$900	Supply Chain Management & Canadian Public Procurement Council memberships.
16	1-2-12260-234	MMS	PURCHASING:Training Services	\$1,579	\$2,114	\$1,199	\$2,500	\$0	\$0	(\$500)	\$2,000	Training as required for designation maintenance credits. 10 required per year.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
17	1-2-12260-238	MMS	PURCHASING:Computer Services	\$42,348	\$18,772	\$6,344	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
18	1-2-12260-267	MMS	PURCHASING:Rentals-Specialized Equipment	\$826	\$1,031	\$978	\$1,500	\$0	\$0	\$0	\$1,500	Printing cost average \$70/month For Main copier at MSC - All charged paid on actual pages printed by staff in the building. Other departments pay for the paper used to offset the expense (Fleet, Roadways, Water & Sewer and OH&S).
19	1-2-12260-292	MMS	PURCHASING:Print Shop Services	\$32	\$0	\$0	\$50	\$0	\$0	\$0	\$50	Business cards as required.
20	1-2-12260-541	MMS	PURCHASING:Operating Supplies	\$1,267	\$1,630	\$4	\$1,500	\$0	\$0	\$0	\$1,500	Miscellaneous items as required: Tape measure, phone headsets, file cabinets, etc..
21	1-2-12260-544	MMS	PURCHASING:Office Supplies	\$305	\$841	\$653	\$500	\$0	\$0	\$0	\$500	Miscellaneous items as required: Folders, pens, highlighters, etc..
22	1-2-31510-213	MMS	STOREKEEPING:Telephone	\$537	\$445	\$453	\$490	\$0	\$0	\$0	\$490	Average based previous year. Based on actual charges for data lines, internet, landlines, and cell phone usage.
23	1-2-31510-234	MMS	STOREKEEPING:Training Services	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$300	Miscellaneous training as required: Example: Transportation of hazardous goods, Word, Excel, etc.
24	1-2-31510-540	MMS	Storekeeping:City Purchased Clothing	\$224	\$143	\$106	\$500	\$0	\$0	\$0	\$500	Safety footwear as per the collective agreement. 2 FTE @ \$200 each 1 PTE @ \$100
25	1-2-31510-541	MMS	STOREKEEPING:Operating Supplies	\$777	\$812	\$1,191	\$1,040	\$0	\$0	\$200	\$1,240	Miscellaneous items as required: Examples - hand tools, cleaning supplies, floor mats, shelving, etc.
26	1-2-31510-544	MMS	STOREKEEPING:Office Supplies	\$0	\$0	\$8	\$100	\$0	\$0	(\$100)	\$0	Obtain office supplies from City Hall. Has been no expenses in this account for 3 years.



City of
Prince Albert

BI 22-21

TITLE: Fire Department

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Fire Department

SECTION TWELVE – FIRE DEPARTMENT



Permanent Out of Scope FTE Total: 7.0
Permanent In Scope FTE Total: 43.0
New Permanent Staffing FTE Requests: 4
(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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
Sundry	(\$15,000)	(\$15,000)	\$0	0.00%
Total Revenues	(15,000)	(15,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	1,177,400	1,150,530	26,870	2.34%
Contracted and General Services	15,000	15,000	0	0.00%
Maintenance Materials and Supplies	56,600	66,170	(9,570)	-14.46%
Insurance	210	160	50	31.25%
Total Expenses	1,249,210	1,231,860	17,350	1.41%
TOTAL (SURPLUS) DEFICIT	1,234,210	1,216,860	17,350	1.43%

(\$15,000) Total Sundry Revenue relating to cost recovery for securing property affected by fire and non compliance with the fire safety bylaw.

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$26,870 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. It is assumed that the position of an Out of Scope Fire Administrative Manager will be filled.

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

(\$9,570) decrease in Maintenance Materials and Supplies:

- \$120 increase for telephone based on actual costs
- (\$840) decrease for equipment as per the maintenance agreement for the photocopier and printer. Includes labor parts, drums, and supplies. Excluding paper and staples.
- (\$8,850) decrease regarding the IT Allocation for program costs, licensing, software, etc.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-48250-094	SUN	Fire Department Revenues:Non-Taxable Revenue	\$0	\$0	(\$43,230)	(\$15,000)	\$0	\$0	\$0	(\$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	\$800,158	\$870,484	\$782,586	\$924,500	\$0	\$31,680	(\$14,720)	\$941,460	(\$14,720) decrease - The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021. \$31,680 base adjustment for the salaries of the out of scope position of Fire Administrative Manager. There is an increase as the position was previously an 882 Secretary position. Budgeted at Pay Band 3, Step 3.
3	1-2-24100-112	SWB	FIRE ADMINISTRATION:Salaries Overtime	\$958	\$0	\$0	\$0	\$0	\$0	\$0	\$0	overtime charged in 2019
4	1-2-24100-113	SWB	FIRE ADMINISTRATION:Stat Overtime	\$10,992	\$30,307	\$33,131	\$38,380	\$0	\$0	\$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. The current contract with the Fire Fighters' Association expired December 31, 2021.
5	1-2-24100-118	SWB	FIRE ADMINISTRATION:Service & Special Pay	\$1,718	\$1,763	\$2,235	\$2,210	\$0	\$0	\$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. The current contract with the Fire Fighters' Association expired December 31, 2021.
6	1-2-24100-119	SWB	FIRE ADMINISTRATION:Payroll Benefits	\$37,371	\$221,397	\$307,466	\$185,440	\$0	\$6,330	\$3,580	\$195,350	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021. \$6,330 base adjustment for the payroll benefits of the out of scope position of Fire Administrative Manager. There is an increase as the position was previously an 882 Secretary position. Budgeted at Pay Band 3, Step 3.
7	1-2-24100-295	CON	FIRE ADMINISTRATION:Self-Employed Contractors	\$0	\$0	\$42,030	\$15,000	\$0	\$0	\$0	\$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
8	1-2-24100-211	MMS	FIRE ADMINISTRATION:Travel & Accommodation	\$2,340	\$251	\$108	\$5,000	\$0	\$0	\$0	\$5,000	Travel and accommodations for OOS professional development, Provincial and National association Meetings.
9	1-2-24100-212	MMS	FIRE ADMINISTRATION:Postage & Freight	\$251	\$239	\$211	\$300	\$0	\$0	\$0	\$300	Based on average usage and expected \$.01 increase Jan 1/23.
10	1-2-24100-213	MMS	FIRE ADMINISTRATION:Telephone	\$39,893	\$46,890	\$7,691	\$8,310	\$0	\$0	\$120	\$8,430	Based on actual charges for data lines, internet, landlines, and cell phone usage.
11	1-2-24100-221	MMS	FIRE ADMINISTRATION:Advertising	\$600	\$61	\$0	\$0	\$0	\$0	\$0	\$0	costs for advertising - fire department recruitment
12	1-2-24100-224	MMS	FIRE ADMINISTRATION:Memberships & Due	\$1,285	\$1,455	\$958	\$2,000	\$0	\$0	\$0	\$2,000	Canadian Association of Fire Chiefs and Saskatchewan Association of Fire Chief's membership dues for both Chief and Deputy Chief.
13	1-2-24100-234	MMS	FIRE ADMINISTRATION:Training Services	\$895	\$0	\$567	\$2,000	\$0	\$0	\$0	\$2,000	Professional development including courses, seminars and workshops.
14	1-2-24100-238	MMS	FIRE ADMINISTRATION:Computer Services	\$2,752	\$12,161	\$4,472	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
15	1-2-24100-267	MMS	FIRE ADMINISTRATION:Rentals-Specialized Equipment	\$1,615	\$1,078	\$572	\$1,840	\$0	\$0	(\$840)	\$1,000	maintenance agreement for the photocopy/printer. Includes labor, parts, drums, and supplies. Excluding paper and staples. 2020 ending balance was \$1,077.55 2021 ending balance was \$572.46.
16	1-2-24100-291	MMS	FIRE ADMINISTRATION:Licenses Permits & Fees	\$2,243	\$1,630	\$1,659	\$1,720	\$0	\$0	\$0	\$1,720	Industry Canada - Radio License annual renewal 2020 ending balance was \$1,630.04 2021 ending balance was \$1,659.25
17	1-2-24100-410	MMS	FIRE ADMINISTRATION:Allocation-Administration	\$0	\$0	\$0	\$34,000	\$0	\$0	(\$8,850)	\$25,150	The IT Computer Services Account 1-2-12220-238 is a consolidation of all annual licensing fees for IT software across all City Departments for tracking purposes. These expenses are allocated back to departments based on usage (Object Code 410) to better reflect the cost of IT services at a departmental level across the organization. In Fire for 2023, the allocation of funds includes the following areas: -Great Plains, Qestica budgeting software, ESRI/GIS Advantage Program, Office365 Suite,(Security, End User and Assist), Pictometry, Njoyn, ArcGIS Enterprise, Website Hosting and search tool, APX fire mapping Software, Firehouse, FME-data integration tool. The decrease in 2023 is due to pricing based on actuals for 2022 and efficient allocations and the elimination of Synerion software.
18	1-2-24100-511	MMS	Fire Administration:Meeting Incidentals	\$217	\$445	\$79	\$2,000	\$0	\$0	\$0	\$2,000	Management and Department meetings, Open House, Staff recognition, and Critical Incident Debriefings.
19	1-2-24100-541	MMS	Fire Administration:Operating Supplies	\$2,180	\$633	\$1,116	\$2,000	\$0	\$0	\$0	\$2,000	Office supplies, equipment, and furnishings.
20	1-2-24100-544	MMS	FIRE ADMINISTRATION:Office Supplies	\$1,625	\$3,706	\$1,291	\$2,000	\$0	\$0	\$0	\$2,000	Office Supplies. Examples: Pens, Paper, envelopes and stationary etc...
21	1-2-25110-211	MMS	EMO ADMINISTRATION:Travel & Accommodation	\$512	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Saskatchewan Emergency Preparedness Education and Conference held annually in Saskatoon.
22	1-2-25110-238	MMS	EMO ADMINISTRATION:Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
23	1-2-25110-511	MMS	EMO ADMINISTRATION:Meeting Incidentals	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$1,000	Training facility fees and refreshments.
24	1-2-25110-541	MMS	EMO ADMINISTRATION:Operating Supplies	\$6,254	\$6,077	\$2,005	\$2,000	\$0	\$0	\$0	\$2,000	Supplies and equipment required to operate EMO, and an EMO incident.
25	1-2-25110-896	INS	EMO ADMINISTRATION:Insurance	\$148	\$145	\$153	\$160	\$0	\$0	\$50	\$210	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023	2022	(Favourable) Unfavourable	%
	Budget	Budget	Change	Change
REVENUES				
User Charges and Fees	(\$337,070)	(\$319,030)	(\$18,040)	5.65%
Sundry	(29,000)	(47,600)	18,600	-39.08%
Total Revenues	(366,070)	(366,630)	560	-0.15%
EXPENSES				
Salaries Wages and Benefits	6,474,020	5,733,830	740,190	12.91%
Contracted and General Services	20,380	10,280	10,100	98.25%
Maintenance Materials and Supplies	176,600	165,100	11,500	6.97%
Total Expenses	6,671,000	5,909,210	761,790	12.89%
TOTAL (SURPLUS) DEFICIT	6,304,930	5,542,580	762,350	13.75%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$18,040) increase in User Charges and Fees as follows:

- (\$10,000) increase in revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by PAFD involving SGI insured vehicle. Increase from \$70,000 to \$80,000.
- (\$1,040) increase with estimated 3% increase. Service agreement for provision of fire and rescue service to the Saskatchewan Penitentiary. This three year agreement expires March 31, 2023.
- (\$7,000) increase in revenue for 2023, 3% fee for service increase. 3 year Agreement (2021-2023) to provide fire and rescue services to the R.M. of Prince Albert.



(\$337,070) Total User Charges and Fees Revenue as follows:

- (\$80,000) revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by PAFD involving SGI insured vehicle.
- (\$28,750) revenue from the Service agreement for provision of fire and rescue service to the Saskatchewan Penitentiary. This three year agreement expires March 31, 2023. Adjustment to 2022 actual with estimated 3% increase.
- (\$1,500) in revenue from fees generated from fire and fire extinguisher training.
- (\$227,000) in revenue for 2023 to include a 3% fee for service increase to the 3 year Agreement (21-23) to provide fire and rescue services to the R.M. of Prince Albert.

\$18,600 decrease in Sundry Revenue relating to revenue from fire work permits, SCBA air filling, file searches, and LAFOIP. Revenue decreased to reflect actual revenue to \$25,000 for 2023.

(\$29,000) Total Sundry Revenue as follows:

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

EXPENDITURES**\$740,190** increase in Salaries Wages and Benefits as follows:

- \$277,304 funding for three (3) new Fire Fighters. Approval of three firefighters will ensure that primary response apparatus are effectively staffed, and that all emergency responses including fire and all-hazard emergencies meet NFPA and OH&S requirements for a responding engine company.
- \$462,886 increase as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$10,100 increase regarding 911 Dispatching Service with the Saskatchewan Public Safety Agency increased the per capita rate for Dispatch services by .25 cents in 2023. This increase is applied to the Statistic Canada 2021 Census population of 37,756 x \$0.50 = \$18,878.

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

- \$1,500 for dry cleaning of uniforms and alterations to department issued clothing.
- \$18,880 relating to the Dispatch Service Agreement with the Saskatchewan Public Safety Agency.

\$11,500 increase in Maintenance Materials and Supplies as follows:

- \$2,500 increase for clothing. Department uniforms and accessories as identified in the Collective Bargaining Agreement. Increase required to meet the rising cost to purchase and supply uniforms.
- \$9,000 increase for training services. Increase required to maintain professional license and proficiencies.

Please refer to Supporting Documents Binder 2 of 2, Incamera Tab, Tab #20 for [RPT 22-250 – 2022 Fire Department Staffing Request](#) for additional information.

Operating Issues Not Funded – Section 16

UF-02: Fire Training Officer in the amount of \$149,084

The Fire Training Offer position will enable the department to deliver in-house training which is currently outsourced to external agencies at a significant cost. A training officer will enable the department to hire and train unqualified firefighting staff from without our community, to a required IFSAC accredited NFPA 1001 Level 2. A broad hiring base will assist the Prince Albert Fire Department in achieving an inclusive workplace.

Please refer to Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #20 for [RPT 22-250 – 2023 Fire Department Staffing Request](#) for additional information.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-31100-000	UCF	PENITENTIARY:Other Revenue	(\$24,731)	(\$25,950)	(\$26,729)	(\$27,530)	\$0	(\$210)	(\$830)	(\$28,570)	Adjustment to 2022 actual with estimated 3% increase. Service agreement for provision of 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	(\$84,330)	(\$67,448)	(\$78,425)	(\$70,000)	\$0	\$0	(\$10,000)	(\$80,000)	Budget Increase based on a review of actuals (78k for 2021). Revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by PAFD involving SGI insured vehicle.
3	1-1-42424-094	UCF	Fire Services Training:Non-Taxable Revenue	(\$775)	\$0	(\$200)	(\$1,500)	\$0	\$0	\$0	(\$1,500)	Fees generated from fire and fire extinguisher training.
4	1-1-42425-094	UCF	Fire Services Standby:Non-Taxable Revenue	(\$210,000)	(\$214,000)	(\$214,000)	(\$220,000)	\$0	\$0	(\$7,000)	(\$227,000)	2023, 3% fee for service increase. 3 year Agreement (21-23) to provide fire and rescue services to the R.M. of Prince Albert
5	1-1-42423-094	SUN	Fire Services Sundry:Non-Taxable Revenue	(\$28,541)	(\$65,501)	(\$12,675)	(\$43,600)	\$0	\$0	\$18,600	(\$25,000)	Adjusted to reflect 2022 actuals. Revenue from fire work permits, SCBA air filling, file searches, and LAFOIP
6	1-1-42500-094	SUN	Fire Recruitment:Non-Taxable Revenue	(\$5,550)	(\$4,050)	(\$2,250)	(\$4,000)	\$0	\$0	\$0	(\$4,000)	\$150.00 firefighter recruiting fee paid by each participant to off-set recruiting costs.
7	1-2-24210-111	SWB	FIRE FIGHTING - CITY:Salaries Regular	\$4,407,918	\$4,243,550	\$4,188,932	\$4,326,410	\$0	\$0	\$238,410	\$4,564,820	\$20,310 Increase: The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021. \$218,100 - Three (3) Fire Fighters in the amount of \$72,700 plus 20% Benefits have been referred to the 2023 Budget. The amount of \$218,100 reflects the salary costs.
8	1-2-24210-112	SWB	FIRE FIGHTING - CITY:Salaries Overtime	\$210,768	\$121,761	\$219,685	\$173,000	\$0	\$0	\$0	\$173,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021.
9	1-2-24210-113	SWB	Fire Fighting - City:Stat Overtime	\$183,727	\$235,041	\$276,583	\$305,000	\$0	\$0	\$15,760	\$320,760	\$170 - The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021. \$15,585 - Three (3) Fire Fighters in the amount of \$72,700 plus 20% Benefits have been referred to the 2023 Budget. The amount of \$15,584 reflects the salary costs
10	1-2-24210-115	SWB	Fire Fighting - City:Wages Regular	\$0	\$3,940	\$9,859	\$0	\$0	\$0	\$1,000	\$1,000	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021.
11	1-2-24210-118	SWB	FIRE FIGHTING - CITY:Service & Special Pay	\$6,030	\$4,373	\$4,155	\$4,520	\$0	\$0	\$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. The current contract with the Fire Fighters' Association expired December 31, 2021.
12	1-2-24210-119	SWB	FIRE FIGHTING - CITY:Payroll Benefits	\$971,176	\$907,774	\$863,878	\$924,900	\$0	\$0	\$116,220	\$1,041,120	\$72,600 - The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021. \$43,620 - Three (3) Fire Fighters in the amount of \$72,700 plus 20% Benefits have been referred to the 2023 Budget. The amount of \$43,620 reflects the payroll benefit costs.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
13	1-2-24230-111	SWB	Fire Retro:Salaries Regular	\$0	\$0	\$0	\$0	\$0	\$0	\$304,700	\$304,700	The Retro Accrual for the Fire Department is required as the current contract expired December 31, 2021. The Retro Accrual is based on estimates provided from Corporate Services and incorporates salary increase estimates for 2022 and 2023. The Fire Department received its last increase October 31, 2021 therefore no Retro Accrual was incorporated into the 2022 Budget.
14	1-2-24230-119	SWB	Fire Retro:Payroll Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$64,100	\$64,100	The Retro Accrual for the Fire Department is required as the current contract expired December 31, 2021. The Retro Accrual is based on estimates provided from Corporate Services and incorporates salary increase estimates for 2022 and 2023. The Fire Department received its last increase October 31, 2021 therefore no Retro Accrual was incorporated into the 2022 Budget.
15	1-2-24210-297	CON	FIRE FIGHTING - CITY:Laundry Services	\$590	\$1,315	\$1,014	\$1,500	\$0	\$0	\$0	\$1,500	Dry Cleaning of uniforms and alterations to department issued clothing.
16	1-2-24210-299	CON	Fire Fighting - City:Other General Services	\$999	\$25,704	\$3,551	\$8,780	\$0	\$0	\$10,100	\$18,880	911 Dispatch Service. Saskatchewan Public Safety increased the per capita rate for Dispatch services by .25 cents in 2023. This increase is applied to the Statistic Canada 2021 Census population of 37,756. $37,756 \times \$0.50 = \$18,878$
17	1-2-24210-212	MMS	FIRE FIGHTING - CITY:Postage & Freight	\$159	\$814	\$1,101	\$1,000	\$0	\$0	\$0	\$1,000	Based on average usage and expected \$.01 increase Jan 1/23. Typical freight items: SCBA, air samples, uniforms and safety equipment.
18	1-2-24210-213	MMS	FIRE FIGHTING - CITY:Telephone	\$0	\$0	\$28,621	\$26,500	\$0	\$0	\$0	\$26,500	Based on actual charges for Operational Communication Equipment: Satellite phone and PPSTN Radio charges
19	1-2-24210-235	MMS	FIRE FIGHTING - CITY:Health Services	\$3,652	\$946	\$2,075	\$2,500	\$0	\$0	\$0	\$2,500	Annual Medical Screening for Staff. Health and medical assessments are evaluated with screening for occupational cancers.
20	1-2-24210-512	MMS	FIRE FIGHTING - CITY:Overtime Meals	\$307	\$448	\$1,087	\$1,600	\$0	\$0	\$0	\$1,600	Overtime meals supplied according to the current CBA.
21	1-2-24210-540	MMS	Fire Fighting - City:City Purchased Clothing	\$45,810	\$48,302	\$51,428	\$55,000	\$0	\$0	\$2,500	\$57,500	Department uniforms and accessories as identified in the CBA. Increase required to meet the rising cost to purchase and supply uniforms.
22	1-2-24500-541	MMS	Fire Recruitment:Operating Supplies	\$3,165	\$1,603	\$990	\$2,500	\$0	\$0	\$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 2021 \$989.97
23	1-2-24610-211	MMS	FIRE TRAINING:Travel & Accommodation	\$2,176	\$617	\$999	\$3,000	\$0	\$0	\$0	\$3,000	Hotel and accommodations required for staff enrolled in training not available or offered locally.
24	1-2-24610-234	MMS	Fire Training:Training Services	\$35,366	\$16,872	\$49,696	\$58,000	\$0	\$0	\$9,000	\$67,000	2016 Training Budget reduced from \$74,610.00 Increase required to maintain professional license and proficiencies.
25	1-2-24610-541	MMS	FIRE TRAINING:Operating Supplies	\$7,413	\$14,425	\$13,207	\$15,000	\$0	\$0	\$0	\$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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$8,000)	(\$4,000)	(\$4,000)	100.00%
Total Revenues	(8,000)	(4,000)	(4,000)	100.00%
EXPENSES				
Salaries Wages and Benefits	302,990	300,650	2,340	0.78%
Maintenance Materials and Supplies	13,030	13,030	0	0.00%
Total Expenses	316,020	313,680	2,340	0.75%
TOTAL (SURPLUS) DEFICIT	308,020	309,680	(1,660)	-0.54%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

(\$4,000) increase in User Charges and Fees. Increase due to service fee adjustment - Bylaw 15 of 2021. Revenue from Fire inspections required for Federal and Provincial approved facilities.

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

\$2,340 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-42440-094	UCF	Fire Inspection:Non-Taxable Revenue	(\$3,550)	(\$4,586)	(\$7,795)	(\$4,000)	\$0	\$0	(\$4,000)	(\$8,000)	Increase due to service fee adjustment - Bylaw 15 of 2021. Revenue from Fire inspections required for Federal and Provincial approved facilities.
2	1-2-24400-111	SWB	Fire Inspection:Salaries Regular	\$225,148	\$240,063	\$246,263	\$249,150	\$0	\$0	\$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. The current contract with the Fire Fighters' Association expired December 31, 2021.
3	1-2-24400-118	SWB	Fire Inspection:Service & Special Pay	\$660	\$773	\$810	\$810	\$0	\$0	\$0	\$810	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021.
4	1-2-24400-119	SWB	Fire Inspection:Payroll Benefits	\$44,895	\$48,311	\$49,952	\$50,690	\$0	\$0	\$2,340	\$53,030	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021.
5	1-2-24400-213	MMS	Fire Inspection:Telephone	\$681	\$724	\$724	\$770	\$0	\$0	\$0	\$770	Inspector's 'bring your phone to work program'. Based on actual charges for data lines, internet, landlines, and cell phone usage.
6	1-2-24400-215	MMS	Fire Inspection:Conventions & Delegations	\$375	\$0	\$0	\$400	\$0	\$0	\$0	\$400	Professional development and Provincial association meetings.
7	1-2-24400-221	MMS	Fire Inspection:Advertising	\$75	\$752	\$1,911	\$3,000	\$0	\$0	\$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
8	1-2-24400-222	MMS	Fire Inspection:Publications & Subscriptions	\$1,876	\$1,792	\$1,771	\$2,000	\$0	\$0	\$0	\$2,000	NFPA and National Building Code subscriptions required for access to building codes, fire codes and fire prevention material.
9	1-2-24400-224	MMS	Fire Inspection:Memberships & Due	\$190	\$120	\$300	\$360	\$0	\$0	\$0	\$360	Membership: Saskatchewan Building Officials Association & Canadian Association of Fire Investigators.
10	1-2-24400-292	MMS	Fire Inspection:Print Shop Services	\$0	\$170	\$0	\$500	\$0	\$0	\$0	\$500	Fire prevention printed material. Examples: Fire Bylaw brochure regarding approved fire pits, and "After the Fire" brochure for individuals affected by a fire loss.
11	1-2-24400-541	MMS	Fire Inspection:Operating Supplies	\$5,271	\$7,129	\$5,020	\$6,000	\$0	\$0	\$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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$5,000)	(\$5,000)	\$0	0.00%
Total Revenues	(5,000)	(5,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	1,850	1,850	0	0.00%
Fleet Expenses	546,930	520,830	26,100	5.01%
Maintenance Materials and Supplies	133,000	131,200	1,800	1.37%
Insurance	50	50	0	0.00%
Total Expenses	681,830	653,930	27,900	4.27%
TOTAL (SURPLUS) DEFICIT	676,830	648,930	27,900	4.30%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

(\$5,000) Total User Charges and Fees represents sale of used firefighting equipment.

\$26,100 increase in Fleet Expenses as per 5% increase for fleet costs in 2023 due to rising fuel costs.

\$1,800 increase in Maintenance Materials and Supplies as follows:

- \$2,000 increase for safety supplies. Turnout gear, helmets, wildland gear, structural fire boots and other safety supplies.
- (\$200) decrease for office supplies. This budget is for miscellaneous firefighting supplies.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-42487-094	UCF	FIRE FIGHTING EQUIPMENT:Non-Taxable Revenue	(\$208)	(\$1,221)	(\$110)	(\$5,000)	\$0	\$0	\$0	(\$5,000)	Sale of used firefighting equipment.
2	1-2-24870-115	SWB	FIRE FIGHTING EQUIPMENT:Wages Regular	\$1,089	\$1,126	\$1,162	\$1,360	\$0	\$0	\$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. The current contract with the Fire Fighters' Association expired December 31, 2021.
3	1-2-24870-119	SWB	FIRE FIGHTING EQUIPMENT:Payroll Benefits	\$478	\$423	\$513	\$490	\$0	\$0	\$0	\$490	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021.
4	1-2-24850-265	FLT	FIRE AUTOMOTIVE:Rentals-City Automotive & Equipment	\$485,270	\$496,270	\$498,270	\$520,830	\$0	\$0	\$26,100	\$546,930	The budget is based on the Asset Management Plan / Fleet projections for the Fire Equipment Reserve. The plan incorporates a 5.5% increase in the annual funding from the City as well a contribution from City's agreement with the RM of PA for Fire Services. The increase for 2023 reflects a 5.5% increase in the fleet charge funded by taxation but is offset by a 3.0% increase in the contribution from the RM of Prince Albert. Funded From Taxation: \$433,430 Funded from RM of PA: \$113,500
5	1-2-24870-212	MMS	FIRE FIGHTING EQUIPMENT:Postage & Freight	\$1,261	\$928	\$2,024	\$1,000	\$0	\$0	\$0	\$1,000	Based on average usage and expected \$.01 increase Jan 1/23. Shipping SCBA for hydro testing and maintenance. 2021 actual: \$2,023.93
6	1-2-24870-234	MMS	Fire Fighting Equipment:Training Services	(\$500)	\$0	(\$10)	\$500	\$0	\$0	\$0	\$500	Towing costs for City supplied vehicles used for auto extrication training.
7	1-2-24870-259	MMS	FIRE FIGHTING EQUIPMENT:Purch Mtce-Other Equipment	\$10,411	\$8,125	\$12,731	\$10,000	\$0	\$0	\$0	\$10,000	Hydro Testing on SCBA, Annual Hydraulic tools maintenance and repair and SCBA repair. 2021 actual \$12,730.96
8	1-2-24870-521	MMS	FIRE FIGHTING EQUIPMENT:Vehicle Fuel & Oil	\$903	\$127	\$0	\$500	\$0	\$0	\$0	\$500	Oil and pre-mixed fuel used in chain saws and wildland fire pumps.
9	1-2-24870-541	MMS	FIRE FIGHTING EQUIPMENT:Operating Supplies	\$57,473	\$69,974	\$62,543	\$71,000	\$0	\$0	\$0	\$71,000	Firefighting foam, hose, nozzles and other firefighting equipment.
10	1-2-24870-545	MMS	FIRE FIGHTING EQUIPMENT:Safety Supplies	\$40,574	\$39,991	\$47,633	\$48,000	\$0	\$0	\$2,000	\$50,000	Turnout gear, helmets, wildland gear, structural fire boots and other safety supplies.
11	1-2-24870-549	MMS	FIRE FIGHTING EQUIPMENT:Other Supplies	\$158	\$1,201	\$802	\$200	\$0	\$0	(\$200)	\$0	Miscellaneous firefighting supplies.
12	1-2-24870-565	MMS	FIRE FIGHTING EQUIPMENT:Parts - Equipment and Automotive	\$327	\$16	\$2,302	\$0	\$0	\$0	\$0	\$0	purchase of industrial supplies in 2021
13	1-2-24870-896	INS	FIRE FIGHTING EQUIPMENT:Insurance	\$160	(\$395)	\$53	\$50	\$0	\$0	\$0	\$50	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$11,480	\$11,480	\$0	0.00%
Contracted and General Services	2,500	2,500	0	0.00%
Utilities	50,400	41,200	9,200	22.33%
Maintenance Materials and Supplies	30,500	54,000	(23,500)	-43.52%
Insurance	3,830	2,950	880	29.83%
Total Expenses	98,710	112,130	(13,420)	-11.97%
TOTAL (SURPLUS) DEFICIT	98,710	112,130	(13,420)	-11.97%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$9,200 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **22% increase over 2022**.

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

(\$23,500) decrease in Maintenance Materials and Supplies as follows:

- \$2,000 increase for Fire Station supplies. Operating supplies required to maintain the station and yard. Examples: Paper products, floor maintenance products and paint.
- (\$25,500) decrease for the removal of the 2022 one-time expense relating to the apparatus floor grate approved.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-24730-115	SWB	FIRE STATION MTCE:Wages Regular	\$2,575	\$2,541	\$1,993	\$1,600	\$0	\$0	\$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. The current contract with the Fire Fighters' Association expired December 31, 2021.
2	1-2-24730-119	SWB	FIRE STATION MTCE:Payroll Benefits	\$1,045	\$832	\$897	\$500	\$0	\$0	\$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. The current contract with the Fire Fighters' Association expired December 31, 2021.
3	1-2-24760-115	SWB	FIRE MECHANICAL SYSTEMS MTCE:Wages Regular	\$8,850	\$7,083	\$5,689	\$6,790	\$0	\$0	\$0	\$6,790	Wages coded to maintenance performed on mechanical systems 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. The current contract with the Fire Fighters' Association expired December 31, 2021.
4	1-2-24760-116	SWB	FIRE MECHANICAL SYSTEMS MTCE:Wages Overtime	\$1,632	\$375	\$359	\$0	\$0	\$0	\$0	\$0	fire mechanical maintenance work - overtime costs
5	1-2-24760-119	SWB	FIRE MECHANICAL SYSTEMS MTCE:Payroll Benefits	\$3,608	\$2,801	\$2,550	\$2,590	\$0	\$0	\$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. The current contract with the Fire Fighters' Association expired December 31, 2021.
6	1-2-24730-297	CON	FIRE STATION MTCE:Laundry Services	\$2,282	\$2,466	\$2,715	\$2,500	\$0	\$0	\$0	\$2,500	Contracted laundry service for bedding and kitchen linens. 2020 actual: \$2,465.56 2021 actual: \$2,714.66
7	1-2-24730-551	UTL	FIRE STATION MTCE:Water & Sewer	\$3,810	\$4,218	\$4,024	\$4,200	\$0	\$0	\$300	\$4,500	rate increase
8	1-2-24730-552	UTL	FIRE STATION MTCE:Heating Fuels	\$11,619	\$15,389	\$13,934	\$15,400	\$0	\$0	\$6,300	\$21,700	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
9	1-2-24730-553	UTL	FIRE STATION MTCE:Electricity	\$21,776	\$20,091	\$21,258	\$21,600	\$0	\$0	\$2,600	\$24,200	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
10	1-2-24730-265	FLT	FIRE STATION MTCE:Rentals-Automotive & Equipment	\$0	\$549	\$392	\$0	\$0	\$0	\$0	\$0	fire equipment PPE
11	1-2-24730-235	MMS	FIRE STATION MTCE:Health Services	\$0	\$1,659	\$495	\$0	\$0	\$0	\$0	\$0	pest control services
12	1-2-24730-253	MMS	FIRE STATION MTCE:Purch Mtce-Building	\$4,319	\$13,666	\$6,566	\$8,770	\$0	\$0	\$0	\$8,770	Fire Station Maintenance. Examples: Maintenance and repair on overhead doors, appliances and fixtures.
13	1-2-24730-259	MMS	FIRE STATION MTCE:Purch Mtce-Other Equipment	\$0	\$48	\$3,280	\$3,130	\$0	\$0	\$0	\$3,130	Fire Station Maintenance. Examples: purchases to repair overhead doors, appliances and fixtures.
14	1-2-24730-291	MMS	FIRE STATION MTCE:Licenses Permits & Fees	\$0	\$344	\$0	\$0	\$0	\$0	\$0	\$0	saskpower costs
15	1-2-24730-541	MMS	FIRE STATION MTCE:Operating Supplies	\$7,610	\$9,303	\$13,816	\$9,000	\$0	\$0	\$2,000	\$11,000	Operating supplies required to maintain the station and yard. Examples: Paper products, floor maintenance products and paint. 2021 actual: \$13,815.67
16	1-2-24730-546	MMS	FIRE STATION MTCE:Housekeeping Supplies	\$537	\$242	\$2,050	\$2,130	\$0	\$0	\$0	\$2,130	Housekeeping supplies required to maintain the station. 2021 actual: \$2,049.93
17	1-2-24730-565	MMS	Fire Station Mtce:Parts - Equipment and Automotive	\$1,669	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 was purchase of pumps and pressures for Fire Station

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
18	1-2-24760-235	MMS	Fire Mechanical Systems Mtce:Health Services	\$705	\$651	\$85	\$0	\$0	\$0	\$0	\$0	pest control services
19	1-2-24760-253	MMS	Fire Mechanical Systems Mtce:Purch Mtce-Building	\$9,422	\$16,572	\$14,007	\$0	\$0	\$0	\$0	\$0	2021 - new firehead overhead door; 2020 was commercial doors for Fire Hall Station; 2019 was new fire door for wash bay
20	1-2-24760-256	MMS	FIRE MECHANICAL SYSTEMS MTCE:Purch Mtce-Mechanical Equipment	\$14,274	\$549	\$3,828	\$2,560	\$0	\$0	\$0	\$2,560	Fire Station Mechanical Equipment and Repair.
21	1-2-24760-259	MMS	FIRE MECHANICAL SYSTEMS MTCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$25,500	\$25,500	\$0	\$0	\$0	2022 Budget was for the repair to the floor grate. Budget not required for 2023.
22	1-2-24760-291	MMS	Fire Mechanical Systems Mtce:Licenses Permits & Fees	\$730	\$710	\$670	\$700	\$0	\$0	\$0	\$700	Technical Safety Authority inspection and permit to operate boilers. Annual inspection & certification for fire alarms & fire extinguishers.
23	1-2-24760-541	MMS	FIRE MECHANICAL SYSTEMS MTCE:Operating Supplies	\$4,652	\$1,311	\$1,460	\$1,500	\$0	\$0	\$0	\$1,500	Operating supplies for fire station mechanical systems. Example: glycol, belts, and filters.
24	1-2-24760-566	MMS	FIRE MECHANICAL SYSTEMS MTCE:Parts-Mechanical Equipment	\$3,186	\$3,828	\$1,649	\$710	\$0	\$0	\$0	\$710	Parts required to maintain fire station mechanical equipment.
25	1-2-24730-896	INS	FIRE STATION MTCE:Insurance	\$2,706	\$2,786	\$2,888	\$2,950	\$0	\$0	\$880	\$3,830	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.



City of
Prince Albert

BI 22-22

TITLE: Community Services

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Community Services

SECTION THIRTEEN – COMMUNITY SERVICES



City of
**Prince
Albert**



Permanent Out of Scope FTE Total: 13.00

Permanent In Scope FTE Total: 45.25

New Permanent Staffing FTE Requests: 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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$131,060	\$126,750	\$4,310	3.40%
Utilities	11,530	9,760	1,770	18.14%
Maintenance Materials and Supplies	392,340	330,340	62,000	18.77%
Total Expenses	534,930	466,850	68,080	14.58%
TOTAL (SURPLUS) DEFICIT	534,930	466,850	68,080	14.58%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$4,310 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$1,770 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents an **18% increase over 2022**.

\$62,000 increase in Maintenance Materials and Supplies:

- \$62,000 increase, with \$45,000 of the increase to be funded from Reserve Transfers.

This functional area budget includes all the 2023 proposed facility projects for a total of \$370,000.

(See details below on the following pages).



2023 List of Proposed Facilities Projects – Operating Budget				
Project	Story	Taxation	Reserve	Total
Alfred Jenkins Field House Storage Room	Community Services has looked at several options for more storage at the Alfred Jenkins. The most feasible and economical choice is to create a storage room inside the building on the main floor by the South exit. This room will store playground program supplies, tables, chairs bouncy castle and sporting equipment. <i>One-time expenditure of \$18,000</i>	18,000		18,000
Total for Alfred Jenkins Field House		18,000		18,000
Art Centre Replace Accessibility Stair Lift	The accessibility stair lift has been on the Facilities radar for several years. Parts for the existing lift are no longer available. As this is an accessible building the stair lift is a required piece of equipment. <i>One-time expenditure of \$25,000</i>	25,000		25,000
Total for Art Centre		25,000		25,000
City Hall Replace Sewage Pumps	There are two (2) sewage grinder pumps in the basement mechanical room at City Hall. We had an issue with one of the pumps in 2022 and to the Facilities Division's knowledge they are original to the building. These pumps require replacement. <i>One-time expenditure of \$10,000.</i>	10,000		10,000
City Hall Replace Counter Tops in All Washrooms	The laminate on the counter tops in the washrooms are lifting. This is a health issue and the counter tops in all washrooms require replacement. <i>One-time expenditure of \$30,000.</i>	30,000		30,000
City Hall Camera Outside and in Financial Services	The parking lot area of City Hall currently does not have any cameras. Facilities is recommending 2 cameras on the exterior of the building and replacing the cameras in Financial Services <i>One-time expenditure of \$7,000.</i>	7,000		7,000



	Total for City Hall	47,000		47,000
Cooke Municipal Golf Course	There is a maintenance building at the driving range. The intention is to move this building to the maintenance area of the golf course and set it on an engineered slab. This building will be used to store golf course equipment.	30,000		30,000
Move Maintenance Building from Driving Range to Golf Course	<i>One-time expenditure of \$30,000.</i>			
	Total for Cooke Municipal Golf Course	30,000		30,000
Fire Hall	There are two (2) unit heaters in the truck bay area of the Prince Albert Fire Hall that require replacement.	5,000		5,000
Replace Unit Heaters	<i>One-time expenditure of \$5,000.</i>			
	Total for Fire Hall	5,000		5,000
Kinsmen Water Park	Community Services is recommending the following be completed in the spring of 2023 at the Kinsmen Water Park:			
Maintenance Issues	1)Waterslide preventive maintenance 2)Replace boiler for the tot pool 3)Tile repair in change room building 4)Sandblast and paint waterslide stair structure	25,000	25,000	50,000
	The total cost for these projects is \$50,000. \$25,000 will be funded by the Facilities Budget and \$25,000 will be funded from the Kinsmen Water Park Reserve.			
	<i>One-time expenditure of \$50,000.</i>			
	Total for Kinsmen Water Park	25,000	25,000	50,000
Kinsmen Arena	The shower area in dressing rooms 3 & 4 require an upgrade. Currently the two dressing rooms use a common shower area. The walls are rotting and the fixtures are deteriorated and require replacement.	35,000		35,000
Upgrade Shower in Dressing Rooms	<i>One-time expenditure of \$35,000.</i>			
Kinsmen Arena	The flooring at the Kinsmen Arena requires replacement. The current flooring contains asbestos and in some areas is worn to concrete.	35,000		35,000
Replace Flooring with Rubber Flooring	<i>One-time expenditure of \$35,000.</i>			
	Total for Kinsmen Arena	70,000		70,000

Old City Yards Replace Flooring	The flooring in the main building at Old City Yards is past needing replacement. Tiles are missing throughout and the floor around the urinals is a health concern. <i>One-time expenditure of \$30,000.</i>	30,000		30,000
Total for Old City Yards		30,000		30,000
Prince Albert Golf & Curling Club Freon Detector and Sensors	For the safety of staff and contractors that are in the ice plant room a Freon Sensor is required. This project includes installing sensors and a detector to monitor the Freon gas levels in case of a leak. <i>One-time expenditure of \$15,000.</i>	15,000		15,000
Prince Albert Golf & Curling Club Rubber Pave Stairs and Walkway	The walkway, stairs and landing to the main entrance is damaged with bad cracking. The most economical solution to this issue is to rubber pave this area. Facilities has used rubber paving in the past and it is very durable and makes for an excellent surface in this application. <i>One-time expenditure of \$5,000.</i>	5,000		5,000
Prince Albert Golf & Curling Club Replace Roof Top AC Unit	The roof top air conditioning unit failed in late summer 2022. The total replacement cost is \$50,000. \$30,000 will be funded by the Facilities Budget and \$20,000 will be funded from the PAGCC Mechanical Reserve. <i>One-time expenditure of \$50,000.</i>	30,000	20,000	50,000
Prince Albert Golf & Curling Club Overhaul Compressor	Compressor #1 will require an overhaul due to the amount of hours it will have on it in 2023. <i>One-time expenditure of \$25,000.</i>	25,000		25,000
Total for Prince Albert Golf & Curling Club		75,000	20,000	95,000

Total 2023 Proposed Facilities Projects - Operating	\$325,000	\$45,000	\$370,000
Total Funded from	Taxation	Reserve	Total



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-77110-111	SWB	FACILITIES SUPERVISION:Salaries Regular	\$93,012	\$94,162	\$92,812	\$92,910	\$0	\$3,280	\$0	\$96,190	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-77110-115	SWB	FACILITIES SUPERVISION:Wages Regular	\$5,869	\$1,669	(\$268)	\$5,000	\$0	\$0	\$0	\$5,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-77110-119	SWB	FACILITIES SUPERVISION:Payroll Benefits	\$37,019	\$31,638	\$27,318	\$25,950	\$0	\$1,400	\$0	\$27,350	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-77950-115	SWB	SUMMER GAMES SPORTS CENTRE:Wages Regular	\$1,096	\$0	\$389	\$510	\$0	\$0	\$0	\$510	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-77950-119	SWB	SUMMER GAMES SPORTS CENTRE:Payroll Benefits	\$436	\$0	\$164	\$180	\$0	\$0	\$0	\$180	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-77980-115	SWB	OTHER FACILITIES - MECHANICAL SERVICES:Wages Regular	\$124	\$228	\$214	\$1,620	\$0	(\$620)	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-77980-119	SWB	OTHER FACILITIES - MECHANICAL SERVICES:Payroll Benefits	\$42	\$105	\$349	\$580	\$0	\$0	\$0	\$580	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-77110-239	CON	Facilities Supervision:Consulting Services	\$1,855	\$16,084	\$1,929	\$0	\$0	\$0	\$0	\$0	Asbestos Consulting Services.
9	1-2-77950-552	UTL	SUMMER GAMES SPORTS CENTRE:Heating Fuels	\$2,799	\$2,880	\$3,065	\$3,100	\$0	\$0	\$1,050	\$4,150	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
10	1-2-77950-553	UTL	SUMMER GAMES SPORTS CENTRE:Electricity	\$2,880	\$1,936	\$2,138	\$3,000	\$0	\$0	(\$460)	\$2,540	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
11	1-2-77980-551	UTL	OTHER FACILITIES - MECHANICAL SERVICES:Water & Sewer	\$893	\$623	\$898	\$660	\$0	\$0	\$20	\$680	factoring rate increase for 2023

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
12	1-2-77980-552	UTL	OTHER FACILITIES - MECHANICAL SERVICES:Heating Fuels	\$1,710	\$1,595	\$1,767	\$1,700	\$0	\$0	\$700	\$2,400	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023
13	1-2-77980-553	UTL	OTHER FACILITIES - MECHANICAL SERVICES:Electricity	\$1,077	\$909	\$1,621	\$1,300	\$0	\$0	\$460	\$1,760	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
14	1-2-77110-211	MMS	FACILITIES SUPERVISION:Travel & Accommodation	\$2,443	\$2,198	\$1,676	\$2,500	\$0	\$0	\$0	\$2,500	Mileage for staff
15	1-2-77110-213	MMS	FACILITIES SUPERVISION:Telephone	\$5,257	\$5,018	\$5,978	\$5,940	\$0	\$0	\$0	\$5,940	Based on actual charges for data lines, internet, landlines, and cell phone usage.
16	1-2-77110-224	MMS	FACILITIES SUPERVISION:Memberships & Due	\$60	\$60	\$60	\$100	\$0	\$0	\$0	\$100	Building Inspection Annual Membership. Refrigeration & Certification for Boiler inspections.
17	1-2-77110-234	MMS	FACILITIES SUPERVISION:Training Services	\$282	\$0	\$0	\$500	\$0	\$0	\$0	\$500	Fall Arrest Training, Pool Operating Course & Arc Flash Training for Electrician.
18	1-2-77110-238	MMS	Facilities Supervision:Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
19	1-2-77110-291	MMS	FACILITIES SUPERVISION:Licenses Permits & Fees	\$4,501	\$966	\$2,146	\$1,200	\$0	\$0	\$0	\$1,200	City Gas & Power License with the Technical Safety Authority.
20	1-2-77110-540	MMS	Facilities Supervision:City Purchased Clothing	\$1,103	\$741	\$718	\$950	\$0	\$0	\$0	\$950	Staff clothing & uniform requirements
21	1-2-77110-541	MMS	FACILITIES SUPERVISION:Operating Supplies	\$6,935	\$9,363	\$5,899	\$4,850	\$0	\$0	\$0	\$4,850	Clamps, screws, drive belts, assorted lumber for boarding up requirements.
22	1-2-77110-544	MMS	FACILITIES SUPERVISION:Office Supplies	\$111	\$0	\$127	\$250	\$0	\$0	\$0	\$250	Office & Administrative Supplies.
23	1-2-77110-545	MMS	Facilities Supervision:Safety Supplies	\$1,382	\$0	\$89	\$500	\$0	\$0	\$0	\$500	Employee Safety Supplies.
24	1-2-77110-566	MMS	Facilities Supervision:Parts-Mechanical Equipment	\$2,233	\$1,412	\$286	\$0	\$0	\$0	\$0	\$0	Building materials, lumber.
25	1-2-77110-569	MMS	Facilities Supervision:Other Parts & Small Tools	\$9,467	\$3,039	\$2,535	\$2,000	\$0	\$0	\$0	\$2,000	Parts & small tools.
26	1-2-77110-950	MMS	Facilities Supervision:Special Projects	\$0	\$0	\$0	\$308,000	\$0	\$0	\$62,000	\$370,000	Project Coordinator Project Listing. \$45,000 of the funding will come from reserve fund transfers.
27	1-2-77950-253	MMS	SUMMER GAMES SPORTS CENTRE:Purch Mtce-Building	\$0	\$667	\$223	\$1,200	\$0	\$0	\$0	\$1,200	Minor Building Maintenance
28	1-2-77950-256	MMS	SUMMER GAMES SPORTS CENTRE:Purch Mtce-Mechanical Equipment	\$376	\$247	\$362	\$500	\$0	\$0	\$0	\$500	Minor Mechanical Equipment Maintenance.
29	1-2-77950-291	MMS	SUMMER GAMES SPORTS CENTRE:Licenses Permits & Fees	\$533	\$30	\$500	\$300	\$0	\$0	\$0	\$300	Fire Extinguishers & Fire Alarm Permits

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
30	1-2-77950-566	MMS	SUMMER GAMES SPORTS CENTRE:Parts-Mechanical Equipment	\$1,621	\$0	\$0	\$250	\$0	\$0	\$0	\$250	Parts for Minor Mechanical Equipment repairs.
31	1-2-77980-237	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Protection Services	\$0	\$0	\$246	\$200	\$0	\$0	\$0	\$200	Alarm monitoring
32	1-2-77980-253	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Purch Mtce-Building	\$398	\$0	\$1,118	\$300	\$0	\$0	\$0	\$300	Minor Building maintenance
33	1-2-77980-256	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$500	Minor Mechanical Equipment repairs.
34	1-2-77980-259	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$100	Contracted support for minor equipment maintenance.
35	1-2-77980-541	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Operating Supplies	\$93	\$454	\$0	\$100	\$0	\$0	\$0	\$100	Minor maintenance supplies.
36	1-2-77980-566	MMS	OTHER FACILITIES - MECHANICAL SERVICES:Parts-Mechanical Equipment	\$0	\$674	\$108	\$100	\$0	\$0	\$0	\$100	Parts for minor mechanical equipment repairs.
37	1-2-77980-116	SWB	Other Facilities - Mechanical Services:Wages Overtime	0	\$0	\$609	\$0	\$0	\$250	\$0	\$250	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

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.

	2023	2022	(Favourable) Unfavourable Change	% Change
	Budget	Budget		
REVENUES				
User Charges and Fees	(\$541,650)	(\$538,250)	(\$3,400)	0.63%
Operating Grants and Donations	(3,000)	(3,000)	0	0.00%
Sundry	(83,500)	(83,500)	0	0.00%
Total Revenues	(628,150)	(624,750)	(3,400)	0.54%
EXPENSES				
Salaries Wages and Benefits	532,950	500,830	32,120	6.41%
Contracted and General Services	47,000	50,820	(3,820)	-7.52%
Financial Charges	14,690	14,690	0	0.00%
Utilities	160,600	148,690	11,910	8.01%
Fleet Expenses	5,860	5,530	330	5.97%
Maintenance Materials and Supplies	87,470	78,040	9,430	12.08%
Insurance	37,520	34,010	3,510	10.32%
Total Expenses	886,090	832,610	53,480	6.42%
TOTAL (SURPLUS) DEFICIT	257,940	207,860	50,080	24.09%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$3,400) increase in User Charges and Revenues

- (\$2,400) increase in Concession Sales
- (\$1,000) increase in rentals for the Field House (birthday parties, meetings, etc.)



(\$541,650) Total User Charges and Fees Revenues:

- \$40,000 – Concession Sales
- \$60,000 – Revenue from Leases (PAYSA Lease \$50,000; PAVA Lease \$3,000; and Other Rentals \$7,000)
- \$7,300 – Vending Machine Revenue
- \$434,350 revenue relating to gym memberships and passes, room bookings, turf bookings, track bookings, etc.

(\$3,000) Total Operating and Grands Donations Revenue is the revenue received from Project Beach for the volleyball courts.

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

EXPENSES

\$32,120 increase in Salaries Wages and Benefits as follows: Increases as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. The position of Recreation Programmer previously charged to the Margo Fournier Centre is now allocated 20% to the Alfred Jenkins Field House. Salaries represent **60% of Total Expenses**.

(\$3,820) decrease in Contracted and General Services:

- \$3,500 increase for commissionaire security services
- (\$7,320) decrease related to the payment of Program Instructors at the Field House. Fluctuates based on programming provided.

\$11,910 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents an **8% increase over 2022**.

\$9,430 increase in Maintenance Materials and Supplies

- \$7,000 increase for housekeeping supplies (janitorial cleaning)
- \$2,430 increase for license permits (SOCAN and RESound license, and alarm costs)

\$3,510 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City’s Insurance Broker.

ITEMS INCLUDED UNDER RESERVE ALLOCATIONS:

Administration is **recommending a \$20,000 allocation** be made to the Alfred Jenkins Field House Improvements Reserve in 2023.

The Alfred Jenkins Field House Improvement Reserve will have a projected surplus balance of \$564,424 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council in Section 17 - Reserves.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47149-064	UCF	AJ Fieldhouse Revenues:Sale of Products-Taxable	(\$27,736)	(\$9,019)	(\$8,589)	(\$37,600)	\$0	\$0	(\$2,400)	(\$40,000)	Concession Revenue
2	1-1-47149-065	UCF	AJ Fieldhouse Revenues:Rental-Lease Revenues-Non Taxable	(\$61,120)	(\$40,131)	(\$48,065)	(\$59,000)	\$0	\$0	(\$1,000)	(\$60,000)	PAYSA Lease \$50,000 PAVA Lease \$3,000 Other Rentals \$7,000 Judo club is no longer in a lease agreement with the City of Prince Albert Total:\$60,000
3	1-1-47149-067	UCF	AJ Fieldhouse Revenues:Vending Comm Revenue - Non Taxable	(\$5,292)	(\$2,109)	(\$2,836)	(\$7,300)	\$0	\$0	\$0	(\$7,300)	Projected Vending revenue \$7,300
4	1-1-47149-094	UCF	AJ Fieldhouse Revenues:Non-Taxable Revenue	(\$395,561)	(\$185,364)	(\$231,539)	(\$434,350)	\$0	\$0	\$0	(\$434,350)	It is our hope that revenue will return to pre COVID levels. Multipurpose room bookings \$6,700 Gymnasium bookings \$54,900 Turf Bookings \$35,300 Climbing Wall \$4,800 Indoor track bookings \$5,000 Beach Vball bookings \$1650 Drop in admissions \$51,500 Monthly memberships \$147,000 Bulk Passes \$23,100 Rec Passes \$33,600 Senior Walking Program \$14,800 Registered Programs \$52,000 Outdoor Soccer Field Bookings \$4,000
5	1-1-47150-085	OGD	Project Beach:Donations	\$0	\$0	\$0	(\$3,000)	\$0	\$0	\$0	(\$3,000)	Annual amount paid by the Prince Albert Volleyball Association for the Beach Volleyball Courts.
6	1-1-47149-089	SUN	AJ Fieldhouse Revenues:Other Sources	(\$47,444)	(\$31,707)	(\$29,419)	(\$83,500)	\$0	\$0	\$0	(\$83,500)	The following revenue is transferred to the AJFH reserve at year-end facility advertising/sponsorship agreements - PAYSA's annual contribution as per the agreement \$30,000 - Facility fees charged for turf rentals - City's contribution at \$20,000.
7	1-2-75690-111	SWB	AJ Fieldhouse-Concessions:Salaries Regular	\$9,322	\$9,550	\$9,797	\$9,760	\$0	\$340	\$0	\$10,100	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-75690-112	SWB	AJ Fieldhouse-Concessions:Salaries Overtime	\$195	\$85	\$109	\$200	\$0	\$0	\$0	\$200	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-75690-114	SWB	AJ Fieldhouse-Concessions:Salary Casual Regular	\$7,955	\$2,978	\$2,028	\$8,580	\$0	\$0	\$0	\$8,580	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-75690-115	SWB	AJ Fieldhouse-Concessions:Wages Regular	\$474	\$180	\$123	\$510	\$0	\$0	\$0	\$510	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-75690-119	SWB	AJ Fieldhouse-Concessions:Payroll Benefits	\$3,356	\$2,528	\$2,445	\$3,240	\$0	\$600	\$0	\$3,840	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
12	1-2-75790-111	SWB	AJ Fieldhouse - Programs:Salaries Regular	\$159,429	\$163,899	\$153,085	\$158,790	\$0	\$15,790	\$0	\$174,580	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. A Recreation Programmer was previously budgeted under the Margo Fournier Centre (1-2-75220). After the sale of the MFC the position has been allocated to the following accounts to better reflect where their time is spent (1-2-73110: 30%, 1-2-75810: 30%, 1-2-73290: 20%; and 1-2-75790: 20%).
13	1-2-75790-112	SWB	AJ Fieldhouse - Programs:Salaries Overtime	\$1,444	\$499	\$1,726	\$2,000	\$0	\$0	\$0	\$2,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	1-2-75790-114	SWB	AJ Fieldhouse - Programs:Salary Casual Regular	\$62,497	\$27,367	\$38,247	\$71,840	\$0	\$0	\$0	\$71,840	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	1-2-75790-115	SWB	AJ Fieldhouse - Programs:Wages Regular	\$135,167	\$103,869	\$121,737	\$130,000	\$0	\$5,000	\$0	\$135,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-75790-116	SWB	AJ Fieldhouse - Programs:Wages Overtime	\$4,944	\$2,045	\$3,177	\$3,000	\$0	\$390	\$0	\$3,390	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-75790-119	SWB	AJ Fieldhouse - Programs:Payroll Benefits	\$82,944	\$68,440	\$74,872	\$84,140	\$0	\$8,700	\$0	\$92,840	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Increase is related to Margo Fournier Centre Programmer transferred to AJF Functional Area.
18	1-2-77790-115	SWB	AJ Fieldhouse - Maintenance:Wages Regular	\$14,400	\$16,380	\$23,839	\$20,000	\$0	\$0	\$0	\$20,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19	1-2-77790-116	SWB	AJ Fieldhouse - Maintenance:Wages Overtime	\$967	\$681	\$772	\$1,000	\$0	\$0	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
20	1-2-77790-119	SWB	AJ Fieldhouse - Maintenance:Payroll Benefits	\$6,246	\$6,540	\$10,450	\$7,770	\$0	\$1,300	\$0	\$9,070	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
21	1-2-75790-294	CON	AJ Fieldhouse - Programs:Commissionaire Services	\$7,907	\$557	\$16	\$500	\$0	\$0	\$3,500	\$4,000	Commissionaire call outs, alarm and building security.
22	1-2-75790-296	CON	AJ Fieldhouse - Programs:Housekeeping Services	\$3,726	\$1,675	\$2,805	\$3,000	\$0	\$0	\$0	\$3,000	Mat rental - Canadian Linen Services \$1,500 Contract cleaners - Waxing Floors Fitness Equipment maintenance \$1,500 \$3,000

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
23	1-2-75790-299	CON	AJ Fieldhouse - Programs:Other General Services	\$36,490	\$21,495	\$33,592	\$47,320	\$0	\$0	(\$7,320)	\$40,000	This budget is related to the payment of program instructors. The amount will fluctuate based on programs offered.
24	1-2-77790-294	CON	AJ Fieldhouse - Maintenance:Commissionaire Services	\$1,781	\$2,417	\$127	\$0	\$0	\$0	\$0	\$0	Commissionaire call outs, alarm and building security.
25	1-2-75690-893	FC	AJ Fieldhouse-Concessions:Bank Charges	\$475	\$376	\$1,026	\$1,060	\$0	\$0	\$0	\$1,060	Transaction Fees
26	1-2-75790-899	FC	AJ Fieldhouse - Programs:Other Financial Charges	\$15,674	\$6,898	\$10,437	\$13,630	\$0	\$0	\$0	\$13,630	Software Fees such as Activenet \$13,630
27	1-2-77790-551	UTL	AJ Fieldhouse - Maintenance:Water & Sewer	\$5,717	\$16,981	\$12,072	\$14,790	\$0	\$0	(\$7,690)	\$7,100	reduced usage based on prior 2 years
28	1-2-77790-552	UTL	AJ Fieldhouse - Maintenance:Heating Fuels	\$21,796	\$23,330	\$17,236	\$23,900	\$0	\$0	\$7,670	\$31,570	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
29	1-2-77790-553	UTL	AJ Fieldhouse - Maintenance:Electricity	\$113,716	\$89,213	\$92,461	\$110,000	\$0	\$0	\$11,930	\$121,930	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
30	1-2-75790-265	FLT	AJ Fieldhouse - Programs:Rentals-City Automotive & Equipment	\$3,870	\$773	\$3,956	\$5,000	\$0	\$300	\$0	\$5,300	Equipment for City projects, lifts etc. \$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
31	1-2-77790-265	FLT	AJ Fieldhouse - Maintenance:Rentals-City Automotive & Equipment	\$120	\$171	\$57	\$530	\$0	\$30	\$0	\$560	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
32	1-2-75690-213	MMS	AJ Fieldhouse-Concessions:Telephone	\$69	\$69	\$69	\$100	\$0	\$0	\$0	\$100	Based on actual charges for data lines, internet, landlines, and cell phone usage.
33	1-2-75690-541	MMS	AJ Fieldhouse-Concessions:Operating Supplies	\$55	\$0	\$296	\$380	\$0	\$0	\$0	\$380	Concession supplies
34	1-2-75690-548	MMS	AJ Fieldhouse-Concessions:Merchandise For Resale	\$8,522	\$4,605	\$544	\$10,000	\$0	\$0	\$0	\$10,000	Concession Products for Resale.
35	1-2-75790-211	MMS	AJ Fieldhouse - Programs:Travel & Accommodation	\$171	\$41	\$0	\$500	\$0	\$0	\$0	\$500	Rec Programmer and Janitor Event Worker Mileage 2023
36	1-2-75790-213	MMS	AJ Fieldhouse - Programs:Telephone	\$4,212	\$4,214	\$5,650	\$5,500	\$0	\$0	\$0	\$5,500	Phones, Fax, Cell Phones Phone lines: 953-4817 953-4842 953-4816 - new, # moved from MFC 953-4989 953-4843 Fax:953-4849 Debit Machine:953-4874 Elevator phone: 953-4847 Third Floor Emergency phone that connects directly to the front desk. Concession phone: 953-4846 Cell phones: Rec Coordinator: 930-8365 Janitor Event Worker cell phone: 941-7412

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
37	1-2-75790-224	MMS	AJ Fieldhouse - Programs:Memberships & Due	\$504	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 membership fee paid to Society of Composers.
38	1-2-75790-234	MMS	AJ Fieldhouse - Programs:Training Services	\$115	\$0	\$0	\$250	\$0	\$0	\$0	\$250	WHIMIS & First Aid/CPR \$250
39	1-2-75790-238	MMS	AJ Fieldhouse - Programs:Computer Services	\$1,152	\$1,127	\$1,124	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
40	1-2-75790-259	MMS	AJ Fieldhouse - Programs:Purch Mtce-Other Equipment	\$1,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 cost was a scrubber repair.
41	1-2-75790-267	MMS	AJ Fieldhouse - Programs:Rentals-Specialized Equipment	\$2,371	\$1,337	\$1,084	\$2,000	\$0	\$0	\$0	\$2,000	Photocopier and Printer Costs \$2,000
42	1-2-75790-269	MMS	AJ Fieldhouse - Programs:Rentals-Other Equipment	\$0	\$1,484	\$400	\$220	\$0	\$0	\$0	\$220	Equipment rentals such as a Scissor Lift.
43	1-2-75790-291	MMS	AJ Fieldhouse - Programs:Licenses Permits & Fees	\$117	\$616	\$654	\$1,120	\$0	\$0	\$0	\$1,120	SOCAN and RESound License \$1,120
44	1-2-75790-540	MMS	AJ Fieldhouse - Programs:City Purchased Clothing	\$378	\$0	\$568	\$300	\$0	\$0	\$0	\$300	Janitor Event Worker uniforms and safety boots \$300
45	1-2-75790-541	MMS	AJ Fieldhouse - Programs:Operating Supplies	\$19,642	\$13,202	\$12,134	\$12,700	\$0	\$0	\$0	\$12,700	Fitness Centre Supplies - gym wipes \$4,000 First Aid Supplies - \$500 Tools, Misc. supplies - \$1,200 Membership Cards, ribbons and supplies \$2,500 Paint supplies - \$1,000 Equipment repair - \$1,000 Beach Court equipment and supplies \$1,000 Misc. facility supplies \$1,500 Total:
46	1-2-75790-543	MMS	AJ Fieldhouse - Programs:Program Supplies	\$2,109	\$968	\$1,892	\$2,500	\$0	\$0	\$0	\$2,500	Basketballs, volleyballs, soccer balls \$500 Fitness program supplies (weights, bands, balls, etc.) \$1500 Toddler toys \$500 Total: \$2500
47	1-2-75790-544	MMS	AJ Fieldhouse - Programs:Office Supplies	\$1,737	\$1,424	\$847	\$1,800	\$0	\$0	\$0	\$1,800	Facility office supplies Pens, paper, desk chair, etc. \$1,800
48	1-2-75790-546	MMS	AJ Fieldhouse - Programs:Housekeeping Supplies	\$8,972	\$7,539	\$20,829	\$8,000	\$0	\$0	\$7,000	\$15,000	Janitorial & Cleaning supplies.
49	1-2-77790-235	MMS	AJ Fieldhouse - Maintenance:Health Services	\$1,435	\$1,850	\$3,220	\$1,020	\$0	\$0	\$480	\$1,500	Health Services at AJF. The majority of the services are required for Pest Control.
50	1-2-77790-237	MMS	AJ Fieldhouse - Maintenance:Protection Services	\$127	\$816	\$1,478	\$100	\$0	\$0	\$900	\$1,000	Surveillance & Alarm monitoring.
51	1-2-77790-253	MMS	AJ Fieldhouse - Maintenance:Purch Mtce-Building	\$18,930	\$30,605	\$3,659	\$8,100	\$0	\$0	\$0	\$8,100	Minor Building Maintenance
52	1-2-77790-256	MMS	AJ Fieldhouse - Maintenance:Purch Mtce-Mechanical Equipment	\$24,881	\$23,773	\$14,953	\$7,000	\$0	\$0	\$0	\$7,000	Minor Mechanical Equipment repairs.
53	1-2-77790-269	MMS	AJ Fieldhouse - Maintenance:Rentals-Other Equipment	\$4,525	\$2,666	\$1,623	\$1,500	\$0	\$0	\$0	\$1,500	Scissor Lift rentals & other equipment rentals for maintenance purposes.
54	1-2-77790-291	MMS	AJ Fieldhouse - Maintenance:Licenses Permits & Fees	\$2,765	\$3,040	\$904	\$950	\$0	\$0	\$1,050	\$2,000	Elevator, Boilers, Fire Extinguishers, Fire Alarm, Fire Suppression.
55	1-2-77790-299	MMS	AJ Fieldhouse - Maintenance:Other General Services	\$840	\$5,950	\$0	\$0	\$0	\$0	\$0	\$0	Batting Cage at the Alfred Jenkins Field House - services.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
56	1-2-77790-541	MMS	AJ Fieldhouse - Maintenance:Operating Supplies	\$22,255	\$6,825	\$8,450	\$7,000	\$0	\$0	\$0	\$7,000	Minor Maintenance Supplies
57	1-2-77790-566	MMS	AJ Fieldhouse - Maintenance:Parts-Mechanical Equipment	\$10,486	\$4,421	\$6,807	\$7,000	\$0	\$0	\$0	\$7,000	Parts for Mechanical Equipment Repairs.
58	1-2-77790-896	INS	AJ Fieldhouse - Maintenance:Insurance	\$26,096	\$28,255	\$32,952	\$34,010	\$0	\$0	\$3,510	\$37,520	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$850,280)	(\$800,280)	(\$50,000)	6.25%
Sundry	(15,000)	(9,460)	(5,540)	58.56%
Total Revenues	(865,280)	(809,740)	(55,540)	6.86%
EXPENSES				
Salaries Wages and Benefits	759,890	735,160	24,730	3.36%
Contracted and General Services	24,370	24,370	0	0.00%
Financial Charges	12,710	12,710	0	0.00%
Utilities	345,750	269,420	76,330	28.33%
Fleet Expenses	53,000	50,000	3,000	6.00%
Maintenance Materials and Supplies	304,610	284,660	19,950	7.01%
Insurance	63,530	57,100	6,430	11.26%
Total Expenses	1,563,860	1,433,420	130,440	9.10%
TOTAL (SURPLUS) DEFICIT	698,580	623,680	74,900	12.01%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$50,000) increase in User Charges and Revenues relating to the sales for Concessions at the AHC.

(\$5,540) increase in Sundry Revenue relating to Surcharge revenue from Ice Rentals to be allocated to the Arenas Improvements Reserve.



(\$850,280) Total User Charges and Fees Revenues:

- (\$400,000) - Concession Sales
- (\$25,000) - Vending Machine Revenue
- (\$425,280) - Revenue relating to ice rentals, arena rentals, Raiders License Agreement, meeting room rentals, etc.

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

EXPENSES

\$24,730 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. Salaries represent **49% of Total Expenses**.

\$76,330 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. In 2022, the budget for Electricity was reduced. Based on historical spending and increased costs, this represents a **28% increase over 2022**.

\$3,000 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$19,950 increase in Maintenance Materials and Supplies

- \$20,000 increase for Concession Products for resale. \$50,000 concession sales will offset this cost.
- (\$50) decrease for postage costs based on historical spending.

\$6,430 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

ITEMS INCLUDED UNDER RESERVE ALLOCATIONS:

Administration is **recommending a \$20,000 allocation** be made to the Arenas Improvement Reserve in 2023.

The Arenas Improvement Reserve will have a projected surplus balance of \$93,326 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 - Reserves.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47152-064	UCF	Art Hauser Centre:Sale of Products-Taxable	(\$512,462)	(\$155,819)	(\$137,317)	(\$350,000)	\$0	\$0	(\$50,000)	(\$400,000)	Art Hauser Centre Concession Sales
2	1-1-47152-067	UCF	Art Hauser Centre:Vending Comm Revenue - Non Taxable	(\$25,090)	(\$7,315)	(\$6,552)	(\$25,000)	\$0	\$0	\$0	(\$25,000)	Vending Commission Revenue
3	1-1-47152-094	UCF	ART HAUSER CENTRE:Non-Taxable Revenue	(\$522,949)	(\$218,724)	(\$254,249)	(\$425,280)	\$0	\$0	\$0	(\$425,280)	AHC Revenue: Ice Rentals-\$213,000 Arena Rentals (Special Events)-\$22,280.00 Multi-Purpose Rooms-\$102,000 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	(\$7,124)	(\$4,264)	\$0	\$0	\$0	\$0	\$0	\$0	election recovery
5	1-1-47152-089	SUN	Art Hauser Centre:Other Sources	(\$6,978)	(\$2,895)	(\$3,656)	(\$9,460)	\$0	\$0	(\$5,540)	(\$15,000)	Surcharge revenue from Ice Rentals to be allocated to the Arenas Improvements Reserve.
6	1-2-75520-111	SWB	ART HAUSER CENTRE - PROGRAM:Salaries Regular	\$41,458	\$41,914	\$41,378	\$40,450	\$0	(\$4,280)	\$0	\$36,170	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-75520-115	SWB	ART HAUSER CENTRE - PROGRAM:Wages Regular	\$331,320	\$240,285	\$219,017	\$310,000	\$0	\$0	\$0	\$310,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-75520-116	SWB	ART HAUSER CENTRE - PROGRAM:Wages Overtime	\$30,752	\$13,900	\$19,038	\$32,000	\$0	\$0	\$0	\$32,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-75520-119	SWB	ART HAUSER CENTRE - PROGRAM:Payroll Benefits	\$119,978	\$98,241	\$94,191	\$117,240	\$0	\$0	\$0	\$117,240	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-75650-111	SWB	Art Hauser Concession:Salaries Regular	\$47,304	\$61,491	\$48,619	\$48,440	\$0	\$1,710	\$0	\$50,150	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-75650-112	SWB	Art Hauser Concession:Salaries Overtime	\$8,146	\$85	\$92	\$3,080	\$0	\$0	\$0	\$3,080	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-75650-114	SWB	Art Hauser Concession:Salary Casual Regular	\$99,889	\$33,695	\$31,461	\$71,000	\$0	\$0	\$0	\$71,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	1-2-75650-115	SWB	Art Hauser Concession:Wages Regular	\$6,337	\$2,830	\$1,848	\$4,260	\$0	\$0	\$0	\$4,260	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
14	1-2-75650-119	SWB	Art Hauser Concession:Payroll Benefits	\$23,647	\$15,287	\$14,525	\$20,150	\$0	\$0	\$0	\$20,150	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	1-2-77520-115	SWB	ART HAUSER CENTRE - MTCE:Wages Regular	\$106,211	\$109,784	\$84,850	\$65,410	\$0	\$10,000	\$0	\$75,410	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-77520-116	SWB	ART HAUSER CENTRE - MTCE:Wages Overtime	\$23,414	\$6,670	\$11,246	\$0	\$0	\$5,000	\$0	\$5,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-77520-119	SWB	ART HAUSER CENTRE - MTCE:Payroll Benefits	\$48,869	\$49,407	\$40,703	\$23,130	\$0	\$12,300	\$0	\$35,430	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18	1-2-75520-291	CON	Art Hauser Centre - Program:Licenses Permits & Fees	\$500	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	WHL Facility Network Fees SOCAN & Resound
19	1-2-75520-294	CON	ART HAUSER CENTRE - PROGRAM:Commissionaire Services	\$13,908	\$2,867	\$20,203	\$13,000	\$0	\$0	\$0	\$13,000	Commissionaires for Rentals and Ches Leach Lounge bookings.
20	1-2-75520-296	CON	ART HAUSER CENTRE - PROGRAM:Housekeeping Services	\$3,803	\$1,059	\$2,406	\$2,970	\$0	\$0	\$0	\$2,970	Cleaning & janitorial supplies.
21	1-2-75520-299	CON	ART HAUSER CENTRE - PROGRAM:Other General Services	\$4,721	\$573	\$7,450	\$6,900	\$0	\$0	\$0	\$6,900	Entandem Licensing Fees & Bartender Fees
22	1-2-75520-899	FC	ART HAUSER CENTRE - PROGRAM:Other Financial Charges	\$10,547	\$5,922	\$8,091	\$9,080	\$0	\$0	\$0	\$9,080	Activenet Fees
23	1-2-75650-893	FC	Art Hauser Concession:Bank Charges	\$2,677	\$2,416	\$2,952	\$3,630	\$0	\$0	\$0	\$3,630	Transaction Fees
24	1-2-77520-551	UTL	ART HAUSER CENTRE - MTCE:Water & Sewer	\$32,183	\$34,981	\$27,748	\$31,220	\$0	\$0	\$4,950	\$36,170	increase usage in 2023 and rate increase
25	1-2-77520-552	UTL	ART HAUSER CENTRE - MTCE:Heating Fuels	\$62,201	\$54,609	\$62,532	\$58,200	\$0	\$0	\$41,900	\$100,100	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
26	1-2-77520-553	UTL	ART HAUSER CENTRE - MTCE:Electricity	\$232,410	\$187,266	\$149,853	\$180,000	\$0	\$0	\$29,480	\$209,480	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
27	1-2-75520-265	FLT	ART HAUSER CENTRE - PROGRAM:Rentals-Automotive & Equipment	\$51,546	\$49,200	\$46,535	\$50,000	\$0	\$3,000	\$0	\$53,000	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
28	1-2-75520-211	MMS	ART HAUSER CENTRE - PROGRAM:Travel & Accommodation	\$301	\$206	\$0	\$400	\$0	\$0	\$0	\$400	Mileage reimbursement for Arena staff (trips to City Hall, Meetings, Supplies)
29	1-2-75520-212	MMS	Art Hauser Centre - Program:Postage & Freight	\$0	\$14	\$0	\$100	\$0	\$0	(\$50)	\$50	Based on average usage and expected \$.01 increase Jan 1/23.
30	1-2-75520-213	MMS	ART HAUSER CENTRE - PROGRAM:Telephone	\$4,350	\$4,700	\$4,311	\$5,480	\$0	\$0	\$0	\$5,480	Based on actual charges for data lines, internet, landlines, and cell phone usage.
31	1-2-75520-222	MMS	Art Hauser Centre - Program:Publications & Subscriptions	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	Registration Fee for Western Hockey League
32	1-2-75520-234	MMS	Art Hauser Centre - Program:Training Services	\$0	\$90	\$0	\$250	\$0	\$0	\$0	\$250	Annual Certification Requirements for Arenas Staff.
33	1-2-75520-238	MMS	Art Hauser Centre - Program:Computer Services	\$496	\$454	\$503	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
34	1-2-75520-253	MMS	ART HAUSER CENTRE - PROGRAM:Purch Mtce-Building	\$1,047	\$2,856	\$6,577	\$0	\$0	\$0	\$0	\$0	2021 painting for the parking lot; 2020 was camera project and master key cylinder; 2019 was scrubber parts.
35	1-2-75520-255	MMS	ART HAUSER CENTRE - PROGRAM:Purch Mtce-Automotive & Equipment	\$2,401	\$1,440	\$1,680	\$0	\$0	\$0	\$0	\$0	towing costs to haul equipment for repairs or to store for winter.
36	1-2-75520-256	MMS	ART HAUSER CENTRE - PROGRAM:Purch Mtce-Mechanical Equipment	\$0	\$130	\$1,284	\$0	\$0	\$0	\$0	\$0	2021 cost was scrubber repair.
37	1-2-75520-259	MMS	ART HAUSER CENTRE - PROGRAM:Purch Mtce-Other Equipment	\$16,905	\$0	\$572	\$25,500	\$0	\$0	\$0	\$25,500	Arena Audio Visual Technician Services and Equipment for the Ches Leach Lounge and score clock repairs and maintenance at the Art Hauser Centre, Kinsmen and Steuart Arenas. Technician Services are recovered through the respective rental contracts for event requirements.
38	1-2-75520-267	MMS	ART HAUSER CENTRE - PROGRAM:Rentals-Specialized Equipment	\$634	\$750	\$404	\$720	\$0	\$0	\$0	\$720	Office printer/copier printing costs.
39	1-2-75520-512	MMS	ART HAUSER CENTRE - PROGRAM:Overtime Meals	\$515	\$128	\$461	\$500	\$0	\$0	\$0	\$500	As per Collective Bargaining Agreement, staff who work 1.5 hours or more immediately after their scheduled work day are provided with a meal.
40	1-2-75520-540	MMS	Art Hauser Centre - Program:City Purchased Clothing	\$2,675	\$2,475	\$3,452	\$2,500	\$0	\$0	\$0	\$2,500	Staff Uniforms
41	1-2-75520-541	MMS	ART HAUSER CENTRE - PROGRAM:Operating Supplies	\$24,560	\$13,777	\$13,106	\$24,100	\$0	\$0	\$0	\$24,100	Operating supplies for: Corkage supplies for the Ches Leach Lounge events General operating supplies Ice Making Supplies
42	1-2-75520-544	MMS	ART HAUSER CENTRE - PROGRAM:Office Supplies	\$1,788	\$2,494	\$1,280	\$1,100	\$0	\$0	\$0	\$1,100	Office & Administrative Supplies.
43	1-2-75520-546	MMS	ART HAUSER CENTRE - PROGRAM:Housekeeping Supplies	\$17,926	\$12,967	\$20,627	\$15,000	\$0	\$0	\$0	\$15,000	Janitorial Supplies
44	1-2-75520-950	MMS	Art Hauser Centre - Program:Special Projects	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	Payments to Community Club - Community Rink Affordability grants.
45	1-2-75650-213	MMS	Art Hauser Concession:Telephone	\$935	\$823	\$828	\$850	\$0	\$0	\$0	\$850	Based on actual charges for data lines, internet, landlines, and cell phone usage.
46	1-2-75650-234	MMS	Art Hauser Concession:Training Services	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$300	Staff Certification requirements.
47	1-2-75650-259	MMS	Art Hauser Concession:Purch Mtce-Other Equipment	\$182	\$2,770	\$444	\$1,500	\$0	\$0	\$0	\$1,500	Concession Equipment maintenance, repair or replacement.
48	1-2-75650-540	MMS	Art Hauser Concession:City Purchased Clothing	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Staff uniforms
49	1-2-75650-541	MMS	Art Hauser Concession:Operating Supplies	\$4,483	\$5,659	\$3,250	\$3,300	\$0	\$0	\$0	\$3,300	Concession Supplies
50	1-2-75650-548	MMS	Art Hauser Concession:Merchandise For Resale	\$188,892	\$64,864	\$73,489	\$130,000	\$0	\$0	\$20,000	\$150,000	Concession Products for resale.
51	1-2-75650-549	MMS	Art Hauser Concession:Other Supplies	\$891	\$0	\$635	\$0	\$0	\$0	\$0	\$0	purchase of concession supplies for resale

Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
52	1-2-77520-213	MMS ART HAUSER CENTRE - MTCE:Telephone	\$1,330	\$1,018	\$1,131	\$1,200	\$0	\$0	\$0	\$1,200	Based on actual charges for data lines, internet, landlines, and cell phone usage.
53	1-2-77520-234	MMS ART HAUSER CENTRE - MTCE:Training Services	\$344	\$0	\$210	\$0	\$0	\$0	\$0	\$0	training costs - staff attending training.
54	1-2-77520-237	MMS ART HAUSER CENTRE - MTCE:Protection Services	\$127	\$3,123	\$1,528	\$100	\$0	\$0	\$0	\$100	Alarm Monitoring
55	1-2-77520-253	MMS ART HAUSER CENTRE - MTCE:Purch Mtce-Building	\$19,221	\$27,799	\$13,236	\$7,250	\$0	\$0	\$0	\$7,250	Minor Building Maintenance.
56	1-2-77520-256	MMS ART HAUSER CENTRE - MTCE:Purch Mtce-Mechanical Equipment	\$209,712	\$51,407	\$69,273	\$30,200	\$0	\$0	\$0	\$30,200	Arena Refrigeration, Ice Plant, HVAC Servicing.
57	1-2-77520-259	MMS ART HAUSER CENTRE - MTCE:Purch Mtce-Other Equipment	\$18,517	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Contracted support for minor equipment maintenance.
58	1-2-77520-269	MMS Art Hauser Centre - Mtce:Rentals-Other Equipment	\$8,584	\$0	\$0	\$600	\$0	\$0	\$0	\$600	Scissor Lift Rental
59	1-2-77520-291	MMS ART HAUSER CENTRE - MTCE:Licenses Permits & Fees	\$2,910	\$1,666	\$597	\$950	\$0	\$0	\$0	\$950	Boiler Operating, Elevator Operating, Sprinklers, Fire Alarm, Fire Extinguishers & Fire Suppression.
60	1-2-77520-522	MMS ART HAUSER CENTRE - MTCE:Vehicle Propane	\$34	\$474	\$0	\$0	\$0	\$0	\$0	\$0	propane costs
61	1-2-77520-541	MMS ART HAUSER CENTRE - MTCE:Operating Supplies	\$33,316	\$22,321	\$26,380	\$19,460	\$0	\$0	\$0	\$19,460	Filters, Drive Belts, Door Hardware, Lumber, rubber mats, etc.
62	1-2-77520-546	MMS Art Hauser Centre - Mtce:Housekeeping Supplies	\$46	(\$365)	\$107	\$500	\$0	\$0	\$0	\$500	Janitorial Supplies
63	1-2-77520-566	MMS ART HAUSER CENTRE - MTCE:Parts-Mechanical Equipment	\$19,950	\$12,835	\$9,401	\$8,800	\$0	\$0	\$0	\$8,800	Parts for all Mechanical Equipment requirements.
64	1-2-77520-896	INS ART HAUSER CENTRE - MTCE:Insurance	\$52,366	\$51,945	\$54,383	\$57,100	\$0	\$0	\$6,430	\$63,530	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$60,000)	(\$60,000)	\$0	0.00%
Operating Grants and Donations	(10,000)	(10,000)	0	0.00%
Total Revenues	(70,000)	(70,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	123,260	124,210	(950)	-0.76%
Contracted and General Services	37,300	37,600	(300)	-0.80%
Financial Charges	2,800	2,420	380	15.70%
Utilities	15,540	13,400	2,140	15.97%
Maintenance Materials and Supplies	24,980	23,080	1,900	8.23%
Insurance	2,370	1,780	590	33.15%
Total Expenses	206,250	202,490	3,760	1.86%
TOTAL (SURPLUS) DEFICIT	136,250	132,490	3,760	2.84%

REVENUES

(\$60,000) Total User Charges and Revenues relating to Arts Centre Programming and Rentals.

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



SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

EXPENDITURES

(\$950) decrease in Salaries Wages and Benefits.

(\$300) decrease in Contracted and General Services relating to payment of instructors and janitorial.

\$37,300 Total in Contracted and General Services as follows:

- \$32,500 for instructors
- \$3,000 for housekeeping
- \$1,800 for housekeeping – pottery studio

\$380 increase for Financial Charges regarding transactions at the Arts Centre (banking).

\$2,140 increase in Utilities regarding increases in Heating Fuels and Electricity.

\$1,900 increase in Maintenance Materials and Supplies as follows:

- \$400 increase for alarm monitoring
- \$40 increase for publications
- \$400 increase for photocopier rentals
- (\$140) decrease for commissionaire services
- \$1,350 increase for program supplies tied to programs at Arts Centre
- (\$1,150) decrease in operating supplies
- \$1,000 increase for program supplies for resale

\$590 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47241-094	UCF	Arts Centre:Non-Taxable Revenue	(\$65,837)	(\$41,066)	(\$46,988)	(\$60,000)	\$0	\$0	\$0	(\$60,000)	Arts Centre Programs & Rental Revenues.
2	1-1-47241-055	OGD	Arts Centre:Other Entities Grants - Conditional	(\$16,588)	(\$10,000)	(\$12,000)	(\$10,000)	\$0	\$0	\$0	(\$10,000)	Community Grant Program (CGP) revenue Sask Arts & Culture Grant Program
3	1-2-75420-111	SWB	ARTS CENTRE - PROGRAM:Salaries Regular	\$57,406	\$49,927	\$51,566	\$54,110	\$0	(\$1,080)	\$0	\$53,030	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-75420-114	SWB	Arts Centre - Program:Salary Casual Regular	\$26,811	\$19,330	\$22,991	\$26,760	\$0	\$0	\$0	\$26,760	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-75420-115	SWB	Arts Centre - Program:Wages Regular	\$1,578	\$1,336	\$1,828	\$1,670	\$0	\$330	\$0	\$2,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-75420-119	SWB	ARTS CENTRE - PROGRAM:Payroll Benefits	\$15,187	\$13,141	\$14,726	\$14,150	\$0	\$1,800	\$0	\$15,950	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-77420-115	SWB	ARTS CENTRE - MTCE:Wages Regular	\$10,915	\$6,720	\$18,052	\$21,400	\$0	(\$2,000)	\$0	\$19,400	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-77420-116	SWB	Arts Centre - Mtce:Wages Overtime	\$0	\$144	\$481	\$0	\$0	\$0	\$0	\$0	overtime wages
9	1-2-77420-119	SWB	ARTS CENTRE - MTCE:Payroll Benefits	\$4,921	\$3,097	\$5,811	\$6,120	\$0	\$0	\$0	\$6,120	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-75420-296	CON	ARTS CENTRE - PROGRAM:Housekeeping Services	\$1,468	\$935	\$1,149	\$1,600	\$0	\$0	\$200	\$1,800	Adjusted based on actuals from 2022 - laundry (mostly Pottery Studio)
11	1-2-75420-299	CON	ARTS CENTRE - PROGRAM:Other General Services	\$40,955	\$25,296	\$25,812	\$33,000	\$0	\$0	(\$500)	\$32,500	Payment for Program Instructors.
12	1-2-77420-294	CON	Arts Centre - Mtce:Commissionaire Services	\$2,449	\$1,638	\$2,367	\$0	\$0	\$0	\$0	\$0	commissionaire services at Arts Centre
13	1-2-77420-296	CON	ARTS CENTRE - MTCE:Housekeeping Services	\$21,730	\$21,837	\$11,861	\$3,000	\$0	\$0	\$0	\$3,000	Window Cleaning, Floor Waxing & Carpet Cleaning
14	1-2-75420-899	FC	Arts Centre - Program:Other Financial Charges	\$3,008	\$1,950	\$1,970	\$2,420	\$0	\$0	\$380	\$2,800	Transaction Fees
15	1-2-77420-551	UTL	Arts Centre - Mtce:Water & Sewer	\$0	\$1,565	\$1,262	\$1,600	\$0	\$0	\$0	\$1,600	no increase based on current year YTD usage
16	1-2-77420-552	UTL	ARTS CENTRE - MTCE:Heating Fuels	\$5,896	\$6,074	\$5,802	\$6,500	\$0	\$0	\$870	\$7,370	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
17	1-2-77420-553	UTL	ARTS CENTRE - MTCE:Electricity	\$6,581	\$5,065	\$5,674	\$5,300	\$0	\$0	\$1,270	\$6,570	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
18	1-2-75420-265	FLT	ARTS CENTRE - PROGRAM:Rentals-City Automotive & Equipment	\$0	\$72	\$566	\$0	\$0	\$0	\$0	\$0	equipment costs used at Arts Centre
19	1-2-75420-211	MMS	Arts Centre - Program:Travel & Accommodation	\$50	\$70	\$0	\$100	\$0	\$0	\$0	\$100	Arts Programmer mileage
20	1-2-75420-212	MMS	ARTS CENTRE - PROGRAM:Postage & Freight	\$854	\$0	\$464	\$800	\$0	\$0	\$0	\$800	Adjusted based on actuals from 2022
21	1-2-75420-213	MMS	ARTS CENTRE - PROGRAM:Telephone	\$1,679	\$1,300	\$1,317	\$1,800	\$0	\$0	\$0	\$1,800	Adjusted based on actuals from 2022
22	1-2-75420-221	MMS	ARTS CENTRE - PROGRAM:Advertising	\$488	\$50	\$125	\$0	\$0	\$0	\$0	\$0	advertising programs at Arts Centre
23	1-2-75420-222	MMS	ARTS CENTRE - PROGRAM:Publications & Subscriptions	\$156	\$156	\$156	\$160	\$0	\$0	\$40	\$200	Adjusted based on actuals from 2022
24	1-2-75420-224	MMS	ARTS CENTRE - PROGRAM:Memberships & Due	\$620	\$660	\$465	\$630	\$0	\$0	\$0	\$630	Creative Cities Network Multicultural Council of Saskatchewan SaskCulture CARFAC
25	1-2-75420-234	MMS	ARTS CENTRE - PROGRAM:Training Services	\$0	\$40	\$0	\$250	\$0	\$0	\$0	\$250	Training for Program Instructors.
26	1-2-75420-267	MMS	ARTS CENTRE - PROGRAM:Rentals-Specialized Equipment	\$468	\$318	\$318	\$400	\$0	\$0	\$400	\$800	Adjusted due to actuals from 2022 (copier - new)
27	1-2-75420-294	MMS	Arts Centre - Program:Commissionaire Services	\$92	\$0	\$0	\$460	\$0	\$0	(\$140)	\$320	Adjusted based on actuals from 2022
28	1-2-75420-541	MMS	ARTS CENTRE - PROGRAM:Operating Supplies	\$3,018	\$3,949	\$2,652	\$5,500	\$0	\$0	(\$1,000)	\$4,500	Adjusted based on actuals from 2022
29	1-2-75420-543	MMS	Arts Centre - Program:Program Supplies	\$4,535	\$2,038	\$7,315	\$4,000	\$0	\$0	\$1,350	\$5,350	Adjusted based on actuals from 2022
30	1-2-75420-544	MMS	ARTS CENTRE - PROGRAM:Office Supplies	\$768	\$583	\$529	\$800	\$0	\$0	(\$150)	\$650	Adjusted based on actuals from 2022
31	1-2-75420-548	MMS	ARTS CENTRE - PROGRAM:Merchandise For Resale	\$2,892	\$2,424	\$2,736	\$3,500	\$0	\$0	\$1,000	\$4,500	Program Supplies for resale.
32	1-2-77420-235	MMS	ARTS CENTRE - MTCE:Health Services	\$225	\$275	\$95	\$250	\$0	\$0	\$0	\$250	Pest Control
33	1-2-77420-237	MMS	ARTS CENTRE - MTCE:Protection Services	\$127	\$127	\$1,061	\$100	\$0	\$0	\$400	\$500	Alarm Monitoring
34	1-2-77420-253	MMS	ARTS CENTRE - MTCE:Purch Mtce-Building	\$3,233	\$14,399	\$10,681	\$1,000	\$0	\$0	\$0	\$1,000	Minor Building Maintenance
35	1-2-77420-256	MMS	ARTS CENTRE - MTCE:Purch Mtce-Mechanical Equipment	\$9,406	\$2,421	\$1,508	\$1,000	\$0	\$0	\$0	\$1,000	Mechanical Equipment Maintenance & Repair
36	1-2-77420-291	MMS	Arts Centre - Mtce:Licenses Permits & Fees	\$789	\$985	\$305	\$330	\$0	\$0	\$0	\$330	Boiler Operating License, Conveyance License for Chair Lift.
37	1-2-77420-541	MMS	ARTS CENTRE - MTCE:Operating Supplies	\$2,236	\$1,832	\$4,856	\$1,500	\$0	\$0	\$0	\$1,500	Maintenance & Janitorial Supplies
38	1-2-77420-546	MMS	Arts Centre - Mtce:Housekeeping Supplies	\$720	\$472	\$1,107	\$0	\$0	\$0	\$0	\$0	janitorial costs for the Arts Centre
39	1-2-77420-566	MMS	ARTS CENTRE - MTCE:Parts-Mechanical Equipment	\$10,873	\$338	\$247	\$500	\$0	\$0	\$0	\$500	Mechanical Equipment Parts & Service
40	1-2-77420-896	INS	ARTS CENTRE - MTCE:Insurance	\$1,571	\$1,626	\$1,698	\$1,780	\$0	\$0	\$590	\$2,370	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$11,500)	(\$11,500)	\$0	0.00%
Total Revenues	(11,500)	(11,500)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	8,040	7,640	400	5.24%
Contracted and General Services	6,000	6,000	0	0.00%
Grants and Donations	16,580	16,580	0	0.00%
Utilities	41,410	34,260	7,150	20.87%
Maintenance Materials and Supplies	7,450	7,450	0	0.00%
Insurance	6,100	4,570	1,530	33.48%
Total Expenses	85,580	76,500	9,080	11.87%
TOTAL (SURPLUS) DEFICIT	74,080	65,000	9,080	13.97%

REVENUES

(\$11,500) Total User Charges and Fees Revenue relates to the River Bank Development Office Lease.

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

EXPENDITURES

\$400 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$6,000 Total Contracted and General Services for janitorial services at the Centre.

\$16,580 Total Grants and Donations: \$12,750 for the Annual Operating Grant as per the Lease Agreement with the West Flat Citizen's Group; and \$3,830 for the Annual Improvement Grant as per Lease Agreement with the West Flat Citizen's Group.

\$7,150 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity.

\$1,530 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47124-094	UCF	Bernice Sayese Centre:Non-Taxable Revenue	(\$11,339)	(\$11,554)	(\$11,617)	(\$11,500)	\$0	\$0	\$0	(\$11,500)	River Bank Development Office Lease
2	1-2-77960-115	SWB	Bernice Sayese Centre - Mtce:Wages Regular	\$3,689	\$8,231	\$7,334	\$5,620	\$0	\$0	\$0	\$5,620	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-77960-119	SWB	Bernice Sayese Centre - Mtce:Payroll Benefits	\$1,758	\$3,705	\$3,609	\$2,020	\$0	\$400	\$0	\$2,420	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-75960-296	CON	Bernice Sayese Centre:Housekeeping Services	\$6,000	\$5,500	\$6,000	\$6,000	\$0	\$0	\$0	\$6,000	Janitorial Services
5	1-2-75960-711	G&D	Bernice Sayese Centre:Operating Grants	\$12,750	\$12,750	\$12,750	\$12,750	\$0	\$0	\$0	\$12,750	Annual Operating Grant as per the Lease Agreement with the West Flat Citizen's Group.
6	1-2-75960-713	G&D	Bernice Sayese Centre:Improvement Grants	\$3,830	\$0	\$7,660	\$3,830	\$0	\$0	\$0	\$3,830	Annual Improvement Grant as per Lease Agreement with the West Flat Citizen's Group.
7	1-2-77960-551	UTL	Bernice Sayese Centre - Mtce:Water & Sewer	\$4,594	\$4,581	\$4,174	\$4,860	\$0	\$0	\$1,420	\$6,280	increase based on current ytd usage
8	1-2-77960-552	UTL	Bernice Sayese Centre - Mtce:Heating Fuels	\$10,333	\$9,929	\$10,916	\$10,900	\$0	\$0	\$4,100	\$15,000	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
9	1-2-77960-553	UTL	Bernice Sayese Centre - Mtce:Electricity	\$19,315	\$17,846	\$15,826	\$18,500	\$0	\$0	\$1,630	\$20,130	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
10	1-2-75960-213	MMS	Bernice Sayese Centre:Telephone	\$544	\$544	\$544	\$600	\$0	\$0	\$0	\$600	Based on actual charges for data lines, internet, landlines, and cell phone usage.
11	1-2-77960-237	MMS	Bernice Sayese Centre - Mtce:Protection Services	\$127	\$127	\$108	\$100	\$0	\$0	\$0	\$100	Alarm monitoring
12	1-2-77960-253	MMS	Bernice Sayese Centre - Mtce:Purch Mtce-Building	\$1,282	\$7,278	\$15,849	\$2,220	\$0	\$0	\$0	\$2,220	Minor Building Maintenance
13	1-2-77960-256	MMS	Bernice Sayese Centre - Mtce:Purch Mtce-Mechanical Equipment	\$3,909	\$4,945	\$36,345	\$2,500	\$0	\$0	\$0	\$2,500	Minor Mechanical Equipment repairs.
14	1-2-77960-291	MMS	Bernice Sayese Centre - Mtce:Licenses Permits & Fees	\$1,178	\$199	\$100	\$330	\$0	\$0	\$0	\$330	Boiler Operating License, Fire Extinguisher inspections.
15	1-2-77960-541	MMS	Bernice Sayese Centre - Mtce:Operating Supplies	\$395	\$1,026	\$1,047	\$500	\$0	\$0	\$0	\$500	Minor Maintenance Supplies
16	1-2-77960-566	MMS	Bernice Sayese Centre - Mtce:Parts-Mechanical Equipment	\$947	\$2,910	\$3,367	\$1,200	\$0	\$0	\$0	\$1,200	Parts for minor mechanical equipment repairs.
17	1-2-77960-896	INS	Bernice Sayese Centre - Mtce:Insurance	\$3,987	\$4,146	\$4,351	\$4,570	\$0	\$0	\$1,530	\$6,100	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
18	1-2-77960-235	MMS	Bernice Sayese Centre - Mtce:Health Services	\$0	\$0	\$447	\$0	\$0	\$0	\$0	\$0	portable toilet delivery

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$140,000)	(\$131,000)	(\$9,000)	6.87%
Sundry	(15,000)	(10,000)	(5,000)	50.00%
Total Revenues	(155,000)	(141,000)	(14,000)	9.93%
EXPENSES				
Salaries Wages and Benefits	155,290	154,090	1,200	0.78%
Contracted and General Services	2,500	2,500	0	0.00%
Utilities	6,230	5,270	960	18.22%
Fleet Expenses	48,980	48,980	0	0.00%
Maintenance Materials and Supplies	29,000	29,000	0	0.00%
Insurance	550	410	140	34.15%
Total Expenses	242,550	240,250	2,300	0.96%
TOTAL (SURPLUS) DEFICIT	87,550	99,250	(11,700)	-11.79%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$9,000) increase for User Charges and Fees regarding Rates and Fees collection based on Cemetery schedule of fees.

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

(\$5,000) increase in Sundry relating Perpetual Care Fee \$200 on licenses and \$100 on subsequent burials. This revenue is transferred to the South Hill Cemetery Perpetual Care Reserve.



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

EXPENDITURES

\$1,200 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. Salaries represent **64% of Total Expenditures**.

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

\$960 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity.

\$140 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City’s Insurance Broker.

ITEMS INCLUDED UNDER RESERVE ALLOCATIONS:

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 2023 budget includes a budgeted transfer of \$15,000 to this reserve based on estimates of perpetual care fee revenue to be received.

The South Hill Cemetery Perpetual Care Reserve will have a projected surplus balance of \$49,500 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47530-094	UCF	Cemetery:Non-Taxable Revenue	(\$103,082)	(\$114,499)	(\$156,901)	(\$131,000)	\$0	\$0	(\$9,000)	(\$140,000)	Rates and Fees collection based on Cemetery schedule of fees
2	1-1-47530-089	SUN	Cemetery:Other Sources	\$0	(\$10,400)	(\$14,100)	(\$10,000)	\$0	\$0	(\$5,000)	(\$15,000)	Perpetual Care Fee \$200 on licenses and \$100 on subsequent burials
3	1-2-73700-115	SWB	Cemetery:Wages Regular	\$102,988	\$103,075	\$100,942	\$113,800	\$0	\$0	\$0	\$113,800	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-73700-116	SWB	Cemetery:Wages Overtime	\$3,654	\$4,761	\$4,954	\$4,730	\$0	\$0	\$0	\$4,730	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-73700-119	SWB	Cemetery:Payroll Benefits	\$33,218	\$33,057	\$32,562	\$35,560	\$0	\$1,200	\$0	\$36,760	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-73700-299	CON	Cemetery:Other General Services	\$0	\$0	\$4,445	\$2,500	\$0	\$0	\$0	\$2,500	Contracted Services to support operations where Skills or City Staff are unavailable.
7	1-2-73700-551	UTL	Cemetery:Water & Sewer	\$866	\$872	\$895	\$1,070	\$0	\$0	(\$100)	\$970	reduction in use
8	1-2-73700-552	UTL	Cemetery:Heating Fuels	\$2,208	\$2,239	\$2,368	\$2,400	\$0	\$0	\$790	\$3,190	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
9	1-2-73700-553	UTL	Cemetery:Electricity	\$1,695	\$1,781	\$1,808	\$1,800	\$0	\$0	\$270	\$2,070	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
10	1-2-73700-265	FLT	Cemetery:Rentals-Automotive & Equipment	\$41,876	\$47,205	\$44,012	\$48,980	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
11	1-2-73700-213	MMS	Cemetery:Telephone	\$622	\$622	\$629	\$690	\$0	\$0	\$0	\$690	Based on actual charges for data lines, internet, landlines, and cell phone usage.
12	1-2-73700-224	MMS	Cemetery:Memberships & Due	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$100	Pesticide Applicators Renewal
13	1-2-73700-235	MMS	Cemetery:Health Services	\$564	\$196	\$1,090	\$850	\$0	\$0	\$0	\$850	Septic Pump Outs at the City Cemetery and Visitor Information Center
14	1-2-73700-237	MMS	Cemetery:Protection Services	\$127	\$127	\$108	\$60	\$0	\$0	\$0	\$60	Fire Extinguisher and alarm servicing
15	1-2-73700-253	MMS	Cemetery:Purch Mtce-Building	\$1,111	\$0	\$36	\$750	\$0	\$0	\$0	\$750	Yearly maintenance of furnace, water and sewer, air conditioning
16	1-2-73700-256	MMS	Cemetery:Purch Mtce-Mechanical Equipment	\$538	\$0	\$123	\$500	\$0	\$0	\$0	\$500	Contracted support for mechanical equipment repairs.
17	1-2-73700-259	MMS	Cemetery:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$250	Contracted support for minor equipment repairs.
18	1-2-73700-521	MMS	Cemetery:Vehicle Fuel & Oil	\$76	\$32	\$45	\$800	\$0	\$0	\$0	\$800	fuel and oil costs for machinery used at cemetery

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
19	1-2-73700-541	MMS	Cemetery:Operating Supplies	\$25,010	\$27,781	\$25,750	\$25,000	\$0	\$0	\$0	\$25,000	Leveling of headstones, markers, maintenance and purchase of lowering devices, signage, any supplies to support the cemetery operations that cannot be supplied through the Municipal Service Center Store. Any item acquired through the Municipal Service Store that supports this operational area is charged here as well.
20	1-2-73700-896	INS	Cemetery:Insurance	\$353	\$370	\$388	\$410	\$0	\$0	\$140	\$550	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
21	1-2-73700-532	MMS	Cemetery:Concrete	0	\$0	\$328	\$0	\$0	\$0	\$0	\$0	concrete used for repair at cemetery

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$214,730	\$205,450	\$9,280	4.52%
Contracted and General Services	53,640	53,640	0	0.00%
Utilities	105,900	98,280	7,620	7.75%
Fleet Expenses	410	390	20	5.13%
Maintenance Materials and Supplies	42,650	42,450	200	0.47%
Insurance	12,790	10,560	2,230	21.12%
Total Expenses	430,120	410,770	19,350	4.71%
TOTAL (SURPLUS) DEFICIT	430,120	410,770	19,350	4.71%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$9,280 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. Salaries represent **50% of Total Expenditures**.

\$7,620 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity.

\$200 increase in Maintenance Materials and Supplies relating to postage based on current spending.

\$2,230 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City’s Insurance Broker.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-12530-111	SWB	CITY HALL MTCE:Salaries Regular	\$93,012	\$93,369	\$93,012	\$92,910	\$0	\$3,280	\$0	\$96,190	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-12530-115	SWB	CITY HALL MTCE:Wages Regular	\$22,186	\$17,245	\$65,735	\$71,400	\$0	\$2,500	\$0	\$73,900	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-12530-116	SWB	CITY HALL MTCE:Wages Overtime	\$3,452	\$859	\$1,993	\$2,000	\$0	\$0	\$0	\$2,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-12530-119	SWB	CITY HALL MTCE:Payroll Benefits	\$27,874	\$24,567	\$37,292	\$39,140	\$0	\$3,500	\$0	\$42,640	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-12530-294	CON	CITY HALL MTCE:Commissionaire Services	\$50,013	\$77,701	\$96,979	\$45,440	\$0	\$0	\$0	\$45,440	Commissionaire Services
6	1-2-12530-296	CON	CITY HALL MTCE:Housekeeping Services	\$70,827	\$74,748	\$33,988	\$8,000	\$0	\$0	\$0	\$8,000	Window cleaning, floor waxing & carpet cleaning services.
7	1-2-12530-299	CON	City Hall Mtce:Other General Services	\$1,008	\$0	\$784	\$200	\$0	\$0	\$0	\$200	line locates cost
8	1-2-12530-551	UTL	CITY HALL MTCE:Water & Sewer	\$8,460	\$6,239	\$7,157	\$6,180	\$0	\$0	(\$280)	\$5,900	decreased usage
9	1-2-12530-552	UTL	CITY HALL MTCE:Heating Fuels	\$3,428	\$22,390	\$24,361	\$20,900	\$0	\$0	\$7,100	\$28,000	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
10	1-2-12530-553	UTL	CITY HALL MTCE:Electricity	\$65,650	\$65,285	\$63,592	\$71,200	\$0	\$0	\$800	\$72,000	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
11	1-2-12530-265	FLT	CITY HALL MTCE:Rentals-Automotive & Equipment	\$240	\$399	\$1,417	\$390	\$0	\$20	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
12	1-2-12530-212	MMS	City Hall Mtce:Postage & Freight	\$0	\$59	\$19	\$0	\$0	\$0	\$200	\$200	Based on average usage and expected \$.01 increase Jan 1/23.
13	1-2-12530-213	MMS	CITY HALL MTCE:Telephone	\$993	\$973	\$983	\$2,300	\$0	\$0	\$0	\$2,300	Based on actual charges for data lines, internet, landlines, and cell phone usage.
14	1-2-12530-235	MMS	City Hall Mtce:Health Services	\$935	\$720	\$595	\$1,500	\$0	\$0	\$0	\$1,500	Pest Control
15	1-2-12530-237	MMS	CITY HALL MTCE:Protection Services	\$127	\$8,989	\$2,159	\$300	\$0	\$0	\$0	\$300	Alarm monitoring

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
16	1-2-12530-238	MMS	CITY HALL MTCE:Computer Services	\$1,632	\$1,167	\$1,174	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
17	1-2-12530-253	MMS	CITY HALL MTCE:Purch Mtce-Building	\$29,449	\$80,057	\$32,643	\$8,000	\$0	\$0	\$0	\$8,000	Minor maintenance to facility.
18	1-2-12530-256	MMS	CITY HALL MTCE:Purch Mtce-Mechanical Equipment	\$40,538	\$28,828	\$20,184	\$9,950	\$0	\$0	\$0	\$9,950	Mechanical Equipment Maintenance & Repair.
19	1-2-12530-267	MMS	City Hall Mtce:Rentals-Specialized Equipment	\$636	\$350	\$238	\$0	\$0	\$0	\$0	\$0	copier costs
20	1-2-12530-269	MMS	City Hall Mtce:Rentals-Other Equipment	\$1,047	\$0	\$660	\$0	\$0	\$0	\$0	\$0	carpet cleaner costs
21	1-2-12530-291	MMS	CITY HALL MTCE:Licenses Permits & Fees	\$2,543	\$2,540	\$895	\$2,500	\$0	\$0	\$0	\$2,500	Technical Safety Authority for License to operate the Elevator & Boilers. Annual inspection & certifications for Fire Alarm, Fire Suppression Systems & Fire Extinguishers.
22	1-2-12530-521	MMS	CITY HALL MTCE:Vehicle Fuel & Oil	\$100	\$0	\$0	\$400	\$0	\$0	\$0	\$400	fuel and oil costs
23	1-2-12530-541	MMS	CITY HALL MTCE:Operating Supplies	\$6,860	\$46,676	\$47,688	\$10,400	\$0	\$0	\$0	\$10,400	Maintenance Supplies for City Hall.
24	1-2-12530-546	MMS	CITY HALL MTCE:Housekeeping Supplies	\$5,951	\$6,548	\$14,445	\$1,100	\$0	\$0	\$0	\$1,100	Janitorial Supplies
25	1-2-12530-566	MMS	CITY HALL MTCE:Parts-Mechanical Equipment	\$4,651	\$4,144	\$1,694	\$6,000	\$0	\$0	\$0	\$6,000	Mechanical Equipment Parts
26	1-2-12530-896	INS	CITY HALL MTCE:Insurance	\$9,401	\$9,545	\$9,878	\$10,560	\$0	\$0	\$2,230	\$12,790	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$20,280)	(\$29,180)	\$8,900	-30.50%
Total Revenues	(20,280)	(29,180)	8,900	-30.50%
EXPENSES				
Salaries Wages and Benefits	25,560	22,660	2,900	12.80%
Contracted and General Services	15,000	15,000	0	0.00%
Grants and Donations	160,220	160,220	0	0.00%
Utilities	175,900	162,860	13,040	8.01%
Fleet Expenses	530	500	30	6.00%
Maintenance Materials and Supplies	5,700	5,700	0	0.00%
Insurance	38,680	29,400	9,280	31.56%
Total Expenses	421,590	396,340	25,250	6.37%
TOTAL (SURPLUS) DEFICIT	401,310	367,160	34,150	9.30%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

\$8,900 decrease in User Charges and Revenue is the removal of the day care revenue from the Lease Agreement at Parkland Community Club.

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

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



EXPENDITURES

\$2,900 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

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

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

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

\$13,040 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. **42% of Total Expenditures.**

\$5,700 Total Maintenance Materials and Supplies:

- \$3,660 for PR Septic Services (Nordale Community Club)
- \$1,300 for Technical Safety Authority - permits needed for electrical work
- \$2,000 for Supplies for equipment maintenance to the Zambonis at the 4 indoor Community Club rink.
- (\$1,260) in cost recoveries for Community Clubs

\$9,280 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47580-094	UCF	Community Clubs:Non-Taxable Revenue	(\$32,426)	(\$21,818)	(\$20,249)	(\$29,180)	\$0	\$0	\$8,900	(\$20,280)	Payments for Lease Agreements of Small World Daycare and Children Choice Daycare. Children Choice - \$1,142/month = \$13,680 Small World - \$550/month = \$6,600 Total = \$20,280
2	1-2-75910-115	SWB	COMMUNITY CLUBS OPERATION:Wages Regular	\$17,027	\$11,207	\$26,157	\$17,000	\$0	\$1,000	\$0	\$18,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-75910-116	SWB	COMMUNITY CLUBS OPERATION:Wages Overtime	\$245	\$741	\$8	\$0	\$0	\$0	\$0	\$0	overtime wages associated with community clubs usage
4	1-2-75910-119	SWB	COMMUNITY CLUBS OPERATION:Payroll Benefits	\$6,315	\$4,869	\$11,376	\$5,660	\$0	\$1,900	\$0	\$7,560	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-75910-294	CON	COMMUNITY CLUBS OPERATION:Commissionaire Services	\$0	\$0	\$4,568	\$0	\$0	\$0	\$0	\$0	commissionaire services at Community Clubs (covid)
6	1-2-75910-299	CON	COMMUNITY CLUBS OPERATION:Other General Services	\$16,337	\$12,797	\$38,338	\$15,000	\$0	\$0	\$0	\$15,000	Annual Fire Extinguisher inspections, Fire Suppression maintenance & testing, Fire alarm inspections & minor maintenance at the Community Clubs.
7	1-2-75910-711	G&D	COMMUNITY CLUBS OPERATION:Operating Grants	\$125,357	\$125,137	\$147,380	\$125,750	\$0	\$0	\$0	\$125,750	Operating Grants for 9 Community Clubs 4 Community Clubs with Indoor Rinks - West Hill, East Hill, Crescent Heights and East End = \$15,500 per year 5 Community Clubs (Halls, Recreation) - Crescent Acres, Carlton Park, Midtown, Hazeldell, Nordale = \$12,750 per year
8	1-2-75910-713	G&D	COMMUNITY CLUBS OPERATION:Improvement Grants	\$24,450	\$16,977	\$44,624	\$34,470	\$0	\$0	\$0	\$34,470	Maintenance Grant for Community Club = \$3830 per Club.
9	1-2-75910-716	G&D	COMMUNITY CLUBS OPERATION:Grants	\$19,686	\$13,466	\$33,372	\$0	\$0	\$0	\$0	\$0	Community Rink Affordability Grants paid.
10	1-2-75910-551	UTL	COMMUNITY CLUBS OPERATION:Water & Sewer	\$41,557	\$40,202	\$29,182	\$40,460	\$0	\$0	(\$5,760)	\$34,700	reduced usage from prior years actuals
11	1-2-75910-552	UTL	COMMUNITY CLUBS OPERATION:Heating Fuels	\$48,809	\$45,629	\$45,518	\$47,400	\$0	\$0	\$15,540	\$62,940	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
12	1-2-75910-553	UTL	COMMUNITY CLUBS OPERATION:Electricity	\$106,094	\$71,821	\$52,120	\$75,000	\$0	\$0	\$3,260	\$78,260	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
13	1-2-75910-265	FLT	COMMUNITY CLUBS OPERATION:Rentals-Automotive & Equipment	\$54	\$0	\$0	\$500	\$0	\$30	\$0	\$530	rental for minor equipment
14	1-2-75910-235	MMS	COMMUNITY CLUBS OPERATION:Health Services	\$5,028	\$916	\$2,211	\$3,660	\$0	\$0	\$0	\$3,660	PR Septic Services (Nordale Community Club)
15	1-2-75910-259	MMS	COMMUNITY CLUBS OPERATION:Purch Mtce-Other Equipment	\$1,254	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Parkland Hall assistance
16	1-2-75910-291	MMS	COMMUNITY CLUBS OPERATION:Licenses Permits & Fees	\$898	\$1,361	\$0	\$1,300	\$0	\$0	\$0	\$1,300	Technical Safety Authority - permits needed for electrical work.
17	1-2-75910-420	MMS	COMMUNITY CLUBS OPERATION:Allocation-Services	\$4,004	\$2,352	\$7,421	\$0	\$0	\$0	\$0	\$0	allocation of staffing costs and maintenance costs for Community Clubs
18	1-2-75910-541	MMS	COMMUNITY CLUBS OPERATION:Operating Supplies	\$1,852	\$2,125	\$3,676	\$2,000	\$0	\$0	\$0	\$2,000	Supplies for equipment maintenance to the Zambonis at the 4 indoor Community Club rinks.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
19	1-2-75910-565	MMS	COMMUNITY CLUBS OPERATION:Parts - Equipment and Automotive	\$903	\$240	\$5,937	\$0	\$0	\$0	\$0	\$0	industrial supplies
20	1-2-75910-566	MMS	COMMUNITY CLUBS OPERATION:Parts-Mechanical Equipment	\$94	\$79	\$5,500	\$0	\$0	\$0	\$0	\$0	plumbing and heating equipment
21	1-2-75910-990	MMS	Community Clubs Operation:Cost Recoveries	\$0	\$0	\$0	(\$1,260)	\$0	\$0	\$0	(\$1,260)	recovery of costs
22	1-2-75910-896	INS	COMMUNITY CLUBS OPERATION:Insurance	\$29,076	\$26,821	\$28,002	\$29,400	\$0	\$0	\$9,280	\$38,680	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
23	1-2-75910-897	INS	COMMUNITY CLUBS OPERATION:Insurance Recovery	(\$10,561)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 was revenue received from claim (Insurance)

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Operating Grants and Donations	(\$27,500)	(\$27,500)	\$0	0.00%
Total Revenues	(27,500)	(27,500)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	530,120	507,110	23,010	4.54%
Utilities	490	400	90	22.50%
Fleet Expenses	1,780	1,780	0	0.00%
Maintenance Materials and Supplies	160,180	147,320	12,860	8.73%
Total Expenses	692,570	656,610	35,960	5.48%
TOTAL (SURPLUS) DEFICIT	665,070	629,110	35,960	5.72%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$27,500) Total Operating and Grans Donations:

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



EXPENDITURES

\$23,010 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$12,860 increase in Maintenance Materials and Supplies:

- \$19,300 increase in Information Technology Software allocations. Software and licenses used by the entire Community Services department.
- (\$5,000) removal of budget for Publications
- (\$2,000) decrease in telephone based on historical spending
- \$500 increase for postage costs for the department
- \$60 increase for membership: Sask Parks & Recreation Association \$180 and Sport Tourism Canada \$630.

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #7 for RPT 22-363 – 2023 Rates & Fees – Community Services Department](#) for additional information. This report addresses many Functional Areas within the Community Services department.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47110-094	UCF	PARKS SUNDRY REVENUE:Non-Taxable Revenue	(\$18,155)	(\$8,647)	(\$7,182)	\$0	\$0	\$0	\$0	\$0	fleet disposal revenue
2	1-1-47151-094	UCF	Arenas Administration:Non-Taxable Revenue	(\$198)	\$34,093	(\$34,093)	\$0	\$0	\$0	\$0	\$0	finance yearend correction for activenet
3	1-1-47110-053	OGD	Parks Sundry Revenue:Provincial Grants - Conditional	(\$16,500)	\$0	\$0	(\$5,000)	\$0	\$0	\$0	(\$5,000)	The Department sources & applies for Provincial Grants in support of programming & employment grants.
4	1-1-47151-055	OGD	Arenas Administration:Other Entities Grants - Conditional	\$0	\$0	(\$45,000)	(\$22,500)	\$0	\$0	\$0	(\$22,500)	Community Rink Affordability Grant: AHC - \$2,500 Kinsmen - \$2,500 Steuart - \$2,500 PA Golf & Curling Centre - \$2,500 East End - \$5,000 East Hill - \$2,500 West Hill - \$2,500 Crescent Heights - \$2,500
5	1-1-47328-085	OGD	Pine Needle Bike Festival:Donations	(\$18,565)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	donations of event held - Pine Needle Bike Festival at Little Red
6	1-2-71100-111	SWB	RECREATION ADMINISTRATION:Salaries Regular	\$311,556	\$402,120	\$417,670	\$423,800	\$0	\$17,540	\$0	\$441,340	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-71100-112	SWB	RECREATION ADMINISTRATION:Salaries Overtime	\$2,146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 overtime costs
8	1-2-71100-119	SWB	RECREATION ADMINISTRATION:Payroll Benefits	\$56,601	\$72,140	\$75,748	\$77,000	\$0	\$6,210	\$0	\$83,210	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-73750-115	SWB	CHRISTMAS DECORATIONS:Wages Regular	\$3,593	\$3,924	\$2,765	\$4,640	\$0	(\$640)	\$0	\$4,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-73750-119	SWB	CHRISTMAS DECORATIONS:Payroll Benefits	\$1,446	\$1,433	\$972	\$1,670	\$0	(\$100)	\$0	\$1,570	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-73750-553	UTL	CHRISTMAS DECORATIONS:Electricity	\$436	\$431	\$403	\$400	\$0	\$0	\$90	\$490	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
12	1-2-73750-265	FLT	CHRISTMAS DECORATIONS:Rentals-Automotive & Equipment	\$648	\$1,683	\$1,296	\$1,780	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
13	1-2-71100-211	MMS	RECREATION ADMINISTRATION:Travel & Accommodation	\$3,915	\$3,461	\$2,295	\$1,040	\$0	\$0	\$0	\$1,040	mileage & accommodation for staff for use of personal vehicle for daily duties or for attendance at Provincial Director meetings.
14	1-2-71100-212	MMS	RECREATION ADMINISTRATION:Postage & Freight	\$1,534	\$2,130	\$2,263	\$2,000	\$0	\$0	\$500	\$2,500	Based on average usage and expected \$.01 increase Jan 1/23.
15	1-2-71100-213	MMS	RECREATION ADMINISTRATION:Telephone	\$20,145	\$24,435	\$21,031	\$25,000	\$0	\$0	(\$2,000)	\$23,000	Based on actual charges for data lines, internet, landlines, and cell phone usage.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
16	1-2-71100-222	MMS	RECREATION ADMINISTRATION:Publications & Subscriptions	\$3,141	\$8,212	\$4,252	\$5,000	\$0	\$0	(\$5,000)	\$0	No budget required for this account in 2023.
17	1-2-71100-224	MMS	RECREATION ADMINISTRATION:Memberships & Due	\$780	\$780	\$780	\$750	\$0	\$0	\$60	\$810	Sask Parks & Recreation Association - \$180 Sport Tourism Canada - \$630
18	1-2-71100-234	MMS	RECREATION ADMINISTRATION:Training Services	\$1,298	\$810	\$1,113	\$3,000	\$0	\$0	\$0	\$3,000	Sask Parks & Recreation Association Conference Sport Tourism Canada - Sports Event Congress
19	1-2-71100-238	MMS	RECREATION ADMINISTRATION:Computer Services	\$3,169	\$2,985	\$1,586	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
20	1-2-71100-267	MMS	RECREATION ADMINISTRATION:Rentals-Specialized Equipment	\$2,271	\$2,948	\$1,970	\$2,500	\$0	\$0	\$0	\$2,500	Office equipment charges for photocopier, printer, etc.
21	1-2-71100-410	MMS	Recreation Administration:Allocation-Administration	\$0	\$0	\$0	\$103,270	\$0	\$0	\$19,300	\$122,570	The annual licensing fees for IT software across all City Departments is included in the IT operating account 1-1-12220-238. These expenses are 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. In Community Services for 2023, the allocation of funds includes the following areas: -Great Plains, Questica budgeting software, ESRI/GIS Advantage Program, Pictometry, Office365 Suite(Security, End User and Assist), Njoyn, ArcGIS Enterprise, Golf(Tee-on, Mobile App, Web Hosting, Web Updates, Direct Mail), Recreation Software, Research Grant Program, Theatre Manager, Web Host and search tool, AdobePro /Creative Cloud, AutoCAD, FME, Cityworks, Crystal Reports and EventPro. The increase in 2023 represents vendor increases for Great Plains, Adobe, Office365 services, GIS Advantage Program, FME, and operationalizing Cityworks. Also savings in decreased Worktech licenses and Synerion.
22	1-2-71100-511	MMS	RECREATION ADMINISTRATION:Meeting Incidentals	\$3,392	\$123	\$101	\$500	\$0	\$0	\$0	\$500	Expenses for Committee & User Group meetings.
23	1-2-71100-541	MMS	Recreation Administration:Operating Supplies	\$11	\$400	\$477	\$1,000	\$0	\$0	(\$1,000)	\$0	Office Supplies are the main supply inventory requirement for this functional area.
24	1-2-71100-544	MMS	RECREATION ADMINISTRATION:Office Supplies	\$1,055	\$493	\$1,060	\$1,260	\$0	\$0	\$1,000	\$2,260	Supply requirements & inventory are related to office supplies for this functional area.
25	1-2-73750-541	MMS	CHRISTMAS DECORATIONS:Operating Supplies	\$453	\$432	\$1,160	\$2,000	\$0	\$0	\$0	\$2,000	Supplies to hang, install, repair Christmas Displays Items acquired through the Municipal Service Center that help support this functional area are charged here as well.
26	1-2-82154-919	BDE	ActiveNet:Bad Debt Expense	\$0	\$12,279	\$52	\$0	\$0	\$0	\$0	\$0	bad debt expense

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$1,255,810)	(\$1,089,100)	(\$166,710)	15.31%
Operating Grants and Donations	0	(26,000)	26,000	-100.00%
Total Revenues	(1,255,810)	(1,115,100)	(140,710)	12.62%
EXPENSES				
Salaries Wages and Benefits	341,210	334,130	7,080	2.12%
Contracted and General Services	190,600	178,480	12,120	6.79%
Financial Charges	17,000	13,000	4,000	30.77%
Grants and Donations	65,200	65,200	0	0.00%
Utilities	184,300	124,540	59,760	47.98%
Interest on Long Term Debt	63,910	66,150	(2,240)	-3.39%
Fleet Expenses	211,800	201,710	10,090	5.00%
Maintenance Materials and Supplies	135,850	121,070	14,780	12.21%
Insurance	2,820	2,400	420	17.50%
Total Expenses	1,212,690	1,106,680	106,010	9.58%
TOTAL (SURPLUS) DEFICIT	(43,120)	(8,420)	(34,700)	412.11%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$166,710) increase in User Charges and Fees

- **(\$103,900)** increase in revenue for Golf Fees. Increase in rounds of golf played. 2% Fee increase as per RPT 22-328 - Cooke Municipal Golf Course Rates & Fees Report.
- **(\$1,810)** increase in revenue. \$150 per month charged to Darcy's Golf Shop to recover costs for use of City owned computer equipment, phones, and IT services. Prior to 2023 this revenue was being allocated to Financial Services.
- **(\$61,000)** increase in revenue for Golf Cart Rentals.

The Golf Course Improvements Reserve will have a projected surplus balance of \$265,874 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council in Section 17 – Reserves.



\$1,255,810 Total User Charges and Fees Revenue:

- (\$2,000) revenue from the Food and Beverage Cart Agreement with the Prince Albert Golf & Curling Club
- (\$918,000) revenue for golf course fees
- (\$1,810) revenue as per Darcy's Golf Shop
- (\$18,000) revenue collected from Trackage Fees from Golfers who utilize their own private golf cart
- (\$91,000) revenue from sponsorship of holes at Golf Course.
- (\$225,000) revenue from golf course cart rentals.

\$26,000 decrease in Operating Grants and Donations relating to the Tax Exemption Agreement with the Prince Albert Elks Club. They provided an annual donation of \$26,000 to the Golf Course. That Agreement expired end of Year 2022.

EXPENDITURES

\$7,080 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$12,120 increase in Contracted and General Services

- \$10,600 increase Golf Course Management Contract with Darcy's Golf Shop. Annual Management Fee - \$65,000, 8.5% Fees - \$76,500 and 10% Sponsors - \$9,100. **Total Budget of \$150,600.**
- \$1,520 increase for payment for Golf Course Marshals. **Total Budget of \$40,000.**

\$4,000 increase in Financial Charges relating to increase in volume of transactions for banking.

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

\$59,760 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. \$52,400 is regarding the charge for Water and Sewer. There is an interfund transfer to offset that expense in the General Fund. Utilities increase for 2023 represents a **48% increase over 2022.**

(\$2,240) decrease in Long Term Debt as per loan amortization schedule for Golf Course Irrigation.

\$14,780 increase in Maintenance Materials and Supplies:

- \$14,000 increase in the cost of Chemicals.
- (\$3,000) reduction in travel and accommodation
- (\$220) decrease in postage, etc.
- \$4,000 increase for rental of additional fleet of Golf Carts for rent during larger golf tournaments.

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #8 for [RPT 22-358 – 2023 Rates & Fees – Cooke Municipal Golf Course](#) for additional information.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47140-094	UCF	Golf Course Concessions:Non-Taxable Revenue	(\$2,000)	(\$2,000)	\$0	(\$2,000)	\$0	\$0	\$0	(\$2,000)	Food & Beverage Cart Agreement Commission Payment.
2	1-1-47141-094	UCF	GOLF COURSE FEES:Non-Taxable Revenue	(\$708,503)	(\$648,670)	(\$917,411)	(\$814,100)	\$0	\$0	(\$103,900)	(\$918,000)	Increase in rounds of golf played. \$18,000 - 2% Fee increase as per RPT 22-328 - Cooke Municipal Golf Course Rates & Fees.
3	1-1-47141-099	UCF	GOLF COURSE FEES:Taxable Revenue	(\$9,714)	(\$23)	\$0	\$0	\$0	\$0	\$0	\$0	2019 golf course revenue for golf fees
4	1-1-47142-094	UCF	GOLF COURSE-OTHER:Non-Taxable Revenue	(\$60)	(\$60)	(\$1,966)	\$0	\$0	\$0	(\$1,810)	(\$1,810)	\$150 per month charged to Darcy's Golf Shop to recover costs for use of City owned computer equipment, phones, and IT services. Prior to 2023 this revenue was being allocated to Financial Services.
5	1-1-47143-094	UCF	GOLF COURSE PATHWAYS FEES:Non-Taxable Revenue	(\$13,912)	(\$12,427)	(\$25,118)	(\$18,000)	\$0	\$0	\$0	(\$18,000)	Revenue collected from Trackage Fees from Golfers who utilize their own private golf cart.
6	1-1-47145-094	UCF	Golf Course Cairn Advertising:Non-Taxable Revenue	(\$84,886)	(\$69,902)	(\$47,500)	(\$91,000)	\$0	\$0	\$0	(\$91,000)	Sponsorship Plan at the Golf Course. All 18 holes are currently sponsored for 2023.
7	1-1-47146-094	UCF	Golf Course Cart Rentals:Non-Taxable Revenue	(\$165,699)	(\$152,860)	(\$227,341)	(\$164,000)	\$0	\$0	(\$61,000)	(\$225,000)	Increase in Golf Cart Rentals.
8	1-1-47141-085	OGD	GOLF COURSE FEES:Donations	(\$51,000)	(\$26,100)	(\$26,000)	(\$26,000)	\$0	\$0	\$26,000	\$0	The last year of the Tax Exemption Agreement for the Elks Club was 2022. Assessment will need to provide a report for consideration by City Council for the next 5 year term. Therefore the revenue has been removed from the Golf Course Budget.
9	1-2-73910-111	SWB	GOLF COURSE MTCE & OPERATION:Salaries Regular	\$93,012	\$93,369	\$93,012	\$92,910	\$0	\$3,280	\$0	\$96,190	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-73910-115	SWB	GOLF COURSE MTCE & OPERATION:Wages Regular	\$131,547	\$152,832	\$154,412	\$170,000	\$0	\$0	\$0	\$170,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-73910-116	SWB	GOLF COURSE MTCE & OPERATION:Wages Overtime	\$11,950	\$9,303	\$15,319	\$10,000	\$0	\$2,000	\$0	\$12,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-73910-119	SWB	GOLF COURSE MTCE & OPERATION:Payroll Benefits	\$46,771	\$54,973	\$61,886	\$61,220	\$0	\$1,800	\$0	\$63,020	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	1-2-73900-239	CON	GOLF COURSE ADMINISTRATION:Consulting Services	\$145,457	\$138,071	\$176,184	\$140,000	\$0	\$0	\$10,600	\$150,600	Golf Course Management Contract with Darcy's Golf Shop. Annual Management Fee - \$65,000 8.5% Fees - \$76,500 10% Sponsors - \$9,100
14	1-2-73900-299	CON	GOLF COURSE ADMINISTRATION:Other General Services	\$37,105	\$38,480	\$39,000	\$38,480	\$0	\$0	\$1,520	\$40,000	Payment for Golf Course Marshals.
15	1-2-73910-239	CON	GOLF COURSE MTCE & OPERATION:Consulting Services	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	TCA entry
16	1-2-73910-295	CON	Golf Course Mtce & Operation:Self-Employed Contractors	\$10,651	\$0	\$0	\$0	\$0	\$0	\$0	\$0	consulting for bunker renovation
17	1-2-73900-893	FC	GOLF COURSE ADMINISTRATION:Bank Charges	\$11,352	\$12,381	\$16,876	\$13,000	\$0	\$0	\$4,000	\$17,000	Increase in volume of transactions.
18	1-2-73900-799	G&D	GOLF COURSE ADMINISTRATION:Other Transfers	\$65,000	\$65,200	\$65,200	\$65,200	\$0	\$0	\$0	\$65,200	Annual Payment to the Prince Albert Golf & Curling Club under the Rental Agreement.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
19	1-2-73910-551	UTL	GOLF COURSE MTCE & OPERATION:Water & Sewer	\$13,247	\$72,757	\$148,023	\$100,000	\$0	\$0	\$52,400	\$152,400	based on previous years actual and 2023 rate increase Jason, please review this one with me. Usage is a factor. While the 2021 season was very dry the 2022 season hasn't experienced the same conditions therefore less irrigation has been required.
20	1-2-73910-552	UTL	Golf Course Mtce & Operation:Heating Fuels	\$4,371	\$2,405	\$3,530	\$0	\$0	\$0	\$2,900	\$2,900	Propane for the Golf Course Shop
21	1-2-73910-553	UTL	GOLF COURSE MTCE & OPERATION:Electricity	\$27,447	\$20,349	\$24,535	\$24,000	\$0	\$0	\$5,000	\$29,000	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
22	1-2-75630-551	UTL	Golf Course-7th Hole Concessions:Water & Sewer	\$628	\$0	\$563	\$540	\$0	\$0	(\$540)	\$0	Sale of Building.
23	1-2-73900-820	LTD	Golf Course Administration:Interest on Long Term Loan	\$72,070	\$70,353	\$68,133	\$66,150	\$0	(\$2,240)	\$0	\$63,910	The 2023 Budget for interest expense was determined by Financial Services based on a review of annual payments and expected interest rates for 2023 and previous principal payments made.
24	1-2-73910-265	FLT	GOLF COURSE MTCE & OPERATION:Rentals-Automotive & Equipment	\$206,002	\$209,990	\$213,403	\$201,710	\$0	\$0	\$10,090	\$211,800	5% adjustment for fleet expense based on the updated 10 Year Golf Equipment and Golf Cart Asset Management forecast.
25	1-2-73900-212	MMS	Golf Course Administration:Postage & Freight	\$70	\$36	\$0	\$100	\$0	\$0	\$0	\$100	Based on average usage and expected \$.01 increase Jan 1/23.
26	1-2-73900-213	MMS	GOLF COURSE ADMINISTRATION:Telephone	\$3,963	\$3,987	\$4,464	\$4,920	\$0	\$0	\$0	\$4,920	Based on actual charges for data lines, internet, landlines, and cell phone usage.
27	1-2-73900-221	MMS	GOLF COURSE ADMINISTRATION:Advertising	\$7,054	\$1,350	\$3,188	\$5,000	\$0	\$0	\$0	\$5,000	Golf Course Advertising & Promotions.
28	1-2-73900-224	MMS	GOLF COURSE ADMINISTRATION:Memberships & Due	\$1,346	\$935	\$1,965	\$1,500	\$0	\$0	\$500	\$2,000	Membership Fees include: - Golf Sask Facility Fee - National Golf Courses Owner Association
29	1-2-73900-238	MMS	GOLF COURSE ADMINISTRATION:Computer Services	\$5,217	\$8,359	\$8,480	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
30	1-2-73900-264	MMS	Golf Course Administration:Rentals-Hired Equipment and Automotive	\$6,296	\$0	\$12,440	\$8,000	\$0	\$0	\$4,000	\$12,000	Rental of additional fleet of Golf Carts for rent during larger golf tournaments.
31	1-2-73900-267	MMS	GOLF COURSE ADMINISTRATION:Rentals-Specialized Equipment	\$405	\$1,131	\$462	\$1,000	\$0	\$0	\$0	\$1,000	Office Equipment Fees
32	1-2-73900-544	MMS	GOLF COURSE ADMINISTRATION:Office Supplies	\$2,757	\$2,008	\$2,848	\$3,830	\$0	\$0	(\$830)	\$3,000	Office Supplies for Golf Course Staff.
33	1-2-73910-224	MMS	Golf Course Mtce & Operation:Memberships & Due	\$842	\$495	\$736	\$720	\$0	\$0	\$0	\$720	Canadian Golf Course Superintendents Association.
34	1-2-73910-234	MMS	Golf Course Mtce & Operation:Training Services	\$1,452	\$310	\$1,036	\$2,000	\$0	\$0	\$0	\$2,000	Certification Requirements for Staff.
35	1-2-73910-235	MMS	GOLF COURSE MTCE & OPERATION:Health Services	\$1,867	\$2,608	\$1,828	\$640	\$0	\$0	\$0	\$640	Septic Pump-outs
36	1-2-73910-237	MMS	GOLF COURSE MTCE & OPERATION:Protection Services	\$127	\$127	\$108	\$0	\$0	\$0	\$150	\$150	Reed Security Alarm & Surveillance.
37	1-2-73910-253	MMS	GOLF COURSE MTCE & OPERATION:Purch Mtce-Building	\$18,410	\$5,366	\$4,643	\$1,200	\$0	\$0	\$0	\$1,200	Minor Building Maintenance

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
38	1-2-73910-255	MMS	Golf Course Mtce & Operation:Purch Mtce-Automotive & Equipment	\$480	\$240	\$120	\$0	\$0	\$0	\$0	\$0	automotive equipment
39	1-2-73910-256	MMS	GOLF COURSE MTCE & OPERATION:Purch Mtce-Mechanical Equipment	\$1,689	\$0	\$281	\$0	\$0	\$0	\$0	\$0	mechanical equipment
40	1-2-73910-259	MMS	GOLF COURSE MTCE & OPERATION:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$800	\$0	\$0	\$0	\$800	Contracted support for minor equipment repairs when required.
41	1-2-73910-264	MMS	GOLF COURSE MTCE & OPERATION:Rentals-Hired Equipment and Automotive	\$1,392	\$546	\$188	\$0	\$0	\$0	\$0	\$0	equipment costs
42	1-2-73910-269	MMS	GOLF COURSE MTCE & OPERATION:Rentals-Other Equipment	\$3,299	\$3,783	\$4,160	\$3,500	\$0	\$0	\$0	\$3,500	Compressor Rental
43	1-2-73910-291	MMS	GOLF COURSE MTCE & OPERATION:Licenses Permits & Fees	\$347	\$633	\$4,428	\$2,020	\$0	\$0	\$0	\$2,020	Irrigation Radio License & Pesticide Licensing for Staff.
44	1-2-73910-521	MMS	GOLF COURSE MTCE & OPERATION:Vehicle Fuel & Oil	(\$1,247)	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	Fuel budget is for rental equipment such as air compressors to blow out lines in the fall, demo equipment brought in for testing, etc. The actuals are zero for 2020 and 2021 as the fuel cost was charged to the wrong account. Air compressors will be rented to blow out lines in early October in 2022.
45	1-2-73910-533	MMS	GOLF COURSE MTCE & OPERATION:Granular Materials	\$13,472	\$5,323	\$3,680	\$10,300	\$0	\$0	\$0	\$10,300	Material for pathways, parking lot, etc.
46	1-2-73910-534	MMS	GOLF COURSE MTCE & OPERATION:Chemicals	\$37,407	\$45,962	\$51,166	\$45,700	\$0	\$0	\$14,300	\$60,000	Increase in costs for chemicals.
47	1-2-73910-541	MMS	GOLF COURSE MTCE & OPERATION:Operating Supplies	\$17,857	\$19,939	\$30,911	\$25,000	\$0	\$0	\$0	\$25,000	Maintenance supplies. These would include items such as the following: irrigation supplies, rakes, ball washer replacement, spray suits, shovels, spray indicator dye, hole cutter blade replacement, ropes and stakes, etc.
48	1-2-73910-565	MMS	GOLF COURSE MTCE & OPERATION:Parts - Equipment and Automotive	\$585	\$0	\$0	\$0	\$0	\$0	\$0	\$0	parts
49	1-2-73910-566	MMS	GOLF COURSE MTCE & OPERATION:Parts-Mechanical Equipment	\$1,571	\$91	\$430	\$0	\$0	\$0	\$0	\$0	parts
50	1-2-75630-237	MMS	Golf Course-7th Hole Concessions:Protection Services	\$254	\$254	\$235	\$240	\$0	\$0	(\$240)	\$0	Sale of Concession Building to the PA Golf & Curling Club.
51	1-2-73910-896	INS	GOLF COURSE MTCE & OPERATION:Insurance	\$2,185	\$2,226	\$2,285	\$2,400	\$0	\$0	\$420	\$2,820	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$215,270)	(\$215,270)	\$0	0.00%
Sundry	(3,530)	(3,530)	0	0.00%
Total Revenues	(218,800)	(218,800)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	218,620	218,130	490	0.22%
Contracted and General Services	4,100	4,100	0	0.00%
Financial Charges	5,560	5,560	0	0.00%
Utilities	103,620	91,590	12,030	13.13%
Fleet Expenses	20,000	20,000	0	0.00%
Maintenance Materials and Supplies	30,560	32,610	(2,050)	-6.29%
Insurance	4,700	3,540	1,160	32.77%
Total Expenses	387,160	375,530	11,630	3.10%
TOTAL (SURPLUS) DEFICIT	168,360	156,730	11,630	7.42%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$215,270) Total User Charges and Fees Revenue:

- (\$30,100) revenue from concessions
- (\$3,400) revenue from vending machines
- (\$181,770) revenue for ice rentals, lacrosse and ball hockey rentals.

(\$3,530) Total Sundry Revenue is the surcharge revenue from rentals to be allocated to the Arenas Improvements Reserve.



EXPENDITURES

\$490 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$4,100 Total Contracted and General Services is as follows:

- \$1,000 for the use of commissionaire security services at the Arena.
- \$2,000 for janitorial services - laundry and carpet cleaning.
- \$1,100 for public skating ice supervisor's wages.

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

\$12,030 increase in Utilities regarding increases in water and sewer, heating fuels and electricity. Utilities increase for 2023 represents a **13% increase over 2022**.

(\$2,050) decrease in Maintenance Materials and Supplies as follows:

- (\$2,500) decrease for concession supplies
- \$450 increase for miscellaneous or other supplies

\$1,160 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

The Arenas Improvement Reserve will have a projected surplus balance of \$93,326 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47154-064	UCF	DAVE G STEUART ARENA:Sale of Products-Taxable	(\$27,909)	(\$9,527)	(\$7,354)	(\$30,100)	\$0	\$0	\$0	(\$30,100)	Concession Revenues
2	1-1-47154-067	UCF	DAVE G STEUART ARENA:Vending Comm Revenue - Non Taxable	(\$2,337)	(\$1,279)	(\$798)	(\$3,400)	\$0	\$0	\$0	(\$3,400)	Vending Commission Revenues
3	1-1-47154-094	UCF	DAVE G STEUART ARENA:Non-Taxable Revenue	(\$159,358)	(\$101,963)	(\$127,871)	(\$181,770)	\$0	\$0	\$0	(\$181,770)	Steuart Arena Revenue: Ice Rentals-\$167,820.00 Ball Hockey/Lacrosse Bookings-\$13,950.00
4	1-1-47154-089	SUN	Dave G Steuart Arena:Other Sources	(\$2,675)	(\$1,523)	(\$1,840)	(\$3,530)	\$0	\$0	\$0	(\$3,530)	Surcharge revenue from rentals to be allocated to the Arenas Improvements Reserve.
5	1-2-75540-111	SWB	DAVE G. STEUART ARENA - PROGRAM:Salaries Regular	\$8,884	\$8,981	\$8,866	\$8,670	\$0	(\$920)	\$0	\$7,750	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-75540-114	SWB	DAVE G. STEUART ARENA - PROGRAM:Salary Casual Regular	\$1,158	\$1,211	\$1,796	\$1,360	\$0	\$0	\$0	\$1,360	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-75540-115	SWB	DAVE G. STEUART ARENA - PROGRAM:Wages Regular	\$101,595	\$80,874	\$80,605	\$100,000	\$0	\$0	\$0	\$100,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-75540-116	SWB	DAVE G. STEUART ARENA - PROGRAM:Wages Overtime	\$13,424	\$9,253	\$8,235	\$11,870	\$0	\$0	\$0	\$11,870	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-75540-119	SWB	DAVE G. STEUART ARENA - PROGRAM:Payroll Benefits	\$41,899	\$34,619	\$37,009	\$43,000	\$0	(\$700)	\$0	\$42,300	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-75620-111	SWB	Steuart Concessions:Salaries Regular	\$9,321	\$9,550	\$9,797	\$9,760	\$0	\$340	\$0	\$10,100	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-75620-112	SWB	Steuart Concessions:Salaries Overtime	\$195	\$0	\$24	\$200	\$0	\$0	\$0	\$200	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-75620-114	SWB	Steuart Concessions:Salary Casual Regular	\$10,489	\$4,413	\$2,890	\$10,000	\$0	\$0	\$0	\$10,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	1-2-75620-115	SWB	Steuart Concessions:Wages Regular	\$752	\$534	\$199	\$750	\$0	\$0	\$0	\$750	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
14	1-2-75620-119	SWB	Steuart Concessions:Payroll Benefits	\$3,093	\$2,486	\$2,455	\$3,840	\$0	\$300	\$0	\$4,140	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	1-2-77540-115	SWB	DAVE G. STEUART ARENA - MTCE:Wages Regular	\$20,794	\$20,799	\$22,829	\$21,000	\$0	\$0	\$0	\$21,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-77540-116	SWB	DAVE G. STEUART ARENA - MTCE:Wages Overtime	\$3,624	\$2,233	\$2,025	\$230	\$0	\$770	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-77540-119	SWB	DAVE G. STEUART ARENA - MTCE:Payroll Benefits	\$8,413	\$8,090	\$9,213	\$7,450	\$0	\$700	\$0	\$8,150	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18	1-2-75540-294	CON	Dave G. Steuart Arena - Program:Commissionaire Services	\$0	\$5,936	\$13,580	\$1,000	\$0	\$0	\$0	\$1,000	Use of Commissionaire services as required.
19	1-2-75540-296	CON	DAVE G. STEUART ARENA - PROGRAM:Housekeeping Services	\$4,183	\$236	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Janitorial services - laundry and carpet cleaning.
20	1-2-75540-299	CON	DAVE G. STEUART ARENA - PROGRAM:Other General Services	\$1,673	\$1,518	\$1,901	\$1,100	\$0	\$0	\$0	\$1,100	Public Skating Ice Supervisor's Wages
21	1-2-75540-899	FC	Dave G. Steuart Arena - Program:Other Financial Charges	\$4,236	\$3,057	\$3,398	\$4,600	\$0	\$0	\$0	\$4,600	Activenet Fees
22	1-2-75620-893	FC	Steuart Concessions:Bank Charges	\$347	\$367	\$792	\$960	\$0	\$0	\$0	\$960	Transaction Fees
23	1-2-77540-551	UTL	DAVE G. STEUART ARENA - MTCE:Water & Sewer	\$5,350	\$6,343	\$4,751	\$5,690	\$0	\$0	\$740	\$6,430	increased usage current year ytd
24	1-2-77540-552	UTL	DAVE G. STEUART ARENA - MTCE:Heating Fuels	\$23,105	\$25,923	\$16,324	\$27,000	\$0	\$0	\$12,670	\$39,670	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
25	1-2-77540-553	UTL	DAVE G. STEUART ARENA - MTCE:Electricity	\$56,064	\$56,857	\$44,898	\$58,900	\$0	\$0	(\$1,380)	\$57,520	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
26	1-2-75540-265	FLT	DAVE G. STEUART ARENA - PROGRAM:Rentals-Automotive & Equipment	\$16,577	\$17,459	\$17,130	\$20,000	\$0	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
27	1-2-75540-213	MMS	DAVE G. STEUART ARENA - PROGRAM:Telephone	\$1,106	\$1,065	\$1,120	\$1,180	\$0	\$0	\$450	\$1,630	Based on actual charges for data lines, internet, landlines, and cell phone usage.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
28	1-2-75540-234	MMS	DAVE G. STEUART ARENA - PROGRAM:Training Services	\$115	\$0	\$60	\$250	\$0	\$0	\$0	\$250	Annual Certifications for Arena staff
29	1-2-75540-259	MMS	DAVE G. STEUART ARENA - PROGRAM:Purch Mtce-Other Equipment	\$636	\$0	\$7,155	\$500	\$0	\$0	\$0	\$500	Contracted support for minor equipment maintenance.
30	1-2-75540-512	MMS	DAVE G. STEUART ARENA - PROGRAM:Overtime Meals	\$91	\$44	\$0	\$100	\$0	\$0	\$0	\$100	As per Collective Bargaining Agreement, staff who work 1.5 hours or more immediately after their scheduled work day are provided with a meal.
31	1-2-75540-540	MMS	DAVE G. STEUART ARENA - PROGRAM:City Purchased Clothing	\$1,608	\$706	\$1,510	\$1,050	\$0	\$0	\$0	\$1,050	Staff uniforms
32	1-2-75540-541	MMS	DAVE G. STEUART ARENA - PROGRAM:Operating Supplies	\$2,213	\$1,020	\$1,408	\$2,000	\$0	\$0	\$0	\$2,000	Operational Supplies - hockey nets, netting, posts, bumpers. Ice Making supplies. Signage
33	1-2-75540-546	MMS	DAVE G. STEUART ARENA - PROGRAM:Housekeeping Supplies	\$4,687	\$3,762	\$3,249	\$4,080	\$0	\$0	\$0	\$4,080	Arena board cleaning, janitorial supplies and equipment
34	1-2-75540-950	MMS	Dave G. Steuart Arena - Program:Special Projects	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	Rink Affordability Grant
35	1-2-75620-213	MMS	Steuart Concessions:Telephone	\$565	\$565	\$572	\$600	\$0	\$0	\$0	\$600	Based on actual charges for data lines, internet, landlines, and cell phone usage.
36	1-2-75620-541	MMS	Steuart Concessions:Operating Supplies	\$69	\$0	\$216	\$300	\$0	\$0	\$0	\$300	Concession operating supplies.
37	1-2-75620-548	MMS	Steuart Concessions:Merchandise For Resale	\$5,885	\$2,190	\$1,874	\$7,500	\$0	\$0	(\$2,500)	\$5,000	Concession Products for resale.
38	1-2-77540-235	MMS	Dave G. Steuart Arena - Mtce:Health Services	\$0	\$350	\$4,120	\$250	\$0	\$0	\$0	\$250	Pest Control
39	1-2-77540-237	MMS	DAVE G. STEUART ARENA - MTCE:Protection Services	\$127	\$127	\$1,070	\$100	\$0	\$0	\$0	\$100	Alarm Monitoring
40	1-2-77540-253	MMS	DAVE G. STEUART ARENA - MTCE:Purch Mtce-Building	\$4,389	\$1,787	\$1,746	\$3,150	\$0	\$0	\$0	\$3,150	Minor Building Maintenance.
41	1-2-77540-256	MMS	DAVE G. STEUART ARENA - MTCE:Purch Mtce-Mechanical Equipment	\$31,189	\$15,301	\$8,041	\$7,000	\$0	\$0	\$0	\$7,000	Mechanical Equipment Repairs.
42	1-2-77540-291	MMS	DAVE G. STEUART ARENA - MTCE:Licenses Permits & Fees	\$1,387	\$1,407	\$432	\$550	\$0	\$0	\$0	\$550	Sprinkler System Inspection, Fire Extinguishers, Boiler Operating License & Ice Plant Operating License.
43	1-2-77540-541	MMS	DAVE G. STEUART ARENA - MTCE:Operating Supplies	\$6,639	\$2,599	\$4,845	\$2,500	\$0	\$0	\$0	\$2,500	Minor Maintenance Supplies
44	1-2-77540-566	MMS	DAVE G. STEUART ARENA - MTCE:Parts-Mechanical Equipment	\$6,423	\$2,743	\$2,869	\$1,500	\$0	\$0	\$0	\$1,500	Parts for Mechanical Equipment Repairs.
45	1-2-77540-896	INS	DAVE G. STEUART ARENA - MTCE:Insurance	\$3,446	\$3,215	\$3,373	\$3,540	\$0	\$0	\$1,160	\$4,700	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$717,800)	(\$717,800)	\$0	0.00%
Operating Grants and Donations	(48,100)	(2,500)	(45,600)	1824.00%
Sundry	(65,000)	(65,000)	0	0.00%
Total Revenues	(830,900)	(785,300)	(45,600)	5.81%
EXPENSES				
Salaries Wages and Benefits	584,330	552,800	31,530	5.70%
Contracted and General Services	342,310	337,310	5,000	1.48%
Financial Charges	13,000	13,000	0	0.00%
Utilities	160,380	124,630	35,750	28.68%
Maintenance Materials and Supplies	167,900	151,200	16,700	11.04%
Insurance	14,910	11,110	3,800	34.20%
Total Expenses	1,282,830	1,190,050	92,780	7.80%
TOTAL (SURPLUS) DEFICIT	451,930	404,750	47,180	11.66%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$717,800) Total User Charges and Fees Revenue:

- (\$40,000) Community Stabilization Revenue Surcharge - \$2.00 per ticket
- (\$1,800) ATM commission revenue
- (\$1,000) Tips collected in support of the Volunteers Services and utilized for their Volunteer Appreciation Event
- (\$400,000) ticket sale revenue
- (\$40,000) food and beverage sale revenue
- (\$95,000) rentals revenue
- (\$30,000) Ticket Surcharge Revenues collected from Events in support of subsidized youth access. \$2.00 per ticket
- (\$110,000) Advertising & Sponsorship Revenues



(\$48,100) Total Operating Grants and Donations Revenue:

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

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

The EA Rawlinson Centre Facility Fee Reserve will have a projected surplus balance of \$183,738 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.

EXPENDITURES

\$31,530 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. **Represents 46% of Total Expenditures.**

\$5,000 increase in Contracted and General Services in regards to janitorial cleaning services for the EA Rawlinson Centre.

\$342,310 Total Contracted and General Services as follows:

- \$276,310 is the cost for Artist Fees for Centre presented events.
- \$60,000 for janitorial services at the Rawlinson Centre.
- \$5,000 for equipment rentals related to hosting events.
- \$1,000 for janitorial supplies.

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

\$35,750 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **29% increase over 2022.**

\$16,700 increase in Maintenance Materials and Supplies as follows:

- \$17,000 increase for the License Fees for the Broadway North Program
- (\$300) decrease for postage

\$3,800 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47240-000	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Other Revenue	(\$40,777)	(\$1,146)	(\$10,992)	(\$40,000)	\$0	\$0	\$0	(\$40,000)	Community Stabilization Revenue Surcharge - \$2/ticket
2	1-1-47240-001	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Surcharges - Pineview Levy	(\$1,761)	(\$452)	(\$116)	(\$1,800)	\$0	\$0	\$0	(\$1,800)	ATM Commission Revenue
3	1-1-47240-003	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Tips	(\$1,789)	(\$511)	(\$349)	(\$1,000)	\$0	\$0	\$0	(\$1,000)	Tips collected in support of the Volunteers Services and utilized for their Volunteer Appreciation Event.
4	1-1-47240-061	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Sale of Services - Non-Taxable	(\$464,381)	(\$73,135)	(\$140,624)	(\$400,000)	\$0	\$0	\$0	(\$400,000)	Ticket Sales
5	1-1-47240-064	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Sale of Products-Taxable	(\$44,418)	(\$7,768)	(\$6,683)	(\$40,000)	\$0	\$0	\$0	(\$40,000)	Food & Beverage Sales
6	1-1-47240-065	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Rental-Lease Revenues-Non Taxable	(\$90,554)	(\$15,794)	(\$15,399)	(\$95,000)	\$0	\$0	\$0	(\$95,000)	Rentals Revenues
7	1-1-47240-083	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Youth Fees	(\$20,366)	(\$573)	(\$5,496)	(\$30,000)	\$0	\$0	\$0	(\$30,000)	Ticket Surcharge Revenues collected from Events in support of subsidized youth access. \$2/ticket.
8	1-1-47240-094	UCF	E.A. RAWLINSON CENTRE FOR THE ARTS:Non-Taxable Revenue	(\$66,340)	(\$1,132)	(\$46,702)	(\$110,000)	\$0	\$0	\$0	(\$110,000)	Advertising & Sponsorship Revenues
9	1-1-47240-059	OGD	E.A. RAWLINSON CENTRE FOR THE ARTS:MISC GRANTS	(\$7,500)	(\$87,143)	(\$119,476)	\$0	\$0	\$0	(\$45,600)	(\$45,600)	The EA Rawlinson Centre has received a 2 year term with the Canadian Artists Presentation Fund. The annual amount is \$45,600 for 2023.
10	1-1-47240-085	OGD	E.A. RAWLINSON CENTRE FOR THE ARTS:Donations	(\$12,138)	(\$50,822)	(\$2,860)	(\$2,500)	\$0	\$0	\$0	(\$2,500)	Donation Revenue
11	1-1-47240-089	SUN	E.A. RAWLINSON CENTRE FOR THE ARTS:Other Sources	(\$51,281)	(\$1,847)	(\$15,926)	(\$65,000)	\$0	\$0	\$0	(\$65,000)	Surcharge revenue collected from tickets sales and allocated to the EA Rawlinson Centre Facility Fee Reserve. \$3/ticket.
12	1-2-75410-111	SWB	EA RAWLINSON CENTRE:Salaries Regular	\$351,880	\$400,635	\$403,789	\$393,890	\$0	\$16,530	\$0	\$410,420	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	1-2-75410-112	SWB	EA RAWLINSON CENTRE:Salaries Overtime	\$26,395	\$2,844	\$10,261	\$5,000	\$0	\$2,000	\$0	\$7,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	1-2-75410-114	SWB	EA RAWLINSON CENTRE:Salary Casual Regular	\$46,445	\$30,102	\$42,175	\$48,000	\$0	(\$3,000)	\$0	\$45,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	1-2-75410-115	SWB	EA RAWLINSON CENTRE:Wages Regular	\$3,135	\$2,052	\$5,381	\$0	\$0	\$4,000	\$0	\$4,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-75410-119	SWB	EA RAWLINSON CENTRE:Payroll Benefits	\$77,119	\$84,236	\$94,899	\$89,350	\$0	\$6,300	\$0	\$95,650	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-77410-115	SWB	E.A. Rawlinson Centre -Mtce:Wages Regular	\$11,776	\$14,117	\$15,038	\$12,000	\$0	\$3,000	\$0	\$15,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
18	1-2-77410-116	SWB	E.A. Rawlinson Centre -Mtce:Wages Overtime	\$1,290	\$144	\$1,477	\$0	\$0	\$800	\$0	\$800	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19	1-2-77410-119	SWB	E.A. Rawlinson Centre -Mtce:Payroll Benefits	\$5,237	\$5,615	\$6,018	\$4,560	\$0	\$1,900	\$0	\$6,460	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
20	1-2-75410-238	CON	EA RAWLINSON CENTRE:Computer Services	\$92	\$1,329	\$8,787	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
21	1-2-75410-239	CON	EA RAWLINSON CENTRE:Consulting Services	\$31,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Manager Fees (prior to being city employee)
22	1-2-75410-256	CON	EA RAWLINSON CENTRE:Purch Mtce-Mechanical Equipment	\$0	\$0	\$1,102	\$0	\$0	\$0	\$0	\$0	elevator fees
23	1-2-75410-259	CON	EA RAWLINSON CENTRE:Purch Mtce-Other Equipment	\$10,621	\$1,836	\$0	\$0	\$0	\$0	\$0	\$0	cable cost
24	1-2-75410-267	CON	EA RAWLINSON CENTRE:Rentals-Specialized Equipment	\$1,298	\$602	\$924	\$2,000	\$0	\$0	\$0	\$2,000	Equipment Rentals for Events.
25	1-2-75410-269	CON	EA RAWLINSON CENTRE:Rentals-Other Equipment	\$3,902	\$2,900	\$2,406	\$3,000	\$0	\$0	\$0	\$3,000	Equipment Rentals for Events.
26	1-2-75410-299	CON	EA RAWLINSON CENTRE:Other General Services	\$378,940	\$79,936	\$139,316	\$276,310	\$0	\$0	\$0	\$276,310	Artist Fees for Centre Presented Events.
27	1-2-77410-237	CON	E.A. Rawlinson Centre -Mtce:Protection Services	\$127	\$127	\$1,758	\$0	\$0	\$0	\$0	\$0	alarm monitoring costs
28	1-2-77410-269	CON	E.A. Rawlinson Centre -Mtce:Rentals-Other Equipment	\$0	\$5,214	\$0	\$0	\$0	\$0	\$0	\$0	cleaning cost
29	1-2-77410-294	CON	E.A. Rawlinson Centre -Mtce:Commissionaire Services	\$0	\$0	\$4,218	\$0	\$0	\$0	\$0	\$0	commissionaire security services
30	1-2-77410-296	CON	E.A. Rawlinson Centre -Mtce:Housekeeping Services	\$59,095	\$51,251	\$61,268	\$55,000	\$0	\$0	\$5,000	\$60,000	Janitorial Services
31	1-2-77410-546	CON	E.A. Rawlinson Centre -Mtce:Housekeeping Supplies	\$62	\$307	\$35	\$1,000	\$0	\$0	\$0	\$1,000	Janitorial Supplies
32	1-2-75410-893	FC	EA RAWLINSON CENTRE:Bank Charges	\$18,437	\$4,386	\$7,654	\$13,000	\$0	\$0	\$0	\$13,000	Transaction Fees
33	1-2-77410-551	UTL	E.A. Rawlinson Centre -Mtce:Water & Sewer	\$4,935	\$4,731	\$4,010	\$5,030	\$0	\$0	\$5,310	\$10,340	Increased usage in 2022 YTD.
34	1-2-77410-552	UTL	E.A. Rawlinson Centre -Mtce:Heating Fuels	\$28,768	\$22,961	\$29,570	\$25,200	\$0	\$0	\$19,540	\$44,740	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
35	1-2-77410-553	UTL	E.A. Rawlinson Centre -Mtce:Electricity	\$85,139	\$101,213	\$94,446	\$94,400	\$0	\$0	\$10,900	\$105,300	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
36	1-2-75410-211	MMS	EA RAWLINSON CENTRE:Travel & Accommodation	\$23,514	(\$248)	\$4,079	\$17,500	\$0	\$0	\$0	\$17,500	Mileage for staff. Accommodations for Artists for Centre presented events.
37	1-2-75410-212	MMS	EA RAWLINSON CENTRE:Postage & Freight	\$742	\$158	\$118	\$500	\$0	\$0	(\$300)	\$200	Based on average usage and expected \$.01 increase Jan 1/23.
38	1-2-75410-213	MMS	EA RAWLINSON CENTRE:Telephone	\$4,025	\$3,632	\$4,055	\$4,000	\$0	\$0	\$0	\$4,000	Based on actual charges for data lines, internet, landlines, and cell phone usage.
39	1-2-75410-221	MMS	EA RAWLINSON CENTRE:Advertising	\$50,857	\$29,678	\$47,370	\$30,000	\$0	\$0	\$0	\$30,000	Centre Advertising & Promotions.
40	1-2-75410-224	MMS	EA RAWLINSON CENTRE:Memberships & Due	\$1,587	\$1,750	\$2,224	\$900	\$0	\$0	\$0	\$900	Organization of Saskatchewan Arts Councils Performing Arts Touring Alliance Canadian Association for the Performing Arts Canadian Theatre Technicians Association
41	1-2-75410-234	MMS	EA RAWLINSON CENTRE:Training Services	\$4,884	\$418	\$2,582	\$5,000	\$0	\$0	\$0	\$5,000	Theatre Technicians Training & Certification. Attendance at the annual Canadian Association for the Performing Arts Conference, Organization of the Saskatchewan Arts Councils Conference & the Performing Arts Touring Alliance meeting to coordinate the routing of shows.
42	1-2-75410-291	MMS	EA RAWLINSON CENTRE:Licenses Permits & Fees	\$37,645	\$5,914	\$6,225	\$13,000	\$0	\$0	\$17,000	\$30,000	License Fees for the Broadway North Program.
43	1-2-75410-297	MMS	EA RAWLINSON CENTRE:Laundry Services	\$3,142	\$708	(\$155)	\$2,500	\$0	\$0	\$0	\$2,500	Linen, Table-cloths, Towels, etc. for events.
44	1-2-75410-511	MMS	EA RAWLINSON CENTRE:Meeting Incidentals	\$17,272	\$3,942	\$5,805	\$20,000	\$0	\$0	\$0	\$20,000	Hospitality Services for Centre Presented Events. The Hospitality Services required for each show in this category are outlined in the Artist's Contract/Rider.
45	1-2-75410-540	MMS	EA RAWLINSON CENTRE:City Purchased Clothing	\$4,143	\$967	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Clothing, Uniforms & Safety Gear as per the CBA.
46	1-2-75410-541	MMS	EA RAWLINSON CENTRE:Operating Supplies	\$46,874	\$63,592	\$43,413	\$20,000	\$0	\$0	\$0	\$20,000	Housekeeping Supplies, Production Equipment repairs or replacement.
47	1-2-75410-544	MMS	EA RAWLINSON CENTRE:Office Supplies	\$2,917	\$1,578	\$1,854	\$4,000	\$0	\$0	\$0	\$4,000	Office & Administrative Supplies
48	1-2-75410-548	MMS	EA RAWLINSON CENTRE:Merchandise For Resale	\$28,083	\$5,485	\$1,649	\$15,000	\$0	\$0	\$0	\$15,000	Food & Beverage items for resale.
49	1-2-75410-549	MMS	EA RAWLINSON CENTRE:Other Supplies	\$110	\$0	\$36	\$500	\$0	\$0	\$0	\$500	Minor operating supplies & piano tuning.
50	1-2-77410-253	MMS	E.A. Rawlinson Centre -Mtce:Purch Mtce-Building	\$12,110	\$26,180	\$6,697	\$1,000	\$0	\$0	\$0	\$1,000	Minor Building Maintenance
51	1-2-77410-256	MMS	E.A. Rawlinson Centre -Mtce:Purch Mtce-Mechanical Equipment	\$22,223	\$10,342	\$23,252	\$10,050	\$0	\$0	\$0	\$10,050	Mechanical Equipment Maintenance & Repair
52	1-2-77410-259	MMS	E.A. Rawlinson Centre -Mtce:Purch Mtce-Other Equipment	\$0	\$4,982	\$0	\$0	\$0	\$0	\$0	\$0	janitorial services cost
53	1-2-77410-291	MMS	E.A. Rawlinson Centre -Mtce:Licenses Permits & Fees	\$784	\$2,319	\$701	\$450	\$0	\$0	\$0	\$450	Boiler Operating License, Elevator Operating License, Fire Alarm & Fire Suppression.
54	1-2-77410-541	MMS	E.A. Rawlinson Centre -Mtce:Operating Supplies	\$5,090	\$8,950	\$5,820	\$250	\$0	\$0	\$0	\$250	Minor maintenance supplies
55	1-2-77410-566	MMS	E.A. Rawlinson Centre -Mtce:Parts-Mechanical Equipment	\$14,352	\$1,473	\$12,496	\$4,550	\$0	\$0	\$0	\$4,550	Mechanical Equipment Maintenance & Repair
56	1-2-77410-896	INS	E.A. Rawlinson Centre -Mtce:Insurance	\$10,171	\$10,090	\$10,580	\$11,110	\$0	\$0	\$3,800	\$14,910	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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

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

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$20,080	\$20,080	\$0	
Contracted and General Services	35,000	35,000	0	
Fleet Expenses	500	500	0	
Maintenance Materials and Supplies	20,720	20,720	0	
Total Expenses	76,300	76,300	0	100.00%
TOTAL (SURPLUS) DEFICIT	76,300	76,300	0	100.00%

There is no increase to the 2023 Budget for City Beautification.

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

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

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



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-73780-115	SWB	FLORAL DISPLAYS:Wages Regular	\$3,313	\$5,046	\$1,427	\$15,000	\$0	\$0	\$0	\$15,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-73780-119	SWB	FLORAL DISPLAYS:Payroll Benefits	\$880	\$1,957	\$429	\$5,080	\$0	\$0	\$0	\$5,080	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-73780-295	CON	FLORAL DISPLAYS:Self-Employed Contractors	\$27,494	\$0	\$3,180	\$35,000	\$0	\$0	\$0	\$35,000	Rental of the Foam Stream System at \$2400/month from May through September. Assistance through an outside source if required to help care for flowers/trees or to help with planting and watering them, etc.
4	1-2-73780-265	FLT	FLORAL DISPLAYS:Rentals-City Automotive & Equipment	\$0	\$2,791	\$171	\$500	\$0	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
5	1-2-73780-541	MMS	FLORAL DISPLAYS:Operating Supplies	\$12,498	\$18,744	\$46,633	\$20,720	\$0	\$0	\$0	\$20,720	purchase of flowers, fertilizer, watering cans, tools, flower barrels to help support the beautification efforts and are items that cannot be supplied through the Municipal Service Center Store. Items acquired through the Municipal Service Center Store that help to support this operational area are charged here as well.

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

The Frank J. Dunn Swimming Pool, located at Carlton Comprehensive High School, is jointly operated by the City and the Saskatchewan Rivers School Division #119. The pool is equipped with a five lane twenty-five meter pool and a separate diving tank with a one meter and a three meter diving board.

This budget is comprised mainly of the staff costs related to lifeguards, and the cost of maintaining and operating the pool. The City has a contract with Saskatchewan Rivers School Division #119 whereby the City is responsible for 62% of the operating costs and 50% of the capital costs.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$225,000)	(\$215,000)	(\$10,000)	4.65%
Sundry	(5,400)	(5,400)	0	0.00%
Total Revenues	(230,400)	(220,400)	(10,000)	4.54%
EXPENSES				
Salaries Wages and Benefits	388,410	358,700	29,710	8.28%
Contracted and General Services	29,620	29,620	0	0.00%
Financial Charges	5,200	5,200	0	0.00%
Maintenance Materials and Supplies	325,390	307,100	18,290	5.96%
Total Expenses	748,620	700,620	48,000	6.85%
TOTAL (SURPLUS) DEFICIT	518,220	480,220	38,000	7.91%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$10,000) increase in User Charges and Fees Revenue. Increase of (\$10,000) from the Saskatchewan Rivers School Division as per the Joint Use Agreement.



(\$225,000) Total User Charges and Fees Revenue:

- (\$140,000) for Swimming Lessons - \$50,000, Admissions - \$50,000, Memberships - \$20,000, Rentals - \$15,000, Other - \$5,000.
- (\$85,000) relating to the Saskatchewan Rivers School Division payment under the Joint Use Agreement. Increase of \$10,000 from 2022. The City has a contract with Saskatchewan Rivers School Division #119 whereby the City is responsible for 62% of the operating costs and 50% of the capital costs.

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

EXPENDITURES

\$29,710 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

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

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

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

\$18,290 increase in Maintenance Materials and Supplies:

- \$14,940 increase regarding the Saskatchewan Rivers School Division Agreement: City share is 62% and SRSD share is 38%. Total Budget provided by the Saskatchewan Rivers School Division for 2023 is \$482,035. The City's share at 62% is \$298,861.
- \$500 increase for overtime meals.
- \$600 increase for clothing for lifeguards (Lifeguard swim suit, footwear, and sunglass reimbursements as per the CUPE 882 Agreement. Lifeguard uniforms.
- \$250 increase for cleaning supplies for the Pool.
- \$2,000 increase for replacement and addition of PFD's/lifejackets.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47133-094	UCF	FRANK J DUNN POOL-OPERATIONS:Non-Taxable Revenue	(\$144,973)	(\$68,024)	(\$81,859)	(\$140,000)	\$0	\$0	\$0	(\$140,000)	Swimming Lessons - \$50,000 Admissions - \$50,000 Memberships - \$20,000 Rentals - \$15,000 Other - \$5,000
2	1-1-47134-094	UCF	FRANK J DUNN POOL COORDINATOR:Non-Taxable Revenue	(\$81,802)	(\$77,489)	(\$82,066)	(\$75,000)	\$0	\$0	(\$10,000)	(\$85,000)	SRSD payment under the Joint Use Agreement.
3	1-1-47133-089	SUN	Frank J Dunn Pool-Operations:Other Sources	(\$5,207)	(\$2,377)	(\$2,416)	(\$5,400)	\$0	\$0	\$0	(\$5,400)	Training Surcharge \$7/lesson Used towards lifeguard training costs.
4	1-2-75330-111	SWB	FRANK J DUNN POOL-OPERATIONS:Salaries Regular	\$0	\$11,310	\$0	\$0	\$0	\$0	\$0	\$0	salary costs for staffing
5	1-2-75330-112	SWB	FRANK J DUNN POOL-OPERATIONS:Salaries Overtime	\$7,718	\$3,051	\$4,089	\$5,000	\$0	\$0	\$0	\$5,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Wages for Family Day and Easter Monday stat holidays. FJD Closed other stats.
6	1-2-75330-114	SWB	FRANK J DUNN POOL-OPERATIONS:Salary Casual Regular	\$191,019	\$124,497	\$165,367	\$139,090	\$0	\$10,000	\$0	\$149,090	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-75330-115	SWB	FRANK J DUNN POOL-OPERATIONS:Wages Regular	\$12,401	\$8,418	\$10,288	\$13,000	\$0	\$0	\$0	\$13,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-75330-119	SWB	FRANK J DUNN POOL-OPERATIONS:Payroll Benefits	\$24,178	\$18,636	\$25,429	\$19,810	\$0	\$3,000	\$0	\$22,810	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-75340-111	SWB	FRANK J DUNN POOL-COORDINATOR:Salaries Regular	\$115,745	\$118,436	\$101,133	\$149,950	\$0	\$9,810	\$0	\$159,760	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-75340-112	SWB	Frank J Dunn Pool-Coordinator:Salaries Overtime	\$4,933	\$1,495	\$8,785	\$0	\$0	\$4,000	\$0	\$4,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-75340-115	SWB	Frank J Dunn Pool-Coordinator:Wages Regular	\$0	\$0	\$2,623	\$0	\$0	\$0	\$0	\$0	coordinator wages
12	1-2-75340-119	SWB	FRANK J DUNN POOL-COORDINATOR:Payroll Benefits	\$25,105	\$25,216	\$22,622	\$31,850	\$0	\$2,900	\$0	\$34,750	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	1-2-75330-294	CON	Frank J Dunn Pool-Operations:Commissionaire Services	\$26,112	\$26,112	\$26,112	\$26,120	\$0	\$0	\$0	\$26,120	SRSD Agreement - 40% of Commissionaire Agreement
14	1-2-75330-299	CON	FRANK J DUNN POOL-OPERATIONS:Other General Services	\$1,800	\$1,110	\$1,650	\$3,500	\$0	\$0	\$0	\$3,500	Program Instructors: - Aqua size \$1700 - Advanced Courses \$1800
15	1-2-75330-899	FC	Frank J Dunn Pool-Operations:Other Financial Charges	\$5,078	\$2,143	\$4,170	\$5,200	\$0	\$0	\$0	\$5,200	Credit card transactions
16	1-2-75330-211	MMS	FRANK J DUNN POOL-OPERATIONS:Travel & Accommodation	\$139	\$13	\$47	\$250	\$0	\$0	\$0	\$250	mileage
17	1-2-75330-213	MMS	FRANK J DUNN POOL-OPERATIONS:Telephone	\$1,586	\$1,582	\$1,587	\$1,730	\$0	\$0	\$0	\$1,730	Based on actual charges for data lines, internet, landlines, and cell phone usage.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
18	1-2-75330-224	MMS	FRANK J DUNN POOL-OPERATIONS:Memberships & Due	\$135	\$135	\$145	\$650	\$0	\$0	\$0	\$650	Lifesaving Society Affiliate Fee
19	1-2-75330-234	MMS	FRANK J DUNN POOL-OPERATIONS:Training Services	\$10,021	\$4,915	\$4,472	\$5,400	\$0	\$0	\$0	\$5,400	Reimbursement of lifeguard training course fees. Lifesaving Society course fees.
20	1-2-75330-253	MMS	FRANK J DUNN POOL-OPERATIONS:Purch Mtce-Building	\$287,146	\$302,502	\$204,931	\$283,920	\$0	\$0	\$14,940	\$298,860	Sask Rivers School Division Agreement: City share is 62% SRSD share is 38% Total Budget provided by the Sask Rivers School Division for 2023 is \$482,034.75. The City's share at 62% is \$298,861.54.
21	1-2-75330-259	MMS	FRANK J DUNN POOL-OPERATIONS:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$500	Cleaning/light maintenance equipment for FJD
22	1-2-75330-512	MMS	FRANK J DUNN POOL-OPERATIONS:Overtime Meals	\$490	\$163	\$94	\$0	\$0	\$500	\$0	\$500	Overtime meal allotment for instructors teaching advanced courses.
23	1-2-75330-540	MMS	FRANK J DUNN POOL-OPERATIONS:City Purchased Clothing	\$1,244	\$634	\$0	\$1,000	\$0	\$600	\$0	\$1,600	Lifeguard swim suit, footwear, and sunglass reimbursements as per the CUPE 882 Collective Agreement. Lifeguard uniforms.
24	1-2-75330-541	MMS	FRANK J DUNN POOL-OPERATIONS:Operating Supplies	\$1,429	\$3,003	\$4,021	\$3,000	\$0	\$0	\$0	\$3,000	First aid supplies - \$2000 Lifeguarding equipment - \$1000
25	1-2-75330-543	MMS	FRANK J DUNN POOL-OPERATIONS:Program Supplies	\$8,775	\$2,008	\$3,587	\$6,000	\$0	\$0	\$0	\$6,000	Swimming lesson equipment. Lifesaving Society course materials.
26	1-2-75330-544	MMS	FRANK J DUNN POOL-OPERATIONS:Office Supplies	\$2,731	\$2,485	\$1,819	\$3,000	\$0	\$0	\$0	\$3,000	Printer ink - \$1000 Swimming lesson report card printing - \$500 Office supplies - \$500 Office equipment (shredder, printer, laminator) - \$1000
27	1-2-75330-546	MMS	FRANK J DUNN POOL-OPERATIONS:Housekeeping Supplies	\$0	\$0	\$469	\$0	\$0	\$250	\$0	\$250	Cleaning supplies for FJD.
28	1-2-75330-549	MMS	FRANK J DUNN POOL-OPERATIONS:Other Supplies	\$0	\$0	\$242	\$0	\$0	\$2,000	\$0	\$2,000	Replacement and addition of PFD's/lifejackets.
29	1-2-75340-211	MMS	Frank J Dunn Pool-Coordinator:Travel & Accommodation	\$676	\$348	\$283	\$600	\$0	\$0	\$0	\$600	Mileage for the 2 Aquatics Rec Programmers
30	1-2-75340-213	MMS	Frank J Dunn Pool-Coordinator:Telephone	\$723	\$726	\$706	\$750	\$0	\$0	\$0	\$750	Based on actual charges for data lines, internet, landlines, and cell phone usage.
31	1-2-75340-540	MMS	FRANK J DUNN POOL-COORDINATOR:City Purchased Clothing	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$300	City purchased clothing & Uniforms for the Aquatics Manager & 2 Aquatics Rec Programmers as per the CBA.

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

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

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$6,560	\$6,260	\$300	4.79%
Utilities	850	850	0	0.00%
Maintenance Materials and Supplies	7,380	7,380	0	0.00%
Insurance	8,070	5,590	2,480	44.36%
Total Expenses	22,860	20,080	2,780	13.84%
TOTAL (SURPLUS) DEFICIT	22,860	20,080	2,780	13.84%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$300 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. **29% of Total Expenditures.**

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

\$2,480 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-77970-115	SWB	J.M. CUELENAERE LIBRARY - MTCE:Wages Regular	\$4,570	\$5,913	\$7,005	\$4,600	\$0	\$0	\$0	\$4,600	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-77970-119	SWB	J.M. CUELENAERE LIBRARY - MTCE:Payroll Benefits	\$1,931	\$2,298	\$3,053	\$1,660	\$0	\$300	\$0	\$1,960	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-77970-551	UTL	J.m. Cuelenaere Library - Mtce:Water & Sewer	\$819	\$852	\$825	\$850	\$0	\$0	\$0	\$850	sanitation only account
4	1-2-77970-253	MMS	J.M. CUELENAERE LIBRARY - MTCE:Purch Mtce-Building	\$116	\$7,320	\$842	\$500	\$0	\$0	\$0	\$500	Minor Building Maintenance
5	1-2-77970-256	MMS	J.M. CUELENAERE LIBRARY - MTCE:Purch Mtce-Mechanical Equipment	\$10,137	\$17,155	\$18,693	\$4,500	\$0	\$0	\$0	\$4,500	Minor mechanical equipment repairs.
6	1-2-77970-291	MMS	J.m. Cuelenaere Library - Mtce:Licenses Permits & Fees	\$782	\$327	\$100	\$380	\$0	\$0	\$0	\$380	Elevator, Boiler, Fire Alarm, Fire Extinguishers licenses
7	1-2-77970-541	MMS	J.M. CUELENAERE LIBRARY - MTCE:Operating Supplies	\$2,251	\$2,462	\$2,560	\$750	\$0	\$0	\$0	\$750	Minor Maintenance Supplies
8	1-2-77970-566	MMS	J.M. CUELENAERE LIBRARY - MTCE:Parts-Mechanical Equipment	\$1,631	\$7,523	\$4,433	\$1,250	\$0	\$0	\$0	\$1,250	Parts for minor mechanical equipment
9	1-2-77970-896	INS	J.M. CUELENAERE LIBRARY - MTCE:Insurance	\$6,033	\$6,094	\$6,266	\$5,590	\$0	\$0	\$2,480	\$8,070	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$332,420)	(\$332,420)	\$0	0.00%
Sundry	(6,090)	(6,090)	0	0.00%
Total Revenues	(338,510)	(338,510)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	286,300	287,620	(1,320)	-0.46%
Contracted and General Services	2,700	2,700	0	0.00%
Financial Charges	7,030	7,030	0	0.00%
Utilities	144,160	141,630	2,530	1.79%
Fleet Expenses	26,210	26,210	0	0.00%
Maintenance Materials and Supplies	66,750	66,250	500	0.75%
Insurance	9,170	6,850	2,320	33.87%
Total Expenses	542,320	538,290	4,030	0.75%
TOTAL (SURPLUS) DEFICIT	203,810	199,780	4,030	2.02%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$332,420) Total User Charges and Fees Revenue:

- (\$91,000) revenue in concession sales
- (\$8,870) revenue in vending sales
- (\$232,550) revenue for ice rentals, Lacrosse/Ball Hockey Rentals, Special Event Rentals and License Agreement - Skate Sharpening.

(\$6,090) Total Sundry Revenue for Surcharge from rentals to the Arenas Improvements Reserve.



EXPENDITURES

(\$1,320) decrease in Salaries Wages and Benefits based on a review of actuals.

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

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

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

\$2,530 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **27% of total expenditures**.

\$500 increase in Maintenance Materials and Supplies based telephone actual costs.

\$2,320 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

The Arenas Improvement Reserve will have a projected surplus balance of \$93,326 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47153-064	UCF	Kinsmen Arena:Sale of Products-Taxable	(\$90,646)	(\$28,338)	(\$39,785)	(\$91,000)	\$0	\$0	\$0	(\$91,000)	Concession Revenues
2	1-1-47153-067	UCF	Kinsmen Arena:Vending Comm Revenue - Non Taxable	(\$8,188)	(\$1,162)	(\$3,157)	(\$8,870)	\$0	\$0	\$0	(\$8,870)	Vending Concession Revenues
3	1-1-47153-094	UCF	Kinsmen Arena:Non-Taxable Revenue	(\$219,477)	(\$152,814)	(\$172,090)	(\$232,550)	\$0	\$0	\$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	(\$3,757)	(\$2,663)	(\$2,302)	(\$6,090)	\$0	\$0	\$0	(\$6,090)	Surcharge from rentals to the Arenas Improvements Reserve.
5	1-2-75530-111	SWB	KINSMEN ARENA - PROGRAM:Salaries Regular	\$8,884	\$8,982	\$8,867	\$8,670	\$0	(\$920)	\$0	\$7,750	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-75530-115	SWB	KINSMEN ARENA - PROGRAM:Wages Regular	\$128,947	\$116,689	\$100,608	\$125,810	\$0	\$0	\$0	\$125,810	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-75530-116	SWB	KINSMEN ARENA - PROGRAM:Wages Overtime	\$14,865	\$9,567	\$9,619	\$16,000	\$0	\$0	\$0	\$16,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-75530-119	SWB	KINSMEN ARENA - PROGRAM:Payroll Benefits	\$51,551	\$44,568	\$39,301	\$48,790	\$0	\$600	\$0	\$49,390	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-75610-111	SWB	Kinsmen Concessions:Salaries Regular	\$17,303	\$17,649	\$17,984	\$17,910	\$0	\$640	\$0	\$18,550	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-75610-112	SWB	Kinsmen Concessions:Salaries Overtime	\$801	\$143	\$168	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-75610-114	SWB	Kinsmen Concessions:Salary Casual Regular	\$25,871	\$11,341	\$9,106	\$23,500	\$0	\$0	\$0	\$23,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-75610-115	SWB	Kinsmen Concessions:Wages Regular	\$1,750	\$759	\$577	\$1,500	\$0	\$0	\$0	\$1,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	1-2-75610-119	SWB	Kinsmen Concessions:Payroll Benefits	\$8,842	\$5,743	\$5,275	\$8,050	\$0	\$800	\$0	\$8,850	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
14	1-2-77530-115	SWB	KINSMEN ARENA - MTCE:Wages Regular	\$21,821	\$20,834	\$22,670	\$25,140	\$0	(\$2,140)	\$0	\$23,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	1-2-77530-116	SWB	KINSMEN ARENA - MTCE:Wages Overtime	\$2,800	\$1,621	\$4,424	\$2,000	\$0	\$0	\$0	\$2,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-77530-119	SWB	KINSMEN ARENA - MTCE:Payroll Benefits	\$8,795	\$9,407	\$9,920	\$9,750	\$0	(\$300)	\$0	\$9,450	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-75530-294	CON	KINSMEN ARENA - PROGRAM:Commissionaire Services	\$154	\$0	\$13,921	\$1,000	\$0	\$0	\$0	\$1,000	Use of Commissionaire Services as required.
18	1-2-75530-296	CON	KINSMEN ARENA - PROGRAM:Housekeeping Services	\$844	\$975	\$0	\$1,700	\$0	\$0	\$0	\$1,700	Janitorial services - laundry and carpet cleaning
19	1-2-75530-899	FC	Kinsmen Arena - Program:Other Financial Charges	\$6,356	\$4,485	\$4,958	\$6,070	\$0	\$0	\$0	\$6,070	Activenet Fees
20	1-2-75610-893	FC	Kinsmen Concessions:Bank Charges	\$530	\$408	\$971	\$960	\$0	\$0	\$0	\$960	Transaction Fees
21	1-2-77530-551	UTL	KINSMEN ARENA - MTCE:Water & Sewer	\$9,462	\$11,350	\$5,244	\$12,030	\$0	\$0	(\$2,930)	\$9,100	decreased usage based on previous years' actuals
22	1-2-77530-552	UTL	KINSMEN ARENA - MTCE:Heating Fuels	\$40,986	\$23,354	\$36,469	\$44,600	\$0	\$0	\$9,100	\$53,700	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
23	1-2-77530-553	UTL	KINSMEN ARENA - MTCE:Electricity	\$89,102	\$64,620	\$60,603	\$85,000	\$0	\$0	(\$3,640)	\$81,360	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
24	1-2-75530-265	FLT	KINSMEN ARENA - PROGRAM:Rentals-Automotive & Equipment	\$22,321	\$24,632	\$19,870	\$26,210	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
25	1-2-75530-213	MMS	KINSMEN ARENA - PROGRAM:Telephone	\$2,051	\$2,074	\$2,104	\$2,200	\$0	\$0	\$500	\$2,700	Based on actual charges for data lines, internet, landlines, and cell phone usage.
26	1-2-75530-234	MMS	KINSMEN ARENA - PROGRAM:Training Services	\$0	\$0	\$115	\$250	\$0	\$0	\$0	\$250	Annual Certification for Arenas staff.
27	1-2-75530-235	MMS	KINSMEN ARENA - PROGRAM:Health Services	\$645	\$0	\$0	\$240	\$0	\$0	\$0	\$240	R.S. Management Services Fees for Asbestos & Pest control services.
28	1-2-75530-259	MMS	KINSMEN ARENA - PROGRAM:Purch Mtce-Other Equipment	\$557	\$0	\$7,292	\$500	\$0	\$0	\$0	\$500	Contracted support for minor equipment maintenance.
29	1-2-75530-512	MMS	KINSMEN ARENA - PROGRAM:Overtime Meals	\$18	\$0	\$0	\$100	\$0	\$0	\$0	\$100	As per Collective Bargaining Agreement, staff who work 1.5 hours or more immediately after their scheduled work day are provided with a meal.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
30	1-2-75530-540	MMS	Kinsmen Arena - Program:City Purchased Clothing	\$1,384	\$432	\$780	\$1,050	\$0	\$0	\$0	\$1,050	Staff uniforms
31	1-2-75530-541	MMS	KINSMEN ARENA - PROGRAM:Operating Supplies	\$3,110	\$2,503	\$2,242	\$5,500	\$0	\$0	\$0	\$5,500	Operational Supplies - Hockey nets, netting, pads, bumpers, arena glass. Ice making supplies.
32	1-2-75530-546	MMS	KINSMEN ARENA - PROGRAM:Housekeeping Supplies	\$7,821	\$5,226	\$5,837	\$4,500	\$0	\$0	\$0	\$4,500	Janitorial Supplies
33	1-2-75530-950	MMS	KINSMEN ARENA - PROGRAM:Special Projects	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	Rink Affordability Grant
34	1-2-75610-213	MMS	Kinsmen Concessions:Telephone	\$619	\$619	\$626	\$650	\$0	\$0	\$0	\$650	Based on actual charges for data lines, internet, landlines, and cell phone usage.
35	1-2-75610-235	MMS	Kinsmen Concessions:Health Services	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$200	Public Health Services.
36	1-2-75610-541	MMS	Kinsmen Concessions:Operating Supplies	\$1,245	\$0	\$243	\$910	\$0	\$0	\$0	\$910	Concession Operating Supplies
37	1-2-75610-548	MMS	Kinsmen Concessions:Merchandise For Resale	\$36,363	\$12,544	\$14,888	\$31,850	\$0	\$0	\$0	\$31,850	Concessions Products for resale.
38	1-2-77530-235	MMS	Kinsmen Arena - Mtce:Health Services	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$500	Pest Control
39	1-2-77530-237	MMS	KINSMEN ARENA - MTCE:Protection Services	\$127	\$477	\$499	\$100	\$0	\$0	\$0	\$100	Alarm Monitoring
40	1-2-77530-253	MMS	KINSMEN ARENA - MTCE:Purch Mtce-Building	\$2,994	\$5,836	\$1,903	\$4,000	\$0	\$0	\$0	\$4,000	Minor Building Maintenance
41	1-2-77530-256	MMS	KINSMEN ARENA - MTCE:Purch Mtce-Mechanical Equipment	\$59,940	\$9,245	\$14,025	\$6,650	\$0	\$0	\$0	\$6,650	Mechanical Equipment Requirements.
42	1-2-77530-291	MMS	KINSMEN ARENA - MTCE:Licenses Permits & Fees	\$932	\$616	\$295	\$550	\$0	\$0	\$0	\$550	Fire Extinguishers, Ice Plant Operating License
43	1-2-77530-541	MMS	KINSMEN ARENA - MTCE:Operating Supplies	\$12,126	\$21,869	\$5,646	\$4,500	\$0	\$0	\$0	\$4,500	Minor Maintenance Supplies
44	1-2-77530-566	MMS	KINSMEN ARENA - MTCE:Parts-Mechanical Equipment	\$12,173	\$1,527	\$6,082	\$2,000	\$0	\$0	\$0	\$2,000	Parts for Mechanical Equipment Repairs.
45	1-2-77530-896	INS	KINSMEN ARENA - MTCE:Insurance	\$5,991	\$6,222	\$6,523	\$6,850	\$0	\$0	\$2,320	\$9,170	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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

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

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$41,880	\$41,380	\$500	1.21%
Contracted and General Services	12,980	12,980	0	0.00%
Utilities	20,300	28,300	(8,000)	-28.27%
Fleet Expenses	12,000	13,770	(1,770)	-12.85%
Maintenance Materials and Supplies	20,600	20,600	0	0.00%
Insurance	2,680	2,130	550	25.82%
Total Expenses	110,440	119,160	(8,720)	-7.32%
TOTAL (SURPLUS) DEFICIT	110,440	119,160	(8,720)	-7.32%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$500 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$12,980 Total Contracted and General Services:

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

(\$8,000) decrease for Utilities:

- (\$7,000) decrease in the charging of water and sewer at Kinsmen Park.
- (\$1,000) decrease in electricity costs.

(\$1,770) decrease in fleet charge out rates at the Kinsmen Park based on historical spending.

\$550 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City’s Insurance Broker.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-73220-115	SWB	KINSMEN PARK:Wages Regular	\$44,101	\$25,144	\$23,904	\$29,840	\$0	\$0	\$0	\$29,840	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-73220-116	SWB	KINSMEN PARK:Wages Overtime	\$2,249	\$1,040	\$8,747	\$2,000	\$0	\$500	\$0	\$2,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-73220-119	SWB	KINSMEN PARK:Payroll Benefits	\$13,385	\$7,651	\$8,313	\$9,540	\$0	\$0	\$0	\$9,540	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-73220-296	CON	Kinsmen Park:Housekeeping Services	\$11,384	\$0	\$3,919	\$12,000	\$0	\$0	\$0	\$12,000	Professional contracted cleaning services for Kinsmen seasonal washrooms on 1st Avenue, Central Avenue and Ella Muzzy spray park.
5	1-2-73220-299	CON	KINSMEN PARK:Other General Services	\$1,657	\$0	\$636	\$980	\$0	\$0	\$0	\$980	Examples include the hiring of a Plumbing and/or Electrical Contractor should internal staff not be available or have the expertise.
6	1-2-73220-551	UTL	KINSMEN PARK:Water & Sewer	\$2,311	\$18,816	\$21,417	\$19,000	\$0	\$0	(\$7,000)	\$12,000	in reviewing prior years' actuals reducing based on water consumption
7	1-2-73220-553	UTL	KINSMEN PARK:Electricity	\$8,485	\$5,737	\$5,243	\$9,300	\$0	\$0	(\$1,000)	\$8,300	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
8	1-2-73220-265	FLT	KINSMEN PARK:Rentals-Automotive & Equipment	\$15,694	\$9,242	\$8,240	\$13,770	\$0	(\$1,770)	\$0	\$12,000	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
9	1-2-73220-235	MMS	Kinsmen Park:Health Services	\$5,685	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000	Rental of Porta Potties
10	1-2-73220-253	MMS	KINSMEN PARK:Purch Mtce-Building	\$15,207	\$4,576	\$787	\$0	\$0	\$0	\$0	\$0	repair water slides
11	1-2-73220-256	MMS	Kinsmen Park:Purch Mtce-Mechanical Equipment	\$1,285	\$0	\$0	\$0	\$0	\$0	\$0	\$0	repairs
12	1-2-73220-259	MMS	KINSMEN PARK:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$500	Rental of equipment for maintenance purposes.
13	1-2-73220-269	MMS	KINSMEN PARK:Rentals-Other Equipment	\$604	\$0	\$0	\$100	\$0	\$0	\$0	\$100	Minor equipment rental requirements.
14	1-2-73220-531	MMS	KINSMEN PARK:Asphalt	\$0	\$0	\$1,415	\$0	\$0	\$0	\$0	\$0	asphalt work at Kinsmen Park
15	1-2-73220-541	MMS	KINSMEN PARK:Operating Supplies	\$14,411	\$5,002	\$4,310	\$15,000	\$0	\$0	\$0	\$15,000	Fertilizer, Weed Control, Irrigation, paint for sports fields, toilet paper for washrooms, etc. Items acquired through the Municipal Service Center Store for this operational area are charged here as well.
16	1-2-73220-566	MMS	KINSMEN PARK:Parts-Mechanical Equipment	\$6,249	\$120	\$0	\$0	\$0	\$0	\$0	\$0	hand dryers at Kinsmen Park

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
17	1-2-73220-896	INS	KINSMEN PARK:Insurance	\$442	\$1,998	\$2,031	\$2,130	\$0	\$0	\$550	\$2,680	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$6,260	\$9,160	(\$2,900)	-31.66%
Grants and Donations	25,000	25,000	0	0.00%
Utilities	400	0	400	100.00%
Fleet Expenses	33,990	32,070	1,920	5.99%
Maintenance Materials and Supplies	20,840	20,790	50	0.24%
Insurance	4,030	3,050	980	32.13%
Total Expenses	90,520	90,070	450	0.50%
TOTAL (SURPLUS) DEFICIT	90,520	90,070	450	0.50%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

(\$2,900) decrease in Salaries Wages and Benefits based on a review of actuals.

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

\$400 increase in Utilities regarding increases in water and sewer costs.

\$1,920 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$50 increase in Maintenance Materials and Supplies based telephone actual costs.

\$980 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-73234-115	SWB	KINSMEN SKI HILL:Wages Regular	\$2,536	\$3,268	\$2,738	\$6,000	\$0	(\$2,000)	\$0	\$4,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-73234-116	SWB	Kinsmen Ski Hill:Wages Overtime	\$77	\$0	\$53	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-73234-119	SWB	KINSMEN SKI HILL:Payroll Benefits	\$932	\$1,263	\$1,114	\$2,660	\$0	(\$900)	\$0	\$1,760	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-73234-295	CON	KINSMEN SKI HILL:Self-Employed Contractors	\$20,844	\$21,800	\$21,620	\$0	\$0	\$0	\$0	\$0	Kinsmen Ski Hill Operating Agreement - coding now to 716.
5	1-2-73234-265	FLT	KINSMEN SKI HILL:Rentals-Automotive & Equipment	\$32,964	\$32,474	\$32,474	\$32,070	\$0	\$1,920	\$0	\$33,990	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
6	1-2-73234-213	MMS	Kinsmen Ski Hill:Telephone	\$572	\$2,615	\$2,351	\$2,500	\$0	\$0	\$50	\$2,550	Based on actual charges for data lines, internet, landlines, and cell phone usage.
7	1-2-73234-235	MMS	KINSMEN SKI HILL:Health Services	\$1,932	\$1,308	\$871	\$1,360	\$0	\$0	\$0	\$1,360	Pump outs at the Kinsmen Ski and Snow Board Center Garage. We collect and pump all ice and snow melt off the Snowcat and pump it into holding containers so as not to contaminate the ground with any potential residues from oil or gas coming from the machines after use and while stored.
8	1-2-73234-253	MMS	Kinsmen Ski Hill:Purch Mtce-Building	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Scheduled building maintenance and repair to the Kinsmen Ski and Snow Board Center Buildings
9	1-2-73234-256	MMS	Kinsmen Ski Hill:Purch Mtce-Mechanical Equipment	\$20,963	\$256	\$7,938	\$0	\$0	\$0	\$0	\$0	electrical services for snow making, ski bearings.
10	1-2-73234-259	MMS	KINSMEN SKI HILL:Purch Mtce-Other Equipment	\$0	\$2,227	\$0	\$980	\$0	\$0	\$0	\$980	Parts that we have to order and do not have in stock. For example parts of the ski lift.
11	1-2-73234-269	MMS	KINSMEN SKI HILL:Rentals-Other Equipment	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$300	Minor equipment rental requirements.
12	1-2-73234-291	MMS	KINSMEN SKI HILL:Licenses Permits & Fees	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$150	Technical Safety Authority of Saskatchewan License for Skit Tow Rope Lifts
13	1-2-73234-521	MMS	Kinsmen Ski Hill:Vehicle Fuel & Oil	\$2,432	\$3,420	\$4,528	\$2,500	\$0	\$0	\$0	\$2,500	Fuel, oil for the operation of the Snow Cat
14	1-2-73234-541	MMS	KINSMEN SKI HILL:Operating Supplies	\$555	\$14,274	\$9,567	\$7,000	\$0	\$0	\$0	\$7,000	Snow fencing, bamboo poles, cleaning supplies, water hose for the snow making guns, fire wood, new tow ropes, handles for tow ropes, light bulbs, etc.
15	1-2-73234-565	MMS	Kinsmen Ski Hill:Parts - Equipment and Automotive	\$424	\$96	\$1,674	\$2,000	\$0	\$0	\$0	\$2,000	Snowcat & Snow Guns.
16	1-2-73234-566	MMS	Kinsmen Ski Hill:Parts-Mechanical Equipment	\$3,350	\$4,540	\$1,328	\$1,500	\$0	\$0	\$0	\$1,500	Repairs and servicing related to the Tow Rope system for the ski Hill, heater in the Old Log Cabin, Heaters in the Ski Hill Garage
17	1-2-73234-716	G&D	Kinsmen Ski Hill:Grants	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	Operational Grant provided in equal installments as follows for 2023: January \$6250 February \$6250 March \$6250 November \$6250

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
18	1-2-73234-896	INS	KINSMEN SKI HILL:Insurance	\$2,744	\$2,807	\$2,908	\$3,050	\$0	\$0	\$980	\$4,030	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
19	1-2-73234-551	UTL	Kinsmen Ski Hill:Water & Sewer	0	\$0	\$0	\$0	\$0	\$0	\$400	\$400	previously unmetered. Meter installed in 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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$215,000)	(\$203,390)	(\$11,610)	5.71%
Sundry	(25,000)	(20,500)	(4,500)	21.95%
Total Revenues	(240,000)	(223,890)	(16,110)	7.20%
EXPENSES				
Salaries Wages and Benefits	345,340	312,730	32,610	10.43%
Contracted and General Services	250	0	250	100.00%
Financial Charges	4,500	4,500	0	0.00%
Utilities	15,550	14,590	960	6.58%
Fleet Expenses	1,630	1,540	90	5.84%
Maintenance Materials and Supplies	89,930	71,210	18,720	26.29%
Insurance	2,820	2,120	700	33.02%
Total Expenses	460,020	406,690	53,330	13.11%
TOTAL (SURPLUS) DEFICIT	220,020	182,800	37,220	20.36%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$11,610) increase in User Charges and Fees Revenue:

- (\$4,950) increase in concession sales based on average sales.
- (\$6,660) increase regarding the surcharge revenue collected from admissions & rentals to be allocated to the Kinsmen Water Park Improvements Reserve. Transfer to the Reserve.

(\$215,000) Total User Charges and Fees Revenue:

- (\$65,000) revenue for concession sales
- (\$150,000) revenue for KWP Admissions, Programs, Sponsorship & Rental Revenues.



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

EXPENDITURES

\$32,610 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

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

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

\$960 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **6.58% increase**.

\$18,720 increase in Maintenance Materials and Supplies:

- \$7,500 increase in the cost of chemicals for the Water Park
- \$4,000 increase for concession items for resale. Revenue has been increased as well.
- \$3,000 increase for replacement of lifeguard radios.
- \$650 membership increase
- \$600 training increase
- \$550 clothing for the lifeguards increase
- \$500 janitorial supplies increase
- \$1,920 increase in supplies for programming courses and supplies.

The Kinsmen Water Park Surcharge Reserve will have a projected surplus balance of \$27,168 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47132-064	UCF	KINSMEN WATERPARK:Sale of Products-Taxable	(\$44,277)	(\$30)	(\$51,620)	(\$60,050)	\$0	\$0	(\$4,950)	(\$65,000)	Concession Sales
2	1-1-47132-094	UCF	KINSMEN WATERPARK:Non-Taxable Revenue	(\$133,458)	(\$34,968)	(\$129,233)	(\$143,340)	\$0	\$0	(\$6,660)	(\$150,000)	KWP Admissions, Programs, Sponsorship & Rental Revenues.
3	1-1-47132-085	OGD	KINSMEN WATERPARK:Donations	(\$6,000)	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	Donations received for the Water Park.
4	1-1-47132-089	SUN	Kinsmen Waterpark:Other Sources	(\$20,627)	(\$5,473)	(\$23,523)	(\$20,500)	\$0	\$0	(\$4,500)	(\$25,000)	Surcharge revenue collected from admissions & rentals to be allocated to the Kinsmen Water Park Improvements Reserve.
5	1-2-75320-111	SWB	KINSMEN WATER PARK-PROGRAM:Salaries Regular	\$0	\$0	\$1,915	\$0	\$0	\$0	\$0	\$0	salary costs for Kinsmen Water Park.
6	1-2-75320-112	SWB	KINSMEN WATER PARK-PROGRAM:Salaries Overtime	\$12,935	\$4,876	\$16,514	\$12,000	\$0	\$440	\$0	\$12,440	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-75320-114	SWB	KINSMEN WATER PARK-PROGRAM:Salary Casual Regular	\$262,776	\$95,926	\$273,185	\$191,860	\$0	\$30,000	\$0	\$221,860	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-75320-115	SWB	KINSMEN WATER PARK-PROGRAM:Wages Regular	\$16,786	\$6,269	\$17,120	\$16,000	\$0	\$2,000	\$0	\$18,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-75320-119	SWB	KINSMEN WATER PARK-PROGRAM:Payroll Benefits	\$34,546	\$16,092	\$39,047	\$27,050	\$0	\$5,000	\$0	\$32,050	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-75640-111	SWB	Kinsmen Waterpark Concessions:Salaries Regular	\$9,321	\$9,550	\$9,797	\$9,760	\$0	\$340	\$0	\$10,100	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-75640-112	SWB	Kinsmen Waterpark Concessions:Salaries Overtime	\$471	\$0	\$24	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-75640-114	SWB	Kinsmen Waterpark Concessions:Salary Casual Regular	\$10,148	\$0	\$8,890	\$10,380	\$0	\$0	\$0	\$10,380	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	1-2-75640-115	SWB	Kinsmen Waterpark Concessions:Wages Regular	\$714	\$0	\$567	\$450	\$0	\$100	\$0	\$550	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	1-2-75640-119	SWB	Kinsmen Waterpark Concessions:Payroll Benefits	\$3,804	\$1,951	\$3,543	\$3,740	\$0	\$400	\$0	\$4,140	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
15	1-2-77320-115	SWB	KINSMEN WATER PARK - MTCE:Wages Regular	\$15,182	\$10,511	\$25,649	\$29,770	\$0	(\$3,770)	\$0	\$26,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-77320-116	SWB	KINSMEN WATER PARK - MTCE:Wages Overtime	\$993	\$0	\$2,238	\$500	\$0	\$500	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-77320-119	SWB	KINSMEN WATER PARK - MTCE:Payroll Benefits	\$5,001	\$3,234	\$7,830	\$10,720	\$0	(\$2,400)	\$0	\$8,320	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18	1-2-75320-294	CON	Kinsmen Water Park-Program:Commissionaire Services	\$819	\$0	\$0	\$0	\$0	\$0	\$0	\$0	commissionaire security services.
19	1-2-75320-299	CON	KINSMEN WATER PARK-PROGRAM:Other General Services	\$1,054	\$0	\$0	\$0	\$0	\$250	\$0	\$250	Scuba contract fee - waterslide vertical pump cleaning
20	1-2-77320-299	CON	Kinsmen Water Park - Mtce:Other General Services	\$3,639	\$120	\$0	\$0	\$0	\$0	\$0	\$0	vertical pumps purchased for Water Park.
21	1-2-75320-899	FC	Kinsmen Water Park-Program:Other Financial Charges	\$5,495	\$1,888	\$6,647	\$4,500	\$0	\$0	\$0	\$4,500	Transaction Fees
22	1-2-77320-551	UTL	KINSMEN WATER PARK - MTCE:Water & Sewer	\$8,061	\$9,935	\$14,047	\$14,590	\$0	\$0	\$960	\$15,550	based on previous years' actuals
23	1-2-77320-265	FLT	KINSMEN WATER PARK - MTCE:Rentals-Automotive & Equipment	\$1,479	\$507	\$146	\$1,540	\$0	\$90	\$0	\$1,630	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
24	1-2-75320-211	MMS	Kinsmen Water Park-Program:Travel & Accommodation	\$351	\$307	\$206	\$450	\$0	\$0	\$0	\$450	KWP staff mileage
25	1-2-75320-212	MMS	KINSMEN WATER PARK-PROGRAM:Postage & Freight	\$419	\$0	\$44	\$100	\$0	\$0	\$0	\$100	Based on average usage and expected \$.01 increase Jan 1/23.
26	1-2-75320-213	MMS	KINSMEN WATER PARK-PROGRAM:Telephone	\$1,682	\$3,231	\$3,945	\$4,250	\$0	\$0	\$0	\$4,250	Based on actual charges for data lines, internet, landlines, and cell phone usage.
27	1-2-75320-224	MMS	KINSMEN WATER PARK-PROGRAM:Memberships & Due	\$0	\$0	\$648	\$0	\$0	\$650	\$0	\$650	WhentoWork Scheduling Software - annual subscription.
28	1-2-75320-234	MMS	KINSMEN WATER PARK-PROGRAM:Training Services	\$363	\$236	\$3,869	\$3,400	\$0	\$0	\$600	\$4,000	Lifeguard course reimbursement
29	1-2-75320-235	MMS	Kinsmen Water Park-Program:Health Services	\$263	\$44	\$887	\$280	\$0	\$0	\$0	\$280	Water Samples (Public Health)
30	1-2-75320-291	MMS	Kinsmen Water Park-Program:Licenses Permits & Fees	\$287	\$293	\$299	\$300	\$0	\$0	\$0	\$300	Pool Operating Permit.
31	1-2-75320-512	MMS	KINSMEN WATER PARK-PROGRAM:Overtime Meals	\$36	\$0	\$593	\$0	\$0	\$0	\$0	\$0	overtime costs
32	1-2-75320-540	MMS	KINSMEN WATER PARK-PROGRAM:City Purchased Clothing	\$0	\$1,474	\$1,188	\$1,000	\$0	\$0	\$500	\$1,500	Lifeguard swim suit, footwear, and sunglass reimbursements as per the CUPE 882 Collective Agreement. Lifeguard uniforms.
33	1-2-75320-541	MMS	KINSMEN WATER PARK-PROGRAM:Operating Supplies	\$8,663	\$6,145	\$5,697	\$4,230	\$0	\$770	\$0	\$5,000	Paint \$1000 Lifeguarding equipment \$1000 First aid supplies \$1000 Deck equipment \$1000 Other \$1000
34	1-2-75320-543	MMS	KINSMEN WATER PARK-PROGRAM:Program Supplies	\$300	\$0	\$2,642	\$500	\$0	\$500	\$0	\$1,000	Lifesaving Society course materials \$500 Swimming lesson equipment \$500

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
35	1-2-75320-544	MMS	KINSMEN WATER PARK-PROGRAM:Office Supplies	\$2,608	\$284	\$2,334	\$1,400	\$0	\$600	\$0	\$2,000	Printer ink & paper - \$1000 Swimming lesson report card printing - \$500 Other office supplies - \$500
36	1-2-75320-546	MMS	KINSMEN WATER PARK-PROGRAM:Housekeeping Supplies	\$555	\$483	\$1,152	\$1,500	\$0	\$500	\$0	\$2,000	Cleaning supplies and equipment
37	1-2-75320-549	MMS	Kinsmen Water Park-Program:Other Supplies	\$10,593	\$0	\$340	\$0	\$0	\$3,000	\$0	\$3,000	Replacement of lifeguard radios - \$3000
38	1-2-75640-213	MMS	Kinsmen Waterpark Concessions:Telephone	\$69	\$69	\$69	\$100	\$0	\$0	\$0	\$100	Based on actual charges for data lines, internet, landlines, and cell phone usage.
39	1-2-75640-541	MMS	Kinsmen Waterpark Concessions:Operating Supplies	\$0	\$95	\$107	\$600	\$0	\$0	\$0	\$600	Concession Operating Supplies.
40	1-2-75640-548	MMS	Kinsmen Waterpark Concessions:Merchandise For Resale	\$15,763	\$0	\$19,279	\$16,000	\$0	\$0	\$4,000	\$20,000	Concession Products for Resale
41	1-2-75640-549	MMS	Kinsmen Waterpark Concessions:Other Supplies	\$0	\$0	\$454	\$0	\$0	\$0	\$0	\$0	concession supplies
42	1-2-75640-893	MMS	Kinsmen Waterpark Concessions:Bank Charges	\$0	\$0	\$0	\$1,200	\$0	\$0	\$0	\$1,200	Transaction Fees
43	1-2-77320-235	MMS	Kinsmen Water Park - Mtce:Health Services	\$295	\$615	\$0	\$300	\$0	\$0	\$0	\$300	Pest Control
44	1-2-77320-253	MMS	KINSMEN WATER PARK - MTCE:Purch Mtce-Building	\$20,119	\$20,865	\$55,015	\$1,500	\$0	\$0	\$0	\$1,500	Minor maintenance to KWP Buildings.
45	1-2-77320-256	MMS	KINSMEN WATER PARK - MTCE:Purch Mtce-Mechanical Equipment	\$3,621	\$29,007	\$3,390	\$2,000	\$0	\$0	\$0	\$2,000	Mechanical equipment repairs
46	1-2-77320-269	MMS	Kinsmen Water Park - Mtce:Rentals-Other Equipment	\$5,432	\$1,383	\$0	\$0	\$0	\$0	\$0	\$0	rental lease costs
47	1-2-77320-291	MMS	KINSMEN WATER PARK - MTCE:Licenses Permits & Fees	\$82	\$110	\$100	\$100	\$0	\$0	\$100	\$200	Public Health, Water Testing Operating License, Boiler Operating License.
48	1-2-77320-534	MMS	KINSMEN WATER PARK - MTCE:Chemicals	\$28,667	\$13,561	\$27,480	\$20,000	\$0	\$0	\$7,500	\$27,500	Chemicals for Pool Treatment.
49	1-2-77320-541	MMS	KINSMEN WATER PARK - MTCE:Operating Supplies	\$42,718	\$5,943	\$11,784	\$4,000	\$0	\$0	\$0	\$4,000	Maintenance Supplies
50	1-2-77320-566	MMS	KINSMEN WATER PARK - MTCE:Parts-Mechanical Equipment	\$13,419	\$3,984	\$6,289	\$8,000	\$0	\$0	\$0	\$8,000	Mechanical Equipment repairs.
51	1-2-77320-896	INS	KINSMEN WATER PARK - MTCE:Insurance	\$1,640	\$1,924	\$2,018	\$2,120	\$0	\$0	\$700	\$2,820	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Sundry	(\$6,000)	\$0	(\$6,000)	100.00%
Total Revenues	(6,000)	0	(6,000)	100.00%
EXPENSES				
Salaries Wages and Benefits	92,400	80,000	12,400	15.50%
Contracted and General Services	8,000	2,000	6,000	300.00%
Grants and Donations	28,260	71,600	(43,340)	-60.53%
Utilities	60,950	48,400	12,550	25.93%
Fleet Expenses	5,240	4,940	300	6.07%
Maintenance Materials and Supplies	70,650	47,860	22,790	47.62%
Insurance	12,840	9,600	3,240	33.75%
Total Expenses	278,340	264,400	13,940	5.27%
TOTAL (SURPLUS) DEFICIT	272,340	264,400	7,940	3.00%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

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

EXPENDITURES

\$12,400 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.



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

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

(\$43,340) decrease in Grants and Donations. As per the Operating Agreement with Knotty Pine Bistro for the operation of the Cosmo Lodge. January to April \$3,533.33 monthly, and May to December \$1,766.66 monthly. Savings in contract fee.

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

\$12,550 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **26% increase over 2022**.

\$22,790 increase in Maintenance Materials and Supplies:

- \$1,790 increase based on actual telephone costs.
- \$5,000 increase due to increased visits to the park have resulted in increased Septic Pump outs for the Cosmo Lodge, Park Outhouses and pick-up and disposal of large commercial garbage/recycle bins.
- \$15,000 increase in commissionaire Services to Open & Close gates as well as General Patrols of the Park.
- \$1,000 increase in janitorial supplies for Little Red River Park.

\$3,240 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47323-089	SUN	Little Red River:Other Sources	\$0	\$0	(\$13,265)	\$0	\$0	\$0	(\$6,000)	(\$6,000)	Funding received from the Association of Saskatchewan Urban Conservation Agencies for the support of programming at Little Red River Park.
2	1-2-73231-115	SWB	LITTLE RED RIVER PARK:Wages Regular	\$16,761	\$55,496	\$65,403	\$55,000	\$0	\$8,000	\$0	\$63,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-73231-116	SWB	Little Red River Park:Wages Overtime	\$382	\$3,340	\$2,933	\$0	\$0	\$3,000	\$0	\$3,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-73231-119	SWB	LITTLE RED RIVER PARK:Payroll Benefits	\$6,989	\$22,673	\$27,162	\$25,000	\$0	\$1,400	\$0	\$26,400	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-73231-239	CON	Little Red River Park:Consulting Services	\$19,866	\$18,039	\$0	\$0	\$0	\$0	\$0	\$0	Little Red Master Plan cost.
6	1-2-73231-295	CON	LITTLE RED RIVER PARK:Self-Employed Contractors	\$74,990	\$110,072	\$114,462	\$0	\$0	\$0	\$0	\$0	Agreement with Prince Albert Metis Women's Association for Little Red.
7	1-2-73231-296	CON	Little Red River Park:Housekeeping Services	\$0	\$1,272	\$742	\$1,000	\$0	\$0	\$6,000	\$7,000	Contracted Professional Cleaning services for Little Red River Out Houses/Washrooms
8	1-2-73231-299	CON	LITTLE RED RIVER PARK:Other General Services	\$18,565	\$16,719	\$7,524	\$1,000	\$0	\$0	\$0	\$1,000	Contracted Services that may need to be acquired outside the skills and availability of City Staff.
9	1-2-73231-716	G&D	LITTLE RED RIVER PARK:Grants	\$2,000	\$2,000	\$0	\$71,600	\$0	\$0	(\$43,340)	\$28,260	2023 Contract Remuneration Schedule (Totals include PST only) January \$3533.33 February \$3533.33 March \$3533.33 April \$3533.33 May \$1766.66 June \$1766.66 July \$1766.66 August \$1766.66 September \$1766.66 October \$1766.66 November \$1766.66 December \$1766.66
10	1-2-73231-551	UTL	Little Red River Park:Water & Sewer	\$0	\$1,377	\$2,040	\$2,000	\$0	\$0	\$0	\$2,000	based on previous year's actuals
11	1-2-73231-552	UTL	LITTLE RED RIVER PARK:Heating Fuels	\$5,782	\$5,627	\$6,784	\$6,400	\$0	\$0	\$3,370	\$9,770	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
12	1-2-73231-553	UTL	LITTLE RED RIVER PARK:Electricity	\$37,197	\$35,268	\$43,484	\$40,000	\$0	\$0	\$9,180	\$49,180	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023.
13	1-2-73231-265	FLT	LITTLE RED RIVER PARK:Rentals-Automotive & Equipment	\$8,119	\$11,558	\$10,397	\$4,940	\$0	\$300	\$0	\$5,240	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
14	1-2-73231-213	MMS	LITTLE RED RIVER PARK:Telephone	\$496	\$496	\$503	\$550	\$0	\$0	\$1,790	\$2,340	\$45/mth - Based on actual charges for data lines, internet, landlines, and cell phone usage. \$150/mth - Starlink

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
15	1-2-73231-235	MMS	LITTLE RED RIVER PARK:Health Services	\$11,104	\$13,740	\$20,370	\$15,000	\$0	\$0	\$5,000	\$20,000	Increase in visits to the park have resulted in increased Septic Pump outs for the Cosmo Lodge, Park Outhouses and pick-up and disposal of large commercial garbage/recycle bins
16	1-2-73231-237	MMS	LITTLE RED RIVER PARK:Protection Services	\$127	\$127	\$108	\$60	\$0	\$0	\$0	\$60	Fire Extinguisher certification
17	1-2-73231-253	MMS	LITTLE RED RIVER PARK:Purch Mtce-Building	\$9,140	\$16,202	\$54,790	\$5,000	\$0	\$0	\$0	\$5,000	Repairs to Park facilities.
18	1-2-73231-256	MMS	LITTLE RED RIVER PARK:Purch Mtce-Mechanical Equipment	\$18,408	\$3,628	\$11,154	\$5,000	\$0	\$0	\$0	\$5,000	Maintenance and repair to mechanical equipment such as Air Conditioners, Fire Suppression system Cosmo Lodge
19	1-2-73231-259	MMS	LITTLE RED RIVER PARK:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$150	Minor equipment maintenance.
20	1-2-73231-264	MMS	LITTLE RED RIVER PARK:Rentals-Hired Equipment and Automotive	\$0	\$0	\$4,033	\$500	\$0	\$0	\$0	\$500	Contracted equipment support for operations.
21	1-2-73231-269	MMS	Little Red River Park:Rentals-Other Equipment	\$1,482	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Kitchen renovations at Little Red.
22	1-2-73231-291	MMS	LITTLE RED RIVER PARK:Licenses Permits & Fees	\$1,054	\$1,513	\$800	\$1,500	\$0	\$0	\$0	\$1,500	Fire Suppression System Cosmo Lodge, Fire Extinguisher certification with buildings, Technical Safety Authority of Saskatchewan boiler inspections.
23	1-2-73231-294	MMS	Little Red River Park:Commissionaire Services	\$0	\$5,454	\$9,938	\$0	\$0	\$0	\$15,000	\$15,000	Commissionaire Services to Open & Close gates as well as General Patrols of the Park.
24	1-2-73231-521	MMS	Little Red River Park:Vehicle Fuel & Oil	\$1,595	\$0	\$0	\$0	\$0	\$0	\$0	\$0	vehicle and fuel costs.
25	1-2-73231-533	MMS	LITTLE RED RIVER PARK:Granular Materials	\$0	\$1,001	\$1,440	\$1,000	\$0	\$0	\$0	\$1,000	Crusher dust, gravel, road crush to be used on pathways and roadways
26	1-2-73231-541	MMS	LITTLE RED RIVER PARK:Operating Supplies	\$12,522	\$37,285	\$28,562	\$15,000	\$0	\$0	\$0	\$15,000	Dog Bag Dispenser Refills, locks for gates, toilet paper, cleaning supplies, Cosmo Lodge maintenance supplies to help support this operational area.
27	1-2-73231-546	MMS	LITTLE RED RIVER PARK:Housekeeping Supplies	\$1,054	\$942	\$615	\$700	\$0	\$0	\$1,000	\$1,700	Cleaning supplies for Out Houses/Washrooms
28	1-2-73231-549	MMS	Little Red River Park:Other Supplies	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$300	Minor operational supplies.
29	1-2-73231-566	MMS	LITTLE RED RIVER PARK:Parts-Mechanical Equipment	\$4,284	\$2,283	\$2,172	\$3,000	\$0	\$0	\$0	\$3,000	Parts for mechanical equipment repairs.
30	1-2-73231-896	INS	LITTLE RED RIVER PARK:Insurance	\$8,888	\$8,721	\$9,141	\$9,600	\$0	\$0	\$3,240	\$12,840	2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	\$0	(\$51,960)	\$51,960	-100.00%
Total Revenues	0	(51,960)	51,960	-100.00%
EXPENSES				
Salaries Wages and Benefits	13,500	147,990	(134,490)	-90.88%
Contracted and General Services	0	18,800	(18,800)	-100.00%
Financial Charges	3,900	1,200	2,700	225.00%
Utilities	13,010	53,100	(40,090)	-75.50%
Maintenance Materials and Supplies	9,000	21,400	(12,400)	-57.94%
Insurance	370	10,950	(10,580)	-96.62%
Total Expenses	39,780	253,440	(213,660)	-84.30%
TOTAL (SURPLUS) DEFICIT	39,780	201,480	(161,700)	-80.26%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

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

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

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

\$13,010 Total for Utilities. Kinsmen Community Heritage Centre - As per Lease Agreement, responsible for 22% of utilities.

\$9,000 Total for Maintenance Materials and Supplies as the City is responsible for the maintenance and janitorial services at the Kinsmen Community Heritage Centre.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47122-094	UCF	MFC / KCHC:Non-Taxable Revenue	(\$45,170)	(\$29,499)	(\$35,099)	(\$51,960)	\$0	\$0	\$51,960	\$0	Sale of the Margo Fournier Centre located at 1211-1st Avenue West.
2	1-2-75220-111	SWB	MFC/KCHC - PROGRAM:Salaries Regular	\$57,846	\$58,567	\$57,927	\$57,780	\$0	(\$57,780)	\$0	\$0	The Margo Fourier Centre was sold to the Prince Albert Grand Council in 2022 and therefore no budget is required for 2023. The Recreation Programmer was previously budgeted under the Margo Fournier Centre (1-2-75220). After the sale of the MFC the position has been allocated to the following accounts to better reflect where their time is spent (1-2-73110: 30%, 1-2-75810: 30%, 1-2-73290: 20%; and 1-2-75790: 20%).
3	1-2-75220-112	SWB	Mfc/kchc - Program:Salaries Overtime	\$2,052	\$1,116	\$3,135	\$1,000	\$0	(\$1,000)	\$0	\$0	The Margo Fourier Centre was sold to the Prince Albert Grand Council in 2022 and therefore no budget is required for 2022. The Recreation Programmer position was transferred to the Alfred Jenkins Field House 1-2-75790-111.
4	1-2-75220-114	SWB	Mfc/kchc - Program:Salary Casual Regular	\$16,145	\$9,933	\$22,396	\$16,650	\$0	(\$16,650)	\$0	\$0	The Margo Fourier Centre was sold to the Prince Albert Grand Council in 2022 and therefore no budget is required for 2022.
5	1-2-75220-115	SWB	MFC/KCHC - PROGRAM:Wages Regular	\$1,030	\$632	\$2,925	\$1,500	\$0	(\$1,500)	\$0	\$0	The Margo Fourier Centre was sold to the Prince Albert Grand Council in 2022 and therefore no budget is required for 2022.
6	1-2-75220-119	SWB	MFC/KCHC - PROGRAM:Payroll Benefits	\$15,662	\$14,791	\$18,937	\$14,490	\$0	(\$14,490)	\$0	\$0	The Margo Fourier Centre was sold to the Prince Albert Grand Council in 2022 and therefore no budget is required for 2022. A Recreation Programmer was previously budgeted under the Margo Fournier Centre (1-2-75220). After the sale of the MFC the position has been allocated to the following accounts to better reflect where their time is spent (1-2-73110: 30%, 1-2-75810: 30%, 1-2-73290: 20%; and 1-2-75790: 20%).
7	1-2-77220-115	SWB	MFC/KCHC - MTCE:Wages Regular	\$13,510	\$21,558	\$35,370	\$43,480	\$0	(\$32,480)	\$0	\$11,000	The Margo Fourier Centre was sold to the Prince Albert Grand Council. The City will maintain a Lease Agreement for the Kinsmen Community Heritage Centre. Under the Lease Agreement the City will continue to provide maintenance & janitorial services.
8	1-2-77220-119	SWB	MFC/KCHC - MTCE:Payroll Benefits	\$5,839	\$9,431	\$11,911	\$13,090	\$0	(\$10,590)	\$0	\$2,500	The Margo Fourier Centre was sold to the Prince Albert Grand Council in 2022 and therefore no budget is required for 2023.
9	1-2-75220-294	CON	Mfc/kchc - Program:Commissionaire Services	\$2,821	\$102	\$323	\$3,000	\$0	\$0	(\$3,000)	\$0	Sale of MFC
10	1-2-75220-299	CON	MFC/KCHC - PROGRAM:Other General Services	\$11,725	\$8,110	\$12,490	\$10,800	\$0	\$0	(\$10,800)	\$0	Sale of MFC
11	1-2-77220-296	CON	MFC/KCHC - MTCE:Housekeeping Services	\$41,038	\$43,450	\$15,882	\$5,000	\$0	\$0	(\$5,000)	\$0	To be completed by the City staff.
12	1-2-75220-899	FC	Mfc/kchc - Program:Other Financial Charges	\$949	\$366	\$836	\$1,200	\$0	\$0	(\$1,200)	\$0	Sale of MFC
13	1-2-77220-294	FC	Mfc/kchc - Mtce:Commissionaire Services	\$64	\$1,208	\$13,831	\$0	\$0	\$0	\$3,900	\$3,900	6 visits per week x \$15/visit x 52 weeks.
14	1-2-77220-551	UTL	MFC/KCHC - MTCE:Water & Sewer	\$5,854	\$5,806	\$4,846	\$5,800	\$0	\$0	(\$4,520)	\$1,280	Kinsmen Community Heritage Centre As per Lease Agreement, responsible for 22% of utilities. Budget Reduction: Water and Sewer Budget: \$5,800; City Portion - \$1,276; PAGCC \$4,524.
15	1-2-77220-552	UTL	MFC/KCHC - MTCE:Heating Fuels	\$22,261	\$22,147	\$31,081	\$25,000	\$0	\$0	(\$18,180)	\$6,820	Kinsmen Community Heritage Centre As per Lease Agreement, responsible for 22% of utilities. Budget Reduction: Heating Fuels Budget: \$31,000; City Portion - \$6,820; PAGCC - \$24,180
16	1-2-77220-553	UTL	MFC/KCHC - MTCE:Electricity	\$23,341	\$22,043	\$22,226	\$22,300	\$0	\$0	(\$17,390)	\$4,910	Kinsmen Community Heritage Centre As per Lease Agreement, responsible for 22% of utilities. Budget Reduction: Electricity Budget: \$22,300 \$City Portion -\$4,906; PAGCC - \$17,394

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
17	1-2-75220-211	MMS	MFC/KCHC - PROGRAM:Travel & Accommodation	\$481	\$1,007	\$524	\$250	\$0	\$0	(\$250)	\$0	Sale of MFC
18	1-2-75220-213	MMS	MFC/KCHC - PROGRAM:Telephone	\$2,358	\$2,360	\$2,387	\$3,700	\$0	\$0	(\$3,700)	\$0	MFC Centre was sold. Budget for telephone was transferred to 1-2-77220-213
19	1-2-75220-234	MMS	MFC/KCHC - PROGRAM:Training Services	\$138	\$0	\$0	\$250	\$0	\$0	(\$250)	\$0	Sale of MFC
20	1-2-75220-235	MMS	Mfc/kchc - Program:Health Services	\$90	\$0	\$0	\$540	\$0	\$0	(\$540)	\$0	Health services budgeted for the Kinsmen Community Heritage Centre in 1-2-77220-235.
21	1-2-75220-238	MMS	Mfc/kchc - Program:Computer Services	\$1,009	\$1,031	\$1,077	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
22	1-2-75220-291	MMS	MFC/KCHC - PROGRAM:Licenses Permits & Fees	\$0	\$0	\$0	\$250	\$0	\$0	(\$250)	\$0	Licenses, Permits & Fees for the Kinsmen Community Heritage Centre is budgeted in 1-2-77220-291.
23	1-2-75220-541	MMS	MFC/KCHC - PROGRAM:Operating Supplies	\$4,180	\$884	\$2,261	\$3,300	\$0	\$0	(\$3,300)	\$0	Sale of MFC
24	1-2-75220-543	MMS	MFC/KCHC - PROGRAM:Program Supplies	\$389	\$1,641	\$953	\$2,000	\$0	\$0	(\$2,000)	\$0	Sale of MFC
25	1-2-75220-544	MMS	MFC/KCHC - PROGRAM:Office Supplies	\$3,314	\$864	\$1,086	\$1,000	\$0	\$0	(\$1,000)	\$0	Sale of MFC
26	1-2-75220-546	MMS	MFC/KCHC - PROGRAM:Housekeeping Supplies	\$0	\$442	\$4,625	\$250	\$0	\$0	(\$250)	\$0	Cleaning Supplies budgeted in 1-2-77220-546.
27	1-2-77220-235	MMS	Mfc/kchc - Mtce:Health Services	\$1,150	\$1,145	\$1,465	\$500	\$0	\$0	\$0	\$500	Pest control
28	1-2-77220-237	MMS	Mfc/kchc - Mtce:Protection Services	\$253	\$4,599	\$666	\$100	\$0	\$0	\$200	\$300	Security Alarm Service for the Kinsmen Community Heritage Centre.
29	1-2-77220-253	MMS	MFC/KCHC - MTCE:Purch Mtce-Building	\$84,560	\$27,760	\$20,369	\$2,200	\$0	\$0	(\$1,700)	\$500	Contractor assistance for building maintenance at the Kinsmen Community Heritage Centre.
30	1-2-77220-256	MMS	MFC/KCHC - MTCE:Purch Mtce-Mechanical Equipment	\$7,923	\$15,666	\$10,644	\$2,000	\$0	\$0	\$0	\$2,000	Mechanical Equipment requirements for the Kinsmen Community Heritage Centre.
31	1-2-77220-269	MMS	MFC/KCHC - MTCE:Rentals-Other Equipment	\$0	\$1,862	\$1,594	\$0	\$0	\$0	\$0	\$0	rental equipment for Margo Fournier Centre
32	1-2-77220-291	MMS	MFC/KCHC - MTCE:Licenses Permits & Fees	\$919	\$361	\$345	\$310	\$0	\$0	(\$110)	\$200	Fire Extinguishers Annual Inspection for the Kinsmen Community Heritage Centre.
33	1-2-77220-541	MMS	MFC/KCHC - MTCE:Operating Supplies	\$4,426	\$10,583	\$5,409	\$2,000	\$0	\$0	\$0	\$2,000	Kinsmen Community Heritage Centre Operating Supplies.
34	1-2-77220-546	MMS	MFC/KCHC - MTCE:Housekeeping Supplies	\$2,321	\$844	\$307	\$0	\$0	\$0	\$1,000	\$1,000	Cleaning Supplies for the Kinsmen Community Heritage Centre.
35	1-2-77220-566	MMS	MFC/KCHC - MTCE:Parts-Mechanical Equipment	\$2,978	\$4,200	\$3,534	\$2,750	\$0	\$0	(\$750)	\$2,000	Mechanical Equipment requirements for the Kinsmen Community Heritage Centre.
36	1-2-77220-896	INS	MFC/KCHC - MTCE:Insurance	\$9,616	\$9,969	\$10,429	\$10,950	\$0	\$0	(\$10,580)	\$370	The Margo Fournier Centre was sold in 2022. The insurance premium can be reduced to \$370 for the contents remaining in the Kinsmen Community Heritage Centre.
37	1-2-77220-213	MMS	Mfc/kchc - Mtce:Telephone	0	\$0	\$0	\$0	\$0	\$0	\$500	\$500	Based on landline required for the Kinsmen Community Heritage Centre.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Operating Grants and Donations	(\$20,000)	(\$20,000)	\$0	0.00%
Total Revenues	(20,000)	(20,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	151,580	119,970	31,610	26.35%
Contracted and General Services	1,000	600	400	66.67%
Utilities	25,780	22,410	3,370	15.04%
Maintenance Materials and Supplies	23,580	19,980	3,600	18.02%
Insurance	4,550	3,720	830	22.31%
Total Expenses	206,490	166,680	39,810	23.88%
TOTAL (SURPLUS) DEFICIT	186,490	146,680	39,810	27.14%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

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

\$31,610 increase in Salaries Wages and Benefits as per current contracts, step increases/decreases, and a review of actual costs incurred. Wage increases are needed to recruit and retain staff. The Historical Society is requesting that the Museum Tour Guides be paid the same as the Playground Program staff.

\$400 increase in Contracted and General Services for janitorial service at the Historical Museum.

\$3,370 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **15% increase over 2022**.

\$3,600 increase in Maintenance Materials and Supplies: \$2,800 increase for Pest Control services; \$500 increase for Alarm Monitoring and \$300 for actual telephone costs based on historical spending.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47242-055	OGD	Museums:Other Entities Grants - Conditional	(\$28,847)	(\$25,741)	(\$34,602)	(\$20,000)	\$0	\$0	\$0	(\$20,000)	Employment grants in support of the Historical Society.
2	1-2-75430-112	SWB	MUSEUMS - PROGRAM:Salaries Overtime	\$4,604	\$2,224	\$2,967	\$2,500	\$0	\$0	\$600	\$3,100	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-75430-114	SWB	MUSEUMS - PROGRAM:Salary Casual Regular	\$116,625	\$79,141	\$85,198	\$101,840	\$0	\$0	\$24,880	\$126,720	This budget has remained the same since 2016 despite wage increases needed to recruit and retain staff. The Historical Society is requesting that the Museum Tour Guides be paid the same as the Playground Program staff. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-75430-115	SWB	MUSEUMS - PROGRAM:Wages Regular	\$6,995	\$4,695	\$5,087	\$0	\$0	\$0	\$0	\$0	Tour Guides wages.
5	1-2-75430-119	SWB	MUSEUMS - PROGRAM:Payroll Benefits	\$12,310	\$6,958	\$7,776	\$9,000	\$0	\$4,100	\$0	\$13,100	This budget has remained the same since 2016 despite wage increases needed to recruit and retain staff. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-77430-115	SWB	MUSEUMS - MTCE:Wages Regular	\$6,750	\$6,805	\$6,924	\$4,670	\$0	\$1,330	\$0	\$6,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-77430-119	SWB	MUSEUMS - MTCE:Payroll Benefits	\$2,820	\$2,821	\$3,220	\$1,960	\$0	\$700	\$0	\$2,660	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-77430-296	CON	Museums - Mtce:Housekeeping Services	\$611	\$458	\$1,374	\$600	\$0	\$0	\$400	\$1,000	Janitorial Service at the Historical Museum
9	1-2-75430-551	UTL	MUSEUMS - PROGRAM:Water & Sewer	\$1,013	\$1,009	\$1,268	\$1,110	\$0	\$0	(\$100)	\$1,010	less usage
10	1-2-77430-551	UTL	MUSEUMS - MTCE:Water & Sewer	\$828	\$1,157	\$805	\$900	\$0	\$0	\$0	\$900	no increase based on current year ytd usage
11	1-2-77430-552	UTL	MUSEUMS - MTCE:Heating Fuels	\$6,145	\$6,237	\$7,376	\$6,600	\$0	\$0	\$3,960	\$10,560	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
12	1-2-77430-553	UTL	MUSEUMS - MTCE:Electricity	\$12,595	\$12,624	\$10,868	\$13,800	\$0	\$0	(\$490)	\$13,310	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
13	1-2-75430-213	MMS	MUSEUMS - PROGRAM:Telephone	\$2,217	\$2,215	\$2,542	\$2,300	\$0	\$0	\$300	\$2,600	Based on actual charges for data lines, internet, landlines, and cell phone usage.
14	1-2-77430-235	MMS	Museums - Mtce:Health Services	\$835	\$2,251	\$3,775	\$700	\$0	\$0	\$2,800	\$3,500	Pest Control
15	1-2-77430-237	MMS	MUSEUMS - MTCE:Protection Services	\$506	\$659	\$882	\$500	\$0	\$0	\$500	\$1,000	Alarm monitoring
16	1-2-77430-253	MMS	MUSEUMS - MTCE:Purch Mtce-Building	\$15,840	\$5,594	\$14,888	\$14,600	\$0	\$0	\$0	\$14,600	Minor Building Maintenance of the 4 Museum Buildings.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
17	1-2-77430-256	MMS	MUSEUMS - MTCE:Purch Mtce-Mechanical Equipment	\$918	\$13,085	\$550	\$500	\$0	\$0	\$0	\$500	Mechanical Equipment Maintenance
18	1-2-77430-291	MMS	Museums - Mtce:Licenses Permits & Fees	\$1,025	\$850	\$400	\$380	\$0	\$0	\$0	\$380	Fire Extinguishers Annual Inspection & Certification.
19	1-2-77430-541	MMS	MUSEUMS - MTCE:Operating Supplies	\$3,956	\$6,134	\$673	\$500	\$0	\$0	\$0	\$500	Maintenance Supplies
20	1-2-77430-566	MMS	MUSEUMS - MTCE:Parts-Mechanical Equipment	\$5,032	\$10,324	\$875	\$500	\$0	\$0	\$0	\$500	Mechanical Equipment Parts
21	1-2-75430-896	INS	MUSEUMS - PROGRAM:Insurance	\$1,388	\$2,088	\$1,442	\$1,450	\$0	\$0	\$70	\$1,520	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
22	1-2-77430-896	INS	MUSEUMS - MTCE:Insurance	\$1,991	\$2,064	\$2,158	\$2,270	\$0	\$0	\$760	\$3,030	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023	2022	(Favourable) Unfavourable	%
	<u>Budget</u>	Budget	Change	Change
REVENUES				
User Charges and Fees	(\$175,110)	(\$160,680)	(\$14,430)	8.98%
Sundry	(34,300)	(34,300)	0	0.00%
Total Revenues	(209,410)	(194,980)	(14,430)	7.40%
EXPENSES				
Salaries Wages and Benefits	219,090	217,650	1,440	0.66%
Contracted and General Services	13,610	15,610	(2,000)	-12.81%
Financial Charges	400	400	0	0.00%
Grants and Donations	6,500	6,500	0	0.00%
Utilities	40,350	35,600	4,750	13.34%
Fleet Expenses	34,470	32,520	1,950	6.00%
Maintenance Materials and Supplies	73,200	71,010	2,190	3.08%
Insurance	16,570	13,240	3,330	25.15%
Total Expenses	404,190	392,530	11,660	2.97%
TOTAL (SURPLUS) DEFICIT	194,780	197,550	(2,770)	-1.40%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$14,430) increase in User Charges and Fees revenue:

- (\$10,000) increase in revenue relating to the sale of concession items at Outdoor Sports Fields.
- (\$4,430) increase in rentals for Prime Ministers’ Park.



(\$175,110) Total User Charges and Fees Revenue:

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

(\$34,300) Total Sundry Revenue relates to the revenue from Sponsorship Agreements at Lakeland Ford Park. Lakeland Ford Naming Rights and Diamonds Naming Rights. Transfer to the PA Slo-Pitch League Reserve.

EXPENDITURES

\$1,440 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. Salaries represent **54% of Total Expenditures**.

(\$2,000) decrease in Contracted and General Services due to a reduction in commissionaire services.

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

\$4,750 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **13% increase over 2022**.

\$1,950 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$2,190 increase in Maintenance Materials and Supplies:

- (\$2,400) decrease due to less rentals for Porta Potties during sporting season.
- \$4,590 increase for Concession Products for resale, offset by increased revenue sales.

\$3,330 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

The PA Slo-Pitch League Reserve will have a projected surplus balance of \$150,789 at the end of 2023 with the transfers proposed in the 2023 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47160-064	UCF	PMP/CA (Arena) Concessions:Sale of Products-Taxable	(\$51,064)	(\$50)	(\$14,268)	(\$40,000)	\$0	\$0	(\$10,000)	(\$50,000)	Concession Revenues
2	1-1-47185-094	UCF	PLAYFIELD:Non-Taxable Revenue	(\$10,861)	(\$3,083)	(\$7,800)	(\$12,900)	\$0	\$0	\$0	(\$12,900)	Class A Sportfields Rental Revenue
3	1-1-47326-094	UCF	PRIME MINISTER'S PARK:Non-Taxable Revenue	(\$27,894)	(\$72,202)	(\$97,474)	(\$97,300)	\$0	\$0	(\$4,430)	(\$101,730)	General Rentals - \$21,720 Sask Rivers School Division - \$80,010
4	1-1-47327-094	UCF	CRESCENT ACRES PARK:Non-Taxable Revenue	(\$6,385)	(\$378)	(\$2,776)	(\$10,480)	\$0	\$0	\$0	(\$10,480)	Sportsfields Rental Revenue.
5	1-1-47326-055	OGD	PRIME MINISTER'S PARK:Other Entities Grants - Conditional	(\$72,689)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Sask Rivers School Division revenue in 2019.
6	1-1-47326-085	OGD	PRIME MINISTER'S PARK:Donations	(\$125,225)	(\$88,791)	\$0	\$0	\$0	\$0	\$0	\$0	Project Triple Play Donations.
7	1-1-47185-089	SUN	Playfield:Other Sources	(\$28,000)	\$6,000	\$0	(\$34,300)	\$0	\$0	\$0	(\$34,300)	Sponsorship Agreements at Lakeland Ford Park. Lakeland Ford Naming Rights - \$10,000 7 Diamonds Naming Rights - \$21,000 PA Slo-Pitch League - \$3,300
8	1-1-47326-089	SUN	Prime Minister's Park:Other Sources	(\$26,250)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Optimist Club - Project Triple Play.
9	1-2-73260-115	SWB	PRIME MINISTER'S PARK:Wages Regular	\$81,911	\$67,528	\$79,644	\$85,000	\$0	\$0	\$0	\$85,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-73260-116	SWB	PRIME MINISTER'S PARK:Wages Overtime	\$11,031	\$1,231	\$7,260	\$10,000	\$0	\$0	\$0	\$10,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-73260-119	SWB	PRIME MINISTER'S PARK:Payroll Benefits	\$26,284	\$22,241	\$28,218	\$28,530	\$0	\$0	\$0	\$28,530	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-73260-132	SWB	PRIME MINISTER'S PARK:Clothing Allowance	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$200	Safety Gear not supplied by the Municipal Service Center Stores.
13	1-2-73270-115	SWB	CRESCENT ACRES PARK:Wages Regular	\$12,522	\$3,046	\$11,543	\$11,500	\$0	\$0	\$0	\$11,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	1-2-73270-116	SWB	Crescent Acres Park:Wages Overtime	\$599	\$0	\$2,790	\$1,000	\$0	\$0	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	1-2-73270-119	SWB	CRESCENT ACRES PARK:Payroll Benefits	\$4,111	\$1,015	\$4,831	\$3,250	\$0	\$1,000	\$0	\$4,250	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-73280-115	SWB	PLAYFIELDS MAINTENANCE:Wages Regular	\$37,290	\$21,936	\$33,124	\$37,000	\$0	\$0	\$0	\$37,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-73280-116	SWB	Playfields Maintenance:Wages Overtime	\$3,971	\$54	\$399	\$1,000	\$0	\$0	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
18	1-2-73280-119	SWB	PLAYFIELDS MAINTENANCE:Payroll Benefits	\$12,315	\$7,595	\$11,731	\$12,900	\$0	\$0	\$0	\$12,900	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19	1-2-75600-111	SWB	PMP/CA (Arena) Concessions:Salaries Regular	\$9,321	\$9,550	\$9,797	\$9,760	\$0	\$340	\$0	\$10,100	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
20	1-2-75600-112	SWB	PMP/CA (Arena) Concessions:Salaries Overtime	\$308	\$0	\$24	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
21	1-2-75600-114	SWB	PMP/CA (Arena) Concessions:Salary Casual Regular	\$12,034	\$0	\$4,213	\$12,000	\$0	\$0	\$0	\$12,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
22	1-2-75600-115	SWB	PMP/CA (Arena) Concessions:Wages Regular	\$703	\$0	\$245	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
23	1-2-75600-119	SWB	PMP/CA (Arena) Concessions:Payroll Benefits	\$3,849	\$1,951	\$2,911	\$4,510	\$0	\$100	\$0	\$4,610	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
24	1-2-73260-295	CON	PRIME MINISTER'S PARK:Self-Employed Contractors	\$120	\$0	\$0	\$850	\$0	\$0	\$0	\$850	Consultant Services for the track repairs & maintenance.
25	1-2-73260-296	CON	PRIME MINISTER'S PARK:Housekeeping Services	\$720	\$0	\$900	\$1,000	\$0	\$0	\$0	\$1,000	Prime Minister Park Washrooms.
26	1-2-73260-299	CON	PRIME MINISTER'S PARK:Other General Services	\$35,300	\$15,525	\$35,957	\$5,000	\$0	\$0	\$0	\$5,000	Contracted work to help support operations where Skills or City Staff are unavailable.
27	1-2-73270-235	CON	CRESCENT ACRES PARK:Health Services	\$0	\$0	\$279	\$4,200	\$0	\$0	\$0	\$4,200	Porta Potties in support of the Minor Baseball Season.
28	1-2-73270-237	CON	CRESCENT ACRES PARK:Protection Services	\$106	\$127	\$108	\$60	\$0	\$0	\$0	\$60	Fire Extinguisher certification
29	1-2-73270-294	CON	Crescent Acres Park:Commissionaire Services	\$5,772	\$5,136	\$3,167	\$4,000	\$0	\$0	(\$2,000)	\$2,000	We utilize the Commissionaire Services through out the year when there is a rise in unwanted activity after hours within the park.
30	1-2-73270-299	CON	Crescent Acres Park:Other General Services	\$1,272	\$0	\$2,438	\$500	\$0	\$0	\$0	\$500	Contracted Services to help support operation where Skills or City Staff are unavailable.
31	1-2-73280-295	CON	Playfields Maintenance:Self-Employed Contractors	\$1,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Doors repairs at Lakeland Ford Park.
32	1-2-75600-893	FC	PMP/CA (Arena) Concessions:Bank Charges	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$400	Transaction Fees
33	1-2-73280-716	G&D	PLAYFIELDS MAINTENANCE:Grants	\$4,000	\$10,500	\$6,500	\$6,500	\$0	\$0	\$0	\$6,500	Operating Grants to PA Slo-Pitch League for the Lakeland Ford Park & PA Minor Baseball for Mair Park.
34	1-2-73260-551	UTL	PRIME MINISTER'S PARK:Water & Sewer	\$3,531	\$3,539	\$3,583	\$3,600	\$0	\$0	\$150	\$3,750	adjusting for rate increase

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
35	1-2-73260-553	UTL	PRIME MINISTER'S PARK:Electricity	\$21,950	\$12,916	\$21,139	\$15,000	\$0	\$0	\$3,860	\$18,860	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
36	1-2-73270-551	UTL	CRESCENT ACRES PARK:Water & Sewer	\$8,476	\$10,767	\$14,820	\$12,500	\$0	\$0	\$0	\$12,500	estimating usage from spray park & irrigation for ball diamonds.
37	1-2-73270-552	UTL	CRESCENT ACRES PARK:Heating Fuels	\$2,426	\$2,197	\$2,225	\$2,200	\$0	\$0	\$940	\$3,140	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
38	1-2-73270-553	UTL	CRESCENT ACRES PARK:Electricity	\$1,735	\$2,183	\$1,313	\$2,300	\$0	\$0	(\$200)	\$2,100	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
39	1-2-73260-265	FLT	PRIME MINISTER'S PARK:Rentals-Automotive & Equipment	\$36,158	\$26,083	\$24,783	\$26,640	\$0	\$1,600	\$0	\$28,240	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
40	1-2-73270-265	FLT	CRESCENT ACRES PARK:Rentals-Automotive & Equipment	\$1,305	\$281	\$644	\$1,500	\$0	\$90	\$0	\$1,590	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
41	1-2-73280-265	FLT	PLAYFIELDS MAINTENANCE:Rentals-Automotive & Equipment	\$2,355	\$3,542	\$3,794	\$4,380	\$0	\$260	\$0	\$4,640	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
42	1-2-73260-213	MMS	PRIME MINISTER'S PARK:Telephone	\$178	\$236	\$107	\$200	\$0	\$0	\$0	\$200	Based on actual charges for data lines, internet, landlines, and cell phone usage.
43	1-2-73260-235	MMS	PRIME MINISTER'S PARK:Health Services	\$11,852	\$0	\$223	\$8,400	\$0	\$0	(\$2,400)	\$6,000	Porta Potties during sporting season
44	1-2-73260-256	MMS	PRIME MINISTER'S PARK:Purch Mtce-Mechanical Equipment	\$0	\$144	\$1,074	\$0	\$0	\$0	\$0	\$0	mechanical equipment.
45	1-2-73260-259	MMS	PRIME MINISTER'S PARK:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$1,750	\$0	\$0	\$0	\$1,750	Contracted Equipment maintenance requirements.
46	1-2-73260-291	MMS	PRIME MINISTER'S PARK:Licenses Permits & Fees	\$100	\$100	\$200	\$100	\$0	\$0	\$0	\$100	Pesticide License

Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
47	1-2-73260-512	MMS Prime Minister's Park:Overtime Meals	\$54	\$36	\$0	\$100	\$0	\$0	\$0	\$100	As per Union Contract
48	1-2-73260-541	MMS PRIME MINISTER'S PARK:Operating Supplies	\$33,612	\$13,966	\$11,088	\$20,850	\$0	\$0	\$0	\$20,850	Fertilizer application 3X, Pesticide application 3X , Line Marking Paint, Seed, Shale, items required through out an operating season to keep up operations and condition of turf surfaces. Any items acquired through the Municipal Service Center Store to support this operational area are as well charged here.
49	1-2-73260-549	MMS PRIME MINISTER'S PARK:Other Supplies	(\$3,858)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	invoicing
50	1-2-73260-566	MMS PRIME MINISTER'S PARK:Parts-Mechanical Equipment	\$0	\$0	\$2,067	\$0	\$0	\$0	\$0	\$0	mechanical equipment.
51	1-2-73270-213	MMS CRESCENT ACRES PARK:Telephone	\$496	\$496	\$503	\$550	\$0	\$0	\$0	\$550	Based on actual charges for data lines, internet, landlines, and cell phone usage.
52	1-2-73270-253	MMS CRESCENT ACRES PARK:Purch Mtce-Building	\$200	\$0	\$584	\$200	\$0	\$0	\$0	\$200	Minor structure maintenance.
53	1-2-73270-259	MMS CRESCENT ACRES PARK:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$200	Contracted Equipment maintenance support.
54	1-2-73270-541	MMS CRESCENT ACRES PARK:Operating Supplies	\$7,318	\$2,111	\$4,906	\$5,000	\$0	\$0	\$0	\$5,000	Fertilizer, Pesticide, Marking Paint, Line Paint, Shale and other items required through out an operating season to keep up operations and condition of turf surfaces. Any items acquired through the Municipal Service Center Store to support this operational area are as well charged here.
55	1-2-73280-235	MMS PLAYFIELDS MAINTENANCE:Health Services	\$15,913	\$0	\$0	\$12,000	\$0	\$0	\$0	\$12,000	Porta Potties
56	1-2-73280-259	MMS PLAYFIELDS MAINTENANCE:Purch Mtce-Other Equipment	\$678	\$0	\$10,458	\$1,000	\$0	\$0	\$0	\$1,000	Rental of equipment for maintenance purposes.
57	1-2-73280-541	MMS PLAYFIELDS MAINTENANCE:Operating Supplies	\$9,057	\$8,602	\$20,018	\$8,820	\$0	\$0	\$0	\$8,820	Fertilizer, Pesticide, Marking Paint, Capping for ball diamond fence lines, parts for score boards, items to help support operation that cannot be provided through the Municipal Service Center Store. Any item also acquired through Municipal Service Center Store that supports operations is as well charged here.
58	1-2-75600-213	MMS PMP/CA (Arena) Concessions:Telephone	\$69	\$69	\$69	\$100	\$0	\$0	\$0	\$100	Based on actual charges for data lines, internet, landlines, and cell phone usage.
59	1-2-75600-541	MMS PMP/CA (Arena) Concessions:Operating Supplies	\$0	\$0	\$0	\$330	\$0	\$0	\$0	\$330	Concession operating supplies.
60	1-2-75600-548	MMS PMP/CA (Arena) Concessions:Merchandise For Resale	\$19,528	\$0	\$14,093	\$11,410	\$0	\$0	\$4,590	\$16,000	Concession Products for resale.
61	1-2-73260-896	INS PRIME MINISTER'S PARK:Insurance	\$9,721	\$11,699	\$11,763	\$12,350	\$0	\$0	\$3,240	\$15,590	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
62	1-2-73280-896	INS PLAYFIELDS MAINTENANCE:Insurance	\$796	\$812	\$852	\$890	\$0	\$0	\$90	\$980	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$8,000)	(\$8,000)	\$0	0.00%
Total Revenues	(8,000)	(8,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	858,940	818,840	40,100	4.90%
Contracted and General Services	160,600	160,600	0	0.00%
Grants and Donations	30,780	30,780	0	0.00%
Utilities	4,780	4,000	780	19.50%
Fleet Expenses	495,190	478,270	16,920	3.54%
Maintenance Materials and Supplies	104,160	102,720	1,440	1.40%
Insurance	23,730	22,150	1,580	7.13%
Total Expenses	1,678,180	1,617,360	60,820	3.76%
TOTAL (SURPLUS) DEFICIT	1,670,180	1,609,360	60,820	3.78%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

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

EXPENDITURES

\$40,100 increase in Salaries Wages and Benefits as follows:

- The position of Recreation Programmer previously charged to the Margo Fournier Centre is now allocated 30% to Parks for the booking of the City's Parks and Open Spaces. Transfer of Salaries from Margo Fournier Centre.
- The increase is also reflective of current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.



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

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

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

\$16,920 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$1,440 increase in Maintenance Materials and Supplies as follows:

- \$1,200 for telephone costs
- \$240 allocation from other departments

\$1,580 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-42931-094	UCF	NOXIOUS WEED CONTROL:Non-Taxable Revenue	(\$7,074)	(\$7,433)	(\$4,800)	(\$8,000)	\$0	\$0	\$0	(\$8,000)	Revenue is generated from services provided by the City for inspection of lots and non-compliance of homeowners. Average charge is \$400/citing.
2	1-1-47325-094	UCF	URBAN FORESTRY:Non-Taxable Revenue	\$0	(\$1,308)	(\$3,469)	\$0	\$0	\$0	\$0	\$0	revenue for urban forestry work
3	1-1-47311-094	OGD	Parks Supervision:Non-Taxable Revenue	\$0	(\$500)	\$0	\$0	\$0	\$0	\$0	\$0	revenue - parks
4	1-1-47325-059	OGD	URBAN FORESTRY:MISC GRANTS	(\$6,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Urban Forestry Grant.
5	1-2-29310-115	SWB	NOXIOUS WEED CONTROL:Wages Regular	\$30,718	\$15,229	\$12,328	\$27,000	\$0	(\$3,000)	\$0	\$24,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-29310-116	SWB	NOXIOUS WEED CONTROL:Wages Overtime	\$280	\$487	\$0	\$220	\$0	\$0	\$0	\$220	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-29310-119	SWB	NOXIOUS WEED CONTROL:Payroll Benefits	\$9,654	\$4,478	\$3,521	\$8,890	\$0	(\$3,000)	\$0	\$5,890	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-29340-115	SWB	INSECT, DISEASE & RODENTS CONTROL:Wages Regular	\$3,347	\$1,454	\$2,160	\$3,000	\$0	\$0	\$0	\$3,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-29340-119	SWB	INSECT, DISEASE & RODENTS CONTROL:Payroll Benefits	\$1,049	\$451	\$812	\$900	\$0	\$0	\$0	\$900	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-73110-111	SWB	PARKS SUPERVISION:Salaries Regular	\$98,505	\$98,882	\$98,505	\$98,400	\$0	\$3,470	\$17,950	\$119,820	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. A Recreation Programmer was previously budgeted under the Margo Fournier Centre (1-2-75220). After the sale of the MFC the position has been allocated to the following accounts to better reflect where their time is spent (1-2-73110: 30%, 1-2-75810: 30%, 1-2-73290: 20%; and 1-2-75790: 20%).
11	1-2-73110-115	SWB	PARKS SUPERVISION:Wages Regular	\$144	\$0	\$0	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-73110-119	SWB	PARKS SUPERVISION:Payroll Benefits	\$16,620	\$16,372	\$16,715	\$16,970	\$0	\$1,380	\$4,460	\$22,810	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Assistant Park Manager
13	1-2-73190-115	SWB	PARKS EQUIPMENT:Wages Regular	\$13,729	\$12,835	\$11,201	\$19,260	\$0	(\$6,760)	\$0	\$12,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
14	1-2-73190-119	SWB	PARKS EQUIPMENT:Payroll Benefits	\$5,616	\$5,013	\$4,603	\$7,350	\$0	(\$2,000)	\$0	\$5,350	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	1-2-73210-115	SWB	NS RIVER BANK PARK:Wages Regular	\$18,513	\$16,788	\$11,352	\$19,000	\$0	(\$2,000)	\$0	\$17,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-73210-116	SWB	NS RIVER BANK PARK:Wages Overtime	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$50	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-73210-119	SWB	NS RIVER BANK PARK:Payroll Benefits	\$5,297	\$4,576	\$3,041	\$5,430	\$0	(\$500)	\$0	\$4,930	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18	1-2-73250-115	SWB	CENTRAL BUSINESS DISTRICT:Wages Regular	\$29,369	\$25,964	\$29,916	\$30,000	\$0	\$0	\$0	\$30,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19	1-2-73250-116	SWB	Central Business District:Wages Overtime	\$114	\$0	\$414	\$0	\$0	\$0	\$0	\$0	wages for central business district
20	1-2-73250-119	SWB	CENTRAL BUSINESS DISTRICT:Payroll Benefits	\$6,408	\$9,942	\$7,608	\$7,460	\$0	\$600	\$0	\$8,060	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
21	1-2-73310-115	SWB	GENERAL PARKS MAINTENANCE:Wages Regular	\$78,143	\$104,115	\$112,761	\$90,000	\$0	\$15,000	\$0	\$105,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
22	1-2-73310-116	SWB	GENERAL PARKS MAINTENANCE:Wages Overtime	\$473	\$108	\$286	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
23	1-2-73310-119	SWB	GENERAL PARKS MAINTENANCE:Payroll Benefits	\$26,745	\$35,628	\$39,181	\$30,780	\$0	\$6,500	\$0	\$37,280	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
24	1-2-73410-115	SWB	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Wages Regular	\$105,791	\$103,417	\$101,135	\$100,000	\$0	\$6,000	\$0	\$106,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
25	1-2-73410-119	SWB	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Payroll Benefits	\$28,678	\$28,995	\$32,209	\$30,000	\$0	\$0	\$0	\$30,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
26	1-2-73420-115	SWB	BOULEVARD & PARK MTCE:Wages Regular	\$44,502	\$46,988	\$39,039	\$45,000	\$0	\$0	\$0	\$45,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
27	1-2-73420-119	SWB	BOULEVARD & PARK MTCE:Payroll Benefits	\$10,215	\$11,418	\$9,439	\$11,250	\$0	\$0	\$0	\$11,250	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
28	1-2-73510-115	SWB	BOULEVARD REPAIR:Wages Regular	\$41,711	\$20,447	\$37,230	\$31,500	\$0	\$0	\$0	\$31,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
29	1-2-73510-119	SWB	BOULEVARD REPAIR:Payroll Benefits	\$19,578	\$12,238	\$34,957	\$14,180	\$0	\$0	\$0	\$14,180	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
30	1-2-73620-111	SWB	Urban Forestry Maintenance:Salaries Regular	\$1,529	\$655	\$0	\$0	\$0	\$0	\$0	\$0	salary costs
31	1-2-73620-115	SWB	URBAN FORESTRY MAINTENANCE:Wages Regular	\$180,194	\$142,882	\$193,105	\$150,000	\$0	\$0	\$0	\$150,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
32	1-2-73620-116	SWB	URBAN FORESTRY MAINTENANCE:Wages Overtime	\$2,284	\$1,891	\$11,297	\$1,700	\$0	\$2,000	\$0	\$3,700	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
33	1-2-73620-119	SWB	URBAN FORESTRY MAINTENANCE:Payroll Benefits	\$78,538	\$64,182	\$86,134	\$69,500	\$0	\$0	\$0	\$69,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
34	1-2-73110-299	CON	Parks Supervision:Other General Services	\$3,408	\$0	\$360	\$300	\$0	\$0	\$0	\$300	towing costs
35	1-2-73190-299	CON	Parks Equipment:Other General Services	\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	towing costs
36	1-2-73250-296	CON	CENTRAL BUSINESS DISTRICT:Housekeeping Services	\$27,250	\$17,260	\$32,758	\$15,000	\$0	\$0	\$0	\$15,000	S.H.A.R.E. provides services for Garbage picking through out the Central Ave Business District We also keep track of the majority of Graffiti Removal under this account
37	1-2-73250-299	CON	Central Business District:Other General Services	\$0	\$1,094	\$0	\$800	\$0	\$0	\$0	\$800	Contracted services that may be required outside the skills and availability of City Staff to support operations.
38	1-2-73310-299	CON	GENERAL PARKS MAINTENANCE:Other General Services	\$14,532	\$29,743	\$16,396	\$700	\$0	\$0	\$0	\$700	Contracted Services to help support operation where Skill or City Staff are unavailable.
39	1-2-73620-299	CON	Urban Forestry Maintenance:Other General Services	\$27,651	\$100,061	\$54,805	\$143,800	\$0	\$0	\$0	\$143,800	For use on monitoring and surveying for Dutch Elm Disease, Large Tree Removals, assistance with tree pruning initiatives such as the City Cemetery, Golf Course, Parks, boulevards, tree inventory collection and documentation
40	1-2-73620-716	G&D	Urban Forestry Maintenance:Grants	\$0	\$0	\$29,300	\$30,780	\$0	\$0	\$0	\$30,780	Disaster Mitigation Adaptation Fund -DMAF Partnership between the City and Saskatchewan Provincial Safety Authority - SPSA for Fire Smart Management through selective removals.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
41	1-2-73210-553	UTL	NS RIVER BANK PARK:Electricity	\$413	\$410	\$375	\$400	\$0	\$0	\$40	\$440	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
42	1-2-73310-551	UTL	GENERAL PARKS MAINTENANCE:Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$450	building is now metered (Mair Ball Park)
43	1-2-73310-553	UTL	GENERAL PARKS MAINTENANCE:Electricity	\$2,366	\$2,841	\$2,544	\$2,800	\$0	\$0	\$230	\$3,030	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
44	1-2-73510-553	UTL	BOULEVARD REPAIR:Electricity	\$833	\$615	\$262	\$800	\$0	\$0	\$60	\$860	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
45	1-2-29310-265	FLT	NOXIOUS WEED CONTROL:Rentals-Automotive & Equipment	\$2,521	\$1,032	\$1,651	\$1,990	\$0	\$120	\$0	\$2,110	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
46	1-2-73110-265	FLT	PARKS SUPERVISION:Rentals-Automotive & Equipment	\$224,400	\$240,860	\$243,650	\$249,100	\$0	\$14,950	\$0	\$264,050	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
47	1-2-73190-265	FLT	PARKS EQUIPMENT:Rentals-Automotive & Equipment	\$6,370	\$8,100	\$9,900	\$4,670	\$0	\$280	\$0	\$4,950	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
48	1-2-73210-265	FLT	NS RIVER BANK PARK:Rentals-Automotive & Equipment	\$13,462	\$15,164	\$11,830	\$16,630	\$0	\$1,000	\$0	\$17,630	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
49	1-2-73250-265	FLT	CENTRAL BUSINESS DISTRICT:Rentals-Automotive & Equipment	\$3,628	\$1,819	\$672	\$2,890	\$0	\$170	\$0	\$3,060	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
50	1-2-73310-265	FLT	GENERAL PARKS MAINTENANCE:Rentals-Automotive & Equipment	\$3,849	\$13,970	\$6,930	\$6,740	\$0	\$400	\$0	\$7,140	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
51	1-2-73410-265	FLT	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Rentals-Automotive & Equipment	\$77,530	\$59,615	\$52,253	\$60,000	\$0	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
52	1-2-73420-265	FLT	BOULEVARD & PARK MTCE:Rentals-Automotive & Equipment	\$27,086	\$18,145	\$26,666	\$25,000	\$0	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
53	1-2-73510-265	FLT	BOULEVARD REPAIR:Rentals-Automotive & Equipment	\$24,946	\$14,912	\$22,953	\$22,000	\$0	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
54	1-2-73620-265	FLT	URBAN FORESTRY MAINTENANCE:Rentals-Automotive & Equipment	\$84,333	\$76,591	\$118,539	\$89,250	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
55	1-2-29310-541	MMS	NOXIOUS WEED CONTROL:Operating Supplies	\$6,006	\$2,038	\$10,455	\$4,500	\$0	\$0	\$0	\$4,500	Chemical - Round-up, Killex, Foamstream herbicide-fee weed control solution
56	1-2-29340-235	MMS	Insect, Disease & Rodents Control:Health Services	\$9,205	\$1,344	\$4,150	\$4,500	\$0	\$0	\$0	\$4,500	Residential Skunk control program
57	1-2-29340-541	MMS	INSECT, DISEASE & RODENTS CONTROL:Operating Supplies	\$1,021	\$1,070	\$0	\$1,500	\$0	\$0	\$0	\$1,500	Gopher control bait
58	1-2-73110-211	MMS	PARKS SUPERVISION:Travel & Accommodation	\$679	\$218	\$0	\$300	\$0	\$0	\$0	\$300	Mileage to and from training or conference opportunity

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
59	1-2-73110-213	MMS	PARKS SUPERVISION:Telephone	\$2,797	\$2,962	\$2,892	\$3,000	\$0	\$0	\$0	\$3,000	Based on actual charges for data lines, internet, landlines, and cell phone usage.
60	1-2-73110-215	MMS	PARKS SUPERVISION:Conventions & Delegations	\$0	\$176	\$0	\$240	\$0	\$0	\$0	\$240	Honorarium for Training/Education Sessions.
61	1-2-73110-224	MMS	PARKS SUPERVISION:Memberships & Due	\$1,638	\$1,592	\$877	\$1,000	\$0	\$0	\$0	\$1,000	-Communities in Bloom -Saskatchewan Park and Recreation Membership -International Society of Arboriculture Prairie Chapter X 3 -Society of Municipal Arboriculture Membership - International Society of Arboriculture professional membership X 3
62	1-2-73110-234	MMS	PARKS SUPERVISION:Training Services	\$8,214	\$0	\$1,480	\$5,000	\$0	\$0	\$0	\$5,000	Training Opportunities that may come up through the year that would benefit our Staff, complimenting and aiding in their development. Examples under consideration for 2023 include the ISA Prairie Chapter Convention, Equipment Training, & Sask Parks & Recreation Association.
63	1-2-73110-256	MMS	PARKS SUPERVISION:Purch Mtce-Mechanical Equipment	\$0	\$0	\$5,618	\$0	\$0	\$0	\$0	\$0	irrigation line relocate
64	1-2-73110-291	MMS	PARKS SUPERVISION:Licenses Permits & Fees	\$1,540	\$800	\$700	\$750	\$0	\$0	\$0	\$750	Applicator Pesticide License, boiler operator ticket, Fire extinguisher inspection, Technical Safety Authority of Saskatchewan permits
65	1-2-73110-511	MMS	PARKS SUPERVISION:Meeting Incidentals	\$223	\$0	\$323	\$500	\$0	\$0	\$0	\$500	Costs for incidentals related to travel and/or training purposes.
66	1-2-73110-540	MMS	PARKS SUPERVISION:City Purchased Clothing	\$1,677	\$2,815	\$3,374	\$2,500	\$0	\$0	\$0	\$2,500	Safety Clothing and Safety Footwear components not provided through the Municipal Service center store. Any items acquired through the Municipal Service Center Store are also charged here.
67	1-2-73110-541	MMS	PARKS SUPERVISION:Operating Supplies	\$81	\$618	\$486	\$500	\$0	\$0	\$0	\$500	Operating supply items that may be acquired through the Municipal Service Center Store to support this operational area are charged here. Items not supplied by the Municipal Services Center Store and required are also charged here.
68	1-2-73110-544	MMS	PARKS SUPERVISION:Office Supplies	\$0	\$0	\$165	\$100	\$0	\$0	\$0	\$100	The odd supply item that may not be made available through the Municipal Service Center Stores
69	1-2-73190-255	MMS	PARKS EQUIPMENT:Purch Mtce-Automotive & Equipment	\$25	\$30	\$0	\$300	\$0	\$0	\$0	\$300	automotive equipment budget
70	1-2-73190-259	MMS	PARKS EQUIPMENT:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$380	\$0	\$0	\$0	\$380	equipment for maintenance
71	1-2-73190-291	MMS	PARKS EQUIPMENT:Licenses Permits & Fees	\$1,042	\$1,022	\$923	\$1,400	\$0	\$0	\$0	\$1,400	Fire Extinguisher certification for all vehicles.
72	1-2-73190-420	MMS	PARKS EQUIPMENT:Allocation-Services	\$4,558	\$4,322	\$3,659	\$3,720	\$0	\$0	\$0	\$3,720	allocation of mechanic time to Parks equipment
73	1-2-73190-460	MMS	PARKS EQUIPMENT:Allocation - Assets	(\$7,961)	(\$7,627)	(\$6,960)	\$0	\$0	\$0	\$0	\$0	allocation of assets
74	1-2-73190-521	MMS	PARKS EQUIPMENT:Vehicle Fuel & Oil	\$9,883	\$6,707	\$7,731	\$7,000	\$0	\$0	\$0	\$7,000	Fleet - fuel and oil budget
75	1-2-73190-541	MMS	PARKS EQUIPMENT:Operating Supplies	\$392	\$2,632	\$2,303	\$5,000	\$0	\$0	\$0	\$5,000	fleet - maintenance operating budget
76	1-2-73190-565	MMS	Parks Equipment:Parts - Equipment and Automotive	\$10,128	\$15,432	\$21,725	\$0	\$0	\$0	\$0	\$0	industrial supplies/commercial supplies
77	1-2-73210-541	MMS	NS RIVER BANK PARK:Operating Supplies	\$980	\$626	\$91	\$2,000	\$0	\$0	\$0	\$2,000	Items that may be required year-to-year in helping to secure or maintain areas along the river bank. Locks for power boxes, replacement of signage, stump post replacement, fencing repair, boat launch, etc. Items not available through the Municipal Service Center Store however required for this operational area are charged here as well.
78	1-2-73250-541	MMS	CENTRAL BUSINESS DISTRICT:Operating Supplies	\$2,219	\$1,362	\$1,104	\$2,480	\$0	\$0	\$0	\$2,480	Garbage Bags, Trash E-Z Reach Litter Picker, Graffiti removal supplies for staff, etc. Any items to support this operational area that are acquired through the Municipal Service Center Store are charged here as well.
79	1-2-73250-546	MMS	Central Business District:Housekeeping Supplies	\$0	\$2,100	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Cleaning Supplies

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
80	1-2-73310-213	MMS	GENERAL PARKS MAINTENANCE:Telephone	\$178	\$236	\$508	\$300	\$0	\$0	\$180	\$480	Based on actual charges for data lines, internet, landlines, and cell phone usage.
81	1-2-73310-253	MMS	GENERAL PARKS MAINTENANCE:Purch Mtce-Building	\$1,344	\$735	\$11,673	\$0	\$0	\$0	\$0	\$0	install metal roof on dugout
82	1-2-73310-256	MMS	GENERAL PARKS MAINTENANCE:Purch Mtce-Mechanical Equipment	\$0	\$0	\$1,767	\$500	\$0	\$0	\$0	\$500	Contracted Mechanical Equipment maintenance support.
83	1-2-73310-259	MMS	GENERAL PARKS MAINTENANCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$500	Contracted minor equipment maintenance support.
84	1-2-73310-269	MMS	GENERAL PARKS MAINTENANCE:Rentals-Other Equipment	\$4,147	\$196	\$1,149	\$500	\$0	\$0	\$0	\$500	Minor equipment rentals.
85	1-2-73310-420	MMS	General Parks Maintenance:Allocation-Services	\$0	\$2,601	\$108	\$0	\$0	\$0	\$0	\$0	allocation of staff time for parks
86	1-2-73310-521	MMS	GENERAL PARKS MAINTENANCE:Vehicle Fuel & Oil	\$399	\$2,106	\$924	\$1,000	\$0	\$0	\$0	\$1,000	Fleet - fuel and oil budget
87	1-2-73310-541	MMS	GENERAL PARKS MAINTENANCE:Operating Supplies	\$31,278	\$39,281	\$57,706	\$30,000	\$0	\$0	\$0	\$30,000	Replacement tools, additional fertilizers, pesticides, marking field paint, grass seed, irrigation supplies, fence rentals, commercial yardage bins for project waste, items not available through the Municipal Service Center Stores. Any item acquired through the Municipal Service Center that helps support this operational area is as well charged here.
88	1-2-73310-566	MMS	GENERAL PARKS MAINTENANCE:Parts-Mechanical Equipment	\$4,663	\$515	\$1,119	\$0	\$0	\$0	\$0	\$0	mechanical equipment
89	1-2-73410-213	MMS	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Telephone	\$356	\$472	\$214	\$350	\$0	\$0	\$0	\$350	Based on actual charges for data lines, internet, landlines, and cell phone usage.
90	1-2-73410-541	MMS	GRASS CUTTING-PARKS/HWYS/OPEN SPACES:Operating Supplies	\$2,304	\$1,990	\$1,128	\$1,960	\$0	\$0	\$0	\$1,960	Items required to support grass cutting efforts that may not be available through the Municipal Service Center Store. Any item acquired and supports this operational area through the Municipal Service Center Store is charged here as well.
91	1-2-73420-541	MMS	BOULEVARD & PARK MTCE:Operating Supplies	\$788	\$1,159	\$259	\$1,680	\$0	\$0	\$0	\$1,680	Any supply items to support operations that aren't available internally through the MSC Stores. Any item acquired through the Municipal Service Center Store that supports this operational area is as well charged here.
92	1-2-73510-269	MMS	BOULEVARD REPAIR:Rentals-Other Equipment	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$1,000	Minor equipment rentals for boulevard repairs.
93	1-2-73510-410	MMS	Boulevard Repair:Allocation-Administration	(\$7,740)	(\$7,630)	(\$7,770)	(\$7,770)	\$0	\$0	\$240	(\$7,530)	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.
94	1-2-73510-541	MMS	BOULEVARD REPAIR:Operating Supplies	\$1,505	\$6,630	\$3,490	\$5,880	\$0	\$0	\$0	\$5,880	Turf Roller, Rakes, grass seed, flagging tape, stakes, zip ties, coconut matting for use in stabilizing work areas where wash out is a concern and also used to hold grass seed in place. Items that normally cannot be provided through the Municipal Service Center Store. Any item acquired through the Municipal Service Center Store and supports this operational area is charged here as well.
95	1-2-73620-213	MMS	Urban Forestry Maintenance:Telephone	\$11	\$0	\$0	\$0	\$0	\$0	\$1,020	\$1,020	Based on actual charges for data lines, internet, landlines, and cell phone usage.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
96	1-2-73620-264	MMS	Urban Forestry Maintenance:Rentals-Hired Equipment and Automotive	\$0	\$0	\$3,454	\$0	\$0	\$0	\$0	\$0	hired equipment costs
97	1-2-73620-512	MMS	Urban Forestry Maintenance:Overtime Meals	\$0	\$54	\$549	\$150	\$0	\$0	\$0	\$150	As per the Union Contract
98	1-2-73620-540	MMS	Urban Forestry Maintenance:City Purchased Clothing	\$470	\$162	\$2,743	\$3,000	\$0	\$0	\$0	\$3,000	Required safety equipment such as boots, chaps, anti-vibration gloves, anything required for forestry that cannot be provide through the Municipal Service Center Store.
99	1-2-73620-541	MMS	URBAN FORESTRY MAINTENANCE:Operating Supplies	\$14,506	\$17,564	\$10,040	\$15,000	\$0	\$0	\$0	\$15,000	Pruning saws, chainsaws, gator bags, tools, anything related to Urban Forestry Work where they are not able to acquire the items through the Municipal Service Center Store. Any item acquired through the Municipal Service Center Store that supports this Operation Area is charged here as well.
100	1-2-73190-896	INS	PARKS EQUIPMENT:Insurance	\$354	\$373	\$387	\$390	\$0	\$0	(\$10)	\$380	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
101	1-2-73310-896	INS	GENERAL PARKS MAINTENANCE:Insurance	\$17,516	\$18,832	\$19,823	\$21,760	\$0	\$0	\$1,590	\$23,350	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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

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

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

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$2,600)	(\$2,600)	\$0	0.00%
Operating Grants and Donations	(20,000)	(20,000)	0	0.00%
Total Revenues	(22,600)	(22,600)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	180,010	131,820	48,190	36.56%
Contracted and General Services	8,100	8,100	0	0.00%
Utilities	3,600	3,700	(100)	-2.70%
Fleet Expenses	3,430	1,710	1,720	100.58%
Maintenance Materials and Supplies	90,300	90,450	(150)	-0.17%
Insurance	0	900	(900)	-100.00%
Total Expenses	285,440	236,680	48,760	20.60%
TOTAL (SURPLUS) DEFICIT	262,840	214,080	48,760	22.78%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

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

(\$20,000) Total Operating Grants and Donations Revenue

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



EXPENDITURES

\$48,190 increase in Salaries Wages and Benefits as follows:

- The increase is also reflective of current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.
- The position of Recreation Programmer previously charged to the Margo Fournier Centre and is now allocated 50% to the Playground Program and Play Structures for the bi-annual inspections.

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

\$1,720 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

(\$150) decrease in Maintenance Materials and Supplies relating to postage.

(\$900) decrease in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47181-094	UCF	PLAYGROUND ADMINISTRATION:Non-Taxable Revenue	(\$1,777)	\$0	(\$79)	(\$2,600)	\$0	\$0	\$0	(\$2,600)	Spray Park rentals and revenue generated through canteen at Kidzfest.
2	1-1-47181-055	OGD	PLAYGROUND ADMINISTRATION:Other Entities Grants - Conditional	(\$24,813)	(\$20,010)	(\$24,754)	(\$7,000)	\$0	\$0	\$0	(\$7,000)	Grant Funding through the playground program. These grants mainly help with the operating of Kidzfest and other Special Events.
3	1-1-47181-085	OGD	PLAYGROUND ADMINISTRATION:Donations	(\$1,500)	\$0	(\$1,413)	(\$13,000)	\$0	\$0	\$0	(\$13,000)	Donations received through businesses, service clubs that goes toward Kidzfest and other Special Events.
4	1-2-73290-115	SWB	PLAYGROUND STRUCTURE MAINTENANCE:Wages Regular	\$8,393	\$8,068	\$12,084	\$9,000	\$0	\$0	\$0	\$9,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-73290-116	SWB	Playground Structure Maintenance:Wages Overtime	\$0	\$132	\$529	\$0	\$0	\$0	\$0	\$0	wages for staff time
6	1-2-73290-119	SWB	PLAYGROUND STRUCTURE MAINTENANCE:Payroll Benefits	\$2,880	\$2,806	\$4,923	\$3,090	\$0	\$0	\$2,970	\$6,060	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. A Recreation Programmer was previously budgeted under the Margo Fournier Centre (1-2-75220). After the sale of the MFC the position has been allocated to the following accounts to better reflect where their time is spent (1-2-73110: 30%, 1-2-75810: 30%, 1-2-73290: 20%; and 1-2-75790: 20%).
7	1-2-75810-111	SWB	Playground Program:Salaries Regular	\$0	\$137	\$0	\$0	\$0	\$0	\$17,950	\$17,950	A Recreation Programmer was previously budgeted under the Margo Fournier Centre (1-2-75220). After the sale of the MFC the position has been allocated to the following accounts to better reflect where their time is spent (1-2-73110: 30%, 1-2-75810: 30%, 1-2-73290: 20%; and 1-2-75790: 20%).
8	1-2-75810-112	SWB	Playground Program:Salaries Overtime	\$3,529	\$1,762	\$3,071	\$2,800	\$0	\$0	\$0	\$2,800	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-75810-114	SWB	Playground Program:Salary Casual Regular	\$100,664	\$54,298	\$98,975	\$100,000	\$0	\$10,000	\$0	\$110,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Orientation - ALL STAFF 32 Hours X 24 staff x \$16.21 = \$12,450 Playground Coordinator 45 Days X 8 Hours X \$17.07 = \$6,200 Playground II Staff 10 staff X 35 Days X 7 Hours X \$16.21 = \$39,000 Playground I Staff 10 staff X 35 Days X 7 Hours X \$15.44 = \$37,828 Travelling Staff 3 staff X 35 days X 8 Hours X \$16.21 = \$13,000 Ella Muzzy (Weekends) 2 staff x 14 days x 4 hours X \$16.21 = \$2,000 TOTAL = \$110,000
10	1-2-75810-115	SWB	PLAYGROUND PROGRAM:Wages Regular	\$6,369	\$3,358	\$5,888	\$6,430	\$0	\$0	\$0	\$6,430	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Vacation Pay for Casual Staff (Playground Leaders) gets charged to this account.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
11	1-2-75810-119	SWB	PLAYGROUND PROGRAM:Payroll Benefits	\$10,640	\$5,179	\$9,399	\$9,410	\$0	\$1,900	\$4,460	\$15,770	Playground Staff Benefits The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was reviewed by the department for reasonableness. A Recreation Programmer was previously budgeted under the Margo Fournier Centre (1-2-75220). After the sale of the MFC the position has been allocated to the following accounts to better reflect where their time is spent (1-2-73110: 30%, 1-2-75810: 30%, 1-2-73290: 20%; and 1-2-75790: 20%).
12	1-2-77810-115	SWB	PLAYGROUNDS FACILITY MAINTENANCE:Wages Regular	\$40	\$0	\$0	\$800	\$0	(\$800)	\$0	\$0	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	1-2-77810-119	SWB	PLAYGROUNDS FACILITY MAINTENANCE:Payroll Benefits	\$23	\$0	\$0	\$290	\$0	(\$290)	\$0	\$0	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	1-2-73290-294	CON	Playground Structure Maintenance:Commissionaire Services	\$0	\$5,617	\$0	\$0	\$0	\$0	\$0	\$0	commissionaire security costs
15	1-2-75810-299	CON	PLAYGROUND PROGRAM:Other General Services	\$9,585	\$0	\$889	\$8,100	\$0	\$0	\$0	\$8,100	Entertainment for Kidzfest. This is covered through Grants received such as NLDC.
16	1-2-77810-553	UTL	PLAYGROUNDS FACILITY MAINTENANCE:Electricity	\$3,330	\$3,468	\$2,896	\$3,700	\$0	\$0	(\$100)	\$3,600	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
17	1-2-73290-265	FLT	PLAYGROUND STRUCTURE MAINTENANCE:Rentals-Automotive & Equipment	\$1,639	\$1,371	\$6,516	\$1,300	\$0	\$1,700	\$0	\$3,000	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
18	1-2-75810-265	FLT	Playground Program:Rentals-City Automotive & Equipment	\$660	\$720	\$720	\$410	\$0	\$20	\$0	\$430	Monthly Fleet Charge - This is for the Trailer that houses the 2 Playground BBQs. 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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
19	1-2-73290-253	MMS	PLAYGROUND STRUCTURE MAINTENANCE:Purch Mtce-Building	\$28,649	\$49,614	\$81,044	\$70,000	\$0	\$0	\$0	\$70,000	Repairs, replacement parts, enhancements, surfacing improvements, to all existing 29 identified play spaces that may come up within a calendar year.
20	1-2-73290-259	MMS	Playground Structure Maintenance:Purch Mtce-Other Equipment	\$0	\$742	\$0	\$0	\$0	\$0	\$0	\$0	maintenance costs

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
21	1-2-73290-541	MMS	PLAYGROUND STRUCTURE MAINTENANCE:Operating Supplies	\$1,991	\$10,453	\$1,174	\$2,000	\$0	\$0	\$0	\$2,000	Equipment, tools, fencing, parts, that are not available through the Municipal Service Center Stores required to help aid in the maintenance, protection and inspection of playground structures. Any items acquired through the Municipal Service Center Store used to support this operational area are as well charged here.
22	1-2-75810-211	MMS	PLAYGROUND PROGRAM:Travel & Accommodation	\$986	\$0	\$1,113	\$950	\$0	\$0	\$0	\$950	Mileage for Playground Coordinator and Travelling Staff.
23	1-2-75810-212	MMS	Playground Program:Postage & Freight	\$200	\$209	\$222	\$400	\$0	\$0	(\$150)	\$250	Based on average usage and expected \$.01 increase Jan 1/23.
24	1-2-75810-213	MMS	PLAYGROUND PROGRAM:Telephone	\$416	\$489	\$492	\$500	\$0	\$0	\$0	\$500	Based on actual charges for data lines, internet, landlines, and cell phone usage.
25	1-2-75810-234	MMS	PLAYGROUND PROGRAM:Training Services	\$0	\$0	\$480	\$900	\$0	\$0	\$0	\$900	Play leader workshop costs (facilitator, books, lunch)
26	1-2-75810-269	MMS	Playground Program:Rentals-Other Equipment	\$2,838	\$0	\$3,587	\$3,000	\$0	\$0	\$0	\$3,000	Special Events bus transportation. 1 Special Event per week for 7 weeks.
27	1-2-75810-534	MMS	Playground Program:Chemicals	\$516	\$162	\$404	\$800	\$0	\$0	\$0	\$800	Chemical and testing supplies for Hazeldell paddling pool.
28	1-2-75810-540	MMS	PLAYGROUND PROGRAM:City Purchased Clothing	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$600	Pinnies, Hats, Sunglasses for Playground Staff
29	1-2-75810-541	MMS	PLAYGROUND PROGRAM:Operating Supplies	\$0	\$0	\$2,173	\$0	\$0	\$0	\$0	\$0	supplies for the playgrounds
30	1-2-75810-543	MMS	PLAYGROUND PROGRAM:Program Supplies	\$7,301	\$458	\$12,858	\$8,000	\$0	\$0	\$0	\$8,000	Sporting goods - basketballs, footballs, soccer balls etc. Craft Supplies - paint, brush, glue, construction paper etc.
31	1-2-75810-546	MMS	PLAYGROUND PROGRAM:Housekeeping Supplies	\$0	\$178	\$286	\$0	\$0	\$0	\$0	\$0	janitorial supplies
32	1-2-75810-549	MMS	PLAYGROUND PROGRAM:Other Supplies	\$2,491	\$48	\$4,229	\$1,500	\$0	\$0	\$0	\$1,500	Special Event Supplies - food, supplies needed for individual special events.
33	1-2-77810-253	MMS	PLAYGROUNDS FACILITY MAINTENANCE:Purch Mtce-Building	\$151	\$0	\$180	\$500	\$0	\$0	\$0	\$500	Minor Building Maintenance
34	1-2-77810-259	MMS	PLAYGROUNDS FACILITY MAINTENANCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$250	Contracted support for minor equipment maintenance.
35	1-2-77810-541	MMS	PLAYGROUNDS FACILITY MAINTENANCE:Operating Supplies	\$559	\$335	\$26	\$1,000	\$0	\$0	\$0	\$1,000	Minor Building Maintenance
36	1-2-73290-896	INS	PLAYGROUND STRUCTURE MAINTENANCE:Insurance	\$0	\$0	\$352	\$900	\$0	\$0	(\$900)	\$0	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
37	1-2-73290-111	SWB	PLAYGROUND STRUCTURE MAINTENANCE:Salaries Regular	0	\$0	\$0	\$0	\$0	\$0	\$12,000	\$12,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. A Recreation Programmer was previously budgeted under the Margo Fournier Centre (1-2-75220). After the sale of the MFC the position has been allocated to the following accounts to better reflect where their time is spent (1-2-73110: 30%, 1-2-75810: 30%, 1-2-73290: 20%; and 1-2-75790: 20%).

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$5,920	\$5,620	\$300	5.34%
Financial Charges	8,000	8,000	0	0.00%
Fleet Expenses	1,000	1,000	0	0.00%
Maintenance Materials and Supplies	12,880	12,880	0	0.00%
Insurance	11,000	8,500	2,500	29.41%
Total Expenses	38,800	36,000	2,800	7.78%
TOTAL (SURPLUS) DEFICIT	38,800	36,000	2,800	7.78%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$2,500 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City’s Insurance Broker.

Operating Issues Not Funded – Section 16

UF-03: Prince Albert Golf & Curling Club – Request for Additional Grant to cover utility Costs in the amount of \$52,200.

Request outlined in the letter submitted by the Prince Albert Golf & Curling Centre. The letter was received at the September 12, 2022 Executive Committee Meeting. This represents a new budget request for assistance from the City with payment of their utilities during the Curling season therefore should be considered as part of the Unfunded Section of the 2023 Budget Committee Agenda. The Ice Plant is in operation for 6 months (October - March) at an average monthly cost of \$8,700 for a total request equaling \$52,200.

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #12 for [RPT 22-376 – Prince Albert Golf & Curling Centre – Request for Assistance with Utilities](#) for additional information.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47144-085	OGD	PAGCC:Donations	(\$5,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 Donation
2	1-2-77940-115	SWB	GOLF AND CURLING CLUB:Wages Regular	\$3,914	\$3,122	\$3,074	\$4,130	\$0	\$0	\$0	\$4,130	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-77940-119	SWB	GOLF AND CURLING CLUB:Payroll Benefits	\$1,697	\$1,489	\$1,494	\$1,490	\$0	\$300	\$0	\$1,790	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-77940-294	FC	GOLF AND CURLING CLUB:Commissionaire Services	\$0	\$16	\$10,319	\$8,000	\$0	\$0	\$0	\$8,000	Commissionaire Services & Patrols.
5	1-2-77940-716	G&D	GOLF AND CURLING CLUB:Grants	\$75,000	\$75,000	\$77,500	\$65,200	\$0	\$0	\$0	\$65,200	\$65,200 - Lease Agreement for the Pro Shop UNFUNDED - CATEGORY 6 \$52,200 - Request outlined in the letter submitted by the Prince Albert Golf & Curling Centre. The letter was received at the September 12, 2022 Executive Committee Meeting. This represents a new budget request for assistance from the City with payment of their utilities during the Curling Season therefore should be considered as part of the Unfunded Section of the 2023 Budget Committee Agenda. The Ice Plant is in operation for 6 months (October - March) at an average monthly cost of \$8,700 for a total request equaling \$52,200.
6	1-2-77940-799	G&D	GOLF AND CURLING CLUB:Other Transfers	(\$65,000)	(\$65,200)	(\$65,200)	(\$65,200)	\$0	\$0	\$0	(\$65,200)	Lease Agreement for the Pro Shop.
7	1-2-77940-265	FLT	GOLF AND CURLING CLUB:Rentals-Automotive & Equipment	\$340	\$0	\$0	\$1,000	\$0	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
8	1-2-77940-237	MMS	GOLF AND CURLING CLUB:Protection Services	\$0	\$390	\$1,231	\$100	\$0	\$0	\$0	\$100	Fire Extinguishers Inspections, Fire Alarm Inspections
9	1-2-77940-253	MMS	GOLF AND CURLING CLUB:Purch Mtce-Building	\$3,241	\$8,312	\$7,228	\$500	\$0	\$0	\$0	\$500	Minor Building Maintenance
10	1-2-77940-256	MMS	GOLF AND CURLING CLUB:Purch Mtce-Mechanical Equipment	\$32,475	\$44,154	\$13,852	\$10,000	\$0	\$0	\$0	\$10,000	Ice Plant Mechanical Equipment repairs.
11	1-2-77940-291	MMS	GOLF AND CURLING CLUB:Licenses Permits & Fees	\$203	\$82	\$100	\$330	\$0	\$0	\$0	\$330	Ice Plant Operating License, Fire Alarm annual inspection
12	1-2-77940-541	MMS	GOLF AND CURLING CLUB:Operating Supplies	\$977	\$5,351	\$4,542	\$1,450	\$0	\$0	\$0	\$1,450	Minor Maintenance Supplies
13	1-2-77940-566	MMS	GOLF AND CURLING CLUB:Parts-Mechanical Equipment	\$1,518	\$1,015	\$1,460	\$500	\$0	\$0	\$0	\$500	Minor Mechanical Equipment repairs.
14	1-2-77940-606	MMS	GOLF AND CURLING CLUB:Building Improvements	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2019 Donation
15	1-2-77940-896	INS	GOLF AND CURLING CLUB:Insurance	\$6,991	\$7,721	\$8,474	\$8,500	\$0	\$0	\$2,500	\$11,000	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Operating Grants and Donations	(\$35,000)	(\$5,000)	(\$30,000)	600.00%
Sundry	(10,000)	(5,000)	(5,000)	100.00%
Total Revenues	(45,000)	(10,000)	(35,000)	350.00%
EXPENSES				
Salaries Wages and Benefits	565,360	572,680	(7,320)	-1.28%
Contracted and General Services	77,500	18,000	59,500	330.56%
Fleet Expenses	4,300	4,060	240	5.91%
Maintenance Materials and Supplies	78,130	88,080	(9,950)	-11.30%
Insurance	460	340	120	35.29%
Total Expenses	725,750	683,160	42,590	6.23%
TOTAL (SURPLUS) DEFICIT	680,750	673,160	7,590	1.13%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$5,000) increase in Operating Grants and Donations as per increased grant revenue.

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

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



EXPENDITURES

(\$7,320) decrease in Salaries Wages and Benefits as per review of actuals.

(\$9,950) decrease in Maintenance Materials and Supplies regarding the reduction of costs for Public Art Capital (training, telephone, meeting incidentals, operating supplies).

\$59,500 increase in Contracted and General Services.

- (\$5,750) decrease in grants as per the Public Art Plan approved by Council.
- \$65,250 as per the Municipal Cultural Plan:
 - Artists in Communities project; Event grant; Diversity, Equity, Inclusion grant; Culture Days; Reconciliation initiatives; Diversity initiatives, etc.

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

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

Municipal Cultural Action Plan

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

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

The information relating to the Budget for the Municipal Cultural Plan is included in the Reports Section: Municipal Cultural Action Plan Update RPT 22-360.

ITEMS INCLUDED UNDER RESERVE ALLOCATIONS:

Administration is **recommending a \$30,000 allocation** to the Public Art Capital Reserve.

The Public Art Capital Reserve will have a projected surplus balance of \$20,069 at the end of 2023 with the transfers proposed in the 2023 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 #9 for [RPT 22-360 – Cultural Plan \(MCAP\) Update](#) and Tab #10 for [RPT 22-361 – Public Art Update](#) for additional information.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47565-055	OGD	SASK SENIORS ASSOC GAMES:Other Entities Grants - Conditional	\$0	(\$11,540)	(\$4,692)	\$0	\$0	\$0	\$0	\$0	Revenue received for Saskatchewan Games
2	1-1-47570-055	OGD	Recreation Supervision:Other Entities Grants - Conditional	(\$3,750)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Grant received
3	1-1-47571-055	OGD	Municipal Cultural Action Plan:Other Entities Grants - Conditional	(\$5,000)	(\$6,500)	(\$10,250)	(\$5,000)	\$0	\$0	(\$30,000)	(\$35,000)	SaskCulture CCEP grant: \$5000 SaskCulture Culture Days: \$5000 CIF CGP: \$25,000
4	1-1-47560-094	SUN	COMMUNITY PROGRAM ASSISTANCE:Non-Taxable Revenue	(\$2,714)	\$0	(\$636)	(\$5,000)	\$0	\$0	(\$5,000)	(\$10,000)	Reimbursement for City Services in support of Community Events hosted on City property. Revenue is also received for exclusive bookings on City property.
5	1-2-75110-111	SWB	RECREATION SUPERVISION:Salaries Regular	\$477,666	\$378,729	\$384,982	\$465,380	\$0	(\$9,030)	\$0	\$456,350	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-75110-119	SWB	RECREATION SUPERVISION:Payroll Benefits	\$89,951	\$70,455	\$73,278	\$91,110	\$0	\$1,710	\$0	\$92,820	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-79200-115	SWB	COMMUNITY PROGRAM ASSISTANCE:Wages Regular	\$6,816	\$3,718	\$5,040	\$7,000	\$0	\$0	\$0	\$7,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-79200-116	SWB	COMMUNITY PROGRAM ASSISTANCE:Wages Overtime	\$5,765	\$380	\$774	\$5,000	\$0	\$0	\$0	\$5,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-79200-119	SWB	COMMUNITY PROGRAM ASSISTANCE:Payroll Benefits	\$3,144	\$1,419	\$2,279	\$4,190	\$0	\$0	\$0	\$4,190	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-75112-239	CON	Public Art Capital :Consulting Services	\$4,960	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Public Art Budget
11	1-2-75112-299	CON	Public Art Capital :Other General Services	\$46,924	\$56,912	\$0	\$17,000	\$0	\$0	(\$5,750)	\$11,250	Carry Over from 2022 for Mary Longman commission: \$26,440 (will be paid in 2023) to be reconciled at 2022 year end. 2023: Public Art Restoration Project \$4250 Public Art Partnership Stimulus Fund \$7000 Total - \$11,250
12	1-2-75113-299	CON	Public Art:Other General Services	\$0	\$0	\$3,642	\$0	\$0	\$0	\$0	\$0	Public Art Budget
13	1-2-75119-299	CON	M Culture Plan:Other General Services	\$0	\$0	\$45,907	\$0	\$0	\$0	\$65,250	\$65,250	Artists in Communities project Event grant Diversity, Equity, Inclusion grant Culture Days Reconciliation initiatives Diversity initiatives Indigenous Naming Initiative Training initiatives (ex. art, riverbank, LRRP) Targeted projects Tracking & evaluation support
14	1-2-79200-238	CON	COMMUNITY PROGRAM ASSISTANCE:Computer Services	\$0	\$2,079	\$1,599	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
15	1-2-79200-299	CON	COMMUNITY PROGRAM ASSISTANCE:Other General Services	\$920	\$500	\$270	\$1,000	\$0	\$0	\$0	\$1,000	General service requirements in support of community events hosted on City Property.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
16	1-2-79205-295	CON	SASK SENIORS ASSOC GAMES:Self-Employed Contractors	\$0	\$8,733	\$4,000	\$0	\$0	\$0	\$0	\$0	Payments for Saskatchewan Gamges
17	1-2-79200-265	FLT	COMMUNITY PROGRAM ASSISTANCE:Rentals-Automotive & Equipment	\$3,665	\$1,178	\$2,337	\$4,060	\$0	\$240	\$0	\$4,300	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
18	1-2-75110-211	MMS	RECREATION SUPERVISION:Travel & Accommodation	\$4,252	\$3,725	\$3,452	\$4,480	\$0	\$0	\$0	\$4,480	Mileage reimbursement for Recreation Coordinators, Sponsorship & Marketing Manager and Sport & Recreation Manager.
19	1-2-75110-213	MMS	RECREATION SUPERVISION:Telephone	\$1,225	\$965	\$723	\$1,000	\$0	\$0	(\$450)	\$550	Based on actual charges for data lines, internet, landlines, and cell phone usage.
20	1-2-75110-234	MMS	RECREATION SUPERVISION:Training Services	\$525	\$0	\$150	\$1,000	\$0	\$0	\$0	\$1,000	Training for Recreation staff such as the Saskatchewan Parks & Recreation Association conference.
21	1-2-75112-221	MMS	Public Art Capital :Advertising	\$0	\$339	\$0	\$3,450	\$0	\$0	(\$3,450)	\$0	No expense in 2023
22	1-2-75112-234	MMS	Public Art Capital :Training Services	\$2,472	\$2,215	\$0	\$4,250	\$0	\$0	(\$4,250)	\$0	No expense in 2023
23	1-2-75112-511	MMS	Public Art Capital :Meeting Incidentals	\$1,575	\$135	\$0	\$1,250	\$0	\$0	(\$1,000)	\$250	Not spending this currently
24	1-2-75112-541	MMS	Public Art Capital :Operating Supplies	\$2,373	\$2,120	\$0	\$13,800	\$0	\$0	(\$13,800)	\$0	No expense in 2023
25	1-2-75112-543	MMS	Public Art Capital :Program Supplies	\$0	\$470	\$0	\$0	\$0	\$0	\$0	\$0	Program supplies
26	1-2-75112-544	MMS	Public Art Capital :Office Supplies	\$0	\$28	\$0	\$250	\$0	\$0	(\$250)	\$0	No expense in 2023
27	1-2-75119-221	MMS	M Culture Plan:Advertising	\$0	\$0	\$437	\$0	\$0	\$0	\$3,250	\$3,250	Culture Days Photography culturecatch Celebrations/Awareness Days Annual Report
28	1-2-75119-224	MMS	M Culture Plan:Memberships & Due	\$0	\$0	\$376	\$0	\$0	\$0	\$0	\$0	Municipal Cultural Plan
29	1-2-75119-543	MMS	M Culture Plan:Program Supplies	\$0	\$0	\$1,544	\$0	\$0	\$0	\$6,000	\$6,000	Artists in Communities Culture Days Targeted initiatives Cultural protocols
30	1-2-79200-221	MMS	COMMUNITY PROGRAM ASSISTANCE:Advertising	\$54,393	\$16,609	\$23,500	\$55,930	\$0	\$0	\$0	\$55,930	Advertising & Promotional Budget for the Community Services Department.
31	1-2-79200-264	MMS	COMMUNITY PROGRAM ASSISTANCE:Rentals-Hired Equipment and Automotive	\$0	\$0	\$0	\$1,170	\$0	\$0	\$0	\$1,170	Equipment Rentals in support of Community Events hosted on City property.
32	1-2-79200-269	MMS	COMMUNITY PROGRAM ASSISTANCE:Rentals-Other Equipment	\$329	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	Equipment Rentals in support of Community Events hosted on City property.
33	1-2-79200-541	MMS	COMMUNITY PROGRAM ASSISTANCE:Operating Supplies	\$941	\$109	\$1,138	\$0	\$0	\$0	\$0	\$0	operating supplies for community programs
34	1-2-79205-541	MMS	SASK SENIORS ASSOC GAMES:Operating Supplies	\$0	\$2,545	\$698	\$0	\$0	\$0	\$0	\$0	Saskatchewan Games
35	1-2-79205-549	MMS	SASK SENIORS ASSOC GAMES:Other Supplies	\$0	\$256	\$0	\$0	\$0	\$0	\$0	\$0	Saskatchewan Games
36	1-2-79200-896	INS	COMMUNITY PROGRAM ASSISTANCE:Insurance	\$300	\$312	\$328	\$340	\$0	\$0	\$120	\$460	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
37	1-2-75112-212	MMS	Public Art Capital :Postage & Freight	0	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,500	Transport art for restoration
38	1-2-75119-511	MMS	M Culture Plan:Meeting Incidentals	0	\$0	\$186	\$0	\$0	\$0	\$500	\$500	Working Group Meetings

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
Operating Grants and Donations	(\$142,980)	(\$142,980)	\$0	0.00%
Total Revenues	(142,980)	(142,980)	0	0.00%
EXPENSES				
Grants and Donations	142,980	142,980	0	0.00%
Total Expenses	142,980	142,980	0	0.00%
TOTAL (SURPLUS) DEFICIT	0	0	0	0.00%

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

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

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



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-47550-053	OGD	SK LOTTERIES COMMUNITY GRANT PROGRAM:Provincial Grants - Conditional	(\$145,923)	(\$97,445)	(\$130,786)	(\$142,980)	\$0	\$0	\$0	(\$142,980)	Community Grant Program. City of Prince Albert receives \$142,985 per year. This is based off the formula of population (35,926) X Per Capita Amount (\$3.98) = \$142,985.00
2	1-2-79500-716	G&D	SK LOTTERIES COMMUNITY GRANT PROGRAM:Grants	\$145,923	\$97,445	\$130,786	\$142,980	\$0	\$0	\$0	\$142,980	Community Grant Program. City of Prince Albert receives \$142,985 per year. This is based off the formula of population (35,926) X Per Capita Amount (\$3.98) = \$142,985.00
3	1-2-79550-716	G&D	URBAN ABORIGINAL COMMUNITY GRANT PROGRAM:Grants	(\$2,286)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Grant revenue

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$15,950	\$13,040	\$2,910	22.32%
Contracted and General Services	9,900	9,900	0	0.00%
Utilities	1,920	2,300	(380)	-16.52%
Maintenance Materials and Supplies	4,050	1,050	3,000	285.71%
Total Expenses	31,820	26,290	5,530	21.03%
TOTAL (SURPLUS) DEFICIT	31,820	26,290	5,530	21.03%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$2,910 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. **50% of Total Expenditures.**

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

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

\$3,000 increase in Maintenance Materials and Supplies relating to supplies for Recreation Attendant and for applying Silka flex to the entire Skate Park. This is preventive maintenance work that prevents water getting in cracks/seams which can cause cracking and breaking of cement.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-75820-112	SWB	Skateboard Park:Salaries Overtime	\$263	\$263	\$263	\$0	\$0	\$250	\$0	\$250	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-75820-114	SWB	Skateboard Park:Salary Casual Regular	\$11,041	\$10,922	\$11,740	\$10,140	\$0	\$1,660	\$0	\$11,800	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Recreation Attendant at Skateboard Park. Works May to early September from 12 noon to 8 pm Wednesday to Sunday.
3	1-2-75820-115	SWB	SKATEBOARD PARK:Wages Regular	\$1,545	\$676	\$849	\$1,500	\$0	\$500	\$0	\$2,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-75820-119	SWB	SKATEBOARD PARK:Payroll Benefits	\$1,670	\$1,312	\$1,615	\$1,400	\$0	\$500	\$0	\$1,900	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-75820-213	CON	Skateboard Park:Telephone	\$0	\$66	\$83	\$100	\$0	\$0	\$0	\$100	Based on actual charges for data lines, internet, landlines, and cell phone usage.
6	1-2-75820-294	CON	SKATEBOARD PARK:Commissionaire Services	\$8,868	\$5,545	\$12,994	\$8,800	\$0	\$0	\$0	\$8,800	Covers Commissionaire Services at Skate Park May - Thursday to Sunday 8 pm to 1 am June - Thursday to Sunday 8 pm to 1 am July and August - 7 days a week 8 pm to 1 am September to Thanksgiving - Fri to Sun 8 pm to 1 am
7	1-2-75820-299	CON	SKATEBOARD PARK:Other General Services	\$500	\$2,644	\$2,657	\$1,000	\$0	\$0	\$0	\$1,000	Covers instructors for lessons or contractors for work at park such as covering graffiti, silka flex.
8	1-2-75820-551	UTL	SKATEBOARD PARK:Water & Sewer	\$938	\$1,117	\$945	\$1,000	\$0	\$0	\$0	\$1,000	sanitation account only, no adjustment
9	1-2-75820-553	UTL	Skateboard Park:Electricity	\$940	\$552	\$633	\$1,300	\$0	\$0	(\$380)	\$920	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
10	1-2-75820-291	MMS	Skateboard Park:Licenses Permits & Fees	\$50	\$50	\$100	\$50	\$0	\$0	\$0	\$50	This is to cover permits for the journeyman electricians who change lights at this location. The bill comes from Technical Safety Authority.
11	1-2-75820-541	MMS	SKATEBOARD PARK:Operating Supplies	\$2,285	\$517	\$451	\$1,000	\$0	\$0	\$3,000	\$4,000	Supplies for Recreation Attendant and for maintaining parks (Silka, Paint,). Increase to account is to Silka flex of the entire Skate Park. This is preventive maintenance work that prevents water getting in cracks/seams which can cause cracking and breaking of cement.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$6,000)	(\$5,700)	(\$300)	5.26%
Total Revenues	(6,000)	(5,700)	(300)	5.26%
EXPENSES				
Salaries Wages and Benefits	5,570	5,170	400	7.74%
Contracted and General Services	7,120	7,120	0	0.00%
Utilities	9,470	8,000	1,470	18.38%
Maintenance Materials and Supplies	6,730	6,730	0	0.00%
Insurance	1,510	1,160	350	30.17%
Total Expenses	30,400	28,180	2,220	7.88%
TOTAL (SURPLUS) DEFICIT	24,400	22,480	1,920	8.54%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

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

\$400 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$1,470 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents an **18% increase over 2022**.

\$350 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-46910-000	UCF	TOURISM:Other Revenue	(\$5,673)	(\$5,781)	(\$5,885)	(\$5,700)	\$0	\$0	(\$300)	(\$6,000)	Chamber of Commerce Lease Agreement at the Tourism Building.
2	1-2-77690-115	SWB	TOURIST INFO CENTRE - MTCE:Wages Regular	\$2,490	\$4,005	\$2,501	\$3,800	\$0	\$0	\$0	\$3,800	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-77690-119	SWB	TOURIST INFO CENTRE - MTCE:Payroll Benefits	\$1,324	\$1,807	\$1,306	\$1,370	\$0	\$400	\$0	\$1,770	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-77690-296	CON	TOURIST INFO CENTRE - MTCE:Housekeeping Services	\$7,171	\$7,162	\$7,206	\$7,000	\$0	\$0	\$0	\$7,000	Janitorial Service.
5	1-2-77690-299	CON	TOURIST INFO CENTRE - MTCE:Other General Services	\$0	\$16	\$0	\$120	\$0	\$0	\$0	\$120	Minor contracted service support.
6	1-2-77690-551	UTL	TOURIST INFO CENTRE - MTCE:Water & Sewer	\$1,849	\$1,541	\$1,601	\$1,800	\$0	\$0	\$500	\$2,300	based on current year ytd usage
7	1-2-77690-552	UTL	TOURIST INFO CENTRE - MTCE:Heating Fuels	\$1,844	\$1,952	\$2,011	\$2,100	\$0	\$0	\$550	\$2,650	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
8	1-2-77690-553	UTL	TOURIST INFO CENTRE - MTCE:Electricity	\$4,238	\$3,942	\$3,860	\$4,100	\$0	\$0	\$420	\$4,520	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
9	1-2-77690-235	MMS	TOURIST INFO CENTRE - MTCE:Health Services	\$1,520	\$1,934	\$1,285	\$1,700	\$0	\$0	\$0	\$1,700	Septic Pump outs & Pest Control
10	1-2-77690-253	MMS	TOURIST INFO CENTRE - MTCE:Purch Mtce-Building	\$1,265	\$11,227	\$36	\$1,460	\$0	\$0	\$0	\$1,460	Minor Building Maintenance
11	1-2-77690-256	MMS	TOURIST INFO CENTRE - MTCE:Purch Mtce-Mechanical Equipment	\$1,972	\$0	\$3,019	\$1,750	\$0	\$0	\$0	\$1,750	Minor Mechanical Equipment repairs.
12	1-2-77690-259	MMS	TOURIST INFO CENTRE - MTCE:Purch Mtce-Other Equipment	\$0	\$0	\$0	\$490	\$0	\$0	\$0	\$490	Contracted support for minor equipment maintenance.
13	1-2-77690-291	MMS	TOURIST INFO CENTRE - MTCE:Licenses Permits & Fees	\$80	\$134	\$100	\$330	\$0	\$0	\$0	\$330	Fire Extinguisher inspections.
14	1-2-77690-541	MMS	TOURIST INFO CENTRE - MTCE:Operating Supplies	\$1,082	\$1,315	\$1,040	\$500	\$0	\$0	\$0	\$500	Minor Maintenance Supplies.
15	1-2-77690-566	MMS	TOURIST INFO CENTRE - MTCE:Parts-Mechanical Equipment	\$536	\$373	\$495	\$500	\$0	\$0	\$0	\$500	Parts for Mechanical Equipment Repairs.
16	1-2-77690-896	INS	TOURIST INFO CENTRE - MTCE:Insurance	\$1,080	\$1,047	\$1,098	\$1,160	\$0	\$0	\$350	\$1,510	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.



RPT 22-363

TITLE: Rates & Fees - Community Services Department

DATE: August 30, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Rates and Fees Proposal forms the basis for the 2023 budget, and be forwarded to the 2023 budget deliberations.

TOPIC & PURPOSE:

To review the Rates and Fees Proposal prior to the 2023 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.

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).

On an annual basis it is important to balance our cost recovery with the benefits of City facilities remaining accessible. By taking this approach, the City's cost recovery has increased from approximately 30% in the late 90's to approximately 40% in the early 2000's. The cost recovery

increased to approximately 50% over the past 5 years with the exception of the disruption caused through the Covid pandemic.

PROPOSED APPROACH AND RATIONALE:

For 2022 we had the following Rates and Fees Changes:

- 10% Increase on after Hour Rentals
- Price adjustment on swimmer 5/6 to bronze star
- Adjustment on cost from Swimmer 4 to Bronze Cross
- Addition of Frank J. Dunn facility rate
- Addition of batting cage rental fee at Alfred Jenkins Fieldhouse
- Change Youth Ice Fee and Adult Ice fee from August 1 to September 5.
- 2 percent increase to Ice Fees – Increase to costs such as Utilities.

The following is a summary of the changes to the 2023 Rates and Fees:

- The City of Prince Albert Rates and Fees will now show our fee plus applicable taxes
- Arenas – Ice Rentals – 2% Increase
- Arenas – Summer Rentals (ICE OUT) 2% Increase
- Arenas – Ches Leach Lounge – 10% Increase
- Arenas – New cost for Video Scoreclock
- Alfred Jenkins FieldHouse – New Cost for Turf Birthday Party
- Arts Centre – 2% increase to room rentals and \$5 increase to Shelf Rental
- EA Rawlinson Centre - Increase in Technician costs and 2% Rental Rate Increase
- Sportsfields – 2% increase for all Outdoor Sportsfields and Track Rentals

In addition to the changes outlined above for 2023, the Operating Model development for the New Aquatics & Arenas Facility will be finalized and included for review as part of the 2024 Budget deliberations. The Operating Model will include a proposed Staffing Structure, Policy Manual Development, Budget preparation & Rates & Fees. The potential for the implementation of a Non-Resident Rate Structure will be included as part of the review as directed by City Council.

One impact to the 2023 Rates and Fees will be the change to PST that will take effect October 1st, 2022. The City of Prince Albert will now show their Rates and Fees as the cost plus additional taxes.

Changes that take place October 1st, 2022

- Facility rental charges are not subject to PST.
- Charges for admission to a recreational facility, such as a swimming pool, field house, public skating are subject to PST.
- Fees for swimming lessons, art classes, sport classes or other recreation programs are NOT subject to PST when provided to children 17 years of age & under, or to individuals who are underprivileged, or to those with a disability. Fees charged to all others age 18 and older are subject to PST.
- The exemption in relation to admissions is for sales made by a public sector body for admission to places or facilities, such as museums, recreational complexes, theatres, and wildlife parks if the maximum amount charged is \$1.00 or less.

CONSULTATIONS:

The Rates and Fees proposal was developed through:

1. Feedback from City Recreation staff.
2. Feedback and research from other cities.
3. Review of any market adjustments & inflationary pressures.

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 2023 Budget using the approved Rates & Fees to form the basis for the budget preparation.

As part of the proposed Rates & Fees for 2023, cost recovery is projected to be 56% overall.

Functional Area 2023	Revenue	Expenses	Cost Recovery
Alfred Jenkins Field House	\$625,150	\$836,530	75%
EA Rawlinson	\$830,900	\$1,263,200	66%
Frank J Dunn Pool	\$230,400	\$746,580	31%
Kinsmen Water Park	\$240,000	\$530,040	45%
Prime Ministers' Park	\$151,730	\$269,480	56%
Crescent Acres Park	\$10,480	\$50,700	21%
Class 'A' Playfields	\$47,200	\$84,490	38%
Art Hauser Centre	\$865,280	\$1,530,750	57%
Kinsmen Arena	\$338,510	\$536,540	63%
Dave G Steuart Arena	\$218,800	\$389,940	57%
Arts Centre	\$70,000	\$205,260	34%
OVERALL	\$3,628,450	\$6,437,510	56%

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 by Curtis Olsen, Sport & Recreation Manager

ATTACHMENTS:

1. Provincial Sales Tax on Admissions, Entertainment & Recreation
2. Provincial Sales Tax on Admissions, Entertainment & Recreation - Revision
3. Rates and Fees Presentation
4. Rates & Fees Manual

Written by: Curtis Olsen, Sport & Recreation Manager

Approved by: Director of Community Services & City Manager

Information Bulletin

PST-76

Issued: March 2022

Revised: August 2022

PROVINCIAL SALES TAX ACT

ADMISSIONS, ENTERTAINMENT AND RECREATION

This bulletin has been prepared to help you apply and collect the Provincial Sales Tax (PST) and to assist you in understanding your obligations under *The Provincial Sales Tax Act*. It is a general guide and not a substitute for the legislation.

The contents of this bulletin are presented under the following sections:

- A. General Information
- B. Registration Requirements
- C. Definitions
- D. Taxable Admissions, Entertainment and Recreation
- E. Exempt Admissions, Entertainment and Recreation
- F. Promotional Tickets
- G. Real Property Rentals
- H. Equipment Rentals
- I. Exempt Sales
- J. General PST Requirements for Businesses
- K. Saskatchewan eTax Services (SETS)

Appendix – Q&As

A. GENERAL INFORMATION

Effective October 1, 2022, PST applies to the total charge for taxable admissions, entertainment and certain recreation in relation to a place or facility, or a seminar, activity or event in Saskatchewan.

PST must be collected on admission fees, participation fees, activity fees, membership fees, administration, and service fees, etc., but not the Goods and Services Tax (GST).

PST applies on the same basis as the GST for admissions and entertainment, therefore when tax applies for GST purposes, PST also applies.

PST applies to recreation fees and charges as outlined in the sections below.

B. REGISTRATION REQUIREMENTS

All businesses and organizations selling taxable admissions, entertainment and recreation in or relating to Saskatchewan are required to become registered with the Ministry of Finance as a Licensed Vendor for the purpose of collecting and remitting PST on taxable sales.

This includes businesses and organizations operating inside and outside Saskatchewan and any marketplace facilitator selling taxable admissions, entertainment and recreation through an online platform. For further information regarding marketplace facilitators please see Information Notice [IN, 2020-08, Electronic Distribution Platforms, Online Accommodation Platforms and Marketplace Facilitators](#).

Businesses and organizations required to become registered as a Licensed Vendor that currently have a registered consumer number with Finance, are advised to contact our office at 1-800-667-6102 or by email to sasktaxinfo@gov.sk.ca.

Businesses and organizations that qualify as small suppliers for GST purposes and, as such, do not collect GST on taxable sales of admissions, entertainment and recreation, are also exempt from the collection of PST on these sales. These businesses and organizations are still required to be registered with a PST number for the purpose of reporting any tax payable on goods and services for own use, as well as for the collection of PST on any other taxable sales, such as prepared food and beverages, merchandise, etc.

Businesses and organizations that qualify as small suppliers for GST purposes, however choose to be registered to collect GST, must also register to collect and remit PST as applicable.

The GST small supplier rules do not apply and do not provide relief from the collection of PST on any other taxable sales or from the requirement to pay PST on taxable goods and services for own use.

To determine if you are a small supplier for GST purposes, please contact Canada Revenue Agency (CRA) at 1-800-959-5525, or visit the [CRA website](#).

For information regarding Licenced Vendor responsibilities and tax return filing, please see Information Bulletin [PST-5, General Information](#).

How to Apply

Businesses may apply for a PST Licence using one of the following methods:

1. Register Online using SETS which is an online service that offers a secure, fast and convenient way to register your business to collect and report provincial taxes.
 - New Businesses may submit their application by completing the online [New Business Registration](#) form to apply for a PST, LCT, VPT, BCP and/or IFTA Licence.
 - Businesses that are already registered under another tax program may apply for a PST Licence by logging into their SETS account and submitting a Service Request to 'Add Account'.

For further SETS instruction please visit [SETS Learning](#).

2. Mail-in:

- New or Existing Businesses may complete and submit a [Registration Form](#) by email to SaskTaxInfo@gov.sk.ca, or mail to:

Ministry of Finance
Revenue Division
PO Box 200
Regina SK S4P 2Z6

C. **DEFINITIONS**

‘Public sector body’ means a government or a public service body.

‘Public service body’ means a charity, non-profit organization, municipality, university, public college, school authority, or hospital authority.

‘Charity’ means a registered charity or registered Canadian amateur athletic association for income tax purposes but does not include a public institution. A charity can issue official donation receipts for income tax purposes.

‘Public institution’ means a registered charity for income tax purposes that is a school authority, a public college, a university, a hospital authority or a local authority determined by the Minister of National Revenue to be a municipality.

‘Non-profit organization’ means a person (other than an individual, estate, trust, charity, public institution, municipality, or government) that meets both of the following conditions:

- It is organized and operated solely for non-profit purposes.
- It does not distribute or make available any of its income for the personal benefit of any proprietor, member, or shareholder, unless the proprietor, member, or shareholder is a club, a society, or an association that has, as its primary purpose and function, the promotion of amateur athletics in Canada.

‘Professional’ means the performers, athletes or competitors are paid directly or indirectly.

D. **TAXABLE ADMISSIONS, ENTERTAINMENT AND RECREATION**

Examples of admissions, entertainment, and recreation that are subject to PST include the following, **please see Section E for exemptions**:

- Admissions to sporting/athletic events
- Admissions to concerts and shows
- Admissions to movie theatres, museums, zoos, historical sites, etc.
- Admissions to fairs, rodeos, trade shows, art and craft shows, etc.
- Admissions to a place where bets are placed, such as a casino or bingo hall
- Professional theatre tickets and subscriptions
- Admissions to public seminars and events

- Admissions to entertainment venues such as escape rooms, batting cages, go kart tracks, rope courses, ziplining, rock climbing, trampoline parks, waterparks, etc.
- Admissions to swimming pools and public skating venues
- Admissions to mini-golf venues
- Admissions to ski hills
- Driving range fees
- Fees and league or club memberships for sporting activities including golf, curling, hockey, tennis, bowling, basketball, soccer, and similar sports for an individual age 18 and older, where the individual or team participates in a round, game or match
- Hunting, fishing and tour guide fees
- Park entry fees
- Bingo event admissions and bingo card sales
- Arcade and pool hall admissions and ticket sales (Note: PST does not apply to the purchase of a cash card similar to a gift card, PST applies to the game/table usage charges at the time of use).

E. EXEMPT ADMISSIONS, ENTERTAINMENT AND RECREATION

The following admissions, entertainment, and recreation are not subject to PST (according to GST exemptions):

- Sales made by a public sector body for admission to places or facilities, such as museums, recreational complexes, theatres, and wildlife parks if the **maximum amount** charged is \$1.00 or less.
Example: A non-profit organization sells admissions to a museum where the adult admission is \$5.00 and child admission is \$0.50. Both admissions are subject to PST as the maximum admission charged is greater than \$1.00.
- Sales made by a public sector body for admission to be a spectator of a performance, athletic or competitive event where 90% or more of the performers, athletes, or competitors are not paid directly or indirectly for their participation other than by government and municipal grants, and reasonable amounts as gifts, prizes, or compensation for travel or other incidental costs.
 - Admissions will not be exempt if they are for events specifically advertised as featuring paid participants or for events at which professional athletes compete for cash prizes.**Example:** Admissions to a school, university or minor league sports event are not subject to PST as they are supplied by a “public sector body” and do not feature paid participants.
Example: Admission to a non-profit organization’s amateur theatre production is not subject to PST as it is supplied by a “public sector body” and does not feature paid participants.
- Sales made by a public sector body for admission to gambling events, sales of bingo cards, or bets taken during the event, where both of the following conditions are met:
 - Volunteers run the event and take the bets, and
 - For bingo or casino events, the games are not held in a commercial hall or temporary structure (such as bingo tent put up on a fair ground) used mainly for gambling activities.

The admission and sales of bingo cards and bets taken are taxable if run by the operator of a commercial bingo hall.

Example: A non-profit organization operates a bingo in the basement of a church as a fundraising activity. The bingo is run by volunteers who sell bingo cards and charge an admission fee. The admission fee is exempt from PST as the event is not run in a place used primarily for gambling activities. The sale of bingo cards is also exempt as the non-profit organization has the licence to operate the event.

- Sales made by a charity or public institution for admission to a fundraising dinner, ball, concert, show or similar fundraising event where the charity is permitted to issue a donation receipt for income tax purposes for part of the admission price. This exemption does not require a charity to issue a donation receipt.

Example: A charity sells tickets to a fundraising show for \$100 where \$75 of the ticket price qualifies for a charitable donation receipt for income tax purposes. PST does not apply to any part of the admission/ticket price.

- Sales made by a charity for admissions sold in the course of a fundraising activity except where the admissions entitle the purchaser to receive admissions on a regular or continuous basis throughout the year or a significant part of the year.
- Sales made by a school authority for services or admissions made primarily to elementary or secondary school students during the course of extra-curricular activities organized under the responsibility of the school authority.

Example: Admission to a school dance primarily for the students of the school (and a guest) organized under the authority and responsibility of the school authority are not subject to tax.

In addition, the following recreational fees and charges are exempt from PST:

- Fees and league or club memberships for sporting activities including golf, curling, hockey, tennis, bowling, basketball, soccer, and similar sports for an individual age 17 years and under, where the individual or team participates in a round, game or match.
- Gym memberships or fitness facility memberships or classes (all ages). This includes activities such as yoga, pilates, cross-fit, aerobics, spin, aquacise, fitness circuit training, personal fitness training etc.
- Fees and charges for the instruction or supervision of individuals in a recreational or athletic class or lesson (all ages). This includes all charges for classes or lessons in art, music, dance, acting, photography, cooking, skating, gymnastics, boxing, martial arts, golf, skiing, etc.

Note: Leisure passes and punch passes for recreational centres that provide access to gym or fitness facilities and classes are exempt from PST (all ages). Punch passes for taxable admissions, entertainment, and recreation, such as for golf green fees age 18 and older, are subject to tax.

F. PROMOTIONAL TICKETS

Businesses must account for PST on the value of promotional tickets given away free of charge. PST must be self-assessed and remitted directly to Finance on your regular PST return form, on the value of any taxable admissions, entertainment or recreation given away.

G. REAL PROPERTY RENTALS

Facility rental charges such as charges to book a skating rink, tennis court, baseball diamond, recreation hall, picnic shelter, or other facility is a rental of real property and is not subject to PST. However, charges for admission to a recreational facility, such as a swimming pool or public skate, are taxable.

Campsite fees are not subject to PST, however PST applies to park entry fees.

Boat launch fees and mooring/slip rentals are not subject to PST.

H. EQUIPMENT RENTALS

Charges for equipment rentals such as golf clubs, golf carts, ski equipment, canoes, kayaks, racquets, bowling shoes, etc. are subject to PST.

Businesses may purchase their equipment rental inventory exempt from PST by quoting their vendor's licence number to the supplier. Repairs to rental inventory may also be purchased exempt from tax. If the customer is billed for the repair, PST must be collected on the charge.

I. EXEMPT SALES

Sales of taxable goods and services to the following are exempt from tax:

- Federal government departments and agencies (**Note:** Federal government crown corporations and provincial government ministries, agencies and crown corporations are not exempt from paying PST).
- Other vendors for resale providing their vendor's licence number is recorded.
- Status Indians, Indian bands and non-commercial band-empowered entities providing the event or services are held or performed on the reserve and the *Certificate of Indian Status Identification Card* number or band number is recorded on the invoice. The complete 10-digit card number must be recorded on the invoice. If the federal identification card number is only three to five digits, record the number and the name of the band on the sales invoice.

J. GENERAL PST REQUIREMENTS FOR BUSINESSES

Goods and Services for Your Own Use

Businesses are required to pay tax on purchases of new and used equipment, supplies and taxable services purchased for use in their business operations. Tax is payable as follows:

- When purchased from a licensed supplier, the tax must be paid to the supplier at the time of purchase.
- When purchased from a supplier who did not collect the tax, or when taken from an exempt resale inventory, the tax must be self-assessed and remitted with the regular tax return. This includes goods taken for personal or business use.

- When purchased from an unlicensed supplier located outside Saskatchewan, the tax must be self-assessed and remitted with the regular tax return on the laid down cost, which includes currency exchange, transportation charges, customs and excise duties, and importation charges; but not the GST.

Sales of Used Business Assets

Businesses are required to collect tax on the sale of used assets, such as taxable vehicles and equipment. When used assets are being sold as part of the closure of a business, the purchaser is required to self-assess and report the tax.

For further information, please refer to Information Bulletin [PST-58, Used Goods](#).

K. SASKATCHEWAN eTAX SERVICES (SETS)

Finance has made it possible to report and remit tax electronically through a secure, fast, easy and convenient online self-service portal. Several services are currently available to businesses through SETS:

- Register for secure, self-managed access to all your tax accounts.
- Apply for a new tax account.
- File and pay returns and amend previously filed returns.
- Make payments on account, including post-dated payments.
- View account balance and statement information.
- Authorize employees or accountants to file on your behalf.
- Receive notifications by email when a tax return should be filed. This replaces the paper forms usually sent in the mail.
- Submit a service request to update the mailing address or add a new business location.
- Submit a service request to receive tax information, interpretations or rulings related to your specific business activities.
- View and download up-to-date tax information promptly.
- Subscribe to receive email notifications when new and revised tax publications are available.

FOR FURTHER INFORMATION

Write: Ministry of Finance
Revenue Division
PO Box 200
REGINA SK S4P 2Z6

Telephone: Toll Free 1-800-667-6102
Regina 306-787-6645

Email: sasktaxinfo@gov.sk.ca

Internet: Tax bulletins, forms and information are available at www.sets.saskatchewan.ca/taxinfo.

To receive automatic email notifications when this or any other bulletin is revised, go to www.sets.saskatchewan.ca/subscribe.

To provide feedback or suggest changes to this bulletin, please complete a [Bulletin Survey](#).

Government website: Saskatchewan.ca

Appendix

Questions and Answers

Note: The collection of PST on taxable admissions, entertainment, and recreation is subject to eligibility as a small supplier for GST purposes – Please see Section B.

- 1. Does PST apply to admissions to a professional or semi-professional sporting event such as a Canadian Football League, Western Hockey League, National Lacrosse League game, and National and International Curling Championship games?**

Yes, admissions to these events are subject to PST.

- 2. Does PST apply to admissions to amateur sporting events such as a Saskatchewan Junior Hockey League (SJHL) game, or school or university level games?**

No, admissions to these events are exempt from PST as 90% of the players are not paid for their participation.

- 3. Does PST apply to fees charged by private groups or clubs, such as a senior's centre or other non-profit community or cultural association or club for event admission fees, such as a dance, movie night or festival?**

Yes, these fees are subject to PST unless the organization is a non-profit organization and all fees are under \$1.00. The collection of PST is subject to eligibility as a small supplier for GST purposes, please see Section B for registration requirements.

- 4. Does PST apply to admission fees for events charged by small community groups or facilities such as rinks, halls, etc.?**

Yes, unless the organization is a non-profit organization and all fees are under \$1.00. The collection of PST is subject to eligibility as a small supplier for GST purposes, please see Section B for registration requirements.

- 5. Does PST apply to charges for entry to exhibitions, fairs, or carnivals?**

Yes, entry fees are subject to PST. The collection of PST is subject to eligibility as a small supplier for GST purposes, please see Section B for registration requirements.

- 6. Does PST apply to charges for golf or ski lessons provided by a for-profit organization?**

No, PST does not apply to any charges for the instruction or supervision of individuals in any recreational or athletic class or lesson, regardless of the age of the participant or the type of organization providing the lessons.

Golf green fees and memberships are taxable to individuals age 18 and older, and exempt for ages 17 and under.

Admissions to a ski hill are taxable regardless of age. For PST purposes these fees are considered an admission to a place of amusement and are subject to tax. The exemption for individuals age 17 and under is only in relation to fees for activities where an individual or team participates in a round, game or match. Admissions to venues such as waterparks and swimming pools are also subject to tax regardless of age.

7. Does PST apply to bowling lane rental charges?

Bowling lane rental charges that include an adult participant(s) age 18 and older are subject to PST. If all participants are children age 17 and under, PST does not apply. This includes bowling lane rentals for children's birthday parties.

"Per game" or league fee charges are subject to tax for participants age 18 and older, and exempt for age 17 and under.

8. Does PST apply to charges for children's arts or sports camps?

No, PST does not apply. As these camps are generally considered instruction or supervision services, charges for arts, sports or other types of camps are not subject to tax regardless of the age of the participants.

9. Does PST apply to fees charged for guided or self-guided tours or to sightseeing and scenic tours?

Yes, these fees are subject to PST. The collection of PST is subject to eligibility as a small supplier for GST purposes, please see Section B for registration requirements.

10. Does PST apply to admission to a professional or non-profit organization's annual convention?

No, admission to an organization's annual convention is not taxable. Admissions to seminars and events open to the general public are subject to PST.

PROVINCIAL SALES TAX ON ADMISSIONS, ENTERTAINMENT AND RECREATION

Effective October 1, 2022, PST applies to the total charge for taxable admissions, entertainment, and certain recreation in relation to a place or facility, or a seminar, activity, or event in Saskatchewan.

PST must be collected on admission fees, participation fees, activity fees, membership fees, administration, and service fees etc., but not the Goods and Services Tax (GST).

As announced on August 23, 2022, PST will not apply to the following:

- Fees and league or club memberships for sporting activities including golf, curling, hockey, tennis, bowling, basketball, soccer, and similar sports for an individual age 17 years and under, where the individual or team participates in a round, game or match.
- Gym memberships or fitness facility memberships or classes (all ages). This includes activities such as yoga, pilates, cross-fit, aerobics, spin, aquacise, fitness circuit training, personal fitness training etc.
- Fees and charges for the instruction or supervision of individuals in a recreational or athletic class or lesson (all ages). This includes all charges for classes or lessons in art, music, dance, acting, photography, cooking, skating, gymnastics, boxing, martial arts, golf, skiing, etc.

For further information please see Information Bulletin [PST-76, Admissions, Entertainment and Recreation](#).

Transition Rules

PST does not apply to any payments for admissions, entertainment and recreation that are made or become payable prior to October 1, 2022, even if they relate to admissions, entertainment and recreation occurring on or after October 1, 2022, or spanning October 1, 2022.

PST applies to all payments for taxable admissions, entertainment and recreation that are made or become payable on or after October 1, 2022, for taxable admissions, entertainment and recreation occurring on or after October 1, 2022.

Payments for admissions, entertainment and recreation that occurred prior to October 1, 2022, are not subject to PST regardless of the billing or payment date.

FOR FURTHER INFORMATION

Write: Ministry of Finance
Revenue Division
PO Box 200
REGINA SK S4P 2Z6

Telephone: Toll Free 1-800-667-6102
Regina 306-787-6645

Email: sasktaxinfo@gov.sk.ca

Internet: Tax bulletins, forms and information are available at www.sets.saskatchewan.ca/taxinfo.

To receive automatic email notifications when this or any other bulletin is revised, go to www.sets.saskatchewan.ca/subscribe.

Government website: Saskatchewan.ca

CITY OF PRINCE ALBERT

2023 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
- 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

Background

- General Admissions and Memberships – Youth and Seniors pay 60% of the Adult rate.
- Facility Rentals – Youth will pay 70% of the Adult rate at ALL facilities with the final goal being 60% by 2024
- Margo Fournier Centre has been removed from our Rate and Fee Structure.
- The City has 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 continue to have free access to facilities. (Previouslyly age 2 in Aquatics)

Background

- **2022 Rates and Fees Changes and Increases**

- 10% Increase on after Hour Rentals
- Price adjustment on swimmer 5/6 to bronze star
- Adjustment on cost from Swimmer 4 to Bronze Cross
- Addition of Frank J. Dunn facility rate
- Addition of batting cage rental fee at Alfred Jenkins Fieldhouse
- Change Youth Ice Fee and Adult Ice fee from August 1 to September 5.
- 2% increase to Ice Fees – This is based off cost increases such as Utilities

Government of Saskatchewan change to PST

One impact to the 2023 Rates and Fees will be the change to PST that will take effect October 1st, 2022.

The City of Prince Albert Rates and Fees will now show our fee plus applicable taxes.

Changes that take place October 1st, 2022

- Facility rental charges are not subject to PST.
- Charges for admission to a recreational facility, such as a swimming pool, field house, public skating are subject to PST.
- Fees for swimming lessons, art classes, sport classes or other recreation programs are NOT subject to PST when provided to children 17 years of age or under, or to individuals who are underprivileged, or to those with a disability. Fees charged to all others age 18 and older are subject to PST.
- The exemption in relation to admissions is for sales made by a public sector body for admission to places or facilities, such as museums, recreational complexes, theatres, and wildlife parks if the maximum amount charged is \$1.00 or less.

Budget Implications



Functional Area 2023	Revenue	Expense	Cost Recovery
Alfred Jenkins Field House	\$625,150	\$836,530	75%
EA Rawlinson	\$830,900	\$1,263,200	66%
Frank J Dunn Pool	\$230,400	\$746,580	31%
Kinsmen Water Park	\$240,000	\$530,040	45%
Prime Ministers' Park	\$151,730	\$269,480	56%
Crescent Acres Park	\$10,480	\$50,700	21%
Class 'A' Playfields	\$47,200	\$84,490	38%
Art Hauser Centre	\$865,280	\$1,530,750	57%
Kinsmen Arena	\$338,510	\$536,540	63%
Dave G Steuart Arena	\$218,800	\$389,940	57%
Arts Centre	\$70,000	\$205,260	34%
OVERALL	\$3,628,450	\$6,437,510	56%

Increases and Adjustments for 2023

AQUATICS – NO INCREASES FOR 2023

- No increases as in 2019 significant changes were made:
 - Kinsmen Water Park summer memberships were reduced 6% and are now the same price as a 3-month Recreation Price. (initiative to sell more memberships)
 - 5% increase to swimming lessons (3.5% market adjustment) and 1.5% wage increase adjustment)
 - 10% increase to after hour rentals at the Kinsmen Water Park
- In 2022

Increases and Adjustments for 2023

ARENAS – ICE RENTALS – 2 % INCREASE

Art Hauser Centre				
Hourly Rates	Cost	GST	Total	2 % increase from 2022
Youth Prime Time	\$138.70	\$7.30	\$146.00	
Adult Prime Time	\$197.60	\$10.40	\$208.00	
Non-Prime Time	\$124.93	\$6.57	\$131.50	
Youth Prime Time Aug 1 to Sept 5	\$186.20	\$9.80	\$196.00	
Adult Prime Time Aug 1 to Sept 5	\$266.48	\$14.02	\$280.50	
Adult Rec Hockey	\$157.50	\$8.50	\$166.00	
Rush Ice	n/a	n/a	n/a	
Kinsmen Arena / Dave Steuart Arena				
Hourly Rates	Cost	GST	Total	2 % increase from 2022
Youth Prime Time	\$132.05	\$6.95	\$139.00	
Adult Prime Time	\$188.10	\$9.90	\$198.00	
Non-Prime Time	\$118.28	\$6.22	\$124.50	
Youth Prime Time Aug 1 to Sept 5	n/a	n/a	n/a	
Adult Prime Time Aug 1 to Sept 5	n/a	n/a	n/a	
Adult Rec Hockey	\$150.10	\$7.90	\$158.00	
Rush Ice	\$11.88	\$0.62	\$12.50	

Increases and Adjustments for 2023

ARENAS – SUMMER RENTALS (ICE OUT) 2 % INCREASE

Kinsmen Arena / Dave Steuart Arena				
Hourly Rates	Cost	GST	Total	2 % increase from 2022
Youth Prime Time	\$66.03	\$3.47	\$69.50	
Adult Prime Time	\$94.05	\$4.95	\$99.00	
Non-Prime Time	\$59.38	\$3.12	\$62.50	

Increases and Adjustments for 2023

ARENAS – BANQUET AND MULTI-PURPOSE ROOMS – ART HAUSER CENTRE

- Through market comparisons and with no increases in over 5 years, a 10 % increase is being recommended for the Ches Leach Lounge.

Ches Leach Lounge				
Rates	Cost	GST	Total	10% increase from 2022
Daily Rate	\$1045.00	\$55.00	\$1100.00	
Half Day	\$520.13	\$27.37	\$547.50	

Increases and Adjustments for 2023

ARENAS – NEW COST

- With the addition of the new scoreclock at the Art Hauser Centre in 2019, a cost was formally approved by City Council.
- Use of the clock was charged on a cost recovery basis.
- For 2023, a rate of \$250/tournament or \$50/game is recommended.

Increases and Adjustments for 2023

ALFRED JENKINS FIELDHOUSE – NEW COST FOR TURF BIRTHDAY PARTY

In 2019 we had an 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 was also applied (market adjustment).

The only recommendation we are making is to add a Turf birthday party package to the rates and fees. This package would consist of 2.5 hours on the Turf and access to either the Malhotra or AODBT room. The cost would be \$136.50.

Increases and Adjustments for 2023

ARTS CENTRE – 2% INCREASE TO ROOM RENTALS AND \$5 INCREASE TO SHELF RENTAL

The Arts Centre has 4 areas to rent (Studio, Heritage Room, Boardroom and Pottery Studio). The 2 Percent increase bring it more closer to Room Rental Rates at the Alfred Jenkins Fieldhouse.

A \$5 increase to Shelf Rental. The cost is \$10.00 per month after punch card membership expiry.

Increases and Adjustments for 2023

ARTS CENTRE – 2% INCREASE – REGULAR RATES - HOURLY

Arts Centre – Rooms Rental Rates				
Regular Rates – Hourly Rate				
Rate Type	Cost	GST	Total	
Studio	\$16.72	\$0.88	\$17.60	
Heritage Room	\$16.72	\$0.88	\$17.60	
Boardroom	\$16.72	\$0.88	\$17.60	
Pottery	\$16.72	\$0.88	\$17.60	

Increases and Adjustments for 2023

ARTS CENTRE – 2% INCREASE – REGULAR RATES - DAILY

Arts Centre – Rooms Rental Rates				
Regular Rates – Daily Rate				
Rate Type	Cost	GST	Total	
Studio	\$99.27	\$5.23	\$104.50	
Heritage Room	\$99.27	\$5.23	\$104.50	
Boardroom	\$99.27	\$5.23	\$104.50	
Pottery	\$99.27	\$5.23	\$104.50	

Increases and Adjustments for 2023

ARTS CENTRE – 2% INCREASE – GROUPS AND GUILDS - HOURLY

Arts Centre – Rooms Rental Rates				
Groups and Guilds Rates - Hourly				
Rate Type	Cost	GST	Total	
Studio	\$11.64	\$0.61	\$12.25	
Heritage Room	\$11.64	\$0.61	\$12.25	
Boardroom	\$11.64	\$0.61	\$12.25	
Pottery	\$11.64	\$5.23	\$12.25	

Increases and Adjustments for 2023

ARTS CENTRE – 2% INCREASE - GROUPS AND GUILDS - DAILY

Arts Centre – Rooms Rental Rates				
Groups and Guilds Rates - Daily				
Rate Type	Cost	GST	Total	
Studio	\$69.82	\$3.68	\$73.50	
Heritage Room	\$69.82	\$3.68	\$73.50	
Boardroom	\$69.82	\$3.68	\$73.50	
Pottery	\$69.82	\$3.68	\$73.50	

Increases and Adjustments for 2023

EA RAWLINSON CENTRE FOR THE ARTS – 2 % INCREASE ON ALL RATES AND FEES

- The EA Rawlinson Centre For The Arts increased all Rates and Fees by 2 %.
- This was due to increasing costs.
- The last adjustment on Rates and Fees for the EA Rawlinson Centre for the Arts was prior to 2019.
- An increase to the charge for Technician Services was also included to reflect the actual staff time for events.

Increases and Adjustments for 2023

SPORTSFIELDS – 2 % INCREASE FOR ALL OUTDOORSPORTSFIELDS RATES

- **Class ‘A’ Facilities – Baseball/Softball/Slo-Pitch Diamonds and Multi-Purpose Fields**

Adult Base Rate			
Rates	Cost	GST	Total
Practice Rate	\$19.43	\$0.97	\$20.40
Game Rate (Soccer/Baseball/Softball)	\$48.57	\$2.43	\$51.00
Game Rate (Football/Rugby)	\$58.29	\$2.91	\$61.20
Day Rate	\$194.29	\$9.71	\$204.00
Lights Surcharge (Bookings after 8:30pm)	\$32.06	\$1.60	\$33.66
Field Prep Surcharge (Practices Only)	\$15.54	\$0.78	\$16.32
Staff Surcharge (Rate per additional staff)	\$208.86	\$10.44	\$219.30
Youth Base Rate			
Rates	Cost	GST	Total
Practice Rate	\$12.14	\$0.61	\$12.75
Game Rate (Soccer/Baseball/Softball)	\$30.60	\$1.53	\$32.13
Game Rate (Football/Rugby)	\$38.13	\$1.91	\$40.04
Day Rate	\$122.40	\$6.12	\$128.52
Lights Surcharge (Bookings after 8:30pm)	\$21.13	\$1.06	\$22.19
Field Prep Surcharge (Practices Only)	\$10.20	\$0.51	\$10.71
Staff Surcharge (Rate per additional staff)	\$136.00	\$6.80	\$142.80

Increases and Adjustments for 2023

SPORTSFIELDS – 2 % INCREASE FOR ALL OUTDOORSPORTSFIELDS RATES

BEACH VOLLEYBALL & OUTDOOR BASKETBALL COURTS – ALFRED JENKINS FIELD HOUSE

Adult Base Rate			
Rates	Cost	GST	Total
Court Hourly Rate	\$26.43	\$1.32	\$27.75
Complex Hourly Rate (4 Courts)	\$79.29	\$3.96	\$83.25
Youth Base Rate			
Rates	Cost	GST	Total
Court Hourly Rate	\$18.57	\$0.93	\$19.50
Complex Hourly Rate (4 Courts)	\$55.71	\$2.79	\$58.50

Increases and Adjustments for 2023

SPORTSFIELDS – 2 % INCREASE FOR ALL OUTDOORSPORTSFIELDS RATES

- **Harry Jerome Track - Rental Rates**
- Hourly Rental

Adult			
Rate	Cost	GST	Total
Entire Track & Field Complex	\$63.14	\$3.16	\$66.30
Track Only	\$32.06	\$1.60	\$33.66
Throwing Complex (Shot Put, Javelin, Discus)	\$16.51	\$0.83	\$17.34
Lights Surcharge (Applied to Bookings after 8:30pm)	\$32.06	\$1.60	\$33.66
Youth			
Rate	Cost	GST	Total
Entire Track & Field Complex	\$41.05	\$2.05	\$43.10
Track Only	\$20.65	\$1.03	\$21.68
Throwing Complex (Shot Put, Javelin, Discus)	\$10.45	\$0.52	\$10.97
Lights Surcharge (Applied to Bookings after 8:30pm)	\$21.13	\$1.06	\$22.19

Increases and Adjustments for 2023

SPORTSFIELDS – 2 % INCREASE FOR ALL OUTDOORSPORTSFIELDS RATES

- **Harry Jerome Track - Rental Rates**
- Daily Rentals

Adult			
Rates	Cost	GST	Total
Entire Track Complex	\$374.00	\$18.70	\$392.70
Track Only	\$184.57	\$9.23	\$193.80
Local School Division Track Meets	n/a	n/a	n/a
Lights Surcharge (Applied to Bookings after 8:30pm)	\$32.06	\$1.60	\$33.66
Youth			
Rates	Cost	GST	Total
Entire Track Complex	\$246.26	\$12.31	\$258.57
Track Only	\$123.13	\$6.16	\$129.29
Local School Division Track Meets	\$179.71	\$8.99	\$188.70
Lights Surcharge (Applied to Bookings after 8:30pm)	\$21.13	\$1.06	\$22.19

Increases and Adjustments for 2023

2023 RATES AND FEES CHANGES AND INCREASES

- **2023 Rates and Fees Changes and Increases**
- The City of Prince Albert Rates and Fees will now show our fee plus applicable taxes
- Arenas – Ice Rentals – 2 % Increase
- Arenas – Summer Rentals (Ice Out) 2 % Increase
- Arenas – Ches Leach Lounge – 10 % Increase
- Arenas – New cost for Video Scoreclock
- Alfred Jenkins FieldHouse – New Cost for Turf Birthday Party
- Arts Centre – 2% increase to room rentals and \$5 increase to Shelf Rental
- EA Rawlinson Centre - Increase in Technician costs & 2% increase to Rentals
- Sportsfields – 2 % increase for all Outdoor sports field and Track Rentals
- Analysis of Rates & Fees Schedule for new Aquatics & Arenas Facility

Questions and Feedback

2023 Rates and Fees

Community Services Department



City of
Prince Albert

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RECREATION FACILITIES

Recreation Facility - Admission Rates

Alfred Jenkins Field House and Frank J. Dunn Pool

*Rates effective January 1, 2023 for Alfred Jenkins Field House and Frank J. Dunn Pool

Pre-School (1-5 yrs)				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Single Admission	FREE	n/a	FREE	n/a
Group Rates	FREE	n/a	FREE	n/a
Bulk Passes (5)	FREE	n/a	FREE	n/a
Bulk Passes (10)	FREE	n/a	FREE	n/a
Monthly Membership (single facility – AJFH or FJD)	n/a	n/a	n/a	n/a
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	n/a	n/a	n/a	n/a
Drop-in Fitness Classes	n/a	n/a	n/a	n/a
Youth (6-17 yrs) / Senior (60+)				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Single Admission	\$5.00	\$0.25	\$5.25	\$0.30
Group Rates	\$4.05	\$0.20	\$4.25	n/a
Bulk Passes (5)	\$20.00	\$1.00	\$21.00	\$1.20
Bulk Passes (10)	\$35.00	\$1.75	\$36.75	\$2.10
Monthly Membership (single facility – AJFH or FJD)	\$22.86	\$1.14	\$24.00	\$1.37
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$25.71	\$1.29	\$27.00	\$1.54
Drop-in Fitness Classes	\$5.00	\$0.25	\$5.25	\$0.30
Adult (18 – 59 yrs)				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Single Admission	\$8.33	\$0.42	\$8.75	\$0.50
Group Rates	\$7.38	\$0.37	\$7.75	n/a

Bulk Passes (5)	\$33.33	\$1.67	\$35.00	\$2.00
Bulk Passes (10)	\$58.33	\$2.92	\$61.25	\$3.50
Monthly Membership (single facility – AJFH or FJD)	\$38.10	\$1.90	\$40.00	\$2.29
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$42.86	\$2.14	\$45.00	\$2.57
Next Step Monthly Membership	\$21.90	\$1.10	\$23.00	\$1.31
Drop-in Fitness Classes	\$8.33	\$0.42	\$8.75	\$0.50
Family Rate				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Single Admission	\$16.66	\$0.84	\$17.50	\$1.00
Bulk Passes (5)	\$66.67	\$3.33	\$70.00	\$4.00
Bulk Passes (10)	\$116.67	\$5.83	\$122.50	\$7.00
Monthly Membership (single facility – AJFH or FJD)	\$42.85	\$2.15	\$45.00	\$2.57
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$85.72	\$4.29	\$90.00	\$5.14
Drop-in Fitness Classes	\$16.66	\$0.84	\$17.50	\$1.00

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, 2023

Rate Type	Cost	GST	Total	PST As of Oct 1/22
Seniors Walking Program (Monthly)	\$14.29	\$0.71	\$15.00	n/a

Toddler Turf Time	\$2.38	\$0.12	\$2.50	\$0.14
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Recreation Facility – Rental Options

Rates effective January 1, 2023

Hourly Rentals

Adult			
Rental Areas	Cost	GST	Total
Multi-Purpose Room	\$23.81	\$1.19	\$25.00
Gymnasium	\$52.38	\$2.62	\$55.00
Gymnasium with Cages	\$71.43	\$3.57	\$75.00
Gymnasium Charging Admission	\$64.29	\$3.01	\$67.50
Turf Field (Full Field)	\$166.67	\$8.33	\$175.00
Turf Field (Half Field)	\$83.33	\$4.17	\$87.50
Indoor Track	\$42.86	\$2.14	\$45.00
Climbing Wall (Per person, Per hour)	\$8.33	\$0.42	\$8.75
Batting Cage	\$71.43	3.57	\$75.00
Youth/Senior			
Rental Areas	Cost	GST	Total
Multi-Purpose Room	\$19.05	\$0.95	\$20.00
Gymnasium	\$35.48	\$1.77	\$37.25
Gymnasium with Cages	\$42.86	\$2.14	\$45.00
Gymnasium Charging Admission	\$52.38	\$2.62	\$55.00
Turf Field (Full Field)	\$110.95	\$5.55	\$116.50
Turf Field (Half Field)	\$55.48	\$2.77	\$58.25
Indoor Track	\$28.09	\$1.41	\$29.50

Climbing Wall (Per person, Per hour)	\$5.00	\$0.25	\$5.25
Batting Cage	\$42.86	\$2.14	\$45.00

Daily Rentals

Adult			
Rental Areas	Cost	GST	Total
Multi-Purpose Room	\$142.86	\$7.14	\$150.00
Gymnasium	\$314.29	\$15.71	\$330.00
Gymnasium Charging Admission	\$385.71	\$19.29	\$405.00
Gymnasium Non-Prime Time	\$33.57	\$1.68	\$35.25
Turf Field (Full Field)	\$1,000.00	\$50.00	\$1,050.00
Turf Field (Half Field)	\$500.00	\$25.00	\$525.00
Youth/Senior			
Rental Areas	Cost	GST	Total
Multi-Purpose Room	\$114.29	\$5.71	\$120.00
Gymnasium	\$212.86	\$10.64	\$223.50
Gymnasium Charging Admission	\$314.29	\$15.71	\$330.00
Gymnasium Non-Prime Time	\$33.57	\$1.68	\$35.25
Turf Field (Full Field)	\$665.71	\$33.29	\$699.00
Turf Field (Half Field)	\$332.86	\$16.64	\$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, 2023

Pre-School (Under 5 yrs)				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Single Admission (Before 6pm)	FREE	n/a	FREE	n/a
Last Hour Promotion (6pm – 7pm)	FREE	n/a	FREE	n/a
Group Rate	FREE	n/a	FREE	n/a
Bulk Passes (5)	FREE	n/a	FREE	n/a
Bulk Passes (10)	FREE	n/a	FREE	n/a
Summer Membership (June, July, August)	n/a	n/a	n/a	n/a
Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	n/a	n/a	n/a	n/a
Youth (5-17 yrs) / Senior (60+)				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Single Admission (Before 6pm)	\$6.19	\$0.31	\$6.50	\$0.37
Last Hour Promotion (6pm – 7pm)	\$3.10	\$0.15	\$3.25	\$0.19
Group Rate	\$5.24	\$0.26	\$5.50	\$0.31
Bulk Passes (5)	\$24.76	\$1.24	\$26.00	\$1.49
Bulk Passes (10)	\$43.33	\$2.17	\$45.50	\$2.60
Summer Membership (June, July, August)	\$77.14	\$3.86	\$81.00	\$4.63
Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	\$25.71	\$1.29	\$27.00	\$1.54

Adult				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Single Admission (Before 6pm)	\$10.48	\$0.52	\$11.00	\$0.63
Last Hour Promotion (6pm – 7pm)	\$5.24	\$0.26	\$5.50	\$0.31
Group Rate	\$9.52	\$0.48	\$10.00	\$0.57
Bulk Passes (5)	\$41.90	\$2.10	\$44.00	\$2.51
Bulk Passes (10)	\$73.33	\$3.67	\$77.00	\$4.40
Summer Membership (June, July, August)	\$128.57	\$6.43	\$135.00	\$7.71
Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	\$42.86	\$2.14	\$45.00	\$2.57
Family				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Single Admission (Before 6pm)	\$20.95	\$1.05	\$22.00	\$1.26
Last Hour Promotion (6pm – 7pm)	\$10.48	\$0.52	\$11.00	\$0.63
Group Rate	n/a	n/a	n/a	n/a
Bulk Passes (5)	\$83.81	\$4.19	\$88.00	\$5.03
Bulk Passes (10)	\$146.67	\$7.33	\$154.00	\$8.80
Summer Membership (June, July, August)	\$257.14	\$12.86	\$270.00	\$15.43
Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	\$85.71	\$4.29	\$90.00	\$5.14

**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, 2023

Entire Facility				
	Cost	GST	Total	Base Price + Admin
Base Rental (charged on all rentals)	47.62	\$2.38	\$50.00	
0 – 60 People (6 Lifeguards Required)	\$288.57	\$14.43	\$303.00	\$353.00
61 – 120 People (7 Lifeguards Required)	\$340.95	\$17.05	\$358.00	\$408.00
121 – 180 People (8 Lifeguards Required)	\$398.10	\$19.90	\$418.00	\$468.00
181 – 240 People (9 Lifeguards Required)	\$440.00	\$22.00	462.00	\$512.00
241+ People (10 Lifeguards Required)	\$492.38	\$24.62	517.00	\$567.00
Concession Fee (Optional)	\$23.81	\$1.19	25.00	

Frank J. Dunn – Facility Rentals

	Cost	GST	Total	Base Price + Admin
Base Rental (charged on all rentals)	\$28.57	\$1.43	\$30	
0 – 24 People	\$114.29	\$5.71	\$120	\$150
25 – 49 People	\$152.38	\$7.62	\$160	\$190
50 -74 People	\$190.48	\$9.52	\$200	\$230
75 – 99 People	\$228.57	\$11.43	\$240	\$270
100 – 150 People	\$266.67	\$13.33	\$280	\$310

**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

Padding Pool Rentals

Options	Cost	GST	Total
1 Playground Leader	\$54.29	\$2.71	\$57.00
2 Playground Leaders	\$80.95	\$4.05	\$85.00

Swimming and Advanced Course Rates – Frank J. Dunn Pool / Kinsmen Water Park

Rates effective April 1, 2023

Lifesaving Society				
Rate Type	Cost	GST	Total	PST As of Oct 1/22
Parent & Tot 1-3	\$50.95	\$2.55	\$53.50	n/a
Preschool 1-5	\$50.95	\$2.55	\$53.50	n/a
Swimmer 1-4	\$50.95	\$2.55	\$53.50	n/a
Swimmer 5-6	\$58.10	\$2.90	\$61.00	n/a
Canadian Swim Patrol Rookie, Ranger, Star Patrol	\$65.71	\$3.29	\$69.00	n/a
Sport Level 1	\$60.95	\$3.05	\$64.00	n/a
Sport Level 2	\$65.71	\$3.29	\$69.00	n/a
Sport Level 3	\$70.48	\$3.52	\$74.00	n/a
Sport Level 4	\$75.24	\$3.76	\$79.00	n/a
Sport Level 5	\$80.00	\$4.00	\$84.00	n/a
Adult 1-3	\$66.43	\$3.32	\$69.75	\$3.99
5 x 30 minute classes	\$39.05	\$1.95	\$41.00	n/a
5 x 45 minute classes	\$46.90	\$2.35	\$49.25	n/a
Advance Courses				
Rate Type	Cost	GST	Total	PST As of Oct 1/22

Bronze Star	\$66.67	\$3.33	\$70.00	n/a
Bronze Medallion	\$168.10	\$8.40	\$176.50	n/a
Bronze Cross	\$181.90	\$9.10	\$191.00	n/a
National Lifeguard - Pool	\$295.00	\$14.75	\$309.75	\$17.70
National Lifeguard - Pool Recertification	\$98.10	\$4.90	\$103.00	\$5.89
National Lifeguard - Waterpark	\$147.62	\$7.38	\$155.00	\$8.86
Lifesaving Instructor	\$335.00	\$16.75	\$351.75	\$20.10
Lifesaving Sport Coach Level 1	\$184.05	\$9.20	\$193.25	\$11.04
Aquatic Supervisor Training	\$131.90	\$6.60	\$138.50	\$7.91
Standard First Aid	\$145.00	\$7.25	\$152.25	\$8.70
Standard First Aid Recertification	\$90.00	\$4.50	\$94.50	\$5.40
CPR-HCP Recertification	\$55.00	\$2.75	\$57.75	\$3.30

**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, 2023

Class 'A' Facilities – Baseball/Softball/Slo-Pitch Diamonds and Multi-Purpose Fields

Adult Base Rate			
Rates	Cost	GST	Total
Practice Rate	\$19.43	\$0.97	\$20.40
Game Rate (Soccer/Baseball/Softball)	\$48.57	\$2.43	\$51.00
Game Rate (Football/Rugby)	\$58.29	\$2.91	\$61.20

Day Rate	\$194.29	\$9.71	\$204.00
Lights Surcharge (Bookings after 8:30pm)	\$32.06	\$1.60	\$33.66
Field Prep Surcharge (Practices Only)	\$15.54	\$0.78	\$16.32
Staff Surcharge (Rate per additional staff)	\$208.86	\$10.44	\$219.30
Youth Base Rate			
Rates	Cost	GST	Total
Practice Rate	\$12.14	\$0.61	\$12.75
Game Rate (Soccer/Baseball/Softball)	\$30.60	\$1.53	\$32.13
Game Rate (Football/Rugby)	\$38.13	\$1.91	\$40.04
Day Rate	\$122.40	\$6.12	\$128.52
Lights Surcharge (Bookings after 8:30pm)	\$21.13	\$1.06	\$22.19
Field Prep Surcharge (Practices Only)	\$10.20	\$0.51	\$10.71
Staff Surcharge (Rate per additional staff)	\$136.00	\$6.80	\$142.80

**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 & Outdoor Basketball Courts – Alfred Jenkins Field House

Adult Base Rate			
Rates	Cost	GST	Total
Court Hourly Rate	\$26.43	\$1.32	\$27.75
Complex Hourly Rate (4 Courts)	\$79.29	\$3.96	\$83.25
Court Daily Rate	\$475.71	\$23.79	\$499.50
Youth Base Rate			

Rates	Cost	GST	Total
Court Hourly Rate	\$18.57	\$0.93	\$19.50
Complex Hourly Rate (4 Courts)	\$55.71	\$2.79	\$58.50
Court Daily Rate	\$334.29	\$16.71	\$351.00

Harry Jerome Track - Rental Rates

Rates effective April 1, 2023

Hourly Rentals

Adult			
Rate	Cost	GST	Total
Entire Track & Field Complex	\$63.14	\$3.16	\$66.30
Track Only	\$32.06	\$1.60	\$33.66
Throwing Complex (Shot Put, Javelin, Discus)	\$16.51	\$0.83	\$17.34
Lights Surcharge (Applied to Bookings after 8:30pm)	\$32.06	\$1.60	\$33.66
Youth			
Rate	Cost	GST	Total
Entire Track & Field Complex	\$41.05	\$2.05	\$43.10
Track Only	\$20.65	\$1.03	\$21.68
Throwing Complex (Shot Put, Javelin, Discus)	\$10.45	\$0.52	\$10.97
Lights Surcharge (Applied to Bookings after 8:30pm)	\$21.13	\$1.06	\$22.19

Daily Rentals

Adult			
Rates	Cost	GST	Total
Entire Track Complex	\$374.00	\$18.70	\$392.70
Track Only	\$184.57	\$9.23	\$193.80

Local School Division Track Meets	n/a	n/a	n/a
Lights Surcharge (Applied to Bookings after 8:30pm)	\$32.06	\$1.60	\$33.66
Youth			
Rates	Cost	GST	Total
Entire Track Complex	\$246.26	\$12.31	\$258.57
Track Only	\$123.13	\$6.16	\$129.29
Local School Division Track Meets	\$179.71	\$8.99	\$188.70
Lights Surcharge (Applied to Bookings after 8:30pm)	\$21.13	\$1.06	\$22.19

Outdoor Special Events

Rates effective April 1, 2023

Mobile Stage, Portable Stage and Amphitheatre Cover Rental Rates

Setup Rate			
Rate	Cost	GST	Total
Business Hours Mon to Fri -8am to 4:30pm	\$325.00	\$15.48	\$309.52
Non-Business Hours	\$485.00	\$23.10	\$461.90
Takedown Rate			
Rate	Cost	GST	Total
Business Hours Mon to Fri -8am to 4:30pm	\$325.00	\$15.48	\$309.52
Non-Business Hours	\$485.00	\$23.10	\$461.90

ARENAS

Arena – Rental Rates

*Rates effective April 15, 2023

Ice Rentals

Art Hauser Centre

Hourly Rates	Cost	GST	Total
Youth Prime Time	\$138.70	\$7.30	\$146.00
Adult Prime Time	\$197.60	\$10.40	\$208.00
Non-Prime Time	\$124.93	\$6.57	\$131.50
Youth Prime Time Aug 1 to Sept 5	\$186.20	\$9.80	\$196.00
Adult Prime Time Aug 1 to Sept 5	\$266.48	\$14.02	\$280.50
Adult Rec Hockey	\$157.50	\$8.50	\$166.00
Rush Ice	n/a	n/a	n/a
Kinsmen Arena / Dave Steuart Arena			
Hourly Rates	Cost	GST	Total
Youth Prime Time	\$132.05	\$6.95	\$139.00
Adult Prime Time	\$188.10	\$9.90	\$198.00
Non-Prime Time	\$118.28	\$6.22	\$124.50
Youth Prime Time Aug 1 to Sept 5	n/a	n/a	n/a
Adult Prime Time Aug 1 to Sept 5	n/a	n/a	n/a
Adult Rec Hockey	\$150.10	\$7.90	\$158.00
Rush Ice	\$11.88	\$0.62	\$12.50

Summer Rentals (Ice Out)

Kinsmen Arena / Dave Steuart Arena			
Hourly Rates	Cost	GST	Total
Youth Prime Time	\$66.03	\$3.47	\$69.50
Adult Prime Time	\$94.05	\$4.95	\$99.00
Non-Prime Time	\$59.38	\$3.12	\$62.50

**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, 2023

General Admission			
Rate	Cost	GST	Total
Pre-School (0-5 yrs)	FREE	n/a	FREE
Youth (6-17 yrs) & Senior (60+)	\$2.86	\$0.14	\$3.00
Adult (18-59 yrs)	\$4.76	\$0.24	\$5.00
Family Rate	\$9.52	\$0.48	\$10.00

Arena – Special Event Rental Rates

Rates effective April 15, 2023

Art Hauser Centre			
Hourly Rates	Cost	GST	Total
Concert Base Rate (Ice In)	\$10,133.33	\$506.67	\$10,640.00
Concert Base Rate (Ice Out)	\$6,285.71	\$314.29	\$6,600.00
Concert All-Inclusive Rate (Ice In)	\$11,923.81	\$596.19	\$12,520.00
Concert All-Inclusive Rate (Ice Out)	\$8,190.48	\$409.52	\$8,600.00
High School Graduations	\$4,357.17	\$217.86	\$4,575.00
Annual Pow Wow	\$11,380.95	\$569.05	\$11,950.00
Annual PBR Event	\$12,809.52	\$640.48	\$13,450.00
Special Event Daily Rate (Ice Out)	\$2,857.14	\$142.86	\$3,000.00
Special Event Daily Rate (Ice In)	\$3,809.52	\$190.48	\$4,000.00
Parking Lot Daily Rate	\$523.81	\$26.19	\$550.00

Tri-Height Stage Rental	\$780.95	\$39.05	\$820.00
Video Score Clock Per Tournament	\$238.10	\$11.90	\$250.00
Video Score Clock Per Game	\$47.62	\$2.38	\$50.00
Kinsmen & Steuart Arena			
Hourly Rates	Cost	GST	Total
Special Event Daily Rate (Ice In)	\$1,285.71	\$64.29	\$1,350.00

**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, 2023

Ches Leach Lounge			
Rates	Cost	GST	Total
Daily Rate	\$1,045.00	\$55.00	\$1,100.00
Half Day	\$520.13	\$27.37	\$547.50
Hourly Rate	n/a	n/a	n/a
Corkage Per Person	\$3.57	\$0.18	\$3.75
Kinsmen Room			
Rates	Cost	GST	Total
Daily Rate	\$248.57	\$12.43	\$261.00
Half Day	\$124.29	\$6.21	\$130.50
Hourly Rate	n/a	n/a	n/a
Corkage	n/a	n/a	n/a
Steve Ruznisky Boardroom			
Rates	Cost	GST	Total
Daily Rate	\$114.29	\$5.71	\$120.00

Half Day	\$57.14	\$2.86	\$60.00
Hourly Rate	\$19.05	\$0.95	\$20.00
Corkage	n/a	n/a	n/a
Johnny Bower Lobby / SHOF			
Rates	Cost	GST	Total
Daily Rate	\$314.29	\$15.71	\$330.00
Half Day	\$157.14	\$7.86	\$165.00
Hourly Rate	\$52.38	\$2.62	\$55.00
Corkage	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, 2023

Regular Rates – Hourly Rate			
	Cost	GST	Total
Studio, Heritage Room, Boardroom, Pottery Studio	\$16.72	\$0.88	\$17.60
Regular Rates – Daily Rate			
	Cost	GST	Total
Studio, Heritage Room, Boardroom, Pottery Studio	\$99.27	\$5.23	\$104.50
Groups & Guilds Rates – Hourly Rate			
	Cost	GST	Total
Studio, Heritage Room, Boardroom, Pottery Studio	\$11.64	\$0.61	\$12.25
Groups & Guilds Rates – Daily Rate			

Rate Type	Cost	GST	Total
Studio, Heritage Room, Boardroom, Pottery Studio	\$69.82	\$3.68	\$73.50

**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, 2023

Hand Building – Clay Included

**Pieces are bisque fired and ready for pickup in approximately one week*

1-10 Participants/Students			
	Cost	GST	Total
One Time Visit - 1 hour hand building (or glazing) class	\$119.05	\$5.95	\$125.00
One Time Visit - 1.5 hour hand building class	\$166.67	\$8.33	\$175.00
Two Time Visit - 1 hour hand building and 1 hour glazing class	\$214.29	\$10.71	\$225.00
11-18 Participants/Students			
	Cost	GST	Total
One Time Visit - 1 hour hand building (or glazing) class	\$166.67	\$8.33	\$175.00
One Time Visit - 1.5 hour hand building class	\$238.10	\$11.90	\$250.00
Two Time Visit - 1 hour hand building and 1 hour glazing class	\$285.71	\$14.29	\$300.00
Over 18, Add for Instructor Assistant			
	Cost	GST	Total
One Time Visit - 1 hour hand building (or glazing) class	\$38.10	\$1.90	\$40.00
One Time Visit - 1.5 hour hand building class	\$47.62	\$2.38	\$50.00

Two Time Visit - 1 hour hand building and 1 hour glazing class	\$76.19	\$3.81	\$80.00
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Note: Bookings are dependent on Instructor availability. A minimum 1 week notice is required for a cancellation. All supplies included.

Screen Printing – BRING YOUR OWN T-SHIRT

Bring your own t-shirts or other garment (as long as it is 50% or more cotton) and send us a design and print with your group. Designs must be sent min. 1 week prior to program to kwirtz@citypa.ca

8-11 Participants/Students			
	Cost	GST	Total
One Time Visit – 1-1.5 hour Screen Printing Program (Bring your own t-shirts/garments)	\$38.10	\$1.90	\$40.00
12-18 Participants/Students			
	Cost	GST	Total
One Time Visit – 1-1.5 hour Screen Printing Program (Bring your own t-shirts/garments)	\$38.10	\$1.90	\$40.00
Over 18, Add for Instructor Assistant			
	Cost	GST	Total
One Time Visit – 1-1.5 hour Screen Printing Program (Bring your own t-shirts/garments)	\$38.10	\$1.90	\$40.00

Note: Bookings are dependent on Instructor availability. A minimum 1 week notice is required for a cancellation. Bring your own shirts, all other supplies are included.

Pottery Studio Fees

Rates effective January 1, 2023

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).

Pottery Studio Fees			
Options	Cost	GST	Total
Per Hour	\$4.76	\$0.24	\$5.00
Per Day (Includes kiln loading and unloading)	\$9.05	\$0.45	\$10.00

Punch Card (Includes 10 punches/10 hours, shelf rental for one month max, kiln loading and unloading)	\$28.57	\$1.43	\$30.00
Shelf Rental (\$5.00 per month after punch card expiry membership)	\$4.76	\$0.24	\$5.00
Monthly Membership (Includes unlimited access when programs are not in progress, shelf rental for one month max, kiln unloading and loading)	\$66.67	\$3.33	\$70.00

Clay

Half Box (Clay, Glaze and Firing Fee)			
Options	Cost	GST	Total
M340	\$36.10	\$1.90	\$38.00
M350; M390	\$37.05	\$1.95	\$39.00
M370; L212; F78G	\$40.85	\$2.15	\$43.00
M390	\$38.47	\$2.03	\$40.50
L212; F78G	\$39.42	\$2.08	\$41.50
Coffee Clay	\$42.75	\$2.25	\$45.00
Reclaim Log (Approx. size of ¼ box – as available)	\$14.29	\$0.71	\$15.00
Full Box (Clay, Glaze and Firing Fee)			
Options	Cost	GST	Total
M340	\$72.38	\$3.62	\$76.00
M350; M390	\$74.29	\$3.71	\$78.00
M370; L212; F78G	\$81.90	\$4.10	\$86.00
M390	\$77.14	\$3.83	\$81.00
L212; F78G	\$75.24	\$3.76	\$79.00
Coffee Clay	\$85.71	\$4.29	\$90.00

Firing Fees

For clay not purchased at the Arts Centre (includes both bisque and glaze firing).

Firing Fee – Per Piece, 2 Firings (Approx. Mug size)			
Rate	Cost	GST	Total
Per Piece	\$4.76	\$0.24	\$5.00
Per Half Kiln	\$28.57	\$1.43	\$30.00
Per Full Kiln	\$57.14	\$2.86	\$60.00
Re-fire – 1 Item			
Per Half Kiln	\$2.50 - \$10.00/Item (Pottery Studio Technician discretion based on size of item)		

OPEN ART STUDIO (16+)

Mondays from 6:00 to 9:00 p.m. Come and use the Studio room to create your art! You can choose from the following options:

Rate	Cost	GST	Total
Per hour	\$4.76	\$0.24	\$5.00
Per evening	\$9.52	\$0.48	\$10.00
Punch Card 10 punches/10 hours	\$28.57	\$1.43	\$30.00

EA RAWLINSON CENTRE

Rental Rates Community Users

Rates effective January 1, 2023

* 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	Cost	GST	Total
Performance Time (Up to 5 Hours)	\$692.69	\$3.31	\$696.00
Same Day 2 nd Performance	\$387.62	\$19.38	\$407.00
Additional Set-up/Rehearsal Time Rate is Per Hour (Same Day, Max 5 Hours)	\$40.95	\$2.05	\$43.00
Additional Set-up/Rehearsal Day (Max 5 Hours)	\$459.05	\$22.95	\$482.00
Time Required over 5 Hours Rate is Per Hour	\$40.95	\$2.05	\$43.00
Technicians	Included in the 5 hour rental block		
Technicians – Per Hour (Additional Hours up to the 8 th Hour)	\$47.62	\$2.38	\$50.00
Technicians – Per Hour (Additional Hours after the 8 th Hour)	\$95.24	\$4.76	\$100

Ticket Service Charges (Facility Fees)

A total of \$5.00 plus GST (& PST as of October 1, 2022) 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	Cost	GST	Total
When any area of the Centre is used as a Concession or for the Sale of Merchandise Rate is Per Day	\$255.24	\$12.76	\$268.00
Cleaning Fee (If used, the servery is expected to be left clean. Failure to do so will result in a cleaning fee.)	\$81.90	\$4.10	\$86.00
Additional cleaning/sanitation visits required or requested Rate is Per Visit	\$51.42	\$2.58	\$54.00

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	Cost	GST	Total
12 hours (9:00am – 11:00pm) Including 2 one hour breaks	\$1,325.71	\$66.29	\$1,392.00
Meal Break Penalty 6 hours without a one hour meal break	\$203.81	\$10.19	\$214.00
Additional Set-up – Per Hour	\$51.43	\$2.57	\$54.00

Commercial Festival Rate

Options	Cost	GST	Total
12 hours (9:00am – 11:00pm) Including 2 one hour breaks	\$2,447.62	\$122.38	\$2,570.00
Meal Break Penalty 6 hours without a one hour meal break	\$203.81	\$10.19	\$214.00

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	Cost	GST	Total
9:00am – 5:00pm or 4:00pm – 12:00am (8 hours)	\$1,223.80	\$61.20	\$1,285.00
Additional Hours – Per Hour	\$51.43	\$2.57	\$54.00

Non-Profit Rate

Options	Cost	GST	Total
9:00am – 5:00pm or 4:00pm – 12:00am (8 hours)	\$1,137.14	\$56.36	\$1,194.00
Additional Hours – Per Hour	\$51.43	\$2.57	\$54.00

Lobby Functions

Includes:

- Lobby, Servery, Tables and Chairs
- Duty Manager or Security Guard

Options	Cost	GST	Total
5 Hours (Including set-up time)	\$484.76	\$24.24	\$509.00
Additional Hours – Per Hour	\$51.43	\$2.57	\$54.00

Multipurpose Space Rental

Options	Cost	GST	Total
All groups – 8 Hours (Including set-up time)	\$229.52	\$11.48	\$241.00
Additional Hours – Per Hour	\$51.43	\$2.57	\$54.00

Marketing Fees/Packages

Options	Cost	GST	Total
Printing of 60 Posters	\$76.19	\$3.81	\$80.00
Poster Distribution on our Regular Poster Runs	\$76.19	\$3.81	\$80.00
Full Marketing/Promotion (Includes printing of 60 posters, distribution on regular poster runs, newsletter and eblasts to our ticket base)	\$255.24	\$12.76	\$268.00

Rental Rates Commercial Users

Rates effective January 1, 2023

* 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	Cost	GST	Total
Performance time (Up to 5 hours)	\$1,407.62 or 10% of total sales net tax and ticket service charges - Whichever is greater	\$70.38	\$1,478.00
Same Day 2 nd Performance (Up to 5 hours)	\$1,407.62 or 10% of total sales net tax and ticket service charges - Whichever is greater		\$1,478.00
*Commercial Renters shall pay all labour costs, minimum Crew of 2 Technicians			
Crew Regular Rate Per Hour	\$51.43	\$2.57	\$54.00
Time Over 8 Hours and Regular Time on Stat Holidays – Per Hour	\$95.24	\$4.76	\$100.00
Time Over 8 Hours on Stat Holidays Per Hour	\$122.86	\$6.14	\$129.00

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 \$127.50 (GST Included) 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	Cost	GST	Total
8 Hours (Including set-up/take down time)	\$479.05	\$23.95	\$503.00
Additional Hours – Per Hour	\$51.43	\$2.57	\$54.00
Bar Tender – Per Hour (Minimum 3 hours)	\$20.00	\$1.02	\$21.00

Multipurpose Space Rental

Options	Cost	GST	Total
All groups – 8 Hours (Including set-up time)	\$229.52	\$11.48	\$241.00
Additional Hours – Per Hour	\$51.43	\$2.57	\$54.00

Concession/Merchandise Fees

Options	Cost	GST	Total
When any area of the Centre is used as a Concession or for the Sale of Merchandise Rate is Per Day	\$255.24	\$12.76	\$268.00
Cleaning Fee (If used, the servery is expected to be left clean. Failure to do so will result in a cleaning fee.)	\$81.90	\$4.10	\$86.00
Additional cleaning/sanitation visits required or requested Rate is Per Visit	\$51.42	\$2.58	\$54.00

Marketing Fees/Packages

Options	Cost	GST	Total
Printing of 60 Posters	\$76.19	\$3.81	\$80.00
Poster Distribution on our Regular Poster Runs	\$76.19	\$3.81	\$80.00
Full Marketing/Promotion (Includes printing of 60 posters, distribution on regular poster runs, newsletter and eblasts to our ticket base)	\$255.24	\$12.76	\$268.00

BIRTHDAY/GROUP PACKAGES

Party Packages

Rates effective January 1, 2023

Prince Albert Arts Centre

Options	Cost	GST	Total
Pottery or Arts/Craft Class Per Person (minimum 8 people)	\$14.29	\$0.71	\$15.00
Pottery or Arts/Craft Class (10-12 children/youth)	\$142.86	\$7.14	\$150.00
Pottery or Arts/Craft Class Per Person (13+ children/youth)	\$14.29	\$0.71	\$15.00
Room Rental Only Per Hour	\$16.43	\$0.82	\$17.25
Children's Art Supplies from the Arts Centre Per Person(with room booking)	\$1.90	\$0.10	\$2.00

Create Your Own Program (any age group)

Options	Cost	GST	Total
1-1.5 hour Screen Printing Program Rate is Per Person (Bring your own shirt/garment) (All Ages, minimum 8, maximum 30)	\$14.29	\$0.71	\$15.00 Plus \$10.00 Screen Setup Fee
1.5 hour Pottery Class Rate is Per Person (Hand Building or Wheel for ages 10+) (Minimum 6, maximum 12)	\$28.57	\$1.43	\$30.00
1.5 hour Painting Class Rate is Per Person (All supplies included) (Minimum 6, maximum 18)	\$28.57	\$1.43	\$30.00
1.5 hour Arts Activity Rate is Per Person (i.e. Painting, Cooking/Little Chefs, Drawing) (Minimum 6, maximum 12)	\$23.81	\$1.19	\$25.00
2 Pottery Classes (1.5 hr. as above + 1 hr. Glazing) (Minimum 6, maximum 12)	\$47.62	\$2.38	\$50.00

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	Cost	GST	Total
Gymnasium/Multi-Purpose Room (Gym, and Room for 2 hrs)	\$89.76	\$4.49	\$94.25
Turf B-day Party	\$130.00	\$6.50	\$136.50
Climbing Wall/ Multi-Purpose Room (Climbing Wall and in Room for 2hrs)	\$38.10 \$5.00	\$1.90 \$0.25	\$40 plus \$5.25/child
Bouncy Castle Rental/Multi-Purpose Room (Gym, bouncy castle and room for 2 hrs)	\$211.43	\$10.57	\$222.00

RPT 22-358

TITLE: 2023 Rates & Fees - Cooke Municipal Golf Course

DATE: September 7, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

MOTIONS:

First Motion:

“That Administration provide options for a revised Fee Structure, in consultation with the respective Golf Organizations and Groups, for consideration by the Golf Course Advisory Committee in the Spring of 2023.”

Second Motion:

“That the following be included in the 2023 Budget deliberations for consideration:

1. That a two percent (2%) increase to the 2023 Rates and Fees for Cooke Municipal Golf Course, as attached to RPT 22-328, be approved;
2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve;
3. That \$60,000 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; and,
4. That Administration proceed with offering the sale of 2023 Rates and Fees prior to October 1, 2022 to allow the option for patrons to make purchases for the 2023 Season in advance of the Rates and Fees being subject to the six percent (6%) Provincial Sales Tax.”

PRESENTATION: Verbal by Jody Boulet, Director of Community Services

ATTACHMENTS:

1. 2023 Rates & Fees - Cooke Municipal Golf Course (RPT 22-328)

Written by: Golf Course Advisory Committee

RPT 22-328

TITLE: 2023 Rates & Fees - Cooke Municipal Golf Course

DATE: August 23, 2022

TO: Golf Course Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a 4% increase to the Rates & Fees for Cooke Municipal Golf Course, as attached to RPT 22-328, be approved.
2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve.
3. That \$60,000 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.
4. That the 2023 Rates & Fees be authorized to go on sale prior to October 1st, 2022 to allow the option for patrons to make purchases for the 2023 Season in advance of the Rates & Fees being subject to the 6% Provincial Sales Tax.

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.

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, 5th Green Re-construction and the upgrades to the 17th and 18th Tee Boxes. Financing is in place to fund the project that is now complete. An annual Principal payment of approximately \$67,000 is included in the 2023 Budget along with an interest payment of approximately \$70,000 to pay for the long term loan. Sufficient funds are required on an annual basis to achieve these payments with a goal to also prioritize other future infrastructure upgrades.

The following was approved at the April 7th, 2022 Golf Course Advisory Committee meeting:

1. *That the Bunker Renovation Plan, as attached to RPT 22-146, be approved*
- ;
2. *That a Request for Proposals be issued to select the contractor and confirm the funding allocation for the Bunker Renovation Project;*
3. *That the 2022 Golf Course Pathway Improvement Plan, as outlined in RPT 22-146, be approved, and,*
4. *That Administration forward the public report regarding the results of the Bunker Renovation Project Request for Proposals, to the Golf Course Advisory Committee for review prior to City Council's consideration.*

Bunker Renovation Plan

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. It is proposed to reduce the current inventory by 38% down to 18 reconstructed bunkers to reduce the amount of resources required.

The project is identified to be completed in 2 phases. Initial pricing secured in 2021 projected a total cost of \$175,000 for Phase 1 and \$175,000 in Phase 2 for a total of \$350,000.

RFP#27/22 was issued May 19th, 2022 with a Phase 1 project timeline for late August until completion this Fall. As a result, two bids were received.

CTC Golf & Turf	\$355,497.37 Taxes included
Philcox Golf Construction	\$387,534.30 Taxes included

The pricing received is approximately double of what it would have cost to complete this work in 2021. It is also important to note that CTC Golf & Turf's Bid included a Spring 2023 timeline making Philcox Golf Construction as the only contractor available to meet the Fall 2022 timeline outlined in the RFP document. Upon consideration of the bids received it was determined that sufficient funds do not exist to proceed with the Bunker Renovations in 2022. The Request for Proposals will need to be re-issued in a future year in an effort to hopefully receive more favourable pricing and to secure additional funds to assist with the project completion.

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 was recommended that an annual amount of \$50,000 be budgeted in order to complete the replacement of the pathways over time.

Since receiving approval, the Public Works Department has advised that the pricing for asphalt has increased 20 – 25%. In order to complete the same amount of work as approved in the 2022 Golf Course Pathway Improvement Plan it will now cost approximately \$60,000. The work was forwarded to the Public Works Department following the approval at the last Committee meeting in April and we are awaiting confirmation of a timeline from B&B.

Fleet Program & Storage

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:

- Cooke Municipal Golf Course Fee Comparison with other Saskatchewan Golf Courses
- 2017 – 2022 Benchmark Usage Overview for Cooke Municipal Golf Course
- Fee Options 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 1st, 2022.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval by the Committee and City Council, Administration will proceed with the 2023 season sales effective September 13th, 2022. This will provide time for golf patrons to proceed with their 2023 purchases in advance of the 6% Provincial Sales Tax coming into effect on October 1st, 2022. This approval will also allow the Head Professional to prepare for Christmas Sales.

POLICY IMPLICATIONS:

Annual Fee Setting Policy

FINANCIAL IMPLICATIONS:

The Golf Course Improvement Reserve is currently funded as follows:

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.

For 2023, a total surplus of \$171,280 is projected without any fee increase to the Cooke Municipal Golf Course Rates & Fees schedule. A second option of a 2% increase and a third option of a 4% increase are also provided as summarized below.

Revenues:	<u>0%</u>	<u>2%</u>	<u>4%</u>
Season Passes & Fees	(\$900,000)	(\$918,000)	(\$936,000)
Pathway Fees	(\$18,000)	(\$18,360)	(\$18,720)
Sponsorship	(\$91,000)	(\$91,000)	(\$91,000)
Golf Cart Rentals	(\$225,000)	(\$229,500)	(\$234,000)
Total	(\$1,234,000)	(\$1,256,860)	(\$1,279,720)
Expenses:			
Administration	\$366,970	\$368,500	\$370,030
Maintenance & Operation	\$695,750	\$695,750	\$695,750
Total	\$1,062,720	\$1,064,250	\$1,065,780
Surplus	(\$171,280)	(\$192,610)	(\$213,940)

2. Elks Club Donation

The Elks Club Donation to Cooke Municipal Golf Course was approved for a 5 year term from 2018 - 2022. The annual amount is \$26,000 in support of improvements at Cooke Municipal Golf Course. 2022 represents the last year under the current Agreement with the Elks Club. A decision hasn't been received from City Council regarding allocation of the funds for the next 5 year term therefore the \$26,000 in revenue has not been included as part of the Golf Course Budget for 2023 pending this decision.

3. 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 \$550,000 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 sponsorship generated will increase from \$75,000 in 2022 to \$91,000 in 2023.

The allocation of the Sponsorship Revenue to the Golf Course Improvements Reserve started with the 2022 season. It is recommended that the total amount of Sponsorship Funding generated in a season continue to be allocated to the Golf Course Improvements Reserve in 2023. 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 6 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.

4. Cart Rentals & Pathway Fees

An additional funding option 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. \$243,000 is projected for 2023 through the sale of Cart Rentals and Pathway Fees.

The recommendation is to allocate \$60,000 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.

Golf Course Improvements Reserve

	<u>2022</u>	<u>2023</u>
Beginning Balance	(\$188,875)	(\$198,875)
Transfer to Reserve – (Surplus)/Deficit	(\$39,000)	(\$20,280)
Sponsorship	(\$75,000)	(\$91,000)
Elks Club Donation	(\$26,000)	\$0
Pathway Fees & Cart Rentals	(\$50,000)	(\$60,000)
Repair of Stonewall & Tee Signs	\$65,000	\$0
Pathway Reconstruction & Repair	\$50,000	\$60,000
Long-term Debt Payment – Irrigation	\$65,000	\$67,000
Ending Balance	(\$198,875)	(\$243,155)

There are 3 options for consideration:

1. The projected balance for the Golf Course Improvements Reserve at the end of 2023 without any increase to the Rates & Fees is (\$243,155). Under this option, it is projected

that sufficient funds will be in place to proceed with Phase 1 of the Bunker Renovation Project by the 2026 or 2027 season.

2. An additional \$21,330 in revenue is projected if a 2% increase to the Rates & Fees is approved. As a result, the projected balance for the Golf Course Improvements Reserve at the end of 2023 with a 2% increase to the Rates & Fees is (\$264,485). Under this option, it is projected that sufficient funds will be in place to proceed with Phase 1 of the Bunker Renovation Project by the 2025 or 2026 season.
3. An additional \$42,660 in revenue is projected if a 4% increase to the Rates & Fees is approved. As a result, the projected balance for the Golf Course Improvements Reserve at the end of 2023 with a 4% increase to the Rates & Fees is (\$285,815). Under this option it is projected that sufficient funds will be in place to proceed with Phase 1 of the Bunker Renovation Project by the 2024 or 2025 season.

OPTIONS TO RECOMMENDATION:

1. 0% Fee Option
2. 2% Fee Option

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.

PUBLIC NOTICE:

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

PRESENTATION: Verbal by Jody Boulet, Director of Community Services

ATTACHMENTS:

1. Annual Fee Setting Policy
2. 2022 Fee Comparison
3. Benchmark Usage 2017 – 2022
4. 0% Fee Option
5. 2% Fee Option
6. 4% Fee Option

Written by: Jody Boulet, Director of Community Services

Approved by: Acting City Manager

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	64
Section:	Cooke Municipal Golf Course	Issued:	May 12, 2014
Subject:	Annual Fee Setting	Effective:	May 12, 2014
Council Resolution # and Date:	Council Resolution No. 0328 of May 12, 2014	Page:	1 of 2
		Replaces:	
Issued by:	Jody Boulet, Director of Community Services	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01 Administration will review the yearly statistics and provide three options for the yearly setting of fees at the Cooke Municipal Golf Course.

2 PURPOSE

- 2.01 The purpose of this policy is to clarify the process used to set the annual fees at the Cooke Municipal Golf Course.

3 SCOPE

- 3.01 The Annual Fees are set each as part of the Operating Budget for the Cooke Municipal Golf Course.

4 RESPONSIBILITY

- 4.01 Director of Community Services or designate and Head Professional.

5 DEFINITIONS

- 5.01 N/A

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 N/A

7 PROCEDURE

- 7.01 Once administration has prepared the fee schedule options, a Report will be presented to the Golf Course Advisory Committee. The review will be scheduled for October or November in every given year.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	64
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		Replaces:	
Issued by:	Jody Boulet, Director of Community Services	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

- 7.02. In a year when it is not possible to have the Golf Course Advisory Committee meet, the fee schedule options will be sent directly to City Council.
- 7.03 The Golf Course Advisory Committee will make recommendation based on the three options provided by administration.
- 704 Once the Golf Course Advisory Committee has made a recommendation, administration will draft a Report for City Council's consideration in November.
- 7.05 Once City Council provides their approval of the fee schedule, administration shall proceed with product sales in December season each year for the coming season.

2022	18-Adult	18-Senior	18-Junior	7 Day Adult	7 Day Senior	Junior	5 Day Adult	5 Day Senior	Daily Cart	Season Cart	Season Track
Holiday Park Saskatoon	52	41.75	26.50	2260	1810	580	2080	1670	25	675	650
North Battleford	54/62	n/a	29	1846	n/a	461.66	1385	n/a	26	punch card	
Warman	58/69	53/69	30	2125	1950	600	1725	1550	24	525	
Waskesiu	71	n/a	25	2040	n/a	250	1740	n/a	25	500	n/a
Nipawin	54/57	n/a	30	1100	n/a	225	n/a	n/a	24	punch card	200
Elkridge	67	n/a	25	1890	n/a	240	1365	n/a	23	450	520
TorHill/Murray	54	46	32.5	2268	2100	250	1296	1200	22.50	punch card	
Elmwood Swift Current	59	n/a	19	1825	n/a	200	n/a	n/a	24	650	650
Moose Jaw	45	n/a	30	1500	n/a	199	n/a	n/a	23	600	375
Chinook Swift Current	45/49	36	20	1250	n/a	175	995	n/a	23	625	475
Dakota Dunes	62/72	57/72	40	2500	2300	500	2200	2000	500	23	600
Moon Lake Saskatoon	59/70	51/70	32	2524	2524	490	2128	1790	25	815	n/a
Kachurs	50/55	40/45	20	1650	1350	299	1500	1200	27.50	550	
Emma Lake	63	n/a	30	2100	1700	300	1650	1250	25	600	500
COOKE MUNICIPAL	58	n/a	26	1820	1480	260	1480	1380	25	575	290

*ALL TAXES INCLUDED

	2017	2018	2019	2020	2021	*2022	2 year avg (
PASSES							
7 DAY ADULT	103	87	74	60	68	70	64
5 DAY ADULT	46	45	41	34	33	40	33.5
7 DAY SENIOR	129	124	144	130	118	116	124
5 DAY SENIOR					33	31	16.5
7 DAY YOUTH	13	8	30	24	49	44	36.5
5 DAY YOUTH					0	1	0
JUNIOR	35	25	23	29	53	44	41
STARTER	2	7	21	17	n/a	n/a	
	330	296	333	294	354	346	324
CARDS							
6 PACK	14	3	31	11	4	13	7.5
11 PACK	32	15	12	37	43	46	40
23 PACK				6	5	24	5.5
							53
GREEN FEES							
ADULT	2757	580	3095	3874	5477	2076	4675.5
ADULT TWILIGHT	1017	1092	1231	1116	1039	446	1077.5
TOURNAMENT	1600	0	665	0	1017	170	508.5
PROMOTIONAL	1897	3660	1330	260	633	295	446.5
11 HOLE	711	890	1038	668	1192	575	930
JUNIOR	310	70	88	162	131	76	146.5
JUNIOR TWILIGHT	109	113	139	129	80	66	104.5
	8401	6397	7586	6209	9569	3704	7889
POWER CARTS							
SEASONAL	76	79	88	91	113	110	102
DAILY	3252	2277	3001	2842	4641	1722	3741.5
TRACK FEES							
SEASONAL	78	73	65	54	59	60	56.5
DAILY	12	3	4	4	27	4	15.5
ADVERTISING							
CAIRNS	4	2	2	0	0	3	0
CARTS	1	1	3	3	3	1	3
HOLE	12	12	14	11	10	15	10.5

CATEGORY	2022			
		GST	PST	TOTAL
7 DAY PASS - ADULT	\$1,733.33	\$86.67		\$1,820.00
5 DAY PASS - ADULT	\$1,314.29	\$65.71		\$1,380.00
7 DAY SENIOR (65+)	\$1,409.52	\$70.48		\$1,480.00
5 DAY SENIOR (65+)	\$1,314.29	\$65.71		\$1,380.00
7 DAY YOUTH (19-29)	\$1,190.48	\$59.52		\$1,250.00
5 DAY YOUTH (19-29)	\$1,090.48	\$54.52		\$1,145.00
JUNIOR (18 + UNDER)	\$247.62	\$12.38		\$260.00
CARDS				
6 PACK (5%OFF)	\$314.29	\$15.71		\$330.00
11 PACK (10% OFF)	\$552.38	\$27.62		\$580.00
23 PACK (15% OFF)	\$1,104.76	\$55.24		\$1,160.00
GREEN FEES				
ADULT GF	\$55.24	\$2.76		\$58.00
ADULT TWILIGHT	\$40.00	\$2.00		\$42.00
TOURNAMENT	\$50.48	\$2.52		\$53.00
PROMOTION	\$45.71	\$2.29		\$48.00
11 HOLE	\$35.24	\$1.76		\$37.00
JUNIOR	\$24.76	\$1.24		\$26.00
JUNIOR TWILIGHT	\$15.24	\$0.76		\$16.00
POWER CARTS				
SEASONAL	\$518.02	\$25.90	\$31.08	\$575.00
DAILY	\$45.05	\$2.25	\$2.70	\$50.00
TRACK FEES				
SEASONAL	\$276.19	\$13.81		\$290.00
DAILY	\$23.81	\$1.19		\$25.00
ADVERTISING				
CAIRN	\$500.00			\$525.00
CART	\$1,000.00			\$1,050.00
HOLE	\$5,000.00			\$5,250.00
LEGACY				

rounds

31.37931
23.7931
25.51724
23.7931
21.55172
19.74138
10

23

11.6

CATEGORY	2023			
2% INCREASE		GST	PST	TOTAL
7 DAY PASS - ADULT	\$1,768.00	\$88.40	\$106.08	\$1,962.48
5 DAY PASS - ADULT	\$1,340.57	\$67.03	\$80.43	\$1,488.03
7 DAY SENIOR (65+)	\$1,437.71	\$71.89	\$86.26	\$1,595.86
5 DAY SENIOR (65+)	\$1,340.57	\$67.03	\$80.43	\$1,488.03
7 DAY YOUTH (19-29)	\$1,214.29	\$60.71	\$72.86	\$1,347.86
5 DAY YOUTH (19-29)	\$1,112.29	\$55.61	\$66.74	\$1,234.64
JUNIOR (18 + UNDER)	\$252.57	\$12.63	\$15.15	\$280.35
CARDS				
6 PACK (5%OFF)	\$320.57	\$16.03	\$19.23	\$355.83
11 PACK (10% OFF)	\$563.43	\$28.17	\$33.81	\$625.41
23 PACK (15% OFF)	\$1,126.86	\$56.34	\$67.61	\$1,250.81
GREEN FEES				
ADULT GF	\$56.34	\$2.82	\$3.38	\$62.54
ADULT TWILIGHT	\$40.80	\$2.04	\$2.45	\$45.29
TOURNAMENT	\$51.49	\$2.57	\$3.09	\$57.15
PROMOTION	\$46.63	\$2.33	\$2.80	\$51.76
11 HOLE	\$35.94	\$1.80	\$2.16	\$39.90
JUNIOR	\$25.26	\$1.26	\$1.52	\$28.04
JUNIOR TWILIGHT	\$15.54	\$0.78	\$0.93	\$17.25
POWER CARTS				
SEASONAL	\$528.38	\$26.42	\$31.70	\$586.50
DAILY	\$45.95	\$2.30	\$2.76	\$51.01
TRACK FEES				
SEASONAL	\$281.71	\$14.09	\$16.90	\$312.70
DAILY	\$24.29	\$1.21	\$1.46	\$26.96
ADVERTISING				
CAIRN	\$500.00	\$25.00		\$525.00
CART	\$1,000.00	\$50.00		\$1,050.00
HOLE	\$5,000.00	\$250.00		\$5,250.00
LEGACY				

rounds

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CATEGORY	2023			
4% INCREASE		GST	PST	TOTAL
7 DAY PASS - ADULT	\$1,802.67	\$90.13	\$108.16	\$2,000.96
5 DAY PASS - ADULT	\$1,366.86	\$68.34	\$82.01	\$1,517.21
7 DAY SENIOR (65+)	\$1,465.90	\$73.30	\$87.95	\$1,627.15
5 DAY SENIOR (65+)	\$1,366.86	\$68.34	\$82.01	\$1,517.21
7 DAY YOUTH (19-29)	\$1,238.10	\$61.90	\$74.29	\$1,374.29
5 DAY YOUTH (19-29)	\$1,134.10	\$56.70	\$68.05	\$1,258.85
JUNIOR (18 + UNDER)	\$257.52	\$12.88	\$15.45	\$285.85
CARDS				
6 PACK (5%OFF)	\$326.86	\$16.34	\$19.61	\$362.81
11 PACK (10% OFF)	\$574.48	\$28.72	\$34.47	\$637.67
23 PACK (15% OFF)	\$1,148.95	\$57.45	\$68.94	\$1,275.34
GREEN FEES				
ADULT GF	\$57.45	\$2.87	\$3.45	\$63.77
ADULT TWILIGHT	\$41.60	\$2.08	\$2.50	\$46.18
TOURNAMENT	\$52.50	\$2.62	\$3.15	\$58.27
PROMOTION	\$47.54	\$2.38	\$2.85	\$52.77
11 HOLE	\$36.65	\$1.83	\$2.20	\$40.68
JUNIOR	\$25.75	\$1.29	\$1.55	\$28.59
JUNIOR TWILIGHT	\$15.85	\$0.79	\$0.95	\$17.59
POWER CARTS				
SEASONAL	\$538.74	\$26.94	\$32.32	\$598.00
DAILY	\$46.85	\$2.34	\$2.81	\$52.01
TRACK FEES				
SEASONAL	\$276.19	\$13.81	\$16.57	\$306.57
DAILY	\$23.81	\$1.19	\$1.43	\$26.43
ADVERTISING				
CAIRN	\$500.00	\$25.00		\$525.00
CART	\$1,000.00	\$50.00		\$1,050.00
HOLE	\$5,000.00	\$250.00		\$5,250.00
LEGACY				

ROUNDS

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RPT 22-376

TITLE: Prince Albert Golf & Curling Centre - Request for Assistance with Utilities

DATE: September 18, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the letter submitted by the Prince Albert Golf & Curling Centre, requesting assistance with their Utility payments, be considered at the 2023 Budget Committee deliberations.

TOPIC & PURPOSE:

The purpose of the report is to outline the 2023 budget request from the Prince Albert Golf & Curling Centre.

BACKGROUND:

The Prince Albert Golf & Curling Centre (PAG&CC) and the City have a long standing relationship related to the facility since it's opening in 1968. The Facilities are owned by the Prince Albert Golf & Curling Club Inc. and the City has formally entered into a Lease Agreement during this long term relationship.

The current Lease Agreement between the PAG&CC and the City is set to expire on December 31st, 2022 with an option to renew the agreement for an additional 2 years. Management met with the PAG&CC Executive on August 23rd to discuss the proposed budget requests for 2023 and to negotiate the terms of the Lease Agreement renewal option.

PROPOSED APPROACH AND RATIONALE:

A new budget request was been submitted by the PAG&CC as outlined in the letter considered at the September 12th, 2022 Executive Committee meeting. The request is for financial assistance from the City for their annual Utility Payments similar to the support provided to the City-owned Community Club facilities. Curling is offered to the community through the East

End Community Club and it is the opinion of the PAG&CC that support with their Utility Payments should also be provided by the City.

The letter outlines an average monthly Utility cost of \$8,700. If the average was allocated over a full 12 months in the calendar year it totals \$104,400. The letter also references the timeframe in which the Ice Plant is in operation for the Curling Season ranging from October – March. This is a 6 month timeframe for an estimated total of \$52,200 or 50% of the annual amount based on the monthly average. Due to the financial implications related to the new budget request, it will require consideration during the 2023 Budget Committee deliberations.

Additionally, the following items have been included within the Community Services Department's 2023 Project Listing in order to meet the City's commitments under the Lease Agreement:

- Freon Detector & Sensors - \$15,000

For the Safety of the staff and contractors that are in the ice plant room a Freon Sensor is required. This project includes installing sensors and a detector to monitor the Freon gas levels in the case of a leak.

- Installation of Rubber Paving to South Exterior Entrance Stairs & Walkway - \$5,000

The walkway, stairs and landing to the main entrance is deteriorating and showing evidence of cracked cement. The most economical solution to this issue is to apply rubber paving to the surface. The Facilities Division has used rubber paving in the past and it has proven to be durable and makes for an excellent surface in this application.

- Roof Top Air Conditioning Unit Replacement - \$50,000

The Roof Top Air Conditioning Unit requires replacement. \$30,000 of the funding is proposed through the Community Services Department's Project Operating Budget with the remaining \$20,000 proposed through the PAG&CC Mechanical Equipment Reserve Fund.

- Overhaul of Compressor - \$25,000

Compressor #1 will require an overhaul due to the amount of hours it will have on it following the upcoming 2022-2023 Curling Season.

- Total \$95,00

\$75,000 funded from the 2023 Project Listing and \$20,000 funded from the PAG&CC Mechanical Equipment Reserve.

Once direction is received during the 2023 Budget Committee deliberations, Management will

finalize negotiations with respect to the 2 year Renewal Agreement and submit it for consideration at the December 12th, 2022 City Council meeting.

The following highlights are currently included in the proposed renewal agreement:

- A 2 year extension effective January 1st, 2023 – December 31st, 2024.
- Annual Lease payment of \$65,000.00 paid by the City to the Club for use of the Pro Shop and access to the Parking Lot for the Cooke Municipal Golf Course.
- The agreement includes a requirement for the Prince Albert Golf & Curling Club to provide Annual Financial Statements that have a Review Engagement performed.
- All other capital contributions and insurance requirements by both parties remain in effect.
- Two meetings are to be scheduled each year between the Director of Community Services and representatives from the Club to review the requirements outlined in the agreement.
- Both parties will continue to maintain a 5 year Capital Plan to outline future improvements to be funded from the Prince Albert Golf and Curling Club Trust Fund, Mechanical Equipment Reserve or through other funding sources.
- The Club will continue to maintain a Five Year Business Plan which shall be updated annually and submitted to the City of Prince Albert.

Further to the Renewal Agreement, the Community Services Department will continue to work with the Prince Albert Golf and Curling Centre to attract events in the City of Prince Albert. The Department also works with the Centre to bundle the purchasing of supplies, products, etc. as deemed feasible and cost effective.

FINANCIAL IMPLICATIONS:

The annual payment of \$65,000.00 to the Prince Albert Golf and Curling Club has been included in the Cooke Municipal Golf Course budget. The Community Services Department continues to maintain a \$38,800.00 maintenance budget for 2023, a \$10,000.00 allocation to the Mechanical Equipment Reserve and a \$10,000.00 allocation to the Prince Albert Golf and Curling Club Trust Fund to fulfill the City's commitments under the Agreement.

Further to the above contributions, the 2023 Budget includes \$95,000 in funding support for the following items through the Community Services Department's Project Listing:

- Installation of a Freon Detector & Sensors - \$15,000
- Rubber Paving to the South Exterior Stairs - \$5,000

- Roof Top Air Conditioning Unit Replacement - \$50,000
- Compressor #1 Overhaul - \$25,000

The City is also responsible for structural improvements at the facility. No structural improvements are recommended in 2023 as the City contributed \$275,000 to the roof structure repairs in 2020.

STRATEGIC PLAN:

The Agreement aligns with the Fiscal Management & Accountability Goal of the City's Strategic Plan through the development of a 5 year Capital Plan and 5 year Business Plan with the Prince Albert Golf and Curling Club.

OFFICIAL COMMUNITY PLAN:

The Agreement aligns with Section 9.2 of the Official Community Plan. The Prince Albert Golf and Curling Club serves as an important recreation and community facility which also provides key services to the Cooke Municipal Golf Course.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Letter submitted by the PAG&CC requesting assistance with Utility Payments
2. Lease Agreement - Prince Albert Golf & Curling Club Inc.

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager

PRINCE ALBERT

GOLF AND CURLING CENTRE

RECEIVED
AUG 30 2022
CITY CLERK
Executive Committee

Dear Mayor & City Council,

As indicated in our Mission Statement the Prince Albert Golf and Curling Centre provides a welcoming, accessible, year-round environment for people of all ages and abilities to build friendships, sportsmanship and skill development through sports, social and leisure opportunities. PAGCC has a successful working relationship with the City of Prince Albert, and we value their support. Aging infrastructure, increased utility costs, cheaper curling fees at community rinks are making it difficult to attract new curlers and thus balance the budget.

PAGCC is asking the City of Prince Albert to include Utility costs for our building as it does for the Prince Albert Community Clubs.

This past year's actual costs:

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	averag
Energy	3,329	1,417	1,426	1,240	1,326	1,366	1,364	1,454	1,526	4,149	4,153	2068
Power	6,345	8,482	7,474	8,175	7,091	7,658	5,200	5,578	3,341	3,945	4,103	6121
Water	666	403	671	652	429	634	634	8.59	616	-72	738	489
TOTAL	10,340	10,302	9,573	10,077	8,848	9,670	7,198	7,040	5483	8,032	8,994	8,687

Our average monthly utility costs for the past 11 months is about \$ 8,700. Our ice plant is typically started up first of October and shut down end of March. Our present lease agreement with the city re: Pro shop does not have the city paying any utility costs. We feel it is only fair that PAGCC is entitled to the same support (utility fees paid) as other curling facilities are presently receiving.

As we try to get back to new "normal" the past years have been very difficult financially for PAGCC. In 2019 the Centre lost \$44,917, which increased in 2020 to \$168,838. We are getting back on track however, as our July statement indicates, still \$ 87,095 down.

PAGCC has increased our curling fees for most leagues by 5% with an additional 6% (PST) being added by the province this October. League fees this year for one night per week are set at \$420 dollars plus \$40 membership and \$15 Provincial and National curling fees. In comparison East End Curlers paid \$100 for one night per week of curling last season.

PAGCC is recognized as the City of Prince Albert's curling facility. Over the past years we have hosted many major curling events including but not limited to, the 2019 Junior Nationals, last year Provincial Mixed, and this November the National Mixed. These events bring recognition and financial spin offs to the Centre and our City.

We thank you in advance for your support and consideration of this proposal and look forward to continued discussion and an opportunity to present at city council.

Yours truly,

Mel Kelley
Mel Kelley
President PAGCC
900-22nd Street East
Prince Albert, SK
S6V-1P1

**Recommended
Disposition:**

*Refer to
Community Services
for review & report*

LEASE AGREEMENT

THIS AGREEMENT made in duplicate this 19th day of December, A.D. 2019.

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal corporation, in the Province of Saskatchewan (hereinafter referred to as "the City")

and

THE PRINCE ALBERT GOLF AND CURLING CLUB INC., in the Province of Saskatchewan (hereinafter referred to as "the Club")

WHEREAS as the City and the Club entered into a certain Memorandum of Agreement dated the 10th day of January, A.D. 1967 (hereinafter referred to as "the '67 Agreement"), which said Agreement was approved by Bylaw No. 3 of 1967 of the City of Prince Albert and which Bylaw was approved by the voters of the City of Prince Albert and thereafter approved by a special act of the Legislature of the Province of Saskatchewan and assented to on the 1st day of April, A.D. 1967, and being An Act to confirm a Certain Bylaw of the City of Prince Albert, Chapter 99 of the Statutes of Saskatchewan, 1967;

AND WHEREAS the '67 Agreement was amended by agreement dated December 22, 1982 and further amended by agreements dated June 2, 1987, December 21, 1999, and December 21, 2017 (hereinafter referred to as "the 2017 Agreement");

AND WHEREAS City Council through its Director of Community Services or designate has authority to participate directly with the Club in the operation and maintenance of the Club Facility;

AND WHEREAS the Club, pursuant to the 2017 Agreement, carries and supports certain activities conducive to curling, golf, and other social activities of interest in the City and its surrounding area, on property owned by the Club and commonly known as the Prince Albert Golf and Curling Club Facility (hereinafter referred to as "the Club Facility"), which is situated on land owned by the Club and legally described as Parcel A, Plan 67PA11526, ext. 0 and Parcel C, Plan 83PA01450, ext. 0 and as outlined on the Plan identified as Schedule "A" attached hereto and forming part of this Agreement (hereinafter referred to as "the Lands");

AND WHEREAS the Golf Pro Shop and parking lot are also situated on the Lands which the City currently leases and wishes to continue leasing from the Club on a long term basis;

AND WHEREAS it is deemed expedient at this time for the parties to update and amend the 2017 Agreement for purposes of addressing issues of ownership, lease renewal, operations, cost sharing and financial planning to ensure the long term viability of the Club;

AND WHEREAS it is the desire of both parties that the specific terms, conditions and other provisions relating to these issues be set out as hereinafter provided.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

1. That in consideration of the covenants and agreements hereinafter reserved and contained on the part of the City an annual payment of \$65,000.00, to be paid by the City, observed and performed, the Club hereby agrees to renew its lease with the City for that portion of Lands on which the Golf Pro Shop and parking lot are situated as identified on the Plan attached hereto and marked as Schedule "A", on terms and conditions as hereinafter set out.
2. To have and to hold the Leased Premises, and the appurtenances for an additional term of three (3) years, to be computed from the first day of January 1, A.D., 2020, provided that at the expiration of the said term of three (3) years, the City shall have the right to further renew the lease of the Leased Premises for a period of two (2) years on such terms and conditions as may be negotiated at the time, unless the Agreement is otherwise terminated as provided for herein.
3. Notwithstanding anything contained in this Agreement, the Club acknowledges and agrees the City has the exclusive right to contract out the operation and management of the Golf Pro Shop. The parking lot comprising a portion of the Leased Premises shall be utilized by the City in conjunction with the operation of the Cooke Municipal Golf Course and by the Club in conjunction with the operation of the Club Facility.
4. The Club shall continue to govern, control and manage the Club Facility within terms of reference established by agreement with the City.
5. The Club covenants and agrees to properly care for and look after the buildings, fences or other structures and improvements comprising the Club Facility.

6. A Committee of representatives from the Club shall hold such meetings with the Director of Community Services or designate as may be deemed necessary by either party hereto. The Committee shall meet at least twice each, or at the call of the Director of Community Services or designate and/or the Club as deemed necessary by the Committee. Such subsequent recommendations will be brought forward to the Club and the Council of the City as it deems necessary to carry out the terms of this Agreement or otherwise.

7. The Club's financial statements shall have a Review Engagement performed annually by a registered and licensed Chartered Professional Accountant (CPA), with the opinion of the CPA attached to the financial statements for the year ending September 30th.

8. The parties covenant and agree to maintain a **Prince Albert Golf and Curling Club Trust Fund** for the Club Facility to which the parties mutually agree to jointly deposit monies as hereinafter provided. The said monies shall be deposited into a trust fund to be held in cash or easily realizable securities as a reserve, such fund to be administered jointly by the Club and the City. The purpose of the trust fund is for capital improvements as prioritized in the Five (5) Year Capital Plan. The City shall contribute \$10,000.00 per year to the Prince Albert Golf and Curling Club Trust Fund subject to the Club's contribution commitments for previous and future improvements.

9. The City shall establish a **Mechanical Equipment Reserve** and contribute \$10,000.00 annually. The purpose of the reserve is to cover the upkeep costs related to the following:

- (a) Structural components of the building i.e. roof and structural component of the walls, including exterior finishes (no interior finishes, renovations, or decorations).
- (b) Heating, ventilation, air conditioning and ice plant refrigeration systems:
 - (i) Maintenance and repairs; and
 - (ii) Replacement Program
- (c) Grounds Maintenance – exterior of building including parking lot.
- (d) Mechanical Equipment requirements and Leasehold improvements for the Golf Pro Shop.

(e) This shall include replacement of major electrical, plumbing, sewer and water services.

(f) It shall not be used for normal day to day repairs or maintenance costs.

10. The Club covenants and agrees to perform or be responsible for the following obligations:

(a) That a representative from the City of Prince Albert be appointed as an advisor to the Board of Directors of the Club.

(b) It shall be the responsibility of the Club to establish a five (5) year Business Plan. The Five (5) Year Business Plan shall be updated by the Club on an annual basis.

(c) During the term of this Agreement or any renewal hereof, it is understood the Club shall continue to operate the Club Facility (lounge, kitchen facility, tee room, meeting rooms, locker rooms, curling facility, parking lot and all related infrastructure) and the City of Prince Albert shall continue to operate the Cooke Municipal Golf Course and the Golf Pro Shop.

(d) That the ownership of all land and ownership of the Club Facility including the Golf Pro Shop be transferred to the City of Prince Albert if the Prince Albert Golf and Curling Club Inc. was to dissolve.

11. The City covenants and agrees to place and maintain insurance at the City's expense adequate in the opinion of the City to cover loss by fire, lightning and/or tempest, or other acts of God in respect to all buildings on the Lands, with loss under the policies of insurance payable to the City of Prince Albert and in case of payment of such insurance monies to the City, the said monies shall be deposited into and used in accordance with the Prince Albert Golf and Curling Club Trust Fund contemplated in Clause 8 hereof.

12. The City Council, through its annual budget deliberations, shall have final review and approval, after consultation with the Club, of all such expenditures which the City undertakes under the Mechanical Equipment Reserve.

13. All proposed expenditures from the Prince Albert Golf and Curling Club Trust Fund shall be jointly compiled by the City and the Club in the format of a five (5) year Capital Plan to be reviewed annually by both parties. All expenditures from the Prince Albert Golf

and Curling Club Trust Fund shall require approval from City Council and the Board of Directors of the Prince Albert Golf and Curling Club Inc.

14. It is agreed by both parties that the Prince Albert Golf and Curling Club Five (5) Year Capital Plan, shall continue to form the basis of all future development and building programs and expenditures for improvements to the Club Facility or any other improvement on or to the Lands. Both parties further agree to endeavor to work towards accomplishment of the proposals set out in the Five (5) year Capital Plan and shall not undertake any improvements or expenditures contrary to the Five (5) year Capital Plan without the written consent of the other party.

15. The City may at its option, and without prejudice to the City's right to enforce the covenants set forth in this Agreement and the initial constituting '67 Agreement; terminate the term hereby demised or any renewal thereof on breach by the Club, upon one hundred eighty (180) days written notice provided that no such notice is to be mailed without the Club first having an opportunity to meet with City Council. It is further acknowledged and agreed that any one or number of breaches, or failure to fulfill the obligations of the parties to this Agreement, will not create a right or license through acquiescence wittingly or unwittingly by either party hereto.

16. That any notice which is required to be given under the terms of this Agreement may be effectually given by the Parties hereto by mailing the same by registered mail as follows:

Club's Address: Prince Albert Golf & Curling Club Inc
900 – 22 Street East
Prince Albert, SK S6V 1P1

City's Address: The City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3

Any such notice shall be deemed to be given on the second day following the day on which such mailing was registered by the sender.

17. This Agreement shall be binding upon the parties hereto and their respective successors and assigns during the continued operation of the Club under the terms and provisions of the within Agreement.

18. It is further understood and agreed by and between the parties hereto that in the event of a dispute arising hereunder which cannot be settled by direct negotiation

between the parties hereto, the said dispute shall be submitted to arbitration under the provisions of *The Arbitration Act, 1992*, of the Province of Saskatchewan or such alternative or substitute procedure as may be in force in the Province of Saskatchewan at the time of the said dispute.

19. The parties agree that the 2017 Agreement is hereby amended to the extent necessary to give full force and effect to this Agreement.

20. This Agreement shall not be assignable except with the consent and approval of the Council of the City of Prince Albert.

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this 19th day of December, A.D. 2019.

THE CITY OF PRINCE ALBERT

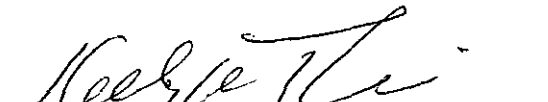



MAYOR


CITY CLERK

IN WITNESS WHEREOF the Prince Albert Golf and Curling Club Inc. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this 19th day of December, A.D. 2019.

**PRINCE ALBERT GOLF AND
CURLING CLUB INC.**


PRESIDENT
VICE-PRESIDENT

TITLE: Culture Plan (MCAP) Update

DATE: August 19, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Municipal Cultural Action Plan (MCAP) update in report RPT22-324, including the projects outlined within it, be approved, received and filed; and,
2. That the MCAP 2023 Budget Plan Draft as attached to report RPT22-324 be reviewed during the 2023 budget deliberations.

TOPIC & PURPOSE:

To provide an update on the City's Municipal Cultural Action Plan (MCAP) 2021 highlights, 2022 initiatives, and 2023 budget request and draft plan.

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 six of implementation and evaluation, half way through the 10 year plan.

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, and other grants/funding as noted in the chart below.

Year	City of Prince Albert	SaskCulture CCEP (note funding crosses over into two years)	Other grants and funding accessed	TOTALS
2015 (-2016)	\$10,000	\$10,000		\$20,000
2016 (-2017)	\$10,000	\$10,000	\$4000 (SaskCulture Culture Days)	\$24,000
2017 (-2018)	\$40,000	\$5,000	\$4000 (SaskCulture Culture Days)	\$49,000
2018 (-2019)	\$20,450	\$5,000	\$4000 (SaskCulture Culture Days)	\$29,450
2019 (-2020)	\$40,000	\$2,500	\$9000 (SaskCulture Culture Days; NLCDC)	\$51,500
2020 (-2021)	\$40,000	\$5,000	\$6,000 (SaskCulture Culture Days; SK Arts)	\$51,000
2021 (-2022)	\$40,000	\$5000	\$27,000 (SaskCulture Culture Days sponsorship; SK Arts Artists in Communities grants (2); SPRA Cultural Diversity Grant)	\$72,000
2022 (-2023) to date	\$40,000	\$5000	\$25,200 (SaskCulture Culture Days Sponsorship; Community Initiatives Fund; Prince Albert Council for the Arts)	\$70,200
Total to date	\$240,450	\$47,500	\$79,200	\$367,150

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 and a “Highlights” annual document is created and shared to increase awareness of the MCAP and its successes. The 2021 MCAP Highlights document is attached to this report.

A “Reflect & Refresh” was conducted in 2021, half way through the 10 year Culture Plan. The Reflect and Refresh was completed to reflect on accomplishments in the last five years, assess the current environment, and prioritize actions for the next five years. This document was provided with the Spring update and is on the Culture Plan page of the City’s website.

PROPOSED APPROACH AND RATIONALE:

The 2022 MCAP Budget Plan tracked to date is attached to this report. Some of the initiatives completed or underway for 2022 include:

- Cultural Celebrations - to support cross-cultural understanding in our community and to celebrate and promote the different cultural and spiritual celebrations that are important to the people in Prince Albert through images, information and experiences related to these celebrations on social media and the City’s website.
- culturecatch – a monthly (or more) social media share of a culture success story in P.A. to promote positivity and community pride.
- Indigenous Naming Initiative – We have had one meeting with the Knowledge Keepers to date in 2022.
 - A video created by Wilna Furstenberg, to share the pronunciation of the Indigenous names for River Street (and the signs along River Street) was completed and posted on our website and City Hall monitor. The Prince Albert Historical Society will also share this video at the Historical Museum.
 - Billboard posts were also created to say “Welcome” in our City’s Indigenous languages.

Knowledge Keepers shared that they are getting positive feedback on the initiatives they have supported (such as the Indigenous Interpretative signage, River Street Signs, Little Red picnic tables, etc.), that they “see themselves” and the youth are talking about this.

- Cultural Inventory – Updating the Cultural Inventory for Prince Albert and making it as accessible and user friendly as possible. There will be a workshop on Sept.8 to go through the inventory.
- Artists in Communities – continuing to work with now six Artists, several community organizations (8 and counting), and a Coordinator (Jesse Campbell) to create arts opportunities in non-traditional community organizations with the ultimate goal of regular arts in communities programming, and Artist Residencies. The “Mentor” in this project,

Lynda Monahan, did an amazing job connecting artists to the community organizations and supporting and guiding the artists involved. Lynda completed her role and retired in June. There has been a lot of success with this project such as with workshops, programs, and a community exhibit of their work.

- Culture Days 2022 – Free culture programs and events organized by the Culture Days committee and others between September 23 to October 15. Many events are planned and we are looking forward to providing these free opportunities in arts and culture for our City. We continue to be part of the national survey group.
- Little Red River Park Signs – installation of the signage completed in 2021 for Little Red River Park about the park’s history, once an ancient Dakota Village, as well as a land acknowledgement sign, needs to occur.
- Micro grants – delivery of two micro grants for the community to access for events (new or emerging) and for equity, diversity and inclusion initiatives. One grant has been accessed to date for “When the Deer Comes to the City”, hands on opportunity to learn how to scrape and flesh hides in downtown Prince Albert and City parks.
- Crosswalk Art – facilitating the painting of three Crosswalks and some sidewalks with artistic designs to increase temporary public art, beautify and add fun to our surroundings, and support local Artists. This year’s designs include piano keys, hockey sticks and the Prince Albert Orange Shirt Day design.
- Reconciliation and Diversity – supported the Prince Albert Multicultural Council Canada Day and World Walk-a-thon towards reconciliation and showcasing our diversity.
- Play in the Park – supported Sum Theatre’s Play in a Park held in June. They did a second show as well!
- Professional Development – we will be partnering with the Community Resource Centre to hold a training session on “Getting Discovered” – how to help organizations and businesses be found online and create captivating content, led by Carolyn Carleton.
- Other Partnerships -
 - Partnering with Canadian Tire and Prince Albert Grand Council to support an event “An Evening with Chief Delormes” from the Cowessess First Nation this Fall.
 - Working with Parks Canada to host an unveiling event for the National Historic Person recognition for James Isbister in September.
 - Planning opportunities for National Truth & Reconciliation Day with local coalitions.
 - Supported costs for the one week workshop portion with Community Youth Building Futures Working and with the Saskatchewan Council for International Cooperation and an artist (Bruno Hernani) on a mural project to be installed downtown, donated by SCIC.
- 2nd Avenue Banners - Implementing a banner program calling local artists to create banner designs to be hung on 2nd avenue to showcase local culture and promote beautification.
- Reducing Barriers – reviewing and implementing ways to reduce barriers to participation such as transportation.

The draft 2023 plan and budget is attached to this report.

CONSULTATIONS:

- MCAP Working Group – four meetings have been held to date
- Prince Albert Urban Indigenous Coalition, Community Network Coalition
- Community Building Youth Futures P.A.
- Historical Society Knowledge Keepers Committee
- Tim Yeaman, Parks Manager
- Prince Albert Multicultural Council

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
- Partner organizations
- City of Prince Albert Website
- Printed plans
- Event, and Equity, Diversity and Inclusion Micro Grants
- MCAP Brochures
- Logo identification of the MCAP
- Key messages
- Implementation Initiatives
- City of Prince Albert enewsletter
- City of Prince Albert Calendar of Events
- City of Prince Albert Social Media
- Community Meetings and Events

POLICY IMPLICATIONS:

- Official Community Plan
- 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 \$95,000:

- \$40,000 from the City of Prince Albert
- \$20,000 grant carry over from 2021
- \$35,000 in grants and sponsorship secured in 2022

The draft 2023 budget plan is attached to this report. The 2023 funding request is \$40,000.

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.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendations, privacy implications or other considerations/implications.

PUBLIC NOTICE:

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

PRESENTATION: PowerPoint by Judy MacLeod Campbell

ATTACHMENTS:

1. MCAP 2021 Highlights
2. MCAP 2022 Budget Tracked to Date
3. MCAP 2023 Budget Draft

Written by: Judy MacLeod Campbell, Arts & Culture Coordinator

Approved by: Director of Community Services and City Manager

TOWARDS RECONCILIATION

Working with a Knowledge Keepers committee, we created River Street Signs in our communities' six local Indigenous languages: Plains Cree, Swampy Cree, Woodland Cree, Dakota, Dene and Metis.

These signs were installed at three locations along River Street at Kistapinanihk, the gathering place. This is the first location names under the City's Indigenous Naming Initiative.



TOWARDS RECONCILIATION

The City of Prince Albert, working with the Prince Albert Indian and Metis Friendship Centre (PAIMFC), completed a Call for an Indigenous Artist to create a design for 'Orange Shirt Day - Every Child Matters'. The chosen artist, Ailah Carpenter, created 'Flying Back Home', a design uniquely for Prince Albert and a design of hope.

The design was used for shirts sold by the PAIMFC, as well as a stencil created for organizations to paint their windows for Orange Shirt Day and the National Day for Truth & Reconciliation.



CULTURE DAYS 2022

24 events throughout the City between Sept.24 and Oct.24

- P.A. Design a Shirt School Contest
- Downtown Public Art Tour
- Herbal Plant Walk
- RE:Imagine Fashion
- Paint in the Park
- Journaling Workshop ... and many more!
- #7 in most events for population (this and Cities are 2 categories)

SEPT 24 - OCT 24
CULTURE DAYS
Prince Albert

Events Calendar

RE:IMAGINE



CULTURE DAYS SEPT 24 - OCT 24
Prince Albert
RE:IMAGINE THE POSSIBILITIES!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Month: <ul style="list-style-type: none"> • Community Culture Chalkboard (Prince Albert Arts Centre) • Mann Art Gallery Exhibits • John V. Hicks Gallery Exhibits (Prince Albert Arts Centre) • Grace Campbell Gallery Exhibit (Library) • Downtown Historical Walking Tour (self-guided) • Prince Albert Public Library: A to Z World Food (Facebook) 						24 RE:Imagine P.A. Design a Shirt Contest Outdoor Gallery Begins
Location Legend: <ul style="list-style-type: none"> • Prince Albert Arts Centre • Mann Art Gallery • Prince Albert Historical Museum • YWCA Wesley • Downtown Prince Albert • Gateway Mall • Kinsmen Park • Virtual • Little Red River Park/Knotty Pine Bistro • John M. Cuelenaere Library • Other 						*12 to 7 pm Tapestrama *10 am to 5 pm Downtown Sidewalk Sale *2 pm Downtown Public Art Tour *9 am to 5 pm Free Admission to the Historical Museum *1 to 4 pm Community Mural Historical Museum Project Kick Off *12 to 3 pm Imagine: Out of the Box Thinking *12 to 3 pm Urban Art Tour
26 12 to 7 pm Tapestrama	27	28 7 pm Journaling Workshop	29 10:30 am Kyle Charles (Comic Artist) Presentation	30 5-7 pm Thanksgiving Culture Art	1	2 *2 pm Studio 1010 Exhibit Reception *11 am to 12 pm Flamenco Dancing!
3 *1-3pm Herbal Plant Walk *3-5 pm Paint in the Park	4 *11:30 am to 1:30 pm RE:Imagine Fashion *2 pm AND 7 pm NFB Sixties Scoop Film - Birth of a Family *8:30 am to 9 pm National Sixties Scoop Exhibit	5	6 6 to 8 pm South Asian Cooking Class	7	8 1-3 pm Mann Art Gallery Vault Tour & Art Activity	9
10	11	12	13 6 to 9 pm Try Pottery	14	15	16
17 *3 pm Journaling Workshop (Zoom) *Saskatchewan Library Week Oct.17 to 23 Rising Above videos on P.A.P.L website and Facebook	18	19	20	21 *5-7 pm Halloween Culture Craft! *1-3 pm Youth Art Workshop with Diana Chabros *6:30 pm Closing Reception for Dianna Chabros' Samskara Exhibit *Lunafest 7:00 pm (partner with YWCA)	22	23 *1 to 4 pm Screen Printing Workshop *2 pm Historical Museum Community Mural Reveal

CULTURE DAYS

PRINCE ALBERT SASKATCHEWAN

TOP PARTICIPATING COMMUNITY

CULTURE DAYS

COMMUNITIES WITH THE MOST EVENTS IN 2021.

1. Canmore, AB (36)
2. Scugog, ON (34)
3. Minto, ON (32)
4. Yorkton, SK (29)
5. Flin Flon, MB (28)



Rural & Small Towns

6. The Pas, MB (25)
7. Prince Albert, SK (24)
8. Mission, BC (19)
9. Camrose, AB (17)
9. Vernon, BC (17)



ARTISTS IN COMMUNITIES

- 1 Coordinator
- 1 Mentor
- 1 Partner Organization
- 4 Artists
- 6 Community Organizations
- 16 workshops/programs
- Over 100 participants (Oct–Dec)
- 1 month Exhibit (April) at the John V. Hicks Gallery,
Prince Albert Arts Centre





UTILIZING THE OUTDOORS

During the pandemic and public health orders for limiting contact and social distancing, our great outdoors were, and still are, the place to be!

Examples of creative outdoor programs and opportunities included:

- Playground Program return
- Showcasing the Playground Program and Children's Art Camp work at the "Outdoor Art Gallery" set up at the arbors in Kinsmen Park
- E.A. Rawlinson Centre Drive Ins and Curbside Concerts
- Mann Art Gallery temporary public art installations through the Metis Mentorship Program
- Children's Outdoor Art Camps at the Arts Centre
- Downtown Sidewalk Sale
- Camps at Little Red River Park



REFLECT & REFRESH

Reflecting on what has been accomplished, and planning for the next five years of the MCAP

As we entered the last half of the ten year Culture Plan in 2021, we decided it was time to reflect on our accomplishments and refresh our energy and enthusiasm for the next five years!

The addendum does not replace the Culture Plan, it's intent is to provide focus for the next few years.

The community was engaged to help set this direction and the priorities, and the changing environment was also considered. It was validated that all of the MCAP goals are relevant.

Prince Albert Municipal Cultural Action Plan
2022 Budget Initiatives

Updated: Apr.12, 2022



2021 Action/Initiative	Theme/Goal Reference	Action/Initiative Detail	Timeline	2022 Budget	SaskCulture CCEP	Actual to Date
EXPENSES						
Event Support - MCAP Event Micro Grant (that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP)	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	Support to new, emerging or developing special events that animate public spaces (includes virtual option). Events that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP. \$500-\$750 max.	Ongoing	\$5,000.00		\$500.00
Cultural Diversity, Equity and Inclusion Grant	Bridging Nations; Our Heritage	This grant will support community initiatives and projects that ensure that equity, diversity and inclusion are thoughtfully considered and build intercultural awareness and understanding in the community	Ongoing	\$5,000.00		
Culture Days Free Events	Our Heritage; Bridging Nations; All Ages - Activities, Amenities, Programming; Performing, Visual & Mixed Arts; Industry, Business & Innovation; Food and Food Related/Culinary Culture	Support the Culture Days events for 2022. Theme is Culture Days 2022: Connecting, Caring, Celebrating. Sept.23-Oct.7, 2022.	Culture Days: September 23-October 7	\$7,000.00		\$250.00
Marketing Prince Albert Positives & Culture	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	culturecatch monthly or more sharing positive news stories; Photography	Ongoing	\$1,500.00		
Cultural Protocols	Bridging Nations; Our Heritage	Funding for cultural protocol related expenses such as tobacco, cloth, Knowledge Keeper consultation meetings, etc.	Ongoing	\$1,500.00		
Community Reconciliation initiatives	Bridging Nations; Our Heritage	Canada Day Reconciliation Ceremony; Training/Education	July 1 - Canada Day Event	\$1,500.00		\$1,500.00
Indigenous Naming Initiative	Our Heritage; Bridging Nations	Name one space every 1-2 years. Next priority is focus on grandmothers.		\$4,000.00	Yes	\$1,089.60
Diversity and Multicultural Awareness Initiatives	Bridging Nations; Food Related/Culinary Culture	Cultural Celebrations sharing/education posts (\$3000); Integrating activities/supports for newcomers in City run programs and facilities; Newcomers & Indigenous relationship building through art; Anti-Racism initiatives; embracing differences project	Ongoing	\$4,000.00		\$535.56
Support non-profit and cultural organizations training and networking opportunities (i.e. volunteers, grants,)	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Training Topics: Diversity, Equity and Inclusion; Evaluation		\$1,500.00		
Provide specialized/targeted funding for unique opportunities that create sense of place like moveable furniture; outdoor heritage/cultural signage; functional and/or portable public art.	Supportive Infrastructure & Related Resources; Industry, Business & Innovation; Performing, Visual & Mixed Arts; Our Heritage; The River & Natural Surroundings/Places	Examples of projects (won't be all of them): 2nd Ave Public Art Project/Entrances public art (aluminum; lighting; painted plant pots); Crosswalk Art; Mural project with SCIC (postponed from 2021); Potential Partnership initiatives with business community - PA Tourism/PAREDA, PADBID, Chamber; Play in a Park (June 15)		\$12,000.00		\$4,584.72
Little Red River Park master plan initiatives that grow the park's culture	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Install signage at Little Red (done last year)/Ceremony; Crokicurl?; Increased signage (especially wayfinding to park); LRRP Master Plan priorities?	Spring 2022	\$1,000.00		
Supporting Professional and Developing Artists - Artists in Communities	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Support professional Artists and community organizations to provide opportunity for community to engage with the arts through Artist lead projects. Goal to lead to residencies.		\$45,000.00		\$31,732.72

Supporting Professional and Developing Artists - Artists in Communities	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Mural Project with Sask Council for International Cooperation & Artist Bruno Hernani. COPA covered meals (3) for the one week workshop, SCIC paying all other costs (donation).				\$848.73
Develop a Riverbank Working Group and immediate actions	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	Riverbank Working Group and initiatives; Connectivity to LRRP		\$0.00		
Work with the Transportation area of COPA Public Works and others to tackle barriers.	All Ages - Activities, Amenities, Programming; Community Vitality & Networking; Industry, Business & Innovation	Meet with the City's Transportation area of Public Works to discuss transportation barriers and issues and work towards solutions		\$0.00		
OPERATIONAL ACTIONS						
Cultural Inventory	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking; Supportive Infrastructure & Related Resources	Work with PAUIC, possibly CBYF and Prairie Wild to update the Cultural Inventory and add it to the COPA website	Spring	\$2,500.00	Yes	
MCAP continues promotion and awareness building	All Themes and Operational	Annual Report (4 page)	Ongoing	\$500.00		
Ongoing internal evaluation of the MCAP	Operational	Prairie Wild documentation/tracking/metrics development	Ongoing	\$2,500.00		\$1,155.00
MCAP continued communication, promotion, awareness building, and collaboration and support across community organizations	Operational	Working Group meeting costs such as coffee, lunch, etc. - 1-2 in person	Ongoing	\$500.00		\$259.40
Total Expenses				\$95,000.00		\$42,455.73
REVENUE						
COPA				\$40,000.00		\$40,000.00
SaskCulture CCEP Carry Over from 2021				\$0.00		\$0.00
SK Arts Artists in Communities Project Grant Carry Over From 2021				\$10,000.00		\$10,000.00
SK Arts Artists in Communities Project Grant Carry Over General				\$10,000.00		\$10,000.00
Community Initiatives Fund for Artists in Communities				\$25,000.00		\$20,000.00
SaskCulture Culture Days Sponsorship (NOT guaranteed)				\$5,000.00		\$5,000.00
SaskCulture CCEP Grant 2022 (NOT guaranteed)				\$5,000.00		\$3,750.00
Prince Albert Council for the Arts (Exhibition Honorarium - Artists in Communities)				\$0.00		\$200.00
Total Revenue				\$95,000.00		\$88,950.00

Prince Albert Municipal Cultural Action Plan
2023 Budget Initiatives
July 2022



Account Code Totals:

299	\$65,250.00
543	\$6,000.00
221	\$3,250.00
511	\$500.00
	\$75,000.00

2023 Action/Initiative	Theme/Goal Reference	Action/Initiative Detail	Timeline	2023 COPA Budget Request	Code	SaskCulture CCEP Grant Application	Actual to date
EXPENSES							
Event Support - MCAP Event Micro Grant (that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP)	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	Support to new, emerging or developing special events that animate public spaces (includes virtual option). Events that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP. \$500-\$750 max.	Ongoing	\$3,000.00	299		
Cultural Diversity, Equity and Inclusion Grant	Bridging Nations; Our Heritage	This grant will support community initiatives and projects that ensure that equity, diversity and inclusion are thoughtfully considered and build intercultural awareness and understanding in the community	Ongoing	\$3,000.00	299		
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 2022. Theme is Culture Days 2023.	Culture Days: September 23-October 7	\$7,000.00	\$5750 - 299; \$500 - 543; \$750 - 221		
Marketing Prince Albert Positives & Culture	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	culturecatch monthly or more sharing positive news stories; Photography; possibly Video	Ongoing	\$2,000.00	221		
Cultural Protocols	Bridging Nations; Our Heritage	Funding for cultural protocol related expenses such as tobacco, cloth, Knowledge Keeper consultation meetings, etc.	Ongoing	\$500.00	543		
Community Reconciliation initiatives	Bridging Nations; Our Heritage	Canada Day Reconciliation Ceremony; Training/Education	July 1 - Canada Day Event	\$2,000.00	299		
Indigenous Naming Initiative	Our Heritage; Bridging Nations	Name one space every 1-2 years.		\$2,500.00	299		
Diversity and Multicultural Awareness Initiatives	Bridging Nations; Food Related/Culinary Culture	Cultural Celebrations sharing/education posts (\$3000); Integrating activities/supports for newcomers in City run programs and facilities; Newcomers & Indigenous relationship building through art; Anti-Racism initiatives	Ongoing	\$1,000.00	299		
Support non-profit and cultural organizations training and networking opportunities (i.e. volunteers, grants,)	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Training offered to community. Topic(s) TBD.		\$500.00	299		
Provide specialized/targeted funding for unique opportunities that create sense of place like moveable furniture; outdoor heritage/cultural signage; functional and/or portable public art.	Supportive Infrastructure & Related Resources; Industry, Business & Innovation; Performing, Visual & Mixed Arts; Our Heritage; The River & Natural Surroundings/Places	Examples of projects (won't be all of them): 2nd Ave Public Art Project/Entrances public art (lighting, aluminum, painted plant pots); Crosswalk Art; Potential Partnership initiatives with PA Arts Board and/or business community - PA Tourism/PAREDA, PADBID, Chamber(June 15)		\$5,000.00	299		
Little Red River Park master plan initiatives that grow the park's culture	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Feasibility study for river crossing and link to LRRP?; Crokicurl?; Increased signage (especially wayfinding to park); LRRP Master Plan priorities?	Spring 2022	\$2,500.00	299		

Supporting Professional and Developing Artists - Artists in Communities	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Support professional Artists and community organizations to provide opportunity for community to engage with the arts through Artist lead projects. Goal to lead to residencies.		\$35,000.00	\$30,000 - 299; \$5000 - 543		
Develop the Riverbank	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	Riverbank Working Group and initiatives; Connectivity to LRRP; Cook Shelter/Community Oven?		\$7,500.00	299		
Work with the Transportation area of COPA Public Works and others to tackle barriers.	All Ages - Activities, Amenities, Programming; Community Vitality & Networking; Industry, Business & Innovation	Continue to work with the City's Transportation area of Public Works to discuss transportation barriers and issues and work towards solutions		\$0.00	n/a		
OPERATIONAL ACTIONS							
MCAP continues promotion and awareness building	All Themes and Operational	Annual Report (4 page)	Ongoing	\$500.00	221		
Ongoing internal evaluation of the MCAP	Operational	Prairie Wild documentation/tracking/metrics development	Ongoing	\$2,500.00	299		
MCAP continued communication, promotion, awareness building, and collaboration and support across community organizations	Operational	Working Group meeting costs such as coffee, lunch, etc. - 1-2 in person	Ongoing	\$500.00	511		
Total Expenses				\$75,000.00			\$0.00
REVENUE							
COPA				\$40,000.00			
SaskCulture CCEP Carry Over from 2022				\$0.00			
SK Arts Artists in Communities Project Grant Carry Over From 2022				\$0.00			
Community Initiatives Fund for Artists in Communities				\$25,000.00			
SaskCulture Culture Days Sponsorship (NOT guaranteed)				\$5,000.00			
SaskCulture CCEP Grant 2023 (NOT guaranteed)				\$5,000.00			
Total Revenue				\$75,000.00			

plan is a working document and fluid plan, and is reviewed by the Working Group at each meeting. This plan is attached to this report.

In the Fall of 2017, the City contracted the Mann Art Gallery to do a Public Art Inventory for the City. In 2020, we contracted Jesse Campbell to update the inventory and put it in a more user friendly format. We also contracted the Mann Art Gallery (Tia Furstenberg) to complete a condition report. As noted in the plan, this is completed every two years to ensure our public art is reviewed for maintenance required. The Public Art Working Group reviews the maintenance priorities regularly and the Arts & Culture Coordinator organizes the completion of the required maintenance.

The initiatives in 2021 included:

- Planning for the major public art commission by Saskatoon artist Mary Longman for placement in Scarrow Plaza/Park, also near the Sisters in Spirit Monument Site on the Riverbank. This included soliciting grant funding.
- Facilitating a call for artists' designs and the installation of two Crosswalk Art projects.
- Promoting the Public Art Tour Brochure in print and on the City's website. A guided tour was provided as part of the 2021 Culture Days. (MCAP budget)
- Management of the Orange Shirt Day call for an Indigenous artist and design selection for Prince Albert's own Orange Shirt Day design used for T-shirts, and window and crosswalk stencils. (MCAP project)
- Completed public art inventory updates and maintenance on the public art including cleaning and removal of graffiti.
- Developed Public Art Donation Guidelines and a Public Art Donation Agreement.
- Worked with the Saskatchewan Council for International Cooperation (SCIC) on a mural donation project where the artist will work with Community Building Youth Futures (CBYF) youth in Prince Albert to create a mural to be hung downtown. This was unfortunately postponed a few days before the week long mural project workshop due to a family emergency of the artist. It was re-scheduled for summer 2022.
- Facilitated a call for artist concepts for a 2nd Avenue art installation, working 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 Fund grant applications have been received to date, however we have had some inquiries.

PROPOSED APPROACH AND RATIONALE:

The 2022 Public Art initiatives completed or underway include:

- **Passage Home** public art commission – managing this commission of a bronze sculpture of a traditional travois carrier, which symbolically offers a safe passage for children to return to their families and territories of origin and to rest in peace by

Saskatoon artist Mary Longman for placement in Scarrow Plaza/Park, also near the Sisters in Spirit Monument Site on the Riverbank. Part of the project includes a Healing Garden. Passage Home will be a meaningful addition to the public art in Prince Albert and the Healing Garden will be a wonderful area for reflection, vigils, ceremonies, and events. We will also be developing an education component which will include a plaque, video project and photography through a grant secured from Canadian Heritage. This work will continue into 2023.

- New Five Year Plan - development of a new draft five year plan for 2023-2027, guided by the Public Art Working Group. This draft plan is attached to this report.
- SCIC Mural Donation Project - completion of the SCIC Mural Project including a week long mural workshop with CBYF youth (20 participants in total), and the installation and reveal of the mural.
- Maintaining Existing Public Art - facilitating the prioritized maintenance to existing public art through a contract with Tia Furstenberg.
- Crosswalk Art - coordination of crosswalk art at four streets as approved through the new Crosswalk Art Policy (Transportation), one in partnership with First Nations University of Saskatchewan. Also requested art stencils at specific sidewalk locations.

The budget and plan for 2023 is attached to this report. Draft plans include:

- Passage Home – completion of this commission and unveiling of the art and Healing Garden as well as completion of the education/documentation to be located on the City's website (video, photography).
- Maintaining Existing Public Art - Restoration of the Kenderdine painting in City Council Chambers.
- Public Art Stimulus Partnership Fund – revision of this grant program to be more inclusive and that assists to increase public art in our City. Implementation of this grant program.

CONSULTATIONS:

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Public Art Policy, Plan & Project communication includes:

- City of Prince Albert news releases
- City of Prince Albert website
- City of Prince Albert social media
- Implementation Initiatives
- Printed documents, i.e. Public Art Brochure
- Public Art 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, Prince Albert Urban Indigenous Coalition, Community Network Coalition, Community Building Youth Futures, 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
- Truth & Reconciliation Commission Calls to Action (#83)

FINANCIAL IMPLICATIONS:

The draft 2023 budget plan is attached to this report. The 2023 funding request is \$30,000. Increased and/or new funding (i.e. grant programs/sponsorship) will be needed for future commissions including the new recreation development.

STRATEGIC PLAN:

Public Art supports the core values of the City of Prince Albert - 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.

OPTIONS TO RECOMMENDATION:

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

PUBLIC NOTICE:

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

PRESENTATION: PowerPoint by Judy MacLeod Campbell

ATTACHMENTS:

1. Public Art Plan 2017-2022
2. 2023 Public Art Draft Budget
3. Public Art Plan 2023-2027

Written by: Judy MacLeod Campbell, Arts & Culture Coordinator

Approved by: Director of Community Services and City Manager

Developed: May 10, 2017

Updated: July 26, 2022

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

Purpose:

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

Vision:

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

Revenue	2017		2018		2019		2020			2021			2022		
Item	Budget	Actual	Budget	Actual	Budget	Actual	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	\$96,974.86	GST taken off
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															
Total Revenue	\$30,000.00	\$30,000.00	\$57,000.00	\$47,000.00	\$89,789.81	\$74,789.81	\$85,000.00	\$87,381.89		\$98,000.00	\$100,617.31		\$144,500.00	\$126,974.86	
Expenses															
Item	Budget	Actual	Budget	Actual	Budget	Actual	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	\$187.50	Condition report	\$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				\$500.00		
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		
Commission of Public Art	n/a	n/a	n/a	n/a	n/a		n/a			\$2,500.00	\$2,500.00	Mary Longman proposal	\$123,000.00		Plus a \$100,000 Canada Council grant that Mary Longman received
Crosswalk Art										\$1,000.00	\$1,000.00	2 designs	\$1,000.00		
Working Group Meetings			\$250.00	\$210.19	\$500.00	\$283.10	\$300.00	\$141.64		\$100.00			\$300.00		
Total Expenses	\$8,000.00	\$3,000.00	\$2,250.00	\$2,210.19	\$52,500.00	\$19,775.10	\$21,000.00	\$19,248.77		\$6,100.00	\$3,687.50		\$126,800.00		
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	\$96,929.81		\$174.86		



Public Art Budget 2023

Draft: August 4, 2022

ACCOUNT: 1-2-75113

Budget Code Totals:	
212	\$3,500.00
299	\$11,250.00
511	\$250.00
Carry Over	\$15,000.00
	\$30,000.00

Revenue

Item	Amount	Code	Detail
Carry Over - Public Art Reserve Fund	\$0.00		
2022 COPA	\$30,000.00		
Total Revenue	\$30,000.00		

Expenses

Item	Amount	Code	Detail	Payee Name
Inventory and Condition Report	\$0.00		2024?	
Maintenance	\$7,750.00	299 - \$4250; 212 - \$3500	Kenderdine restoration; shipping	
Public Art Partnership Stimulus Fund	\$7,000.00	299		
Working Group Meetings	\$250.00	511		
Save for future acquisition	\$15,000.00			
Total Expenses	\$30,000.00			

Difference **\$0.00**



Public Art Draft Plan 2023-2027

Draft Developed: August 4, 2022 **Updated:**

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

Purpose:

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

Vision:

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

Revenue	2023			2024			2025			2026			2027		
	Budget	Actual	Detail	Budget	Actual		Budget	Actual		Budget	Actual	Detail	Budget	Actual	Detail
Carry Over - Public Art Reserve	\$0.00			\$15,000.00			\$30,500.00			\$49,250.00			\$68,500.00		
COPA	\$30,000.00			\$30,000.00			\$30,000.00			\$30,000.00			\$30,000.00		
Grant, Partner															
Total Revenue	\$30,000.00			\$45,000.00	\$0.00		\$60,500.00	\$0.00		\$79,250.00			\$98,500.00		
Expenses															
Item	Budget	Actual	Detail				Budget	Actual		Budget	Actual	Detail	Budget	Actual	Detail
Inventory & Condition Report	\$0.00			\$1,750.00			\$0.00			\$0.00			\$1,750.00		
Maintenance to existing Public Art	\$7,750.00			\$2,500.00			\$1,000.00			\$500.00			\$500.00		
Public Art Stimulus Partnership Fund	\$7,000.00			\$10,000.00			\$10,000.00			\$10,000.00			\$10,000.00		
Commission of Public Art	\$0.00			\$0.00			\$0.00			\$0.00			\$85,000.00		
Small PA Project	\$0.00			\$0.00			\$0.00			\$0.00			\$0.00		
Working Group Meetings	\$250.00			\$250.00			\$250.00			\$250.00			\$250.00		
Total Expenses	\$15,000.00			\$14,500.00			\$11,250.00			\$10,750.00			\$97,500.00		
Carry Over	\$15,000.00			\$30,500.00			\$49,250.00			\$68,500.00			\$1,000.00		

Other:

New facility outside public art (2024 with grand opening)

\$50,000.00

New facility inside public art (2025 or 2026)

\$50,000.00

2029 - Attempt getting a significant acquisition through Canadian Heritage Legacy Fund (P.A.'s 125) (50%, max \$50,000) - save 2028-2029 money for or more if needed (carry over instead of 2027 acquisition)



City of
Prince Albert

BI 22-23

TITLE: Public Works

DATE: **October 14, 2022**

TO: Budget Committee

PUBLIC: X

INCAMERA:

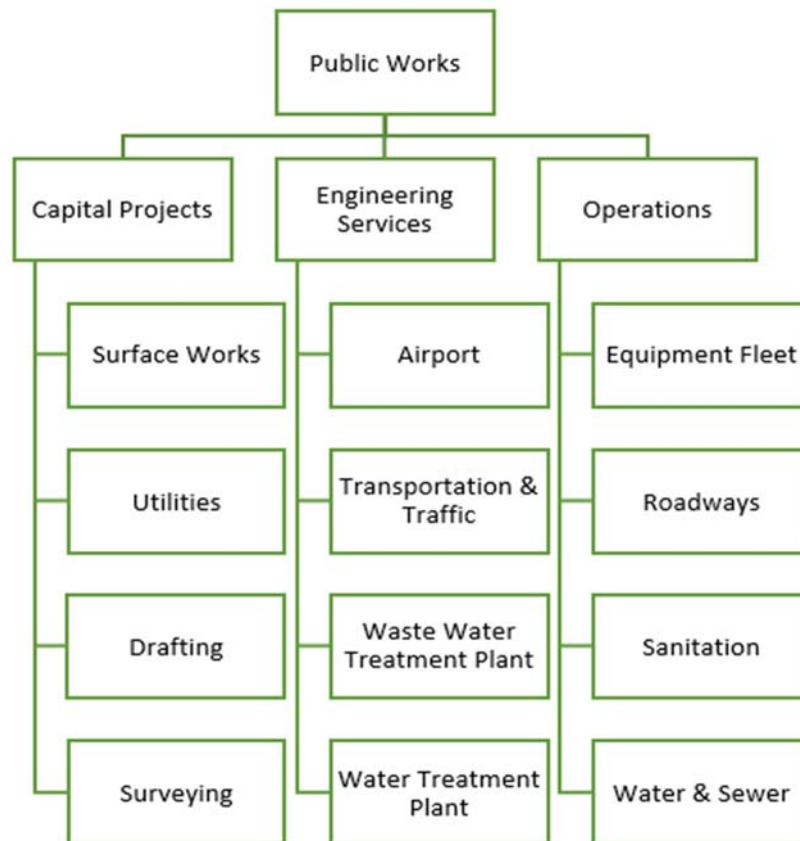
ATTACHMENTS:

1. Public Works

SECTION FOURTEEN – PUBLIC WORKS



City of
**Prince
Albert**



Permanent Out of Scope FTE Total: 5.4
 Permanent In Scope FTE Total: 29.0
 New Permanent Staffing FTE Requests: 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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$25,000)	(\$25,000)	\$0	0.00%
Total Revenues	(25,000)	(25,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	762,090	724,540	37,550	5.18%
Fleet Expenses	35,830	33,800	2,030	6.01%
Maintenance Materials and Supplies	199,290	201,950	(2,660)	-1.32%
Insurance	3,660	3,630	30	0.83%
Total Expenses	1,000,870	963,920	36,950	3.83%
TOTAL (SURPLUS) DEFICIT	975,870	938,920	36,950	3.94%

REVENUES

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

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$37,550 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$2,030 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

(\$2,660) decrease in Maintenance Materials and Supplies relating to a decrease in the Information Technology allocation relating to licensing, programming, software, etc.

\$30 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-43110-000	UCF	Public Works Sundry:Other Revenue	(\$7,893)	(\$6,140)	(\$7,838)	(\$5,000)	\$0	\$0	\$0	(\$5,000)	Miscellaneous revenue received by Public Works. Budget is based on historical actuals.
2	1-1-43110-094	UCF	PUBLIC WORKS SUNDRY:Non-Taxable Revenue	(\$6,578)	(\$22,609)	(\$4,469)	(\$20,000)	\$0	\$0	\$0	(\$20,000)	This account is used to record revenue from moving permits and other miscellaneous items. Public Works charges for vehicles who are overweight or oversized. As such, the revenue is dependent on the weight and dimensions of the loads to go through in a year. Public Works also collects for encroachment permits in this account. In addition, revenue from the sale of small equipment (City auction) purchased through operating accounts and not the Equipment Fund is recorded here as well.
3	1-1-43110-053	OGD	Public Works Sundry:Provincial Grants - Conditional	(\$43,989)	(\$228,518)	(\$4,818)	\$0	\$0	\$0	\$0	\$0	Municipal Economic Enhancement Program Revenue.
4	1-2-31210-111	SWB	ENGINEERING SERVICES:Salaries Regular	\$611,282	\$595,580	\$583,143	\$580,390	\$0	\$26,450	\$0	\$606,840	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-31210-115	SWB	ENGINEERING SERVICES:Wages Regular	\$25,006	\$41,918	\$22,274	\$27,610	\$0	\$5,000	\$0	\$32,610	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-31210-116	SWB	ENGINEERING SERVICES:Wages Overtime	\$158	\$688	\$2,225	\$1,000	\$0	\$0	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-31210-119	SWB	ENGINEERING SERVICES:Payroll Benefits	\$118,982	\$122,708	\$114,800	\$115,540	\$0	\$6,100	\$0	\$121,640	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-31210-239	CON	ENGINEERING SERVICES:Consulting Services	\$0	\$7,560	\$0	\$0	\$0	\$0	\$0	\$0	2020 Field Investigation Project.
9	1-2-31210-265	FLT	ENGINEERING SERVICES:Rentals-Automotive & Equipment	\$22,270	\$40,310	\$41,700	\$33,800	\$0	\$2,030	\$0	\$35,830	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
10	1-2-31210-211	MMS	ENGINEERING SERVICES:Travel & Accommodation	\$5,368	\$2,785	\$2,282	\$8,000	\$0	\$0	\$0	\$8,000	This budget is required to cover the cost to attend meetings with other Cities, training opportunities and conferences.
11	1-2-31210-212	MMS	ENGINEERING SERVICES:Postage & Freight	\$1,321	\$2,093	\$2,105	\$2,200	\$0	\$0	\$0	\$2,200	Based on average usage and expected \$.01 increase Jan 1/23.
12	1-2-31210-213	MMS	ENGINEERING SERVICES:Telephone	\$20,534	\$25,416	\$22,724	\$25,500	\$0	\$0	\$0	\$25,500	Based on actual charges for data lines, internet, landlines, and cell phone usage.
13	1-2-31210-221	MMS	ENGINEERING SERVICES:Advertising	\$2,196	\$0	\$200	\$3,600	\$0	\$0	\$0	\$3,600	Advertising for Public Works initiatives. Includes signage, print material, delivery as per Council's direction or initiatives requested by Administration.
14	1-2-31210-222	MMS	ENGINEERING SERVICES:Publications & Subscriptions	\$156	\$156	\$0	\$300	\$0	\$0	\$0	\$300	Subscriptions to the Prince Albert Daily Herald as well as specific industry publications.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
15	1-2-31210-224	MMS	ENGINEERING SERVICES:Memberships & Due	\$3,603	\$4,635	\$2,665	\$4,000	\$0	\$0	\$0	\$4,000	Membership fees for various technical accreditations held by Public Works Staff, including SASTT, APEGS for professional designations.
16	1-2-31210-234	MMS	ENGINEERING SERVICES:Training Services	\$8,753	\$3,723	\$11,066	\$13,000	\$0	\$0	\$0	\$13,000	Budget for training opportunities as well as continuing education credit courses, industry conferences and trade shows. These are required in order for various Public Works Managers to maintain various professional designations as well as to educate managers about new technologies and practices relating to Public Works operations.
17	1-2-31210-238	MMS	ENGINEERING SERVICES:Computer Services	\$14,252	\$14,558	\$54,907	\$0	\$0	\$0	\$0	\$0	Previously annual licensing fees for IT software was budgeted in the department computer services accounts (object code 238). In 2022, these fees were centralized and allocated back to departments based on usage to identify efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. Expenses by department can now be found in each departments allocation account (410 object code).
18	1-2-31210-267	MMS	Engineering Services:Rentals-Specialized Equipment	\$3,271	\$3,804	\$2,506	\$4,000	\$0	\$0	\$0	\$4,000	Rental charges for Public Works printers, used for printing notices, advertisements and general office printing.
19	1-2-31210-291	MMS	Engineering Services:Licenses Permits & Fees	\$9,506	\$7,140	\$6,776	\$10,000	\$0	\$0	\$0	\$10,000	Annual license fees for software programs. Pictometry, Bluebeam and user charges for ISC when looking up property titles.
20	1-2-31210-410	MMS	ENGINEERING SERVICES:Allocation-Administration	\$0	\$0	\$0	\$115,950	\$0	\$0	(\$2,660)	\$113,290	The annual licensing fees for IT software across all City Departments is included in the IT operating account 1-1-12220-238. These expenses are 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. In the Public Works Department for 2023, the allocation of funds includes the following areas: -Great Plains, Questica budgeting software, ESRI/GIS Advantage Program, Pictometry, Office365 Suite (Security, End User and Assist), Njoyn, ArcGIS Enterprise, Web Hosting and search tool, AutoCAD, FME data integration tool, Cityworks, and Crystal Reports. The decrease in 2023 is due to more efficient allocations completed by Corporate Services.
21	1-2-31210-511	MMS	ENGINEERING SERVICES:Meeting Incidentals	\$282	\$155	\$40	\$100	\$0	\$0	\$0	\$100	For incidental meeting expenses when hosting outside agencies.
22	1-2-31210-540	MMS	ENGINEERING SERVICES:City Purchased Clothing	\$382	\$565	\$191	\$300	\$0	\$0	\$0	\$300	Safety footwear and other necessary personal protective equipment
23	1-2-31210-541	MMS	ENGINEERING SERVICES:Operating Supplies	\$6,001	\$6,947	\$8,949	\$10,000	\$0	\$0	\$0	\$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.
24	1-2-31210-544	MMS	ENGINEERING SERVICES:Office Supplies	\$2,853	\$4,228	\$4,100	\$5,000	\$0	\$0	\$0	\$5,000	paper, pens, highlighter, paperclips, folders, whiteout, pencils, tape, sticky notes for
25	1-2-31210-610	MMS	Engineering Services:Fixed Assets Computer Software	\$27,488	\$32,074	\$31,727	\$0	\$0	\$0	\$0	\$0	Computer Allocation from IT on Software, etc.
26	1-2-31210-896	INS	ENGINEERING SERVICES:Insurance	\$2,913	\$3,155	\$3,265	\$3,630	\$0	\$0	\$30	\$3,660	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$141,510	\$116,510	\$25,000	21.46%
Contracted and General Services	40,000	16,000	24,000	150.00%
Utilities	90,740	72,680	18,060	24.85%
Fleet Expenses	62,940	49,170	13,770	28.00%
Maintenance Materials and Supplies	(157,540)	(115,570)	(41,970)	36.32%
Insurance	12,490	9,540	2,950	30.92%
Total Expenses	190,140	148,330	41,810	28.19%
TOTAL (SURPLUS) DEFICIT	190,140	148,330	41,810	28.19%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$25,000 increase in Salaries Wages and Benefits. This budget is the wages charged to the MSC buildings and property. For 2023, wages have been added for janitorial services. Transfer from housekeeping services to wages budget. City employees are now cleaning the MSC.

\$24,000 increased in Contracted and General Services as follows:

- (\$16,000) decrease in housekeeping services. Budget has been transferred to wages in Salaries wages and benefits relating to City employees cleaning the MSC.
- \$40,000 for a **one-time project** at the MSC. The amount of \$40,000 will be used for office renovations to upgrade the office area at the Municipal Service Centre for the office spaces of the Purchasing Manager, OHS Coordinator, Operations Manager and Fleet Manager. The current configuration for the office space only provides partial dividers which does not permit staff and managers to discuss sensitive items privately and does not allow for securing of sensitive documents in a secured office space.

\$40,000 Total Contracted and General Services is for the one-time project at the MSC for office renovations.



\$18,060 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **25% increase over 2022**.

\$13,770 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

(\$41,970) decrease in Maintenance Materials and Supplies relating to:

- \$2,000 increase for Small Tools and Equipment parts. For 120 pieces of equipment and tools. The majority of work is completed in the fall. Parts have been increasing in costs.
- (\$5,000) decrease for purchase of small equipment. 2023 Budget increase of \$10,000 for annual purchase and repairs of shop equipment and tools needed to repair city equipment, offset by removal of (\$15,000) for 2022 purchase of hydraulic and pressing tools to work on heavy equipment.
- \$2,000 increase for license permits for shop and building, including yearly boiler permits for the hot water tanks and radio license fees for equipment radios. Includes vehicle GPS maintenance fees and licensing. License fees for diagnostic software.
- (\$11,660) increase in allocation services relating to staff costs to other departments. Allocation of staffing costs to various other divisions.
- \$20,000 increase for purchases from the Bolt Supply House, Sutherland Automotive, Christophersons Industrial, Peavey Mart, Fastenal, etc. Costs have increase substantially in the past year.
- (\$4,500) decrease for small parts.
- (\$10,000) reduction. 2023 addition of \$15,000 for maintenance and repairs to the MSC building and yards. Electrical issues with panels due to obsolesce and roof tile replacements. That increase is offset by 2022 one-time project of: Removal of (\$25,000) one-time item in prior year for repair of flooring tile and vehicle plugins.
- (\$38,860) increase for allocation services. The MSC operations have historically been funded from the General Fund despite these resources being used by other cost centers. This reflects the savings of allocation costs. Allocation of costs to other divisions. The increase in cost is related to higher costs being incurred for these older facilities (maintenance and utilities).
- \$500 increase for janitorial supplies for the MSC.
- \$3,000 increase for mechanical parts for the MSC Building. Budget has been adjusted to reflect spending.
- \$50 increase for postage
- \$500 increase for 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.

\$2,950 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-31400-115	SWB	SMALL TOOLS AND EQUIPMENT:Wages Regular	\$3,006	\$1,290	\$1,287	\$5,000	\$0	\$0	\$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 current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-31400-119	SWB	SMALL TOOLS AND EQUIPMENT:Payroll Benefits	\$1,206	\$444	\$599	\$2,000	\$0	\$0	\$0	\$2,000	Benefits based on payroll. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-31515-115	SWB	City Auction:Wages Regular	\$1,137	\$0	\$104	\$1,000	\$0	(\$1,000)	\$0	\$0	Wages for those that move equipment and prepare for the yearly city auction(s). Online auction has reduced cost to basically nil. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-31515-116	SWB	City Auction:Wages Overtime	\$575	\$72	\$0	\$500	\$0	(\$500)	\$0	\$0	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Online auction has reduced cost to basically nil.
5	1-2-31515-119	SWB	City Auction:Payroll Benefits	\$466	\$0	\$25	\$500	\$0	(\$500)	\$0	\$0	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Online auction has reduced cost to basically nil.
6	1-2-31525-115	SWB	Works Garage:Wages Regular	\$60,184	\$51,073	\$52,441	\$50,000	\$0	\$0	\$5,000	\$55,000	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 current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-31525-116	SWB	Works Garage:Wages Overtime	\$758	\$373	\$308	\$1,000	\$0	\$0	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-31525-119	SWB	Works Garage:Payroll Benefits	\$45,186	\$42,896	\$42,289	\$41,000	\$0	\$0	\$2,000	\$43,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-31540-115	SWB	MUNICIPAL SERVICE CENTRE - 38TH STREET:Wages Regular	\$14,196	\$11,684	\$27,375	\$11,500	\$0	\$0	\$16,000	\$27,500	Wages charged to the MSC buildings and property. Janitorial contract change. City employees clean the MSC now so budget moved from object code 296 (Housekeeping Services to Wages). The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
10	1-2-31540-116	SWB	MUNICIPAL SERVICE CENTRE - 38TH STREET:Wages Overtime	\$673	\$33	\$1,707	\$0	\$0	\$0	\$0	\$0	Overtime wages for staffing.
11	1-2-31540-119	SWB	MUNICIPAL SERVICE CENTRE - 38TH STREET:Payroll Benefits	\$6,007	\$4,409	\$8,370	\$4,010	\$0	\$4,000	\$0	\$8,010	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-31545-115	SWB	MSC-New Land-40th St:Wages Regular	\$25,888	\$856	\$0	\$0	\$0	\$0	\$0	\$0	MSC New Land at 40th Street. - Staffing costs
13	1-2-31545-116	SWB	MSC-New Land-40th St:Wages Overtime	\$5,929	\$0	\$0	\$0	\$0	\$0	\$0	\$0	MSC New Land at 40th Street. - Staffing costs
14	1-2-31545-119	SWB	MSC-New Land-40th St:Payroll Benefits	\$10,246	\$400	\$0	\$0	\$0	\$0	\$0	\$0	MSC New Land at 40th Street. - Staffing costs
15	1-2-31515-299	CON	City Auction:Other General Services	\$423	\$360	\$0	\$0	\$0	\$0	\$0	\$0	MSC New Land at 40th Street. - Staffing costs
16	1-2-31540-296	CON	MUNICIPAL SERVICE CENTRE - 38TH STREET:Housekeeping Services	\$15,645	\$17,309	\$12,137	\$16,000	\$0	\$0	(\$16,000)	\$0	Janitorial services
17	1-2-31545-295	CON	MSC-New Land-40th St:Self-Employed Contractors	\$64,601	\$477	\$0	\$0	\$0	\$0	\$0	\$0	MSC New Land at 40th Street - Contracting of services for new chain fence, tower repair for wireless.
18	1-2-31540-551	UTL	MUNICIPAL SERVICE CENTRE - 38TH STREET:Water & Sewer	\$16,443	\$9,308	\$9,395	\$9,680	\$0	\$0	(\$1,180)	\$8,500	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.
19	1-2-31540-552	UTL	MUNICIPAL SERVICE CENTRE - 38TH STREET:Heating Fuels	\$25,679	\$28,078	\$26,533	\$27,400	\$0	\$0	\$14,100	\$41,500	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
20	1-2-31540-553	UTL	MUNICIPAL SERVICE CENTRE - 38TH STREET:Electricity	\$32,566	\$35,399	\$31,229	\$35,600	\$0	\$0	\$5,140	\$40,740	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023.
21	1-2-31525-265	FLT	Works Garage:Rentals-Automotive & Equipment	\$47,398	\$45,175	\$58,990	\$48,000	\$0	\$0	\$14,000	\$62,000	Internal equipment rental for 5 trucks at \$735 per month, Welders truck, Mechanics truck for the old yards, Mechanics service truck MSC, truck or picking up parts and supplies at the MSC and a loaner truck for departments when theirs is in getting serviced or need another vehicle, plus two pool vehicles at city hall also \$735 per month. 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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
22	1-2-31540-265	FLT	MUNICIPAL SERVICE CENTRE - 38TH STREET:Rentals-Automotive & Equipment	\$1,983	\$1,015	\$1,522	\$890	\$0	\$50	\$0	\$940	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
23	1-2-31400-291	MMS	SMALL TOOLS AND EQUIPMENT:Licenses Permits & Fees	\$168	\$336	\$168	\$500	\$0	\$0	\$0	\$500	Licenses/permits for 4 trailers and 1 boiler. Plates are \$84 each and boiler permit is ~ \$150
24	1-2-31400-410	MMS	Small Tools And Equipment:Allocation-Administration	(\$11,150)	(\$11,140)	(\$11,830)	(\$11,830)	\$0	\$0	\$840	(\$10,990)	Adjustment in allocations to other Funds. The Yards/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 cost centers, the remainder of the overhead for these operations has been provided for by the general tax base. Since the Sanitation and Utility operations utilize and occupy these facilities, it is recommended that the overhead for these centers be shared on a 1/3, 1/3, 1/3 basis. This change in accounting practice will provide a more accurate portrayal of the actual cost for the delivery of the different services.
25	1-2-31400-420	MMS	SMALL TOOLS AND EQUIPMENT:Allocation-Services	\$1,026	\$421	\$453	\$0	\$0	\$0	\$0	\$0	Allocation of Staffing.
26	1-2-31400-460	MMS	SMALL TOOLS AND EQUIPMENT:Allocation - Assets	(\$1,174)	(\$768)	(\$1,514)	\$0	\$0	\$0	\$0	\$0	Allocation of Staffing.
27	1-2-31400-541	MMS	SMALL TOOLS AND EQUIPMENT:Operating Supplies	\$4,961	\$223	\$7,866	\$3,300	\$0	\$0	\$0	\$3,300	operating supplies for the approximately 120 pieces of equipment and tools that are covered by this account.
28	1-2-31400-565	MMS	Small Tools And Equipment:Parts - Equipment and Automotive	\$5,449	\$8,066	\$3,671	\$3,500	\$0	\$0	\$2,000	\$5,500	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. Parts and supplies cost have increased dramatically in the last couple of years. Current line item is already over budget in 2022.
29	1-2-31525-211	MMS	Works Garage:Travel & Accommodation	\$1,028	\$3,661	\$1,766	\$2,000	\$0	\$0	\$0	\$2,000	Travel and accommodation for training and conferences
30	1-2-31525-213	MMS	Works Garage:Telephone	\$2,313	\$2,310	\$2,338	\$2,540	\$0	\$0	\$0	\$2,540	Telephone and data lines for the MSC shop. Based on actual charges for data lines, internet, landlines, and cell phone usage.
31	1-2-31525-234	MMS	Works Garage:Training Services	\$400	\$350	\$770	\$2,000	\$0	\$0	\$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.
32	1-2-31525-255	MMS	Works Garage:Purch Mtce-Automotive & Equipment	\$10,392	\$21,935	\$0	\$19,000	\$15,000	\$0	\$10,000	\$14,000	Annual Purchase and repairs of shop equipment and tools needed to repair city equipment.
33	1-2-31525-291	MMS	Works Garage:Licenses Permits & Fees	\$17,473	\$11,055	\$9,685	\$10,100	\$0	\$0	\$2,000	\$12,100	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.
34	1-2-31525-420	MMS	Works Garage:Allocation-Services	(\$214,177)	(\$220,027)	(\$212,465)	(\$197,500)	\$0	\$0	(\$12,500)	(\$210,000)	Administrative transfers adjusted based on historical actuals.
35	1-2-31525-540	MMS	Works Garage:City Purchased Clothing	\$2,085	\$1,994	\$1,268	\$2,000	\$0	\$0	\$0	\$2,000	For safety boots, winter clothing and coveralls as per union contract. Safety boots allowance is \$200 each times 11 if needed.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
36	1-2-31525-541	MMS	Works Garage:Operating Supplies	\$46,543	\$51,999	\$49,632	\$35,000	\$0	\$0	\$20,000	\$55,000	Purchases from the Bolt Supply House, Sutherland Automotive, Christophersons Industrial, Peavey Mart, Fastenal, etc. Costs have increase substantially in the past year.
37	1-2-31525-544	MMS	Works Garage:Office Supplies	\$0	\$0	\$16	\$500	\$0	\$0	\$0	\$500	office supplies like folders, pens, markers, paper etc.
38	1-2-31525-565	MMS	Works Garage:Parts - Equipment and Automotive	\$13,582	\$18,140	\$10,280	\$29,500	\$0	\$0	(\$4,500)	\$25,000	Parts for equipment (generally small parts).
39	1-2-31540-213	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Telephone	\$3,104	\$2,905	\$2,928	\$3,100	\$0	\$0	\$0	\$3,100	Telephone and communication lines cost for the MSC Based on actual charges for data lines, internet, landlines, and cell phone usage.
40	1-2-31540-237	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Protection Services	\$418	\$1,305	\$1,615	\$1,500	\$0	\$0	\$0	\$1,500	Fire alarms now go through monitoring system (as per Fire Dept.).
41	1-2-31540-253	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Purch Mtce-Building	\$9,304	\$9,832	\$15,274	\$31,000	\$25,000	\$0	\$15,000	\$21,000	- Removal of \$25,000 one-time item in prior year for repair of flooring tile and vehicle plugins. - Addition of \$15,000 for maintenance and repairs to the MSC building and yards. Electrical issues with panels due to obsolesce and roof tile replacements due to leaks.
42	1-2-31540-254	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Purch Mtce Labour Facilities	\$0	\$543	\$0	\$0	\$0	\$0	\$0	\$0	Municipal Service Centre - maintenance
43	1-2-31540-255	MMS	Municipal Service Centre - 38th Street:Purch Mtce-Automotive & Equipment	\$840	\$120	\$120	\$0	\$0	\$0	\$0	\$0	Municipal Service Centre - equipment.
44	1-2-31540-256	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Purch Mtce-Mechanical Equipment	\$22,404	\$6,453	\$1,866	\$6,500	\$0	\$0	\$0	\$6,500	Mechanical equipment, including from Thorpe Bros, PA Alarm Systems, A1 Locksmithing, JA Tech, Lakeland Towing, Arctic Refrigeration, etc.
45	1-2-31540-269	MMS	Municipal Service Centre - 38th Street:Rentals-Other Equipment	\$684	\$2,012	\$1,534	\$1,500	\$0	\$0	\$500	\$2,000	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
46	1-2-31540-291	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Licenses Permits & Fees	\$1,996	\$1,284	\$100	\$1,500	\$0	\$0	\$0	\$1,500	A permit is required for the compressor at the MSC and radios.
47	1-2-31540-299	CON	MUNICIPAL SERVICE CENTRE - 38TH STREET:Other General Services	0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000	Renovations for the MSC Kiley to add report
48	1-2-31540-410	MMS	Municipal Service Centre - 38th Street:Allocation-Administration	(\$75,370)	(\$76,120)	(\$74,960)	(\$74,960)	\$0	\$0	(\$38,860)	(\$113,820)	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. As the MSC get older operating costs are increasing.
49	1-2-31540-420	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Allocation-Services	\$395	\$236	\$134	\$500	\$0	\$0	\$0	\$500	internal cost of allocations
50	1-2-31540-522	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Vehicle Propane	\$0	\$4,041	\$0	\$0	\$0	\$0	\$0	\$0	Vehicle Propane costs for MSC.
51	1-2-31540-540	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:City Purchased Clothing	\$0	\$0	\$0	\$360	\$0	\$0	\$0	\$360	Safety clothing
52	1-2-31540-541	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Operating Supplies	\$10,425	\$6,862	\$15,626	\$7,500	\$0	\$0	\$0	\$7,500	Operating supplies for the MSC like furnace filters, heater supplies and other materials to maintain the yard and building.
53	1-2-31540-544	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Office Supplies	\$832	\$1,373	\$109	\$320	\$0	\$0	\$0	\$320	misc. office supplies for MSC

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
54	1-2-31540-546	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Housekeeping Supplies	\$553	\$306	\$4,761	\$1,000	\$0	\$0	\$500	\$1,500	House keeping supplies provided for the janitor. Internal cleaners are doing more cleaning using more supplies
55	1-2-31540-565	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Parts - Equipment and Automotive	\$1,205	\$812	\$706	\$1,000	\$0	\$0	\$0	\$1,000	Equipment and parts for the MSC building
56	1-2-31540-566	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Parts-Mechanical Equipment	\$6,087	\$8,569	\$6,117	\$3,000	\$0	\$0	\$3,000	\$6,000	mechanical parts for the MSC building. Budget has been adjusted to reflect actuals costs.
57	1-2-31545-264	MMS	MSC-New Land-40th St:Rentals-Hired Equipment and Automotive	\$23,063	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Municipal Service Centre - New Land - 40th Street.
58	1-2-31545-265	MMS	MSC-New Land-40th St:Rentals-City Automotive & Equipment	\$23,892	\$936	\$0	\$0	\$0	\$0	\$0	\$0	Municipal Service Centre - New Land - 40th Street.
59	1-2-31545-532	MMS	MSC-New Land-40th St:Concrete	\$1,955	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Municipal Service Centre - New Land - 40th Street.
60	1-2-31545-533	MMS	MSC-New Land-40th St:Granular Materials	\$2,185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Municipal Service Centre - New Land - 40th Street.
61	1-2-31545-541	MMS	MSC-New Land-40th St:Operating Supplies	\$15,390	\$8	\$0	\$0	\$0	\$0	\$0	\$0	Municipal Service Centre - New Land - 40th Street.
62	1-2-31400-896	INS	SMALL TOOLS AND EQUIPMENT:Insurance	\$210	\$215	\$212	\$220	\$0	\$0	(\$30)	\$190	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
63	1-2-31540-896	INS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Insurance	\$8,509	\$8,600	\$8,878	\$9,320	\$0	\$0	\$2,980	\$12,300	- Insurance for the MSC and buildings in the yard. -2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
64	1-2-31540-212	MMS	MUNICIPAL SERVICE CENTRE - 38TH STREET:Postage & Freight	0	\$15	\$17	\$0	\$0	\$0	\$50	\$50	Based on average usage and expected \$.01 increase Jan 1/23.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$68,270	\$43,410	\$24,860	57.27%
Contracted and General Services	6,500	21,340	(14,840)	-69.54%
Utilities	54,650	47,500	7,150	15.05%
Fleet Expenses	340	320	20	6.25%
Maintenance Materials and Supplies	(42,220)	(31,630)	(10,590)	33.48%
Insurance	11,740	8,790	2,950	33.56%
Total Expenses	99,280	89,730	9,550	10.64%
TOTAL (SURPLUS) DEFICIT	99,280	89,730	9,550	10.64%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$24,860 increase in Salaries Wages and Benefits. Wages for work at the old yards. As the buildings and equipment age at the old yards the cost of upkeep is increasing. Also the increased amount of break-ins at the old yards has a major impact on the labour spent on the buildings and gates. The janitors are now also charged to this account.

(\$14,810) reduction for Contracted and General Services.

- \$4,000 increase for the cost of Commissionaires to monitor yards.
- (\$18,840) decrease in housekeeping janitorial services. Transfer of budget to Salaries Wages and Benefits.

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

\$7,150 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **15% increase over 2022**.



(\$10,590) decrease in Maintenance Materials and Supplies relating to:

- (\$4,000) decrease for costs in alarm monitoring.
- \$10,000 increase for maintenance for old yards and buildings. The buildings and equipment inside the buildings are old and require a lot of repairs and maintenance.
- (\$22,590) increase for Allocation Costs. 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. The increase in cost is related to higher costs being incurred for these older facilities (maintenance and utilities).
- \$2,000 increase for operating supplies. Operating supplies for the old yard. Reflects rising costs due to inflation.
- \$4,000 increase for Parts and repairs to the mechanical systems in the buildings at the old yards. Heaters and other equipment are old and require lots of parts to keep operating.

\$2,950 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-31520-115	SWB	WORKSHOP & YARDS:Wages Regular	\$905	\$960	\$862	\$600	\$0	\$0	\$400	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-31520-119	SWB	WORKSHOP & YARDS:Payroll Benefits	\$257	\$308	\$289	\$140	\$0	\$0	\$160	\$300	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-31530-115	SWB	OLD CITY YARDS:Wages Regular	\$31,224	\$33,741	\$43,197	\$30,000	\$0	\$0	\$18,000	\$48,000	Wages for work at the old yards. As the buildings and equipment age at the old yards the cost of upkeep is increasing. Also the increased amount of break ins at the old yards has a major impact on the labour spent on the buildings and gates. The janitors are now also charged to this account. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-31530-116	SWB	OLD CITY YARDS:Wages Overtime	\$745	\$671	\$392	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-31530-119	SWB	OLD CITY YARDS:Payroll Benefits	\$13,792	\$13,797	\$17,760	\$12,170	\$0	\$6,300	\$0	\$18,470	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-31530-235	CON	OLD CITY YARDS:Health Services	\$865	\$845	\$905	\$0	\$0	\$0	\$0	\$0	Pest Control Services.
7	1-2-31530-294	CON	OLD CITY YARDS:Commissionaire Services	\$2,592	\$2,655	\$8,562	\$2,500	\$0	\$0	\$4,000	\$6,500	Cost of Commissionaires to monitor yards
8	1-2-31530-296	CON	OLD CITY YARDS:Housekeeping Services	\$17,532	\$23,013	\$11,046	\$18,840	\$0	\$0	(\$18,840)	\$0	Janitorial services no longer used all cleaning labour charged to 1-2-31530-115
9	1-2-31530-299	CON	OLD CITY YARDS:Other General Services	\$0	\$766	\$12,888	\$0	\$0	\$0	\$0	\$0	2021 - Demolition.
10	1-2-31530-551	UTL	OLD CITY YARDS:Water & Sewer	\$11,397	\$11,486	\$9,838	\$10,000	\$0	\$0	\$0	\$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.
11	1-2-31530-552	UTL	OLD CITY YARDS:Heating Fuels	\$24,760	\$19,189	\$15,268	\$15,400	\$0	\$0	\$6,870	\$22,270	The 2023 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates an estimated delivery rate increase of 3% effective June 1, 2023, and the increase in the carbon tax from \$50 to \$65 per tonne, effective April, 2023.
12	1-2-31530-553	UTL	OLD CITY YARDS:Electricity	\$20,793	\$21,514	\$18,258	\$22,100	\$0	\$0	\$280	\$22,380	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
13	1-2-31520-265	FLT	WORKSHOP & YARDS:Rentals-Automotive & Equipment	\$159	\$456	\$374	\$320	\$0	\$20	\$0	\$340	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
14	1-2-31520-410	MMS	WORKSHOP & YARDS:Allocation-Administration	(\$1,360)	(\$1,360)	(\$1,370)	\$0	\$0	\$0	\$0	\$0	Allocation of Staffing costs.
15	1-2-31520-541	MMS	WORKSHOP & YARDS:Operating Supplies	\$454	\$382	\$272	\$1,000	\$0	\$0	\$0	\$1,000	Operating supplies for the old yards like gravel.
16	1-2-31530-237	MMS	OLD CITY YARDS:Protection Services	\$7,285	\$3,959	\$941	\$6,000	\$0	\$0	(\$4,000)	\$2,000	Cost of alarm monitoring.
17	1-2-31530-253	MMS	OLD CITY YARDS:Purch Mtce-Building	\$9,432	\$5,130	\$17,832	\$5,980	\$0	\$0	\$10,000	\$15,980	Maintenance for old yards and buildings. The buildings and equipment inside the buildings are old and require a lot of repairs and maintenance.
18	1-2-31530-256	MMS	OLD CITY YARDS:Purch Mtce-Mechanical Equipment	\$2,660	\$0	\$28,628	\$2,000	\$0	\$0	\$0	\$2,000	Mechanical equipment, including from Thorpe Bros, Reed security, A&L Lock Smithing,
19	1-2-31530-291	MMS	OLD CITY YARDS:Licenses Permits & Fees	\$730	\$2,168	\$280	\$500	\$0	\$0	\$0	\$500	Licenses for compressors, boilers and other regulatory equipment.
20	1-2-31530-410	MMS	OLD CITY YARDS:Allocation-Administration	(\$103,530)	(\$121,990)	(\$116,210)	(\$58,110)	\$0	\$0	(\$22,590)	(\$80,700)	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. The increase in cost is related to higher costs being incurred for these older facilities (maintenance and utilities).
21	1-2-31530-420	MMS	OLD CITY YARDS:Allocation-Services	\$2,885	\$717	\$1,065	\$0	\$0	\$0	\$0	\$0	Allocation of Staffing costs.
22	1-2-31530-541	MMS	OLD CITY YARDS:Operating Supplies	\$9,169	\$6,619	\$5,933	\$3,000	\$0	\$0	\$2,000	\$5,000	Operating supplies for the old yard. Reflects rising costs due to inflation.
23	1-2-31530-546	MMS	OLD CITY YARDS:Housekeeping Supplies	\$1,409	\$1,162	\$1,978	\$2,000	\$0	\$0	\$0	\$2,000	house keeping supplies for the old yards
24	1-2-31530-566	MMS	OLD CITY YARDS:Parts-Mechanical Equipment	\$12,803	\$15,794	\$9,371	\$6,000	\$0	\$0	\$4,000	\$10,000	Parts and repairs to the mechanical systems in the buildings at the old yards. Heaters and other equipment are old and require lots of parts to keep operating.
25	1-2-31530-896	INS	OLD CITY YARDS:Insurance	\$5,757	\$8,020	\$8,368	\$8,790	\$0	\$0	\$2,950	\$11,740	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
REVENUES			Change	Change
EXPENSES				
Salaries Wages and Benefits	\$27,310	\$27,310	\$0	0.00%
Contracted and General Services	22,500	15,000	7,500	50.00%
Fleet Expenses	25,000	27,000	(2,000)	-7.41%
Maintenance Materials and Supplies	9,000	11,000	(2,000)	-18.18%
Total Expenses	83,810	80,310	3,500	4.36%
TOTAL (SURPLUS) DEFICIT	83,810	80,310	3,500	4.36%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$7,500 increase for Contracted and General Services. Every year, City equipment sustains damage from low hanging branches on Streets and Back Lanes. Annual budget to complete Street and Back Lane tree pruning in order to avoid and reduce the damage to City equipment that uses back lanes.

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

(\$2,000) decrease in Fleet Expenses based on current spending for fleet.

(\$2,000) decrease in Maintenance Materials and Supplies relating to gravel used for the maintenance and repair of back lanes throughout the City. Reduced based on review of actual results.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-32310-115	SWB	Back Lanes:Wages Regular	\$19,206	\$16,579	\$15,081	\$18,000	\$0	\$0	\$0	\$18,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-32310-116	SWB	Back Lanes:Wages Overtime	\$3,070	\$2,677	\$1,447	\$1,500	\$0	\$0	\$0	\$1,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-32310-119	SWB	Back Lanes:Payroll Benefits	\$8,802	\$7,769	\$6,984	\$7,810	\$0	\$0	\$0	\$7,810	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32310-295	CON	Back Lanes:Self-Employed Contractors	\$0	\$85	\$12,300	\$15,000	\$0	\$0	\$7,500	\$22,500	Every year, City equipment sustains damage from low hanging branches on Streets and Back Lanes. Annual budget to complete Street and Back Lane tree pruning in order to avoid and reduce the damage to City equipment that uses back lanes.
5	1-2-32310-265	FLT	Back Lanes:Rentals-Automotive & Equipment	\$28,548	\$24,702	\$22,332	\$27,000	\$0	(\$2,000)	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
6	1-2-32310-264	MMS	Back Lanes:Rentals-Hired Equipment and Automotive	\$0	\$148	\$0	\$1,000	\$0	\$0	\$0	\$1,000	External hired equipment for back lane maintenance. Note: Increase in Fuel costs should be considered.
7	1-2-32310-533	MMS	Back Lanes:Granular Materials	\$3,797	\$6,584	\$275	\$10,000	\$0	\$0	(\$2,000)	\$8,000	Gravel used for the maintenance and repair of back lanes throughout the City. Reduced based on review of actual results.

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.

	2023	2022	(Favourable)	%
	Budget	Budget	Unfavourable	Change
REVENUES			Change	
EXPENSES				
Salaries Wages and Benefits	\$37,230	\$34,630	\$2,600	7.51%
Contracted and General Services	155,000	155,000	0	0.00%
Fleet Expenses	9,790	9,240	550	5.95%
Maintenance Materials and Supplies	30,000	28,000	2,000	7.14%
Total Expenses	232,020	226,870	5,150	2.27%
TOTAL (SURPLUS) DEFICIT	232,020	226,870	5,150	2.27%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$2,600 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

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

\$550 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$2,000 increase in Maintenance Materials and Supplies as repairs needed to asphalt after concrete work has been completed. Occasionally the gutter on a sidewalk needs to be formed which involves cutting out asphalt.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-32330-115	SWB	SIDEWALK MTCE:Wages Regular	\$20,381	\$18,143	\$17,603	\$20,000	\$0	\$2,000	\$0	\$22,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-32330-116	SWB	SIDEWALK MTCE:Wages Overtime	\$6,911	\$10,086	\$6,532	\$8,000	\$0	\$0	\$0	\$8,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-32330-119	SWB	SIDEWALK MTCE:Payroll Benefits	\$6,158	\$6,729	\$5,776	\$6,630	\$0	\$600	\$0	\$7,230	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32330-295	CON	Sidewalk Mtce:Self-Employed Contractors	\$101,366	\$39,832	\$20,878	\$155,000	\$0	\$0	\$0	\$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	\$6,069	\$8,269	\$7,576	\$9,240	\$0	\$550	\$0	\$9,790	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
6	1-2-32330-531	MMS	SIDEWALK MTCE:Asphalt	\$6,730	\$24,732	\$0	\$0	\$0	\$0	\$2,000	\$2,000	Repairs needed to Asphalt after concrete work has been completed. Occasionally the gutter on a sidewalk needs to be formed which involves cutting out Asphalt.
7	1-2-32330-532	MMS	SIDEWALK MTCE:Concrete	\$47,981	\$135,823	\$159,949	\$20,000	\$0	\$0	\$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.
8	1-2-32330-541	MMS	SIDEWALK MTCE:Operating Supplies	\$7,355	\$5,992	\$6,412	\$8,000	\$0	\$0	\$0	\$8,000	Concrete forms, rebar, concrete saw blades and other materials and tools required for concrete work.
9	1-2-32330-565	MMS	SIDEWALK MTCE:Parts - Equipment and Automotive	\$0	\$0	\$1,860	\$0	\$0	\$0	\$0	\$0	Equipment costs for sidewalk maintenance.

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

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

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

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$81,500	\$81,500	\$0	0.00%
Fleet Expenses	55,760	52,600	3,160	6.01%
Maintenance Materials and Supplies	20,600	20,600	0	0.00%
Total Expenses	157,860	154,700	3,160	2.04%
TOTAL (SURPLUS) DEFICIT	157,860	154,700	3,160	2.04%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$3,160 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$20,600 Maintenance Materials and Supplies is attributed mainly to the amount of \$20,000 budgeted for hired rental equipment that is required for snow management activities when City equipment is already in use or unavailable.

The Budgets for the Snow Downtown and Snow Management functional areas have been increased by a combined total of \$284,300 for 2023. The Snow Management Reserve is currently in a deficit as a result of high snowfall during the years 2018 to 2021. The Snow Management Reserve has a deficit balance of \$697,927.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-32371-115	SWB	Downtown Snow Mgmt:Wages Regular	\$33,397	\$30,654	\$26,044	\$35,000	\$0	\$0	\$0	\$35,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-32371-116	SWB	Downtown Snow Mgmt:Wages Overtime	\$18,604	\$24,755	\$19,507	\$25,000	\$0	\$0	\$0	\$25,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-32371-119	SWB	Downtown Snow Mgmt:Payroll Benefits	\$18,541	\$19,520	\$16,709	\$21,500	\$0	\$0	\$0	\$21,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32371-265	FLT	Downtown Snow Mgmt:Rentals-Automotive & Equipment	\$39,582	\$45,994	\$32,735	\$52,600	\$0	\$3,160	\$0	\$55,760	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
5	1-2-32371-264	MMS	Downtown Snow Mgmt:Rentals-Hired Equipment and Automotive	\$16,725	\$19,297	\$11,537	\$20,000	\$0	\$0	\$0	\$20,000	Hired rental equipment is required for snow management activities when City equipment is already in use or unavailable. Note: Increase in fuel costs should be considered.
6	1-2-32371-512	MMS	Downtown Snow Mgmt:Overtime Meals	\$174	\$356	\$88	\$250	\$0	\$0	\$0	\$250	Meals allowance provided for staff working 1.5 hours past their regularly scheduled shift.
7	1-2-32371-541	MMS	Downtown Snow Mgmt:Operating Supplies	\$10,489	\$14,612	\$0	\$350	\$0	\$0	\$0	\$350	Skid steer sweeper brooms.

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

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

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

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$615,400	\$479,260	\$136,140	28.41%
Fleet Expenses	510,140	370,140	140,000	37.82%
Maintenance Materials and Supplies	265,500	260,500	5,000	1.92%
Total Expenses	1,391,040	1,109,900	281,140	25.33%
TOTAL (SURPLUS) DEFICIT	1,391,040	1,109,900	281,140	25.33%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$136,140 increase in Salaries Wages and Benefits.

- \$60,740 is increased cost to reflect the staffing costs for snow removal. The base budget was determined by Financial Services after consideration of current contracts, step increases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Budget has been increased to reflect the current staffing costs for snow removal.
- \$75,400 is the cost for the additional roadways staff as referred to the 2023 Budget. 50% of the total cost is being charged to Snow Management. Remainder 50% charged to Street and Roads Division. Total cost for Foreman II Position and Truck Driver/Equipment Operator is \$150,673.



\$140,000 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs. The budget has also been increased to reflect projected fleet costs relating to snow removal for the City and equipment costs.

\$5,000 increase for Maintenance Materials and Supplies as the purchase of grader blades, loader blades and skid steer brooms. Cost of these supplies have gone up in price.

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

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

The Budgets for the Snow Downtown and Snow Management functional areas have been increased by a combined total of \$284,300 for 2023. The Snow Management Reserve is currently in a deficit as a result of high snowfall during the years 2018 to 2021. The Snow Management Reserve has a deficit balance of \$697,927.

2022 Snow Management Special Tax

The current Snow Management & Infrastructure Base Tax has been restructured to a Snow Management Special Tax to specifically fund snow management costs.

The special tax is proposed to be charged as follows:

- \$60 per Residential,
- \$20 per Multi-Residential; and,
- Commercial tier amounts remain the same.

The Snow Management Special Tax will provide annual funding of the snow management costs.

Snow Management	Budget	Actual Costs	(Surplus) / Deficit
Year 2014	\$696,090	\$962,976	\$266,886
Year 2015	\$840,540	\$782,607	(\$57,933)
Year 2016	\$873,360	\$642,093	(\$231,267)
Year 2017	\$855,590	\$780,571	(\$75,019)
Year 2018	\$874,750	\$1,147,971	\$273,221
Year 2019	\$885,980	\$1,071,263	\$185,283
Year 2020	\$999,440	\$1,521,043	\$521,603
Year 2021	\$1,118,490	\$1,200,530	\$82,040

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #11 for RPT 22-89 – Snow Removal and Road Conditions](#) relating to the Additional Roadways Paving positions for additional information.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-32372-115	SWB	Snow Management:Wages Regular	\$181,151	\$291,277	\$231,797	\$250,000	\$0	\$20,000	\$53,810	\$323,810	\$53,812 for the Additional Roadways Staff as referred to the 2023 Budget. 50% of the total cost. Remainder 50% charged to 1-2-32372-115. Total salary cost for Foreman II Position and Truck Driver/Equipment Operator is \$107,623. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-32372-116	SWB	Snow Management:Wages Overtime	\$45,112	\$91,449	\$52,886	\$50,000	\$0	\$20,000	\$0	\$70,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-32372-119	SWB	Snow Management:Payroll Benefits	\$83,958	\$131,307	\$105,913	\$104,960	\$0	\$20,800	\$21,530	\$147,290	\$21,530 for the Additional Roadways Staff as referred to the 2023 Budget. 50% of the total cost. Remainder 50% charged to 1-2-32372-115. Total payroll benefit cost for Foreman II Position and Truck Driver/Equipment Operator is \$43,049. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32373-115	SWB	SURFACE & SIDEWALK SANDING:Wages Regular	\$32,064	\$32,054	\$30,126	\$35,000	\$0	\$0	\$0	\$35,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-32373-116	SWB	SURFACE & SIDEWALK SANDING:Wages Overtime	\$19,991	\$19,446	\$18,914	\$20,000	\$0	\$0	\$0	\$20,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-32373-119	SWB	SURFACE & SIDEWALK SANDING:Payroll Benefits	\$18,000	\$18,200	\$19,983	\$19,300	\$0	\$0	\$0	\$19,300	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-32372-295	CON	Snow Management:Self-Employed Contractors	\$0	\$1,751	\$0	\$0	\$0	\$0	\$0	\$0	Contracting for snow management.
8	1-2-32372-265	FLT	Snow Management:Rentals-Automotive & Equipment	\$277,835	\$452,821	\$341,711	\$310,000	\$0	\$140,000	\$0	\$450,000	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower). The significant increase is a result of increasing costs over the prior 3 years and if savings are realized they will be transferred to the Snow Management reserve that is currently in a deficit.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
9	1-2-32373-265	FLT	SURFACE & SIDEWALK SANDING:Rentals-Automotive & Equipment	\$57,820	\$58,627	\$54,214	\$60,140	\$0	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
10	1-2-32372-264	MMS	Snow Management:Rentals-Hired Equipment and Automotive	\$112,344	\$140,603	\$79,623	\$140,000	\$0	\$0	\$0	\$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. Note: Increase in Fuel costs should be considered.
11	1-2-32372-512	MMS	Snow Management:Overtime Meals	\$0	\$44	\$207	\$300	\$0	\$0	\$0	\$300	Meals allowance provided for staff working 1.5 hours past their regularly scheduled shift.
12	1-2-32372-521	MMS	Snow Management:Vehicle Fuel & Oil	\$0	\$731	\$0	\$0	\$0	\$0	\$0	\$0	Fleet - fuel and oil.
13	1-2-32372-541	MMS	Snow Management:Operating Supplies	\$16,993	\$9,447	\$24,466	\$10,000	\$0	\$0	\$5,000	\$15,000	Purchase of grader blades, loader blades and skid steer brooms. Cost of these supplies have gone up in price.
14	1-2-32373-264	MMS	Surface & Sidewalk Sanding:Rentals-Hired Equipment and Automotive	\$0	\$0	\$10,554	\$0	\$0	\$0	\$0	\$0	Hired equipment in used as necessary in order to complete snow management activities in a timely manner. This equipment includes grades, loaders and trucks. Note: Increase in Fuel costs should be considered.
15	1-2-32373-512	MMS	SURFACE & SIDEWALK SANDING:Overtime Meals	\$145	\$36	\$307	\$200	\$0	\$0	\$0	\$200	Meals allowance provided for staff working 1.5 hours past their regularly scheduled shift.
16	1-2-32373-533	MMS	SURFACE & SIDEWALK SANDING:Granular Materials	\$26,559	\$37,732	\$40,810	\$40,000	\$0	\$0	\$0	\$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.
17	1-2-32373-534	MMS	Surface & Sidewalk Sanding:Chemicals	\$61,684	\$79,736	\$82,214	\$70,000	\$0	\$0	\$0	\$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.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	%Change
REVENUES				
EXPENSES				
Utilities	\$985,460	\$944,500	\$40,960	4.34%
Total Expenses	985,460	944,500	40,960	4.34%
TOTAL (SURPLUS) DEFICIT	985,460	944,500	40,960	4.34%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$40,960 increase for Utilities. The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 2.5% rate increase effective September 1, 2022, an additional 2.5% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023.

Total Budget is \$985,460 for SaskPower costs.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-32500-553	UTL	STREET LIGHTING:Electricity	\$839,826	\$997,078	\$859,054	\$944,500	\$0	\$0	\$40,960	\$985,460	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 2.5% rate increase effective September 1, 2022, an additional 2.5% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023.
2	1-2-32500-325	MMS	STREET LIGHTING:Streetlight Instalation	\$0	\$3,107	\$0	\$0	\$0	\$0	\$0	\$0	streets installation costs

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.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
Operating Grants and Donations	(\$168,360)	(\$375,000)	\$206,640	-55.10%
Total Revenues	(168,360)	(375,000)	206,640	-55.10%
EXPENSES				
Salaries Wages and Benefits	536,790	448,200	88,590	19.77%
Contracted and General Services	138,530	175,300	(36,770)	-20.98%
Utilities	1,100	1,100	0	0.00%
Fleet Expenses	242,580	228,580	14,000	6.12%
Maintenance Materials and Supplies	180,660	154,850	25,810	16.67%
Total Expenses	1,099,660	1,008,030	91,630	9.09%
TOTAL (SURPLUS) DEFICIT	931,300	633,030	298,270	47.12%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

\$206,640 reduction in Operating Grants and Donations relating to the recently approved new Urban Highway Connector Program (UHCP) Framework Agreement. See information below.



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

EXPENDITURES

\$88,590 increase for Salaries Wages and Benefits as follows:

- \$13,190 increase as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.
- \$75,400 is the cost for the additional roadways staff as referred to the 2023 Budget. 50% of the total cost with the remainder 50% charged to Snow Management. Total cost for Foreman II Position and Truck Driver/Equipment Operator is \$150,673.

(\$36,770) decrease for Contracting and General Services relating to the Urban Highway Connector Program. The expense budget of \$168,360 matches the reduced revenue with the new Urban Highway Connector Program (UHCP) Framework Agreement. Expenses and Revenue match.

\$14,000 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$25,810 increase in Maintenance Materials as follows:

- (\$3,500) decrease relating to gravel used in the maintenance of residential gravel streets, lanes and roads. Adjusted based on historical results.
- \$14,000 increase for chemicals. Cost per liter for street oiling went up by 28%. Budget needs to increase to better reflect this cost.
- (\$4,010) decrease relating to allocation of salaries to other divisions.
- \$13,800 increase for asphalt. Purchased asphalt material for use in road maintenance work. Increase of 23% in the cost of asphalt. This increase is relating to the road patching budget.
- (\$5,000) decrease in operating supplies relating to purchase of replacement guard rails and posts for on and off ramps. These items are damaged periodically and require replacement.
- \$10,500 increase for asphalt. Purchased asphalt material for use in road maintenance work. Increase of 23% in the cost of Asphalt. This budget is relating to the pothole repair Budget.
- \$20 increase in supplies for crack sealing.

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #11 for [RPT 22-89 – Snow Removal and Road Conditions](#) relating to the Additional Roadways Paving positions for additional information.

Urban Highway Connector Program

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

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

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

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

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-43210-000	OGD	Urban Connector Program:Other Revenue	(\$401,967)	(\$379,104)	(\$93,780)	(\$375,000)	\$0	\$0	\$206,640	(\$168,360)	Based on updated agreements signed in 2021 (\$175,096)and amendments in June 2022 (-6742). then rounded off to the nearest ten.
2	1-1-43129-094	SUN	Custom Work Reimbursements:Non-Taxable Revenue	(\$90,607)	(\$3,437)	(\$38,280)	\$0	\$0	\$0	\$0	\$0	Custom Work Revenue.
3	1-2-32312-115	SWB	SURFACE WORKS GRADING & GRAVELLING:Wages Regular	\$17,430	\$12,926	\$17,842	\$17,000	\$0	\$0	\$0	\$17,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32312-116	SWB	SURFACE WORKS GRADING & GRAVELLING:Wages Overtime	\$2,535	\$2,157	\$2,567	\$1,500	\$0	\$500	\$0	\$2,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-32312-119	SWB	SURFACE WORKS GRADING & GRAVELLING:Payroll Benefits	\$8,101	\$6,063	\$9,207	\$7,570	\$0	\$100	\$0	\$7,670	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-32313-115	SWB	SURFACE WORKS OILING:Wages Regular	\$14,657	\$10,260	\$10,296	\$12,650	\$0	\$0	\$2,350	\$15,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-32313-116	SWB	SURFACE WORKS OILING:Wages Overtime	\$337	\$237	\$235	\$500	\$0	\$0	\$0	\$500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-32313-119	SWB	SURFACE WORKS OILING:Payroll Benefits	\$3,864	\$3,121	\$3,085	\$2,990	\$0	\$1,200	\$0	\$4,190	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	1-2-32314-115	SWB	Road Patching:Wages Regular	\$103,887	\$120,544	\$117,413	\$125,200	\$0	\$0	\$0	\$125,200	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	1-2-32314-116	SWB	Road Patching:Wages Overtime	\$26,890	\$31,329	\$24,486	\$30,000	\$0	\$0	\$0	\$30,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	1-2-32314-119	SWB	Road Patching:Payroll Benefits	\$26,352	\$33,010	\$31,391	\$30,040	\$0	\$4,100	\$0	\$34,140	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	1-2-32316-115	SWB	ROTARY TRAIL MTCE:Wages Regular	\$0	\$12,639	\$8,920	\$8,750	\$0	\$0	\$0	\$8,750	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
13	1-2-32316-119	SWB	ROTARY TRAIL MTCE:Payroll Benefits	\$0	\$3,184	\$2,330	\$3,750	\$0	\$0	\$0	\$3,750	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	1-2-32317-115	SWB	Pothole Repair:Wages Regular	\$14,806	\$23,129	\$26,831	\$25,000	\$0	\$0	\$0	\$25,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	1-2-32317-119	SWB	Pothole Repair:Payroll Benefits	\$3,836	\$6,959	\$7,858	\$7,490	\$0	\$0	\$0	\$7,490	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	1-2-32320-115	SWB	Cracksealing:Wages Regular	\$7,276	\$974	\$153	\$10,000	\$0	(\$2,000)	\$0	\$8,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	1-2-32320-119	SWB	Cracksealing:Payroll Benefits	\$1,970	\$307	\$49	\$2,400	\$0	\$0	\$0	\$2,400	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18	1-2-32390-115	SWB	GENERAL ROADS & STREETS:Wages Regular	\$70,151	\$71,754	\$66,022	\$77,000	\$0	\$0	\$53,810	\$130,810	\$53,812 for the Additional Roadways Staff as referred to the 2023 Budget. 50% of the total cost. Remainder 50% charged to Snow Management 1-2-32372-115. Total salary cost for Foreman II Position and Truck Driver/Equipment Operator is \$107,623. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19	1-2-32390-116	SWB	GENERAL ROADS & STREETS:Wages Overtime	\$11,971	\$15,943	\$9,468	\$9,000	\$0	\$4,000	\$0	\$13,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
20	1-2-32390-119	SWB	GENERAL ROADS & STREETS:Payroll Benefits	\$64,448	\$73,959	\$69,951	\$67,000	\$0	\$5,000	\$21,530	\$93,530	\$21,530 for the Additional Roadways Staff as referred to the 2023 Budget. 50% of the total cost. Remainder 50% charged to 1-2-32372-115. Total payroll benefit cost for Foreman II Position and Truck Driver/Equipment Operator is \$43,049. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
21	1-2-32395-115	SWB	Bridge Maintenance:Wages Regular	\$0	\$0	\$0	\$2,000	\$0	(\$2,000)	\$0	\$0	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
22	1-2-32398-115	SWB	Urban Connector Program:Wages Regular	\$3,004	\$17,908	\$5,982	\$5,410	\$0	\$0	\$0	\$5,410	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
23	1-2-32398-116	SWB	Urban Connector Program:Wages Overtime	\$6,439	\$3,375	\$674	\$1,000	\$0	\$0	\$0	\$1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
24	1-2-32398-119	SWB	Urban Connector Program:Payroll Benefits	\$2,803	\$6,230	\$2,467	\$1,950	\$0	\$0	\$0	\$1,950	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
25	1-2-32395-295	CON	Bridge Maintenance:Self-Employed Contractors	\$0	\$0	\$18,058	\$0	\$0	\$0	\$0	\$0	Bridge Maintenance Consulting.
26	1-2-32398-239	CON	Urban Connector Program:Consulting Services	\$6,288	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Urban Highway Connector Program.
27	1-2-32398-272	CON	Urban Connector Program:Purchased Construction-Infrastructure	\$31,536	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Urban Highway Connector Program.
28	1-2-32398-295	CON	Urban Connector Program:Self-Employed Contractors	\$188,809	\$242,056	\$93,951	\$175,300	\$0	\$0	(\$36,770)	\$138,530	Reduction in Urban Highway
29	1-2-32314-553	UTL	Road Patching:Electricity	\$786	\$581	\$246	\$800	\$0	\$0	\$0	\$800	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
30	1-2-32390-553	UTL	General Roads & Streets:Electricity	\$277	\$280	\$261	\$300	\$0	\$0	\$0	\$300	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
31	1-2-32312-265	FLT	SURFACE WORKS GRADING & GRAVELLING:Rentals-Automotive & Equipment	\$28,667	\$23,613	\$32,499	\$29,000	\$0	\$1,740	\$0	\$30,740	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
32	1-2-32313-265	FLT	SURFACE WORKS OILING:Rentals-Automotive & Equipment	\$11,352	\$6,453	\$5,936	\$8,540	\$0	\$510	\$0	\$9,050	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
33	1-2-32314-265	FLT	Road Patching:Rentals-Automotive & Equipment	\$96,642	\$117,667	\$119,382	\$118,310	\$0	\$7,100	\$0	\$125,410	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
34	1-2-32316-265	FLT	ROTARY TRAIL MTCE:Rentals-City Automotive & Equipment	\$0	\$8,116	\$5,597	\$0	\$0	\$0	\$2,000	\$2,000	Budget required for the use of City equipment charged out on an hourly basis.
35	1-2-32317-265	FLT	Pothole Repair:Rentals-City Automotive & Equipment	\$5,249	\$5,026	\$2,680	\$4,000	\$0	\$240	\$0	\$4,240	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
36	1-2-32320-265	FLT	Cracksealing:Rentals-City Automotive & Equipment	\$3,037	\$1,233	\$0	\$3,500	\$0	(\$1,500)	\$0	\$2,000	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
37	1-2-32390-265	FLT	GENERAL ROADS & STREETS:Rentals-Automotive & Equipment	\$62,239	\$76,195	\$42,722	\$54,410	\$0	\$3,260	\$0	\$57,670	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
38	1-2-32398-265	FLT	Urban Connector Program:Rentals-City Automotive & Equipment	\$8,942	\$15,500	\$6,446	\$10,820	\$0	\$650	\$0	\$11,470	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
39	1-2-32312-264	MMS	Surface Works Grading & Gravelling:Rentals-Hired Equipment and Automotive	\$2,426	\$774	\$943	\$2,000	\$0	\$0	\$0	\$2,000	External hired equipment for surface works maintenance. Note: Increase in Fuel Costs should be considered.
40	1-2-32312-533	MMS	SURFACE WORKS GRADING & GRAVELLING:Granular Materials	\$1,997	\$9,981	\$817	\$5,000	\$0	\$0	(\$2,000)	\$3,000	Gravel used in the maintenance of residential gravel streets, lanes and roads. Adjusted based on actual results.
41	1-2-32313-533	MMS	SURFACE WORKS OILING:Granular Materials	\$0	\$229	\$0	\$1,500	\$0	\$0	(\$1,500)	\$0	Gravel and sand used during street oiling operations to help stabilize the road surface. Determined not to be required as charged elsewhere.
42	1-2-32313-534	MMS	SURFACE WORKS OILING:Chemicals	\$21,624	\$43,559	\$40,110	\$44,000	\$0	\$0	\$14,000	\$58,000	Cost per liter for Street Oiling went up by 28%. Budget needs to increase to better reflect this cost.
43	1-2-32314-264	MMS	Road Patching:Rentals-Hired Equipment and Automotive	\$745	\$2,241	\$1,597	\$2,000	\$0	\$0	\$0	\$2,000	Hired external equipment for road maintenance activities. Note: Increase in Fuel costs should be considered.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
44	1-2-32314-410	MMS	Road Patching:Allocation-Administration	(\$33,620)	(\$35,460)	(\$36,830)	(\$36,830)	\$0	\$0	(\$4,010)	(\$40,840)	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.
45	1-2-32314-531	MMS	Road Patching:Asphalt	\$58,300	\$84,312	\$92,480	\$60,000	\$0	\$0	\$13,800	\$73,800	Purchased asphalt material for use in road maintenance work. ***Increase of 23% in the cost of Asphalt. Look at increasing budget to meet the inflation of asphalt.
46	1-2-32314-533	MMS	Road Patching:Granular Materials	\$11,926	\$16,005	\$14,370	\$10,000	\$0	\$0	\$0	\$10,000	Granular materials used in the preparation of road surface repairs.
47	1-2-32314-541	MMS	Road Patching:Operating Supplies	\$6,084	\$8,241	\$6,899	\$7,000	\$0	\$0	\$0	\$7,000	Tools, spray tanks and other operating supplies used in the completion of road repair and maintenance activities.
48	1-2-32316-531	MMS	ROTARY TRAIL MTCE:Asphalt	\$0	\$5,707	\$2,809	\$9,500	\$0	\$0	\$0	\$9,500	Maintenance Materials used for annual maintenance and upkeep of the Rotary Trail.
49	1-2-32316-533	MMS	ROTARY TRAIL MTCE:Granular Materials	\$0	\$207	\$121	\$2,000	\$0	\$0	\$0	\$2,000	Maintenance Materials used for annual maintenance and upkeep of the Rotary Trail.
50	1-2-32316-541	MMS	ROTARY TRAIL MTCE:Operating Supplies	\$0	\$0	\$985	\$1,000	\$0	\$0	\$0	\$1,000	Maintenance Materials used for annual maintenance and upkeep of the Rotary Trail.
51	1-2-32317-531	MMS	Pothole Repair:Asphalt	\$461	\$10,137	\$5,661	\$4,500	\$0	\$0	\$10,500	\$15,000	Purchased asphalt for pothole repair. Note: Increase of 23% in the cost of Asphalt. Look at increasing budget to meet the inflation of asphalt.
52	1-2-32317-541	MMS	Pothole Repair:Operating Supplies	\$226	\$358	\$353	\$1,500	\$0	\$0	\$0	\$1,500	Tools, propane, and other misc. operating supplies for pothole repair.
53	1-2-32320-522	MMS	Cracksealing:Vehicle Propane	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$500	Propane used for heating crack sealing material.
54	1-2-32320-541	MMS	Cracksealing:Operating Supplies	\$7,970	\$0	\$0	\$12,980	\$0	\$20	\$0	\$13,000	Operating supplies and crack sealing material purchases.
55	1-2-32390-211	MMS	GENERAL ROADS & STREETS:Travel & Accommodation	\$295	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Travel and accommodation costs for approved travel.
56	1-2-32390-213	MMS	GENERAL ROADS & STREETS:Telephone	\$1,301	\$976	\$936	\$1,000	\$0	\$0	\$0	\$1,000	Based on actual charges for data lines, internet, landlines, and cell phone usage.
57	1-2-32390-234	MMS	General Roads & Streets:Training Services	\$654	\$0	\$310	\$2,000	\$0	\$0	\$0	\$2,000	Budget for approved training courses and roadways specific events.
58	1-2-32390-540	MMS	General Roads & Streets:City Purchased Clothing	\$2,915	\$1,490	\$1,962	\$2,500	\$0	\$0	\$0	\$2,500	Work clothes for Roadways staff, including boots, coveralls, hard hats, etc.
59	1-2-32390-541	MMS	GENERAL ROADS & STREETS:Operating Supplies	\$23,120	\$5,676	\$975	\$500	\$0	\$0	\$0	\$500	Miscellaneous tools, equipment and operating suppliers required for roadways operation.
60	1-2-32390-544	MMS	GENERAL ROADS & STREETS:Office Supplies	\$17	\$37	\$0	\$200	\$0	\$0	\$0	\$200	Office supplies like folders, pens, markers, paper etc.
61	1-2-32395-541	MMS	Bridge Maintenance:Operating Supplies	\$8,773	\$0	\$0	\$10,000	\$0	\$0	(\$5,000)	\$5,000	Purchase of replacement guard rails and posts for on and off ramps. These items are damaged periodically and require replacement.
62	1-2-32398-531	MMS	Urban Connector Program:Asphalt	\$0	\$26,818	\$0	\$0	\$0	\$0	\$0	\$0	Urban Highway Connector Program.
63	1-2-32398-532	MMS	Urban Connector Program:Concrete	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	Urban Highway Connector Program.
64	1-2-32398-541	MMS	Urban Connector Program:Operating Supplies	\$205	\$123	\$191	\$10,000	\$0	\$0	\$0	\$10,000	Operating supplies required for maintenance through the Urban Highway Connector Program.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$130,910	\$127,310	\$3,600	2.83%
Contracted and General Services	11,000	0	11,000	100.00%
Fleet Expenses	150,600	142,080	8,520	6.00%
Maintenance Materials and Supplies	13,500	8,500	5,000	58.82%
Total Expenses	306,010	277,890	28,120	10.12%
TOTAL (SURPLUS) DEFICIT	306,010	277,890	28,120	10.12%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$3,600 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

\$11,000 increase in Contracted and General Services for pressure washing of retaining walls along 2nd Avenue, as well as the Central and 6th Avenue Viaducts. Pressure washing removes the buildup of winter salt and grit to help maintain the integrity of the surface and underlying structure of the bridge rails, decks and of the retaining walls.

\$8,520 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$5,000 increase for Maintenance Materials and Supplies as sweeper brooms and other operating supplies are required for street sweeping. Brooms need to be changed constantly. Price has gone up dramatically.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-32361-115	SWB	STREET SWEEPING & FLUSHING:Wages Regular	\$74,949	\$69,170	\$75,854	\$80,000	\$0	\$0	\$0	\$80,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-32361-116	SWB	STREET SWEEPING & FLUSHING:Wages Overtime	\$16,432	\$15,457	\$12,546	\$15,000	\$0	\$2,000	\$0	\$17,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-32361-119	SWB	STREET SWEEPING & FLUSHING:Payroll Benefits	\$30,949	\$28,442	\$29,513	\$32,310	\$0	\$1,600	\$0	\$33,910	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32361-295	CON	Street Sweeping & Flushing:Self-Employed Contractors	\$5,088	\$0	\$0	\$0	\$0	\$0	\$11,000	\$11,000	Annual pressure washing of retaining walls along 2nd Avenue, as well as the Central and 6th Avenue Viaducts. Pressure washing removes the buildup of winter salt and grit to help maintain the integrity of the surface and underlying structure of the bridge rails, decks and of the retaining walls.
5	1-2-32361-265	FLT	STREET SWEEPING & FLUSHING:Rentals-Automotive & Equipment	\$129,120	\$119,222	\$136,196	\$142,080	\$0	\$8,520	\$0	\$150,600	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
6	1-2-32361-264	MMS	Street Sweeping & Flushing:Rentals-Hired Equipment and Automotive	\$5,826	\$90	\$3,496	\$4,000	\$0	\$0	\$0	\$4,000	Hired external equipment for street sweeping. Note: Increase in fuel costs should be considered.
7	1-2-32361-410	MMS	Street Sweeping & Flushing:Allocation-Administration	(\$142,420)	(\$139,280)	(\$143,300)	\$0	\$0	\$0	\$0	\$0	In 2022 the allocation of street sweeping costs to the Water Utility Fund was removed based on the recommendation of the Public Works Department and City Council.
8	1-2-32361-541	MMS	STREET SWEEPING & FLUSHING:Operating Supplies	\$6,130	\$239	\$2,286	\$4,500	\$0	\$0	\$5,000	\$9,500	Sweeper brooms and other operating supplies required for street sweeping. Brooms need to be changed constantly. Price has gone up dramatically.

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.

	2023	2022	(Favourable)	%
	Budget	Budget	Unfavourable	Change
			Change	
REVENUES				
User Charges and Fees	(\$104,000)	(\$104,000)	\$0	0.00%
Total Revenues	(104,000)	(104,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	750	750	0	0.00%
Utilities	4,640	4,300	340	7.91%
Maintenance Materials and Supplies	610	610	0	0.00%
Total Expenses	6,000	5,660	340	6.01%
TOTAL (SURPLUS) DEFICIT	(98,000)	(98,340)	340	-0.35%

REVENUES

(\$104,000) Total User Charges and Fees Revenue is revenue from monthly parking permit revenue for downtown City parking lots.

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$340 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a **7.91% increase over 2022**.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-54220-094	UCF	PARKING LOT PERMITS:Non-Taxable Revenue	(\$83,624)	(\$50,266)	(\$75,593)	(\$104,000)	\$0	\$0	\$0	(\$104,000)	Monthly parking permit revenue for downtown City parking lots.
2	1-2-32720-115	SWB	PARKING LOTS:Wages Regular	\$1,242	\$700	\$0	\$600	\$0	\$0	\$0	\$600	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-32720-119	SWB	PARKING LOTS:Payroll Benefits	\$502	\$217	\$0	\$150	\$0	\$0	\$0	\$150	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32720-553	UTL	PARKING LOTS:Electricity	\$4,259	\$4,168	\$3,756	\$4,300	\$0	\$0	\$340	\$4,640	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
5	1-2-32720-291	MMS	Parking Lots:Licenses Permits & Fees	\$300	\$300	\$600	\$300	\$0	\$0	\$0	\$300	Annual Cost for SaskPower permits.
6	1-2-32720-541	MMS	PARKING LOTS:Operating Supplies	\$693	\$0	\$0	\$310	\$0	\$0	\$0	\$310	Supplies for parking meters, signs, and traffic paint used in Parking Lots.

Functional Area: TRAFFIC COUNTS AND LANE MARKINGS
Department: Public Works Department
Fund: General Fund

With the City growing and more cars on our streets and traffic congestion is a major challenge. The Transportation Manager and his/her division are continuously working to keep traffic moving and also take action to meet the needs of all street users. Traffic safety is important and a major priority for the City. A safe transportation system contributes to a strong sense of community and the livability of our city. The division makes the roads safer through education, engineering, and evaluation.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$1,000)	(\$1,000)	\$0	0.00%
Total Revenues	(1,000)	(1,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	64,140	47,240	16,900	35.77%
Contracted and General Services	95,000	68,950	26,050	37.78%
Fleet Expenses	1,000	3,930	(2,930)	-74.55%
Maintenance Materials and Supplies	39,110	33,390	5,720	17.13%
Total Expenses	199,250	153,510	45,740	29.80%
TOTAL (SURPLUS) DEFICIT	198,250	152,510	45,740	29.99%

REVENUES

(\$1,000) Total User Charges and Fees Revenue for taxi stand permits.

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$16,900 increase in Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases. Also includes the amount of \$8,000 overtime as a portion of traffic line pre-marking is done early in the morning (overtime) to increase safety on busy roadways.

\$26,050 increase for Contracted and General Services. Budget for longitudinal traffic line painting. In 2021, paint cost \$82.50 per pail and in 2022 it is \$147 per pail. This paired with increased operation costs for paint crews (fuel, wages etc.) has driven prices up.

\$95,000 Total Contracted and General Services for longitudinal traffic line painting.



(\$2,930) decrease for Fleet based on historical costs over the last several years.

\$5,720 increase in Maintenance Materials and Supplies as follows:

- \$20 increase for telephone expenses based on historical spending
- (\$300) decrease for City purchased clothing. Budget has been transferred to Traffic Signs.
- \$6,000 increase for traffic paint and cold plastic used to paint stop bars, crosswalks etc. In 2021 a pail of was \$82.50, in 2022 it now costs \$147.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-51920-094	UCF	LOADING ZONE PERMITS:Non-Taxable Revenue	(\$1,291)	(\$639)	(\$463)	(\$1,000)	\$0	\$0	\$0	(\$1,000)	Taxi Stand Permit.
2	1-2-32620-115	SWB	TRAFFIC LANE MARKINGS:Wages Regular	\$30,005	\$21,858	\$36,044	\$30,000	\$0	\$0	\$5,000	\$35,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-32620-116	SWB	TRAFFIC LANE MARKINGS:Wages Overtime	\$0	\$873	\$600	\$1,000	\$0	\$0	\$8,000	\$9,000	A portion of traffic line pre-marking is done early in the morning (Overtime) to increase safety on busy roadways. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32620-119	SWB	TRAFFIC LANE MARKINGS:Payroll Benefits	\$6,923	\$5,210	\$7,763	\$7,110	\$0	\$2,500	\$0	\$9,610	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-32691-115	SWB	TRAFFIC COUNTS:Wages Regular	\$6,785	\$1,197	\$7,519	\$7,000	\$0	\$0	\$0	\$7,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-32691-116	SWB	Traffic Counts:Wages Overtime	\$2,926	\$0	\$0	\$100	\$0	\$0	\$1,400	\$1,500	Traffic Counting Road Tubes are required to be installed early in the morning to avoid bus traffic. This is done for employee safety. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-32691-119	SWB	TRAFFIC COUNTS:Payroll Benefits	\$2,692	\$356	\$1,680	\$2,030	\$0	\$0	\$0	\$2,030	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-32620-295	CON	Traffic Lane Markings:Self-Employed Contractors	\$96,957	\$63,768	\$82,701	\$68,950	\$0	\$0	\$26,050	\$95,000	Budget for longitudinal traffic line painting. In 2021 it cost \$82.50 per pail and in 2022 it is costing \$147 per pail. This paired with increased operation costs for paint crews (fuel, wages etc.) has driven prices up.
9	1-2-32691-239	CON	TRAFFIC COUNTS:Consulting Services	\$0	\$2,432	\$0	\$0	\$0	\$0	\$0	\$0	Traffic counts consulting.
10	1-2-32620-265	FLT	TRAFFIC LANE MARKINGS:Rentals-Automotive & Equipment	\$0	\$0	\$57	\$3,930	\$0	(\$2,930)	\$0	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
11	1-2-32620-213	MMS	TRAFFIC LANE MARKINGS:Telephone	\$553	\$582	\$551	\$590	\$0	\$0	\$20	\$610	Based on actual charges for data lines, internet, landlines, and cell phone usage.
12	1-2-32620-540	MMS	TRAFFIC LANE MARKINGS:City Purchased Clothing	\$96	\$0	\$0	\$300	\$0	\$0	(\$300)	\$0	Budget to be put into 1-2-32610:540 (City Purchased Clothing.)
13	1-2-32620-541	MMS	TRAFFIC LANE MARKINGS:Operating Supplies	\$11,970	\$17,237	\$28,696	\$30,000	\$0	\$0	\$6,000	\$36,000	Budget for Traffic Paint and Cold Plastic used to paint stop bars, crosswalks etc. In 2021 a pail of was \$82.50, in 2022 it now costs \$147.
14	1-2-32691-541	MMS	TRAFFIC COUNTS:Operating Supplies	\$1,753	\$779	\$2,831	\$2,500	\$0	\$0	\$0	\$2,500	Traffic counting operating supplies. Supplies include batteries for counter units, traffic tubes, chains and other parts.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$132,760	\$132,760	\$0	0.00%
Utilities	29,650	27,700	1,950	7.04%
Fleet Expenses	35,150	33,160	1,990	6.00%
Maintenance Materials and Supplies	173,280	153,100	20,180	13.18%
Total Expenses	370,840	346,720	24,120	6.96%
TOTAL (SURPLUS) DEFICIT	370,840	346,720	24,120	6.96%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

\$1,950 increase in Utilities regarding increases in water and sewer costs, heating fuels and electricity. Utilities increase for 2023 represents a 7% increase over 2022.

\$1,990 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$20,180 increase in Maintenance Materials and Supplies as follows:

- \$180 increase for memberships: Cost for IMSA (International Municipal Signal Association) memberships. 2023 memberships will cost \$280.
- \$20,000 increase under Operating Supplies. Budget is used to purchase traffic signal supplies needed for signal repairs, replacements and installations. Supplies include traffic signal poles and heads, control cabinets, cables, fasteners, breakaway brackets, sensors, signal housing, pedestrian lights, anchor bolts, templates, Opticom emitters, backup power supplies, junction boxes etc. 2nd Avenue West and Marquis Road intersection to be upgraded in 2023.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-32640-115	SWB	TRAFFIC LIGHTS:Wages Regular	\$77,642	\$102,433	\$67,064	\$82,000	\$0	\$0	\$0	\$82,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	1-2-32640-116	SWB	TRAFFIC LIGHTS:Wages Overtime	\$18,617	\$19,247	\$20,670	\$18,000	\$0	\$0	\$0	\$18,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	1-2-32640-119	SWB	TRAFFIC LIGHTS:Payroll Benefits	\$31,431	\$41,040	\$29,502	\$32,760	\$0	\$0	\$0	\$32,760	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32640-295	CON	TRAFFIC LIGHTS:Self-Employed Contractors	\$1,781	\$0	\$5,342	\$0	\$0	\$0	\$0	\$0	contract cost
5	1-2-32640-553	UTL	TRAFFIC LIGHTS:Electricity	\$30,228	\$26,710	\$24,404	\$27,700	\$0	\$0	\$1,950	\$29,650	The 2023 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2023, and a review of actual costs. The 2023 budget also incorporates a 4% rate increase effective September 1, 2022, an additional 4% increase effective April 1, 2023, and a carbon tax increase from \$50 to \$65 per tonne effective April 1, 2023 .
6	1-2-32640-265	FLT	TRAFFIC LIGHTS:Rentals-Automotive & Equipment	\$29,981	\$51,916	\$51,305	\$33,160	\$0	\$1,990	\$0	\$35,150	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
7	1-2-32640-212	MMS	TRAFFIC LIGHTS:Postage & Freight	\$46	\$118	\$0	\$100	\$0	\$0	\$0	\$100	Based on average usage and expected \$.01 increase Jan 1/23.
8	1-2-32640-224	MMS	TRAFFIC LIGHTS:Memberships & Due	\$0	\$0	\$0	\$100	\$0	\$0	\$180	\$280	Cost for IMSA (International Municipal Signal Association) memberships. 2023 memberships will cost \$280.
9	1-2-32640-234	MMS	TRAFFIC LIGHTS:Training Services	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	Training for Engineering Technician to stay up to date with most recent Traffic Engineering practices and standards.
10	1-2-32640-259	MMS	TRAFFIC LIGHTS:Purch Mtce-Other Equipment	\$67,973	(\$47,999)	\$0	\$45,700	\$0	\$0	\$0	\$45,700	For Carlton Trail Railway crossing permits
11	1-2-32640-291	MMS	TRAFFIC LIGHTS:Licenses Permits & Fees	\$3,200	\$3,000	\$6,100	\$3,200	\$0	\$0	\$0	\$3,200	Cost for the annual SaskPower permits for traffic signals.
12	1-2-32640-532	MMS	TRAFFIC LIGHTS:Concrete	\$2,306	\$1,586	\$1,972	\$2,000	\$0	\$0	\$0	\$2,000	Concrete supplies for traffic signals pile foundation and surrounding sidewalk spot repairs.
13	1-2-32640-541	MMS	TRAFFIC LIGHTS:Operating Supplies	\$102,959	\$132,197	\$156,789	\$100,000	\$0	\$0	\$20,000	\$120,000	Budget is used to purchase traffic signal supplies needed for signal repairs, replacements and installations. Supplies include traffic signal poles and heads, Control Cabinets, cables, fasteners, breakaway brackets, sensors, signal housing, pedestrian lights, anchor bolts, templates, Opticom emitters, backup power supplies, junction boxes etc. 2nd Avenue West + Marquis Road intersection to be upgraded in 2023.

Functional Area: **TRAFFIC SIGNS**
 Department: **Public Works Department**
 Fund: **General Fund**

Traffic road signs are intended to guide, warn and regulate traffic. Road signs apply to motor vehicles, pedestrians, bicycles, and other travelers. Traffic road signs must fulfill a need, command attention, convey a clear message, command respect from travelers, and give adequate time for a response.

This budget includes the costs to regulate and maintain our traffic signage throughout the City and the costs of equipment for signage. The main categories of traffic signs are parking signs, regulatory signs, construction signs, warning signs, street signs, etc.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$18,000)	(\$14,500)	(\$3,500)	24.14%
Total Revenues	(18,000)	(14,500)	(3,500)	24.14%
EXPENSES				
Salaries Wages and Benefits	219,430	186,530	32,900	17.64%
Contracted and General Services	400	400	0	0.00%
Utilities	1,700	2,900	(1,200)	-41.38%
Fleet Expenses	67,420	63,600	3,820	6.01%
Maintenance Materials and Supplies	79,190	66,250	12,940	19.53%
Insurance	1,180	890	290	32.58%
Total Expenses	369,320	320,570	48,750	15.21%
TOTAL (SURPLUS) DEFICIT	351,320	306,070	45,250	14.78%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

(\$3,500) increase in User Charges and Fees Revenues. Traffic accommodation requests have increased in 2022.

(\$18,000) for Total User Charges and Fees Revenue for Traffic Accommodation Requests. They have increased in 2022. 2023 is expected to see a revenue of \$17,500 from these requests.



EXPENDITURES

\$32,900 increase for Salaries Wages and Benefits as per current contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

(\$1,200) decrease for Utilities based on projected usage.

\$3,820 increase in Fleet Expenses as per 6% increase for fleet costs in 2023 due to rising fuel costs.

\$12,940 increase in Maintenance Materials and Supplies as follows:

- (\$1,100) decrease for telephone costs based on current spending
- \$40 increase for memberships. Budget set for International Municipal Signal Association membership for the purpose of Traffic Accommodation/signage. 2023 membership is \$140.
- \$500 increase for clothing: jackets and work boot compensation as per collective agreement.
- \$13,500 increase for operating supplies. This budget includes metal telspar posts, traffic signage, traffic cones, barricades, essential hand tools, and nuts/bolts etc. All these materials are required for traffic accommodation and traffic safety.

\$290 increase in Insurance based on review of actual costs and consideration of annual increases for 2023 estimated by the City's Insurance Broker.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-51930-094	UCF	TRAFFIC SIGNS & SIGNALS:Non-Taxable Revenue	(\$13,503)	(\$13,436)	(\$3,655)	(\$14,000)	\$0	\$0	(\$3,500)	(\$17,500)	Traffic Accommodation requests have increased in 2022. 2023 is expected to see a revenue of \$17,500 from these requests.
2	1-1-51930-099	UCF	TRAFFIC SIGNS & SIGNALS:Taxable Revenue	(\$2,943)	(\$23,236)	(\$4,460)	(\$500)	\$0	\$0	\$0	(\$500)	Revenue for Traffic Accommodation requests.
3	1-2-32610-115	SWB	TRAFFIC SIGNS:Wages Regular	\$173,554	\$169,539	\$187,590	\$130,000	\$0	\$20,000	\$0	\$150,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	1-2-32610-116	SWB	TRAFFIC SIGNS:Wages Overtime	\$8,347	\$6,194	\$3,704	\$3,500	\$0	\$2,000	\$0	\$5,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	1-2-32610-119	SWB	TRAFFIC SIGNS:Payroll Benefits	\$65,659	\$67,160	\$70,709	\$46,730	\$0	\$10,800	\$0	\$57,530	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	1-2-32615-115	SWB	Sign Construction:Wages Regular	\$915	\$8,100	\$745	\$5,000	\$0	\$0	\$0	\$5,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	1-2-32615-119	SWB	Sign Construction:Payroll Benefits	\$300	\$3,321	\$202	\$1,300	\$0	\$100	\$0	\$1,400	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	1-2-32610-212	CON	TRAFFIC SIGNS:Postage & Freight	\$710	\$367	\$96	\$400	\$0	\$0	\$0	\$400	Based on average usage and expected \$.01 increase Jan 1/23.
9	1-2-32610-551	UTL	TRAFFIC SIGNS:Water & Sewer	\$3,031	\$3,619	\$2,463	\$2,900	\$0	\$0	(\$1,200)	\$1,700	decreased usage
10	1-2-32610-265	FLT	TRAFFIC SIGNS:Rentals-Automotive & Equipment	\$65,108	\$75,358	\$70,668	\$63,600	\$0	\$3,820	\$0	\$67,420	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
11	1-2-32610-213	MMS	TRAFFIC SIGNS:Telephone	\$1,305	\$708	\$1,335	\$1,850	\$0	\$0	(\$1,100)	\$750	Based on actual charges for data lines, internet, landlines, and cell phone usage.
12	1-2-32610-224	MMS	TRAFFIC SIGNS:Memberships & Due	\$0	\$0	\$0	\$100	\$0	\$0	\$40	\$140	Budget set for International Municipal Signal Association membership for the purpose of Traffic Accommodation/signage. 2023 membership is \$140.
13	1-2-32610-234	MMS	TRAFFIC SIGNS:Training Services	\$49	\$0	\$0	\$800	\$0	\$0	\$0	\$800	Set for traffic accommodation training in 2023. (i.e. training for Work Zone Traffic Accommodation).
14	1-2-32610-256	MMS	TRAFFIC SIGNS:Purch Mtce-Mechanical Equipment	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$250	This account is used for light mechanical items at the Sign Shop (i.e. door locks, keys, etc.)
15	1-2-32610-269	MMS	TRAFFIC SIGNS:Rentals-Other Equipment	\$3,511	\$0	\$160	\$0	\$0	\$0	\$0	\$0	licensing
16	1-2-32610-291	MMS	TRAFFIC SIGNS:Licenses Permits & Fees	\$85	\$0	\$0	\$100	\$0	\$0	\$0	\$100	Electrical licensing fees for the Traffic Signals Technician through the Technical Safety Authority of Saskatchewan.
17	1-2-32610-420	MMS	TRAFFIC SIGNS:Allocation-Services	\$529	\$1,454	\$631	\$0	\$0	\$0	\$0	\$0	allocation of staffing costs to Traffic
18	1-2-32610-512	MMS	TRAFFIC SIGNS:Overtime Meals	\$272	\$95	\$44	\$150	\$0	\$0	\$0	\$150	Meals allowance provided for staff working 1.5 hours past their regularly scheduled shift.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
19	1-2-32610-540	MMS	Traffic Signs:City Purchased Clothing	\$955	\$386	\$2,132	\$500	\$0	\$0	\$500	\$1,000	This budget is used for jackets and work boot compensation. Based on the historical average this budget should be increased to reflect actual costs. In addition the \$300 set aside in account 1-2-32620:540 is to be put into this account to reduce the number of active accounts.
20	1-2-32610-541	MMS	Traffic Signs:Operating Supplies	\$59,500	\$90,580	\$76,275	\$62,500	\$0	\$0	\$13,500	\$76,000	Prices of all operating supplies have increased this year. This budget includes metal telspar posts, traffic signage, traffic cones, barricades, essential hand tools, and nuts/bolts etc. All these materials are required for traffic accommodation and traffic safety.
21	1-2-32610-896	INS	TRAFFIC SIGNS:Insurance	\$798	\$819	\$848	\$890	\$0	\$0	\$290	\$1,180	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$422,890)	(\$615,620)	\$192,730	-31.31%
Operating Grants and Donations	(255,000)	(280,000)	25,000	-8.93%
Total Revenues	(677,890)	(895,620)	217,730	-24.31%
EXPENSES				
Contracted and General Services	1,603,220	1,370,410	232,810	16.99%
Interest on Long Term Debt	43,300	51,950	(8,650)	-16.65%
Fleet Expenses	565,540	349,660	215,880	61.74%
Maintenance Materials and Supplies	102,340	67,320	35,020	52.02%
Total Expenses	2,314,400	1,839,340	475,060	25.83%
TOTAL (SURPLUS) DEFICIT	1,636,510	943,720	692,790	73.41%

SUMMARY OF CHANGES FROM YEAR 2022 BUDGET

REVENUES

\$192,730 decrease in User Charges and Fees as follows:

- \$124,600 decrease in transit tickets and passes. Since COVID began in 2020, ridership and bus passes have plummeted to below 63% of 2018 and 2019 numbers. With restored consistent transit we expect to see recovery. We will see an estimated \$325,000 of income in 2023.
- (\$1,870) increase in revenue from bus shelters and benches as per the City's Contract with the advertising contractor. Will see an additional \$1,870 in revenue based on number of units with advertising.



- \$15,000 decrease in revenue for Transit Passes – Social Assistance. Revenue generated from the discounted bus passes (subsidized by Ministry of Social Services). COVID paired with Service issues in 2021-22 greatly reduced ridership in the City. It will take time to regain riders. Social assistance revenue is expected to increase from (estimated \$50,000) in 2022 to \$60,000 in 2023.
- \$55,000 decrease in revenue for Public Transit Advertising. Transit Advertising Contract has concluded with Jim Pattison Broadcast Group. Measurements and photos of the current transit fleet has been sent to Pattison but they are uninterested on advertising on this style of bus. A new Transit Advertising Contract will be worked on when the Transit Fleet is stable.

(\$422,890) Total User Charges and Fees Revenue as follows:

- (\$325,000) is revenue generated from bus passes and tickets.
- (\$37,890) revenue from Bus Shelters and Benches as per the City's Contract with the advertising contractor.
- (\$60,000) revenue generated from the discounted bus passes (subsidized by Ministry of Social Services).

\$25,000 decrease in Operating Grants and Donations. Financial contribution from the Ministry of Social Services to subsidize the discounted bus passes (social assistance category). The Ministry subsidizes each pass sold by paying the City \$25/pass. In 2023, it is anticipated around 3000 passes will be sold. The Ministry contribution is anticipated to be \$75,000

(\$255,000) Total Operating Grants and Donations revenue as follows:

- (\$180,000) revenue reflects the Transit Assistance for People with Disabilities grant funding for operations (TAPD). TAPD is a performance-based program. The funding formula allots participating municipalities with an annual operating grant calculated using the number of public service trips provided by each municipality in the previous calendar year, and a per trip amount based on which of the four population categories the community is in (under 2,500; 2,501 to 20,000; 20,001 to 100,000; and 100,001 or more). The population figures are obtained through the most recent Statistics Canada census.
- \$75,000 revenue for financial contribution from the Ministry of Social Services to subsidize the discounted bus passes (social assistance category). The Ministry subsidizes each pass sold by paying the City \$25/pass. In 2023, it is anticipated around 3000 passes will be sold. The Ministry contribution is anticipated to be \$75,000.

Total decrease in Revenue for the City Public Transit for 2023 is \$217,730.

EXPENDITURES

\$232,810 increase in Contracted and General Services as follows:

- \$238,810 increase under Transit Operation as the costs for contracted transit services as per the existing contract between the City and First Canada. The cost for transit services in 2023 will be increased based on the set rates in the contract. Operating costs will increase related to the cost of leased transit buses through First Canada. This cost includes \$100,800 to lease 8 transit buses for the year.
- (\$4,000) decrease for other general services. This budget is for bus pass vendor 10% commission fees for sold bus passes. 2023 is projected to see \$10,000 in bus pass vendor commission. (Example: Vendor sells \$10,000 of bus passes, they receive \$1,000 commission).

\$1,603,220 Total Contracted and General Services is as follows:

- \$1,593,220 for Transit Operation:
 - 8 leased buses - \$100,800
 - Cleaning - \$4,200
 - Transit Operation - \$1,488,220
- \$10,000 for or bus pass vendor 10% commission fees for sold bus passes.

(\$8,560) decrease for Interest on Long-Term Debt relating to the Loan for the purchased Transit Buses. Each year, interest drops every year as principle payments increase.

\$43,300 Total Interest on Long Term Debt Budget for 2023.

\$215,880 increase in Fleet Expenses. 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 2023 is significant as Budget the fleet expense budget was reduced by \$220,000 for 2021 and for 2022 by \$115,000. This proposed increase is to ensure that reserve is continued to be built for future capital replacements.

\$35,020 increase for Maintenance Materials and Supplies as follows:

- \$1,000 increase for advertising relating to the City's transit advertising costs/supplies (i.e. signs, posters, decals, etc.) Additional budget is required to assist in regaining ridership in 2023. Advertising/Promotion is anticipated to be fully returned in additional ridership.
- \$400 increase for memberships for Canadian Urban Transit Association membership rates were \$2,730 for 2022 and are expected to be \$2,900 for 2023.
- \$3,980 increase for Permits. Permit and license fees for the City's TransitLive services based on an existing agreement with CRL Engineering. Transit Live 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 City transit usage. Costs for the service to increase as per the existing Agreement.
- \$25,140 increase for bus shelters.

Total Budget of \$45,140 for Bus Shelters as follows:

- Two new Shelters - \$21,000
- Shelter Electricity (Yearly) - \$2,640
- Electrical Work for Installing Shelter - \$3,000
- Cost to replace remaining 18 missing glass panes - \$15,000
- Cost for transit bench repairs - \$3,500

An eighteen (18) year old Transit Shelter had to be retired in May 2022. This added \$10,500 to the budget for the **one time purchase** of a new transit shelter to keep the City at twenty-four (24) total shelters. This is a contract requirement between the City of Prince Albert and Puetz Enterprises. This new shelter will earn an additional \$1,620 per year through the Transit Shelter Advertising Contract.

The Art Hauser Shelter was struck by a vehicle a few years ago and is unable to have glass installed due to multiple bends in the frame. This shelter is nearly 18 years old and needs to be upgraded for proper pedestrian usage. A new shelter will cost \$10,500.

It should be noted that of the 24 transit shelters in Prince Albert none of them are newer than 13 years old, with the majority being 18 years of age.

- \$4,500 increase for concrete. Cost to pour/repair 3 transit pads for proper shelter installation. Some Transit pads are beginning to crack and shelters cannot be properly fastened to the cement pad. These concrete pads have to be re-poured for proper shelter stability and to prevent shelter damages.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-1-43115-000	UCF	TRANSIT TICKET/PASSES:Other Revenue	(\$448,350)	(\$338,475)	(\$291,325)	(\$449,600)	\$0	\$0	\$124,600	(\$325,000)	Since COVID began in 2020 ridership and bus passes have plummeted to below 63% of 2018 and 2019 numbers. With restored consistent transit we expect to see recovery. We will see an estimated \$325,000 of income in 2023. Revenue generated from bus passes and tickets.
2	1-1-43116-000	UCF	TRANSIT REV-BUS BENCHES/SHELTERS:Other Revenue	(\$18,311)	(\$18,311)	(\$30,098)	(\$36,020)	\$0	\$0	(\$1,870)	(\$37,890)	Revenue from Bus Shelters and Benches as per the City's Contract with the advertising contractor. Will see an additional \$1870 in revenue based on number of units with advertising. 2022 revenue per shelter = \$1621.70 (total of 19 advertising shelters). 2022 revenue per bench = \$244.10 (total of 29 advertising benches).
3	1-1-43117-000	UCF	Transit Rev-Social Assistance:Other Revenue	(\$87,190)	(\$48,975)	(\$41,057)	(\$75,000)	\$0	\$0	\$15,000	(\$60,000)	Revenue generated from the discounted bus passes (subsidized by Ministry of Social Services). COVID paired with Service issues in 2021-22 greatly reduced ridership in the City. It will take time to regain riders. Social assistance revenue is expected to increase from (estimated \$50,000) in 2022 to \$60,000 in 2023.
4	1-1-43118-094	UCF	Public Transit Advertising:Non-Taxable Revenue	(\$42,083)	(\$45,717)	(\$16,428)	(\$55,000)	\$0	\$0	\$55,000	\$0	Transit Advertising Contract has concluded with Jim Pattison Broadcast Group. Measurements and photos of the current transit fleet has been sent to Pattison but they are uninterested on advertising on this style of bus. A new Transit Advertising Contract will be worked on when the Transit Fleet is stable.
5	1-1-43117-053	OGD	Transit Rev-Social Assistance:Provincial Grants - Conditional	(\$88,550)	(\$50,625)	(\$43,375)	(\$100,000)	\$0	\$0	\$25,000	(\$75,000)	Financial contribution from the Ministry of Social Services to Subsidize the discounted bus passes (social assistance category). The Ministry subsidizes each pass sold by paying the City \$25/pass. In 2023, it is anticipated around 3000 passes will be sold. The Ministry contribution is anticipated to be \$75,000.
6	1-1-75100-000	OGD	URBAN ASSIST-HANDICAPPED TRANS:Other Revenue	(\$176,897)	(\$171,038)	(\$160,774)	(\$180,000)	\$0	\$0	\$0	(\$180,000)	This budget reflects the Transit Assistance for People with Disabilities grant funding for operations (TAPD). TAPD is a performance-based program. The funding formula allots participating municipalities with an annual operating grant calculated using the number of public service trips provided by each municipality in the previous calendar year, and a per trip amount based on which of the four population categories the community is in (under 2,500; 2,501 to 20,000; 20,001 to 100,000; and 100,001 or more). The population figures are obtained through the most recent Statistics Canada census. Funding for 2022 was less than \$180,000 but Administration believes that \$180,000 is still a reasonable estimate based on prior year actuals the prior three years.
7	1-2-35200-295	CON	TRANSIT OPERATION:Self-Employed Contractors	\$1,159,040	\$1,301,671	\$1,354,810	\$1,356,410	\$0	\$0	\$236,810	\$1,593,220	Costs for contracted transit services as per the existing contract between the City and First Canada. The cost for transit services in 2023 will be increased based on the set rates in the contract. Operating costs will increase for the price of leased transit buses through First Canada. This cost includes \$100,800 to lease 8 transit buses for the year. 8 leased buses - \$100,800 Cleaning - \$4,200 Transit Operation - 1,488,220
8	1-2-35200-299	CON	TRANSIT OPERATION:Other General Services	\$8,527	\$13,954	\$6,907	\$14,000	\$0	\$0	(\$4,000)	\$10,000	This budget is for bus pass vendor 10% commission fees for sold bus passes. 2023 is projected to see \$10,000 in bus pass vendor commission. (Example: Vendor sells \$10,000 of bus passes, they receive \$1,000 commission)

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
9	1-2-35200-820	LTD	TRANSIT OPERATION:Interest on Long Term Loan	\$75,629	\$67,980	\$59,646	\$51,950	\$0	(\$8,650)	\$0	\$43,300	City Transit Buses The 2023 Budget for interest expense was determined by Financial Services based on a review of annual payments and expected interest rates for 2023 and previous principal payments made.
10	1-2-35200-265	FLT	TRANSIT OPERATION:Rentals-City Automotive & Equipment	\$408,300	\$435,000	\$229,400	\$349,660	\$0	\$0	\$215,880	\$565,540	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 2023 is significant as Budget Committee reduced the fleet expense budget by \$220,000 for 2021 and they reduced the recommended fleet expense for 2022 by \$115,000. Administration believes that the fleet expense needs to be increased to ensure that reserve is continued to be built for future capital replacements.
11	1-2-35200-211	MMS	TRANSIT OPERATION:Travel & Accommodation	\$395	\$0	\$65	\$2,000	\$0	\$0	\$0	\$2,000	Transportation Manager will attend Annual Canadian Urban Transit Association Conference in Saskatoon in 2023. Budget for cost related to attending transit related conferences.
12	1-2-35200-221	MMS	TRANSIT OPERATION:Advertising	\$297	\$0	\$100	\$2,000	\$0	\$0	\$1,000	\$3,000	For City's transit advertising costs/supplies (i.e. signs, posters, decals, etc.) Additional budget is required to assist in regaining ridership in 2023. Advertising/Promotion is anticipated to be fully returned in additional ridership.
13	1-2-35200-224	MMS	TRANSIT OPERATION:Memberships & Due	\$2,616	\$2,429	\$2,551	\$2,500	\$0	\$0	\$400	\$2,900	Canadian Urban Transit Association membership rates were \$2730 this year and are expected to be \$2900 for 2023.
14	1-2-35200-291	MMS	TRANSIT OPERATION:Licenses Permits & Fees	\$127,388	\$30,884	\$20,915	\$30,320	\$0	\$0	\$3,980	\$34,300	Permit and license fees for the City's TransitLive services based on an existing agreement with CRL Engineering. Transit Live 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 City transit usage. Costs for the service to increase as per the existing Agreement.
15	1-2-35200-292	MMS	TRANSIT OPERATION:Print Shop Services	\$4,109	\$6,461	\$2,963	\$5,000	\$0	\$0	\$0	\$5,000	Cost for printing transit related items (i.e. bus brochures, transfer tickets, etc.). Historical averages show that this budget should remain the same.
16	1-2-35200-541	MMS	TRANSIT OPERATION:Operating Supplies	\$26,265	\$28,363	\$1,102	\$5,500	\$0	\$0	\$0	\$5,500	Budget is for transit operating supplies, such as fareboxes, bus signs and posts, etc.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
17	1-2-35300-253	MMS	Bus Shelters:Purch Mtce-Building	\$4,197	\$14,009	\$15,099	\$20,000	\$0	\$0	\$25,140	\$45,140	Shelter Electricity (Yearly) - \$2640 Electrical Work for Installing Shelter - \$3000 Cost to replace remaining 18 missing glass panes - \$15,000 Cost for transit bench repairs - \$3500 An 18 year old Transit Shelter had to be retired in May 2022. Added \$10500 budget is for the one time purchase of a new Transit Shelter to keep the City at 24 total shelters. This is a contract requirement between the City of Prince Albert and Puetz Enterprises. This new shelter will earn an additional \$1620 per year through the Transit Shelter Advertising Contract. The Art Hauser Shelter was struck by a vehicle a few years ago and is unable to have glass installed due to multiple bends in the frame. This shelter is nearly 18 years old and needs to be upgraded for proper pedestrian usage. A new shelter will cost \$10,500. It should be noted that of the 24 transit shelters in Prince Albert none of them are newer than 13 years old, with the majority being 18 years of age.
18	1-2-35300-532	MMS	Bus Shelters:Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	\$4,500	Cost to pour/repair 3 transit pads for proper shelter installation. Some Transit pads are beginning to crack and shelters cannot be properly fastened to the cement pad. These concrete pads have to be re-poured for proper shelter stability and to prevent shelter damages.
19	1-2-35300-541	MMS	Bus Shelters:Operating Supplies	\$0	\$5,716	\$0	\$0	\$0	\$0	\$0	\$0	operating supplies for bus shelters

TITLE: Snow Removal and Road Conditions

DATE: June 10, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

TOPIC & PURPOSE:

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

BACKGROUND:

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

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

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

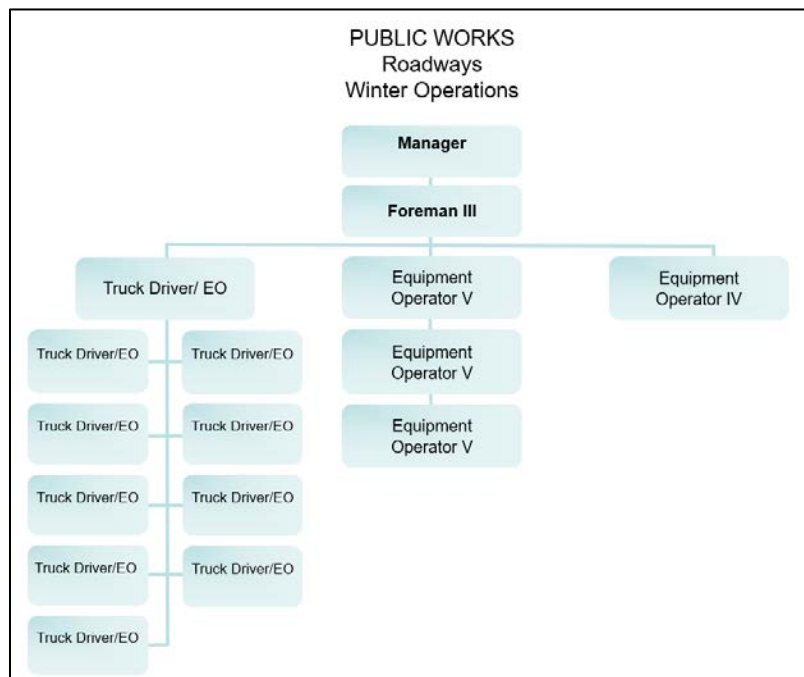
The winter maintenance season extending over 2021 and 2022 saw the largest snow accumulations in the city in decades. In addition to the total snowfall amounts, the frequent snowfalls with significant snow accumulation caused operational challenges in performing winter maintenance in residential areas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

PROPOSED APPROACH AND RATIONALE:

Roadways Division

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

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



Roadways Winter Operations Organizational Chart

Equipment

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

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



Caterpillar 140M Grader
Caterpillar 120M Grader
Caterpillar 140 Grader



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



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



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



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



Snowblower (loader mounted)



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



New Holland W170B Loader
Used as a chase loader



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



Backup Snowblower (Loader Mounted)



Illuminated Flasher Trucks

Hired Equipment

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

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

Division Responsibilities

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

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

Winter Maintenance Hours of Operation

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

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

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

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

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

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

Bylaws

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

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

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

Snow and Ice Control Policy

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

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

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

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

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

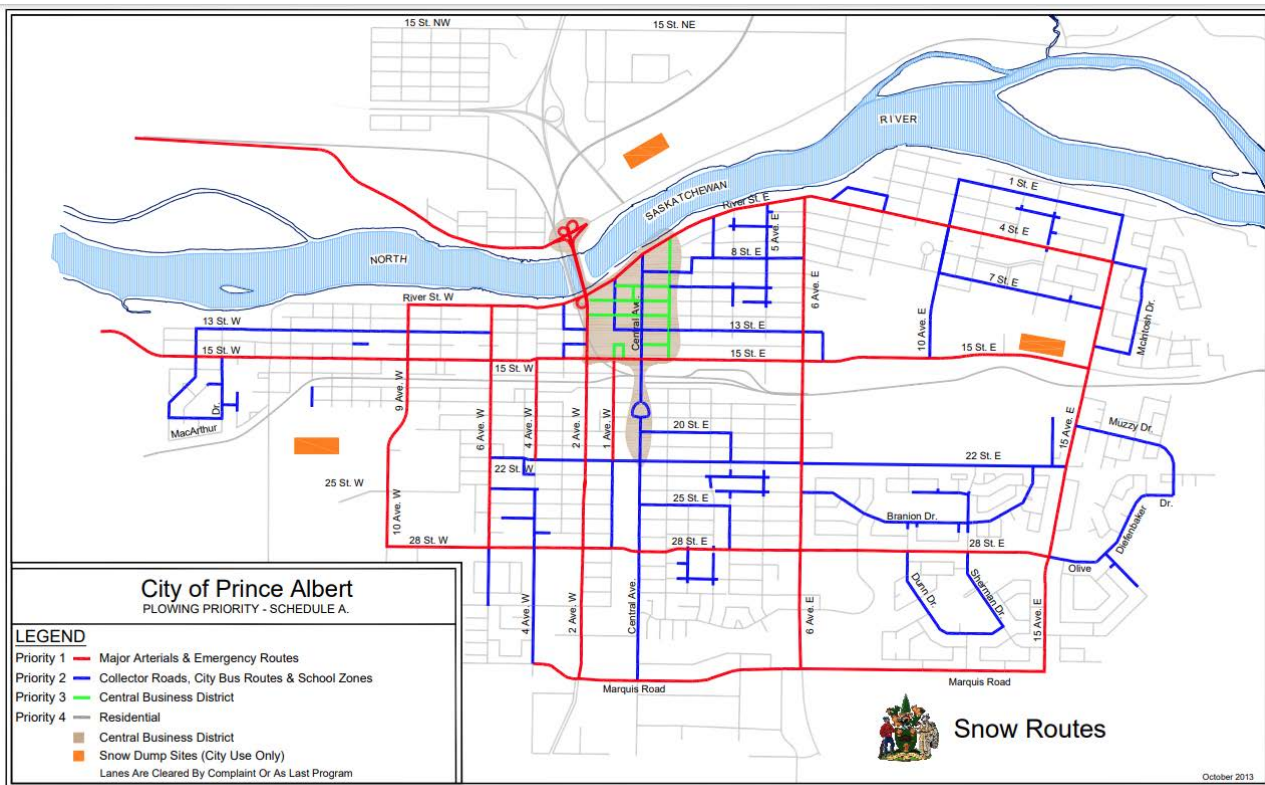
The Plowing Priority Map shown below, is attached to the Snow and Ice Control Policy and also requires a thorough review and update as new and upgraded roads need to be included, shifts in bus routes should be shown and consistency and connectivity of snow plowing operations should be updated to match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

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

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

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

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



The City of Prince Albert maintains a total of 286km of roads. The break out of roads by winter maintenance priority is as follows:

- Priority 1 – 41km
- Priority 2 – 38km
- Priority 3 – 3km
- Priority 4 – 203km

The priority system shown above is meant to direct the response to snow events to first maintain driveable access around the City on arterial roadways and emergency routes as a means of allowing the movement of emergency vehicles. Once the first priority is complete, then plowing proceeds to collectors, followed by residential roads.

In addition to the above, the Central Business District is identified as Priority 3 which directs the timing of snow lifting for the downtown core. Snow lifting in the downtown core is discussed below in the 'Downtown Snow Lifts' section of the report.

Downtown Snow Lifts

As identified in the Priority Map above, the Central Business District which covers the City's downtown core and a portion of Central Avenue, is considered to be Priority 3 for snow maintenance. The status as Priority 3 can cause some confusion in terms of when downtown receives snow removal and this is an item that should be reviewed and clarified in an update to the Snow and Ice Control Policy.

As the downtown core relies largely on street parking in order for residents to access businesses, there is no ability to store snow in windrows on the sides of the street as this

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

Requests for Service and Resident Expectations

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

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

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

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

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

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

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

Snow Dumps

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

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

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

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

Roadways Division Resourcing

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

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

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

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

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

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

Expanded Grader Capacity

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

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

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

Extra Snow Lift Crew

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

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

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

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

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

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

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

Fleet Services Capacity

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

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

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

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

CONSULTATIONS:

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

FINANCIAL IMPLICATIONS

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

1. Additional Roadways Staff

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

2. Expanded Grader Capacity

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

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

3. Extra Snow Lift Crew

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

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

PUBLIC NOTICE:

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

PRESENTATION: PowerPoint by Jeff Da Silva, Operations Manager

ATTACHMENTS:

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

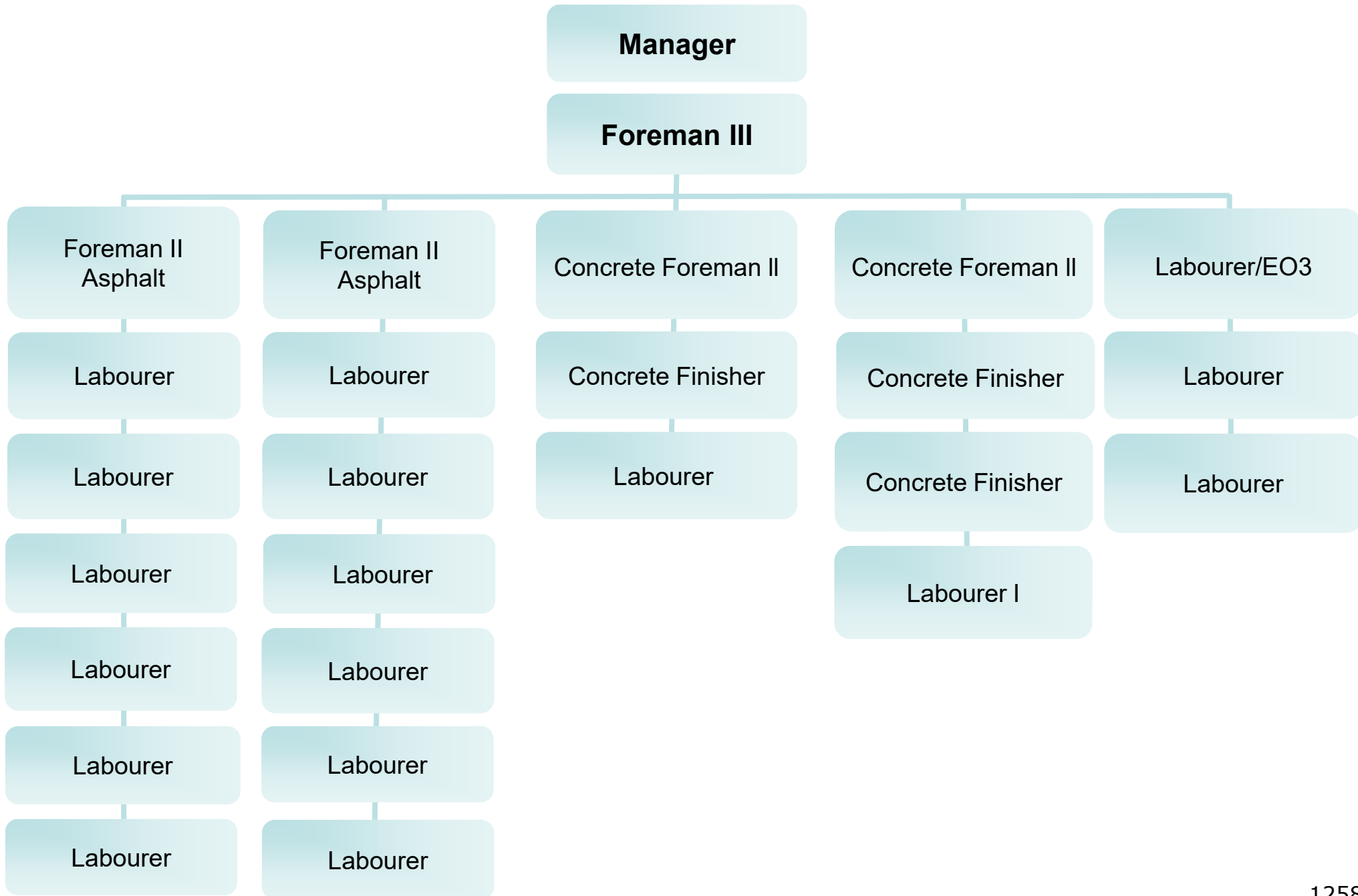
Written by: Jeff Da Silva, Operations Manager

Approved by: Director of Public Works & City Manager

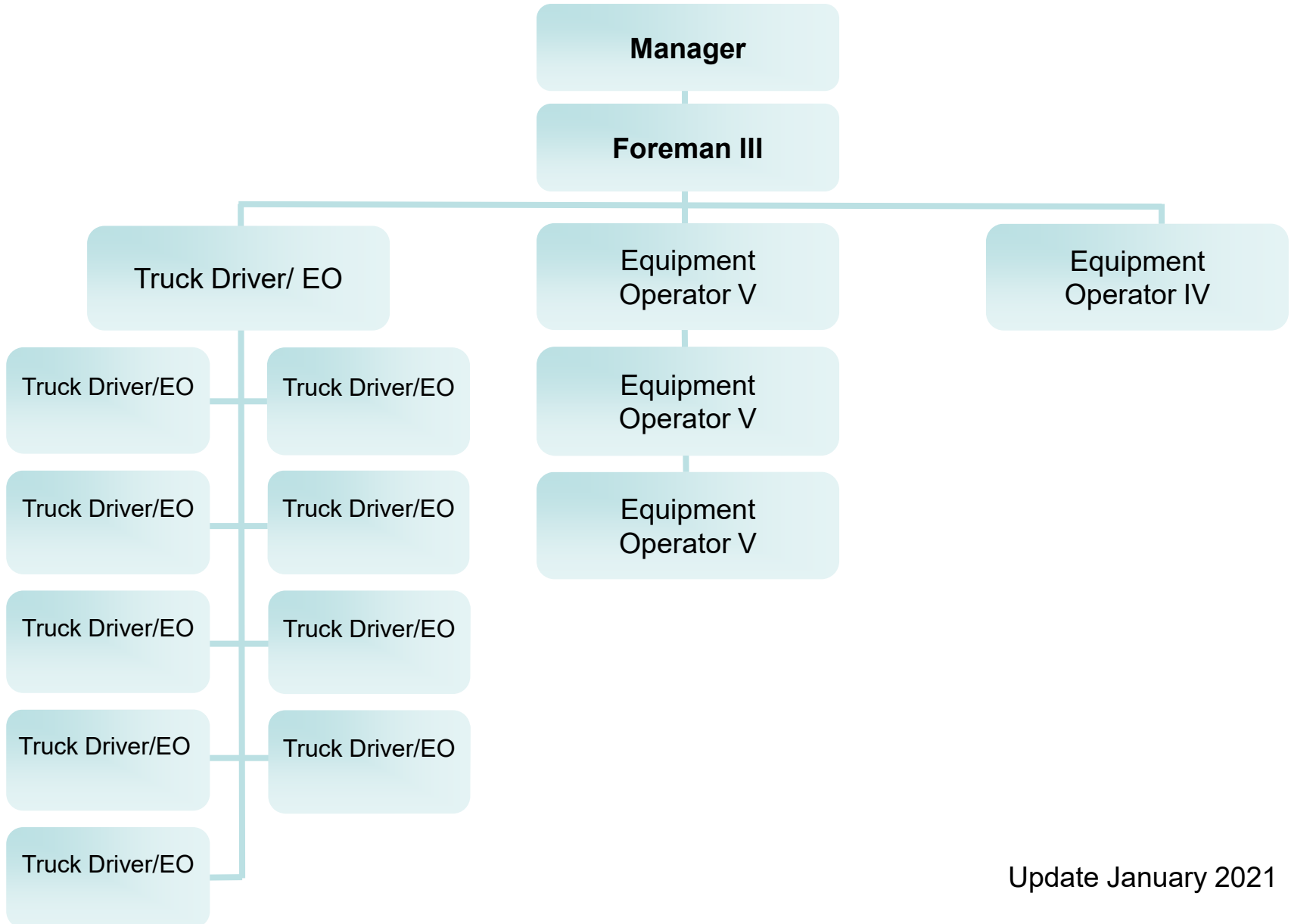
PUBLIC WORKS

Roadways

Summer Operations



PUBLIC WORKS
Roadways
Winter Operations



Update January 2021

City of Prince Albert Statement of POLICY and PROCEDURE			
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		Replaces:	8.1
Issued by:	Mohammad Kraishan, Operations Manager	Dated:	January 12, 2010
Approved by:	Amjad Khan, Director of Public Works	Procedure Amendment	

1 POLICY

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

2 PURPOSE

2.01 The purpose of this policy is to:

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

3 SCOPE

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

4 RESPONSIBILITY

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

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

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5 DEFINITIONS

5.01 In this policy:

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

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

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

7 PROCEDURE

7.01 Preamble

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

7.02 Priorities

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

Priority 1: Major Arterial roads and Emergency routes.

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

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

Priority 4: Resident Streets and than rear lanes if needed

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7.03 Standards

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

7.04 Commencement of Operations

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

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

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

7.05 Chase Loaders

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

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

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

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

7.06 Ice Control For Roads, City Owned Parking Lots

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

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

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

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

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

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

7.07 SNOW RUTS

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

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

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

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7.09 Snow Dumps

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

7.10 Snow Routes and Snow Route Parking Bans

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

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

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

7.11 Other Temporary Parking Bans

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

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

7.12 Sidewalk Snow Clearing

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

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

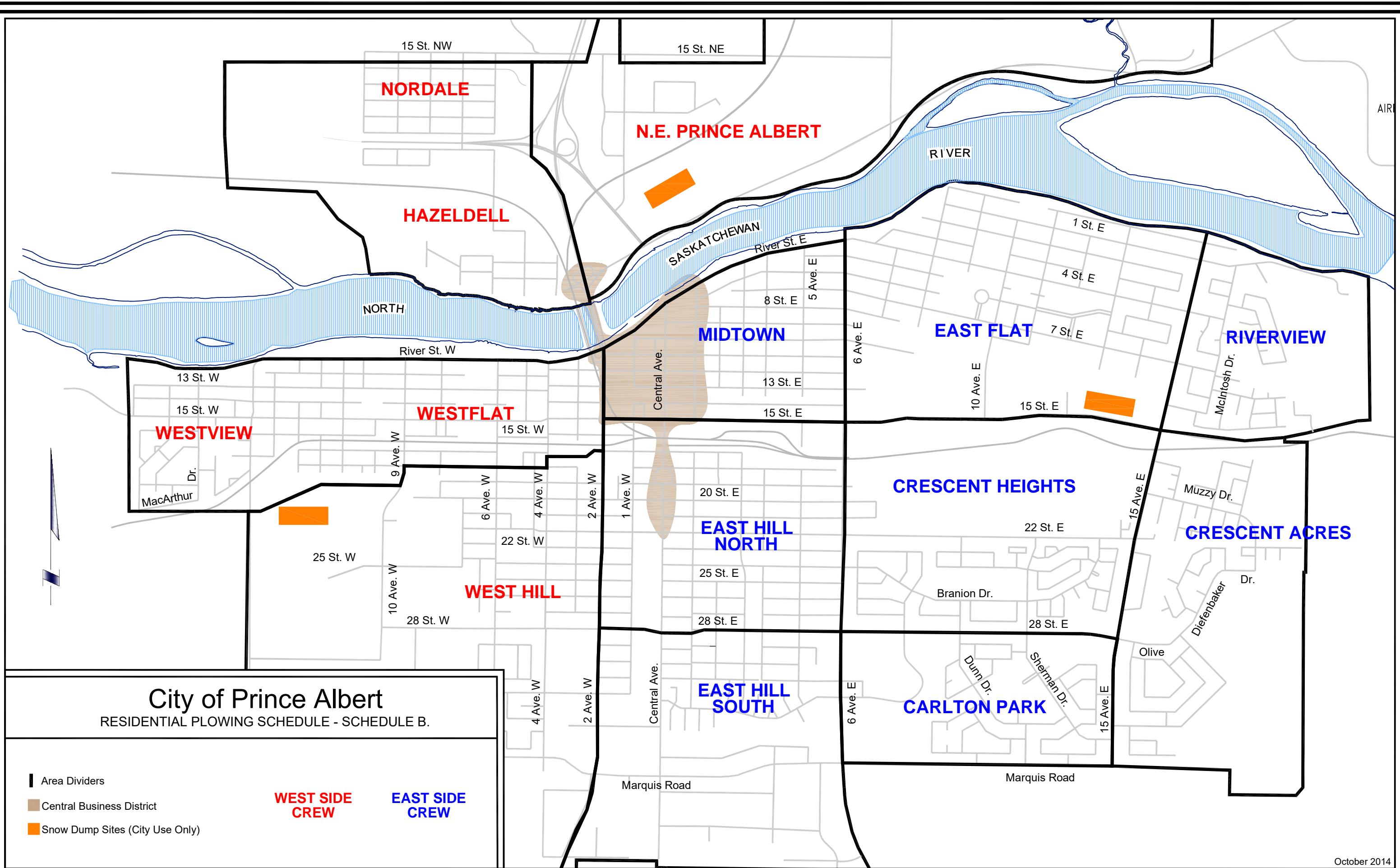
Under certain conditions, where there is a greater volume of snow accumulation over the course of the season one third of the sidewalk may be used for snow plowing operations. In these cases, property owners would be responsible for clearing the remaining two-thirds of the sidewalk.

7.13 Snow Containment

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

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.2
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	May 7, 2018
Council Resolution # and Date:	Council Resolution No. 0222 dated May 7, 2018	Page:	10 of 10
		Replaces:	8.1
Issued by:	Mohammad Kraishan, Operations Manager	Dated:	January 12, 2010
Approved by:	Amjad Khan, Director of Public Works	Procedure Amendment	

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



NORDALE

N.E. PRINCE ALBERT

HAZELDELL

MIDTOWN

EAST FLAT

RIVERVIEW

WESTVIEW

WESTFLAT

CRESCENT HEIGHTS

CRESCENT ACRES

EAST HILL NORTH

WEST HILL

EAST HILL SOUTH

CARLTON PARK

City of Prince Albert
RESIDENTIAL PLOWING SCHEDULE - SCHEDULE B.

WEST SIDE CREW

EAST SIDE CREW

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

CITY OF PRINCE ALBERT

BYLAW NO. 9 OF 1992



Disclaimer:

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

OFFICE CONSOLIDATION

CLEAN SIDEWALK BYLAW

BYLAW NO. 9 OF 1992

Including the Following Amendments:

AMENDMENTS

DATE PASSED

Bylaw No. 36 of 1994

March 28, 1994

CITY OF PRINCE ALBERT BYLAW NO. 9 OF 1992

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

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

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

SHORT TITLE

1. This Bylaw may be cited as the "Clean Sidewalk Bylaw."

OFFENCE

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

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

REMOVAL STANDARDS

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

OBSTRUCTION DEPOSITED IN GUTTER

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

AUTHORITY TO CLEAN

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

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

(36/1994, s.1)

TERMS

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

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

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

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

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

“Gordon M. Kirkby”

MAYOR

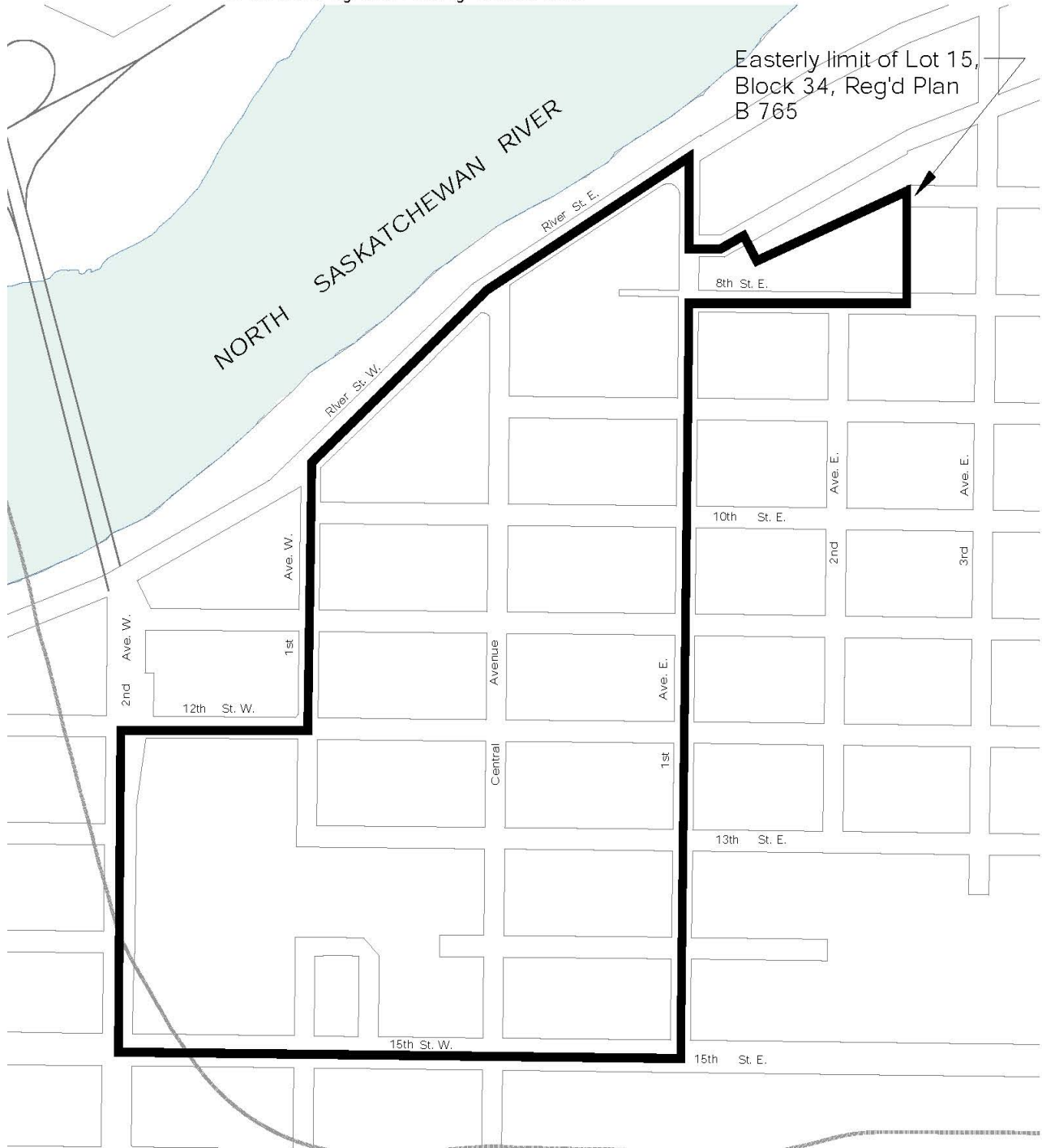
“Terry Topping”

CITY CLERK

CITY OF PRINCE ALBERT
SASKATCHEWAN

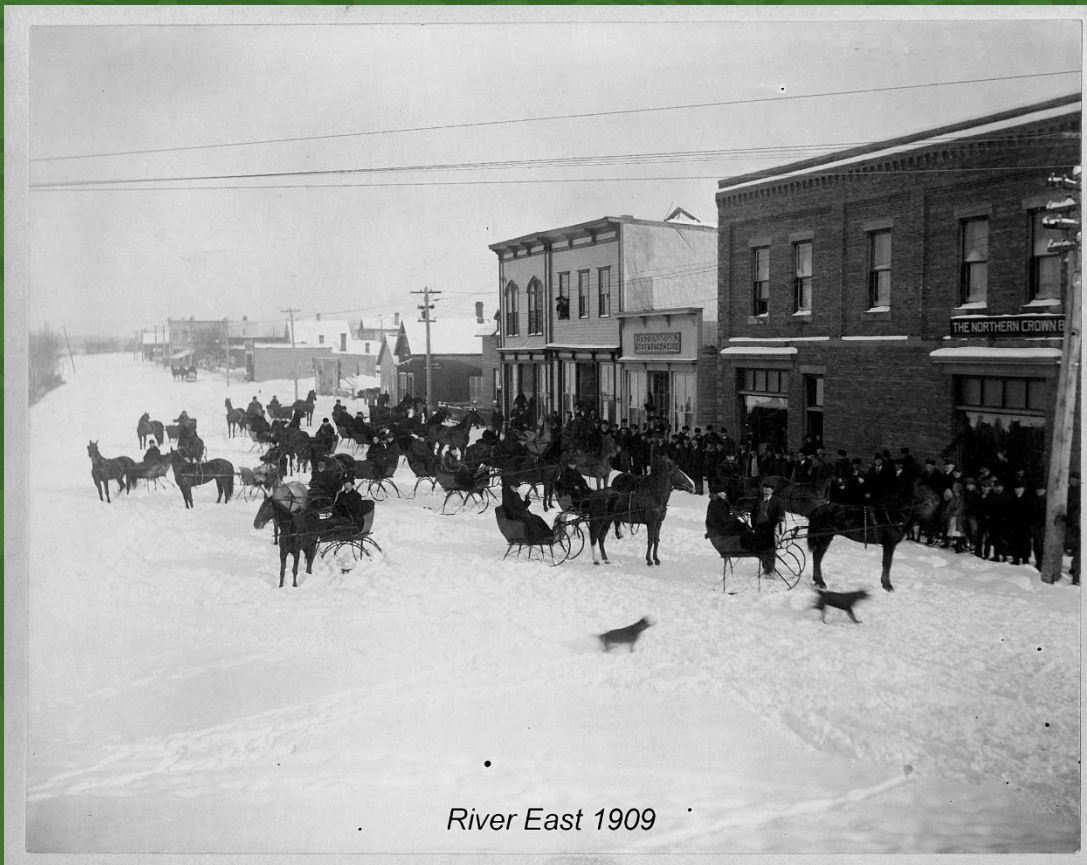
SCHEDULE 'A'

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



CITY OF PRINCE ALBERT

Roadways Winter Maintenance



River East 1909

June 20, 2022

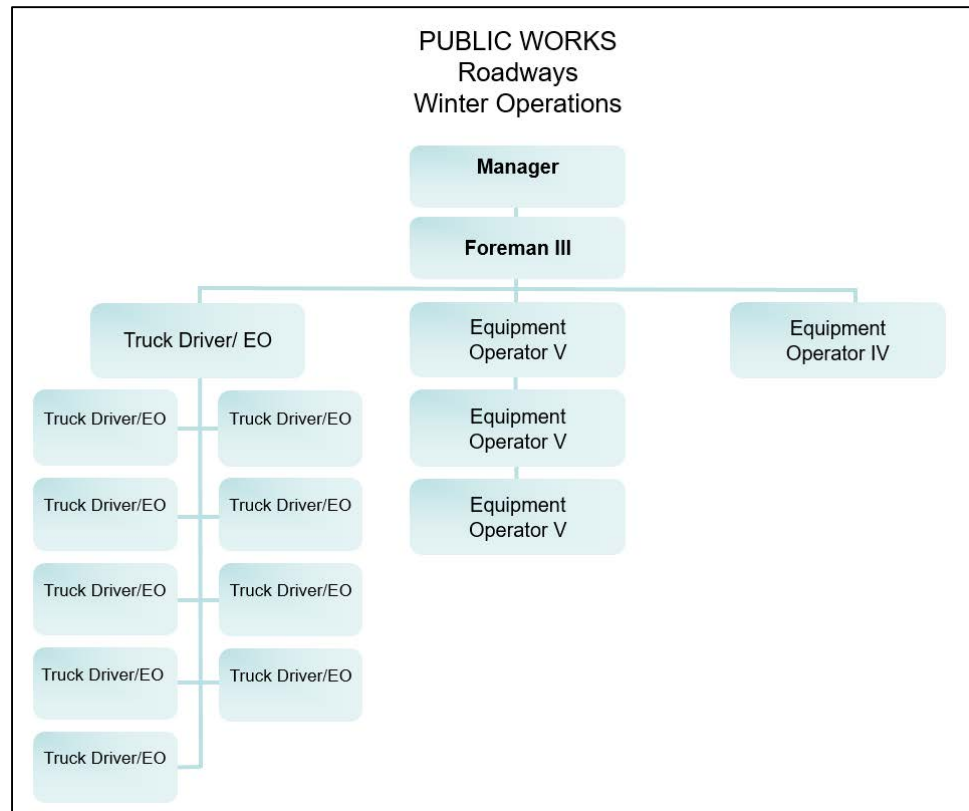
Roadways Winter Maintenance

PRESENTATION OUTLINE

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

Roadways Division Structure

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



Roadways Division Equipment

Total of 22 pieces of winter maintenance equipment

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



Roadways Division Equipment

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



Winter Maintenance Responsibilities

Public Works Roadways Division

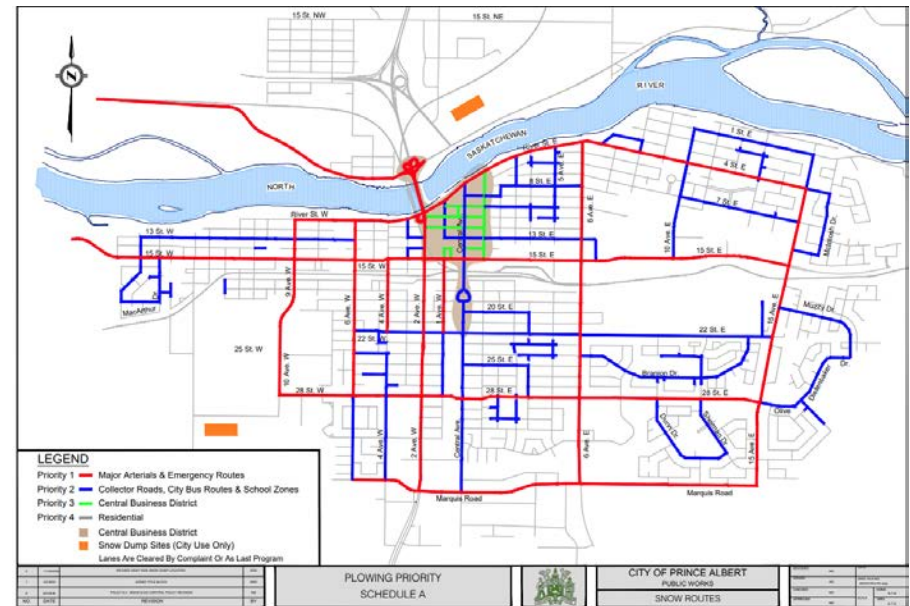
- Responsible for snow and ice maintenance on all City owned roadways
- Responsible for snow removal on City owned paid parking lots
- Downtown snow removal

Community Services Parks Division

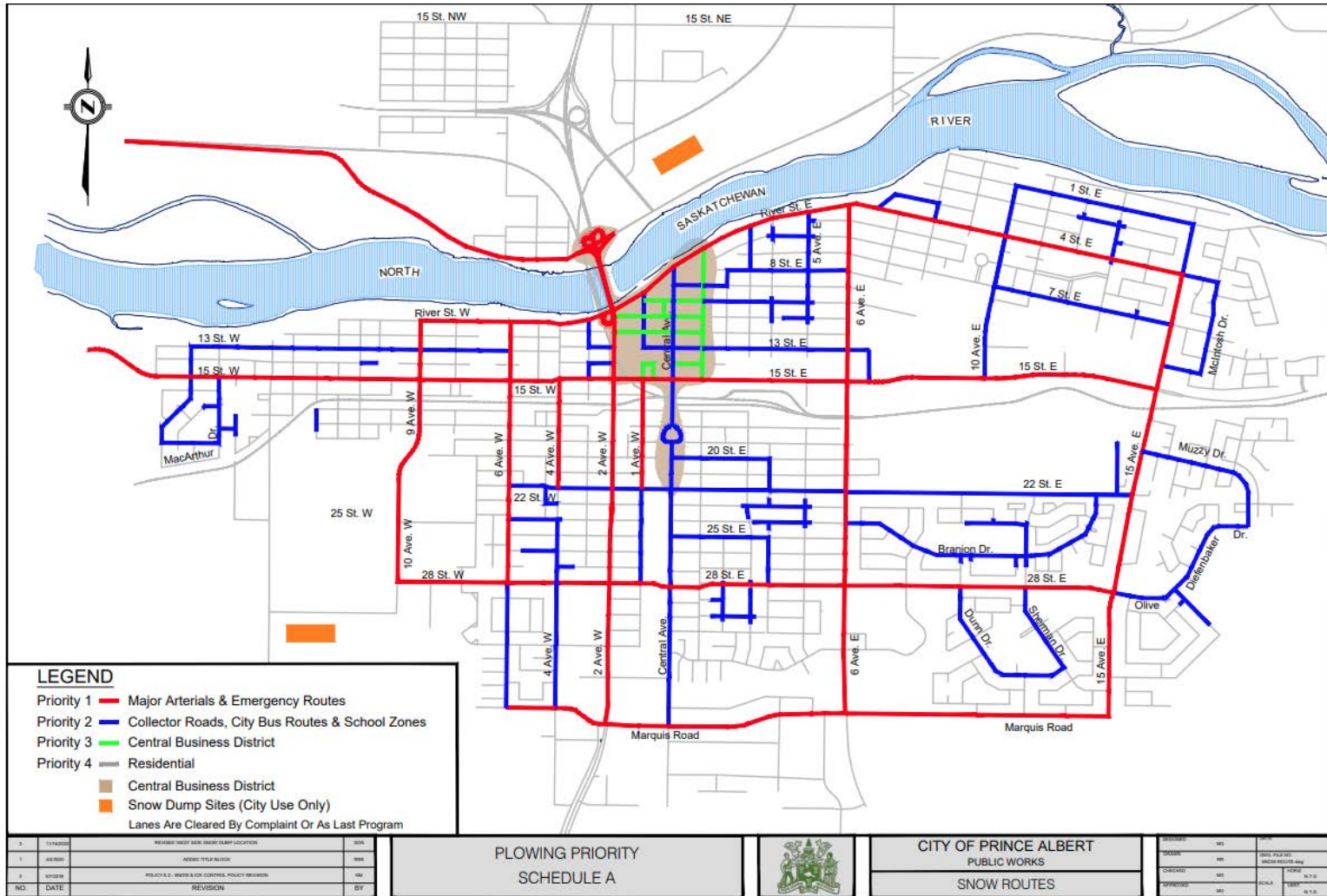
- Parking lots at City Facilities
- Select sidewalk, trails and pathways

City Road Inventory

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



Snow Plowing Priority System



Snow Lifts

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



Snow Lifts

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



Snow Dumps



100 Acres of snow
Hauled out to 4 different locations

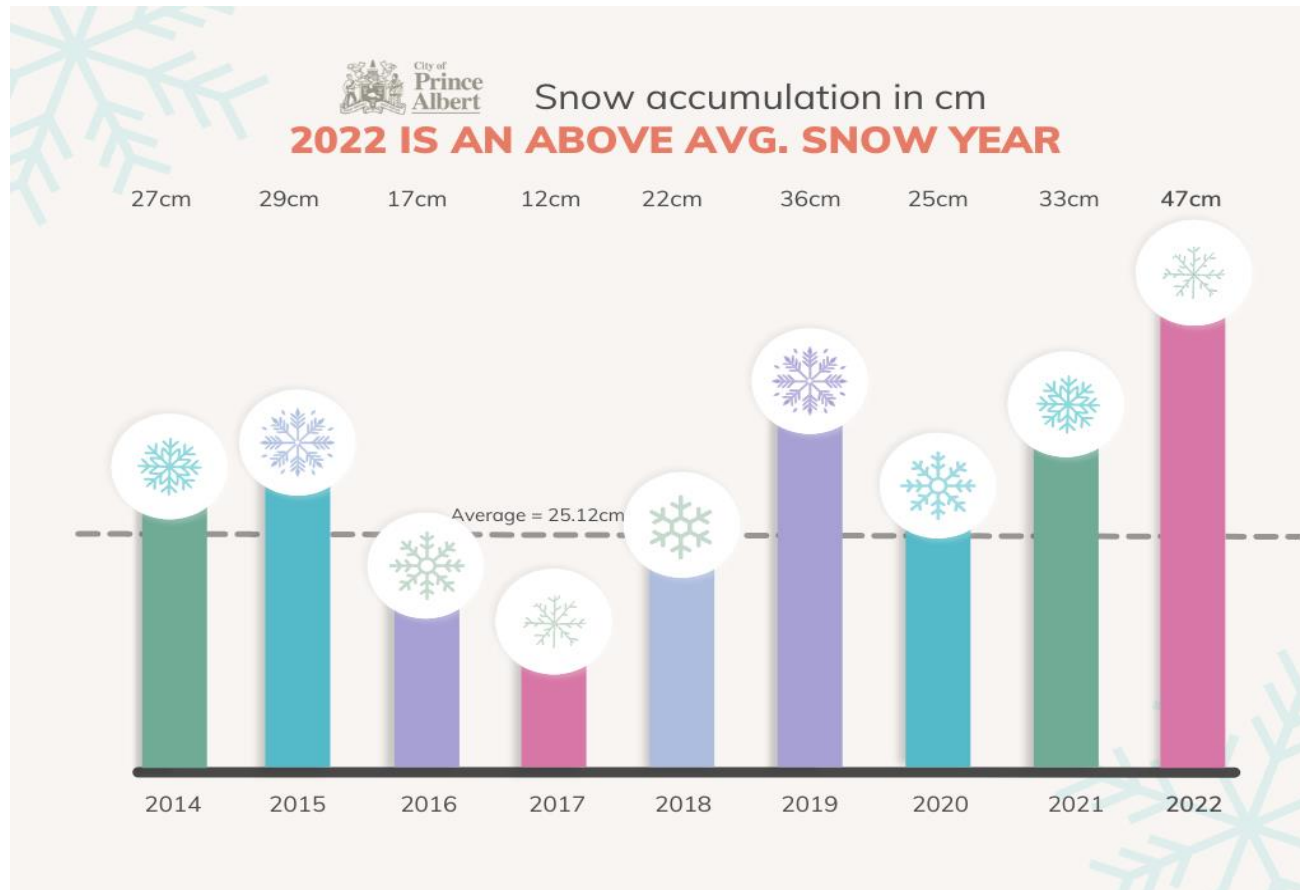


Snow Dumps

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

Winter 2021/2022

SNOW ACCUMULATION AS OF FEBRUARY 1, 2022



Winter 2021/2022

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

Winter 2021/2022

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

Winter 2021/2022

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

Winter 2021/2022

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

Winter 2021/2022

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

Equipment Maintenance

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



Equipment Maintenance

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



Roadways Resources

ROADWAYS STAFFING

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

Roadways Resources

ROADWAYS STAFFING – PRIORITY 1

Roadways Staffing

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

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

Roadways Resources

ROADWAYS STAFFING – PRIORITY 2

Expanded Grader Capacity

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

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

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

Roadways Resources

ROADWAYS STAFFING – PRIORITY 3

Additional Dedicated Snowblower Crew

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

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

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

Roadways Resources

ALTERNATE OPTION

City wide snow lift

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

Lessons Learned

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

Roadways Winter Maintenance

Questions/Discussion



City of
Prince Albert

BI 22-24

TITLE: External Agencies

DATE: October 14, 2022

TO: Budget Committee

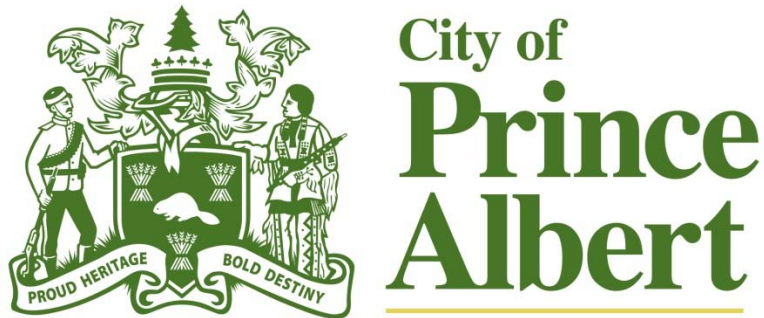
PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. External Agencies

SECTION FIFTEEN – EXTERNAL AGENCIES



EXTERNAL AGENCIES

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 Historical Society

The Mann Art Gallery

Prince Albert Mobile Crisis Unit

EXTERNAL AGENCIES SUMMARY

Organization	2023 Budget	2023 Budget Increase (Decrease) Request	Other Benefits Provided by the City
Prince Albert and District Community Service Centre - Special Needs Transportation	\$694,400	\$133,760	The City provides the buses required for this service. The budget for fleet costs for 2023 have increased \$6,940 for a total fleet budget / grant of \$122,640.
Prince Albert and District Community Service Centre - Senior's Transportation	\$69,500	\$0	Not applicable
Prince Albert Arts Board	\$25,000	\$0	Not applicable
Prince Albert Historical Society	\$71,080	\$40,629	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, and the Museum Tour Guides wages.
The Mann Art Gallery	\$100,000	\$15,925	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	\$40,000	Not applicable
	\$1,003,580	\$230,314	

Note:

Any funding increase requests have been included in Section 16 of the report under Operating Issues not Funded.





City of
Prince Albert

BI 22-25

TITLE: Prince Albert Community Service Centre - Special Needs Transportation

DATE: **October 14, 2022**

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Contracted and General Services	\$571,760	\$571,760	\$0	0.00%
Grants and Donations	122,640	115,700	6,940	6.00%
Total Expenses	694,400	687,460	6,940	1.01%
TOTAL (SURPLUS) DEFICIT	694,400	687,460	6,940	1.01%

Administration is recommending that the budget for Contracted and General Services is not increased for 2023 due to fiscal constraints.

The Prince Albert Community Service Centre – Special Needs Transportation has **requested a \$126,820 increase for 2023, or an increase of 18%.**

The City provides the buses required for this service. The budget for fleet costs for 2023 have increased \$6,940 for a total fleet budget of \$122,640. The remaining requested increase of \$126,820 relates to an increase in fuel costs, annual wage increases and inflationary pressures, and \$50,000 for a new team leader position. **\$126,820 is included in Section 16 of the report under Operating Issues not Funded for consideration.**

The complete 2023 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-35500-295	CON	SPECIAL NEEDS TRANSPORTATION:Self-Employed Contractors	\$537,710	\$537,710	\$537,710	\$571,760	\$0	\$0	\$0	\$571,760	This represents no increase for the 2023 Budget.
2	1-2-35500-265	G&D	SPECIAL NEEDS TRANSPORTATION:Rentals-City Automotive & Equipment	\$103,920	\$109,150	\$109,150	\$115,700	\$0	\$6,940	\$0	\$122,640	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 2023 Budget. The City provides the buses used by the Community Service Centre for special needs transportation and the fleet expense is part of the total grant paid for this service.
												<p>The Prince Albert Community Service Centre – Special Needs Transportation has requested a \$126,820 increase for 2023, or an increase of 18%.</p> <p>The City provides the buses required for this service. The budget for fleet costs for 2023 have increased \$6,940 for a total fleet budget of \$122,640. The remaining requested increase of \$126,820 relates to an increase in fuel costs, annual wage increases and inflationary pressures, and \$50,000 for a new team leader position. \$126,820 is included in Section 13 of the report under Operating Issues not Funded for consideration. This request is included in Section 13 of the report under Operating Issues not Funded.</p>



City of
Prince Albert

BI 22-5

TITLE: Prince Albert Community Service Centre 2023 Budget Submission

DATE: **September 28, 2022**

TO: Budget Committee

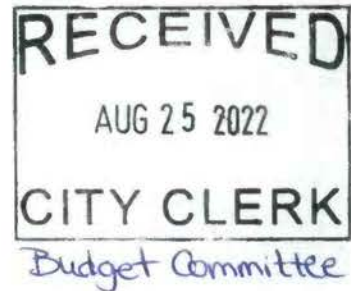
PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. 2023 Budget Submission
2. Revised Community Service Centre Budget for Access Transportation (PRESENTED AT MEETING)

Written by: Bill Powalinsky, Chief Executive Officer, Prince Albert Community Service Centre



... providing services that enhance the quality of life to meet individual and community needs

Website: www.pacsc.com

Community Service Centre

101 15th Street West
Prince Albert, SK S6V 3P7
Ph: 306-953-4461
Fax: 306-953-4480

E-mail: b.powalinsky@pacsc.com

To: City of Prince Albert
From: Bill Powalinsky
Date: Thursday, August 25th, 2022
Subject: **2023 Budget Submission - Operational Enhancements and Cost Controls**

I am writing in response to the invitation to submit budget information for 2023 Specialized Transportation operations.

- With the approval of our budget request for 2023 we will be able to provide base operations plus implement a shift to tackle the turn aways and unfulfilled trips.
- We held the line on several operational cost categories and you can see from the budget worksheet that we have reduced costs wherever possible.
- As indicated in the Strategic Priorities, the creation of the Team Leader position is intended to increase the productivity, effectiveness, and efficiency of the operation. The position will be funded mostly by a contribution from the agency.
- Our current dispatch system is inadequate, unreliable, and unsuitable for next generation of services which would see the implementation of email bookings, automated trip confirmations, and implementation of tablet-based manifests.

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
- Tendering accounting services

- 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.
- We are asking for no additional funds for Seniors' Transportation.
- Our costs are directly tied to the cost-of-service delivery with the bulk of operations being invested in wages and fuel costs.
- Our Admin costs, at 13%, are below the industry average of 15%.

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

SPECIAL NEEDS TRANSPORTATION

September 1, 2021

													2023	2022	
													BUDGET	BUDGET	VARIANCE
													BUDGET	BUDGET	VARIANCE
SALARIES	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	BUDGET	BUDGET	VARIANCE
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	47,182.14	46,257.00	925
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	47,182.14	46,257.00	925
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	47,182.14	46,257.00	925
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	47,182.14	46,257.00	925
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	43,057.26	42,213.00	844
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	8,568.00	8,400.00	168
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	30,798.90	30,195.00	604
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	26,312.94	25,797.00	516
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	31,454.76	30,838.00	617
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	48,391.86	47,443.00	949
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	26,236.44	25,722.00	514
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	39,317.94	38,547.00	771
TEAM LEADER	4,167.00	4,167.00	4,167.00	4,167.00	4,167.00	4,167.00	4,167.00	4,167.00	4,167.00	4,167.00	4,167.00	4,167.00	50,004.00	0.00	50,004
TOTAL SALARIES	40,349.18	40,349.18	40,349.18	40,349.18	40,349.18	40,349.18	40,349.18	40,349.18	40,349.18	40,349.18	40,349.18	40,349.18	492,870.66	434,183.00	58,688
													BUDGET	BUDGET	VARIANCE
BENEFITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	BUDGET	BUDGET	VARIANCE
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	22,540.00	22,098.12	442
CPP	1,623.52	1,623.52	1,623.52	1,623.52	1,623.52	1,623.52	1,623.52	1,623.52	1,623.52	1,623.52	1,623.52	1,623.52	23,412.96	19,482.19	3,931
WORKERS COMP	0.00	0.00	0.00	6,094.00	0.00	0.00	0.00	6,094.00	0.00	0.00	0.00	0.00	12,188.00	11,080.00	1,108
EI	892.52	892.52	892.52	892.52	892.52	892.52	892.52	892.52	892.52	892.52	892.52	892.52	10,710.00	10,710.29	(0)
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	23,760.00	21,600.00	2,160
TOTAL BENEFITS	6,157.55	6,157.55	6,157.55	12,251.55	6,157.55	6,157.55	6,157.55	12,251.55	6,157.55	6,157.55	6,157.55	6,157.55	92,610.96	84,970.60	7,640
TOTAL SALARIES AND BENEFITS	46,506.73	46,506.73	46,506.73	52,600.73	46,506.73	46,506.73	46,506.73	52,600.73	46,506.73	46,506.73	46,506.73	46,506.73	585,481.62	519,153.60	66,328
													BUDGET	BUDGET	VARIANCE
EXPENSES	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	BUDGET	BUDGET	VARIANCE
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	340.00	0.00	0.00	160.00	500.00	500.00	0
VEHICLE FUEL	11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	133,200.00	71,760.00	61,440
													0.00	0.00	0
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
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
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	300.00	(240)
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
EQUIPMENT RENTAL	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.34	133.26	1,600.00	1,600.00	0
OFFICE SUPPLIES	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	350.04	2,040.00	(1,690)
STAFF TRAINING/CONFERENCE	870.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	1,870.00	2,370.00	(500)
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
GARAGE REPAIR/MAINT.	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	1,000.00	0.00	1,000
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	81,739.32	0
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	0.00	1,000.00	1,500.00	(500)
INSURANCE	0.00	0.00	770.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	770.00	700.00	70
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
EQUIPMENT PURCHASE/SOFTWARE	0.00	0.00	0.00	4,600.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	6,100.00	7,500.00	(1,400)
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
													0.00	0.00	0
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
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	500.00	100
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	1,200.00	0

TOTAL EXPENSES	20,419.12	19,449.12	21,319.12	25,049.12	19,449.12	19,549.12	28,349.12	19,549.12	21,289.12	19,949.12	19,549.12	19,709.04	253,629.36	195,349.32	58,280
															0
TOTAL EXPENSES AND SALARIES	66,925.85	65,955.85	67,825.85	77,649.85	65,955.85	66,055.85	74,855.85	72,149.85	67,795.85	66,455.85	66,055.85	66,215.77	839,110.98	714,502.92	124,608
REVENUE															
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
CITY OF P.A.	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	698,580.00	620,167.00	78,413
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
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	48,750.00	45,000.00	3,750
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	3,096.00	0
VEHICLE REVENUE	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00	42,240.00	5,760
AGENCY CONTRIBUTION	4,792.00	4,792.00	4,792.00	4,792.00	4,792.00	4,792.00	4,792.00	4,792.00	4,792.00	4,792.00	4,792.00	4,792.00	40,685.00	0.00	40,685
TOTAL REVENUE	71,015.00	71,015.00	71,015.00	71,015.00	71,015.00	71,015.00	71,015.00	71,015.00	71,015.00	71,015.00	71,015.00	71,015.00	839,111.00	710,503.00	128,608
													128,608.00		

SENIORS TRANSPORTATION BUDGET

September 1, 2022

January 1 2023 to December 31 2023

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2023 BUDGET	2022 BUDGET	INCR./ DECREASE
SALARIES															
FULL TIME DRIVER (C. Sauve)	2781	2781	2781	2781	2781	2781	2781	2781	2781	2781	2781	2781	33,377.76	33,209.00	168.76
PART TIME DRIVER (27hrs/wk)	1,806.48	1,806.48	1,806.48	1,806.48	1,806.48	1,806.48	1,806.48	1,806.48	1,806.48	1,806.48	1,806.48	1,806.48	21,677.76	19,671.00	2,006.76
PART TIME DRIVER (7.5hrs/wk)	481.00	481.00	481.00	481.00	481.00	481.00	481.00	481.00	481.00	481.00	481.00	481.00	5,772.00	19,068.00	-13,296.00
CASUAL DRIVERS	581.00	581.00	581.00	581.00	581.00	581.00	581.00	581.00	581.00	581.00	581.00	581.00	6,972.00	9,662.00	-2,690.00
TOTAL SALARIES	5,649.96	5,649.96	5,649.96	5,649.96	5,649.96	5,649.96	5,649.96	5,649.96	5,649.96	5,649.96	5,649.96	5,649.96	67,799.52	81,610.00	-13,810.48
BENEFITS															
SUPERANNUATION	278.79	278.79	278.79	278.79	278.79	278.79	278.79	278.79	278.79	278.79	278.79	278.79	3,345.51	3,957.00	-611.49
C.P.P.	336.17	336.17	336.17	336.17	336.17	336.17	336.17	336.17	336.17	336.17	336.17	336.17	4,034.07	3,509.00	525.07
WORKERS COMP.	0.00	0.00	0.00	1,041.34	0.00	0.00	0.00	0.00	1,041.34	0.00	0.00	0.00	2,082.67	1,893.00	189.67
EI	124.98	124.98	124.98	124.98	124.98	124.98	124.98	124.98	124.98	124.98	124.98	124.98	1,499.73	1,805.00	-305.27
GROUP INSURANCE	223.23	223.23	223.23	223.23	223.23	223.23	223.23	223.23	223.23	223.23	223.23	223.23	2,678.76	10,654.00	-7,975.24
TOTAL BENEFITS	963.17	963.17	963.17	2,004.51	963.17	963.17	963.17	963.17	2,004.51	963.17	963.17	963.17	13,640.74	21,818.00	-8,177.26
TOTAL SALRIES AND BENEFITS	6,613.13	6,613.13	6,613.13	7,654.47	6,613.13	6,613.13	6,613.13	6,613.13	7,654.47	6,613.13	6,613.13	6,613.13	81,440.26	103,428.00	-21,987.74
EXPENSES															
TRAVEL	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	2,000.00	0.00	2,000.00
GAS EXPENSE	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	10,296.00	7,500.00	2,796.00
CAR REPAIRS	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00	5,425.00	575.00
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	9,500.00	9,000.00	500.00
EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	700.00	200.00	500.00
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	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	1,080.00	1,775.00	-695.00
EQUIPMENT RENTAL	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	1,860.00	1,320.00	540.00
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	16,753.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,753.00	15,796.00	957.00
SUNDRY & AUDIT	0.00	0.00	900.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	900.00	100.00
FUND RAISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	620.00	5,980.00	0.00	0.00	6,900.00	6,800.00	100.00
INSURANCE	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
COMPUTER SOFTWARE	0.00	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	4,900.00	0.00	4,900.00
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	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
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
TOTAL EXPENSES	19,991.00	6,738.00	8,118.00	2,638.00	7,638.00	3,238.00	2,618.00	3,438.00	3,158.00	8,598.00	3,138.00	4,038.00	74,929.00	62,156.00	12,773.00
TOTAL EXPENSES AND SALARIES/BENEFITS	26,604.13	13,351.13	14,731.13	10,292.47	14,251.13	9,851.13	9,231.13	10,051.13	10,812.47	15,211.13	9,751.13	10,651.13	156,369.26	165,584.00	-9,214.74
REVENUE															
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
CITY OF PRINCE ALBERT	5,759.75	5,759.75	5,759.75	5,759.75	5,759.75	5,759.75	5,759.75	5,759.75	5,759.75	5,759.75	5,759.75	5,759.75	69,117.00	69,117.00	0.00
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	24,052.00	0.00	0.00	24,052.26	0.00	24,052.26
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	28,800.00	0.00
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	29,000.00	27,000.00	2,000.00
TOTAL REVENUE	8,609.75	8,609.75	8,609.75	8,609.75	8,609.75	8,609.75	8,609.75	8,609.75	8,609.75	59,661.75	8,609.75	8,609.75	156,369.26	130,317.00	26,052.26

Administration is 13% of Budget

Cost recovered through Charter Revenue

Prince Albert and District Community Service Centre Inc.
Financial Statements
March 31, 2022

Prince Albert and District Community Service Centre Inc.

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Management's Responsibility

To the Board of Directors of Prince Albert and District Community Service Centre Inc.:

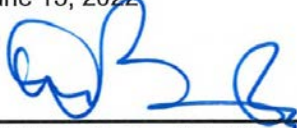
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations and ensuring that all information in the 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.

June 15, 2022



Bill Powalinsky, Chief Executive Officer

Independent Auditor's Report

To the Board of Directors 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, 2022, 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, 2022, 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 *continued*

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

June 15, 2022

MNP LLP

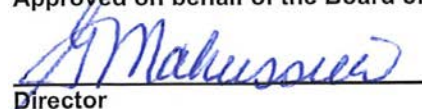
Chartered Professional Accountants

Prince Albert and District Community Service Centre Inc.
Statement of Financial Position

As at March 31, 2022

	2022	2021
Assets		
Current		
Cash	250,943	407,238
Accounts receivable (Note 3)	285,975	21,431
Prepaid expenses and deposits	7,772	2,849
	544,690	431,518
Tangible capital assets (Note 4)	322,433	353,472
Investments (Note 5)	270,397	271,886
Restricted cash (Note 6)	287,222	285,170
Gifts of property (Note 7)	1	1
	1,424,743	1,342,047
Liabilities		
Current		
Accounts payable and accruals (Note 8)	23,379	21,166
Deferred revenue (Note 9)	367,137	332,349
Vacation payable	32,880	40,384
Budget counselling trust liability (Note 10)	120,101	101,680
	543,497	495,579
Term loans due on demand (Note 11)	102,778	119,444
	646,275	615,023
Long-term debt (Note 12)	40,000	40,000
Deferred contributions relating to capital assets (Note 13)	110,997	140,407
	797,272	795,430
Net Assets		
Invested in capital assets	108,658	93,620
Internally restricted (Note 6), (Note 14)	264,316	262,264
Unrestricted	231,591	167,827
Externally restricted (Note 6), (Note 15)	22,906	22,906
	627,471	546,617
	1,424,743	1,342,047

Approved on behalf of the Board of Directors


 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, 2022

	2022	2021
Revenue		
Grant revenue		
Ministry of Immigration and Career Training	682,063	561,172
City of Prince Albert	610,615	607,210
Ministry of Social Services	105,034	96,300
Employment and Social Development Canada	30,458	386,597
Minister of Employment and Social Development	6,396	6,396
Administration	258,978	233,998
Computer and office space rental	81,600	99,192
Vehicle and charter	53,761	43,080
Subscription	34,989	-
Donations	33,764	42,737
Two Miles for Mary fundraiser	31,770	28,974
Other income	8,945	30,499
Contributions - Pine Industries Marketing Ltd. <i>(Note 17)</i>	1,556	12,993
Investment income	619	20,306
	1,940,548	2,169,454

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, 2022

	2022	2021
Total revenue <i>(Continued from previous page)</i>	1,940,548	2,169,454
Expenses		
Salaries	1,004,449	989,696
Employee benefits	199,535	168,845
Audit and administrative	195,404	169,286
Vehicle maintenance and fuel	76,841	34,652
Building rental	71,900	90,042
Amortization	60,076	66,342
Equipment rental and repair	23,597	25,257
Computer installation and software	19,886	18,377
Office supplies and postage	19,014	21,085
Insurance	18,955	19,795
Telephone	18,898	19,239
Miscellaneous	17,991	40,182
Job coach salaries and benefits	12,845	12,408
Janitorial and maintenance	11,774	13,154
Professional fees	11,672	22,625
Participant supplies and supports	11,399	16,676
Repairs and maintenance	11,356	54,014
Utilities	10,496	10,163
Equipment rental	9,700	7,050
Bus garage rental <i>(Note 17)</i>	8,400	8,400
CPR/first aid	8,030	5,443
Fundraising costs and volunteer recognition	6,754	7,589
Vocational and work assessments	4,883	9,160
Staff development	4,878	4,682
Medical charters	4,670	9,325
Interest on term loan	4,138	4,840
Subscriptions and memberships	3,415	988
Uniforms	2,554	884
Board indemnity	2,500	2,180
Work assessments	1,556	12,888
Bank charges and interest	1,395	2,540
Medical/CPIC	235	75
Uniforms/medical	189	151
Travel	170	503
Security	139	58
Lab rental	-	16,550
Work experience	-	40,278
Pre program	-	1,600
Student benefits	-	69,502
	1,859,694	1,996,524
Excess of revenue over expenses before other items	80,854	172,930

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, 2022

	2022	2021
Excess of revenue over expenses before other items <i>(Continued from previous page)</i>	80,854	172,930
Other items		
Canada Emergency Wage Subsidy	-	92,184
Canada Emergency Business Account	-	20,000
	-	112,184
Excess of revenue over expenses	80,854	285,114

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, 2022

	<i>Invested in capital assets</i>	<i>Internally restricted (Note 14)</i>	<i>Unrestricted</i>	<i>Externally restricted (Note 15)</i>	2022	<i>2021</i>
Net assets beginning of year	93,620	262,264	167,827	22,906	546,617	261,503
Excess (deficiency) of revenue over expenses	(60,076)	-	140,930	-	80,854	285,114
Investments in capital assets	29,037	-	(29,037)	-	-	-
Repayment of debt relating to capital assets	16,667	-	(16,667)	-	-	-
Recognition of deferred contributions	29,410	-	(29,410)	-	-	-
Transfer of cash to restricted	-	2,052	(2,052)	-	-	-
Net assets, end of year	108,658	264,316	231,591	22,906	627,471	546,617

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, 2022

	2022	2021
Cash provided by (used for) the following activities		
Operating		
Excess of revenue over expenses	80,854	285,114
Amortization	60,076	66,342
Recognition of income from contribution - tangible capital assets	(29,410)	(38,382)
Forgivable portion of CEBA loan	-	(20,000)
	111,520	293,074
Changes in working capital accounts		
Accounts receivable	(264,544)	(7,083)
Prepaid expenses and deposits	(4,923)	4,327
Accounts payable and government remittances payable	2,214	12,395
Vacation payable	(7,504)	16,775
Deferred revenue	34,788	(198,385)
Budget counselling trust liability	18,421	(4,367)
	(110,028)	116,736
Financing		
Repayments short term debt	(16,667)	(16,667)
Advances on CEBA loan	-	60,000
	(16,667)	43,333
Investing		
Purchase of tangible capital assets	(29,037)	(6,130)
Purchase of investments	-	(19,261)
Proceeds on disposal of investments	1,489	-
	(27,548)	(25,391)
Increase (decrease) in cash resources	(154,243)	134,678
Cash resources, beginning of year	692,408	557,730
Cash resources, end of year	538,165	692,408
Cash resources are composed of:		
Unrestricted	250,943	407,238
Restricted	287,222	285,170
	538,165	692,408

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, 2022

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.

Impact on operations of COVID-19 (coronavirus)

Since March of 2020, the global outbreak of COVID-19 (coronavirus) 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.

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.

Prince Albert and District Community Service Centre Inc.

Notes to the Financial Statements

For the year ended March 31, 2022

2. Significant accounting policies (Continued from previous page)

Tangible capital assets

Purchased tangible capital assets are recorded at cost. Contributed tangible 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.

	Method	Years
Buildings - Program Support	straight-line	15 years
Vehicles	straight-line	3 years
Equipment, furniture and computer equipment	straight-line	3-5 years

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.

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.

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.

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.

Prince Albert and District Community Service Centre Inc.

Notes to the Financial Statements

For the year ended March 31, 2022

2. Significant accounting policies (Continued from previous page)

Financial instruments

The Centre recognizes financial instruments when the Centre becomes party to the contractual provisions of the financial instrument.

Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Centre may irrevocably elect to subsequently measure any arm's length 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. Fair value is determined by published price quotations. 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 excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Related party financial instruments

The Centre initially measures the following financial instruments originated/acquired or issued/assumed in a related party transaction ("related party financial instruments") at fair value:

- Investments in equity instruments quoted in an active market
- Debt instruments quoted in an active market
- Debt instruments when the inputs significant to the determination of its fair value are observable (directly or indirectly)
- Derivative contracts.

All other related party financial instruments are measured at cost on initial recognition. When the financial instrument has repayment terms, cost is determined using the undiscounted cash flows, excluding interest, dividend, variable and contingent payments, less any impairment losses previously recognized by the transferor. When the financial instrument does not have repayment terms, but the consideration transferred has repayment terms, cost is determined based on the repayment terms of the consideration transferred. When the financial instrument and the consideration transferred both do not have repayment terms, the cost is equal to the carrying or exchange amount of the consideration transferred or received (refer to Note 17).

At initial recognition, the Centre may elect to subsequently measure related party debt instruments that are quoted in active market, or that have observable inputs significant to the determination of fair value, at fair value.

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. Financial instruments that were initially measured at cost and derivatives that are linked to, and must be settled by, delivery of unquoted equity instruments of another entity, are subsequently measured using the cost method less any reduction for impairment.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of related party financial instruments are immediately recognized in excess of revenue over expenses.

Prince Albert and District Community Service Centre Inc.

Notes to the Financial Statements

For the year ended March 31, 2022

2. Significant accounting policies *(Continued from previous page)*

Financial asset impairment

The Centre assesses impairment of all 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. 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; 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.

With the exception of related party debt instruments and related party equity instruments initially measured at cost, 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 at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

For related party debt instruments initially measured at cost, the Centre reduces the carrying amount of the asset (or group of assets), to the highest of: the undiscounted cash flows expected to be generated by holding the asset, or group of similar assets, excluding the interest and dividend payments of the instrument; the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

For related party equity instruments initially measured at cost, the Centre reduces the carrying amount of the asset (or group of assets), to the amount that could be realized by selling the asset(s) at the statement of financial position date.

Any impairment, which is not considered temporary, is included in current year excess of revenue 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 excess of revenue over expenses in the year the reversal occurs.

3. Accounts receivable

	2022	2021
Specialized Employment Services	98,157	-
Enhanced Career Building	59,986	-
Targeted Initiative for Older Workers	50,546	-
Program Support	29,993	-
Budget Counselling Program	20,930	16,050
Prince Albert Supported Employment	15,400	-
Access Transit	6,830	669
GST	3,503	4,362
Seniors Transportation	630	350
	285,975	21,431

Prince Albert and District Community Service Centre Inc.
Notes to the Financial Statements

For the year ended March 31, 2022

4. Tangible capital assets

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2022 Net book value</i>	<i>2021 Net book value</i>
Land	84,500	-	84,500	84,500
Buildings - Program Support	678,086	478,296	199,790	230,002
Vehicles	40,344	40,344	-	-
Equipment, furniture and computer equipment	169,777	131,634	38,143	32,840
Work in progress	-	-	-	6,130
	972,707	650,274	322,433	353,472

5. Investments

	<i>2022</i>	<i>2021</i>
Conservative income mutual fund is invested in fixed-income and equity investments, recorded at fair value	270,397	271,886

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

	<i>2022</i>	<i>2021</i>
Access Transit	10,958	3,277
Program Support	6,029	3,602
Targeted Initiative for Older Workers	2,313	-
Specialized Employment and Education	1,791	310
Seniors Transportation	1,423	514
Individual Job Search	485	193
Budget Counselling Program	380	77
Youth Futures	-	193
Supported Employment	-	13,000
	23,379	21,166

Prince Albert and District Community Service Centre Inc.
Notes to the Financial Statements

For the year ended March 31, 2022

9. Deferred revenue

	<i>Deferred revenue, beginning of year</i>	<i>Funding and contributions received</i>	<i>Revenue recognized</i>	2022 <i>Deferred revenue, end of year</i>	2021 <i>Deferred revenue, end of year</i>
Specialized Employment (Schedule 5)	14,287	369,111	(349,315)	34,083	14,287
Youth Futures (Schedule 6)	30,458	-	(30,458)	-	30,458
Supported Employment (Schedule 7)	15,950	26,206	(20,186)	21,970	15,950
Individual Job Search (Schedule 8)	14,996	173,590	(176,254)	12,332	14,996
Enhanced Career Bridging(Schedule 10)	-	89,979	(60,292)	29,687	-
Targeted Initiative for Older Worker (Schedule 9)	-	89,979	(77,572)	12,407	-
Seniors Transportation - Estate Donation	256,658	-	-	256,658	256,658
	332,349	748,865	(714,077)	367,137	332,349

10. Budget Counselling trust liability

The budget counselling program provides trusteeship services. Cash of \$250,943 (2021 - \$407,238) reported as current assets of the Centre includes \$120,101 (2021 - \$101,680) held for the budget counselling trust accounts.

11. Term loans due on demand

	2022	2021
Installment loan repayable on demand, with regular installment payments of \$1,389 plus accrued interest monthly at prime plus 1.250%.	102,778	119,444

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, 2022 (2021 - \$nil).

\$10,000 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, 2022

12. Long-term debt

	2022	2021
CIBC Canada Emergency Benefit Account (CEBA) term loan in the amount of \$60,000, bearing interest at 0% until December 31, 2023 with no required principal repayments. Commencing January 2024, 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, 2023. As at March 31, 2022, \$40,000 was outstanding.	60,000	60,000
Forgivable portion of CEBA loan	20,000	20,000
	40,000	40,000

13. Deferred contribution relating to tangible capital assets

	<i>Deferred revenue, beginning of year</i>	<i>Contribution received</i>	<i>Contribution recognized as revenue</i>	2022 <i>Deferred revenue, end of year</i>	2021 <i>Deferred revenue, end of year</i>
Pine Industries Marketing Ltd. (2012)	31,900	-	(8,909)	22,991	31,900
Pine Industries Marketing Ltd. (2013)	56,547	-	(9,425)	47,122	56,547
Pine Industries Marketing Ltd. (2014)	32,772	-	(4,680)	28,092	32,772
Accessibility grant	19,188	-	(6,396)	12,792	19,188
	140,407	-	(29,410)	110,997	140,407

14. 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>	2022 <i>End of year</i>	2021
Transferred from unrestricted net assets, internally restricted					
Senior Transportation Program	55,661	-	-	55,661	55,661
Program Support	4,939	-	2,052	6,991	4,939
Access Transit Program	201,664	-	-	201,664	201,664
	262,264	-	2,052	264,316	262,264

Prince Albert and District Community Service Centre Inc.
Notes to the Financial Statements

For the year ended March 31, 2022

15. 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>2022 End of year</i>	<i>2021</i>
Accumulated surpluses, externally restricted					
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
	22,906	-	-	22,906	22,906

16. Inter-program charges

Program Support (Schedule 3) Administration revenue includes \$188,704 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 \$81,600 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 5); \$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), \$21,600 building rental and \$3,600 equipment rental charged to Individual Job Search Program (Schedule 8). \$11,050 building rental and \$700 equipment rental charged to Targeted Initiative for Older Workers (Schedule 9). \$9,250 building rental and \$600 equipment rental charged to Enhanced Career Bridging (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.

17. Related party transactions

During the year a total of \$1,556 (2021 - \$12,993) of donation revenue from Pine Industries Marketing Ltd. was reported by Specialized Employment Services (Schedule 5).

Administration revenue includes \$70,274 (2021 - \$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 (2021 - \$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, 2022

18. 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, 2022 and March 31, 2021 are provided below.

	2022	2021
Pine Industries Marketing Ltd.		
Financial position		
Total assets	1,659,473	1,575,266
<hr/>		
Total liabilities	103,145	73,428
Total shareholders' equity	1,556,328	1,501,838
<hr/>		
	1,659,473	1,575,266
<hr/>		
Results of operations		
Total revenues	1,595,253	1,727,940
Total expenses	(1,540,764)	(1,642,119)
<hr/>		
Excess of revenue over expenses	54,489	85,821
<hr/>		
Cash flows		
Cash from (used) in operations	86,996	(44,280)
Cash used for financing and investing activities	(157,130)	(66,257)
<hr/>		
Decrease in cash	(70,134)	(110,537)
<hr/>		

Prince Albert and District Community Service Centre Inc.

Notes to the Financial Statements

For the year ended March 31, 2022

19. 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.

20. 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, 2022

	2022	2021
Revenue		
Grant revenue		
Ministry of Social Services	105,034	96,300
Expenses		
Salaries	69,762	67,350
Audit and administrative	11,640	11,640
Employee benefits	10,955	9,694
Office supplies and postage	5,883	5,623
Building rental	4,800	4,800
Computer installation and software	1,677	1,954
Equipment rental and repair	709	1,418
Telephone	652	702
Equipment rental	600	600
Bank charges and interest	431	603
Insurance	300	300
Travel	-	146
	107,409	104,830
Deficiency of revenue over expenses before other items	(2,375)	(8,530)
Other items		
Canada Emergency Wage Subsidy	-	10,175
Excess (deficiency) of revenue over expenses	(2,375)	1,645

Prince Albert and District Community Service Centre Inc.
Schedule 2 - Schedule of Seniors Transportation Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
City of Prince Albert	69,500	69,500
Two Miles for Mary fundraiser	31,770	28,974
Vehicle and charter	25,864	23,614
Donations	10,750	19,722
Other income	2,067	-
Investment income (loss)	(1,433)	19,302
	138,518	161,112
Expenses		
Salaries	55,492	47,835
Audit and administrative	16,430	16,430
Employee benefits	11,603	15,388
Vehicle maintenance and fuel	9,704	6,002
Insurance	8,484	10,793
Fundraising costs and volunteer recognition	6,754	7,589
Medical charters	4,670	4,550
Building rental	3,600	3,600
Telephone	1,839	1,408
Equipment rental and repair	656	437
Equipment rental	600	600
Miscellaneous	256	190
Bank charges and interest	215	302
Uniforms/medical	189	150
Office supplies and postage	2	3
Amortization	-	8,972
	120,494	124,249
Excess of revenue over expenses before other items	18,024	36,863
Other items		
Canada Emergency Wage Subsidy	-	4,749
Excess of revenue over expenses	18,024	41,612

Prince Albert and District Community Service Centre Inc.
Schedule 3 - Schedule of Program Support Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
Minister of Employment and Social Development	6,396	6,396
Administration	258,978	233,998
Computer and office space rental	81,600	99,192
Donations	23,014	23,014
Other	6,878	30,499
Investment income	-	1,004
	376,866	394,103
Expenses		
Salaries	158,341	164,652
Amortization	57,271	55,791
Employee benefits	25,540	25,982
Equipment rental and repair	16,305	18,718
Miscellaneous	12,455	11,881
Janitorial and maintenance	11,774	11,054
Repairs and maintenance	11,356	54,014
Utilities	10,496	10,163
Professional fees	10,145	15,850
Computer installation and software	9,177	2,412
Office supplies and postage	7,596	5,680
Insurance	7,072	6,201
Telephone	6,054	6,028
Staff development	4,546	4,584
Interest on term loan	4,138	4,840
Board indemnity	2,500	2,180
Subscriptions and memberships	1,297	988
Participant supplies and supports	143	-
Security	139	58
Travel	134	327
Bank charges and interest	103	40
	356,582	401,443
Excess (deficiency) of revenue over expenses before other items	20,284	(7,340)
Other items		
Canada Emergency Wage Subsidy	-	33,512
Canada Emergency Business Account	-	20,000
	-	53,512
Excess of revenue over expenses	20,284	46,172

Prince Albert and District Community Service Centre Inc.
Schedule 4 - Schedule of Access Transit Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
City of Prince Albert	541,115	537,710
Subscription	34,989	-
Vehicle and charter	27,898	19,466
	604,002	557,176
Expenses		
Salaries	327,307	226,048
Audit and administrative	74,859	75,148
Vehicle maintenance and fuel	67,136	28,650
Employee benefits	58,450	48,822
Computer installation and software	9,032	7,348
Bus garage rental (Note 17)	8,400	8,400
Building rental	3,600	3,600
Telephone	3,161	2,346
Uniforms	2,554	884
Subscriptions and memberships	2,118	-
Equipment rental and repair	1,388	722
Transfer to Seniors Transportation	1,005	409
Insurance	700	700
Equipment rental	600	600
Office supplies and postage	334	800
Medical/CPIC	235	75
Bank charges and interest	215	992
Travel	36	-
Uniforms/medical	-	1
	561,130	405,545
Excess of revenue over expenses before other items	42,872	151,631
Other items		
Canada Emergency Wage Subsidy	-	43,747
Excess of revenue over expenses	42,872	195,378

Prince Albert and District Community Service Centre Inc.
Schedule 5 - Schedule of Specialized Employment Services Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
Ministry of Immigration and Career Training	347,759	373,933
Contributions - Pine Industries Marketing Ltd. <i>(Note 17)</i>	1,556	12,993
	349,315	386,926
Expenses		
Salaries	224,007	245,751
Audit and administrative	48,726	48,211
Employee benefits	41,717	43,349
Building rental	18,000	18,000
Telephone	3,277	3,512
Equipment rental	3,000	3,000
Participant supplies and supports	2,411	3,914
Office supplies and postage	2,132	4,041
Work assessments	1,556	12,888
Insurance	1,500	1,500
Equipment rental and repair	1,274	1,828
Miscellaneous	1,132	231
Bank charges and interest	431	603
Staff development	152	98
	349,315	386,926
Excess of revenue over expenses	-	-

Prince Albert and District Community Service Centre Inc.
Schedule 6 - Schedule of Youth Futures Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
Employment and Social Development Canada	30,458	386,597
Expenses		
Employee benefits	28,879	15,513
Amortization	1,579	1,579
Building rental	-	43,272
Work experience	-	40,278
Lab rental	-	16,550
Salaries	-	161,895
Participant supplies and supports	-	11,491
Professional fees	-	6,775
CPR/first aid	-	5,443
Medical charters	-	4,775
Telephone	-	3,785
Office supplies and postage	-	2,180
Student benefits	-	69,502
Equipment rental and repair	-	1,513
Janitorial and maintenance	-	1,500
Job coach salaries and benefits	-	498
Travel	-	30
Miscellaneous	-	18
	30,458	386,597
Excess of revenue over expenses	-	-

Prince Albert and District Community Service Centre Inc.
Schedule 7 - Schedule of Prince Albert Supported Employment Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
Ministry of Immigration and Career Training	20,186	55,186
Expenses		
Job coach salaries and benefits	12,845	11,910
Vocational assessments	4,883	9,160
Participant supplies and supports	1,232	-
Amortization	1,226	-
Work From Home/Pandemic costs	-	27,454
Computer installation and software	-	6,662
	20,186	55,186
Excess of revenue over expenses	-	-

Prince Albert and District Community Service Centre Inc.
Schedule 8 - Schedule of Individual Job Search Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
Ministry of Immigration and Career Training	176,254	86,096
Expenses		
Salaries	102,154	51,275
Audit and administrative	23,860	12,230
Building rental	21,600	10,800
Employee benefits	14,514	6,410
Participant supplies and supports	4,163	1,271
Equipment rental	3,600	1,800
Telephone	1,901	967
Office supplies and postage	1,892	495
Equipment rental and repair	1,389	548
Professional fees	523	-
Insurance	300	300
Staff development	179	-
Miscellaneous	179	-
	176,254	86,096
Excess of revenue over expenses	-	-

Prince Albert and District Community Service Centre Inc.
Schedule 9 - Schedule of Targeted Initiative for Older Workers Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
Ministry of Immigration and Career Training	77,572	-
Expenses		
Salaries	40,083	-
Building rental	11,050	-
Audit and administrative	10,664	-
Employee benefits	4,581	-
CPR/first aid	3,920	-
Miscellaneous	2,963	-
Telephone	970	-
Equipment rental and repair	966	-
Equipment rental	700	-
Professional fees	540	-
Participant supplies and supports	519	-
Office supplies and postage	316	-
Insurance	300	-
	77,572	-
Excess of revenue over expenses	-	-

Prince Albert and District Community Service Centre Inc.
Schedule 10 - Schedule of Enhanced Career Bridging Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
Ministry of Immigration and Career Training	60,292	-
Expenses		
Salaries	27,303	-
Building rental	9,250	-
Audit and administrative	9,226	-
CPR/first aid	4,110	-
Employee benefits	3,295	-
Participant supplies and supports	2,931	-
Telephone	1,044	-
Equipment rental and repair	909	-
Office supplies and postage	860	-
Equipment rental	600	-
Professional fees	464	-
Insurance	300	-
	60,292	-
Excess of revenue over expenses	-	-

Prince Albert and District Community Service Centre Inc.
Schedule 11 - Schedule of Guiding Future Visions Revenues and Expenses

For the year ended March 31, 2022

	2022	2021
Revenue		
Grant revenue		
Ministry of Immigration and Career Training	-	45,957
Expenses		
Salaries	-	24,891
Building rental	-	5,970
Audit and administrative	-	5,627
Employee benefits	-	3,687
Office supplies and postage	-	2,263
Pre program	-	1,600
Janitorial and maintenance	-	600
Telephone	-	491
Equipment rental	-	450
Equipment rental and repair	-	72
	-	45,651
Excess of revenue over expenses	-	306



Community Service
Centre
101 15th Street West
Prince Albert, SK S6V 3P7
Ph: 306-953-4461
Fax: 306-953-4480

E-mail: b.powalinsky@pacsc.ca

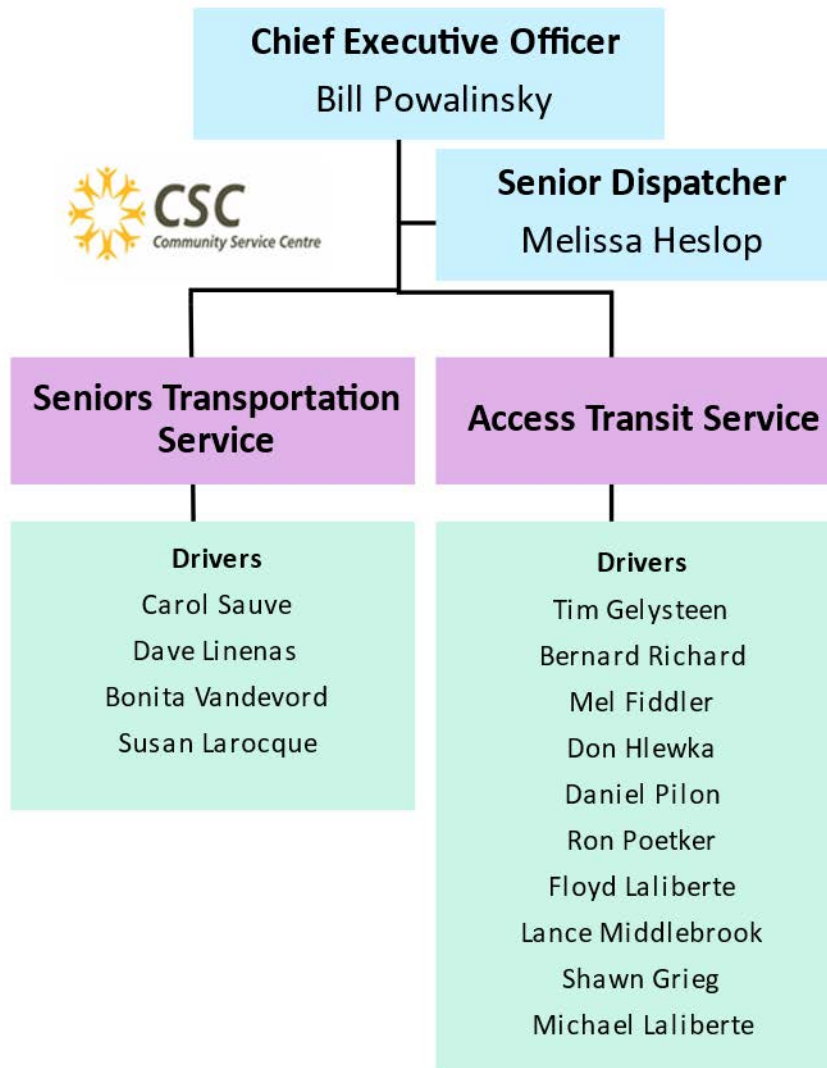
Strategic Priorities 2023

- 1) **Implement a new and improved Dispatch system with the goal of increasing efficiency and reducing operating costs.** We will continue to consult with Paratransit providers across Canada. The team leader, added to the staff component, will research available systems and recommend an appropriate system.
- 2) **Carry forward item - Eliminate trip turn-aways and unfulfilled trips:** This is a carry-over strategic goal from 2018, 2019, 2020 and 2021 and 2022. Although we received funding in 2022 to apply to a split shift, we needed to re-profile the finding to meet shortfall in general operations to maintain status quo service. 3160 (three thousand and one hundred and sixty) paratransit trips went unfulfilled due to capacity issues and scheduling at peak times. 57 (fifty seven) 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 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 2023 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.
- 6) **Implement a team leader position.** The team leader would fill the gap in current operations as well as be a backup driver on occasion as required. The primary responsibilities of the team leader are...
- Upgrade and provide the current training program
 - Upgrade and supervise the current safety program
 - Review and revise the transportation policies
 - Attend regional meetings
 - Analyse effectiveness and efficiency
 - Recommend and implement initiatives to increase effectiveness and efficiency leading to cost control
 - Assist in preparation of annual budgets
 - Provide first level supervision of Seniors and Paratransit staff
 - Participate in annual reviews
 - Choose, plan, and implement dispatch program



Transportation Services





... **providing** services that enhance the quality of life to meet individual and community needs.

2023 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 \$31,770 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 funding support for Seniors' Transportation.

KEY POINTS IN SUPPORT OF 2023 SUBMISSION

- Paratransit services are an essential service.
- Waiting lists continue with little movement.
- We are headed for near normal pre-covid volumes of approximately 30,000 trips.
- We provide service to 379 people with disability and 311 seniors.
- Fuel costs, and staff wages, and benefits make up the requested increase in funding.
- The City of Prince Albert controls the increase in wages though their bargaining with CUPE and outside workers.

- Funding has been frozen for 3 (three) out of the last 4 (four) years.
- Lay-offs during the peak of COVID 19 allowed the agency to operate without a loss. Individual staff wages and costs like insurance, fuel, WCB, and benefits increased during the COVID period and now that we are back to full operations those costs have caught up to us.
- No increase requested for Seniors Transportation. Operating increases will be accommodated through fund-raising efforts by the agency.
- Municipal affairs through the Transportation Program for Persons with Disabilities provides an annual operating grant to the City. The grant was \$169,354 for 2020; based on passenger counts. This is in addition to funding provided for the purchase of buses. This annual grant could be re-profiled to support the budget request.
- Last year's funding did not meet the requirements for the maintenance of status quo operations.
- Not meeting the request will result in lay-offs, reduction in services, loss of economic input into the economy, and loss of inclusionary opportunities for people with disability.
- Paratransit is the only option for people with mobility disability as there is no accessible taxi in the City.

Thank you for your consideration.

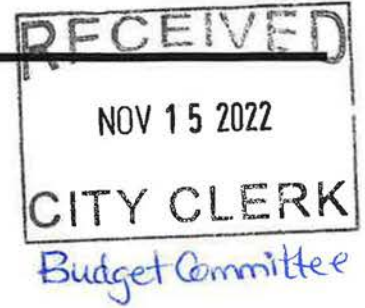
Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Powalinsky', with a stylized flourish at the end.

Bill Powalinsky
Chief Executive Officer

Terri Mercier

From: Bill Powalinsky <b.powalinsky@pacsc.com>
Sent: Tuesday, November 15, 2022 1:15 PM
To: City Clerk
Cc: Jason Maier; Gloria Mahussier
Subject: revised CSC budget for Access Transportation



Good afternoon,

I am submitting a significantly different budget for consideration for Access Transit. I hope that it will receive full consideration.

Regards

Wm. (Bill) Powalinsky
Chief Executive Officer

306-953-4461 – Office
306-941-9708 - Cell



... providing services that enhance the quality of life to meet individual and community needs.

101-15th Street West, Prince Albert, Saskatchewan S6V 3P7

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*... **providing** services that enhance the quality of life to meet individual and community needs.*

**Community Service
Centre**

101 15th Street West
Prince Albert, SK S6V 3P7
Ph: 306-953-4461
Fax: 306-953-4480

E-mail: b.powalinsky@pacsc.com

To: City Clerk

From: Bill Powalinsky

Date: Tuesday, November 8, 2022

Subject: Revised Budget Submission – Agency Reserves

Based on recent Agency discussions with City financial personnel and Mayor Dionne, I am submitting a revised budget and revised Strategic Plan. The revised budget reflects a 0% increase in the city allocation from last year and a significant injection of funds from Agency reserves from the Community Service Centre.

The revised Strategic Plan is based on the new budget projections and submission, and recent correspondence from finance and fleet management.

A handwritten signature in black ink, appearing to read "Bill Powalinsky", is written over a light blue horizontal line.

Wm. (Bill) Powalinsky

Chief Executive Officer

c. Jason Maier

Gloria Mahussier

Revised Budget for 2023

ACCESS TRANSPORTATION BUDGET 2023

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2023 BUDGET	2022 BUDGET	VARIANCE
TOTAL SALARIES	37797	37797	37797	37797	37797	37797	37797	37797	37797	37797	41009	41009	459988	434183	25805.00
TOTAL BENEFITS	5991.352	5991.352	5991.352	12085.35	5991.352	5991.352	5991.352	12085.35	5991.352	5991.352	6200.517	6200.517	84502.55	83394.55	1108.00
TOTAL SALARIES AND BENEFITS	43788.35	43788.35	43788.35	49882.35	43788.35	43788.35	43788.35	49882.35	43788.35	43788.35	47209.52	47209.52	544490.6	517577.6	26913.00
TOTAL EXPENSES	24261.19	23291.19	22661.19	27191.19	21891.19	20891.19	30791.19	21941.19	22831.19	21291.19	22291.19	22451.19	281784.3	195349.3	86434.96
TOTAL EXPENSES AND SALARIES/BENEFITS	68049.54	67079.54	66449.54	77073.54	65679.54	64679.54	74579.54	71823.54	66619.54	65079.54	69500.71	69660.71	826274.8	712926.9	113347.96
REVENUE															
MISC. REVENUE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CITY OF P. A.	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	571760	571760	0.00
SCHOOL CHARTERS	550	550	550	550	550	550	0	0	550	550	550	550	5500	11000	-5500.00
SUBSCRIPTION REVENUE	3750	3750	3750	3750	3750	3750	3750	3750	3750	3750	3750	3750	45000	45000	0.00
CHARTERS	258	258	258	258	258	258	258	258	258	258	258	258	3096	3096	0.00
VEHICLE REVENUE	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	48000	42240	5760.00
AGENCY CONTRIBUTION	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	152918.9	0	152918.88
TOTAL REVENUE	79516.24	79516.24	79516.24	79516.24	79516.24	79516.24	78966.24	78966.24	79516.24	79516.24	79516.24	79516.24	826274.9	673096	153178.88

Strategic Priorities 2023 - 2025

- 1) **Hold the line on 2023 budget request.** Understanding that finances are tight, Community Service Centre (CSC) will keep the budget request to **0% increase** and commit significant funds from internally restricted reserves. \$45,000 has been committed to the 2022 operating budget. An additional \$153,000 (rounded off) is committed to the 2023 budget resulting in a total **commitment of \$198,919 from agency reserves**
- 2) **Determine council's goals and outcomes for service.** Work with City Administration and City council to define and **prescribe desired outcomes** for Paratransit service delivery. Budget will be on the transportation model selected. Items for consideration are the **continuation** of weekend and evening service, **elimination of turn aways and unfulfilled trips**, service on special stat holidays such as Christmas day and Canada day etc.

- 3) **Implement a new and improved Dispatch system with the goal of increasing efficiency and reducing operating costs.** We will consult with Paratransit providers across Canada. The team leader will research available systems, and recommend, and oversee the **implementation of the new dispatch system.** The funding for the initiative would come from Transportation reserves.

- 4) **Carry forward item - Eliminate trip turn-aways and unfulfilled trips:** Carry-over strategic goal from 2018, 2019, 2020 and 2021 and 2022. The **determining factor** is not the funds as we would fund the split shift costs. The determining factor is that Fleet management advises that we will **not be able to keep a bus** that was slated for retiring from the fleet in service for an additional year. Without the retention of the bus, we cannot put the five (5) buses on the road and have a spare for planned and unplanned down time of one of the regular buses. 3160 (three thousand and one hundred and sixty) paratransit trips went unfulfilled due to capacity issues and scheduling at peak times. 57 (fifty-seven) Seniors' Transportation trips were turned away due to capacity issues. We currently have 25 people waiting for Paratransit service for 5 days per week for 47 weeks (average). This equals our **revised estimate of 11,750 unfulfilled trips.**

- 5) **Carry forward item - Hold public consultations:** In March of 2016, the Centre organized public consultations (Report Attached) 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 2023** contingent on pandemic status. It is encouraging and positive that with the support of the City, we have made progress in several areas. There is still work to be done.

- 6) **Implement a team leader position.** The position will fill the gap in current operations. The funding for the position would come from Community Service Centre funding.

The primary responsibilities of the team leader are...

- Upgrade and implement the current training program
- Upgrade, implement, and supervise the current safety program striving to meet the "Mission Zero" targets
- Review, revise, and monitor the transportation policies
- Attend regional meetings
- Analyse effectiveness and efficiency
- Recommend and implement initiatives to increase effectiveness and efficiency enhancing cost control initiatives
- Assist in preparation of annual budgets
- Provide first level supervision of Seniors Transportation and Paratransit staff

- Participate in annual reviews
- Participate in the development and execution of annual workplans and strategic planning
- Research, survey, choose, and implement dispatch program
- Back-up driver duties as required

7) **Carry forward item - Implement a multi-year operating agreement by 2024:** Within the transportation services framework, establish a **baseline and COLA guidelines** to ensure that services can be maintained while meeting budget parameters. Articulate Provincial Transportation Assistance for Persons with Disabilities grant with the annual budget. Based on correspondence from Finance, the target for a multi-year agreement is now **2024**.

Specialized Transportation Consultations - 2016

Report to the City of Prince Albert, stakeholders and the Board of Directors of the Prince Albert and District Community Service Centre.

Submitted by Bill Powalinsky



**Community Service
Centre**

101 15th Street West
Prince Albert, SK S6V 3P7
Ph: 306-953-4461
Fax: 306-953-4480

E-mail: b.powalinsky@pacsc.com

Executive Summary

During March 2016, Two Public “Open House” Consultations were held regarding specialized transportation services within the city of Prince Albert. Members of the general public, City Council representatives, Community Service Centre representatives and city administration met to discuss the following three questions.

- 1) What’s working?
- 2) What are the gaps?
- 3) Solutions and recommendations.

The sessions were well attended. The Special Needs Transportation and Senior’s Transportation programs were generally held in high regard. Common themes throughout both consultations reflected the high regard of passengers and user agencies for the helpfulness and professionalism of the transportation staff. Consumer stakeholders, for both transportation programs, indicated the need for increased service as well as better articulation with regular public transit services. Funding was viewed as the solution to most of the concerns that were raised.

Findings

On March 16, a public open house was held at Northcote Manor with approximately 38 people in attendance. Representatives from City Council, public, city administration and the Community Service Centre met to discuss the three questions in relation to the Senior’s Transportation program.

The session was facilitated by Bill Powalinsky and assisted by Kerri Sapsford.

The following are the responses to the specific questions.

What’s working?

- courteous staff
- reasonable price
- helpful and courteous drivers
- coordination of trips (shared rides)
- door to door service

What are the gaps?

- Drivers need to be able to make change
- funding
- lack of availability
- no service over lunch hour
- lack of backup drivers
- lack of on-call availability
- no service evenings and weekends
- no kneeling bus (low floor) to hospital
- public transit service accessibility, hours of service and proximity of bus stops to senior's homes

Solutions and Recommendations

- seek grant funding for enough money to run three vehicles
- give drivers the capacity to make change
- explore other sources of funding, provincial money, grants for seniors transportation
- increase fundraising efforts for seniors transportation
- approach Telemiracle for help
- have a casual on-call service in the case of an emergency i.e.-hospital
- provide two cars every day of the week (add the second car for Mondays and Tuesdays)
- overlap cars schedules so all hours are covered in a day
- coordinate dispatch vehicles to stop overlap of pickups
- do not keep the drivers waiting too long
- hire more backup drivers
- more funding for special-needs seniors
- more funding for special-needs busses
- increase the hours per day
- shorten booking timeframe, one week or three-day maximum lead time
- lower taxi rates to augment service for senior ridership
- tell City Hall about the number of seniors that need services
- more bus routes, stops, and later times to offset the need for seniors transportation
- get entertainment personalities to fund raise for us for example Donnie Parenteau, Larry Krauss
- more bus stops at big business locations
- deploy more low floor buses to major destinations like the hospital and major retail sites
- attendant personnel should ride free

In general discussion, most seniors present, indicated that they used the Senior's Transportation Service, on average, one time per month. The subject of rate increase was

discussed. Although the majority of seniors present indicated they understood the need for a fee increase it was pointed out that a 25% increase is significant to people living on a fixed income.

On March 23, a second consultation open house was held at Kin Enterprises. Approximately 24 people including City Council representatives, city administration, Community Service Centre representatives, agency service providers as well as consumers of the Special Needs Transportation service met to discuss the same three questions. Again, this session was facilitated by Bill Powalinsky assisted by Kerri Sapsford.

What's working?

- the dispatcher is very accommodating
- the drivers are compassionate and go above and beyond the call of duty
- the door-to-door service
- ticket system
- timely service
- safety for passengers
- bus is well-equipped
- group bookings

What are the gaps?

- hours of service
- can't get to recreational events such as hockey games, church, concerts, holiday events, special events, etc.
- need to be able to book further than two weeks in advance
- challenges in being able to book to get to work and back home
- capacity, having to deny trips
- full utilization of fleet, van service versus bus service, wheelchairs versus ambulatory passengers
- charter expense
- need to be able to schedule specialist appointments out of town
- not being able to accommodate group bookings
- not being able to book for cancellations, on standby
- buses not fully utilized, sometimes travel nearly empty
- lack of coordination between Senior's Transportation, Special Needs Transportation and public transit
- need for attendant service

- lack of integration of fleets
- no communication between agencies for special events
- not understanding demographics of users, not understanding the characteristics
- lack of evidence for planning for the future needs of the community, acknowledging that the number of seniors is increasing as well as people with mobility challenges
- not utilizing email dispatching or other electronic/technological approaches
- webpage needs updating
- lack of funding
- no accountability
- Ambulance services that are not the “necessary” mode of transportation for medical appointments, exceedingly expensive for the public purse.

Solutions, recommendations.

- additional funding for longer hours, corporate sponsorship, use webpage for fundraising
- longer hours of service for buses
- alternate hours of service
- have one bus that runs from 5 to 10 PM
- get more buses
- coordination of calendars for special events, ask people how many would be interested in certain events
- like the big brothers and sisters project, adoptive friends for transportation to go to events
- wheelchair accessible cabs
- small bus for single appointments only
- group bookings for specialist appointments, coordination with office and possibility of another van, determining what the volume of ridership would be
- global positioning system should be implemented for booking the service
- tele-bus service
- subsidize support for city transit
- coordinate Senior’s Transportation, the Special Needs Transportation and public transit
- convert public transportation, should be adapted for accessibility
- partner with First Bus or school boards, partner with other organizations, develop partnerships with private transportation
- hold monthly meetings to coordinate transportation for user groups for special events
- use PA Now Community Calendar, city website, possibly tourism for coordination
- possibly have volunteer base
- luggage compartment for shopping and camping supplies in the bus
- examine healthcare statistics and reports to determine demographics of community
- scent free buses

- use annual calendars and monthly bookings for planning and booking transportation service
 - implement electronic booking procedures
 - have community members volunteer for rides to share on website
 - new website, community hub of information on transportation, bus services, calendar of events, service offerings such as Harold's grocery delivery, trips to grocery store, integrate and collaborate on information sharing
 - City to develop a vision and investment in inclusion of all citizens
 - fundraising
 - meet quarterly like this to determine what is measured and what gets done
 - approach Telemiracle for funds
 - Allow for registration by email indicating type of disability, address and email, mobility restrictions, etc.
 - develop another option to ambulance services for out-of-town medical appointments.
-

Summary

Throughout the course of the two consultations several commonalities were noted in the two sessions.

Hours of service

In increase in in the number of hours that both services provide was deemed to be an issue. This is, however, more of a concern with special needs transportation. It was noted that seniors would like to have a car available weekends as well as have the second car available on Mondays and Tuesdays. For special needs transportation, hours into later evening would permit attendance at more social and recreational events. As well, it was noted that the short hours on Sunday also restricted passengers from undertaking community events or visiting with friends and family.

Accessibility

Accessibility was an issue not only for special transportation services but for public transit as well. Issues with accessibility revolved around waiting lists for people who are not able to access the service. Accessibility to public transit dealt with location and number of stops close to people's homes being minimal, physical access to the buses i.e., not having enough kneeling buses and accessibility to transport for out-of-town medical appointments. Discussion on accessibility also dealt with strategic drop off points at major retail centers and the hospital for public transit.

Funding

Funding was viewed as the solution to the greater majority the gaps in services. Several suggestions were put forth for developing diversity in fundraising for both programs. Suggestions ranged from seeking support from foundations like Telemiracle, special fundraisers utilizing celebrity personalities and using technology to entice donors. In the case of medical appointments in Saskatoon, perhaps a provincial or regional entity could fund medical trips with savings gained from not having to send an ambulance.

Capacity

In addition to an increase in hours of service, capacity issues such as not being able to consistently schedule trips to work, number of buses available for special groups, the number of times people had to be turned away and the lack of movement for people on the waiting list were identified. Suggestions for increased capacity, in addition to increased hours or more buses, included partnering with public and private industry, using volunteer drivers and better coordination between groups. It was felt that better communication between groups and in planning around special events might lead to more effective use of current resources.

Miscellaneous

Items under this category included suggestions for luggage compartments on the buses, ensuring that buses were scent free and giving Senior's Transportation drivers the capacity to make change. There was strong encouragement for the use of technology in booking and dispatching services. It was especially noted that the website for the Prince Albert and District Community Service Centre was out of date. The discussion related to technology also included the subject of using GPS for more effective dispatching procedures.

Leadership

It was viewed that a strong vision and investment in inclusion by the city was needed to ensure that all citizens, regardless of mobility and ability, are able to participate fully in the services and events that the city has to offer. It was felt that special effort should be directed to analyzing current and future demographics of users and potential users in order to plan future needs of the community. It is critical to acknowledge that the number of seniors is increasing, and with that, accessibility and mobility issues are bound to increase. It was also requested that periodic meetings be held to ensure accountability for action following these consultations.

Service

Consistently, reference was made to the professionalism, courtesy, helpfulness and friendliness of staff involved in providing Senior's Transportation and Special Needs Transportation services. In particular, what is held in high value is the door-to-door service the drivers provide their passengers. This is what sets the service apart from regular public and private transportation options. Other comments were very positive with regards to the timeliness of service, safety for

passengers, the state of the vehicles maintenance, the ticket system, and ability to coordinate trips, and reasonable costs for passengers.



City of
Prince Albert

BI 22-26

TITLE: Prince Albert Community Service Centre - Seniors Transportation

DATE: **October 14, 2022**

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Grants and Donations	\$69,500	\$69,500	\$0	0.00%
Total Expenses	69,500	69,500	0	0.00%
TOTAL (SURPLUS) DEFICIT	69,500	69,500	0	0.00%

The complete 2023 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-35400-716	G&D	SENIORS TRANSPORTATION:Grants	\$69,120	\$69,500	\$69,500	\$69,500	\$0	\$0	\$0	\$69,500	No additional funding requested.



City of
Prince Albert

BI 22-27

TITLE: Prince Albert Arts Board

DATE: **October 14, 2022**

TO: Budget Committee

PUBLIC: **X**

INCAMERA:

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.

	2023	2022	(Favourable)	%
	Budget	Budget	Unfavourable	Change
			Change	
REVENUES				
EXPENSES				
Grants and Donations	\$25,000	\$25,000	\$0	0.00%
Total Expenses	25,000	25,000	0	0.00%
TOTAL (SURPLUS) DEFICIT	25,000	25,000	0	0.00%

The complete 2023 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 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	\$0	\$25,000	No additional funding requested



City of
Prince Albert

BI 22-6

TITLE: Prince Albert Arts Board 2023 Budget Submission

DATE: September 28, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. 2023 Budget Submission

Written by: Adreanna Boucher, Chair, Prince Albert Arts Board



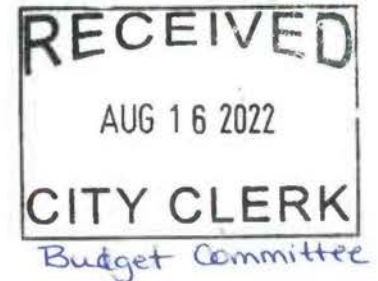
1010 Central Avenue Prince Albert, Saskatchewan S6V 4V5

July 28, 2022

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

Attention: City Clerk's Office

Re: External Agencies Funding Request – Prince Albert Arts Board



Thank you for your invitation to formally submit our request for continued funding from the City of Prince Albert for 2023. Included with this letter is the required documentation to support our request.

The Prince Albert Arts Board provides recognition and support to all areas of the arts sector in our community. Each year we host and facilitate two major events, being the Arts Hall of Fame Gala and Parts for the Arts/Arts Free for All. We are also the stewards of the Helen Ferris Memorial Trust Fund. We are proud to be a board that is comprised of members who reflect the diversity of our community and who can speak accurately to the needs of the artists that we represent and support.

The ongoing pandemic continued to pose challenges to our work in 2022. We pressed forward as well as we could while also recognizing the need to adapt our events to allow for gathering in a way that was safer for the health of all in attendance. Our meetings, by and large, continued to be virtual, and it's a practice we will continue for the foreseeable future.

Arts Hall of Fame Gala:

Recipients: Barveenok Ukrainian Dancers (2020 inductees, Performing Arts Group)
Andree Felley-Martinson (2021 inductee, posthumous, Visual Artist)
Sheryl Kimbley (2021 Inductee, Builder)

We had originally planned to host two galas this year in order to recognize the 2020 and 2021 recipients: one in February and another in September (when we usually hold the gala). This plan was meant to get us back on track with our usual schedule. Unfortunately, the severe winter COVID surge halted our plan. After much thoughtful consideration, we decided to host a *joint* Arts Hall of Fame induction ceremony in June of 2022 that recognized our 2020 and 2021 recipients. The event was a lovely affair, with entertainment by the Iron Swing Drum Group (a new addition to our ceremonies this year), Mike Langlois and Darcy Sander, and Kevin Joseph. While attendance was lower than in other years due to ongoing gathering concerns that some have, we were pleased with the turnout and the stage at the Rawlinson felt full.

Our board is currently considering whether we will maintain the September slot for our next gala or if we will revisit hosting this event in June of 2023.



1010 Central Avenue Prince Albert, Saskatchewan S6V 4V5

Parts for the Arts:

This is an event that we typically host in late January or early February. Again, COVID forced us to shift it to the summer months, and we held the event at the Rawlinson in June. Our Parts for the Arts event always receives excellent feedback from those who attend, but is not as well attended as the gala is. After thoughtful consideration, we have decided that a better use of our time and resources will be to break up Part for the Arts into multiple smaller offerings throughout the year instead of holding one large event, starting in 2023. We will work with other arts organizations in our community to host individual workshops and lectures by prominent Saskatchewan storytellers, visual artists, musicians, and granting bodies. We feel this will garner better attendance on a smaller budget.

Helen Ferris Memorial Trust Fund Grant

This year our application process was revamped, making it more user-friendly and completely accessible through our website. We have also been collectively and individually diligent about promoting the Fund, leading to an increase in applications. In the past few months we have been pleased to assist two dancers from Ashden Irish Dance Company in attending the Riverdance Summer School 2022 in Boston, and very recently Quinn Smith-Windsor's endeavour in creating a new art and poetry collection with the mentorship of well-known Indigenous author John Brady McDonald.

Going forward

In addition to the Arts Hall of Fame, arts-focussed workshops and lectures, and promoting the Helen Ferris Grant, in 2023 we will focus sincere and dedicated attention on our Truth and Reconciliation endeavour that we have coined *Building Bridges*. This will be a collaboration with various groups, organizations, and individuals to create collective art pieces while engaging in thoughtful conversation between the varied and various sub-communities in our city, and in particular between Indigenous and non-Indigenous; it is our way of taking an active step for the "truth" aspect in the ongoing journey of reconciliation. It is our hope that these art projects will become a public art installation along the viaduct right in the heart and center of Prince Albert. We will be providing a more complete proposal to Council regarding this project in the near future.

Our ask

We always aim to be careful stewards of the funding that the City of Prince Albert grants us. As our attached proposed budget reflects, in order to avoid asking for an increase in funding, we have looked for ways to cut costs and re-allocate our funds in order to facilitate the Building Bridges project. Therefore, the Prince Albert Arts Board respectfully requests a continuation of our annual funding amount of \$25,000.00.

Thank you very much for your support over the past several years and for the opportunity to provide this update and request.

Kind regards,

Adreanna Boucher, Chair, Prince Albert Arts Board



Prince Albert Arts Board 2023 Budget Draft

10-Aug-22

REVENUE	2023 Budget	2022 Budget	2023 Budget Notes
City of Prince Albert	\$25,000.00	\$25,000.00	External Agencies Grant Request
Arts Hall of Fame Ticket Sales	\$4,000.00	\$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 2022 and previous year's unused interest.
TOTAL REVENUE	\$31,000.00	\$32,000.00	
EXPENSES	2023 Budget	2022 Budget	2023 Budget Notes
Amortization - Computer	\$0.00	\$0.00	Fully amortized
Amortization - AHOF Kiosk	\$2,200.00	\$2,200.00	Confirmed with Darlene
Annual Financial Review	\$1,200.00	\$1,200.00	Darlene (bookkeeper to complete the review)
Bookkeeping	\$500.00	\$1,000.00	Annual contracted bookkeeping costs. Reducing to quarterly reports vs monthly.
Insurance	\$1,600.00	\$1,800.00	Directors' Liability; Property Contents
Office Supplies & Equipment	\$50.00	\$50.00	Minimal supplies are required such as envelopes, paper, storage shelves, etc.
Websites/Marketing	\$5,000.00	\$5,000.00	Arts Hall of Fame; Arts Board; Marketing
Awards	\$150.00	\$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	\$160.00	\$210.00	Monthly and etransfer fees
ISC Fees	\$15.00	\$15.00	
Arts Events, Outreach, AGM, Meetings	\$775.00	\$2,300.00	Board meetings, arts consultation, AGM. Doing more virtually.
Strategic Planning	\$1,250.00	\$0.00	Facilitator for planning (current plan expires this year technically)
Professional Development	\$1,000.00	\$1,000.00	For Board Members
Arts Hall of Fame (AHOF)	\$10,000.00	\$10,050.00	This includes all costs for the Arts Hall of Fame
AHOF Kiosk Annual Fee	\$1,250.00	\$525.00	Annual costs to maintain display and software
AHOF Kiosk & Software	\$0.00	\$0.00	
Parts for the Arts/Free for All	\$650.00	\$5,500.00	Use 2023 to have a networking event and decide on 2024 and beyond Idea is a mosaic of pottery tiles on the viaduct called "Building Bridges"
Reconciliation project	\$4,200.00		
*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
TOTAL EXPENSES	\$31,000.00	\$32,000.00	
Surplus/Deficit	\$0.00	\$0.00	

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.
Annual Financial Report
As At December 31, 2021
(For Management Purposes Only)**

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Prince Albert Arts Board Inc.
Statement of General Fund
December 31, 2021
(For Management Purposes Only)

	<i>Budget</i>	2021	2020
REVENUE			
Grant revenue	25,000	25,000	25,000
Event - Hall of Fame	6,000	0	0
Event - Parts for the Arts		464	0
	<u>31,000</u>	<u>25,464</u>	<u>25,000</u>
Expenses			
Amortization	2,725	2,459	1,624
Awards	150	150	150
Bank charges and interest	150	100	59
Contracted services	1,000	599	458
Event - Hall of Fame	11,000	2,716	0
Event - Parts for the Arts	7,500	4,270	1,713
Governance expense	1,500	0	188
Insurance	1,000	1,351	1,165
Kiosk annual fee	525	806	0
Marketing		555	0
Office supplies	150	0	77
Professional development	1,000	0	596
Professional fees	265	1,125	4,200
TV Cover		0	269
Website	4,035	2,894	2,950
	<u>31,000</u>	<u>17,025</u>	<u>13,449</u>
Operating surplus (deficit)	<u>0</u>	<u>8,439</u>	<u>11,551</u>
ASSETS			
Current			
Cash		51,099	41,520
Prepaid expenses		1,008	738
		<u>52,107</u>	<u>42,258</u>
Capital Assets		7,685	10,143
		<u>59,792</u>	<u>52,401</u>
LIABILITIES AND FUND BALANCE			
Current			
Accounts payable		202	1,250
Fund Balance (unrestricted)			
Beginning of year		51,151	39,600
Operating surplus (deficit) as above		8,439	11,551
End of year		<u>59,590</u>	<u>51,151</u>
		<u>59,792</u>	<u>52,401</u>


Prince Albert Arts Board Inc.
Statement of Helen Ferris Trust Fund
December 31, 2021
(For Management Purposes Only)

	<i>Budget</i>	2021	2020
REVENUE			
Interest	1,000	360	365
	<u>1,000</u>	<u>360</u>	<u>365</u>
Expenses			
Bank charges and interest		6	6
Helen Ferris scholarship	1,000	0	0
	<u>1,000</u>	<u>6</u>	<u>6</u>
Operating surplus (deficit)	<u>0</u>	<u>354</u>	<u>359</u>
ASSETS			
Current			
Restricted Cash		5,465	5,110
Accrued interest		206	207
		<u>5,671</u>	<u>5,317</u>
Investments		20,000	20,000
		<u>25,671</u>	<u>25,317</u>
LIABILITIES AND FUND BALANCE			
Current			
Accounts payable		0	0
Fund Balance (restricted)			
Beginning of year		25,317	24,958
Operating surplus (deficit) as above		354	359
End of year		<u>25,671</u>	<u>25,317</u>
		<u>25,671</u>	<u>25,317</u>

Prince Albert Arts Board Inc.
 Combined Statement of General Fund and Helen Ferris Trust Fund
 December 31, 2021
 (For Management Purposes Only)

	Budget	General Fund	Helen Ferris Trust Fund	2021	2020
REVENUE					
General Fund	31,000	25,464		25,464	25,000
Helen Ferris Trust Fund	1,000		360	360	365
	<u>32,000</u>	<u>25,464</u>	<u>360</u>	<u>25,824</u>	<u>25,365</u>
Expenses					
General Fund	31,000	17,025		17,025	13,449
Helen Ferris Trust Fund	1,000		6	6	6
	<u>32,000</u>	<u>17,025</u>	<u>6</u>	<u>17,031</u>	<u>13,455</u>
Operating surplus (deficit)	<u>0</u>	<u>8,439</u>	<u>354</u>	<u>8,793</u>	<u>11,910</u>
ASSETS					
Current					
Cash		51,099		51,099	41,520
Restricted Cash			5,465	5,465	5,110
Accrued interest			206	206	207
Prepaid expenses		1,008		1,008	738
		<u>52,107</u>	<u>5,671</u>	<u>57,778</u>	<u>47,575</u>
Capital Assets		7,685		7,685	10,143
Investments			20,000	20,000	20,000
		<u>59,792</u>	<u>25,671</u>	<u>85,463</u>	<u>77,718</u>
LIABILITIES AND FUND BALANCE					
Current					
Accounts payable		202	0	202	1,250
Fund Balance (unrestricted)					
Beginning of year		51,151	25,317	76,468	64,558
Operating surplus (deficit) as above		8,439	354	8,793	11,910
End of year		<u>59,590</u>	<u>25,671</u>	<u>85,261</u>	<u>76,468</u>
		<u>59,792</u>	<u>25,671</u>	<u>85,463</u>	<u>77,718</u>


 Director


 Director

Prince Albert Arts Board Inc.
Statement of Cash Flow
As At December 31, 2021
(For Management Purposes Only)

	<i>General Fund</i>	<i>Helen Ferris Trust Fund</i>	2021	2020
Cash Flows from Operating activities				
Excess (deficiency) current year	8,439	354	8,793	11,910
Items not affecting cash:				
Amortization	2,459		2,459	1,624
	<u>10,898</u>	<u>354</u>	11,252	<u>13,534</u>
Changes in non-cash working capital				
Accounts receivable			0	500
Accrued interest		1	1	-1
Prepaid expenses	-271		-271	-102
Accounts payable	-1,048		-1,048	518
	<u>9,579</u>	<u>355</u>	9,934	<u>14,449</u>
Cash flows from Investing activities				
Purchase of capital assets	0			-10,978
	<u>0</u>	<u>0</u>	0	<u>-10,978</u>
Increase (decrease) in cash	9,579	355	9,934	3,471
Cash, beginning of year	41,520	5,110	46,630	43,159
Cash, end of year	<u>51,099</u>	<u>5,465</u>	56,564	<u>46,630</u>
Cash is composed of:				
Cash	51,099		51,099	41,520
Restricted Cash		5,465	5,465	5,110
	<u>51,099</u>	<u>5,465</u>	56,564	<u>46,630</u>

Prince Albert Arts Board Inc.
Notes on Annual Financial Report
As At December 31, 2021
(For Management Purposes Only)

			2021	2020
General Fund				
	Cost	<i>Accumulated Amortization</i>	<u>Net Book Value</u>	
Capital Assets				
Computer Equipment	2,631	2,631	0	263
Kiosk	10,978	3,293	7,685	9,880
	<u>13,609</u>	<u>5,924</u>	<u>7,685</u>	<u>10,143</u>
Prepaid Expenses				
Insurance Policy				
Premiums paid for period of August 3 to August 3 annually				
Prepaid for January 1 to August 3			856	738
Website				
Annual fees for 2022			152	
			<u>1,008</u>	<u>738</u>
Payables				
Cara Stelmaschuk				
Website Maintenance - July-Dec 2020				1,250
Dec 28-2021 Inv # 971475959 Annual fees for 2022			152	
Darlene Otet				
Jan 9-2022 Inv # 472 bookkeeping for Nov & Dec 2021			50	
			<u>202</u>	<u>1,250</u>

Helen Ferris Trust Fund

Investments

Helen Ferris Fund

3 year non-redeemable term investment	<u>20,000</u>	<u>20,000</u>
- Interest at 1.800% (prior year 1.800%)		
- Maturing on June 5, 2022		
- Interest accrued from June 6, 2021 to December 31, 2021		

Accrued Interest

- accrued interest on Investment	<u>206</u>	<u>207</u>
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PRINCE ALBERT
ARTS BOARD

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

c/o 1010 Central Avenue
Prince Albert, Sask. S6V 4V5

Board of Directors (min 7 as per bylaw)

Last Updated: Mar.21, 2022

Name	Member	Signing Authority	Year Started	Position
Adreanna Boucher	Member at Large	Yes	2018	Chair
Cara Stelmaschuk	Member at Large	Yes	2015	Vice-Chair
Councillor Dennis Ogradnick	City Council		2021	City appointment
Kevin Joseph	City Appointed MAL		2020 (City 2021)	City appointment
Tia Furstenberg	Member at Large	Yes	2021	Treasurer
Dillon Gazandlare	Youth Member		2022	
Naomi McNeice	Member at Large		2022	
Roxanne Dicke	Advisory City of P.A.	Yes	2011	Advisory
Judy MacLeod Campbell	City of P.A.		n/a	Staff Support/ Secretary



City of
Prince Albert

BI 22-28

TITLE: Prince Albert Historical Society - Museum

DATE: **October 14, 2022**

TO: Budget Committee

PUBLIC: **X**

INCAMERA:

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 as well as other operation costs, including the salary and benefits of the museum curator.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Grants and Donations	\$71,080	\$71,080	\$0	0.00%
Total Expenses	71,080	71,080	0	0.00%
TOTAL (SURPLUS) DEFICIT	71,080	71,080	0	0.00%

Administration is recommending that the budget is not increased for 2023 due to fiscal constraints, but the following funding request has been made:

The Prince Albert Historical Society has **requested a \$40,629 increase in their funding from the City for 2023, or an increase of 57.2%**. The Prince Albert Historical Society is asking for two increases this year - an 18.9% (\$13,488) increase to external agency funding, and support for a financial manager position (\$27,141). They have not received an increase in funding since 2019. **This request is included in Section 16 of the report under Operating Issues not Funded.**

The complete 2023 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-75430-716	G&D	Museums - Program:Grants	\$69,680	\$70,080	\$71,080	\$71,080	\$0	\$0	\$0	\$71,080	This represents no increase for the 2023 Budget.
												<p>The Prince Albert Historical Society has requested a \$40,629 increase in their funding from the City for 2023, or an increase of 57.2%. The Prince Albert Historical Society is asking for two increases this year - an 18.9% (\$13,488) increase to external agency funding, and support for a financial manager position (\$27,141). They have not received an increase in funding since 2019. This request is included in Section 13 of the report under Operating Issues not Funded.</p>



City of
Prince Albert

BI 22-7

TITLE: Prince Albert Historical Society 2023 Budget Submission

DATE: September 28, 2022

TO: Budget Committee

PUBLIC: X

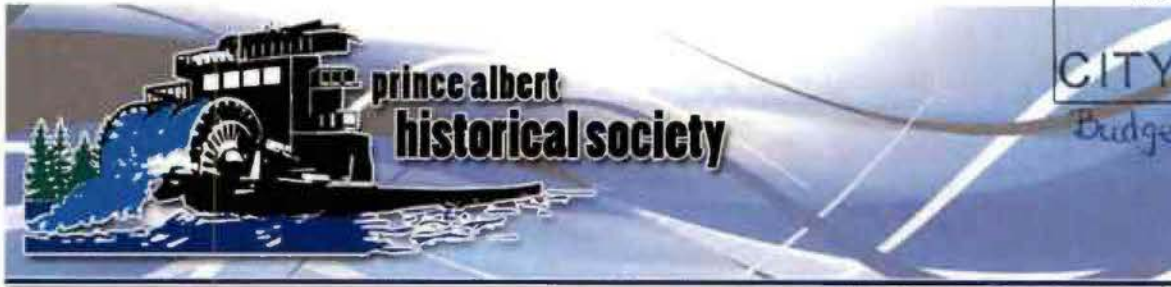
INCAMERA:

ATTACHMENTS:

1. 2023 Budget Submission

Written by: Michelle Taylor, Manager/Curator, Prince Albert Historical Society

RECEIVED
AUG 22 2022
CITY CLERK
Budget Committee



10 River Street East | Prince Albert, SK | S6V 8A9 | [p] 306.764.2992 | [e] curator@historypa.com | [w] www.historypa.com

Dear Mayor Dionne and Members of City Council,

Thank you for accepting our submission for the 2023 external agencies budget. For many years, the City and Historical Society have had an ongoing relationship to operate the museums in Prince Albert. The most recent formal agreement was signed in 2009. This agreement states that the City will care for the museums and provide funding in support of the Manager's (now Manager/Curator) wages. This year we are asking for your support to increase the base funding grant to the Society, allowing for an increase in wages for Historical Society staff and summer museum interpreter. An increase would ensure these salaries continue to be consistent with the rising minimum wage in Saskatchewan. We are also asking for the City's financial support for the Finance Manager position.

The agreement requires the Historical Society to operate the four museums in Prince Albert as a partnership with the City of Prince Albert. Without your support, the museums would not be able to offer its current professional level of services to the community and its visitors. We are seen as a leader in mid-sized museums in Saskatchewan due to our vision and work we do with our community. This vision has, in the last five years has completely changed the lower and main floors of the Historical Museum. The lower level has been redeveloped, resulting in improvements to both public and staff areas. These improvements have cost the Society over \$220,000, with some funding from grants bequests. We want to continue this forward progress, and have plans for renovations to the office, kitchen and meeting space on the main floor and then on the upper level. These latter renovations depend upon the City's help, as the windows are in need of repair. This work needs to be completed before the Society redevelops its displays. This Historical Society will continue to use our own funds to create the most welcoming exhibits possible.

Historical Society Funding

In 2022, the Historical Society has seen a tremendous amount of development in our exhibits, especially in the Connaught Room- the Kistapinanihk/Omaniciye Makoca/ TI'ogh tele 'the Gathering Place' exhibit. Our intention is to have this four-year project completed at the end of September. Additionally, we have created new partnerships with the First Nations University



Dr. C. H. & Lenore Andrews

Philip E. West

and University of Regina to complete an analysis of our archaeological material as well as with the PA Daily Herald and the PA Public Library to digitize Daily Herald microfilm and make them available to the public. For these projects alone, the Historical Society has received \$217,000 in grant funding as well as contributing our own funds.

We are continuing to find ways to keep the museums and archives relevant in the community and to increase accessibility for those beyond museum walls. This includes the digitization of the Daily Heralds, creation of videos and other social media content and providing tours outside the museum buildings (St. Mary's Talk and Tour, bus tours, and walking tours). We will work in late 2022 and 2023 to provide material to the seniors' residences again since COVID restrictions have lifted.

Over the last two years, in order to develop and work on specific projects, the Historical Society secured over \$250,000 in non-operational funding. Canada Summer Jobs and Young Canada Works grants were applied for to offset the summer museum interpreter wages, which the City administers. These grants vary from year to year depending on their available funding. We have worked very hard to find funds that reduce the Historical Society's dependency on the City of Prince Albert. However, our options for operational grants are limited and we require your support to provide regular service to not only museum patrons but to assist the City in projects of a social, cultural, and reconciliation nature.

Earlier this year, the Historical Society was fortunate to receive a large memorial donation from the Mary Lou Milliken Family. That donation is to be used for Indigenous art and a temporary display in the Historical Museum. As well, the Historical Society has created an endowment fund that will assist the Society to become more financially stable in the future. In the short term, we intend to reinvest its earnings to create a larger fund. Long term we hope this fund will be able to provide increased funding for community education and programming.

Wages

We have been able to move our Society and its museums forward in many ways other than wages paid to both permanent and summer staff. The summer museum interpreter wages have not increased since 2016. We are finding it more and more difficult to hire summer staff and retain them when there is no financial incentive for them. Our city budget line for wages is based on \$13.26/hour, which used to be well above minimum wage. However, with the provincial minimum wage increase between now and 2024, the wages will be at and below minimum wage. The Historical Society has tiered wages with first year staff receiving \$13.00/hour and returning staff receiving \$15.00/hour. We would like to increase the starting wage to \$16.00/hour. In consultation with Jody Boulet and Judy MacLeod-Campbell the Historical Society is asking for a 24% increase for the interpreter budget line. This is similar to the wage paid to a Playground Supervisor 2 position in the City, a position with similar responsibilities. With this increase, the City and Historical Society will be able to stay ahead of the rising minimum wage, assuring that we will not have to ask for a further increase in this line item for several years.

The Historical Society's workload has increased in the last four years even though the City's financial support has not. We work to promote not only Prince Albert's past but also its present and to remain a relevant organization in the community. Not only because of the increasing minimum wage but also because of the increased workload, the Society is asking for an increase in our support funding to keep the Manager/Curator's wage consistent with the summer staff increase. Part of the Manager/Curator's role is to develop relationships with people and organizations that will create partnerships to develop future plans. The incumbent also finds and applies for all of the grants for the Historical Society. The requested amount for the wage increase for the Manager/Curator would provide an increase of 16% for 2023 to a total of \$66,165, a good portion of which is the comparable increase in minimum wage. It is noted that this would also raise the Manager/Curator's wage to a level comparable to other community museums where the Manager/Curator is responsible for only one, not four, facilities.

We are also asking the City to fund the part-time Finance Manager position. This person looks after the Society's finances and gift shop. This Historical Society paid position has existed for the last 5 years and have found the Finance Manager to be indispensable to keep the organization running smoothly. The position has allowed the Manager/Curator to focus on the operation and development of the museums and Society. For the Finance Manager position we are asking for \$27,141.

This past year, the Historical Society has gone through staffing difficulties- we have been unable to hire a permanent Programming and Outreach Coordinator. Without this position, our programs have fallen short of what we were hoping to achieve. However, the Historical Society works to keep the museums available to the public through the winter months. Did you know the museums are available to visit from September to May? In 2021, over 1,600 visitors and researchers came to the museums through the winter. This number does not include the thousands of volunteer occasions each year. So far, in 2022, we have had over 1,200 people visit during the winter. Most of these people are relatively local as international visitors have not yet returned. These numbers are only a small portion of those who use museum resources throughout the year. In 2021, over 60,000 people used the museums in some capacity, and in 2022 we are already over 23,000. Many of these people are using social media as their main point of contact, but they are actively engaging with the information being posted. We hope to be able to find a Programming and Outreach Coordinator this winter so that we can get back on track to provide more programs both in and out of the museum setting.

In Closing

We, as a Society, extend an invitation to members of City Council and the senior administrative team to visit each of the City's four museums, and especially the Historical Museum. This would provide an opportunity to view the changes and progress that we have made in presenting the history of our community. A visit from members of Council would allow you to ask questions to better understand our financial needs, as well as allow you to learn about the opportunities that have allowed us to make these needed changes. There are many learning opportunities, in and out of the museum, that exist to educate your staff and the citizens of Prince Albert. You

will find that we are able to provide learning opportunities, which could enhance the City's goal of reconciliation with the Indigenous residents in Prince Albert.

The Historical Society appreciates everything the City of Prince Albert has provided for the Historical Society and we recognize that we are in a very unique position. Unlike many small community museums, which are unable to remain open all year round, with your support Prince Albert is able to have four, museums available to the public year round. We will be able to continue to provide this service upon receipt of your support, and await for your response to our request for the City to increase our grant for 2023 from \$71,080 to \$111,709.

Sincerely,



Michelle Taylor
Manager/Curator



Fred Payton
President, PAHS

**Prince Albert Historical Society
Budget Income Statement**

Budget 2022 Budget 2023

REVENUE

Sales Revenue

Admission - Adult		
Admission - Student		
Admission - Family	9,000	9,000
Admission - Day Pass (all museums)		
Groups (no tours)		
Tours	1,000	2,000
Memberships	1,400	1,500
Walking Food Tours		
Tea Room	900	900
Rent	250	250
Education Program	5,000	5,000
Total Sales Revenue	17,550	18,650

Gift Shop Sales

Publications	1,000	1,750
Historical Museum Souvenirs		
Education Souvenirs	1,500	1,500
Diefenbaker Museum Souvenirs		
Other Location Souvenirs	100	100
Other sale items	200	
Archives Sales	150	150
Total Souvenir Sales	2,950	3,500

Donations - Tax Receipt

Donations - Tax Receipt - Cash	800	1,000
Donations - Tax Receipt - Cash Archives	200	250
Donations - Tax Receipt - in Kind	500	500
Total Donations - Tax Receipt	1,500	1,750

Other Donations

Historical Museum Donations		
Police Museum Donation	500	250
Education Museum Donation		
Diefenbaker Museum Donations		
Donations - deaccessioned / other		
Archive Donations	400	400
Other donations		
Total Other Donations	900	650

Prince Albert Historical Society
Budget Income Statement

Budget 2022 **Budget 2023**

Operating Grants

SaskCulture Museums Assistance	30,000	22,000
City P.A. - Society budget support	16,893	16,893
City P.A. - Manager's wages	54,376	66,165
City P.A. - Educator's wages	35,986	
City P.A. - Finance Mgr wages		27,141
City P.A. - Vehicle Allowance	1,232	1,510
NLCDC prior year		
Community Grant Program	1,000	
Other Grant	60	60
deferred from previous		
Total Grants	139,547	133,769

COVID-19 Subsidies

CEWS Wage Subsidy		0
TWS Temp Wage Subsidy		
CRHP Hiring Program		
CEBA		
Total COVID-19 Subsidies	0	0

Other Revenue

Federal GST rebate	1,500	1,000
Chequing Interest	30	300
Investment Interest	750	100
Admin Fee Revenue		
Misc. Revenue	50	50
Total Other Revenue	2,330	1,450

Project Revenues

Andrews Bequest (lighting + capital)	40,000	0
West Bequest (for Church/Blockhouse)		26,500
Sask Archaeological Society - Grant	390	390
Nisbet Church and 1885 Blockhouse (GoGundMe)		33,500
NIB Researcher	24,622	
Archives digitization	10,000	
ReOpening Fund		
Indigenous Heritage Map Grant		56,000
Milliken Donation		
PA & Area Community Foundation Grant		
Events	1,000	1,000
Fundraising	2,500	2,500
Fundraising - Garage Sale		
Fundraising - Raffle		
Fundraising - Living History		
Endowment Fund		
Plus Deferred Revenue - Beginning of Year		
Less Deferred Revenue - End of Year		

Prince Albert Historical Society
Budget Income Statement

Budget 2022 **Budget 2023**

Total Project Revenues	78,512	119,890
TOTAL REVENUE	243,289	279,659

Prince Albert Historical Society
Budget Income Statement

Budget 2022 **Budget 2023**

EXPENSE

Cost of Goods Sold

Tea Room Expenses		
Publications for resale	500	1,000
Souvenirs (CD's etc.)	750	750
Other items	100	100
Total Cost of Goods Sold	1,350	1,850

Payroll Expenses

2021 Payroll budget:

- 3% increase for Michelle & Darlene, Todd's recommendation

	(Michelle, Darlene & Joanna)	(Michelle & Darlene)
Wages	107,929	85,736
Retroactive Wages		
Holiday & Stat Pay	8,548	7,570
Banked Hours		
Employer EI Expense	2,576	2,090
Employer CPP Expense	5,776	5,135
Employer WCB Expense	1,060	877
Health Insurance Benefit	0	
Life Insurance Benefit	0	
Pension Benefit	1,050	1,250
Vehicle Allowance	768	960
Benefits (office admin & educator)		
Museum Educator (6mos@ \$18/hr)		
Museum Educator VP, EI, CPP, WCB		
Chamber Benefits	1,794	1,045
Total Payroll Expense	129,501	104,663

Communication Expenses

Advertising & promotion	4,000	4,000
Collection Communication	1,200	1,200
Special Gallery Display & Events		
Exhibit Galleries Display	2,000	1,000
Programing Supplies	1,500	1,500
Programing equip. & services	250	250
Summer Staff Party	300	300
Collection conservation	500	500
Total Communication Expense	9,750	8,750

Prince Albert Historical Society
Budget Income Statement

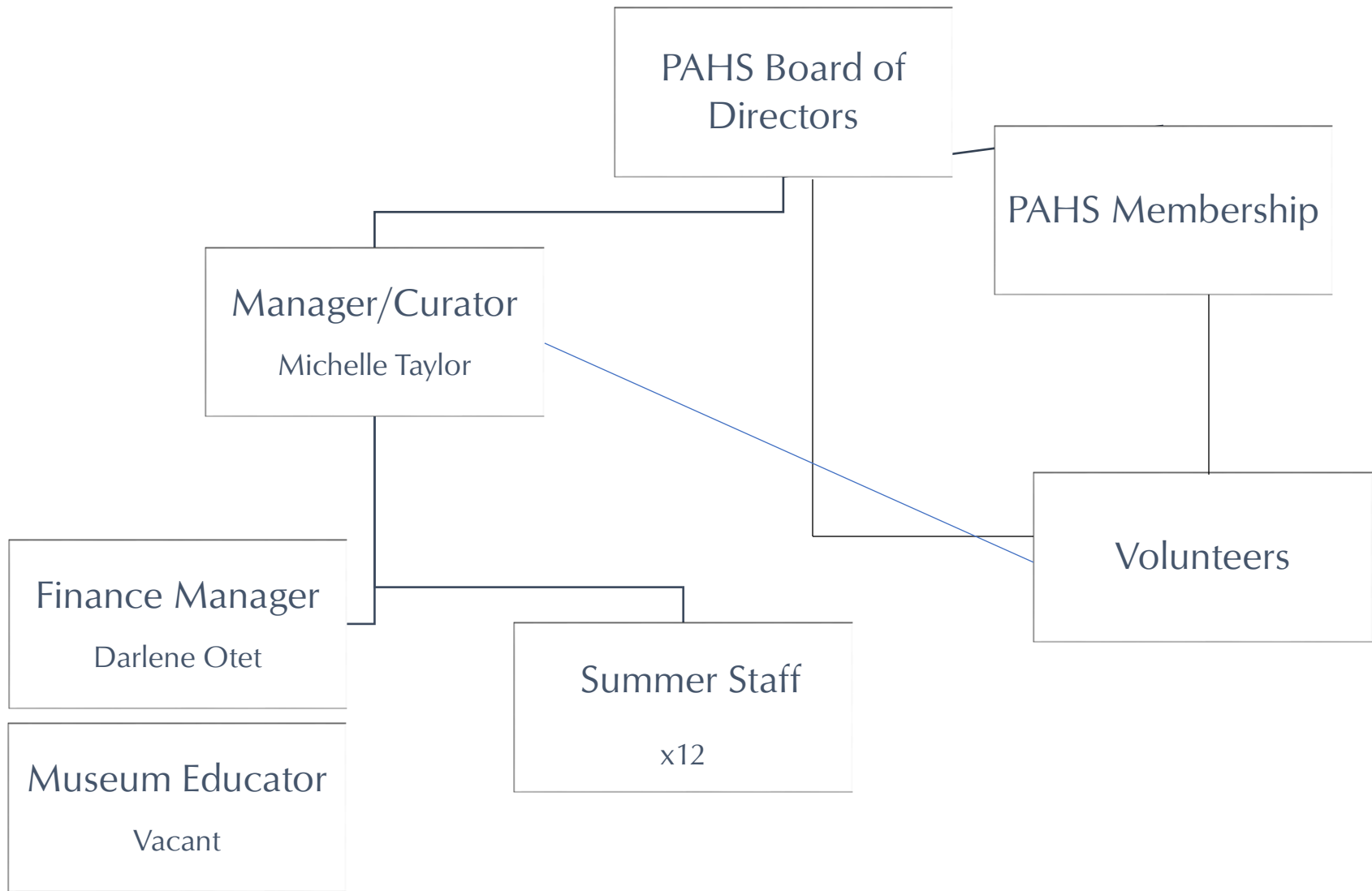
Budget 2022 **Budget 2023**

	Budget 2022	Budget 2023
Collection/Archives Expense		
Reference material	400	500
Collection/Archives Supplies	3,000	3,000
Collection/Archives equip. purch.	2,000	1,500
Tax receipted Gift in Kind	500	500
Total Collection/Archives Expense	5,900	5,500
Other Expenses		
Building Maint. & Occupancy Costs	2,500	22,000
Building equip. purchase	1,200	1,000
Office equip. purch.		
Office Expenses	3,400	3,000
Licenses & Memberships	1,000	1,200
Meeting expenses	400	200
Training	1,500	1,500
Travel	1,000	1,000
Review engagement	4,300	4,300
Contracts	500	500
Honouraria	100	100
Financial Service Charges	100	50
Cash Short (Over) on tills		
Bad debts		
Inventory Valuation		
Membership Benefits		
IT (Information Technology)		5,000
Cell phone contract		360
Misc.		
Total Other Expenses	16,000	40,210
Project Expenditure		
Andrews Bequest		
Capital Projects	40,000	
Reno Projects		
Sask Archaeological Society		390
Nisbet Church and 1885 Blockhouse		60,000
Historical Signage		
Shelving and Storage (MAP)		
Re-Org		
Cataloguing First Nations Artifacts (note 1)		
Art Stimulus / Murals		
Display of FN Artifacts		
SCAA - IGP Grant		
Electrical (lighting/archives/storage/display)		
NIB Researcher	24,622	
Connaught Room (subsequent to NIB)		
Digitization	10,000	

**Prince Albert Historical Society
Budget Income Statement**

Budget 2022 Budget 2023

Reopening Fund		
Indigenous Heritage Map Grant		56,000
Community grant program	250	
Fundraising Event - Live History Events	1,500	1,500
Fundraising expenses	1,500	500
Deferred costs from prior year		
Deferred costs end of year		
Total Project Expenditures	77,872.00	118,390
TOTAL EXPENSE	240,373.00	279,363
NET INCOME	\$2,916.20	296
PROJECTS	640.00	1,500
OPERATIONS	2,276.20	-1,204
Budget deficit for Museum Educator		
Budget surplus for all other		





Committees

Audit

The Society will establish an internal audit committee composed of a minimum of three directors, which will not include the treasurer. The mandate of the committee will be to review the financial operations and statements.

Bequest/Endowment Fund

To oversee the spending of the Society's bequests.

Building

To oversee construction and renovation projects within the Museums, also to liaise with the City of Prince Albert.

Collections

The collections committee oversees the accessioning, deaccessioning etc in the artefact and archives collections.

Exhibits and Programming

To prepare upcoming displays and develop internal and outreach programs throughout the year.

Fundraising

To create opportunities to raise additional funds for Society operations and special projects.

Governance

To prepare and oversee policy and governance for the Historical Society.

Human Resources

To manage and advise the staff of the Historical Society.

Marketing

To help prepare marketing material, social media posts, website, etc

Membership

To keep members without emails updated about Society events and meetings.

Nominations

To find new board members for the upcoming elections



Board of Directors

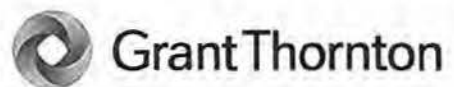
The twelve member PAHS Board is elected to a one-year term every March.

2022-2023

President	Fred Payton
Vice President	Connie Gerwing
2 nd Vice President	John Thompson
Secretary	Mary Brown
Treasurer	Todd Robertson

Directors

Pam Booker
Mike Gange
Shirley Swain
Lorraine Brassard
Nancy Pardoe
Carolyn O'Leary
Tyler Hazelwood



Financial Statements

Prince Albert Historical Society

December 31, 2021

Contents

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Independent Practitioner's Review Engagement Report	1
Statement of Revenues and Expenses	3
Statement of Changes In Net Assets	4
Statement of Financial Position	5
Statement of Cash Flows	6
Notes to the Financial Statements	7
Schedules to the Financial Statements	10
Schedule of Project Deferrals	11
Schedule (3 sections) 2	11

Independent Practitioner's Review Engagement Report

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, 2021, 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, 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.

Prince Albert, Canada
March 10, 2022

Chartered Professional Accountants

Prince Albert Historical Society

Statement of Revenues and Expenses

Year ended December 31

2021

2020

Revenues

Grants (Schedule 2)	\$ 166,035	\$ 76,234
Admission	8,913	3,537
Miscellaneous	7,575	3,219
Donations	7,539	5,568
CRHP Hiring Program	5,085	-
Souvenirs and publications	3,603	492
Fundraising and events	3,175	2,666
Memberships	1,480	1,400
	<u>203,405</u>	<u>93,116</u>

Expenses

Salaries and wages	146,103	67,246
Contracts and honorariums	8,508	3,293
Office equipment	6,459	14,335
Supplies	5,806	11,391
Office	4,564	4,131
Professional fees	4,274	4,224
Advertising and promotion	4,140	2,918
Miscellaneous	3,914	-
Travel and meetings	3,716	1,823
Repairs and maintenance	2,125	7,485
Fundraising and events	1,789	32
Souvenirs and publications	1,696	210
Licenses and memberships	1,195	1,177
Interest and bank charges	231	1,078
Bad debts	(40)	(86)
	<u>194,480</u>	<u>119,257</u>

Excess (deficiency) of revenues over expenses
before other items

8,925 (26,141)

Other items

Canada Emergency Benefit	10,000	10,000
Canada Emergency Wage Subsidy	18,323	34,935
	<u>28,323</u>	<u>44,935</u>

Excess of revenues over expenses

\$ 37,248 \$ 18,794

Prince Albert Historical Society
Statement of Changes In Net Assets

Year ended December 31	2021	2020
Balance, beginning of year	\$ 55,579	\$ 36,786
Excess of revenues over expenses	<u>37,248</u>	<u>18,793</u>
Balance, ending of year	<u>\$ 92,827</u>	<u>\$ 55,579</u>

Prince Albert Historical Society Statement of Financial Position

Year ended December 31

2021

2020

Assets

Current

Cash	\$ 127,273	\$ 84,461
Restricted cash (Note 2)	33,666	41,414
Short term investments (Note 3)	119,540	119,026
Accounts receivable	10,143	6,288
GST receivable	313	537
Prepaid expenses	5,201	1,566
Inventory	5,476	6,326

301,612 259,618

Long-term investments (Note 4)

335 335

\$ 301,947 \$ 259,953

Liabilities

Current

Accounts payable and accrued liabilities	\$ 7,213	\$ 11,374
PST payable	94	14
Source deductions payable	2,744	1,327
Wages payable	5,863	1,220
Deferred revenue (Note 5)	153,206	160,439

169,120 174,374

Long-term debt (Note 6)

40,000 30,000


209,120 204,374

Net assets

92,827 55,579

\$ 301,947 \$ 259,953

Approved on behalf of the board

Director, 

Director, 

Prince Albert Historical Society

Statement of Cash Flows

Year ended December 31

2021

2020

Operating

Excess of revenues over expenses	\$ 37,248	\$ 18,794
Change in non-cash working capital items		
Accounts receivable	(3,854)	(5,876)
Restricted cash	7,747	(28,624)
Prepaid expenses (and deposits)	(3,635)	929
Inventory	851	88
Short term investments	(514)	(15,843)
Accounts payable and accrued liabilities	(4,162)	6,507
GST receivable	224	452
PST payable	80	(15)
Source deductions payable	1,417	(393)
Wages payable	4,643	171
Deferred revenue	(7,233)	44,467
	<u>32,812</u>	<u>20,657</u>

Investing

Purchase of long-term investments	<u>-</u>	<u>(5)</u>
-----------------------------------	----------	------------

Financing

Advances of long-term debt	<u>10,000</u>	<u>30,000</u>
----------------------------	---------------	---------------

Increase (decrease) in cash	42,812	50,652
Cash		
Beginning of year	<u>84,461</u>	<u>33,809</u>
End of year	<u>\$ 127,273</u>	<u>\$ 84,461</u>

Prince Albert Historical Society

Notes to the Financial Statements

Year ended December 31, 2021

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.

1. Significant accounting policies

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

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 \$6,458 (2020 - \$14,335).

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.

Prince Albert Historical Society

Notes to the Financial Statements

Year ended December 31, 2021

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.

2. Restricted cash

Restricted cash of \$33,666 (2020 - \$41,414) is comprised of internally restricted bequests for ongoing museum projects.

Prince Albert Historical Society

Notes to the Financial Statements

Year ended December 31, 2021

3. Short term investments

	<u>Maturity Date</u>	<u>Interest rate</u>	<u>2021</u>	<u>2020</u>
Conexus Credit Union	December 10, 2022	0.25%	\$ 40,246	\$ 40,014
Affinity Credit Union	December 15, 2022	0.5%	79,294	79,012
			<u>\$ 119,540</u>	<u>\$ 119,026</u>

Short term investments are comprised of Guaranteed Investment Certificates purchased from internally restricted bequests for ongoing museum projects.

4. Long-term investments

	<u>2021</u>	<u>2020</u>
Conexus Equity	\$ 217	\$ 217
Lake Country Co-op Equity	108	108
Conexus Membership	5	5
Affinity Membership	5	5
	<u>\$ 335</u>	<u>\$ 335</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	\$ 64,170	\$ -	\$ (277)	\$ 63,893
West Estate Bequest	26,471	-	-	26,471
Nisbet Church and Blockhouse	22,748	7,274	(6,277)	23,745
Emergency Support Fund	18,070	-	-	18,070
NIB Research	-	39,800	(24,971)	14,829
Archives Digitization Project	-	5,279	-	5,279
Membership Fees	460	460	-	920
Payroll	28,521	-	(28,521)	-
	<u>\$ 160,440</u>	<u>\$ 52,813</u>	<u>\$ (60,046)</u>	<u>\$ 153,207</u>

At year-end, \$90,364 (2020 - \$90,641) of the bequests are held as cash and short-term investments.

Prince Albert Historical Society

Notes to the Financial Statements

Year ended December 31, 2021

6. Long-term debt

Canada Emergency Business Account - The amount of \$40,000 represents the unforgivable balance of the \$60,000 interest-free loan received under the Government of Canada COVID response programs. 25% of the loan will be eligible for loan forgiveness, up to \$20,000, if the loan is fully repaid on or before December 31, 2023. As at the year end date, \$20,000 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, 2023 the remaining principal balance will be repayable and will bear interest at a rate of 5% per annum beginning on January 1, 2024. The loan is due in full December 31, 2025.

	2021	2020
Canada Emergency Benefit	\$ 40,000	\$ 30,000

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 2021, \$71,080 (2020 - \$71,080) was derived from this agreement with the City of Prince Albert. These funds are used to assist with the society with operating expenses.

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 since the pandemic began, 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 \$38,323, which includes \$18,323 in Canada Emergency Wage Subsidy and \$20,000 from the Canada Emergency Benefit. Of the funds received, \$18,070 is deferred and \$40,000 is held in a term deposit.

Prince Albert Historical Society

Schedule 1: Project Deferrals

December 31, 2021

	Andrews Bequest	West Bequest	Niset Church and Blockhouse	Emergency Support Fund	NIB Research	Archives Digitization Project
Revenue						
Deferred contributions from prior year	\$ 64,170	\$ 26,471	\$ 22,749	\$ 18,070	\$ -	\$ -
Grants received	-	-	-	-	39,800	-
Project partner expense recovery	-	-	-	-	-	4,779
Donations	-	-	4,573	-	-	500
Fundraising	-	-	995	-	-	-
Interest income	-	-	282	-	-	-
Other income	-	-	1,424	-	-	-
	<u>64,170</u>	<u>26,471</u>	<u>30,023</u>	<u>18,070</u>	<u>39,800</u>	<u>5,279</u>
Expenditures						
Renovations	277	-	-	-	-	-
Financial service charges	-	-	11	-	-	-
Wages and holiday pay	-	-	-	-	19,678	-
Contracts	-	-	6,266	-	-	-
Supplies	-	-	-	-	5,293	-
	<u>277</u>	<u>-</u>	<u>6,277</u>	<u>-</u>	<u>24,971</u>	<u>-</u>
Deferred to next year	<u>\$ 63,893</u>	<u>\$ 26,471</u>	<u>\$ 23,746</u>	<u>\$ 18,070</u>	<u>\$ 14,829</u>	<u>\$ 5,279</u>

See accompanying notes to the financial statements.

Prince Albert Historical Society

Schedule 2: Grant Revenue

December 31, 2021

Year ended December 31

	2021	2020
Grant revenue		
City P.A. - Manager's wages	\$ 53,310	\$ 53,310
Other Grant - Projects	40,623	390
SaskCulture Museums Assistance	21,494	22,000
Canadian Heritage (MAP) Grant	18,070	18,070
City P.A. - Society budget support	16,562	16,562
Deferred revenue	8,413	(40,306)
Northern Lights Comm Dev Corp	4,219	-
Other Grants	1,790	-
City P.A. - Vehicle Allowance	1,208	1,208
Provincial - Other Grants	346	-
SCAA (IGP) Grant	-	5,000
	<u>\$ 166,035</u>	<u>\$ 76,234</u>

See accompanying notes to the financial statements.



2021-2024 Strategic Plan



Updated 18 August 2022

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
<p>1.1 Build relationships with diverse communities in the City</p>	<ul style="list-style-type: none"> - invitation of others to meetings and events - partner with other organizations to create events and displays - Historical Society to participate in or present to other organizations - host specific events for new/recent immigrants and other cultural groups. 	<p>Participation of the Society and/or groups in at least 3 “events” per year</p>	<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>8Feb22- signed official MOU with Canoo as partner for new immigrants to visit museums for FREE for a 1 year period. We have been part of this program for approximately 8 years</p>

			2022- participate in PAMC walkathon and summer camp
1.2 Build relationships with those on our social media platforms	<ul style="list-style-type: none"> - post more frequently as per schedule - provide more interactive content 	Increase the number of followers and active engagements; creation of a posting schedule	<p>Picture posts, *new videos</p> <p>-----</p> <p>2021-2021- FB/Instagram videos of interesting PA history and buildings</p> <ul style="list-style-type: none"> - Posting schedule with featured days, including past Mayors and prominent women in the community - Have seen increased engagement on the social media outlets - 2022 TikTok posts
1.3 Creation of educational opportunities	<ul style="list-style-type: none"> - hire a qualified museum educator to create and run programs – hired September 2020 - contact schools and other organizations to partake in PAHS programs – first contact with schools made mid-October 2020 -partner with other community organizations to create and run programs 	Creation of day camp, held 2x year; uptake by schools and school aged children in our programs	<p>Suitcases</p> <p>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; contacted AODBT and have worked with them to renovate and develop a plan to provide an educational space</p> <ul style="list-style-type: none"> - Hosted a practicum student from Athabasca University (Heritage Resource Management)
1.4 Increase awareness that the museums are open year round	<ul style="list-style-type: none"> - communication with Society members and the public - signage to show business hours 	Increased visitation and usage of the museums throughout the winter months	<p>Winter 2020- offered specific programming when school was out</p> <p>Winter 2021- sign purchased to be installed on exterior of HM</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"> - 2020 construction of the Blockhouse - active fundraising campaign -2021 construction of the Nisbet Church - partnership with the City for care and maintenance 	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 ----- 2020-2021- we have worked to get plans stamped by an engineer and secure a builder for the buildings.</p>
2.2 Provide year round service to the public	<ul style="list-style-type: none"> - trained volunteers or staff scheduled during the winter - new front all season doors at Historical Museum - advertise other museums available by appointment 	Historical Museum *front* doors are open and staffed through the fall and winter	<p>Museums are open, but through the side door. ----- Winter 2021- exterior signage purchased 2021- have made contact with AODBT to renovate front entry area and Sergeant Room/offices 2022- large scale renovations have been put on hold due to cost. Smaller renovations will be completed in the Sergeant Room and office.</p>
2.3 Create open and diverse display areas	<ul style="list-style-type: none"> - partner with the City to renovate 2nd floor windows and walls 	Increased participation by cultural organizations to exhibit their history	Assessment of the Historical Museums windows in 2020 completed.

	<ul style="list-style-type: none"> - installation of culturally diverse displays (Prince Albert's recent history) (year 3) - meaningful partnerships with cultural organizations 	<p>-summer 2022- the PA Multicultural Council, members of the Francophone and Ukrainian communities created displays in the Historical Museum</p>	<p>-----</p> <p>2021- have spoken with AODBT about renovations to main floor as well as fixing the windows.</p> <ul style="list-style-type: none"> - Window assessment was added to the 2022 City budget
2.4 Long term feasibility of the Historical Museum building	<ul style="list-style-type: none"> - create a plan and design for a Historical Museum addition (year 3-4) - consider the City's new development for recreation facility - consultation with the City about an addition 	Creation of a plan/blueprint of the enlarged museum	Talked with Wes Moore about possible development in 2018-2019

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"> - committee and volunteer job descriptions - welcome/orientation packages for new members and volunteers - promote inclusion of younger and culturally diverse members 	<p>Creation of member reference material; new active members in the Historical Society</p> <p>-new and younger individuals joined the Board of Directors moving the Society in different directions</p>	<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"> - Covid has put a hold on any member gatherings - Dec 2021- member tea-well attended and enjoyed by those who came
3.2 Increase the number of professional museum staff	<ul style="list-style-type: none"> - hire a museum educator and part-time front desk/social media person - find funding to pay professional wages 	<p>More PAHS staff to allow more use and promotion of the museums year round</p> <p>-have been able to keep a summer interpreter on into the fall to provide some help to permanent staff</p>	<p>Fall 2020- hired a full time museum educator</p> <p>Spring 2021- hired an Indigenous Project researcher</p> <p>Winter 2021-22- renamed the educator position to Programs and Outreach Coordinator to better reflect the position</p>
3.3 Society future financial stability	<ul style="list-style-type: none"> - financial independence from the City of Prince Albert 	<p>Creation of endowment fund to allow long term financial stability for the Society</p>	<p>2021-2022- creation of a fee structure for the Bill Smiley Archives</p>

		<ul style="list-style-type: none"> -endowment fund created in 2022 through the Saskatoon Community Foundation - increased the number of grants being applied for to fund museum projects/partnerships 	<ul style="list-style-type: none"> - Application for additional grants to aid with operations and projects. - Agreement from the board and exploration to create an endowment fund through the Saskatoon Community Foundation.
3.4 Review and renew City Agreement	<ul style="list-style-type: none"> - accurately describe the needs of both organizations - accountability of both organizations for the benefit of all (City/PAHS/public) 	Creation of a new agreement/MOU with the City of PA that accurately reflect the changes in our organizations (not updated since 2009)	

Prince Albert Historical Museum Renovations/Upgrades

2018 to 2022

Front Entrance/Pumper Room



Connaught Room



Bill Smiley Archives



Archives Storage



Archives Map Room



Collections Storage





City of
Prince Albert

BI 22-29

TITLE: Mann Art Gallery

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Grants and Donations	\$100,000	\$100,000	\$0	0.00%
Total Expenses	100,000	100,000	0	0.00%
TOTAL (SURPLUS) DEFICIT	100,000	100,000	0	0.00%

Administration is recommending that the budget is not increased for 2023 due to fiscal constraints, but the following funding request has been made:

The Mann Art Gallery has **requested a \$15,925 increase in their funding from the City for 2023, or an increase of 16%**. According to the Mann Art Gallery, this increase addresses a vexing anomaly in staff funding – specifically the Manager, Education Programs who is arguably the second and most senior staff person at the Mann. While the salaries of the three other full-time positions (including Director/Curator, Registrar/Preparator and Receptionist/Administrator) are covered in their core grants, this key position is dependent on project funds that are applied for annually. The plan is to divide this salary three ways between Canada Council, SK Arts and the City of Prince Albert to stabilize a position that is at the centre of the Mann Art Gallery’s robust, diverse and innovative Education Program.

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.

This request is included in Section 16 of the report under Operating Issues not Funded.

The complete 2023 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-19585-716	G&D	Mann Art Gallery:Grants	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$100,000	This represents no increase for the 2023 Budget.
												<p>The Mann Art Gallery has requested a \$15,925 increase in their funding from the City for 2023, or an increase of 16%. According to the Mann Art Gallery, this increase addresses a vexing anomaly in staff funding – specifically the Manager, Education Programs who is arguably the second and most senior staff person at the Mann. While the salaries of the three other full-time positions (including Director/Curator, Registrar/Preparator and Receptionist/Administrator) are covered in their core grants, this key position is dependent on project funds that are applied for annually. The plan is to divide this salary three ways between Canada Council, SK Arts and the City of Prince Albert to stabilize a position that is at the centre of the Mann Art Gallery's robust, diverse and innovative Education Program.</p>



City of
Prince Albert

BI 22-8

TITLE: Mann Art Gallery 2023 Budget Submission

DATE: **September 28, 2022**

TO: Budget Committee

PUBLIC: **X**

INCAMERA:

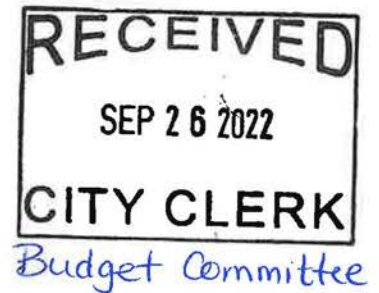
ATTACHMENTS:

1. 2023 Budget Submission

Written by: Marcus Miller, Director/Curator, Mann Art Gallery

MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.



September 2022

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

RE: 2023 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 2023 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. 5)
 - Exhibition Programming (pg. 7)
 - Ongoing programs and services (pg. 14)
 - Educational Initiatives (pg. 15)
 - Organizational Structure – Staff & Board of Directors (pg. 19)
 - Operational Improvements (pg. 22)
 - Selections from the 2020 Annual Report (pg. 27)

Please also find enclosed:

- 2023 Draft Budget
- 2022 Approved Budget
- 2021 Audited Financial Statements
- 2017 - 2020 Strategic Plan
- Note regarding the 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 2023 operational funding request. The Mann Art Gallery is proud to be Prince Albert's only professionally run, municipal public art gallery – serving the city, Central and Northern Saskatchewan and beyond. With the city's generous assistance, we annually engage thousands of individuals of all ages, abilities, and backgrounds each year. 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 2023 budget is \$115,925. This small increase addresses a vexing anomaly in staff funding – specifically the Manager, Education Programs who is arguably the second and most senior staff person at the Mann. While the salaries of the three other full-time positions (including Director/Curator, Registrar/Preparator and Receptionist/Administrator) are covered in our core grants, this key position is dependant on project funds that are applied for annually. The plan is to divide that salary three ways between Canada Council, SK Arts and the City of Prince Albert to stabilize a position that is at the centre of the Mann Art Gallery's robust, diverse and innovative Education Program. This will result in direct and concrete benefits to the gallery and, more importantly the community by: 1) mitigating the precarity of a key staff position, 2) freeing up funds (\$47,775 annually) that will be used to augment the Mann's education budget.

We intend to use the city's core funding to build upon our continued successes and especially our Education Program. Despite the immense challenges posed by the still ongoing COVID-19 pandemic, we are proud to have continued, uninterrupted (often remotely, although we have largely returned to in-person activities), our regular programming throughout. Even with the doors closed to the public for 4 months in 2020, 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. For the second year in a row the ever-popular annual Winter Festival Exhibition and the High School Juried Art Show, were live-streamed and recorded, including awards evenings and the Curator's *walk-through*, which was very well attended again, and for which we received many compliments for its professional and entertaining delivery. These remote events were so successful that we will continue with a hybrid in-person/live-stream format going forward. Building on previous successes we secured another Aboriginal Arts and Culture Leadership

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grant through SaskCulture to create a series of two new temporary outdoor art installations for the public to safely enjoy during the summer. This prioritized Indigenous mentorship with Leah Marie Dorion and Curtis Breaton (Métis Educators, Artists and Knowledge Keepers) who with and Elder Liz Settee, mentored three young artists and led workshops as they created the outdoor art installations. The outdoor artworks and accompanying community workshops were COVID-regulation friendly, inspired by Métis culture, accompanied by Métis teachings, and attracted participants and audiences of all ages. The two installations comprised a Little People forest and river spirits Village (May-may-quay-so-wuk). Drawing on Métis folklore, these ‘people’ are spirits who live along riverbanks and are close cousins to ‘Little People’ found in cultures around the world. The second installation was a Spirit Canoe installed on the Prince Albert riverbank near the boat launch. Also inspired by Métis folklore describing spirit/supernatural canoes that fly above and against currents, rapids and rivers.

Highlights of the exhibition program include *Anti-Tourism on Treaty Six Territory* by Saskatoon artist David LaRiviere, the pièce de résistance of which was a giant 18-foot map of Treaty Six, embedded into the gallery wall. Stitched together from hundreds of Google Earth satellite photographs, the map was stripped of all familiar grids, roads, territorial borders, and settlement names in order to re-channel attention back to the land and the visible scars left by industrial activity like farming, mining and energy production. Another remarkable exhibition was a display of Ribbon Skirts produced over the summer in a series of intensive workshops led by Elders Leah Dorion and Bonny Johnston entitled *Love in Every Stitch: Métis Ribbon Skirts from Kistapinanihk*. Funding for this project was enabled through a partnership with the Shushkitew Métis Artist’s Collective (headquartered in Toronto, with strong links in Saskatchewan), by Lana Wilson (Manger, Education Programs). Both the workshops and the exhibition were very meaningful and affirming for the 12 participants. The exhibition garnered a lot of interest, attention and we look forward to touring the show with an accompanying catalogue.

Stabilizing our existing funding is crucial as the economy recovers from the ongoing impacts of the pandemic. The advent of the pandemic put our major fundraising initiatives on hold until very recently, which had a profound impact upon our 2022/2023 budgets. We anticipate ongoing financial hardships regarding our private donors and corporate sponsors before the waves of anticipated flare-ups subside. In this unprecedented climate of funding fluctuation, for municipalities as well as non-profit organizations, an annual commitment of \$115,925 will help secure funding for all four core full-time Gallery positions. As is well known, 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, and significantly contributes to maintaining

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the stability we need to generate the majority of our budgeted revenue. It enables 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, and the thousands we have been able to reach remotely, 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 innovative 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

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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 inspired 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. An updated re-brand including logo, restructured website and coordinated social media presence was initiated by the new Director/Curator in 2020 to signal the expansive ambitions of a public art gallery that contributes to its progressive community.

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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 aside from 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 applied for and was successfully granted a detailed facility assessment by the Canadian Conservation Institute in Ottawa. In June, their Senior Preventive Conservation Advisor / Preventive Conservation came to the Mann for an intensive 2-day inspection where she took copious notes on all our environmental tracking, storage methods and conditions, HVAC systems, architectural layout, security systems and protocols. We expect a detailed report before the end of the year. This will identify specific risks to our collection, and will provide advice on capital projects and building plans. This is 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

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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.

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, now 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. Recently, a new memorandum of understanding was signed by the Prince Albert Arts Centre, the Prince Albert Council for the Arts and the Mann Art Gallery at the behest of the Mann. This MOU extends and formalizes the amicable, productive and creative relationship the three organizations have enjoyed for many years. The Mann recently signed two other MOU’s: one with Commonweal Community Arts and Shushkitew Métis Artist’s Collective (both of whom we partner with to produce exhibitions).

2022

Jan 17 – Feb 4 (3)	INSTALLATION	
Feb 11 – Mar 26 (7) Main Gallery Project Space	<i>46th Annual Winter Festival Art Show & Sale</i> Guest Curator: Allyson Glenn	This amazingly popular annual exhibition shows off the artistic talent and achievements of the entire region. Many prominent artists working today (including Aganetha Dyck, Catherine Blackburn, George Glenn among others) got their start (and continue to list it on their CVs!) in this show. Any artist who is a member of the Mann Art Gallery and a resident of Saskatchewan may show one artwork (100 – 150 artworks). The opening “Awards Ceremony” and “Curator’s Walk-Through” are closed to the public due to

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		<p>COVID-19, but are live-streamed and recorded. (The overwhelming kudos we received for the professional production (Aspen Films) of these on-line events spurs us to continue with the electronic format, even when it's possible to bring large crowds into the gallery.)</p> <p>(100 – 150 artworks).</p>
<p>Feb 11 – Mar 26 Education Studio</p>	<p><i>The Secret Is the Paper</i> curated by Breanne Bandur</p>	<p>Paper carries tactile histories. Tangible and material, at once fragile and flexible, both precious and commonplace. A once-removed form of contact that offers intimate connection through matter.</p> <p>The exhibition features selected works on paper from the Mann Art Gallery's Permanent Collection, and includes artworks by: Alex Mullie, Andrée Felley-Martinson, Calvin Burns, Cory Chad, Elizabeth (Beth) Hone, George Glenn, Helen Finney, Ivan Eyre, J.S. Base, Marsha Kennedy, McGregor (Mac) Hone, Mina Forsyth, Oliver Jo, Pamela Burrill, and Wynona Mulcaster.</p>
<p>Mar 28 – Apr 14 (3)</p>	<p>INSTALLATION</p>	
<p>April 14 – May 28 (6) Main Gallery</p>	<p>Elizabeth Babyn <i>Her Industry, Reclaimed</i> -- With Collaborative Workshop: <i>Eve</i> (a large evolving suspended tapestry).</p>	<p>This exhibition is has two components: an installation of large-scale fiber art tapestries and a collaborative workshop, open to the public. The artist is highly skilled in fibre techniques and works with embroidery, mending, sewing, crocheting, tatting and knitting – incorporating up-cycled materials into complex tapestries. Her work builds upon the textile work that women have historically advanced. It responds to excessive consumption and gendered roles, incorporating up-cycled materials and addressing patriarchal influences that have historically relegated textile work to the domestic sphere. Many of the works subversively deconstruct men's suits and alter them through feminized embellishments and alterations. Elizabeth will spend the first week of the exhibition in Prince Albert working with participants on another tapestry.</p>

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<p>2022</p> <p>April 14 – May 28</p> <p>Project Space</p>	<p>Negar Devine-Tajgardan</p> <p><i>The Reunion</i></p>	<p>Negar is a recent MFA graduate of the University of Saskatchewan. 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 small, delicately made furniture replicas, made with wire and a water-dissolving substrate, all of which re-enacts the longing for familial connection.</p>
<p>Apr 14 – May 28</p> <p>Education Studio</p>	<p>11th Annual High School Juried Art Show</p> <p>Curated by Lana Wilson</p>	<p>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.</p>
<p>May 30 – June 16</p> <p>(3)</p>	<p>INSTALLATION</p>	
<p>June 23 – Aug 20</p> <p>(8)</p> <p>Main Gallery</p>	<p>David Lariviere</p> <p><i>Anti-Tourism on Treaty Six Territory</i></p>	<p>The exhibition's centrepiece is a large map of Treaty Six Territory (close to six meters wide) embedded into the gallery wall. Stitched together from hundreds of Google Earth satellite photographs, the map has none of the familiar grids, roads, territorial borders, or settlement names that give people a sense of home and ownership. As a settler and treaty citizen of Treaty Six territory, one is always in danger of becoming a tourist in their residence by simply (and readily) accepting one's privilege without question. The work in this exhibition begins with the premise that settlers must engage in the heavy lifting necessary to undertake decolonization in good faith. To this end, the large map acts as a prompt for a more extensive conversation about Treaty, nation to nation. What emerges from the interview with Cree elders Jo-Anne and Jerry Saddleback, audible when standing in front of the map, unpacks the two-word imperative: LAND BACK. Through the activity of listening and learning, the anti-tourist wanders, observes protocol, listens and learns.</p>
<p>2022</p> <p>June 23 – Aug 20</p>	<p>Tracy C Fehr</p> <p><i>Monuments: Memories of a Family</i></p>	<p>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</p>

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Project Space		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 M. Dorion <i>A Colourful Celebration</i> Curated by Milo Adair	Leah Marie Dorion’s work is explosive – full of life and rendered in bright, energetic colours. Filled with symbolism and storytelling, Leah’s art showcases and celebrates Métis life cycles, material culture and especially the central role that women play. The paintings in this exhibition comprise nearly three-quarters of the donation the artist made to Mann Art Gallery in 2015.
Aug 22 – Sep 8 (3-4)	INSTALLATION	
Sep 15 – Nov 5 (6) Main Gallery	Paul Seesequasis Marcel Petit <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 Alberta and Saskatchewan. Known primarily as a political activist, along with his life-long comrade Malcolm Norris, there was another side to Brady that is less known – his penchant for taking photographs. This touring exhibition is the first exhibition of these images, now in the Glenbow collections. (PS) A documentary film directed by Marcel Petit – <i>Jim Brady: In the Footsteps of the Métis Leader</i> supplements the exhibition along with 22 photographs by Everett Baker from the archive of the Saskatchewan History & Folklore Society.
Sep 8 – Nov 5 Project Space	Leah Dorion Bonny Johnson <i>Love in Every Stitch: Métis Ribbon Skirts From Kistapinanihk</i>	Exhibition of traditional shawls & Métis-style ribbon skirts by 10+ Métis and Indigenous women who participated in two online workshops. In partnership with new Métis artist collective Shushkitew and supported by a funding contribution from the Canada Council for the Arts, Leah Dorion and Bonny Johnson mentored 11 Indigenous women as they designed and created contemporary Métis ribbon “story” skirts. The participants wrote artist statements and were

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		photographed wearing their skirts with professionally styled hair and makeup; all of which were displayed beside each of the skirts, each presented on specially prepared mannequins (to reflect body diversities).
Sep 8 – Nov 5 Education Studio	Leah M. Dorion <i>A Colourful Celebration</i> Curated by Milo Adair	Leah Marie Dorion’s work is explosive – full of life and rendered in bright, energetic colours. Filled with symbolism and storytelling, Leah’s art showcases and celebrates Métis life cycles, material culture and especially the central role that women play. The paintings in this exhibition comprise nearly three-quarters of the donation the artist made to Mann Art Gallery in 2015.
2022 Nov 7 – Nov 24 (3)	INSTALLATION	
Nov 24 – Jan 14 (5) Main Gallery	(TBA) (M Charles (La Ronge) w M Joyce (Edmonton, La Ronge paintings) donation, M Miller curator)	-
Nov 24 – Jan 14 Project Space	(TBA) (C Chad w J Campbell curator)	-
Nov 24 – Jan 14 Education Studio	Exhibition (TBA) drawn from the Permanent Collection Curated by the incoming Registrar/Preparator	Permanent Collection

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Jan 16 – Feb 9 (4)	INSTALLATION	
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Feb 10 – April 1 (7) Main Gallery Project Space	47th Annual Winter Festival Art Show & Sale Guest Curator (prospects not yet secured): Tarah Hogue, Wally Dion, Michel Boutin	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 10 – April 1 Education Studio	Exhibition (TBA) drawn from the Permanent Collection Curated by the incoming Registrar/Preparator	Permanent Collection
April 3 – 14 (2)	INSTALLATION	
2023 April 14 – June 3 (7) Main Gallery	<i>Prairie Interlace: Textiles, Modernism, and the Expanded Frame</i> , co-curated by Michele Hardy and Timothy Long and Julia Krueger	This major touring exhibition focuses on Prairie textiles made between 1960-2000. Produced by Nickle Galleries, University of Calgary and the MacKenzie Art Gallery. <i>Prairie Interlace</i> historically situates and elucidates the unique contributions of Prairie fibre artists. It is the first major survey of the innovative textile art produced on the Canadian Prairies, and connects with the surge of recent interest in the history of textiles and the production of textile arts. The exhibition includes works in the Mann Art Gallery Permanent Collection.
April 14 – June 3 Project Space	<i>Prairie Interlace</i>	“ “
April 14 – June 3 Education Studio	12th Annual High School Juried Art Show 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 5 – 22 (3)	INSTALLATION	
Jun 23 – Aug 19 (8) Main Gallery	Charley Farrero <i>A Certain Detour</i> , curated by Heather Benning	[Farrero] has produced ceramic art works of the highest standard for more than four decades. Historically, he has received many awards, honours and foreign residencies. He has contributed to the development of the ceramic

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		<p>arts regionally, nationally and internationally and generously shared his knowledge and experience through teaching, advocacy and mentorship.</p> <p>[Many] works [...express] Charley’s passionate commitment to his personal ideals of social justice and the universal struggle against injustice, inequality and colonial transgressions. While other works may appear playful and whimsical, personal introspection may reveal more profound meanings, cultural contexts and interconnections.</p>
<p>June 23 – Aug 19 Project Space</p>	<p>Betsy Rosenwald and Donna Rose (Saskatoon)</p> <p><i>Journal of the Plague Years</i></p>	<p><i>Journal of the Plague Years</i> is a painting-performance/exhibition by Betsy Rosenwald and Dawna Rose. Their collaborative work responds to current events and politics. Rosenwald says the exhibition is “a record of a historic time and a frightening time.” The works are installed as a ‘salon’ across the large wall of the Project Space. <i>Journal of the Plague Years</i> is spontaneous, angry, joyful, blasphemous, melancholic – but always smart and extremely current.</p>
<p>June 23 – Aug 19 Education Studio</p>	<p>Exhibition (TBA) drawn from the Permanent Collection</p> <p>Curated by the Collections Summer Intern</p>	<p>Leah Dorion and/or permanent collection</p>
<p>Aug 21 – Sep 7 (3)</p>	<p>INSTALLATION</p>	
<p>Sep 9 – Oct 27 (7) Main Gallery</p>	<p><i>Between Us</i>, curated by Sandee Moore</p>	<p><i>Between Us</i> is a touring exhibition of new artwork produced by 11 artists and thousands of bees. The curator engaged Aganetha Dyck (famous for her artistic collaborations with bees) as a mentor to the artists, who were selected by five participating galleries across Saskatchewan. All the artists worked with Aganetha and five beekeepers over the course of two summers to produce work that are exhibited in the participating galleries.</p>

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Sep 8 – Oct 27 Project Space	<i>Between Us</i> , curated by Sandee Moore	""
Sep 8 – Oct 27 Education Studio	Exhibition (TBA) drawn from the Permanent Collection Curated by the Registrar/Preparator	Leah Dorion and/or Permanent Collection
Oct 30 – Nov 16 (3)	INSTALLATION	
2023 Nov 17 – Jan 13 (8) Main Gallery	(TBA – <i>The Women’s Body</i> – working title) (L Streifler w R Gundeson, M Miller curator)	Two painters (one senior, the other emerging) using their bodies as subjects.
Nov 17 – Jan 13 Project Space	(TBA)	-
Nov 17 – Jan 13 Education Studio	Exhibition (TBA) drawn from the Permanent Collection Curated by the Registrar/Preparator	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. Although in-person studio visits have been greatly curtailed due to COVID, they are starting up again.

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

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collection. We have transitioned to a new open-source collections database, supported by the Museums Association of Saskatchewan called “Collective Access.” This puts us into line with other galleries and museums across the province, enabling research between institutions and helping 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. Last year we lent a number of works of art from the Permanent Collection. The Nickle Art Gallery borrowed two works by Margreet van Walsem for a touring exhibition that will come to the Mann in 2023. Another major work by Catherine Blackburn is on national tour and we collaborated with the Art Gallery of Regina on a special project involving three Prince Albert artists under the mentorship of Aganetha Dyck. These works will also be on tour and will come to the Mann in 2023.

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 annual project funding from the Community Initiatives Fund and the Aboriginal Arts and Culture Leadership Fund (through SaskCulture). These grants have supported the wages of our Manager, Education Programs in addition to the programming. Young Canada Works and Canada Student Jobs support summer interns who play an important role in the special summer programs operated by the Mann including Summer Camps. 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

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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 Manager, Education Programs and, when project funding is procured, by two summer interns (Assistant Educators) and contracted professional artists. The Mann intends to continue organizing Artist Residencies, due to the success of Leah Dorion's residencies over the past three years.

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 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.

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Participants are ages 6 to 12. Camps held during the summer are carried out with assistance from project-funded summer students, in turn providing experience and mentorship in the cultural sector for post-secondary students. 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 and two half-day camps at the Mann; themes included: *The Art of Nature, Creative Exploration, Legends & Myths* and *Animal Portraits & Sculptures*.

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. They also remind 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 tailored for seniors and intergenerational groups. These include in-house and outreach projects in retirement and long-term 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 are paired with elementary school students to work on projects together. While the Manager, Education Programs provides the project design, the particular details such as composition, colour, shapes, forms, and patterns are decided in collaboration with the two participants. They then create the artwork together and form meaningful connections and relationships. Since 2020, virtual programs with art kits have been delivered to care home participants as in-person visits were prohibited. We intend to continue remote programming in 2023 as needed.

Display of Participants' Artworks: 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

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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 were live-streamed and recorded during for 2020-21). 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. We were gratified to resume (safe) in-person receptions this year.

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 highly regarded and a great asset to its community.

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 three Intergenerational Métis Artist Mentorship Programs / Artist Residencies 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

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to provide information on numerous topics within arts careers. These are vulnerable to funding fluctuations.

Organizational Structure – Staff & Board of Directors

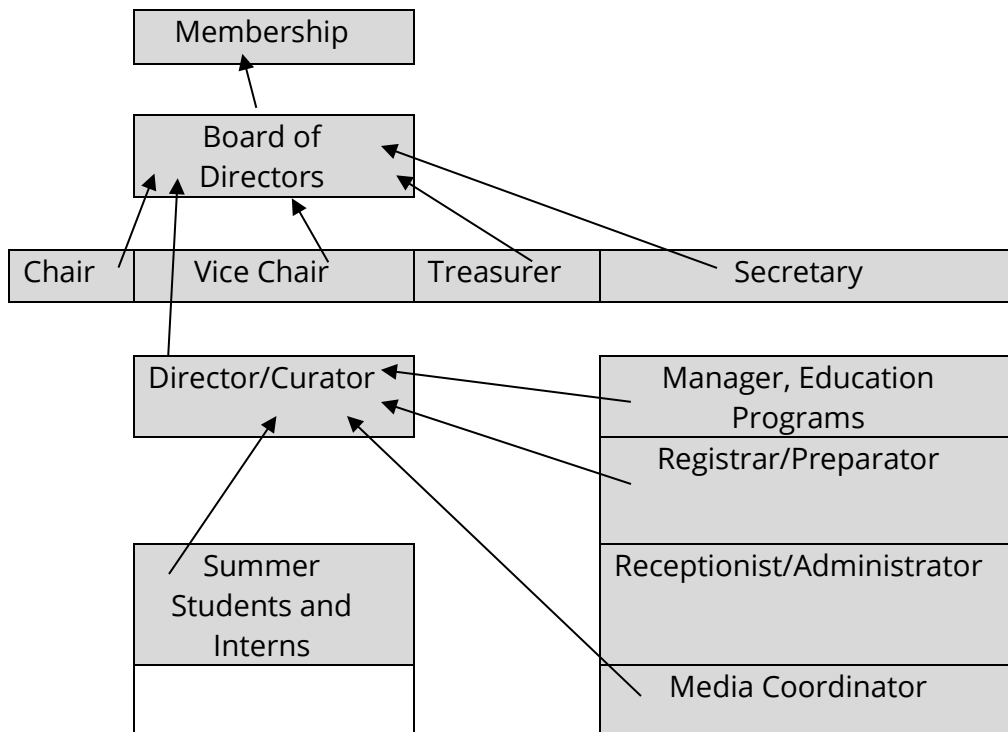
The Mann Art Gallery is a charitable organization and a provincially constituted Not-for-Profit organization. At the Annual General Meeting held in in the spring, the voting membership elects up to twelve Directors for two-year terms. The Board of Directors is entrusted to govern the organization through 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 under 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/Preparator, the Receptionist/Administrator, and also employs a part-time Media Coordinator. The second most senior full-time position, the Manager, Education Programs, 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 in 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 in archiving and preserving our Permanent Collection), and two Assistant Educators (assisting the Manager, Education Programs in providing the full range of educational programming during the summer months).

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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:

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- Governance Policies: how the Board conceives, carries out, and monitors its own tasks.
 - 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 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

Over recent years the Mann Art Gallery would be regarded as being in the 'late stage of a growth phase' now stabilizing. We are constantly looking for ways to create efficiencies and provide high-quality arts programs. With established and well-loved community traditions including *Wolf Back Music & Beverage Night* and the *Winter Festival Art Show & Sale*; the gallery was forced to pivot by live-streaming events or refraining from hosting large in-person fundraisers. 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. Last spring the gallery initiated its first in-person fund-raising initiative: *Piano Bar: Art and Sound*. The *Piano Bar* is conceived as a monthly, after-work wind-down at the gallery. Ideally scheduled on the last Friday of each month (5 – 7:30pm), the *Piano Bar* offers patrons ambient live music in the Main Gallery, with a selection of upscale appetisers and beverages – always with a new signature cocktail. The first three events have been very successful and we hope to make it a regular feature in the cultural life of Prince Albert.

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 6. 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.

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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 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/Preparator, 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. Last year we generated over \$3,500.00 from art rentals.
- 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

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much revenue it will be able to generate. However, we have procured \$2000.00 in corporate and private sponsorship with the Piano Bar events and we expect this to increase moving forward.

- 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 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. We look forward to improvement as COVID subsides.
- o **Winter Festival Artwork Sales:** Prince Albert's longest running exhibition, the *Annual Winter Festival Juried Art Show and Sale* (entering into its 47th 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 SK Arts and the Canada Council for the Arts Multi-Year funding programs. Funding is never guaranteed. In the past, we were supported by an

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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 and 2022. This is why the new corporate sponsorship campaign is so important. The funding provided by the City of Prince Albert has been crucial as we have seen decreased and increasingly uncertain grant revenue in the past few years. We continue to search for more grants providing both operational and project funding.

- o Our goal is to solidify core funding for all four of our permanent full-time positions (Director/Curator, Manager, Education Programs, Registrar/Preparator and Receptionist/Administrator), allowing the Mann to form long term plans and augment its service to the local community. As stated above, the Manager, Education Programs – the second most senior and important staff position), is precariously employed on yearly contracts because her funding is not included in our core grants. It is for this reason we are including one third of her salary in this year’s budget proposal. We know that the robust education programs offered by the Mann make a huge difference in the lives of so many people of all ages and cultures in Prince Albert and the entire region. Area schools and community centres regularly take advantage of our programs and teachers, educators, counsellors and caregivers consistently praise us for the high level of programming offered. The other two-thirds of this salary will be applied for in our upcoming core grant applications.
- 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 2021 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.

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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 (see memorandum of understanding above, pg. 7). 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 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.

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Selections from the 2021 Annual Report, demonstrating achievements and community engagement statistics

Director / Curator's Report 2021

It is my great pleasure to provide this report for 2021. This year we accessioned about ninety exceptional and important new works of art into the Permanent Collection, including a large-scale photograph by Catherine Blackburn, a spectacular landscape painting by Greg Hardy from his show Lac La Ronge Drawings, that opened in November, and a very generous donation of 66 artworks by Aganetha Dyck! There were some excellent staff hires and re-jigged job descriptions – all of which consolidate and make much better use of our human resources. And I want to thank all the staff at the gallery for demonstrating ongoing resiliency – rolling (and innovating) with the punches brought on by the seemingly endless waves of COVID.

Facility

There are about 4000 works of art in our Permanent Collection – making it one of the most significant public art collections in Saskatchewan. This obliges us to continually look for ways of improving the ways we care for it and bringing our techniques and infrastructure up to industry standards. To address the growing value of the collection and its safe care, we successfully applied to the Canadian Conservation Institute for a facility assessment (to be scheduled this spring) and communications were established with Canada Cultural Spaces, another federal agency that supports feasibility studies, equipment and capital costs for renovations. We're planting seeds and the Fundraising Committee is rolling up its sleeves.

Acquisition Highlights

Catherine Blackburn (Dene and European, member of the English River First Nation), Waterhen Weaver, 90 X 60", lightjet print mounted on aluminum, 2018. This is an important work by a great contemporary artist with roots in Prince Albert. It was purchased through the generous bequest of Andree Felley-Martinson – a note to that effect will always be included on title cards when it is displayed.

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Aganetha Dyck donated 66 works of art which are in the process of being appraised. This is a very significant acquisition by an internationally renowned artist who studied with George Glenn when she was living in Prince Albert.

Gregory Hardy RCA, Complex Sky, charcoal and acrylic on canvas, 56 x 180", 2019. This breath-taking work by an artist with national and international profile was painted at Greg's cabin not far from Prince Albert.

Ken van Rees, Wildfire, charcoal logs placed on canvas mounted on birch panel, diptych, 36 X 36" and 36 X 48", 2021. Ken is a member of the well-known Men Who Paint. The Men are known for their plein air ethic and this very handsome, abstract diptych takes the idea of painting outdoors a step further by leaving the mark-making almost entirely to nature, who takes at least six months to complete her work!

We are so appreciative of Diane and Roger Mann's ongoing financial support and commitment to the gallery. The City of Prince Albert agrees that the Mann is one of the city's "gems," and continues to support us with our most significant public grant, and 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.

I thank all of the Mann Art Gallery's stakeholders, the members, the board and especially the great team of dedicated staff members who make my job here so gratifying.

Marcus Miller, Director/Curator

Manager, Education Program's Report 2021

We wish to thank everyone who participated in the Education Program in 2021. Once again, thanks to generous funding from the Community Initiatives Fund, Saskatchewan Lotteries (through SaskCulture's Aboriginal Arts and Culture Leadership Grant and the Community Grant Program), and the City of Prince Albert, the education team engaged 1,224 participants over 42 activities this year. Participants are counted once per activity, and an activity is recorded as a single activity regardless of the number of days the activity runs. Programs were delivered in-person, online, and through instructional art kits during this second year of the COVID-19 pandemic.

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The Education Program was privileged to work with a number of dedicated and knowledgeable staff, partners, guest artists, and Elders:

- Summer students Jessalyn LeBlanc and Hailey Lafond led the Children's Art Camps in their roles as Assistant Educators
- Leah Dorion, Bonny Johnson, and Elder Elsie Sanderson presented the Moon Shawls and Moss Bags Métis Sewing workshops
- Métis artists Leah Dorion, Elder Curtis Breaton, Ashley Smith, Danielle Castle, and Elder Liz Settee participated in the 2nd Intergenerational Métis Mentorship Project (outdoor art installations)
- Diana Chabros led the 2.5 day Nature in Me Intuitive Painting Retreat
- Carol Greyeyes hosted a grant talking circle on behalf of SK Arts

Annual programming including gallery tours, free family art days, Culture Days events, and community celebrations continued, with a focus on holding in-person programs outdoors whenever possible, and creating activity kits to hand out for larger events.

2021 Education Highlights

- Leah Dorion Métis Artist Residency, year 3. Once again, local artist Leah Dorion and Knowledge Keeper Bonny Johnson, with Elder Elsie Sanderson, led two Métis Cultural Sewing Workshops at the gallery. Participants were Indigenous women (primarily Métis and Cree), age 20 - 60. Participants sewed baby Moss Bags and, at the debut workshop of its kind, Moon Shawls. The women learned traditional teachings, practiced sewing skills, and gained knowledge of how to design, sew, and wear or use their creations. These workshops have a lasting legacy as participants further disseminate the teachings to friends, family, and students, and are part of the Mann Art Gallery`s reconciliation initiative.
- Intergenerational Métis Mentorship Project – Summer Art Installations, year 2. As part of Leah Dorion`s informal, ongoing residency, this program returned for a second summer. Emerging cultural leader and SUNTEP alumna Ashely Smith was her apprentice. Elders Curtis Breaton and Liz Settee provided cultural teachings, skills, and support. Together, with assistance from last year`s apprentice, Danielle Castle, they created three contemporary Métis art installations in outdoor areas surrounding the Gallery. Members of the public joined in creating the artworks, and attended artist talks during their installations. The Métis Bison Hunt (cardboard and wood painted figures arranged in front of the gallery), Willow Meditation Walkway (woven willow boughs forming a Cross of Lorraine shape beside the Provincial Courthouse), and contemporary-style Métis Lobstick (a 6.5` decorated white spruce pole reading Kistapinanihk) were on view from July - Oct. The majority of funding for this project came from SaskCulture, funded by Saskatchewan Lotteries.
- The 10th Annual High School Juried Art Show featured 90 student artworks in a hybrid format. Online submissions were projected in the gallery space, while the majority of artworks were once again able to be installed in the gallery.

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- Children’s Art Day Camps were once again held in-person, in a new, full-day format at Hazeldell Hall. We were pleased to welcome a number of YWCA newcomer students to our three camps, thanks to sponsorship from the Community Initiatives Fund.

Lana Wilson, Manager, Education Programs

	Budgeted	Q1	Q2	Q3	Q4	YTD Totals	Increase/Decrease
REVENUE							
GRANTS							
Canada Council (Operating) - confirmed 2020-23 (increase for 2024)	\$ 51,925.00					\$ -	\$ 51,925.00
Sask Arts Board (Operating) - confirmed 2019-2021	\$ 78,925.00	\$ 63,000.00				\$ 63,000.00	\$ 15,925.00
City Of Prince Albert (Operating)	\$ 115,925.00	\$ 25,000.00				\$ 25,000.00	\$ 90,925.00
Young Canada Works - Summer Students	\$ 7,000.00					\$ -	-\$ 7,000.00
Young Canada Works - Internship						\$ -	\$ -
Service Canada - Canada Summer Jobs						\$ -	\$ -
Community Initiatives Fund - iMAGine Arts Summer Grant						\$ -	\$ -
Community Initiatives Fund - iMAGine Arts Annual Grant						\$ -	\$ -
Community Grant Program - iMAGine Arts Supplies	\$ 6,000.00					\$ -	-\$ 6,000.00
PA & Area Community Foundation Grant - Seniors' Activities						\$ -	\$ -
SaskCulture - Aboriginal Arts & Cultural Leadership						\$ -	\$ -
Aboriginal Languages Initiative						\$ -	\$ -
Museums Assistance Program (Re-Org or other)						\$ -	\$ -
Sask Arts Board - Microgrant						\$ -	\$ -
COVID emergency funds						\$ -	\$ -
Totals	\$ 259,775.00	\$ 88,000.00	\$ -	\$ -	\$ -	\$ 88,000.00	-\$ 171,775.00
MANN FUNDING							
Mann Donation (Operating)	\$ 15,000.00					\$ -	-\$ 15,000.00
Mann Donation (Permanent Collection)	\$ 10,000.00		\$ 169.35			\$ 169.35	-\$ 9,830.65
Total	\$ 25,000.00	\$ -	\$ 169.35	\$ -	\$ -	\$ 169.35	-\$ 24,830.65
MEMBERSHIPS							
Corporate Memberships	\$ 1,500.00					\$ -	-\$ 1,500.00
Memberships	\$ 5,500.00		\$ 1,656.50			\$ 1,656.50	-\$ 3,843.50
Total	\$ 7,000.00	\$ -	\$ 1,656.50	\$ -	\$ -	\$ 1,656.50	-\$ 5,343.50
FUNDRAISERS							
Wolf Back A Beer - cannot run this event due to COVID-19 in 2021						\$ -	\$ -
Other Fundraisers - new 2021 fundraiser. 2021 focus will be on corporate sponsors and private donors	\$ 2,000.00					\$ -	-\$ 2,000.00
Total	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	-\$ 2,000.00
EDUCATION							
Interpretive Tours * impacted by COVID-19	\$ 1,500.00		\$ 156.75			\$ 156.75	-\$ 1,343.25
Workshops/Lectures/Projects	\$ 6,500.00		\$ 800.00			\$ 800.00	-\$ 5,700.00
Total	\$ 8,000.00	\$ -	\$ 956.75	\$ -	\$ -	\$ 956.75	-\$ 7,043.25
GIFT SHOP							
Gift Shop - Gallery Commission	\$ 2,000.00		\$ 538.69			\$ 538.69	-\$ 1,461.31
Gift Shop - Artist Portion	\$ 3,000.00		\$ 1,141.02			\$ 1,141.02	-\$ 1,858.98
Total	\$ 5,000.00	\$ -	\$ 1,679.71	\$ -	\$ -	\$ 1,679.71	-\$ 3,320.29
OTHER SELF-GENERATED INCOME							

Art Rental	\$ 4,600.00		\$ 3,424.46			\$ 3,424.46	-\$ 1,175.54
Venue Rental * impacted by COVID-19	\$ 700.00					\$ -	-\$ 700.00
Donations (& Sponsorships) * major 2021 focus	\$ 50,000.00		\$ 1,111.20			\$ 1,111.20	-\$ 48,888.80
Winter Festival Juried Art Show	\$ 5,000.00		\$ 325.00			\$ 325.00	-\$ 4,675.00
Perm Collection "In Kind" Donation						\$ -	\$ -
Miscellaneous						\$ -	\$ -
"In Kind" Donations						\$ -	\$ -
Total	\$ 60,300.00	\$ -	\$ 4,860.66	\$ -	\$ -	\$ 4,860.66	-\$ 55,439.34

INTEREST

Hicks Trust Fund Interest	\$ 40.00		\$ 5.70			\$ 5.70	-\$ 34.30
PC Fund Interest	\$ 23.00		\$ 1.83			\$ 1.83	-\$ 21.17
Popescul Interest	\$ 4.00		\$ 0.62			\$ 0.62	-\$ 3.38
Mann Acquisition Interest	\$ 100.00		\$ 6.68			\$ 6.68	-\$ 93.32
High Interest Savings Account	\$ 500.00		\$ 117.01			\$ 117.01	-\$ 382.99
Conexus	\$ -					\$ -	\$ -
Interest - Other	\$ -		\$ 2.47			\$ 2.47	\$ 2.47
Total	\$ 667.00	\$ -	\$ 134.31	\$ -	\$ -	\$ 134.31	-\$ 532.69

TOTAL REVENUE	\$ 367,742.00	\$ 88,000.00	\$ 9,457.28	\$ -	\$ -	\$ 97,457.28	-\$ 270,284.72
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EXPENSE

EXHIBITIONS

Artist, Curator & Writers' Fees	\$ 21,000.00		\$ 6,494.73			\$ 6,494.73	-\$ 14,505.27
Catalogues & Publications	\$ 2,700.00		\$ 700.00			\$ 700.00	-\$ 2,000.00
Freight	\$ 4,000.00		\$ 310.34			\$ 310.34	-\$ 3,689.66
Winter Festival Juried Art Show	\$ 7,500.00		\$ 1,169.57			\$ 1,169.57	-\$ 6,330.43
Receptions	\$ 1,500.00					\$ -	-\$ 1,500.00
Gallery Supplies	\$ 2,000.00		\$ 730.95			\$ 730.95	-\$ 1,269.05
Contract work	\$ 2,000.00					\$ -	-\$ 2,000.00
Total	\$ 40,700.00	\$ -	\$ 9,405.59	\$ -	\$ -	\$ 9,405.59	-\$ 31,294.41

PERMANENT COLLECTION RESOURCE CENTER

Books, Catalogues, Publications	\$ 100.00					\$ -	-\$ 100.00
Acquisitions (In-kind)	\$ -					\$ -	\$ -
Acquisitions (Mann Fund)	\$ 10,000.00		\$ 23,272.85			\$ 23,272.85	\$ 13,272.85
Vault (Capital Expense)	\$ 300.00					\$ -	-\$ 300.00
Conservation Materials And Supplies	\$ 1,000.00					\$ -	-\$ 1,000.00
Display	\$ 1,000.00					\$ -	-\$ 1,000.00
Freight	\$ 100.00					\$ -	-\$ 100.00
Total	\$ 12,500.00	\$ -	\$ 23,272.85	\$ -	\$ -	\$ 23,272.85	\$ 10,772.85

EDUCATION

Education Supplies & Programming	\$ 8,000.00		\$ 2,361.41			\$ 2,361.41	-\$ 5,638.59
Guest Artists / Contract Facilitators	\$ -		\$ 3,098.00			\$ 3,098.00	\$ 3,098.00
Education Special Projects - Indigenous Engagement/ Artist Residencies	\$ 2,000.00		\$ 2,848.38			\$ 2,848.38	\$ 848.38
Total	\$ 10,000.00	\$ -	\$ 8,307.79	\$ -	\$ -	\$ 8,307.79	-\$ 1,692.21

FUNDRAISING							
Wolf Back A Beer * (not in 2021 due to COVID-19)						\$ -	\$ -
Fundraising (Other)	\$ 2,000.00					\$ -	-\$ 2,000.00
Total	\$ 2,000.00					\$ -	-\$ 2,000.00
SALARIES, BENEFITS & EXPENSES							
Salaries (includes CPP and EI remittances)	\$ 253,972.00		\$ 89,362.83			\$ 89,362.83	-\$ 164,609.17
Health Plan	\$ 1,075.00					\$ -	-\$ 1,075.00
Honorariums	\$ 500.00		\$ 41.58			\$ 41.58	-\$ 458.42
Workers Compensation	\$ 970.00		\$ 795.52			\$ 795.52	-\$ 174.48
Total Salaries/Benefits/Expenses	\$ 256,517.00	\$ -	\$ 90,199.93	\$ -	\$ -	\$ 90,199.93	-\$ 166,317.07
Administration							
Telephone	\$ 3,800.00		\$ 1,260.69			\$ 1,260.69	-\$ 2,539.31
Office Supplies (Photocopier)	\$ 3,700.00		\$ 881.01			\$ 881.01	-\$ 2,818.99
Office Supplies (Misc)	\$ 2,000.00		\$ 1,131.41			\$ 1,131.41	-\$ 868.59
Office Supplies (Postage & Delivery)	\$ 300.00		\$ 123.99			\$ 123.99	-\$ 176.01
Office Supplies (Maintenance/IT)	\$ 300.00		\$ 551.19			\$ 551.19	-\$ 251.19
Office Supplies (Equipment Purchase)	\$ 800.00		\$ 80.38			\$ 80.38	-\$ 719.62
Office Supplies (Software)	\$ 350.00		\$ 1,654.38			\$ 1,654.38	\$ 1,304.38
Office Supplies SUB-TOTAL	\$ 7,450.00	\$ -	\$ 4,422.36	\$ -	\$ -	\$ 4,422.36	-\$ 3,027.64
Janitorial	\$ 6,650.00		\$ 2,662.50			\$ 2,662.50	-\$ 3,987.50
Advertising & Marketing	\$ 3,000.00		\$ 1,472.01			\$ 1,472.01	-\$ 1,527.99
Magazine Subscriptions	\$ 200.00		\$ 216.88			\$ 216.88	\$ 16.88
Memberships Dues (professional organizations)	\$ 1,000.00		\$ 592.75			\$ 592.75	-\$ 407.25
Bank Charges	\$ 325.00		\$ 514.70			\$ 514.70	\$ 189.70
Square Fees (Credit and Interac)	\$ 400.00			\$ 311.87		\$ 311.87	-\$ 88.13
Insurance Expense	\$ 3,600.00		\$ 387.36			\$ 387.36	-\$ 3,212.64
Curator's Expenses	\$ 500.00		\$ 116.40			\$ 116.40	-\$ 383.60
Staff Mileage	\$ 700.00		\$ 21.15			\$ 21.15	-\$ 678.85
Professional Development (Staff)	\$ 1,900.00					\$ -	-\$ 1,900.00
Professional Development (Board)	\$ 1,000.00					\$ -	-\$ 1,000.00
Professional Development SUB-TOTAL	\$ 19,275.00	\$ -	\$ 5,983.75	\$ 311.87	\$ -	\$ 6,295.62	-\$ 12,979.38
Professional Fees (Annual Audit)	\$ 6,500.00		\$ 6,125.00			\$ 6,125.00	-\$ 375.00
Professional Fees (Lawyer)	\$ -					\$ -	\$ -
Professional Fees (Bookkeeper)	\$ 5,000.00		\$ 4,893.35			\$ 4,893.35	-\$ 106.65
Professional Fees SUB-TOTAL	\$ 11,500.00	\$ -	\$ 11,018.35	\$ -	\$ -	\$ 11,018.35	-\$ 481.65
							0
In Kind Donations General	\$ -					\$ -	\$ -
Gift Shop - Artist Portion	\$ 3,500.00		\$ 563.50			\$ 563.50	-\$ 2,936.50
Volunteer Appreciation	\$ 500.00					\$ -	-\$ 500.00
Facility	\$ 500.00		\$ 1,038.80			\$ 1,038.80	\$ 538.80
Other Fed Gov't Expenses	\$ 500.00					\$ -	-\$ 500.00
Other Prov Gov't Expenses	\$ -					\$ -	\$ -

Misc	\$ -					\$ -	\$ -
Other Expenses SUB-TOTAL	\$ 5,000.00	\$ -	\$ 1,602.30	\$ -	\$ -	\$ 1,602.30	-\$ 3,397.70
TOTAL EXPENSES	\$ 364,942.00	\$ -	\$ 154,212.92	\$ 311.87	\$ -	\$ 154,524.79	-\$ 210,417.21
NET INCOME	\$ 2,800.00	\$ 88,000.00	-\$ 144,755.64	-\$ 311.87	\$ -	-\$ 57,067.51	-\$ 59,867.51

	Budgeted	Q1	Q2	Q3	Q4	YTD Totals	Under/Over
REVENUE							
GRANTS							
Canada Council (Operating) - confirmed 2020-2023	\$ 36,000.00					\$ -	-\$ 36,000.00
Sask Arts Board (Operating) - confirmed 2019-2021	\$ 63,000.00	\$ 63,000.00				\$ 63,000.00	\$ -
City Of Prince Albert (Operating)	\$ 100,000.00	\$ 25,000.00				\$ 25,000.00	-\$ 75,000.00
Young Canada Works - Summer Students	\$ 7,000.00					\$ -	-\$ 7,000.00
Young Canada Works - Internship						\$ -	\$ -
Service Canada - Canada Summer Jobs						\$ -	\$ -
Community Initiatives Fund - iMAGine Arts Summer Grant						\$ -	\$ -
Community Initiatives Fund - iMAGine Arts Annual Grant						\$ -	\$ -
Community Grant Program - iMAGine Arts Supplies	\$ 6,000.00					\$ -	-\$ 6,000.00
PA & Area Community Foundation Grant - Seniors' Activities						\$ -	\$ -
SaskCulture - Aboriginal Arts & Cultural Leadership						\$ -	\$ -
Aboriginal Languages Initiative						\$ -	\$ -
Museums Assistance Program (Re-Org or other)						\$ -	\$ -
Sask Arts Board - Microgrant						\$ -	\$ -
COVID emergency funds						\$ -	\$ -
Totals	\$ 212,000.00	\$ 88,000.00	\$ -	\$ -	\$ -	\$ 88,000.00	-\$ 124,000.00
MANN FUNDING							
Mann Donation (Operating)	\$ 15,000.00					\$ -	-\$ 15,000.00
Mann Donation (Permanent Collection)	\$ 10,000.00		\$ 169.35			\$ 169.35	-\$ 9,830.65
Total	\$ 25,000.00	\$ -	\$ 169.35	\$ -	\$ -	\$ 169.35	-\$ 24,830.65
MEMBERSHIPS							
Corporate Memberships	\$ 1,500.00					\$ -	-\$ 1,500.00
Memberships	\$ 5,500.00		\$ 1,656.50			\$ 1,656.50	-\$ 3,843.50
Total	\$ 7,000.00	\$ -	\$ 1,656.50	\$ -	\$ -	\$ 1,656.50	-\$ 5,343.50
FUNDRAISERS							
Wolf Back A Beer - cannot run this event due to COVID-19 in 2021						\$ -	\$ -
Other Fundraisers - new 2021 fundraiser. 2021 focus will be on corporate sponsors and private donors	\$ 2,000.00					\$ -	-\$ 2,000.00
Total	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	-\$ 2,000.00
EDUCATION							
Interpretive Tours * impacted by COVID-19	\$ 1,500.00		\$ 156.75			\$ 156.75	-\$ 1,343.25
Workshops/Lectures/Projects	\$ 6,500.00		\$ 800.00			\$ 800.00	-\$ 5,700.00
Total	\$ 8,000.00	\$ -	\$ 956.75	\$ -	\$ -	\$ 956.75	-\$ 7,043.25
GIFT SHOP							
Gift Shop - Gallery Commission	\$ 2,000.00		\$ 538.69			\$ 538.69	-\$ 1,461.31
Gift Shop - Artist Portion	\$ 3,000.00		\$ 1,141.02			\$ 1,141.02	-\$ 1,858.98

Total	\$ 5,000.00	\$ -	\$ 1,679.71	\$ -	\$ -	\$ 1,679.71	-\$ 3,320.29
OTHER SELF-GENERATED INCOME							
Art Rental	\$ 4,600.00		\$ 3,424.46			\$ 3,424.46	-\$ 1,175.54
Venue Rental * impacted by COVID-19	\$ 700.00					\$ -	-\$ 700.00
Donations (& Sponsorships) * major 2021 focus	\$ 50,000.00		\$ 1,111.20			\$ 1,111.20	-\$ 48,888.80
Winter Festival Juried Art Show	\$ 5,000.00		\$ 325.00			\$ 325.00	-\$ 4,675.00
Perm Collection "In Kind" Donation						\$ -	\$ -
Miscellaneous						\$ -	\$ -
"In Kind" Donations						\$ -	\$ -
Total	\$ 60,300.00	\$ -	\$ 4,860.66	\$ -	\$ -	\$ 4,860.66	-\$ 55,439.34
INTEREST							
Hicks Trust Fund Interest	\$ 40.00		\$ 5.70			\$ 5.70	-\$ 34.30
PC Fund Interest	\$ 23.00		\$ 1.83			\$ 1.83	-\$ 21.17
Popescul Interest	\$ 4.00		\$ 0.62			\$ 0.62	-\$ 3.38
Mann Acquisition Interest	\$ 100.00		\$ 6.68			\$ 6.68	-\$ 93.32
High Interest Savings Account	\$ 500.00		\$ 117.01			\$ 117.01	-\$ 382.99
Conexus	\$ -					\$ -	\$ -
Interest - Other	\$ -		\$ 2.47			\$ 2.47	\$ 2.47
Total	\$ 667.00	\$ -	\$ 134.31	\$ -	\$ -	\$ 134.31	-\$ 532.69
TOTAL REVENUE	\$ 319,967.00	\$ 88,000.00	\$ 9,457.28	\$ -	\$ -	\$ 97,457.28	-\$ 222,509.72
EXPENSE							
EXHIBITIONS							
Artist, Curator & Writers' Fees	\$ 21,000.00		\$ 6,494.73			\$ 6,494.73	-\$ 14,505.27
Catalogues & Publications	\$ 2,700.00		\$ 700.00			\$ 700.00	-\$ 2,000.00
Freight	\$ 4,000.00		\$ 310.34			\$ 310.34	-\$ 3,689.66
Winter Festival Juried Art Show	\$ 7,500.00		\$ 1,169.57			\$ 1,169.57	-\$ 6,330.43
Receptions	\$ 1,500.00					\$ -	-\$ 1,500.00
Gallery Supplies	\$ 2,000.00		\$ 730.95			\$ 730.95	-\$ 1,269.05
Contract work	\$ 2,000.00					\$ -	-\$ 2,000.00
Total	\$ 40,700.00	\$ -	\$ 9,405.59	\$ -	\$ -	\$ 9,405.59	-\$ 31,294.41
PERMANENT COLLECTION RESOURCE CENTER							
Books, Catalogues, Publications	\$ 100.00					\$ -	-\$ 100.00
Acquisitions (In-kind)	\$ -					\$ -	\$ -
Acquisitions (Mann Fund)	\$ 10,000.00		\$ 23,272.85			\$ 23,272.85	\$ 13,272.85
Vault (Capital Expense)	\$ 300.00					\$ -	-\$ 300.00
Conservation Materials And Supplies	\$ 1,000.00					\$ -	-\$ 1,000.00
Display	\$ 1,000.00					\$ -	-\$ 1,000.00
Freight	\$ 100.00					\$ -	-\$ 100.00
Total	\$ 12,500.00	\$ -	\$ 23,272.85	\$ -	\$ -	\$ 23,272.85	\$ 10,772.85

EDUCATION							
Education Supplies & Programming	\$ 8,000.00		\$ 2,361.41			\$ 2,361.41	-\$ 5,638.59
Guest Artists / Contract Facilitators	\$ -		\$ 3,098.00			\$ 3,098.00	\$ 3,098.00
Education Special Projects - Indigenous Engagement/ Artist Residencies	\$ 2,000.00		\$ 2,848.38			\$ 2,848.38	\$ 848.38
Total	\$ 10,000.00	\$ -	\$ 8,307.79	\$ -	\$ -	\$ 8,307.79	-\$ 1,692.21
FUNDRAISING							
Wolf Back A Beer * (not in 2021 due to COVID-19)						\$ -	\$ -
Fundraising (Other)	\$ 2,000.00					\$ -	-\$ 2,000.00
Total	\$ 2,000.00					\$ -	-\$ 2,000.00
SALARIES, BENEFITS & EXPENSES							
Salaries (includes CPP and EI remittances)	\$ 206,197.00		\$ 89,362.83			\$ 89,362.83	-\$ 116,834.17
Health Plan	\$ 1,075.00					\$ -	-\$ 1,075.00
Honorariums	\$ 500.00		\$ 41.58			\$ 41.58	-\$ 458.42
Workers Compensation	\$ 970.00		\$ 795.52			\$ 795.52	-\$ 174.48
Total Salaries/Benefits/Expenses	\$ 208,742.00	\$ -	\$ 90,199.93	\$ -	\$ -	\$ 90,199.93	-\$ 118,542.07
Administration							
Telephone	\$ 3,800.00		\$ 1,260.69			\$ 1,260.69	-\$ 2,539.31
Office Supplies (Photocopier)	\$ 3,700.00		\$ 881.01			\$ 881.01	-\$ 2,818.99
Office Supplies (Misc)	\$ 2,000.00		\$ 1,131.41			\$ 1,131.41	-\$ 868.59
Office Supplies (Postage & Delivery)	\$ 300.00		\$ 123.99			\$ 123.99	-\$ 176.01
Office Supplies (Maintenance/IT)	\$ 300.00		\$ 551.19			\$ 551.19	\$ 251.19
Office Supplies (Equipment Purchase)	\$ 800.00		\$ 80.38			\$ 80.38	-\$ 719.62
Office Supplies (Software)	\$ 350.00		\$ 1,654.38			\$ 1,654.38	\$ 1,304.38
Office Supplies SUB-TOTAL	\$ 7,450.00	\$ -	\$ 4,422.36	\$ -	\$ -	\$ 4,422.36	-\$ 3,027.64
Janitorial	\$ 6,650.00		\$ 2,662.50			\$ 2,662.50	-\$ 3,987.50
Advertising & Marketing	\$ 3,000.00		\$ 1,472.01			\$ 1,472.01	-\$ 1,527.99
Magazine Subscriptions	\$ 200.00		\$ 216.88			\$ 216.88	\$ 16.88
Memberships Dues (professional organizations)	\$ 1,000.00		\$ 592.75			\$ 592.75	-\$ 407.25
Bank Charges	\$ 325.00		\$ 514.70			\$ 514.70	\$ 189.70
Square Fees (Credit and Interac)	\$ 400.00			\$ 311.87		\$ 311.87	-\$ 88.13
Insurance Expense	\$ 3,600.00		\$ 387.36			\$ 387.36	-\$ 3,212.64
Curator's Expenses	\$ 500.00		\$ 116.40			\$ 116.40	-\$ 383.60
Staff Mileage	\$ 700.00		\$ 21.15			\$ 21.15	-\$ 678.85
Professional Development (Staff)	\$ 1,900.00					\$ -	-\$ 1,900.00
Professional Development (Board)	\$ 1,000.00					\$ -	-\$ 1,000.00
Professional Development SUB-TOTAL	\$ 19,275.00	\$ -	\$ 5,983.75	\$ 311.87	\$ -	\$ 6,295.62	-\$ 12,979.38
Professional Fees (Annual Audit)	\$ 6,500.00		\$ 6,125.00			\$ 6,125.00	-\$ 375.00
Professional Fees (Lawyer)	\$ -					\$ -	\$ -

Professional Fees (Bookkeeper)	\$ 5,000.00		\$ 4,893.35			\$ 4,893.35	-\$ 106.65
Professional Fees SUB-TOTAL	\$ 11,500.00	\$ -	\$ 11,018.35	\$ -	\$ -	\$ 11,018.35	-\$ 481.65
							0
In Kind Donations General	\$ -					\$ -	\$ -
Gift Shop - Artist Portion	\$ 3,500.00		\$ 563.50			\$ 563.50	-\$ 2,936.50
Volunteer Appreciation	\$ 500.00					\$ -	-\$ 500.00
Facility	\$ 500.00		\$ 1,038.80			\$ 1,038.80	\$ 538.80
Other Fed Gov't Expenses	\$ 500.00					\$ -	-\$ 500.00
Other Prov Gov't Expenses	\$ -					\$ -	\$ -
Misc	\$ -					\$ -	\$ -
Other Expenses SUB-TOTAL	\$ 5,000.00	\$ -	\$ 1,602.30	\$ -	\$ -	\$ 1,602.30	-\$ 3,397.70
TOTAL EXPENSES	\$ 317,167.00	\$ -	\$ 154,212.92	\$ 311.87	\$ -	\$ 154,524.79	-\$ 162,642.21
NET INCOME	\$ 2,800.00	\$ 88,000.00	-\$ 144,755.64	-\$ 311.87	\$ -	-\$ 57,067.51	-\$ 59,867.51

THE MANN ART GALLERY, INC.
Financial Statements
Year Ended December 31, 2021

THE MANN ART GALLERY, INC.
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Year Ended December 31, 2021

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INDEPENDENT AUDITOR'S REPORT

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, 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 Organization as at December 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 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, 2021, current assets and net assets as at December 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 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.

Prince Albert, SK
May 27, 2022




Chartered Professional Accountants

THE MANN ART GALLERY, INC.
Statement of Financial Position
December 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash (Note 3)	\$ 72,659	\$ 143,524
Accounts receivable	114,184	105,419
Prepaid expenses	1,342	1,148
	<u>188,185</u>	<u>250,091</u>
RESTRICTED TRUST FUNDS (Note 4)	49,498	42,504
PERMANENT COLLECTION	1	1
	<u>\$ 237,684</u>	<u>\$ 292,596</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 9,101	\$ 3,757
Provincial sales tax payable	-	2,681
Wages payable	6,742	2,190
Employee deductions payable	9,218	35,373
Deferred income (Note 5)	3,380	1,115
	<u>28,441</u>	<u>45,116</u>
NET ASSETS		
Unrestricted net assets	159,745	204,976
Restricted net assets	49,498	42,504
	<u>209,243</u>	<u>247,480</u>
	<u>\$ 237,684</u>	<u>\$ 292,596</u>

ON BEHALF OF THE BOARD


 _____ Director


 _____ Director

See notes to financial statements

THE MANN ART GALLERY, INC.

Statement of Operations

Year Ended December 31, 2021

	2021	2020
REVENUES		
Grants (<i>Schedule 1</i>)	\$ 276,055	\$ 309,804
Self-generated (<i>Schedule 1</i>)	24,124	21,380
Fundraising and donations (<i>Schedule 1</i>)	28,947	50,588
	<u>329,126</u>	<u>381,772</u>
EXPENSES		
Administration (<i>Schedule 2</i>)	60,288	47,469
Education (<i>Schedule 2</i>)	25,173	28,235
Exhibitions (<i>Schedule 2</i>)	51,339	32,437
Fundraising (<i>Schedule 2</i>)	-	7,630
Permanent collection resource centre (<i>Schedule 2</i>)	13,948	13,958
Salaries, wages, and benefits (<i>Schedule 2</i>)	216,615	177,473
	<u>367,363</u>	<u>307,202</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (38,237)</u>	<u>\$ 74,570</u>

See notes to financial statements

THE MANN ART GALLERY, INC.
Statement of Changes in Net Assets
Year Ended December 31, 2021

	Unrestricted Net Assets	Restricted Net Assets	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 204,976	\$ 42,504	\$ 247,480	\$ 172,910
Excess (deficiency) of revenues over expenses	(38,237)	-	(38,237)	74,570
Interfund transfers	(6,994)	6,994	-	-
NET ASSETS - END OF YEAR	\$ 159,745	\$ 49,498	\$ 209,243	\$ 247,480

See notes to financial statements

THE MANN ART GALLERY, INC.
Statement of Cash Flows
Year Ended December 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (38,237)	\$ 74,570
Changes in non-cash working capital:		
Accounts receivable	(8,765)	(81,679)
Accounts payable	5,344	1,153
Deferred income	2,265	(55,785)
Prepaid expenses	(194)	(1,148)
PST payable (receivable)	(2,681)	1,038
Wages payable	4,552	427
Employee deductions payable	(26,155)	35,373
Restricted trust funds	(6,994)	(9,658)
	<u>(32,628)</u>	<u>(110,279)</u>
DECREASE IN CASH FLOW	(70,865)	(35,709)
Cash - beginning of year	<u>143,524</u>	<u>179,233</u>
CASH - END OF YEAR	\$ 72,659	\$ 143,524

See notes to financial statements

THE MANN ART GALLERY, INC.

Notes to Financial Statements

Year Ended December 31, 2021

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.

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 (ASNPO).

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)

THE MANN ART GALLERY, INC.

Notes to Financial Statements

Year Ended December 31, 2021

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. \$23,797 of collections were expensed in 2021.

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 \$5,450 were expensed in the fiscal year ended December 31, 2021 (2020 - \$nil).

3. CASH

	<u>2021</u>	<u>2020</u>
Bank Conexus Credit Union	\$ 21,287	\$ 2,672
Conexus Credit Union - redeemable equity account	312	312
Petty cash	4	-
High Interest Savings	<u>51,056</u>	<u>140,540</u>
	<u>\$ 72,659</u>	<u>\$ 143,524</u>

THE MANN ART GALLERY, INC.

Notes to Financial Statements

Year Ended December 31, 2021

4. RESTRICTED TRUST FUNDS

	2021	2020
TFI Mann Acquisition Fund	\$ 31,846	\$ 14,598
Conexus Credit Union - Hicks trust fund account	9,285	9,447
Conexus Credit Union - P.C. fund account	6,286	6,281
TFI Popescul	2,081	2,178
Martinson Acq Fund	-	10,000
	<u>\$ 49,498</u>	<u>\$ 42,504</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

	2021	2020
Deferred Revenue - Unearned Memberships	\$ 880	\$ 665
Deferred Revenue - Young Canada Works Internship	2,500	-
Deferred Revenue - Winter Festival	-	450
	<u>\$ 3,380</u>	<u>\$ 1,115</u>

Deferred contributions represent externally restricted operating funding received for specific purposes.

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.

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, 2021.

(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, 2021

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.

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.

9. COMPARATIVE FIGURES

Some of the comparative figures may have been reclassified to conform to the current year’s presentation.

THE MANN ART GALLERY, INC.

**Schedule of Revenues
(Schedule 1)**

Year Ended December 31, 2021

	2021	2020
Grants		
City of P.A (Operating)	\$ 100,000	\$ 100,000
Sask Arts Board	63,000	63,000
Canada Council Operating Grant	36,000	36,000
Community Initiatives Grant	25,000	30,000
Sask Culture	16,000	18,500
Service Canada - Summer Jobs	10,532	16,495
Young Canada Works - Internship	8,000	-
Community Grant Program	7,000	-
Council Business & Arts - Arts Vest	6,844	6,637
Young Canada Works - Student	3,679	1,784
Museum Assistance Program - Covid-19 Emergency Relief Funding	-	32,388
Community Initiatives - Summer	-	5,000
Grants total	276,055	309,804
Self-Generated		
Winter Festival Juried Art Show	8,011	8,220
Gift shop - sales	5,152	2,710
Art Rental	3,424	1,814
Workshops, Lectures	2,715	1,355
Regular Membership	2,327	4,408
Miscellaneous income	1,911	2,423
Interest	314	270
Interpretive Tours	270	142
Venue Rental	-	38
Self-Generated total	24,124	21,380
Fundraising and Donations		
Donations	4,379	3,188
Mann Donation Perm. Collection	10,000	10,046
Martinson Acquisition	-	10,000
Mann Donation (Operating)	14,568	15,000
Other	-	84
Wolf Back	-	12,270
Fundraising and Donations total	28,947	50,588
Grand Total	\$ 329,126	\$ 381,772

See notes to financial statements

THE MANN ART GALLERY, INC.

**Schedule of Expenses
(Schedule 2)**

Year Ended December 31, 2021

	2021	2020
Administration		
Professional Fees - Audit	\$ 12,728	\$ 6,180
Professional Fees - Bookkeeping	6,808	6,655
Janitorial	5,595	6,903
Equipment Purchases	5,450	60
Gift Shop Expenses	4,605	-
Telephone	3,938	4,406
Photocopier	3,467	4,734
Insurance	3,129	1,818
Gift Shop Artist Payout	2,290	2,545
Advertising	2,000	1,322
Insurance Damaged Art for Claim	2,000	7,259
Office Supplies - Software	1,696	350
Dues	1,223	230
Professional Devel - Staff	1,080	235
Facilities Improvements	1,051	2,652
Equip. Maintenance (IT Support)	771	186
Membership gifts	595	-
Volunteer Appreciation	438	-
Magazine Subscriptions	266	-
Service Charges	250	143
Bank and credit card fees	221	-
PCRC Freight	138	-
Postage & Delivery	124	288
Curator	116	407
Payment Processing Fees	92	-
Staff Mileage	90	205
Subscriptions	75	891
Professional Devel - Board	52	-
Administration total	60,288	47,469
Education		
AACL Project - Supplies & programming	17,375	20,474
Education Supplies & Program	4,700	4,374
Education Contract Facilitators	3,098	3,387
Education total	25,173	28,235

(continues)

See notes to financial statements

THE MANN ART GALLERY, INC.
Schedule of Expenses *(continued)*
(Schedule 2)

Year Ended December 31, 2021

	2021	2020
Exhibitions		
Artist, Curator and Writer Fees	23,682	15,516
Winter Festival Art Show	11,375	7,220
MAG Catalogues & Publications	7,701	2,975
Exhibitions Freight	4,045	434
Gallery Supplies	2,403	2,971
Reception	2,133	519
Contract Work (Gallery)	-	2,802
Exhibitions total	51,339	32,437
Fundraising total	-	7,630
Permanent Collection Resource Centre		
Acquisitions - Mann Fund	12,217	12,277
Materials and supplies	741	1,656
Acquisitions (in-kind)	990	25
Permanent Collection Resource Centre total	13,948	13,958
Salaries, Wages, and Benefits total	216,615	177,473
Grand Total	\$ 367,363	\$ 307,202

See notes to financial statements

Note regarding the Mann Art Gallery's Strategic Plan

Please find attached the Mann Art Gallery's Strategic plan for 2017-19 (extended to 2020 by board proclamation). Although board and staff were eager to embark on a new strategic plan in 2021 they were stymied by the pandemic. We recruited Prairie Wild Consulting because of their familiarity with Prince Albert, with not-for-profits and they knew the gallery. They advised us not to organize a strategic planning session remotely. As infection numbers decreased, vaccination levels went up and mandates lifted, we finally scheduled an all-day planning session on April 9, 2022 with Lenore Swystun (Prairie Wild Founding Director), Samantha Mark (Senior Manager), board members and gallery staff. Unfortunately, Prairie Wild's written report has not been completed – we expect to receive it in October.

It was however a very productive and creative meeting – a chance for everyone to brainstorm and consolidate the most significant ambitions of the organization. These included:

- Stabilizing funding for the key staff position (Manager, Education Programs),
- Further enscorning and articulating healthy workplace clauses into the policy manual,
- A refreshed, exciting and appropriate series of fundraising events (including monthly “Piano Bar” evenings (see the “Mann COPA 2023 Budget Proposal,” pg. 22).

However, the topic that most excited participants (and time spent) was generated by:

- the ambitious plan to expand and improve the facility in order to acquire a “Class A” designation by the Canadian Conservation Institute. As mentioned in the “Mann COPA 2023 Budget Proposal,” this designation will allow the Mann to protect its Permanent Collection according to industry standards, host world-class exhibitions and artists, enhance patron experience and provide staff with adequate working environments.



STRATEGIC PLAN

2017-2019

Mann Art Gallery

3 Year Strategic Plan – 2017 to 2019

EXECUTIVE SUMMARY:

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
<ul style="list-style-type: none">✦ 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">✦ 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✦ 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✦ The Mann Art Gallery <i>supports and values artists</i>, who are at the centre of its operation and its programs.

Strategic Focus for 2017-2019: Enhancing the strength and stability of the Mann Art Gallery

STRATEGIC DIRECTIONS

Strategic Direction #1

The Mann Art Gallery has adequate space for programs and storage and environmental controls conducive to a professional art gallery

Strategic Direction #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

Strategic Direction #3

The Mann Art Gallery is perceived by the community as a vital service demonstrated by public support, high volunteer participation, and increased membership

2017-19 STRATEGIC OBJECTIVES and MEASURES

- a. Improve the MAG capacity to present and store art (MS)
 - Measure: Top 5 immediate storage needs resolved
 - Target: By: mid 2017
 - Measure: Storage issues are identified and a plan to resolve is developed
 - Target: By: end of 2019

- a. Increase Financial Sustainability (F)
 - Measure: Continuity of programming
 - Target: Current level of service is sustained
 - Measure: % increase in self-generated revenue
 - Target: 5% per year

- a. Increase public support of and engagement in MAG (MS)
 - Measure: % increase in the number of private donors
 - Target: any increase over the life of the plan

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"> ○ Measure: Plan developed (board responsibility) <ul style="list-style-type: none"> ▪ Target: By end of 2017 ○ Joint plan with City in place re: how to advance the work <ul style="list-style-type: none"> ▪ By: End of 2017 ○ Measure: Capacity available to deliver the fund raising plan <ul style="list-style-type: none"> i. By: middle of 2018 	<p>b. Define service levels and core staff and financial resources required to deliver them (IP)</p> <ul style="list-style-type: none"> ○ Measure: Work complete <ul style="list-style-type: none"> ▪ Target: by Sept 2017 <p>c. Develop and implement a procedure to identify and contact a corporate list (IP)</p> <ul style="list-style-type: none"> ○ List completed <ul style="list-style-type: none"> ▪ By end of 2017 <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"> ○ Process developed <ul style="list-style-type: none"> ▪ By AGM 2017 <p>e. Increase volunteer capacity to support fund raising and other events (LG)</p> <ul style="list-style-type: none"> ○ Measure: % increase in volunteer hours <ul style="list-style-type: none"> ▪ Target: 10% per year ○ Measure: % reduction in banked hours by staff <ul style="list-style-type: none"> ▪ Target: Any reduction (review after year 1 to 	<ul style="list-style-type: none"> ○ Measure: % increase in attendance at MAG events <ul style="list-style-type: none"> ▪ Target: 5% per year ○ Measure: % increase in membership: <ul style="list-style-type: none"> ▪ Target: 5% per year ○ Measure: Increase in City operating grant <ul style="list-style-type: none"> ▪ Target: Increase by end of 2019 <p>b. Develop and implement a marketing plan (IP)</p> <ul style="list-style-type: none"> ○ Measure: Develop plan <ul style="list-style-type: none"> ▪ Target: By end of 2018 ▪ Target: Establish further targets based on plan
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d

	update target)	
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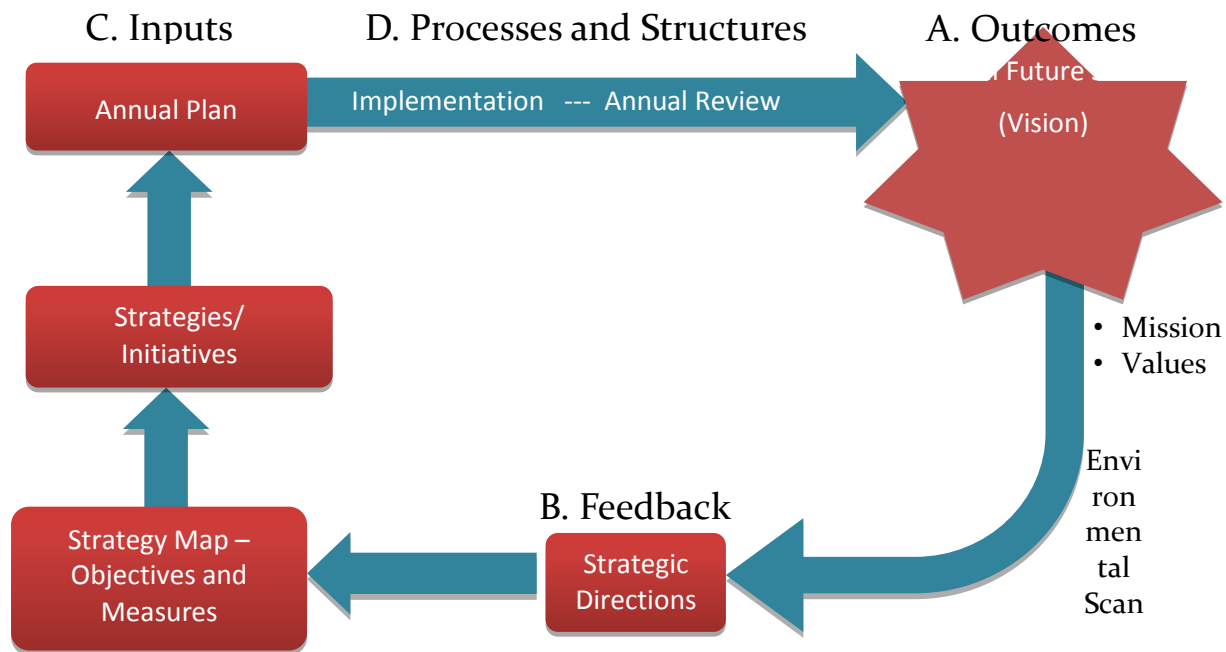
**The letters in brackets following objectives refer to how the objective was classified in relation to the Balanced Scorecard: (F) Financial; (MS) Members/Stakeholders; (IP) Internal Processes; (LG) Learning and Growth*

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.

Mann Art Gallery Strategy Map

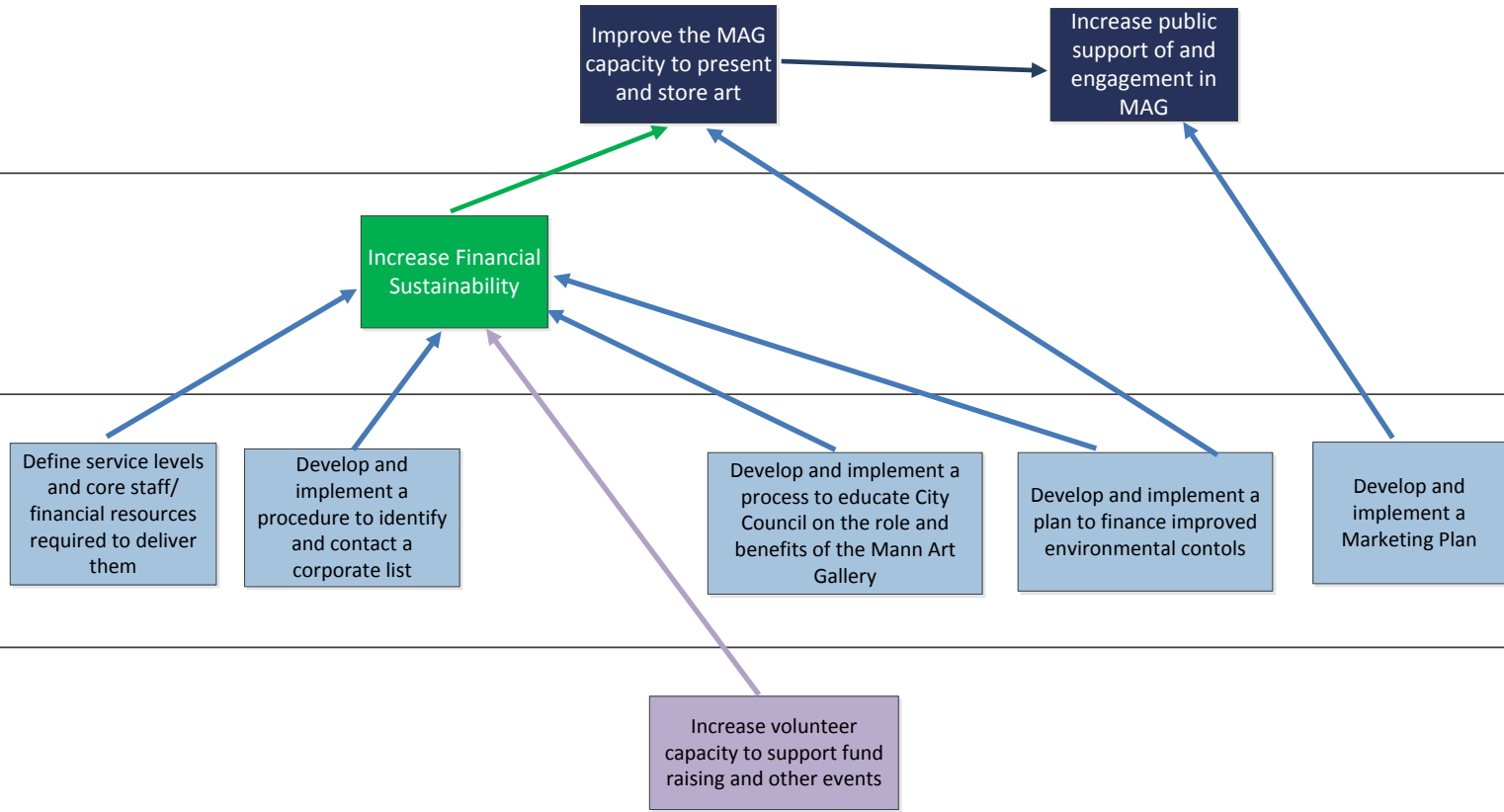
Phase

Community/
Member/
Stakeholder

Financial

Internal Process

Org Capacity/
Learning & Growth



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
 - Target: By: mid 2017
 - ii. Measure: Storage issues are identified and a plan to resolve is developed
 - Target: By: end of 2019
- b. Develop and Implement a plan to finance improved environmental controls
 - i. Measure: Plan developed (board responsibility)
 - Target: By end of 2017
 - ii. Measure: Joint plan with City in place re: how to advance the work:
 - Target: By: End of 2017
 - iii. Measure: Capacity available to deliver the fund raising plan
 - 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
 - Target: Current level of service is sustained
 - ii. Measure: % increase in self-generated revenue
 - Target: 5% per year
- b. Define service levels and core staff and financial resources required to deliver them
 - i. Measure: Work complete
 - Target: by Sept 2017

- c. Develop and implement a procedure to identify and contact a corporate list
 - i. Measure: List completed
 - 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
 - Target: By AGM 2017
- e. Increase volunteer capacity to support fund raising and other events
 - i. Measure: % increase in volunteer hours
 - Target: 10% per year
 - ii. Measure: % reduction in banked hours by staff
 - 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
 - Target: any increase over the life of the plan
 - ii. Measure: % increase in attendance at MAG events
 - Target: 5% per year
 - iii. Measure: % increase in membership:
 - Target: 5% per year
 - iv. Measure: Increase in City operating grant
 - Target: Increase by end of 2019
- b. Develop and implement a marketing plan
 - i. Measure: Develop plan
 - Target: By end of 2018
 - 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 22-30

TITLE: Prince Albert Mobile Crisis

DATE: October 14, 2022

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 provide 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.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Grants and Donations	\$43,600	\$43,600	\$0	0.00%
Total Expenses	43,600	43,600	0	0.00%
TOTAL (SURPLUS) DEFICIT	43,600	43,600	0	0.00%

Administration is recommending that the budget is not increased for 2023 due to fiscal constraints, but the following funding request has been made:

Prince Albert Mobile Crisis has **requested a \$40,000 increase in their funding from the City for 2023, or an increase of 91.7%**. Prince Albert Mobile Crisis is adding 2 additional workers for a total cost of \$160,000. They are asking the City to fund a portion of this increased cost. **This request is included in Section 16 of the report under Operating Issues not Funded.**

The complete 2023 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-19560-716	G&D	Mobile Crisis:Grants	\$43,600	\$43,600	\$43,600	\$43,600	\$0	\$0	\$0	\$43,600	This represents no increase for the 2023 Budget.
												<p>Prince Albert Mobile Crisis has requested a \$40,000 increase in their funding from the City for 2023, or an increase of 91.7%. Prince Albert Mobile Crisis is adding 2 additional workers for a total cost of \$160,000. They are asking the City to fund a portion of this increased cost. This request is included in Section 13 of the report under Operating Issues not Funded.</p>



City of
Prince Albert

BI 22-9

TITLE: Prince Albert Mobile Crisis Unit 2023 Budget Submission

DATE: September 28, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

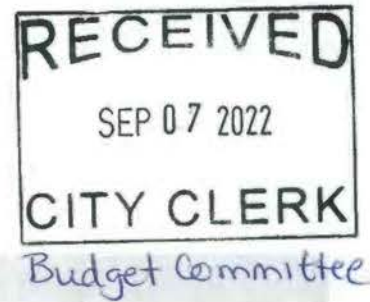
ATTACHMENTS:

1. 2023 Budget Submission

Written by: Vicki Stewart, Executive Director, Prince Albert Mobile Crisis Unit

Terri Mercier

From: Vicki Stewart <v.stewart@pacrisis.ca>
Sent: Wednesday, September 7, 2022 3:24 PM
To: City Clerk
Cc: Megan Hendous
Subject: Additional Funding Request
Attachments: Increase in PAPS Calls.docx; Organizational Chart.pptx



You don't often get email from v.stewart@pacrisis.ca. [Learn why this is important](#)

Good Afternoon,

First, I want to start by thanking the City of Prince Albert for their continued support. In the past 3 years we have seen calls to the Crisis Centre and the Sexual Assault/Domestic Violence Units. With the pandemic we were able to access supports that upgraded our ability to provide services by phone and online. These areas have seen a large increase in clients accessing services. Other changes in the community have also increased the calls to the Crisis Unit response teams. Changes to the Domestic Violence response policy through police have seen the largest increase. Attached is a document outlining the specific numbers. To summarize:

In Feb, Mar and Apr 2021 our total for Source of Call - Police Stats was 55. In Feb, Mar and Apr 2022 our total for Source of Call - Police stats was 187. This is an increase of 240%

In Feb, Mar and Apr 2021 our total for Assist City Police Stats was 49. In Feb, Mar and Apr 2022 our total for Assist City Police Stats was 135. This is an increase of 175.5%

We continue to attend these calls but do see the need for long term planning. To meet the call demand, we will be adding a team of workers to the shift at peak times. The cost of two workers is \$80,000.00 each. This includes SGEU wage and benefits. As one of our funders we are requesting a portion of this cost. We have also requested this from the other funders. The portion that we are asking for is an increase of \$40,000.00 to contribute to the two full time staff.

We look forward to hearing from you.

Thank you,

Vicki Stewart
Executive Director
Prince Albert Mobile Crisis Unit
Sexual Assault Centre
15 15th Street West,
Prince Albert, SK
Office: 306-763-8181
Fax: 306-922-9559
v.stewart@pacrisis.ca

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	Annual Agreement	Budget Projection
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	
Total Funding for Salary	1,233,932	1,233,932
SALARY EXPENSES		
Salary Full Time		
<i>Total Salaries Full Time</i>		1,040,000
Salary CSL		
<i>Total Salaries CSL</i>		245,000
WCB Wage Recovery (- as it lowers the Salary Cost)		
TOTAL SALARY		1,285,000
Surplus (Deficit) for Salary		(51,068)

BENEFITS

FUNDING FOR BENEFITS	Annual Agreement	Budget
Provincial Grant - MSS - Benefits	155,839	155,839
Sask Justice - Benefits	25,256	25,256
Total Funding for Benefits	181,095	181,095
Benefits		
<i>TOTAL Benefits for Full Time</i>		166,000

Prince Albert Mobile Crisis
Financial Statements

TOTAL Benefits for Casual		39,000
Blue Cross Variance		
WCB Expense		30,000
Total Benefits		235,000
Surplus (Deficit) for Benefits		(53,905)

Summary for Salary and Benefits	Annual Agreement	Budget
Funding for Salary	1,233,932	1,233,932
Funding for Benefits	181,095	181,095
Funds received to cover Total Payroll Costs	1,415,027	1,415,027
Salary Expense		1,285,000
Benefit Expense		235,000
Actual Total Payroll Costs		1,520,000
Surplus (Deficit) for Salary and Benefits		(104,973)

THE (DEFICIT) REPRESENTS HOW MUCH PAYROLL COST OVER WHAT YOU ARE FUNDED FOR

OPERATIONAL FUNDING AND COSTS

FUNDING FOR NON-SALARY	Annual Funding	Budget
Provincial Grant - MSS - Non Salary - Audit/Accounting	2,322	2,322
Provincial Grant - MSS - Non Salary - Conference Expenses	4,020	4,020
Provincial Grant - MSS - Non Salary - Insurance	5,025	5,025
Provincial Grant - MSS - Non Salary - Supplies	9,045	9,045
Provincial Grant - MSS - Non Salary - Telephone	15,075	15,075
Provincial Grant - MSS - Non Salary - Transportation	18,090	18,090
Provincial Grant - MSS - One Time IPS/FR Training		
Provincial Grant - MSS - Non Salary - Other	2,010	2,010
Provincial Grant - MSS - STAFF/RECRUIT/EDUC	1,693	1,693

Prince Albert Mobile Crisis
Financial Statements

Provincial Grant - MSS - Recruitment and Retention	13,315	13,315
Total MSS Funding for Non Salary	70,595	70,595
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)		
Total Other Funding for Non Salary		181,766
Total Funding for Non-Salary		252,361

OPERATIONAL FUNDING AND COSTS

OPERATIONAL COSTS		Budget
Audit - Accounting		
Auditing/Accounting - Sub Total		8,000
Purchased Services		
Purchased Services - Sub Total		1,000
Promotion		
Promotion - Sub Total		1,000
Conference/Training		
Conference/Training - Sub Total		4,000
Insurance		
Insurance - Sub Total		12,000
Supplies		
Supplies - Sub Total		15,000
Meetings		
Meetings - Sub Total		1,500
Telephone		
Telephone - Sub Total		16,000

OPERATIONAL FUNDING AND COSTS

OPERATIONAL COSTS		Budget
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Prince Albert Mobile Crisis
Financial Statements

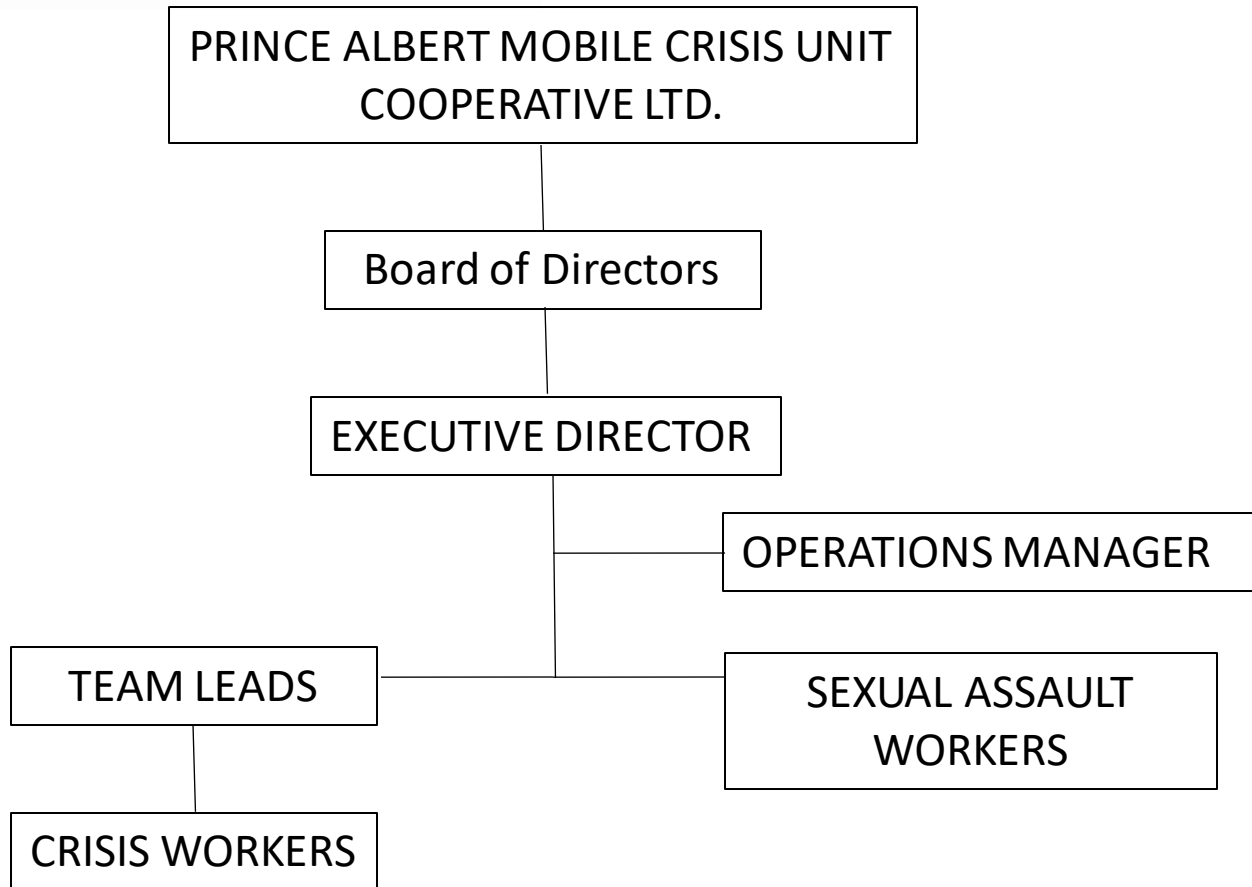
Transportation		
<i>Transportation - Sub Total</i>		10,000
Travel		
<i>Travel - Sub Total</i>		7,000
Computer		
<i>Computers - Sub Total</i>		3,000
Equipment/Furniture		
<i>Equipment/Furniture - Sub Total</i>		1,000
Sexual Assault Workers		
<i>Sexual Assault Workers - Sub Total</i>		5,000
Covid Expenses		
<i>Covid Expenses- Sub Total</i>		5,000
Building Costs		
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>		42,600
Total Operational Costs		132,100
Surplus (Deficit) - Operational Costs		120,261

FINANCIAL SUMMARY

FUNDING		Budget
Total MSS Funding for Salary		996,084
Total Other Funding for Salary		237,848
Total MSS Funding for Benefits		155,839
Total Other Funding for Benefits		25,256
Total MSS Funding for Non-Salary		70,595
Total Other Funding for Non Salary		181,766
Total Funding		1,667,388

Prince Albert Mobile Crisis
Financial Statements

Operational Costs		
Salary		1,285,000
Benefits		235,000
<i>Salary and Benefits - Subtotal</i>		1,520,000
Operating Costs		132,100
Total Operational Costs		1,652,100
Operational Surplus (Deficit)		
Allowance for Amortization of Capital Assets		15,000
Allowance for Gain(Loss) on Disposal of Assets		
Allowance for Reserve for Future Capital Purchases		
Total Allowances		15,000
Overall Surplus (Deficit)		288

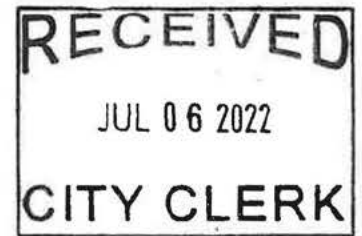


Increase in Police Calls

	Source of Call – City Police	Assist City Police
Feb 2021	18	16
Mar 2021	18	16
Apr 2021	19	17
Feb 2022	33	19
Mar 2022	72	53
Apr 2022	82	63

In Feb, Mar and Apr 2021 our total for Source of Call - Police Stats was 55.
In Feb, Mar and Apr 2022 our total for Source of Call – Police stats was 187.
This is an increase of **240%**

In Feb, Mar and Apr 2021 our total for Assist City Police Stats was 49.
In Feb, Mar and Apr 2022 our total for Assist City Police Stats was 135.
This is an increase of **175.5%**



Prince Albert **MOBILE CRISIS UNIT**

June 28, 2022

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

Please find enclosed the Audited Financial Statements and AGM booklet for the Prince Albert Mobile Crisis Unit for the 2021-2022 fiscal year. If you have any questions, please call me at (306) 763-8181.

Thank you.

Sincerely,

Megan Hendous

Megan Hendous
Operations Manager



Prince Albert
**MOBILE
CRISIS UNIT**

pasac

Prince Albert
Sexual Assault Centre

ANNUAL GENERAL MEETING

FISCAL YEAR 2021 - 2022

TO BE HELD AT

**MOBILE CRISIS UNIT
15-15th STREET WEST
PRINCE ALBERT, SK
S6V 3P4**

**TUESDAY, JUNE 28, 2022
at 12:00 PM**



Prince Albert
**MOBILE
CRISIS UNIT**

pasac
Prince Albert
Sexual Assault Centre

ANNUAL GENERAL MEETING

JUNE 28, 2022 AT 12:00 PM

AGENDA

- 1. Call to Order**
- 2. Introductions**
- 3. Adoption of the agenda**
- 4. Minutes of the Annual General Meeting of June 22, 2021**
- 5. Reports:**
 - 5.1. President's Report
 - 5.2. Executive Director's Report
 - 5.3. Statistical Reports (MCU & SA)
 - 5.4. Financial Statements
- 6. Annual Business**
 - 6.1. Appointment of the Auditor
- 7. Adjournment**

**BOARD OF DIRECTORS
2021-2022**

GRAY, Stacy
Director

HENDOUS, Janice
President

SCHOPP, Colleen
Director

HUNTER, Chrystina
Director

HADLAND, Brenda
Director

MCLENNAN, Sherry
Director

ISBISTER, Corinne
Director

GROENEN, Yvonne
Director

PRINCE ALBERT MOBILE CRISIS UNIT COOPERATIVE LTD STAFF LIST (JUNE 2022)

Vicki Stewart Executive Director

Megan Hendous Operations Manager

PROGRAM STAFF FULL/PART TIME

Kristen Dagenais FT Sexual Assault Worker

Amanda Lofstrom FT Sexual Assault Worker

Shellina Nowakowski FT Sexual Assault Worker

Shelby Stewart Team Lead/PASAC Admin

Jeffrey Clarke Crisis Worker

Tammy Oleksyn Crisis Worker

Lori Kelley Crisis Worker

Trish Patey Crisis Worker

Adam Selzler Crisis Worker

Leslie Fiddler Crisis Worker

Jim Woodcock Crisis Worker

Zachary Pellerin Crisis Worker

Samantha Williams Crisis Worker

CASUAL CRISIS WORKER

Corey Lillis Crisis Worker

Tina Gardiner Crisis Worker

Katie McLennan Crisis Worker

Robin Paul Crisis Worker

Robert Popescul Crisis Worker

Danielle Gaudet Crisis Worker

Susan Aitken Crisis Worker

Ginelle Peterson Crisis Worker

Megan Haydukewich Crisis Worker

Jennifer Isbister	Crisis Worker
Chelcy Gust	Crisis Worker
Jennifer Stephens	Crisis Worker
Raylene Melnyk	Crisis Worker
Courtney Ruskowski	Crisis Worker
Kelli Palmer	Crisis Worker
Reyna Siwak	Crisis Worker
Darienne Nikolaisen	Crisis Worker
Samantha May	Crisis Worker



Prince Albert
**MOBILE
CRISIS UNIT**

pasac
Prince Albert
Sexual Assault Centre

ANNUAL GENERAL MEETING

JUNE 22, 2021, AT 12:00 PM

MINUTES

PRESENT: Colleen Schopp Stacy Gray Chrystina Hunter
 Kiley Bear Kim Werrett (MSS) Jennifer Connolly (MSS)
 Shelby Stewart Charda Kirsch (MSS) Carmen Struthers (MSS)
 Jessica Lanigan (Justice)

CHAIRPERSON: Janice Hendous

REGRETS: Chad Nilson Tadd Kellett Brenda Hadland

ADMIN: Vicki Stewart Sherry Bates Megan Hendous

1. Call to Order

- Meeting was called to order at 12:08pm by President Janice Hendous.

2. Introductions

- Introductions were made.

3. Adoption of the agenda

- **Moved** by Chrystina Hunter to adopt the agenda. **Seconded** by Colleen Schopp.
Carried.

4. Minutes of the Annual General Meeting of June 29, 2020

- **Moved** by Stacy Gray to adopt the minutes from the Annual General Meeting of June 29, 2020. **Seconded** by Janice Hendous. **Carried**.

5. Reports:

5.1 President's Report

- Sherry Bates spoke on her report.
- Janice Hendous, appointed President as of February 2021, thanked MCU workers, Management and the board for their professionalism, leadership and support while navigating through the uncertainty of a global pandemic.
- **Moved** by Chrystina Hunter that the Presidents Report is accepted as presented. **Seconded** by Colleen Schopp. **Carried**.

5.2 Executive Director's Report

- Vicki spoke on her report.
- **Moved** by Stacy Gray that the Executive Directors Report is accepted as presented. **Seconded** by Kiley Bear. **Carried**.

5.3 Statistical Reports (MCU & SA)

- Sexual Assault Statistics have almost tripled this past year. Counselling sessions were completed via virtual platforms and although it was a challenge in the beginning, we are finding it has been successful with some client's opting to continue with this, versus in person sessions.
- **Moved** by Colleen Schopp that the Statistical Reports are accepted as presented. **Seconded** by Stacy Gray. **Carried**.

5.4 Financial Statements

- The Audited Financial Statements were not completed on time for the AGM.
- *Colleen Schopp made a **Motion** to table the financial statements until June 30th or once received. **Seconded** by Stacy Gray. All in favor. **Carried**.*
- Update: Once the edited draft of the audit was received, we sent it to all board members on June 24, 2021 via email and a motion was made:

- *Stacy Gray motioned to accept the draft financial statements as is. Seconded by Colleen Schopp. All in favour. Carried.*

6. Annual Business

6.1 Appointment of the Auditor

- Table it until the next meeting in September. Vicki will reach out to Saskatoon Crisis Unit to see who they use as their auditor.

7. Adjournment

- **Moved** by Janice Hendous to adjourn the meeting at 12:26 pm.

**PRESIDENT'S REPORT
PRINCE ALBERT MOBILE CRISIS UNIT
JUNE 28, 2022**

The Prince Albert Mobile Crisis Unit has been providing services to the community for over 45 years and continues to play an important role in the health and wellbeing of our community. Staff members provide caring and competent services to those who find themselves in distress by resolving the immediacy of events and in providing links to services and resources. The Board is especially appreciative of the hard work of all employees on the front line in the face of an unprecedented challenge.

This year has been very busy and productive while navigating the Covid Restrictions & the Amendments from the Saskatchewan Government. The Crisis Unit was exceptionally busy having an increase of almost 3000 calls this fiscal year. The Sexual Assault Centre was equally as busy with a total of 149 new referrals this year and averaging a total of 65 ongoing clients per month.

We would like to acknowledge the following:

Long Term Service Awards:

- Jim Woodcock – 5 years
- Robert Popescul – 5 years
- Danielle Gaudet – 5 years
- Shellina Nowakowski – 10 years
- Tina Gardiner – 10 years

New hires:

- Samantha May, Darienne Nikolaisen, Kelli Palmer and Reyna Siwak were hired as Casual Crisis Workers in February 2022.
- Samantha May and Darienne Nikolaisen accepted a 2-month term Full Time Crisis Worker position starting June 2022.
- Shellina Nowakowski resigned from her Team Lead position in the Crisis Unit and accepted a Full Time Sexual Assault counsellor position

- Celina Risling resigned as casual crisis worker in April 2021.
- Karla Ethier resigned from the part time sexual assault counsellor position in June 2021.
- Sherry Ouellette resigned as a FT Sexual Assault counsellor in August 2021
- Sherry Bates term as the PT Human Resource Manager has come to an end at the end of May. I want to extend a big thank you for the work done.

Retirements:

- Kathy Sym retired June 2021 after 28 years with Mobile Crisis Unit.
- Lori Kelley has retired May 31st, 2022 from her Full Time Crisis Worker position after 26 years.

We thank Kathy and Lori for their dedication and years of service with the Crisis Unit.

I wish to take this opportunity to commend all the staff members for their dedication and maintaining a standard of excellence not only with the tough job they do as first responders, but also while navigating the uncertainties of Covid-19. It is a privilege to be associated with these individuals. I also want to thank my fellow board members for the insight, expertise and continued support that they bring to the board table.

I would also like to commend Vicki Stewart and Megan Hendous for their outstanding leadership, without your expertise and know-how the unit would not be what it is today.

As we look to the future and the changes that will occur, I am confident that we will continue to provide these valuable services that are a vital resource to the City of Prince Albert and the surrounding area.

Have a safe and wonderful summer!

Janice Hendous
Mobile Crisis Unit Board President



**Executive Director's Report
Annual General Meeting – June 28, 2022**

It was another challenging year due to the global pandemic and working with the amendments from the Government of Saskatchewan, however, staff continued to show dedication and perseverance in extreme conditions.

The Crisis Unit was exceptionally busy this year with a total of 9671 calls compared to 6756 last year (an increase of 2915 calls). Assistance to MSS calls was 6019 compared to 3713 the previous year. Many of our financial assistance calls have increased as well. Accommodation calls have increased from 965 to 2127 (and instances of MCU issuing accommodation assistance has increased from 201 to 719). Transportation calls have increased from 502 to 1192, and food insecurity calls have increased from 178 to 670 (and instances of MCU issuing food assistance has increased from 82 to 185).

The Sexual Assault Centre also had a very busy year. SK Justice changed the way they would like to see stats this year, so it looks a bit different. With 3 FT counsellors, we had a total of 149 new referrals and our counsellors averaged 65 ongoing clients per month. We also currently have a waitlist of 16 clients. Sessions continue to be offered either in person or via zoom/facetime or phone calls. We have found having the different options has been successful for clients.

Shortfalls and struggles: The crisis workers' workload has increased but we are still working with the same number of workers. Sexual assault referrals have increased and the cases coming in are often complex needs. This has created the waitlist.

New flooring was completed to get rid of the carpet and damaged flooring. We also did improvements to the staff room to offer healthy food options and exercise equipment to start a health and wellness initiative. This job can be very stressful, and we want to do everything we can to help staff maintain their physical and mental health.

Although it was another year full of uncertainty, I want to thank crisis workers, sexual assault counsellors, administration, and board members for all their hard work. I admire your commitment to the agency and our communities.

Thank you,
Vicki Stewart
Executive Director

**PRINCE ALBERT MOBILE CRISIS UNIT COOPERATIVE
MOBILE CRISIS SERVICES STATISTICAL DATA 2021-2022**

CONTRACT ID: IS02

(Sexual Assault Counselling Program stats are separate)

	2020-2021	2021-2022
TOTAL CRISIS CALLS (excludes Homecare calls)	6756	9671
HEMOCARE CALLS	1374	1297
CALLS TO ANSWERING SERVICE	417	696
WALK-INS	57	127
MOBILE RESPONSE	2482	4432
REFERRAL SOURCE:		
SELF	2334	2959
2ND PARTY	1332	1753
MINISTRY SOCIAL SERVICES	1653	2980
CITY POLICE	428	550
RCMP	100	105
PHYSICIAN/HOSPITAL	342	316
MENTAL HEALTH CENTRE	6	6
SAFE SHELTER/ADULT	158	696
SAFE SHELTER/CHILD	227	469
SEXUAL ASSAULT WORKER	2	8
INDIGENOUS SERVICES	23	46
OTHER	362	427
ASSISTANCE TO:		
MSS	3713	6019
CITY POLICE	428	550
CLIENT PROFILE:		

MALE	1734	2159
FEMALE	4960	7428
UNKNOWN	70	82
SINGLE	1992	3034
COHABITING	1869	2700
DIVORCED/SEPERATED	958	1359
WIDOWED	50	100
UNKNOWN	1887	2478
<i>RESIDENCY:</i>		
CITY OF PA	5426	8394
OTHER	1025	1020
UNKNOWN	136	176
OUT OF PROVINCE	169	81
<i>CONSTITUTIONALITY :</i>		
STATUS: ON RESERVE	263	474
STATUS: OFF RESERVE	1789	3087
<i>PRESENTING PROBLEMS:</i>		
<i>CHILD WELFARE:</i>		
ABANDONMENT/NEGLECT	774	850
LOST/FOUND CHILD (>12)	94	105
MISSING/FOUND JUVENILE (>12)	409	658
YOUNG OFFENDER (>12)	6	11
OUT OF CONTROL	116	261
PHYSICAL ABUSE	135	152
SEXUAL ABUSE (<16)	64	71
EMOTIONAL/VERBAL ABUSE	70	75

SUICIDE RELATED	20	34
OTHER	1343	1988
<i>FINANCIAL PROBLEMS:</i>		
ACCOMMODATION	965	2127
TRANSPORTATION	502	1192
FOOD	178	670
BABY NEEDS	45	103
OTHER	174	243
<i>MENTAL HEALTH:</i>		
M.H. RELATED PROBLEMS	1573	1815
SUICIDE IDEATION	109	164
SUICIDE ATTEMPT	27	37
SUICIDE COMPLETE	3	10
MENTAL HEALTH OTHER	407	577
<i>PHYSICAL HEALTH PROBLEMS</i>	483	398
<i>SUBSTANCE ABUSE:</i>		
ALCOHOL	922	1506
DRUGS	492	960
SOLVENTS/OTHER	35	63
<i>SEXUAL ASSAULT (>16):</i>		
ASSAULT RELATED	63	124
OTHER	21	45

DOMESTIC VIOLENCE:		
PHYSICAL ABUSE	441	735
EMOTIONAL/VERBAL ABUSE	107	176
PARENT-CHILD CONFLICT	36	72
OTHER	45	212
ELDERLY:		
ACCOMMODATION	9	15
MISSING/FOUND	9	9
ABUSE	9	13
OTHER	71	89
SERVICES PROVIDED:		
COUNSELLING - INDIVIDUAL	1080	1451
COUNSELLING - MARITAL	6	13
COUNSELLING - FAMILY	71	254
COUNSELLING OTHER	16	104
ACCOMMODATION ASSISTANCE	201	719
FOOD ASSISTANCE	82	185
TRANSPORTATION MEDICAL	115	79
TRANSPORTATION OTHER	148	512
FINANCIAL ASSISTANCE OTHER	37	135
CHILD PLACEMENT (#children)	77	115
REFERRAL	4761	6762
INFORMATION PROVISION	3691	5747
ADVOCACY/CONSULTATION	960	1098
ASSESSMENT	2014	3452
UNABLE TO CONTACT	65	90

EIO	1	5
OTHER	297	547
<i>REFERRALS TO:</i>		
MSS	3491	6050
INDIGENOUS SERVICES	104	164
CITY POLICE	793	1173
RCMP	128	145
MOBILE CRISIS SERVICES	3306	5891
SAFE SHELTER (ADULT)	397	1131
SAFE SHELTER (CHILDREN)	61	166
YWCA	209	631
HOMECARE	29	15
SALVATION ARMY	7	17
FOOD BANK	35	66
LEGAL ASSISTANCE	100	72
PHYSICIAN/HOSPITAL	487	601
MENTAL HEALTH SERVICES	119	161
SEXUAL ASSAULT COUNSELLOR	46	71
ALCOHOL AND DRUG SERVICES	50	70
COUNSELLING - OTHER	176	157
GAMBLING RESOURCES	2	21
CCRT Community Care Response Team	4	4
OTHER	359	525
<i>NUMBER PREV. CONTACTS:</i>		
NIL	785	853
1 TO 5	866	1232
5+	4515	6985

UNKNOWN	470	601
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Sexual Violence Services Monthly Statistical Summary

Organization Name:	Month: Apr21-Mar22
Prince Albert Sexual Assault Centre	Year: 2021-2022

** This statistical report is intended to capture client information related to CSWB funds,
not overall agency client information.**

New Client Information									
This section is intended to capture demographic information for unique clients* the first time they connect with your agency.									
Age	Gender				Total	Indigenous Clients		Marital Status	
	Female	Male	Non-Binary	Other		Status	#	Married	#
0 to 5yrs	3				3	Non-Status	6	Single	93
6 to 11 yrs	19	5			24	Metis	5	Divorced	4
12 to 17 yrs	53	3	1		57	Inuit		Separated	1
18 to 24 yrs	21	2			23	Undisclosed	60	Widowed	
25 to 29 yrs	12	3			15	TOTAL	149	TOTAL	101
30 to 39 yrs	13				13	New Canadians #			
40 to 49 yrs	7				7	Employment Status			
50 to 59 yrs	6				6				#
60 to 69 yrs	1				1	Employed			10
70 to 79 yrs					0	Unemployed			20
80+ yrs					0	Not in the labour force			76
TOTALS	135	13	1	0	149	TOTAL			106

Type of Assault/Abuse	# of clients	Referral Source (New Clients)	# of clients
Adult Survivor of Childhood Sexual Assault	16	Addiction Services	2
Incest	4	Corrections	7
Intimate Partner Sexual Assault		Family	16
Secondary Survivor (Parent)	3	Friend	
Sexual Assault (30 days)	40	Medical Professional	5
Sexual Assault (over one year)	67	Mental Health Professional	4
Sexual Assault (past year)	19	Ministry of Social Services	15
Sexual Harassment		Post secondary	
Other (threats, harassment)	13	School/Education Sector	9
		Self	28
		Shelter/Housing	12
		Other	51
TOTAL	162	TOTAL	149

Contact with Police			
Police Contacted	# of clients	Reason for NOT Contacting Police	# of clients
Yes	99	Abuser Deceased	
No	17	Addressing Historic Abuse (over one year)	7
Unknown	30	Fear of Assailant	
Not Applicable	3	Fear of Others Finding Out (shame, embarrassment)	
		Fear of Re-victimization	
		Not Applicable	1
		Not Ready to Report	1

		Poor Past Experience with Police	
		Other	8
TOTAL	149	TOTAL	17

Offenders Information			
Relationship to Victim		Offender Gender	
	#		#
Acquaintance Friend	23	Male	104
Babysitter		Female	3
Dating Relationship		Non-Binary	
Ex-Relationship	9	Other	
Family Friend/Neighbour	1	TOTAL	107
Family Relative	36	Offender Age Group	
Parent/Guardian	29		#
Partner/Spouse	10	Child (11 and under)	7
Stranger	2	Youth (12 - 17)	17
Other	39	Adult	83
TOTAL	149	TOTAL	107

Waitlist Information		
Number of clients added to waitlist:	#	Total Current Waitlist (all clients)
Child (11 and under)		Current waitlist end of March 2022 = 16
Youth (12 - 17)		
Adult		
TOTAL	0	

Current/Ongoing Clients	
New clients for reporting period (unique*)	total 149
Ongoing clients for reporting period (unique*)	avg 65/month
Active clients for reporting period (unique*)	avg 41/month

Service Provided (Activities)					
Direct Services Delivered	Client #'s	Units	Community Services Delivered	Client #'s	Units
Attendance and Advocacy at Appt			Community Education Sessions		
Calls to Crisis Line			School Education Sessions		
Group clinical sessions			TOTAL	0	0
Home Outreach/Door Knocks			Awareness	Client #'s	Units
Individual Clinical Counselling Sessions	avg 34/mont	649	Agency Website Visits		
Individual Non - Clinical Counseling			Awareness Campaigns	18	21
Transportation			Likes/Shares on Social Media	accts reached	33883
TOTAL	0	649	TOTAL	18	33904

NOTE: All sections in **GREEN** are applicable to NEW, UNIQUE CLIENTS* only and should be recorded on an ongoing basis throughout the month. Sections in **BLUE** should be recorded at the end of each month.

Notes: Marital Status Unknown: 30; Employment Status Unknown: 29; Offender Age Unknown: 44; Offender Gender Unknown: 44; Contact with CLIENT (outside of sessions): average 38/month(Client#) and 1025(Units); Collateral with Agencies: average 24/month(Client#) and 599(Units); No Show/Cancel/Reschedule: average 12/month (Client#) and 194(Units).

*Unique Client refers to one individual. That individual should only be counted once for the reporting period no matter how many times they present to your agency.



Financial Statements

Prince Albert Mobile Crisis Unit Co-operative Ltd.

March 31, 2022

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Independent Auditor's Report

Grant Thornton LLP
321 Marquis Road East
Prince Albert, SK
S6V 5K2

T +1 306 764 3552
F +1 306 764 3771
www.GrantThornton.ca

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, 2022, and the statement of operations, statement of changes in net assets and statement of 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 effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Co-operative as at March 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Co-operative derives revenue from fundraising 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 unable to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2022 and March 31, 2021, current assets and net assets as at March 31, 2022 and March 31, 2021. Our audit opinion on the financial statements for the year ended March 31, 2021 was modified accordingly because of the possible effects of this limitation in scope.

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 these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified 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 ASNPO, 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 related 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.

Independent Auditor's Report (continued)

Those charged with governance are responsible for overseeing the Co-operative'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. 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.

Prince Albert, Canada
June 27, 2022

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script.

Chartered Professional Accountants

Prince Albert Mobile Crisis Unit Co-operative Ltd.
Statement of Financial Position

Year ended March 31 2022 2021

Assets

Current

Cash (Note 3)	\$	202,888	\$	187,845
Accounts receivable		3,787		6,536
GST receivable		867		1,498
Prepaid expenses		<u>-</u>		<u>4,236</u>
		<u>207,542</u>		<u>200,115</u>

Capital assets (Note 4)		<u>419,402</u>		<u>437,878</u>
	\$	<u>626,944</u>	\$	<u>637,993</u>

Liabilities

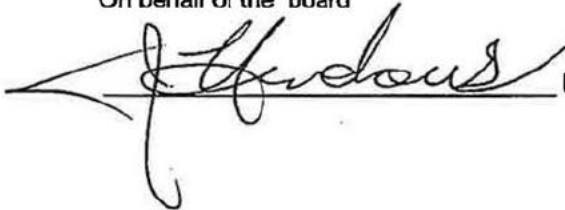

Current

Accounts payable and accrued liabilities	\$	3,470	\$	6,304
Salaries payable		26,116		21,183
Current portion of mortgage payable		<u>8,352</u>		<u>7,905</u>
		<u>37,938</u>		<u>35,392</u>

Mortgage payable (Note 5)		251,366		259,714
---------------------------	--	---------	--	---------

Net assets		<u>337,640</u>		<u>342,887</u>
	\$	<u>626,944</u>	\$	<u>637,993</u>

On behalf of the board

 Director
  Director

Prince Albert Mobile Crisis Unit Co-operative Ltd.
Statement of Operations

Year ended March 31	Budget (unaudited)	Restricted Operating Funds 2022	Unrestricted Funds 2022	March 31 2022	March 31 2021
Revenue					
Saskatchewan Ministry of Social Services	\$ 1,222,518	\$ 1,222,518	\$ -	\$ 1,222,518	\$ 1,203,059
Saskatchewan Ministry of Justice	318,162	333,704	-	333,704	318,154
Prince Albert Parkland Health Region	86,420	93,490	-	93,490	92,164
City of Prince Albert contributions	43,600	-	43,600	43,600	43,600
Victim compensation	-	34,350	-	34,350	12,400
United Way contributions	30,000	-	30,000	30,000	28,416
Donations and sundry	2,000	-	2,182	2,182	48,149
	<u>1,702,700</u>	<u>1,684,062</u>	<u>75,782</u>	<u>1,759,844</u>	<u>1,745,942</u>
Expenses					
Salaries and wages	1,265,936	1,373,321	-	1,373,321	1,341,773
Employee benefits	181,099	233,864	-	233,864	216,636
Amortization	27,000	-	27,131	27,131	33,520
Office	22,165	20,386	440	20,826	48,406
Vehicle operations	25,000	15,229	100	15,329	7,948
Interest on long-term debt	17,000	-	14,525	14,525	13,768
Repairs and maintenance	37,500	13,687	-	13,687	14,340
Telephone	25,000	12,840	-	12,840	11,875
Utilities	15,000	12,769	-	12,769	11,258
Insurance	14,000	12,100	-	12,100	11,166
Travel and accommodation	10,000	8,211	-	8,211	7,655
Professional fees	9,000	7,264	-	7,264	9,340
Parkland Ambulance answering service	-	5,330	-	5,330	4,920
Training and education	4,000	4,272	-	4,272	1,821
Supplies	40,000	1,521	-	1,521	26
Board meetings	3,000	-	654	654	667
Miscellaneous	-	-	519	519	577
Donations	-	-	413	413	3,023
Advertising and promotion	5,000	241	-	241	173
Legal	2,000	-	167	167	2,544
Interest and bank charges	-	1	106	107	1,217
Meals and entertainment	-	-	-	-	611
Property taxes	-	-	-	-	4,662
	<u>1,702,700</u>	<u>1,721,036</u>	<u>44,055</u>	<u>1,765,091</u>	<u>1,747,926</u>

See accompanying notes to the financial statements.

Prince Albert Mobile Crisis Unit Co-operative Ltd.
Statement of Operations

Year ended March 31	Budget (unaudited)	Restricted Operating Funds 2022	Unrestricted Funds 2022	March 31 2022	March 31 2021
Excess (deficiency) of revenues over expenses before other items	-	(36,974)	31,727	(5,247)	(1,984)
Other items					
Gain (loss) on sale of capital assets	-	-	-	-	5,610
Excess (deficiency) of revenues over expenses	\$ -	\$ (36,974)	\$ 31,727	\$ (5,247)	\$ (7,594)

See accompanying notes to the financial statements.

Prince Albert Mobile Crisis Unit Co-operative Ltd.
Statement of Changes in Net Assets

Year ended March 31	Budget (unaudited)	Restricted Operating Funds 2022	Unrestricted Operating Funds 2022	March 31 2022	March 31 2021
Net assets, beginning of year	\$ 342,887	\$ 2,848	\$ 340,039	\$ 342,887	\$ 350,481
Deficiency of revenues over expenses	-	(36,974)	31,727	(5,247)	(7,594)
Interfund transfers	-	35,000	(35,000)	-	-
Net assets, end of year	<u>\$ 342,887</u>	<u>\$ 874</u>	<u>\$ 336,766</u>	<u>\$ 337,640</u>	<u>\$ 342,887</u>

See accompanying notes to the financial statements.

Prince Albert Mobile Crisis Unit Co-operative Ltd.
Statement of Cash Flows

Year ended March 31	2022	2021
Operating		
Net Income	\$ (5,247)	\$ (7,594)
Adjustments for		
Amortization	27,131	33,520
Gain (loss) on sale of capital assets	-	5,610
	<u>21,884</u>	<u>31,536</u>
Change in non-cash working capital items		
Accounts receivable	2,749	(5,677)
Prepaid expenses (and deposits)	4,236	(4,236)
Accounts payable and accrued liabilities	(2,836)	(3,252)
GST payable/receivable	632	1,540
Salaries payable	4,934	(34,803)
Unearned revenue	-	(10,903)
Current portions	447	-
Interest payable	-	1,210
Vacation pay accrual	-	(2,308)
	<u>32,046</u>	<u>(26,893)</u>
Investing		
Capital assets	(8,655)	(377,594)
Financing		
Repayment of mortgage loans	(8,348)	275,500
Proceeds from mortgage loan	-	(7,879)
	<u>(8,348)</u>	<u>267,621</u>
Increase (decrease) in cash	15,043	(136,866)
Cash		
Cash, beginning of year	<u>187,845</u>	<u>324,711</u>
Cash, end of year	<u>\$ 202,888</u>	<u>\$ 187,845</u>

See accompanying notes to the financial statements.

Prince Albert Mobile Crisis Unit Co-operative Ltd.

Notes to the Financial Statements

Year ended March 31, 2022

1. Nature of operations

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.

2. Significant accounting policies

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Capital assets

Capital assets are recorded at cost. The Co-operative provides for amortization using the following methods at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates and methods are as follows:

Buildings	Straight-line	40 years
Equipment	Straight-line	10 years
Vehicles	Straight-line	7 years
Computer equipment	Straight-line	5 years

The Co-operative regularly reviews its tangible assets to eliminate obsolete items.

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 undiscounted 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 carrying value exceeds its fair value.

Prince Albert Mobile Crisis Unit Co-operative Ltd.

Notes to the Financial Statements

Year ended March 31, 2022

2. Significant accounting policies (continued)

Revenue recognition

Prince Albert Mobile Crisis Unit Co-operative Ltd. follows the restricted fund method for accounting for contributions.

Restricted 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

Unrestricted contributions, such as the 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

Other income and recoveries, interest, other donation, and sundry revenue is recognized in the period the funds are received.

Prince Albert Mobile Crisis Unit Co-operative Ltd.

Notes to the Financial Statements

Year ended March 31, 2022

2. Significant accounting policies (continued)

Financial instruments

The Co-operative considers any contract creating a financial asset, liability, or equity instrument as a financial instrument, except in certain limited circumstances. The Co-operative accounts for the following as financial instruments:

- cash
- trade and other receivables
- accounts payable
- vacation & sick time payable

A financial asset or liability is recognized when the Co-operative becomes party to contractual provisions of the instrument.

Measurement:

The Co-operative 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 Co-operative 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 Co-operative 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 there 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.

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 amounts of assets and liabilities and disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

Prince Albert Mobile Crisis Unit Co-operative Ltd.
Notes to the Financial Statements

Year ended March 31, 2022

3. Cash

	<u>2022</u>	<u>2021</u>
Diamond North Credit Union - operating	\$ 202,857	\$ 187,814
Petty cash	31	31
	<u>\$ 202,888</u>	<u>\$ 187,845</u>

4. Capital assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2022 Net Book Value</u>	<u>2021 Net Book Value</u>
Buildings	\$ 365,000	\$ 28,616	\$ 336,384	\$ 350,400
Equipment	75,546	54,277	21,269	22,230
Vehicles	85,613	26,358	59,255	65,248
Computer equipment	21,221	18,727	2,494	-
	<u>\$ 547,380</u>	<u>\$ 127,978</u>	<u>\$ 419,402</u>	<u>\$ 437,878</u>

5. Callable debt

	<u>2022</u>	<u>2021</u>
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 \$336,384. The loan is callable on demand.	\$ 259,718	\$ 267,619
Principal due in one year	<u>(8,352)</u>	<u>(7,905)</u>
	<u>\$ 251,366</u>	<u>\$ 259,714</u>

Principal repayments terms are approximately:

2023	\$ 8,352
2024	8,823
2025	9,321
2026	<u>233,222</u>
	<u>\$ 259,718</u>

6. Financial instruments

The Co-operative is exposed to various risks through its financial instruments and has a comprehensive risk measurement to monitor, evaluate and manage these risks. The following analysis provides information about the Organization's risk exposure and concentration risk as at

Prince Albert Mobile Crisis Unit Co-operative Ltd.

Notes to the Financial Statements

Year ended March 31, 2022

6. Financial instruments (continued)

March 31, 2022.

(a) Credit risk

The Co-operative does have credit risk in accounts receivable of \$- (2021 - \$-). Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The Co-operative reduces its exposure to credit risk by performing credit valuations on a regular basis; granting credit upon a review of the credit history of the applicant and creating an allowance for bad debts when applicable. The Co-operative maintains strict credit policies and limits in respect to counterparties. In the opinion of management the credit risk exposure to the Co-operative is low and is not material.

(b) Liquidity risk

Liquidity risk is the risk the company may not be able to meet its obligations. The Co-operative has a comprehensive plan in place to meet their obligations as they come due which is primarily from cash flow from operations.

The Organization is exposed to various risks through its financial instruments and has a comprehensive risk measurement to monitor, evaluate and manage these risks. The following analysis provides information about the Organization's risk exposure and concentration risk as at March 31, 2022.

7. 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.

There were no other significant impacts of COVID-19 during the year aside from physical distancing, capacity limits, and increased sanitation requirements.



City of
Prince Albert

BI 22-31

TITLE: Operating Issues Not Funded

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Operating Issues Not Funded

SECTION SIXTEEN – OPERATING ISSUES NOT FUNDED



City of
**Prince
Albert**



Corporate Services				
UF-01	Information Technology Division	Business Systems Analyst Position	<p>Business System Analyst position to support long-term plan for IT and enable the City to modernize its IT systems. Additional staffing resources are required to address the backlog of technical work that has gone unaddressed and the implementation of the systems and technology that achieve automated workflows and anticipate potential problems before they occur.</p> <p>Please refer to Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #19 for RPT 22-354 – 2023 IT Staffing Proposal for additional information.</p>	100,500



Fire Department				
UF-02	Fire Department	Fire Training Officer	<p>Fire Training Officer position will enable the department to deliver in-house training which is currently outsourced to external agencies at a significant cost. A training officer will enable the department to hire and train unqualified firefighting staff from within our community, to a required IFSAC accredited NFPA 1001 Level 2. A broad hiring base will assist PAFD in achieving an inclusive workforce.</p> <p><u>Please refer to Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #20 for RPT 22-250 – 2023 Fire Department Staffing Request for additional information.</u></p>	149,084



Community Services				
UF-03	PAGCC	Request for Additional Grant to cover Utility Costs	Ice plant operations for 6 month, October to March, at an average monthly cost of \$8,700, for a total request of \$52,200. Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #12 for RPT 22-376 – Prince Albert Golf & Curling Centre – Request for Assistance for additional information.	52,200
External Agencies				
UF-04	Prince Albert and District Community Service Centre - Special Needs Transportation	Increased costs and the addition of a Team Leader position	Requested a \$126,820 increase (22%). Included in budget as Operating Issues not Funded. The increase requested relates primarily to the following: - \$61,440 increase in the budget for fuel related to the increase in fuel prices. - \$ 50,000 for a new Team Leader position. The position is intended to increase the productivity, effectiveness, and efficiency of the operation. The position will be funded by a contribution from the agency and the City. - Remaining increase relates annual wage increases and inflationary pressures. Please refer to Supporting Documents in the External Agency Functional Area Budget Document Sheet.	126,820



UF-05	Prince Albert Historical Society	Cost of living and new position	<p>The Prince Albert Historical Society has not received a budget increase since 2019. They are requesting an increase of \$13,488 for Manager's wages and vehicle allowance, and \$27,141 for a new financial manager position.</p> <p>Please refer to Supporting Documents in the External Agency Functional Area Budget Document Sheet.</p>	40,629
UF-06	Prince Albert Mobile Crisis	Increased calls/demand for services	<p>Prince Albert Mobile Crisis is adding 2 additional workers for a total cost of \$160,000. They are requesting an increase of \$40,000 to fund a portion of this increased cost.</p> <p>Please refer to Supporting Documents in the External Agency Functional Area Budget Document Sheet.</p>	40,000



<p>UF-07</p>	<p>Mann Art Gallery</p>	<p>Manager Position</p>	<p>The funding request for the 2023 budget is \$115,925, an increase of \$15,925 over the 2022 approved budget. According to the Mann Art Gallery, this increase addresses a vexing anomaly in staff funding – specifically the Manager, Education Programs who is arguably the second and most senior staff person at the Mann. While the salaries of the three other full-time positions (including Director/Curator, Registrar/Preparator and Receptionist/Administrator) are covered in their core grants, this key position is dependent on project funds that are applied for annually. The plan is to divide this salary three ways between Canada Council, SK Arts and the City of Prince Albert to stabilize a position that is at the centre of the Mann Art Gallery’s robust, diverse and innovative Education Program. This will result in direct and concrete benefits to the gallery and, more importantly the community by: 1) mitigating the precarity of a key staff position, 2) freeing up funds (\$47,775 annually) that will be used to augment the Mann’s education budget.</p> <p>Please refer to Supporting Documents in the External Agency Functional Area Budget Document Sheet.</p>	<p>15,925</p>
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PADBID				
UF-08	PADBID	Downtown Security	Two security guard per shift, five shifts per week, for six months. This format is the same as the pilot project in the summer of 2022. Please refer to Supporting Documents in the PADBID Functional Area Budget Document Sheet.	75,000
UF-09	PADBID	Funding for various events	Additional subcontractors to provide music and partnerships for various events. Please refer to Supporting Documents in the PADBID Functional Area Budget Document Sheet.	5,000
Total Operating Issues Not Funded				605,158





City of
Prince Albert

BI 22-32

TITLE: Reserve Allocations

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Reserves

SECTION SEVENTEEN – RESERVES



City of
**Prince
Albert**



THE CITY OF PRINCE ALBERT

	2022 Approved Allocations	2023 Budgeted Allocations	Variance	Estimated Reserve Balance 2023
Alfred Jenkins Field House Improvements Reserve	\$103,500	\$103,500	\$0	(\$564,424)
Arenas Improvements Reserve	\$39,080	\$44,620	\$5,540	(\$93,326)
City Equipment Reserve	\$1,520,000	\$2,200,000	\$680,000	(\$1,382,486)
Civic Facilities Reserve - City of Prince Albert	\$1,541,000	\$1,543,200	\$2,200	\$89,596
Civic Facilities Reserve - Loan for \$16.0 million	(\$464,000)	(\$545,030)	(\$81,030)	
Civic Facilities Reserve - Loan for \$30.0 million	\$0	(\$667,500)	(\$667,500)	
Community Services Building Reserve	\$15,000	\$20,000	\$5,000	(\$28,885)
Destination Marketing Levy	\$351,500	\$351,500	\$0	(\$1,424,162)
Downtown Improvement	\$40,000	\$40,000	\$0	(\$207,270)
Downtown Improvement - 2022 Grants	(\$40,000)	(\$40,000)	\$0	
E.A. Rawlinson Facility Reserve	\$65,000	\$65,000	\$0	(\$183,738)
E.A. Rawlinson Mechanical Reserve	\$10,000	\$10,000	\$0	\$25,349
Fire Fleet Reserve	\$300,000	\$300,000	\$0	(\$764,715)
Future Infrastructure	\$75,000	\$320,000	\$245,000	(\$49,759)
Group Benefits Reserve	\$0	(\$525,000)	(\$525,000)	(\$175,353)
Golf Course Cart Reserve	\$40,000	\$40,000	\$0	(\$14,609)
Golf Course Equipment Reserve	\$85,000	\$80,000	(\$5,000)	(\$121,937)
Golf Course Reserve - Improvements	\$190,000	\$195,000	\$5,000	(\$265,874)
Housing Reserve	\$0	\$0	\$0	(\$641,892)
Information Technology Reserve	\$500,000	\$450,000	(\$50,000)	(\$41,067)
Kinsmen Water Park	\$20,500	\$25,000	\$4,500	(\$27,168)
Kinsmen Water Park - Operating Project Maintenance	\$0	(\$25,000)	(\$25,000)	
Prince Albert Slo-Pitch League Reserve	\$34,300	\$34,300	\$0	(\$150,789)
Prince Albert Golf and Curling Club Mechanical Reserve	\$10,000	\$10,000	\$0	(\$7,001)
Prince Albert Golf & Curling Club Mechanical Reserve - Funding Operating Project Replace Roof Top AC Unit	\$0	(\$20,000)	(\$20,000)	
Pehonan Parkway	\$82,000	\$82,000	\$0	(\$23,225)
Police Capital Reserve	\$263,040	\$263,040	\$0	
Police Fleet Reserve	\$300,000	\$250,000	(\$50,000)	
Police Operating Reserve - Transfer from Reserve	(\$400,000)	(\$200,000)	\$200,000	
Prime Minister's Park Improvement Reserve	\$3,760	\$3,760	\$0	(\$5,318)
Proactive Policing Reserve	\$554,600	\$554,600	\$0	(\$244,427)
Proactive Policing Reserve - 2023 Policing Strategy	(\$515,000)	(\$621,100)	(\$106,100)	
Project Beach Reserve	\$3,000	\$3,000	\$0	(\$31,153)
Public Art Capital Reserve	\$30,000	\$30,000	\$0	(\$20,069)
Public Transit Reserve	\$105,000	\$325,000	\$220,000	(\$471,741)
Transfer from Safety Reserve	(\$25,000)	\$0	\$25,000	(\$57,372)
South Hill Cemetery Perpetual Care Reserve	\$10,000	\$15,000	\$5,000	(\$49,500)
TOTAL	\$4,847,280	\$4,714,890	(\$132,390)	(\$7,311,453)





City of
Prince Albert

BI 22-34

TITLE: 2023 Reserve Allocations and Projections

DATE: October 19, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. 2023 Reserve Allocations and Projections



CITY OF PRINCE ALBERT
GENERAL FUND
RESERVES
**YEAR 2022 & 2023
AND PROJECTIONS**



City of
**Prince
Albert**

City of Prince Albert Reserves - Title Page

Alfred Jenkins Field House Improvements Reserve	1	Housing Reserve	18
Arenas Improvements Reserve	2	Information Technology Reserve	19
Capital Works Committed Reserve	3	Kinsmen Water Park Surcharge Reserve	20
Civic Facilities Reserve	4	Northern Housing Development Reserve	21
Community Services Building Reserve	5	PA Slo-Pitch League Reserve	22
Community Services Land Fund Reserve	6	PADBID Operating Reserve	23
Destination Marketing Levy Reserve	7	PAGCC Mechanical Equipment Reserve	24
Downtown Improvement Reserve	8	Pehonan Parkway Reserve	25
EA Rawlinson Centre Facility Fee Reserve	9	Prime Minister's Park Improv Reserve	26
EA Rawlinson Mechanical Equipment Reserve	10	Proactive Policing Reserve	27
Equipment and Fleet Reserve	11	Project Beach Volleyball Courts Reserve	28
Fire Equipment Reserve	12	Project Triple Play Reserve	29
Future Infrastructure Reserve	13	Public Art Capital Reserve	30
Golf Course Cart Reserve	14	Public Transit Reserve	31
Golf Course Equipment Reserve	15	Safety Reserve	32
Golf Course Improvements Reserve	16	Snow Management Reserve	33
Group Insurance Reserve	17	South Hill Cemetery Perpetual Care Res	34

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(357,424)	(460,924)
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	(5,500)	(5,500)
Budgeted Projected Sponsorship	(48,000)	(48,000)
Ending Balance	(460,924)	(564,424)

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(9,626)	(48,706)
Budgeted Transfer to Reserve - City Taxation	(20,000)	(20,000)
Budgeted Facility Fee - Art Hauser Centre	(9,460)	(15,000)
Budgeted Facility Fee - Kinsmen Arena	(6,090)	(6,090)
Budgeted Facility Fee - Steuart Arena	(3,530)	(3,530)
Ending Balance	(48,706)	(93,326)



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 2023 will be determined based on final capital spending in 2022.

	2022 (Surplus) Deficit	2023 (Surplus) Deficit
Beginning Balance	497,478	497,478
Budgeted Transfer to Reserve - 2022 Projects	To be Determined	0
Ending Balance	497,478	497,478

Roofing Replacement Program	255,235
Sidewalk Rehabilitation Program	3,405
Roadways Recapping Program	227,744
2nd Floor Main Boardroom Renovations	11,095
	497,478



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(182,241)	177,866
Budgeted Transfer to Reserve - Levy Collected	(1,541,000)	(1,543,200)
Event Centre - Architectural Fees - C/F from 2021	2,316,162	
Development Levies - Signature Development	(1,076,695)	
<u>Borrowing of \$16.0 million</u>		
Council Approved - 2021 Interest	201,640	
Transfer from Reserve - Interest for Loan	460,000	545,030
Transfer from Reserve - Principle Loan Payment		242,400
<u>Borrowing of \$30.0 million</u>		
Transfer from Reserve - Interest for Loan		667,500
Ending Balance	177,866	89,596



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 a transfer to the Community Services Building Reserve in the annual amount of \$20,000 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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(7,222)	(8,885)
Budgeted Transfer to Reserve - City Taxation	(15,000)	(20,000)
<u>Recreation Facility Grants Approved:</u>		
East End Community Club - North Door Entry	3,886	
Midtown Community Club - Boiler System	5,000	
Hazeldell Community Club - Lighting System	4,451	
Ending Balance	(8,885)	(28,885)

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(188,112)	(172,976)
Budgeted Transfer to Reserve - 5% Res Land Sales	unknown	unknown
<u>Recreation Facility Grants Approved:</u>		
East End Community Club - Kitchen Exhaust Fan	4,150	
West Hill Community Club - Roof Insulation	2,917	
Crescent Heights Community Club - New Boiler	8,070	
	<hr/>	<hr/>
Ending Balance	(172,976)	(172,976)



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."

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(721,162)	(1,072,662)
Budgeted Transfer to Reserve - DMF Levy Funds	(351,500)	(351,500)
DMF Grant Applications Approved and Paid	unknown	unknown
Ending Balance	(1,072,662)	(1,424,162)

*** Note: To date in Year 2022, the grants approved total \$72,740.*

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(242,856)	(207,270)
Budgeted Transfer to Reserve	(40,000)	(40,000)
Estimated Savings in Reserve Spending		
<u>Council Approval for Reserve Funds:</u>		
PADBID Request - Install Cameras Downtown	1,984	
PADBID Request - Security Services - 3 month term	33,602	
<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		
Downtown Events	15,000	20,000
Ending Balance	(207,270)	(207,270)



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(148,821)	(158,738)
Budgeted Transfer to Reserve - Ticket Sales	(65,000)	(65,000)
2021 C/F - EA Rawlinson Centre Improvements	11,083	
2022 Capital - EA Rawlinson Centre Improvements	44,000	
2023 Capital - EA Rawlinson Centre Improvements		40,000
Ending Balance	(158,738)	(183,738)

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	45,349	35,349
Budgeted Transfer to Reserve - City Taxation	(10,000)	(10,000)
Ending Balance	35,349	25,349

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(4,887,486)	(4,102,486)
Budgeted Transfer to Reserve - City Taxation	(1,520,000)	(2,200,000)
Approved 2022 Fleet Purchases (all funds)	1,475,000	
Public Works Grader - Arrive 2022	365,000	
Small Wheel Loader - Arrive 2022	200,000	
Axle Grader Truck - Arrive 2022	265,000	
 <u>2023 Capital Fleet Purchases:</u>		
Community Services		
Replacement of Unit 6138 - Mower		165,000
Replacement of Unit 515		40,000
Replacement of Unit 120, 4504, 4507, 4544 and 4545 - Trucks		275,000
Replacement of Unit 145 - Pickup		100,000
Replacement of Units 6073, 6072 and 6019 - Grass Mowers		160,000
Replacement of Unit 4802 - Forklift		135,000
Replacement of Unit 7410 - Zamboni		205,000
Planning & Development Services		
Replacement of Unit 502 - Truck for Parking Meter Staff		40,000
Public Works		
Replacement of Asphalt Roller - Unit 52		225,000
Replacement of Unit 439 - Transit for Disabled		120,000
Replacement of Units 102, 132, 140, 146 - Trucks		220,000
Replacement of Unit 123 - Truck 3/4 Ton		60,000
Replacement of Unit 14 - Loader		510,000
Replacement of Unit 28 - Four Yard Loader		610,000
Replacement of Unit 802, 803 and 804 - Trucks		165,000
Replacement of Unit 36 - Motor Grader		475,000
Water & Sewer Utility Fund		
Replacement of Unit 207 - Steamer Unit		90,000
Sanitation Fund:		
Replac Unit 64 - Automated Waste Collection Truck		475,000
Replac Unit 751 - Loader		850,000
Ending Balance	(4,102,486)	(1,382,486)



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(913,149)	(604,715)
Budgeted Transfer to Reserve - City Taxation	(300,000)	(300,000)
<u>Capital Fleet Purchases:</u>		
New Amkus ION Combination Rescue Tool	16,500	
SCBA's Replacement Program	84,000	35,000
Replace Unit #2105	507,934	
Fire Vehicle SUV		
Replacement of Unit 2101 - Truck - 1 Ton		105,000
Ending Balance	(604,715)	(764,715)
Replacement of Unit 2108 - Fire Engine (2023 Approval)		1,300,000

Note: The amount of \$1,300,000 for the Fire Engine Truck needs to be approved to proceed with the purchase and build. Once the Fire Engine Truck is approved by Council, a 10% deposit will be paid in Year 2023. A new Fire Engine Truck takes approximately twenty months for the tendering, building, and delivery. As such, the remaining 90% will most likely be paid in Year 2025. The Reserve is not charged until a cash payment is made. The Reserve should maintain a surplus balance with the annual budgeted transfers to the Reserve.



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(2,347,859)	(729,759)
Budgeted Transfer to Reserve - City Taxation	(75,000)	(320,000)
2021 C/F - Pedestrian Bridge Replacement	1,438,100	
2022 Capital - Pedestrian Bridge Replacement	35,000	
2022 Capital - Crescent Heights Spray Park	120,000	
2022 Capital - James Isbister Park Improvements	100,000	
2023 Capital - Marquis Road Widening		1,000,000
Ending Balance	(729,759)	(49,759)

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(74,609)	(44,609)
Budgeted Transfer to Reserve - Golfing Fees	(40,000)	(40,000)
Golf Cart Replacement Program	70,000	70,000
Ending Balance	(44,609)	(14,609)



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(107,437)	(110,437)
Budgeted Transfer to Reserve - Golfing Fees	(85,000)	(80,000)
2022 Capital - Fringe Cut Mower	82,000	
2023 - Trim and Surround Mower		68,500
Ending Balance	(110,437)	(121,937)

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 at its meeting of September 12, 2022, has approved the following regarding the rates and fees for the Cooke Municipal Golf Course:

That the following be included in the 2023 Budget deliberations for consideration:

1. That a two percent (2%) increase to the 2023 Rates and Fees for Cooke Municipal Golf Course, as attached to RPT 22-328, be approved;
2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve;
3. That \$60,000 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; and,
4. That Administration proceed with offering the sale of 2023 Rates and Fees prior to October 1, 2022 to allow the option for patrons to make purchases for the 2023 Season in advance of the Rates and Fees being subject to the six percent (6%) Provincial Sales Tax.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(188,874)	(198,874)
Budgeted Transfer to Reserve - (Surplus) / Deficit	(39,000)	(44,000)
Budgeted Projected Sponsorship	(75,000)	(91,000)
Prince Albert Elks Club - Donation	(26,000)	
Revenue - Pathway Fees and Cart Rentals	(50,000)	(60,000)
Gold Course - Repair of Stonewall and Tee Signs	65,000	
Golf Course - Reconstruction & Repair Pathways	50,000	60,000
Long Term Debt Payment - Irrigation Replac	65,000	68,000
Ending Balance	(198,874)	(265,874)



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).

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(700,353)	(700,353)
Interest Income for Reserve - Projected	unknown	unknown
Transfer from Reserve - 2023 Fiscal Challenges		<u>525,000</u>
Ending Balance	<u>(700,353)</u>	<u>(175,353)</u>



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 2023 similar to Year 2022, the amount of \$42,850 is not being transferred to the Reserve due to fiscal challenges.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(666,892)	(641,892)
Budgeted Transfer to Reserve - Land Sales Profit	unknown	unknown
<u>Riverbank Development Corporation</u>		
Affordable Housing Program Application	20,000	
Affordable Housing Program Application	5,000	
Ending Balance	(641,892)	(641,892)



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 was 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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(132,267)	(90,767)
Budgeted Transfer to Reserve - City Taxation	(500,000)	(450,000)
<u>Information Technology Capital Purchases:</u>		
Networking	204,000	25,000
End User Computing & Printing	101,500	109,800
Communications	120,000	
Business Continuity	20,000	215,000
Work & Asset Management Systems	38,900	
Web & Portal Systems	22,800	10,500
Finance & Admin Systems	34,300	49,500
Corporate Portal & Intranet Systems		89,900
Ending Balance	(90,767)	(41,067)

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(31,668)	(27,168)
2021 Revenue from Admission %		
Budgeted Transfer to Reserve - Admission %	(20,500)	(25,000)
2022 Capital - Kinsmen Park Landing Pool	25,000	
2023 Facility - Water Park Maintenance Issues		25,000
Ending Balance	(27,168)	(27,168)



Reserve: Northern Housing Development Reserve

The purpose of this reserve was originally to fund home care homes (Mont St. Joseph). The purpose then evolved into funding for affordable housing projects. Council, through budget deliberations, decided to discontinue funding the reserve once all commitments were fully funded. Subsequent to the decision to fund only commitments, some of the projects with committed funding did not materialize therefore leaving a balance in the reserve account. The balance has not changed since 2010.

City Council Motion of March 19, 2019: "That the Northern Housing Development Reserve Fund remain as is to be utilized for future Senior Housing or Long Term Care Projects."

	2022	2023
	<u>(Surplus) Deficit</u>	<u>(Surplus) Deficit</u>
Beginning Balance	(99,043)	(99,043)
Budgeted Transfer to Reserve	<u>0</u>	<u>0</u>
Ending Balance	<u>(99,043)</u>	<u>(99,043)</u>



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 No. 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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(88,087)	(116,489)
Budgeted Projected Sponsorship	(34,300)	(34,300)
2022 Approved - Installation of Steel Tables	5,898	
Ending Balance	(116,489)	(150,789)



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(100,261)	(100,261)
Budgeted Transfer to Reserve - Operating Surplus	unknown	unknown
Ending Balance	(100,261)	(100,261)



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(7,001)	(17,001)
Budgeted Transfer to Reserve - City Taxation	(10,000)	(10,000)
2023 Facility Project - Replace Root Top AC Unit		20,000
Ending Balance	(17,001)	(7,001)



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(307,491)	(176,225)
Budgeted Transfer to Reserve - City Taxation	(82,000)	(82,000)
Rotary Adventure Park - Little Red River Park	66,466	
2022 Capital - Little Red River Park Stages	146,800	
2023 Capital - Little Red River Park Development		210,000
2023 Capital - Boat Launch Improvements		25,000
Ending Balance	(176,225)	(23,225)

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."

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(24,898)	(28,658)
Budgeted Transfer to Reserve - Concession Rev	(3,760)	(3,760)
2023 Capital Request - Prime Minister's Park		27,100
Ending Balance	(28,658)	(5,318)



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 No. 0191 dated May 3, 2021)

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(463,777)	(310,927)
Budgeted Transfer to Reserve - Police Base Tax	(554,600)	(554,600)
Proactive Policing Strategy Police Service - Budget	497,450	621,100
Vehicles for the Proactive Policing Strategy Unit	210,000	
Ending Balance	(310,927)	(244,427)



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 No. 0246 dated May 16, 2016)

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 No. 0357, dated June 27, 2016)

	2022	2023
	<u>(Surplus) Deficit</u>	<u>(Surplus) Deficit</u>
Beginning Balance	(25,153)	(28,153)
Budgeted Transfer to Reserve - 50% PAVA Rate	<u>(3,000)</u>	<u>(3,000)</u>
Ending Balance	<u>(28,153)</u>	<u>(31,153)</u>



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
	<hr/>	
Beginning Balance	(5,876)	(5,876)
	<hr/>	
Ending Balance	(5,876)	(5,876)
	<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 (Council Resolution No. 0222). The Policy identifies that a minimum of \$30,000 be allocated annually to the Public Art Reserve Fund.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(96,975)	(41,069)
Budgeted Transfer to Reserve - City Taxation	(30,000)	(30,000)
Canadian Heritage Grant	(10,000)	
<u>Budgeted Spending on Public Art:</u>		
Public Art Partnership Stimulus Fund		7,000
Passage Home Commission		26,437
Passage Home Education		9,500
Working Group Meetings	143	313
Passage Home Education	500	
Maintenance & Finishing	263	7,750
Mary Longman Commission	95,000	
Ending Balance	(41,069)	(20,069)

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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(741,741)	(846,741)
Budgeted Transfer to Reserve - City Taxation	(105,000)	(325,000)
Replacement of Unit 911 - Transit Bus - 40ft		700,000
Ending Balance	(846,741)	(471,741)



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(132,372)	(57,372)
Continuation of Resurfacing Municipal Service Centre Bay Concrete Floor	50,000	
Fire Hall Appartus Floor Grate Repair	25,000	
Ending Balance	(57,372)	(57,372)



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	697,927	697,927
Projected Deficit for Year	unknown	unknown
Ending Balance	697,927	697,927



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.

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(24,500)	(34,500)
Budgeted Transfer to Reserve - Care Fees	(10,000)	(15,000)
Ending Balance	(34,500)	(49,500)





City of
Prince Albert

BI 22-33

TITLE: General Government

DATE: October 14, 2022

TO: Budget Committee

PUBLIC: X

INCAMERA:

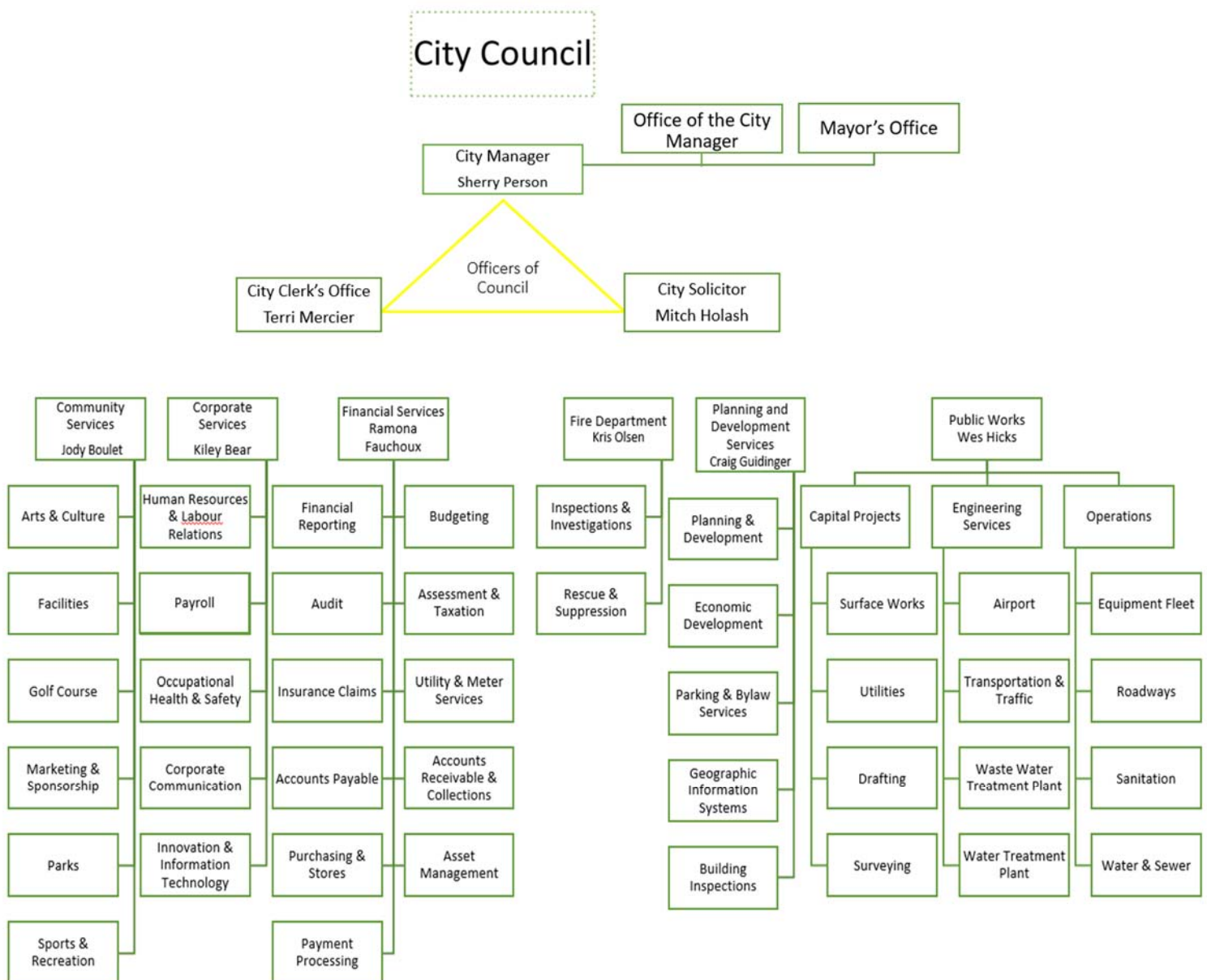
ATTACHMENTS:

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.

	2023	2022	(Favourable)
	Budget	Budget	Unfavourable
			Change
REVENUES			
Taxation	(\$47,372,230)	(\$44,292,240)	(\$3,079,990)
User Charges and Fees	(22,000)	(20,000)	(2,000)
Operating Grants and Donations	(7,760,000)	(6,840,000)	(920,000)
Grants in Lieu of Taxes	(7,776,070)	(6,940,860)	(835,210)
Interest and Penalties	(646,590)	(551,270)	(95,320)
Sundry	(18,000)	(25,000)	7,000
Total Revenues	(63,594,890)	(58,669,370)	(4,925,520)
EXPENSES			
Salaries Wages and Benefits	572,200	499,880	72,320
Contracted and General Services	38,000	68,000	(30,000)
Financial Charges	48,840	58,590	(9,750)
Interest on Long Term Debt	1,216,360	468,590	747,770
Fleet Expenses	500	(18,490)	18,990
Maintenance Materials and Supplies	40,720	40,070	650
Insurance	317,780	259,940	57,840
Bad Debt Expense	270,000	120,000	150,000
Total Expenses	2,504,400	1,496,580	1,007,820
Operating (Surplus) Deficit	(61,090,490)	(57,172,790)	(3,917,700)
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	7,800,000	7,600,000	200,000
Interfund Transfers	(4,591,850)	(4,308,600)	(283,250)
Capital and Interfund Transactions	3,208,150	3,291,400	(83,250)
TOTAL (SURPLUS) DEFICIT	(57,882,340)	(53,881,390)	(4,000,950)



REVENUES

(\$3,079,990) increase in Taxation Revenue. The estimated budget increase within this document that would be funded from increases in property tax is approximately \$3,079,990. This is the funding required to balance the budget for 2023.

(\$47,450,230) Total Taxation Revenue is comprised of the following:

	2002 Budget	2022 Budget	(Favourable) Unfavourable Change
Property Tax Levy	(\$35,721,420)	(\$33,576,210)	(\$2,145,210)
Supplemental - Property Tax Levy	(\$100,000)	(\$100,000)	\$0
Base Tax - Snow	(\$1,473,560)	(\$1,305,000)	(\$168,560)
Base Tax - Paving	(\$4,100,000)	(\$4,100,000)	\$0
Base Tax- Police	(\$554,600)	(\$554,600)	\$0
Base Tax - Funding For Future Infrastructure, Etc.	(\$720,000)	\$0	(\$720,000)
Street Oiling Levy	(\$58,000)	(\$58,000)	\$0
Destination Marketing Levy	(\$351,500)	(\$351,500)	\$0
Capital Projects Levy	(\$1,543,200)	(\$1,541,000)	(\$2,200)
Supplemental - Capital Projects	(\$4,000)	(\$4,000)	\$0
Property Tax Penalties	(\$364,000)	(\$375,000)	\$11,000
Property Tax Surcharge	(\$273,000)	(\$286,510)	\$13,510
Discounts Current Tax Discounts-Expense	\$45,000	\$50,000	(\$5,000)
Property Tax Rebates Tax Rebates-Expense	\$100,000	\$100,000	\$0
Library Levy	(\$2,253,950)	(\$2,190,420)	(\$63,530)
PADBID Levy	(\$78,000)	(\$78,000)	\$0
Total Taxation	(\$47,450,230)	(\$44,370,240)	(\$3,079,990)

(\$22,000) Total User Charges and Fees Revenue:

- (\$20,000) for the cost to remove unsafe structures. This charge is usually transferred to the tax roll when payment is not collected, but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. Increase of (\$2,000) for 2023. This revenue is offset by \$20,000 in contracted and general services.
- (\$2,000) for obsolete stores inventory items sold at auction.

(\$920,000) increase for Operating Grants and Donations regarding an increase in Municipal Revenue Sharing Grant from the Province. Total 2023 Revenue of (\$7,760,000).

(\$835,210) increase for Grants in Lieu of Taxes. This increase is related to an increase in Municipal Surcharge revenue from SaskPower and SaskEnergy. Both entities are increasing their rates in 2022 and 2023 which increases the Municipal Surcharge revenue collected.



(\$7,776,070) Total Grants in Lieu Revenue of is comprised of the following:

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
Power Corporation Surcharge	(\$4,240,000)	(\$3,825,330)	(\$414,670)
Federal Government	(\$143,000)	(\$140,300)	(\$2,700)
Provincial Government	(\$1,801,000)	(\$1,816,100)	\$15,100
First Nations Reserve Lands	(\$363,100)	(\$319,540)	(\$43,560)
SaskEnergy Natural Gas Franchise	(\$1,170,000)	(\$800,000)	(\$370,000)
Transgas Natural Gas Franchise	(\$25,000)	(\$6,220)	(\$18,780)
Eastview/Driftwood Trailer Courts	(\$31,800)	(\$31,200)	(\$600)
Twilite Motel	(\$2,170)	(\$2,170)	\$0
Total Grants in Lieu of Taxes	(\$7,776,070)	(\$6,940,860)	(\$835,210)

(\$95,320) increase in Interest and Penalties as follows:

- (\$160,000) increase in Interest Income. Amount relates to interest earned on bank account - earned at a rate of primes less 1.05%. Given the current economic climate, prime has continued to increase and is currently at 5.45%. It is anticipated that prime will continue to be a high rate into 2023. Budgeted amount is based on current rates and amount collected to date in 2022. Total 2023 Budget is (\$550,000).
- \$30,000 removal of budget as it relates to interest earned on the bank account holding a select few reserve accounts. No interest is anticipated in 2023, because this account balance was transferred to the main bank account.
- \$6,330 removal for Interest on the Internal Borrowing for the Downtown Substation, as that loan has been paid off by the Prince Albert Police Service.
- \$28,350 decrease for the Water Meter Loan. Interest paid by the Water and Sewer Utility Fund on internal loan for the Water Meters. The interest decreases annually as principal payments are made.

\$7,000 decrease in Sundry Revenue. The account includes sales of miscellaneous items (ex. City clothing). Amount adjusted to (\$18,000) based on an average of historical revenue.

EXPENDITURES

\$72,320 increase in Salaries Wages and Benefits. This account is reflective of the budget for the City's Wellness Program for its employees and members of Council (Active Living Program); vacation and sick payroll benefits expense, along with budgeted amounts for retro payments. That increase is offset by Administration budgeting a 1% vacancy savings.

(\$30,000) decrease for Contracted and General Services as follows:

- \$20,000 increase to fund removal of structures. These costs are usually transferred to the tax roll but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. This increase is offset by \$20,000 in user charges and fees revenue.
- \$50,000 decrease for the 2022 budget for positive story telling.

(\$9,750) decrease for Financial Charges based on historical spending. This budget is for monthly bank charge, any overdraft interest charged, Point of Sale charges at City Hall, wire fees, and charges for online payments. Overdraft interest was charged in 2020 and 2022, not anticipated to be charged in 2023.

\$747,770 increase for Interest on Long Term Debt as follows regarding the interest payments for the following Loans:

	2023 Budget	2022 Budget	Increase
West Hill Infrastructure Loan	\$3,830	\$4,590	(\$760)
Aquatic and Arenas Recreation Centre - Loan \$16.0 m	\$545,030	\$464,000	\$81,030
Aquatic and Arenas Recreation Centre - Loan \$30.0 m	\$667,500	\$0	\$667,500
Total Interest on Long Term Debt	\$1,216,360	\$468,590	\$747,770

\$18,990 increase for Fleet Expenses. The amount of \$20,000 as fuel savings associated with fuel pumps was included as revenue for Year 2022. For Year 2023, that revenue is being removed as there will be no fuel savings as the MSC Fuel Tanks are budgeted as Capital Unfunded. Reduction of \$1,010 in expense for demolitions has been reflected for Year 2023.

\$650 increase for Maintenance Materials and Supplies as follows:

- \$340 increase for General Government Memberships. This budget is the membership fees for SUMA, Chamber of Commerce, and FCM for the City.
- \$310 increase for equipment for the Diefenbaker Bridge.

\$57,840 increase for Insurance as follows:

- 2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.
- The budget for the umbrella policy increased by approximately \$37,000 based on actuals in 2022.
- The budget for the cyber insurance policy increased by approximately \$15,000 based on actuals in 2022.

\$150,000 increase for Bad Debt Expense. On September 26, 2022, Council approved that the budget for Board of Revision Losses in 2023 be increased from \$100,000 to \$250,000 to cover potential appeal losses.



	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
1	1-2-71150-299	CON	Midtown Community Center:Other General Services	\$0	\$6,935	\$0	\$0	\$0	\$0	\$0	\$0	Project completed in Year 2020 was the HVAC Repairs and compressor.
2	1-1-11000-000	TAX	PROPERTY TAX LEVY:Other Revenue	(\$29,360,577)	(\$30,835,240)	(\$31,911,783)	(\$33,576,210)	\$0	\$983,670	(\$3,128,880)	(\$35,721,420)	Budgeted amount is based on taxable assessed values and current general municipal levy for all taxable properties, besides Provincial, Federal, and Urban Reserves, which are budgeted for separately. In 2022, a new base tax was introduced as an additional revenue source outside of the general municipal levy. This base tax had not been budgeted for on a separate line item in 2022 and was included within this "property tax levy" account. In this 2023 budget, this base tax is budgeted in account 1-1-12000-004 for \$720,000. Remaining change is due to changes in assessed value. (\$3,128,880) - Property Tax Mill Rate Increase Subject to Tax Tool Adjustments.
3	1-1-11010-000	TAX	SUPPLEMENTALS - PROPERTY TAX LEVY:Other Revenue	(\$89,020)	(\$37,423)	(\$8,242)	(\$100,000)	\$0	\$0	\$0	(\$100,000)	Supplementals are issued to property owners when they have a change in their property after the initial tax notices are distributed. Properties can either go up or down in value, with a corresponding increase or decrease in taxation amounts. Amounts are dependent on changes in properties.
4	1-1-11400-000	TAX	Library Levy:Other Revenue	(\$2,027,749)	(\$2,097,254)	(\$2,098,497)	(\$2,190,420)	\$0	\$0	(\$63,530)	(\$2,253,950)	As requested by the Prince Albert Public Library.
5	1-1-11405-000	TAX	Supplemental Library Levy:Other Revenue	\$1,241	\$837	(\$597)	\$0	\$0	\$0	\$0	\$0	Supplemental notices for library levy.
6	1-1-12000-000	TAX	Special Levy Base Tax:Other Revenue	(\$1,347,448)	(\$1,348,876)	(\$1,303,250)	(\$1,305,000)	\$0	\$0	(\$168,560)	(\$1,473,560)	This special tax is intended to fund expenses related to snow removal/maintenance. The amount of \$1,473,560 is the total of the snow expenditures budgeted for 2023. Current base tax is charged at \$60/residential, \$20/multi residential door, and commercial based on tiered rates.
7	1-1-12000-002	TAX	Special Levy Base Tax:Surcharge - Paving	(\$4,218,307)	(\$4,224,795)	(\$4,090,053)	(\$4,100,000)	\$0	\$0	\$0	(\$4,100,000)	Account relates to special tax charged for paving program. Residential properties pay \$189, multi residential pays \$63/door, commercial pays based on a sliding scale.
8	1-1-12000-003	TAX	Special Levy Base Tax:Tips	\$0	\$0	(\$554,638)	(\$554,600)	\$0	\$0	\$0	(\$554,600)	Police special tax charged at \$35/door.
9	1-1-12000-004	TAX	Special Levy Base Tax:New Base Tax (2022)	0	\$0	\$0	\$0	\$0	\$0	(\$720,000)	(\$720,000)	Base tax was introduced in 2022 as another method of raising tax revenue, outside of the general municipal levy. \$720,000 is based on the current rates of \$40/residential, \$20/multi residential, and sliding commercial scale.
10	1-1-12200-000	TAX	STREET OILING LEVY:Other Revenue	(\$50,952)	(\$58,262)	(\$56,669)	(\$58,000)	\$0	\$0	\$0	(\$58,000)	Account relates to charges to specific property owners for dust suppression. Revenue is recorded in this account at year end.
11	1-1-12300-000	TAX	Destination Marketing Levy:Other Revenue	(\$299,500)	\$0	(\$386,520)	(\$351,500)	\$0	\$0	\$0	(\$351,500)	Amount relates to tax charged to hotel properties for the destination marketing fund.
12	1-1-12500-000	TAX	Capital Projects:Other Revenue	(\$1,507,919)	(\$1,538,949)	(\$1,541,174)	(\$1,541,000)	\$0	\$0	(\$2,200)	(\$1,543,200)	Budget is based on the current taxable assessed value of all taxable properties and the current civic facilities mill rate.
13	1-1-12510-000	TAX	Supplementals - Capital Projects:Other Revenue	(\$3,893)	(\$792)	(\$604)	(\$4,000)	\$0	\$0	\$0	(\$4,000)	Supplementals are issued to property owners when they have a change in their property after the initial tax notices are distributed. Properties can either go up or down in value, with a corresponding increase or decrease in taxation amounts. Amounts are dependent on changes in properties.
14	1-1-56100-000	TAX	PROPERTY TAX PENALTIES:Other Revenue	(\$366,245)	(\$402,598)	(\$344,359)	(\$375,000)	\$0	\$0	\$11,000	(\$364,000)	Account records the penalties charged on arrears property taxes (taxes outstanding as of January 1). \$364,000 is an average of the amounts recognized over the past 5 years.
15	1-1-56200-000	TAX	PROPERTY TAX SURCHARGE:Other Revenue	(\$287,172)	(\$300,373)	(\$265,589)	(\$286,510)	\$0	\$0	\$13,510	(\$273,000)	Relates to penalties charged on current taxes (i.e. taxes for the current year still owing after June 30). \$273,000 is an average of the amount recognized over the past 5 years.
16	1-2-81150-892	TAX	DISCOUNTS CURRENT TAX:Tax Discounts	\$73,639	\$46,695	\$43,778	\$50,000	\$0	\$0	(\$5,000)	\$45,000	Amount relates to discount offered for early payment of taxes. Discount has seen a decrease in the past three years as more individuals are signing up for TIPPS (monthly payment plant) which does not provide the discount.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
17	1-2-81160-891	TAX	PROPERTY TAX REBATES:Tax Rebates	\$182,005	\$82,921	\$225,217	\$100,000	\$0	\$0	\$0	\$100,000	Account includes property tax rebates/abatements as approved by Council. Past abatements have included Care Home abatements, unserviced land abatements, country residential abatements, etc. Amount varies annually depending on Council approvals.
18	1-1-42950-094	UCF	CUSTOM-UNSIGHTLY/DEMOS REVENUE:Non-Taxable Revenue	(\$18,166)	(\$22,219)	(\$91,384)	(\$20,000)	\$0	\$0	\$0	(\$20,000)	The cost to remove a structure is usually transferred to the tax roll but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. The property is written down to market value and any loss is incurred as "Tax Title Land Losses - Bad Debt Expense" 1-2-82146-919. Corresponding 1-2-29350-295 net equals zero.
19	1-1-43151-099	UCF	Sale Of Supplies - Stores:Taxable Revenue	\$0	\$0	\$0	\$0	\$0	\$0	(\$2,000)	(\$2,000)	Obsolete stores inventory items sold at auction.
20	1-1-62100-000	OGD	SK URBAN REVENUE SHARING GRANT:Other Revenue	(\$6,547,451)	(\$7,245,008)	(\$7,181,184)	(\$6,840,000)	\$0	\$0	(\$920,000)	(\$7,760,000)	Municipal Revenue Sharing Grant from province based on PST revenues. Research provided by the City of Saskatoon based on the Provinces audited financial statements indicates that the City of Prince Albert should expect an approximate 13.6% increase in funding from the \$6,833,724 to be received in 2022. Funding based on 0.75 of one full point of PST from 2nd preceding year.
21	1-1-19510-000	GIL	POWER CORPORATION SURCHARGE:Other Revenue	(\$3,743,039)	(\$3,786,142)	(\$3,865,296)	(\$3,825,330)	\$0	\$0	(\$414,670)	(\$4,240,000)	Revenue received from SaskPower related to the municipal surcharge paid by customers within City limits. SaskPower is increasing rates by 4% effective September 2022 and another 4% effective April 2023. The budgeted amount is estimated based on historical amounts received and factoring in the rate increases by SaskPower as this will also increase the surcharge received.
22	1-1-19600-000	GIL	Eastview/Driftwood Trailer Court:Other Revenue	\$0	(\$55,000)	(\$30,600)	(\$31,200)	\$0	\$0	(\$600)	(\$31,800)	Relates to amount collected from trailer court outside of City limits - additional fee based on Agreement is paid for City services. Agreement states a \$30,000 fee beginning in 2020-2021 plus a 2% or equivalent mill rate increase.
23	1-1-19610-000	GIL	Twilight Motel:Other Revenue	\$0	(\$4,400)	\$2,371	(\$2,170)	\$0	\$0	\$0	(\$2,170)	Relates to amount collected from Twilight Motel (outside of City limits) - additional fee is paid as they receive City services.
24	1-1-20800-000	GIL	Provincial Government:Other Revenue	(\$2,389,086)	(\$2,460,236)	(\$2,613,816)	(\$1,816,100)	\$0	\$0	\$15,100	(\$1,801,000)	Budgeted amount is based on estimated taxation revenue from the general municipal levy on the 105 Provincial properties. This is based on their assessed taxable value and current mill rates and mill rate factors.
25	1-1-39100-000	GIL	FIRST NATIONS RESERVE LANDS:Other Revenue	(\$504,846)	(\$490,777)	(\$274,626)	(\$319,540)	\$0	\$0	(\$43,560)	(\$363,100)	Budgeted amount based on the taxable assessed value and general municipal levy for the 9 properties with Urban Reserve Service Agreements.
26	1-1-54500-000	GIL	SKENERGY NATURAL GAS FRANCHISE:Other Revenue	(\$795,136)	(\$764,455)	(\$730,896)	(\$800,000)	\$0	\$0	(\$370,000)	(\$1,170,000)	Revenue received from SaskEnergy related to the municipal surcharge paid by customers within City Limits. SaskEnergy rates are increasing in 2023 which is expected to increase the municipal surcharge revenue received.
27	1-1-54550-000	GIL	TRANSGAS NATURAL GAS FRANCHISE:Other Revenue	(\$9,217)	(\$6,026)	(\$9,266)	(\$6,220)	\$0	\$0	(\$18,780)	(\$25,000)	Revenue received from Transgas related to the municipal surcharge. Increase in 2023 is expected due to increased activity at Pulp Mill who pay amounts to Transgas. Increase in activity equates to an increase in natural gas which will increase the surcharge.
28	1-1-55100-000	INT	INTEREST INCOME:Other Revenue	(\$178,871)	(\$204,897)	(\$206,985)	(\$390,000)	\$0	\$0	(\$160,000)	(\$550,000)	Amount relates to interest earned on bank account - earned at a rate of primes less 1.05%. Given the current economic climate, prime has continued to increase and is currently at 5.45%. It is anticipated that prime will continue to be a high rate into 2023. Budgeted amount is based on current rates and amount collected to date in 2022.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
29	1-1-55300-000	INT	Interest Income Earned on Reserves:Other Revenue	(\$334,443)	(\$102,735)	(\$19,931)	(\$30,000)	\$0	\$0	\$30,000	\$0	Relates to interest earned on the bank account holding a select few reserve accounts. No interest is anticipated in 2023 as this account balance was transferred to the main bank account.
30	1-1-55310-000	INT	Interest Income on Group Benefit Res.:Other Revenue	(\$19,381)	\$55,358	(\$9,731)	\$0	\$0	\$0	\$0	\$0	Interest earned on the Group Benefit Reserve is transferred to the reserve. Therefore no budgeted amount as it is unavailable as general fund revenue.
31	1-1-55400-091	INT	General Fund Police Building Interest Revenue:Interest Revenue	(\$215)	(\$6,763)	(\$6,763)	(\$6,330)	\$0	\$0	\$6,330	\$0	Loan is paid in full. No budget required for 2023.
32	1-1-55405-091	INT	UF - Water Meter Loan:Interest Revenue	(\$139,874)	(\$138,461)	(\$124,942)	(\$124,940)	\$0	\$0	\$28,350	(\$96,590)	Interest paid by the Utility Fund on internal loan for the Water Meters. The interest decreases annually as principal payments are made.
33	1-1-41253-094	SUN	CITY HALL:Non-Taxable Revenue	(\$27,558)	(\$10,099)	(\$16,443)	(\$25,000)	\$0	\$0	\$7,000	(\$18,000)	Account includes sales of miscellaneous items (ex. City clothing). Amount adjusted to \$18,000 based on an average of historical revenues.
34	1-1-43151-094	SUN	SALE OF SUPPLIES - STORES:Non-Taxable Revenue	(\$29)	(\$2,518)	(\$8,395)	\$0	\$0	\$0	\$0	\$0	Inactive account. Items sold at auction are taxable
35	1-1-48100-000	SUN	General Government Revenue:Other Revenue	(\$15,224)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	relates to ECC revenue.
36	1-2-12126-112	SWB	Cloverdale Fire:Salaries Overtime	\$0	\$0	\$100,998	\$0	\$0	\$0	\$0	\$0	Traclomg of saffing costs for the Cloverdale Fire.
37	1-2-12126-119	SWB	Cloverdale Fire:Payroll Benefits	\$0	\$0	\$18,105	\$0	\$0	\$0	\$0	\$0	Traclomg of saffing costs for the Cloverdale Fire.
38	1-2-12913-119	SWB	GROUP INSURANCE:Payroll Benefits	\$0	(\$8,122)	(\$120)	\$0	\$0	\$0	\$0	\$0	Relates to group insurance revenue.
39	1-2-12913-142	SWB	Group Insurance:Wellness Program	\$17,440	\$7,808	\$24,328	\$25,000	\$0	\$0	\$0	\$25,000	Amount relates to the active living program offered to employees and Council. Amounts are entered at year end. Budgeted amount is consistent with 2021 spending.
40	1-2-12914-115	SWB	WCB:Wages Regular	\$7,767	\$1,292	\$6,835	\$0	\$0	\$0	\$0	\$0	charging of WCB wages.
41	1-2-12914-119	SWB	WCB:Payroll Benefits	\$0	\$11,532	\$109,453	\$0	\$0	\$0	\$0	\$0	charging of WCB wages.
42	1-2-12915-119	SWB	Vacation/Sick Pay:Payroll Benefits	\$141,179	\$339,105	\$569,987	\$75,000	\$0	\$0	\$0	\$75,000	Account records the change in vacation and sick day balances, recorded at year end. The account fluctuates between an expense and a revenue, depending on staffing and staff changes in the year.
43	1-2-13000-111	SWB	Miscellaneous:Salaries Regular	\$0	\$0	\$288,500	\$390,180	\$0	\$0	\$72,320	\$462,500	\$927,500 retro accrual estimate for 2022 - 2023 for Local 160, 882 and Out of Scope (contracted ended December 31, 2021) - (\$250,000) 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. -(\$190,000) savings transferred from a surplus of related to the City's portion of the self funded benefit plan. This is an accumulation of a number of years. The employee portion is returned every year.
44	1-2-13000-119	SWB	Miscellaneous:Payroll Benefits	\$11,822	\$52	\$61	\$0	\$0	\$0	\$0	\$0	yearend entry completed.
45	1-2-32397-115	SWB	Diefenbaker Bridge:Wages Regular	\$2,024	\$992	\$1,178	\$3,500	\$0	\$0	\$0	\$3,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
46	1-2-32397-116	SWB	Diefenbaker Bridge:Wages Overtime	\$3,579	\$7,125	\$4,535	\$4,000	\$0	\$0	\$0	\$4,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

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47	1-2-32397-119	SWB	Diefenbaker Bridge:Payroll Benefits	\$1,667	\$2,144	\$1,655	\$2,200	\$0	\$0	\$0	\$2,200	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
48	1-2-71150-115	SWB	Midtown Community Center:Wages Regular	\$0	\$1,078	\$0	\$0	\$0	\$0	\$0	\$0	costs associated with HVAC repairs and compressor.
49	1-2-71150-116	SWB	Midtown Community Center:Wages Overtime	\$0	\$2,155	\$0	\$0	\$0	\$0	\$0	\$0	costs associated with HVAC repairs and compressor.
50	1-2-71150-119	SWB	Midtown Community Center:Payroll Benefits	\$0	\$1,046	\$0	\$0	\$0	\$0	\$0	\$0	costs associated with HVAC repairs and compressor.
51	1-2-13000-239	CON	Miscellaneous:Consulting Services	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$0	\$0	This is the budget for the positive story telling.
52	1-2-19300-239	CON	General Insurance:Consulting Services	\$7,000	\$6,440	\$7,280	\$8,000	\$0	\$0	\$0	\$8,000	Amount relates to fees to independent adjuster for claims (i.e. legal claims against the City). Budgeted amount is consistent with previous year averages.
53	1-2-19450-295	CON	Other General Government:Self-Employed Contractors	\$0	\$0	\$24,480	\$10,000	\$0	\$0	\$0	\$10,000	The City renegotiated the Lone Worker Program Agreement in 2022 to a fee of \$10,000 per year.
54	1-2-29350-295	CON	CUSTOM-UNSIGHTLY/DEMOS:Self-Employed Contractors	\$1,579	\$4,844	\$75,269	\$0	\$0	\$0	\$20,000	\$20,000	To fund removal of structures. These costs are usually transferred to the tax roll but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. The property is written down to market value and any loss is incurred as "Tax Title Land Losses - Bad Debt Expense" 1-2-82146-919 Corresponding revenue account number 1-1-42950-094 net equals zero.
55	1-2-32397-295	CON	Diefenbaker Bridge:Self-Employed Contractors	\$0	\$2,619	\$0	\$0	\$0	\$0	\$0	\$0	time relating to the Diefenbaker Bridge accidents.
56	1-2-77150-295	CON	Boarding Up Costs:Self-Employed Contractors	\$12,131	\$9,499	\$12,966	\$0	\$0	\$0	\$0	\$0	Account relates to expense incurred for boarding up a home. These costs are rebilled to the home impacted, therefore no budgeted value.
57	1-2-19450-893	FC	OTHER GENERAL GOVERNMENT:Bank Charges	\$47,073	\$70,210	\$47,188	\$58,590	\$0	\$0	(\$9,750)	\$48,840	Account includes monthly bank charge, any overdraft interest charged, Point of Sale charges at City Hall, wire fees, and charges for online payments. Overdraft interest was charged in 2020 and 2022, not anticipated to be charged in 2023. Balance is made up of: - Bank fee: \$3,150/month - POS fee: ~\$200/month - Online pmt fee: ~\$700/month - Wire fee: ~\$20/month
58	1-2-19590-716	G&D	MISCELLANEOUS GRANTS:Grants	\$59,770	\$0	\$1,900	\$0	\$0	\$0	\$0	\$0	Best Western Hotel Grant paid.
59	1-2-19595-716	G&D	Destination Marketing Levy:Grants	\$181,320	\$29,170	\$26,600	\$0	\$0	\$0	\$0	\$0	Grants that are paid by the Destination Marketing Levy Reserve and approved by the Committee or Council.
60	1-2-19596-716	G&D	Marion Aquatic:Grants	\$143,000	\$119,167	\$71,500	\$0	\$0	\$0	\$0	\$0	Grants tied to the Agreement for Marion Aquatics.
61	1-2-81200-820	LTD	Interest-LT Loans:Interest on Long Term Loan	\$6,680	\$6,004	\$5,270	\$4,590	\$0	(\$760)	\$0	\$3,830	Loan for West Hill - Former BMO Loan The 2023 Budget for interest expense was determined by Financial Services based on a review of annual payments and expected interest rates for 2023 and previous principal payments made.
62	1-2-81201-820	LTD	ARENA & AQUATIC CENTRE:Interest on Long Term Loan	\$0	\$0	\$0	\$464,000	\$0	\$81,030	\$0	\$545,030	Interest expense for the \$16M Arenas and Aquatic Centre loan borrowed March 1, 2022. The loan is a 35 year debenture with an interest rate of 3.45%. The interest expense has been adjusted to reflect the final cost of borrowing. The interest expense is funded from the Civic Facilities Reserve.
63	1-2-13000-265	FLT	Miscellaneous:Rentals-City Automotive & Equipment	\$0	\$0	\$0	(\$20,000)	\$0	\$20,000	\$0	\$0	Removal of fuel savings from MSC pumps included as part of the 2022 Budget. The savings will be reflected in the equipment fund reserve balances in future years.

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64	1-2-29350-265	FLT	CUSTOM-UNSIGHTLY/DEMOS:Rentals-Automotive & Equipment	\$540	\$618	\$138	\$1,510	\$0	\$0	(\$1,010)	\$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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
65	1-2-12460-551	MMS	Quality Inn Hotel Expenses:Water & Sewer	\$0	\$0	\$751	\$0	\$0	\$0	\$0	\$0	Account no longer in use
66	1-2-19450-224	MMS	OTHER GENERAL GOVERNMENT:Memberships & Due	\$31,808	\$33,742	\$34,848	\$34,960	\$0	\$0	\$340	\$35,300	Increase based on review of actuals in 2022: SUMA: \$25,900 FCM: \$8,300 Camber of Commerce: \$1,100
67	1-2-32397-265	MMS	Diefenbaker Bridge:Rentals-City Automotive & Equipment	\$4,156	\$7,965	\$4,954	\$5,110	\$0	\$310	\$0	\$5,420	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 2023 Budget. The 6% increase is based on the Fleet Asset Management Plan prepared by the Fleet Manager and reviewed each year. The actual budget adjustment also incorporates a review of historical actuals which may result in a budget adjustment different than the 6% increase proposed (higher or lower).
68	1-2-71150-256	MMS	Midtown Community Center:Purch Mtce-Mechanical Equipment	\$0	\$3,529	\$0	\$0	\$0	\$0	\$0	\$0	costs associated with HVAC repairs and compressor.
69	1-2-19300-896	INS	GENERAL INSURANCE:Insurance	\$218,821	\$220,405	\$218,497	\$239,940	\$0	\$0	\$57,840	\$297,780	-2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases. - The budget for the umbrella policy increased by approximately \$37,000 based on actuals in 2022. - The budget for the cyber insurance policy increased by approximately \$15,000 based on actuals in 2022.
70	1-2-19300-898	INS	General Insurance:Insurance Deductibles	\$4,000	\$12,500	(\$2,500)	\$10,000	\$0	\$0	\$0	\$10,000	The budget is for insurance deductibles required to paid on insurance claims paid by the City. The amount is based on a review of historical costs.
71	1-2-19300-930	INS	GENERAL INSURANCE:Damage Claims Against City	\$10,376	\$6,497	\$7,198	\$10,000	\$0	\$0	\$0	\$10,000	Amount relates to payout of claims against the City. Amount can vary annually - budgeted value is consistent with historical actuals which have ranged from \$10,000 - \$6,500 in the past 5 years.
72	1-2-82141-919	BDE	BAD DEBTS:Bad Debt Expense	\$33,739	(\$92,048)	\$35,179	\$20,000	\$0	\$0	\$0	\$20,000	Bad debts relate to customer accounts that have been deemed uncollectable and are recorded at year end. Historically the balance has reflected either an expense or a recovery and fluctuates every year. Current budget is sufficient based on this.
73	1-2-82145-919	BDE	ASSESSMENT APPEAL LOSSES:Bad Debt Expense	(\$175,945)	\$43,370	\$0	\$100,000	\$0	\$0	\$150,000	\$250,000	Increase to \$250,000 as approved by Council. Amount relates to potential payout of successful assessment appeals.
74	1-2-82146-919	BDE	TAX TITLE LAND LOSSES:Bad Debt Expense	\$0	\$73,227	\$9,393	\$0	\$0	\$0	\$0	\$0	Bad debts relate to customer accounts that have been deemed uncollectable and are recorded at year end. Historically the balance has reflected either an expense or a recovery and fluctuates every year. Current budget is sufficient based on this.
75	1-2-82152-919	BDE	Bad Debt Expense - Parking Tic Enforcement:Bad Debt Expense	\$320,321	\$11,931	\$29,900	\$0	\$0	\$0	\$0	\$0	Bad debts relate to customer accounts that have been deemed uncollectable and are recorded at year end. Historically the balance has reflected either an expense or a recovery and fluctuates every year. Current budget is sufficient based on this.

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76	1-1-42100-048	IFUND	Police Operating Revenue:Transfer from General	\$0	\$0	\$0	(\$17,405,140)	\$0	(\$400,000)	(\$531,560)	(\$18,336,700)	Balancing Entry for Police Service Transfer from the City Request for Funding
77	1-1-45501-048	IFUND	PADBID Operating Revenue:Transfer from General	\$0	\$0	\$0	(\$22,000)	\$0	\$0	\$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.
78	1-1-59300-000	IFUND	Land Development Capital Fund:Other Revenue	\$0	(\$18,260)	(\$89,406)	(\$85,000)	\$0	\$0	\$8,500	(\$76,500)	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 2018. Based on the projected number of residential land sales, it is expected that the transfer to the general fund will be about \$76,500. (\$450,000 *.17 - 5 properties at average sales price of \$90,000).
79	1-1-92020-000	IFUND	TRANSFER FROM UTILITY FUND:Other Revenue	(\$614,000)	(\$614,000)	(\$614,000)	(\$614,000)	\$0	\$0	\$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.
80	1-1-92027-000	IFUND	Transfer from UF - City Facilities:Other Revenue	(\$256,560)	(\$421,921)	(\$457,868)	(\$280,500)	\$0	\$0	\$0	(\$280,500)	The City transfer is based on Financial Services review and forecast of City facilities water and sewer utility charges for 2023.
81	1-1-92040-000	IFUND	Transfer From Sanitation Fund (5%):Other Revenue	(\$227,580)	(\$244,080)	(\$257,250)	(\$260,510)	\$0	\$0	(\$6,000)	(\$266,510)	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 2023 Budget is based on 2022 Budgeted Revenue and the transfer is therefore calculated as follows: \$5,380,760 total revenue less City Facility Sanitation Surcharge of \$50,600 = \$5,330,160 * 5% = \$266,510.
82	1-1-92047-000	IFUND	Transfer from SF-City Facilities:Other Revenue	(\$42,191)	(\$47,957)	(\$51,044)	(\$47,030)	\$0	\$0	\$0	(\$47,030)	The City transfer is based on Financial Services review and forecast of City facilities sanitation collection charges for 2023.
83	1-1-99000-000	IFUND	TRANSFER FROM FLEET:Other Revenue	(\$3,460,975)	(\$3,897,188)	(\$3,655,218)	(\$3,330,000)	\$0	\$0	(\$315,000)	(\$3,645,000)	- Transfer to Equipment Reserve \$2,200,000 - Transfer to Police Equipment Reserve \$250,000 - Transfer to Fire Equipment Reserve \$300,000 - Transfer to Golf Course Equipment Reserve 80,000 - Transfer to Golf Cart Equipment Reserve \$40,000 - Transfer to IT Reserve - \$450,000 - Transfer to Public Transit Reserve - \$325,000 - Total - \$3,645,000 Increases relates to reestablishing the transfer to the Public Transit and an increase to the amount transferred to Equipment Reserve based on new estimates.
84	1-2-82210-742	IFUND	TRANSFER TO AIRPORT FUND:Transfer To Own Funds	\$295,560	\$266,840	\$288,200	\$308,440	\$0	\$0	\$29,250	\$337,690	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 2023 Budget on 2022 Budgeted Costs then the transfer amount would be as follows: \$1,125,630 total expenses * 30% = \$337,690.
85	1-2-87100-799	IFUND	Transfer to Police Operating:Other Transfers	\$0	\$0	\$0	\$17,405,140	\$0	\$400,000	\$531,560	\$18,336,700	Police Budget Balancing Adjustment.

	Code	Category Code	Account Name	2019 YTD Actuals	2020 YTD Actuals	2021 YTD Actuals	2022 Budget	Back Out One Time Expenses	Uncontrolled Expenses	Department Adjustments	2023 Total Budget	Issue
86	1-2-87101-799	IFUND	Transfer to PADBID Operating:Other Transfers	\$0	\$0	\$0	\$22,000	\$0	\$0	\$0	\$22,000	Budget represents a Grant in Lieu of taxes based on hypothetical taxes of City owned property in the business improvement district geographical area. This is the same amount provided by the City to the PADBID in prior years' budgets.
87	1-2-12125-235	MMS	CORONA CRISIS:Health Services	0	\$0	\$2,880	\$0	\$0	\$0	\$0	\$0	Corona crisis costs.
88	1-2-12125-294	CON	CORONA CRISIS:Commissionaire Services	0	\$0	\$15,554	\$0	\$0	\$0	\$0	\$0	Corona crisis costs.
89	1-1-20700-000	GIL	Federal Govt:Other Revenue	(\$172,496)	(\$178,987)	(\$148,948)	(\$140,300)	\$0	\$0	(\$2,700)	(\$143,000)	Budgeted amount based the general municipal levy and taxable assessed value of the 6 Federal properties.
90	1-2-81202-820	LTD	Aquatic & Arenas Centre \$30M Loan:Interest on Long Term Loan	0	\$0	\$0	\$0	\$0	\$0	\$667,500	\$667,500	Interest expense for a \$30M Arenas and Aquatic Centre loan projected to be borrowed July 1, 2023. The loan is a 35 year debenture with an interest rate of 4.45%. The interest expense for 2023 will be funded from the Civic Facilities Reserve. The first principal repayment is expected to occur in 2024 and will be included in 2024 Capital.