



## **CITY OF PRINCE ALBERT**

### **CITY COUNCIL REGULAR MEETING**

# **AGENDA**

**MONDAY, FEBRUARY 12, 2024, 5:00 PM  
COUNCIL CHAMBER, CITY HALL**

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

#### **2. PRAYER**

#### **3. APPROVAL OF AGENDA**

#### **4. PRESENTATIONS & RECOGNITIONS**

#### **5. DECLARATION OF CONFLICT OF INTEREST**

#### **6. ADOPTION OF MINUTES**

6.1 January 22, 2024 City Council Meeting Minutes for Approval (MIN 24-8)

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#### **7. NOTICE OF PROCLAMATIONS**

7.1 Wear Red Canada Day - February 13, 2024

#### **8. PUBLIC HEARINGS**

#### **9. DELEGATIONS**

#### **10. COMMUNICATIONS**

#### **11. REPORTS OF ADMINISTRATION & COMMITTEES**

11.1 Development Permit Application – Child Care Centre – 215 12th Street West (RPT 24-37) **Page 18**

11.2	2023 Recreation Facility Grant Program – 2nd Intake (RPT 24-32)	<b>Page 24</b>
11.3	Community Grant Accessible Swim Program (RPT 24-35)	<b>Page 55</b>
11.4	Updated Funding Model for Aquatic and Arenas Recreation Centre Project - January 2024 (RPT 24-31)	<b>Page 76</b>
11.5	2023 Audit Engagement Letters (RPT 24-38)	<b>Page 98</b>
11.6	SaskTel Communication Towers – Support in Principle (RPT 24-36)	<b>Page 130</b>
11.7	Memorandum of Agreement to Conclude Collective Bargaining - IAFF Local #510 (RPT 24-39)	<b>Page 136</b>

## **12. UNFINISHED BUSINESS**

## **13. MAYOR & COUNCILLORS FORUM**

## **14. INQUIRIES**

## **15. INQUIRIES RESPONSES**

15.1	January 22, 2024 City Council Inquiry Responses (INQ 24-2)	<b>Page 154</b>
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## **16. NOTICE OF MOTION**

## **17. MOTIONS**

## **18. PUBLIC FORUM**

## **19. ADJOURNMENT**



City of  
**Prince Albert**

***MIN 24-8***

**MOTION:**

That the Minutes for the City Council Regular Meeting held January 22, 2024, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## **CITY OF PRINCE ALBERT**

### **CITY COUNCIL REGULAR MEETING**

# **MINUTES**

**MONDAY, JANUARY 22, 2024, 5:00 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

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

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

## **1. CALL TO ORDER**

Councillor Kilmer, Chairperson, called the meeting to order.



## **2. LAND ACKNOWLEDGEMENT & PRAYER**

Councillor Kilmer asked that all members stand and that the City Clerk offer the prayer.

## **3. APPROVAL OF AGENDA**

0001. **Moved by:** Mayor Dionne  
**Seconded by:** Councillor Lennox-Zepp

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

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

## **4. PRESENTATIONS & RECOGNITIONS**

## **5. DECLARATION OF CONFLICT OF INTEREST**

- 5.1 Councillor Miller – Item Nos. 11.7 and 11.12 – Chair on the Prince Albert Housing Authority.
- 5.2 Councillor Lennox-Zepp – Item No. 11.9 – Board Member of the Prince Albert Child Care Co-operative Association.
- 5.3 Councillor Lennox-Zepp – Item Nos. 11.19 and 11.20 – Subject of the Item.
- 5.4 Councillor Head – Item No. 11.3 – Member of the Club.
- 5.5 Councillor Head – Item Nos. 11.5 and 11.6 – Family Involved.
- 5.6 Councillor Head – Item No. 11.12 – Family resides in the building.
- 5.7 Councillor Head – Item No. 11.14 – Associated with Canadian Union of Public Employees Groups.
- 5.8 Councillor Head – Item Nos. 11.19 and 11.20 – Subject of the Item.

## 6. ADOPTION OF MINUTES

0002. **Moved by:** Councillor Miller  
**Seconded by:** Councillor Solomon

That the Minutes of the Council Regular Meeting held December 11, 2023, be taken as read and adopted.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

## 7. NOTICE OF PROCLAMATIONS

## 8. PUBLIC HEARINGS

## 9. DELEGATIONS

## 10. COMMUNICATIONS

## 11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 2025 Community Grant Program Application to Saskatchewan Lotteries (RPT 23-456)

0003. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Head

1. That The City submit an Application Form for Funds through the Saskatchewan Lotteries Community Grant Program for Sports, Culture and Recreation; and,
2. That the Mayor and City Clerk be authorized to execute the 2025 Application Form and any other required documentation on behalf of The City.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

11.2 Naming Rights & Sponsorship Policy (RPT 24-4)

0004. **Moved by:** Mayor Dionne  
**Seconded by:** Councillor Cody

That the amended Naming Rights & Sponsorship Policy, as attached to RPT 24-4, be approved.

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

Absent: Councillor Ogrodnick

**CARRIED UNANIMOUSLY**

11.3 Prince Albert Golf & Curling Club Trust Fund – Dumbwaiter Repair & Service (RPT 24-19)

0005. **Moved by:** Councillor Cody  
**Seconded by:** Mayor Dionne

That \$15,207 be approved from the Prince Albert Golf and Curling Centre Trust Fund in support of the Dumbwaiter Supply and Installation.

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

Absent: Councillor Ogrodnick

Absent – Declared Conflict of Interest: Councillor Head

**CARRIED UNANIMOUSLY**

11.4 Destination Marketing Levy Grant Funding Policy Changes (RPT 24-6)

0006. **Moved by:** Councillor Solomon  
**Seconded by:** Councillor Miller

That the amended Destination Marketing Levy Policy, as attached to RPT 24-6, be approved.

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

Against: Councillor Head

Absent: Councillor Ogrodnick

**CARRIED (7 TO 1)**

11.5 Destination Marketing Fund Grant Application Form – PAGC Men’s Recreation Hockey Tournament (RPT 24-21)

0007. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Solomon

- 1. That the New Event Destination Marketing Fund Grant Application from Prince Albert Grand Council Sport Culture and Recreation for funding the Prince Albert Grand Council Men’s Recreation Hockey Tournament, scheduled for January 12 – 14, 2024, in the amount of \$30,000, be approved;
- 2. That \$30,000 be funded from the Destination Marketing Levy Reserve; and,
- 3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

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

Absent: Councillor Ogrodnick

Absent – Declared Conflict of Interest: Councillor Head

**CARRIED UNANIMOUSLY**

11.6 Destination Marketing Fund Grant Application Form – 2024 Senator’s Cup – Full Contact Hockey Tournament (RPT 24-22)

0008. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Miller

- 1. That the Event Retention Destination Marketing Fund Grant Application from Prince Albert Grand Council Sports & Recreation for funding the 2024 Senator’s Cup – Full Contact Hockey Tournament scheduled for March 14 – 17, 2024, in the amount of \$30,000, be approved;
- 2. That \$30,000 be funded from the Destination Marketing Levy Reserve; and,

3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

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

Absent: Councillor Ogradnick

Absent – Declared Conflict of Interest: Councillor Head

**CARRIED UNANIMOUSLY**

11.7 2022 Settlement Municipal Share – Housing Projects (RPT 23-436)

0009. **Moved by:** Councillor Head  
**Seconded by:** Mayor Dionne

That the 2022 Settlement Municipal Share for Housing Projects of the Prince Albert Housing Authority, in the total amount of \$67,391.15, be funded in Year 2023 from the Housing Reserve.

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

Against: Councillor Lennox-Zepp

Absent: Councillor Ogradnick

Absent – Declared Conflict of Interest: Councillor Miller

**CARRIED (6 TO 1)**

11.8 Donation Policy and Procedure (RPT 24-7)

0010. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Solomon

That the amended Donation Policy and Procedure, as attached to RPT 23-341, be approved.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

11.9 Tax Exemption Agreement for Daycare Properties (RPT 24-8)

0011. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Miller

- 1. That a Tax Exemption Agreement between The City and the following five (5) daycare properties for a five (5) year term from January 1, 2024 to December 31, 2028, be approved:
  - a. 139 – 8<sup>th</sup> Street East – Family Futures Inc.;
  - b. 196 – 9<sup>th</sup> Street East – Family Futures Inc.;
  - c. 199 – 6<sup>th</sup> Street East – Prince Albert Child Care Co-operative Association;
  - d. 2805 – 1<sup>st</sup> Avenue West – South Hill Child Care Co-operative Association Limited; and,
  - e. 202 – 10<sup>th</sup> Street East – Prince Albert Aboriginal Head Start Program;
  
- 2. That the municipal taxes and levies be exempt, excluding Local Improvement Levies, to the following extent:
  - a. A full exemption provided that the Saskatchewan Ministry of Government Relations and as required, the affected school divisions, provide consent pursuant to Section 263(3) of *The Cities Act*; or,
  - b. Where consent is not provided per Section 263(2), a partial exemption to the extent that each affected taxpayer shall pay taxes equivalent to The City’s financial obligation to pay non-consenting affected taxing authorities pursuant to Section 263(2) of *The Cities Act*; and,
  
- 3. That the Mayor and City Clerk be authorized to execute the Agreements on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Miller, Solomon and Mayor Dionne

Absent: Councillor Ogradnick

Absent – Declared Conflict of Interest: Councillor Lennox-Zepp

**CARRIED UNANIMOUSLY**

11.10 Request for Tax Relief – Prince Albert Share a Meal/Food Bank Inc. and Prince Albert Habitat for Humanity Saskatchewan (RPT 24-9)

0012. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Solomon

- 1. That a Tax Exemption Agreement between The City, Prince Albert Habitat for Humanity Saskatchewan and the Prince Albert Share a Meal/Food Bank Inc. for a five (5) year term from January 1, 2024 to December 31, 2028, be approved;
- 2. That the municipal taxes and levies be exempt, excluding Local Improvement Levies, to the following extent:
  - a. A full exemption provided that the Saskatchewan Ministry of Government Relations and as required, the affected school divisions, provide consent pursuant to Section 263(3) of *The Cities Act*; or,
  - b. Where consent is not provided per Section 263(2), a partial exemption to the extent that each affected taxpayer shall pay taxes equivalent to the City’s financial obligation to pay non-consenting affected taxing authorities pursuant to Section 263(2) of *The Cities Act*; and,
- 3. That the Mayor and City Clerk be authorized to execute the Agreements on behalf of The City, once prepared.

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

Absent: Councillor Ogrodnick

**CARRIED UNANIMOUSLY**

11.11 Poundkeeping Agreement – Prince Albert Society for the Prevention of Cruelty to Animals Inc. (RPT 24-3)

0013. **Moved by:** Councillor Edwards  
**Seconded by:** Mayor Dionne

- 1. That the Poundkeeping Agreement between The City and the Prince Albert Society for the Prevention of Cruelty to Animals Inc. appointing the Prince Albert Society for the Prevention of Cruelty to Animals Inc. as the Poundkeeper for The City, be approved for a five (5) year term effective January 1, 2024 to December 31, 2028;

2. That the Poundkeeping Agreement state that The City shall pay to the Prince Albert Society for the Prevention of Cruelty to Animals Inc. the amount of a Fee for Service as approved through The City's Yearly Budget Process, for providing the services as the Poundkeeper within the confines of the City of Prince Albert; and,
3. That the Mayor and City Clerk be authorized to execute the Agreement and any other applicable documents on behalf of The City.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

11.12 Assignment of Rental Constructive Incentive Program Agreement – 2951 & 2999 5A Avenue East (RPT 24-18)

0014. **Moved by:** Councillor Solomon  
**Seconded by:** Councillor Edwards

1. That the Rental Constructive Incentive Program Agreements between The City and Murray and Michelle Ketzmerick, for the Multi-Unit Dwellings located at 2951 and 2999 5A Avenue East, legally described as Lots 15 and 16, Block 101, Plan No. 75PA12497, be assigned to the new property owner, once the property sale has been finalized; and,
2. That the Mayor and City Clerk be authorized to executed any necessary documents on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Kilmer, Solomon and Mayor Dionne

Against: Councillor Lennox-Zepp

Absent: Councillor Ogradnick

Absent – Declared Conflict of Interest: Councillors Head and Miller

**CARRIED (5 TO 1)**



11.13 Tax Title Tender Results – 1 Adanac Gate (RPT 24-20)

0015. **Moved by:** Mayor Dionne  
**Seconded by:** Councillor Edwards

- 1. That the two (2) bids made on Tender No. 46 of 2023, for the purchase of the Tax Title Property located at 1 Adanac Gate, legally described as Parcel A, Plan No. 101957812, Extension 0, be denied; and,
- 2. That Administration list the property for sale on the open market.

In Favour: Councillors: Edwards, Head, Kilmer, Lennox-Zepp, Miller, Solomon and Mayor Dionne

Against: Councillor Cody

Absent: Councillor Ogradnick

**CARRIED (7 TO 1)**

11.14 Long Service and Retirement Recognition Policy (RPT 24-10)

0016. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Miller

That the Long Service and Retirement Recognition Policy, as attached to RPT 23-441, be approved.

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

Absent: Councillor Ogradnick

Absent – Declared Conflict of Interest: Councillor Head

**CARRIED UNANIMOUSLY**

11.15 Twilite Motel Inc. Utilities Servicing Agreement 2024-2028: City Services to Businesses Outside City Boundaries (RPT 24-23)

0017. **Moved by:** Councillor Cody  
**Seconded by:** Councillor Head

- 1. That the terms, rates and five (5) year term of the Utilities Servicing Agreement, as attached to RPT 24-23, for the provision of water and sewer services to the Twilite Motel Inc., outside municipal boundaries, for the period from January 1, 2024 to December 31, 2028, be approved; and,

2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

11.16 2023 City Council and Executive Committee Record of Attendance (RPT 23-438)

0018. **Moved by:** Councillor Miller  
**Seconded by:** Councillor Cody

That RPT 23-438 be received as information and filed.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

11.17 2024 Saskatchewan Urban Municipalities Association Convention Resolutions (RPT 24-11)

0019. **Moved by:** Councillor Cody  
**Seconded by:** Mayor Dionne

That the following Resolutions be forwarded to the Saskatchewan Urban Municipalities Association's Resolution Committee for consideration at the 2024 Convention being held on April 14 – 17, 2024:

1. Increased Financial Support for Fire Services;
2. Increased Insurance Deductible for Stolen Vehicles; and,
3. Funding for Saskatchewan Urban Parks.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

11.18 Action Items from City Council and Executive Committee (RPT 24-15)

0020. **Moved by:** Councillor Miller  
**Seconded by:** Mayor Dionne

That the Action Items be updated as indicated in the Open Items Document, as attached to RPT 23-419.

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

Absent: Councillor Ogrodnick

**CARRIED UNANIMOUSLY**

11.19 Correspondence from Mike Henry re Councillor-CUPE Conflicts (RPT 24-24)

0021. **Moved by:** Councillor Cody  
**Seconded by:** Mayor Dionne

That the City Solicitor be directed to respond to the correspondence of Mike Henry dated October 26, 2023 incorporating summarized information that is relevant to Mr. Henry's inquiries drawn from the privileged and confidential legal reporting provided by the independent law firm of Brownlee LLP.

In Favour: Councillors: Cody, Edwards, Kilmer, Miller, Solomon and Mayor Dionne

Absent: Councillor Ogrodnick

Absent – Declared Conflict of Interest: Councillors Head and Lennox-Zepp

**CARRIED UNANIMOUSLY**

11.20 Councillor Conflict of Interest: Council Response Options (RPT 24-25)

0022. **Moved by:** Mayor Dionne  
**Seconded by:** Councillor Edwards

That Legal Counsel be instructed to apply to the Court of King’s Bench pursuant to Section 121(2)(b) of *The Cities Act* to have determined or declared whether Councillor Lennox-Zepp and/or Councillor Head, or either of them, have ceased to be qualified to remain a member of Prince Albert City Council as a result of their participations in matters before City Council and/or Executive Committee involving issues between The City and its Canadian Union of Public Employees Union Locals, in contravention of Sections 117, 117.1 and/or 117.2 of *The Cities Act*.

In Favour: Councillors: Edwards, Kilmer, Miller, Solomon and Mayor Dionne

Against: Councillor Cody

Absent: Councillor Ogrodnick

Absent – Declared Conflict of Interest: Councillors Head and Lennox-Zepp

**CARRIED (5 TO 1)**

**12. UNFINISHED BUSINESS**

12.1 Motion – Councillor Lennox-Zepp – Feasibility of Recycle Bins – Rotary Adventure Park Playground (MOT 23-15)

0023. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Miller

That Administration provide a report regarding the feasibility of installing recycle bins at Rotary Adventure Park Playground.

**MOTION WITHDRAWN**

**13. MAYOR & COUNCILLORS FORUM**

## 14. INQUIRIES

### 14.1 Councillor Miller – Flashing Crosswalk 16<sup>th</sup> Avenue and 15<sup>th</sup> Street West

When will the flashing crosswalk at 16<sup>th</sup> Avenue and 15<sup>th</sup> Street West be installed.

### 14.2 Councillor Head – Clearing of Sidewalk where Rotary Trail Ends – Riverside School

While the Rotary Trail is being cleared, does/can the Community Services Department clean the section of sidewalk where the Rotary Trail ends in front of Riverside School at the 500 Block of 4<sup>th</sup> Street East and begins again on the 700 Block of 2<sup>nd</sup> Street East.

### 14.3 Councillor Head – Bus Services Delay

Why were buses behind schedule on the Friday preceding the meeting. Was the website updated, can we ensure there will be no future delays and/or provide adequate notice.

## 15. INQUIRY RESPONSES

### 15.1 December 11, 2023 City Council Inquiry Responses (INQ 24-1)

0024. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Mayor Dionne

That INQ 24-1 be received as information and filed.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

## 16. NOTICE OF MOTION

## 17. MOTIONS

17.1 Motion – Councillor Edwards – Financial Impacts and the Overall Well-Being of The City (MOT 23-17)

0025. **Moved by:** Councillor Edwards  
**Seconded by:** Mayor Dionne

That the Mayor's Office prepare a letter to both the Provincial Saskatchewan Party and the Federal Liberal Party to have an in-person meeting with all members of Council, Grand Chief Brian Hardlotte of Prince Albert Grand Council and Sherry McLennan of the Métis Nation of Saskatchewan, to discuss the following important matters in relation to crime, homelessness and social issues in The City of Prince Albert:

- The financial impacts and the overall well-being of the City including crime statistics due to increasing homelessness, crime and other social issues occurring in our City;
- The urgent need for support over these issues which must be addressed;
- Our City is made up of over forty percent (40%) Indigenous population which only includes the people who filled out their census;
- The costs associated with homelessness, crime and other social issues that are included in the 2024 Municipal Budget;
- Recognize that these issues are a regional issue that should not fall on the businesses and residents of the City and that associated costs are not sustainable for our community;
- The need for a Drug Court and Treatment Beds to address requirements of the possible sanctions this type of court offers;
- How to manage the rise in violent crimes and how to address the increasing property crime;
- Action plans must be put in place to assist with the mental health and addictions issues that our City face today;
- As this is an urgent request, these meetings must occur prior to the end of March 2024; and,

- All responses regarding the request to meet and discuss will be shared with the media in Prince Albert.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

**18. PUBLIC FORUM**

**19. ADJOURNMENT – 7:14 P.M.**

0026. **Moved by:** Mayor Dionne  
**Seconded by:** Councillor Lennox-Zepp

That this Council do now adjourn.

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

Absent: Councillor Ogradnick

**CARRIED UNANIMOUSLY**

MAYOR GREG DIONNE      CITY CLERK

MINUTES ADOPTED THIS 12<sup>TH</sup> DAY OF FEBRUARY, A.D. 2024.



# City of Prince Albert

**RPT 24-37**

**TITLE:** Development Permit Application – Child Care Centre – 215 12th Street West

**DATE:** January 31, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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## **RECOMMENDATION:**

1. That the Discretionary Use Development Permit Application for a Child Care Centre for up to 38 children, located at 215 12<sup>th</sup> Street West, legally described as Lot 8, Block 4, Plan C199 Ext 0 and Lot 9, Block 4, Plan C199 Ext 99 be approved;
2. That the provision of four (4) required off-site parking spaces be approved subject to the submission of a finalized off-site parking agreement; and
3. That the off-site parking agreement(s) be registered on the title of the subject property, located at 215 12<sup>th</sup> Street West, Prince Albert.

## **TOPIC & PURPOSE:**

The purpose of this report is to approve the Development Permit for a Child Care Centre for up to 38 children. In order to provide the required parking, an off-site parking agreement must also be approved.

## **BACKGROUND:**

The Department of Planning and Development Services is in receipt of a Development Permit Application to increase the capacity of an existing Child Care Centre located at 215 12<sup>th</sup> Street West, which will increase the number of children in care from 20 to 38.

As per Section 14 of the Zoning Bylaw, a Child Care Centre is defined as:

*“the use of a building, or a portion thereof, for the provision of care and supervision to twelve (12) or more children at any one time, pursuant to the provisions of the Child Care Act, 2014.”*



The subject property is located in the C2 – Small Lot Arterial Commercial Zoning District. The purpose of this zoning district is:

*“to provide a diverse mixture of small scale, commercial and residential uses. Located along 2<sup>nd</sup> Avenue West and immediately adjacent to the Central Business District, the C2 – Small Lot Arterial Commercial Zoning District is primarily automobile oriented, though it is well served by multiple modes of transportation. Due to its unique location, the intention of this zoning district is to act as a transitional zoning district, providing both residential and commercial services to the public.”*

In the C2 – Small Lot Arterial Commercial Zoning District, a Child Care Centre is considered a Discretionary Use requiring City Council approval.

With an additional 18 children in care, additional staff are required. This increase in staff also increases the parking requirement for the Child Care Centre. Due to lack of space on site, parking needs to be managed through an off-site parking agreement. Section 5.1.13 of the Zoning Bylaw regulates off-site parking and requires that the additional spaces be conveniently located, be available during working hours, and not take away required parking from the use at the off-site location.

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

The applicant, Wisdom Learning Centre Inc., is increasing the capacity of the existing Child Care Centre from 20 children to 38 children, and has already obtained Provincial approval. Similar to the original permit application, the majority of these children are preschool-aged and all can be accommodated in the existing building. For these reasons, Administration recommends approving the increased intensity of use from 20 to 38 children.

In accordance with the Zoning Bylaw, a Child Care Centre of this size requires seven parking spaces. The site of the Child Care Centre currently has three parking spaces available, and the applicant has reached out to their neighbours to access private parking in order to provide the four additional required parking spaces. The off-site parking agreement will be between the applicant and the neighbour(s), and is to be provided to the City for registration on title. Without the off-site parking agreement, Administration would not support the increased intensity of use.

Upon review, the permit application conforms to the regulations within the Zoning Bylaw and it is recommended that this Development Permit and the request to utilize off-site parking be approved.

#### **CONSULTATIONS:**

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

The Department of Planning and Development Services has been in contact with the applicant throughout the application review process in order to ensure that they are aware of all municipal requirements, and to manage expectations and timelines. Administration has also had discussions with the Ministry of Education to ensure the proposal meets all necessary municipal and provincial requirements.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The applicant will be notified in writing of City Council's decision. Administration will also follow up with Building and the Province to ensure they are aware of the approved permit.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no options for recommendations or any other policy or privacy implications to consider with this report.

**STRATEGIC PLAN:**

With this Development Permit Application, the area of focus of promoting population growth is addressed by accommodating additional child care spaces in Prince Albert.

**OFFICIAL COMMUNITY PLAN:**

Section 6.4.1 of the City of Prince Albert's Official Community Plan identifies the following goal:

“Supportive housing forms and tenures, such as private and public care homes, senior's housing, residential care homes, *child day care centres*, shelters and other forms of supportive housing should be facilitated in all areas of the City”.

The proposed development conforms to the above policy statement as it will provide additional child care spots in the City of Prince Albert.

**PUBLIC NOTICE:**

Public Notice is required for consideration of this matter, pursuant to Section 10 of Public Notice Bylaw No. 24 of 2015. The following notice was given:

- Public notice was issued January 31, 2024 to all property owners within 75 metres of the subject property.

**ATTACHMENTS:**

1. Location Plan
2. Public Notice - January 31, 2024

Written by: Ellen Pearson, Planner

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



S-HZ

S-HZ

PLANNING & DEVELOPMENT

Subject Property Identified  
With A Bold Dashed Line

January 31, 2024



# City of Prince Albert

Planning and Development Services  
1084 Central Avenue  
Prince Albert SK S6V 7P3  
Phone: (306) 953-4370  
Fax: (306) 953-4380

January 31, 2024

«Primary\_Owner»  
«Primary\_Owner\_Address»  
«Address2»  
«City» «STATE» «ZIP»

Dear Sir or Madam:

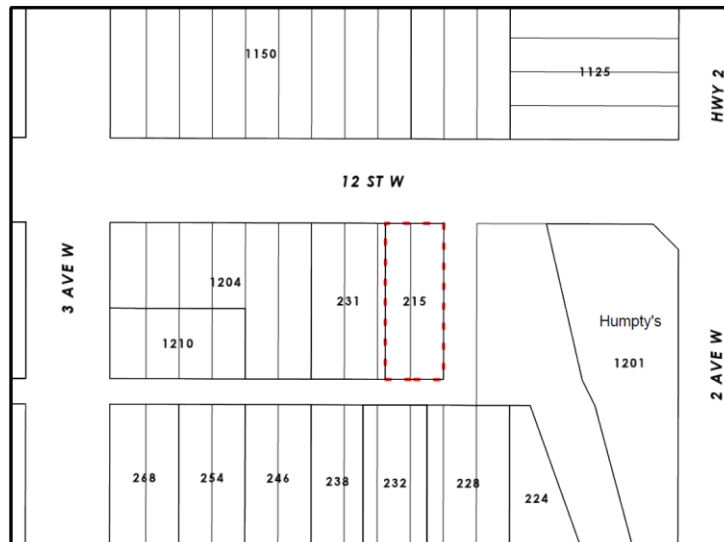
**Re: Discretionary Use Development Permit – 215 12<sup>th</sup> Street West – Child Care Centre**

The City of Prince Albert is in receipt of a development permit application for an existing Child Care Centre, located at the above noted address, legally described as Lot 8, Block 4, Plan C199 Ext 0, and Lot 9, Block 4, Plan C199 Ext 99.

The application requests the approval to care for an additional 18 children, increasing the capacity of the Child Care Centre from 20 to 38 children. This increase in capacity will also require the applicant to access additional parking through off-site parking agreements. As a landowner located within 75 meters of the proposed development, and as required by *The City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development.

*The City of Prince Albert Zoning Bylaw No. 1 of 2019* defines a Child Care Centre as:  
“the use of a building, or a portion thereof, for the provision of care and supervision to twelve (12) or more children at any one time, pursuant to the provisions of the *Child Care Act, 2014*.”

As the proposed use is considered discretionary in the C2 – Small Lot Arterial Commercial Zoning District, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



Please be advised, as per Section 56(2) of *The Planning and Development Act, 2007*, City Council may approve a discretionary use application if the facts presented can establish that the use(s) will:

- 1) Comply with the provision of the Zoning Bylaw that pertain to the specific use or uses, including the intended intensity of use, applied for;
- 2) Comply with the development criteria listed in the Zoning Bylaw for that particular use;
- 3) In the opinion of City Council, be compatible with the existing development in the immediate area of the proposal; and,
- 4) Comply with all relevant Provincial land use policies.

**Therefore, City Council, at its meeting to be held on Monday, February 12, 2024 at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, February 6, 2024. Submissions can be emailed to [cityclerk@citypa.com](mailto:cityclerk@citypa.com) or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.**

If you have any questions regarding the public meeting or the Development Permit application, please do not hesitate to contact Planning and Development Services at 306-953-4370.

Yours truly,



Ellen Pearson  
Planner

Enclosure



# City of Prince Albert

**RPT 24-32**

**TITLE:** 2023 Recreation Facility Grant Program – 2nd Intake

**DATE:** January 31, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

## **RECOMMENDATION:**

That the following recommendations be approved under the 2nd intake of the 2023 Recreation Facility Grant Program and funded through Community Services Building Reserve.

1. That Carlton Park Community Club receives \$5,446.80 for painting of the hall, repair to water heater and repair of lights in the hall.
2. That East End Community Club receive \$6,099.45 for replacement of a Brine Pump in the Curling Rink.
3. That West Hill Community Club receives \$697.10 for upgrading both interior and exterior lighting to LED fixtures.
4. That Crescent Heights receives \$6,528.20 for the Replacement of their Scoreclock.

## **TOPIC & PURPOSE:**

The purpose of the report is to outline the recommendations for the 2nd intake of the 2023 Recreation Facility Grant Program for consideration at the February 12th, 2024 Council meeting.

## **BACKGROUND:**

The Recreation Facility Grant Program offers maintenance project funding to community organizations that lease and operate City facilities. The funds are sourced through the Community Services Building Reserve and there are two (2) application intakes on an annual basis. The deadline for the 1<sup>st</sup> intake is June 30<sup>th</sup> and the 2<sup>nd</sup> intake is December 31<sup>st</sup>.



## PROPOSED APPROACH AND RATIONALE:

The program was originally adopted by City Council in 2003 and was developed as a result of the need expressed by Community Clubs to assist them with repairs and replacement of mechanical equipment and structural components of the City facilities they operate.

In April 2018, some minor changes were made to the program and the funding source for the program moved from the Community Services Land Fund Reserve to the Community Services Building Reserve. In 2019, a further change was recommended and approved to have the Repair or Replacement of floor coverings, exterior siding, exterior stucco and painting become eligible.

We are aware that our Community Clubs, which are City-owned facilities, are aging and providing support to Community Clubs through this program to do this type of work to their facility is providing an upgrade to the building aesthetically while also helping with any safety concerns that may be occurring.

The following is a summary of the assistance provided through the program over the past three (3) years:

<u>Year</u>	<u>Organization</u>	<u>Project</u>	<u>Amount</u>
2023	West Hill Community Club	Concession Countertops and Taps	\$2,758.23
2023	Nordale Community Club	HVAC replacement	\$8,953.60
2022	Carlton Park Community Club	Installation of Lights and repair of ceiling	\$3,042.51
2022	West Hill Community Club	Repair of Kitchen Roof	\$4,150.00
2022	Nordale Community Club	HVAC replacement	\$2,916.50
2022	East End Community Club	LED lighting and installation of fixtures	\$8,069.50
2022	East End Community Club	Replacing Water Heater, LED Lighting	\$3,885.98
2022	West Hill Community Club	Roof Insulation & work on Water Heater	\$5,000.00
2022	Crescent Heights Community Club	Installation of New Boiler	\$4,451.00
2021	East End Community Club	Maintenance at Rink	\$1,980.64
2021	Midtown Community Club	Repair to Boiler System	\$5,000.00
2021	Hazeldell Community Club	Upgrades to Lighting	\$2,523.86
2021	East End Community Club	Removal and install new main door	\$4,152.23
2021	Small World Daycare	Install of new fence	\$4,458.68

The applications have been reviewed by the Community Services Department for compliance with the Recreation Facility Grant Program criteria. As a result of the review, the recommendations are submitted for consideration at the February 12, 2024 City Council meeting for approval.

## CONSULTATIONS:

Administration reviewed each of the applications with the respective organizations to ensure accuracy with the criteria of the Recreation Facility Grant Program and to assist with the development of the applications where required.

## COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval of the recommendations, the respective organizations will be notified and payment will be coordinated through the Financial Services Department.

**POLICY IMPLICATIONS:**

Recreation Facility Grant Program.

**FINANCIAL IMPLICATIONS:**

An annual allocation of \$20,000 is approved in the City's Budget to the Community Services Building Reserve. The Community Services Building Reserve currently has a balance of \$25,334.00. The total funding recommended under this intake equals \$15,697.10. Therefore, sufficient funds exist within the Community Services Building Reserve to approve the recommendations.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no Privacy or other implications.

**STRATEGIC PLAN:**

The Recreation Facility Program supports the continuous improvement of City facilities under the Strategic Priority of Investing in Infrastructure. The report also aligns with the Strategic Priority of Delivering Professional Governance. More specifically, the partnership with the Community Clubs, it aligns with the Area of Focus related to an Engaged Government where the focus is to strengthen relationships with external organizations to share information and collaborate on projects and services.

**OFFICIAL COMMUNITY PLAN:**

The objectives of the Recreation Facility Program are in line with Section 15.6 of the OCP implementation strategies, which speaks to facility capital planning with partners, operation and maintenance, space programming and energy efficiency impacts and reduction.

**OPTIONS TO RECOMMENDATION:**

There are no options to the recommendations.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. East End Community Club Application
2. Crescent Heights Community Club Application
3. Carlton Park Community Club Application
4. West Hill Community Club Application
5. Recreation Facility Program Policy

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager



# City of Prince Albert Recreation Facilities Program

## RECREATION FACILITIES PROGRAM APPLICATION FORM

### Applicant Information

Name of Organization: EAST END COMMUNITY CLUB      Date: DECEMBER 06, 2023  
Contact Person: DON HOWLAND      Phone Number: 306-961-9918  
Address: P.O. 2703      Postal Code: S6V7M3  
Email Address: Cynthia.henry@shaw.ca

### Project Details

Project Category: Curling Rink

Please provide a brief description of your project:

Replacement of a much needed brine pump for the curling rink.

Project Start Date: October 12, 2023      Project End Date: October 12, 2023  
Total Cost of Project: \$12,198.90      Total Amount Requested: \$5,000.00


- *Please attach supporting invoices and proof that invoice have been paid*
- *Invoices must provide detail on the products and services that were provided*

Have you received funding previously for this grant: YES ✓      NO

If yes, please indicate amount and year: December 2022

### Information Certification

I hereby certify that the information contained in this application is accurate and complete.

  
\_\_\_\_\_  
Authorized Signature

Don Howland

\_\_\_\_\_  
Print Name

December 06, 2023

\_\_\_\_\_  
Date



**EAST END COMMUNITY CLUB**

**CHEQUE NO. 003213**

**ARCTIC REFRIGERATION INC**

14/11/2023

3213

232402..... 12,198.90  
232410..... 337.95

POSTED

**Total 12,536.85**

50424453971034-1 SLP142 To reorder, call D+H at 1-888-896-1887 (M-F, 9am to 5pm local time)

# City of Prince Albert Recreation Facilities Program

## RECREATION FACILITIES PROGRAM APPLICATION FORM

### Applicant Information

Name of Organization: Crescent Heights Community Club

Date: Oct. 17/23

Contact Person: Rob Beauchesne

Phone Number: 3069602009

Address: 998-Branion Drive

Postal Code: S6V2P3

Email Address: rbeauchesne68@gmail.com

### Project Details

Project Category: Score Clock

Please provide a brief description of your project:

CHCC score clock was having issues last year. Difficult to find parts as it is over 20 plus years old. Updating to a new clock and remote system in order to provide uninterrupted service to clients and users.

Project Start Date: Oct. 16./23

Project End Date: Nov. 15/23

6528.2G

Total Cost of Project: 13,056.39

Total Amount Requested: 13,056.39

- *Please attach supporting invoices and proof that invoice have been paid*
- *Invoices must provide detail on the products and services that were provided*

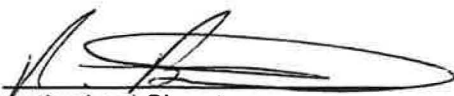
Have you received funding previously for this grant: YES

X NO

If yes, please indicate amount and year:

### Information Certification

I hereby certify that the information contained in this application is accurate and complete.

  
Authorized Signature

**City of Prince Albert  
Recreation Facilities Program**

Rob Beauchesne  
Print Name

17-Oct-23  
Date

# NEVCO SCOREBOARD COMPANY ULC

P.O. BOX 57339, STN A  
 TORONTO, ONTARIO M5W 5M5 CANADA  
 (705) 719-9341

**SHIP TO:** CRESCENT HEIGHTS COMMUNITY CENTRE  
**EXPEDIE A:** ATTN: ROBERT BEAUCHESNE  
 998 BRANION DRIVE  
 PRINCE ALBERT, SK S6V 2T9

**INVOICE NO.:** CPR-864

GST #

**SOLD TO:** CRESCENT HEIGHTS COMMUNITY CENTRE  
**VENDU A:** 998 BRANION DRIVE  
 PRINCE ALBERT, SK S6V 2T9  
 CANADA

**INVOICE DATE:** 10/17/2023  
**DATE DE FACTURE:**

TERMS: TO BE DETERMINED. NO CASH DISCOUNTS. NO RETAINAGES.  
 NO CREDIT WILL BE ALLOWED FOR GOODS RETURNED WITHOUT OUR  
 PERMISSION.  
 DAMAGES IN SHIPMENT: FILE CLAIM WITH CARRIER WITHIN 24 HOURS.  
 SERVICE CHARGE OF 1 1/2% PER MONTH (18% ANNUALLY) WILL BE MADE  
 ON PAST DUE ACCOUNTS.

CONDITIONS: 30 JOURS FRANCS. AUCUNE REMISE POUR PAIEMENT  
 COMPTANT. AUCUNE DEDUCTION POUR PAIEMENT DANS UN DELAI PLUS  
 RETOURNEE SANS NOTRE AUTORISATION.  
 DOMMAGES DURANT L'EXPEDITION: DEPOSER UNE RECLAMATION AUPRES  
 DU TRANSPORTEUR DANS UN DELAI DE 24 HEURES: FRAIS DE SERVICE DE 1  
 1/2% PAR MOIS (18% PAR AN) SUR LES COMPTES EN SOUFFRANCE.

CUSTOMER NO.	ORDER NO.	ORDER DATE	REP NO.	DATE SHIPPED	SHIP VIA	WILL BILL FREIGHT SEPARATELY
006163	CREDIT CARD				UPS	

QUANTITY SHIPPED	DESCRIPTION	PRICE	AMOUNT
1	4750-NL SCOREBOARD FOREST GREEN		\$8,458.00
1	4750 MPCW-7 WIRELESS PKG		\$0.00
1	MPCW-7 CONTROL		\$1,725.00
1	MPCW6/7 INDOOR X7XX RECEIVER KIT		\$825.00
1	CC-3 CARRYING CASE MPC/MPCW		\$115.00
	FREIGHT		\$406.00
	LESS AUTHORIZED DISCOUNT		(\$667.38)
	5% GST TAXES		\$543.08
	6% PST TAXES		\$651.69
	TOTAL (\$CND)		\$12,056.39
	PAID BY CREDIT CARD		(\$12,056.39)
	BALANCE		\$0.00

Invoice: For Arena Clock Installation  
To Crescent Heights community Club

Remove and Install the arena clock.

- Rental of a Forklift
- Electrician to wire in new clock
- Labor to remove old clock and install a new clock
- Set up new clock

Total: \$1000.00

Please pay by November 30/23.

Thank You

Tim Scharkowski



**City of Prince Albert  
Recreation Facilities Program**

**RECREATION FACILITIES PROGRAM APPLICATION FORM**

**Applicant Information**

Name of Organization: Carlton Park Community Club Date: Dec 9 2023  
Contact Person: Jim Flynn Phone Number: 306 961 0113  
Address: 3100 Dunn Drive Postal Code: S6G 7L2  
Email Address: Flynn\_jim@hotmail.com

**Project Details**

Project Category:

Please provide a brief description of your project:

Student works repaint entire hall interior as it has not been done in 6 years ultimate cleaning was cleaning chairs donated by The Rowleson Centre Mr Plumber repair rink water heater TC Electric fire alarm post & repair lights in the hall  
Not eligible

Project Start Date: March 2023 Project End Date: Dec 2023  
Total Cost of Project: ~~12,546.74~~ 10,893.60 Total Amount Requested: 5,446.80

- Please attach supporting invoices and proof that invoice have been paid
- Invoices must provide detail on the products and services that were provided

Have you received funding previously for this grant: YES NO

If yes, please indicate amount and year:

**Information Certification**

I hereby certify that the information contained in this application is accurate and complete.

James Nelson  
Authorized Signature

James Nelson  
Print Name

Dec 31/23  
Date





**MR. PLUMBER**

139 17th Street West  
Prince Albert, Saskatchewan S6V 3X4  
Phone: (306) 763-8389 Fax: (306) 764-2967  
Etransfer: acct@mrplumberpa.ca

**INVOICE**

Invoice No.: 12230140  
Date: Dec 05, 2023  
Page: 1

Re: Order No.

**Sold to:**

CARLTON PARK COMMUNITY CENTRE  
3100 Dunn Drive  
Prince Albert, SK S6V 7L2  
Canada

**Ship to:**

CARLTON PARK COMMUNITY CENTRE  
Prince Albert, Saskatchewan  
Canada

G.S.T. No. 12071 0462 RT0001

P.S.T No 5535935

Phone:

(306) 764-4344

Description	Amount
Called in by Jim Flynn	
"Bradford White water heater, no hot water" M#75T80B3N S#MD35994835	
-Pilot lights but doesn't want to stay lit, thermopile needed -Installed used thermopile into existing assembly as no other parts available in city -Pilot lit and stayed lit for now Note: Quote requested for new unit	
<b>Materials</b>	
1 - thermopile (n/c used - no warranty) - shop supplies	25.00
Labour: Stephen	275.00
WARRANTIES: NOT AVAILABLE ON OUTSTANDING INVOICES	
GP - GST @ 5%; PST @6%	
GST	15.00
PST	18.00
Thank you for your business. Your amount of \$333.00 is now due. Please remit	333.00
Total Amount includes all applicable taxes.	

*Cancel cheque  
coming mid  
January*

**TERMS CASH** ACCOUNT DUE WHEN RENDERED

Daily Admin fees are added to all overdue accounts @ 0.24/365 per day (Minimum Fees \$10.00 per Month)

28 Dec 23 188 \$663.85

#000188# 52068-889# 010310894947#

PAY TO THE ORDER OF: TC Electric  
 \$ 663.85  
 SIX HUNDRED AND SIXTY THREE AND 85/100 DOLLARS

3100 Dunbar Dr  
 Princes Albert SK S8V 7L2  
 Carlton Park Community Club Inc.

000188  
 DATE 2023-12-07

SOUTH HILL BRANCH  
 PRINCE ALBERT, SK S8V 8Z6  
 TEL: 1-800-667-1477  
 2822 2ND AVE. W.  
 CONEXUS

CHAIR LIAISON  
 #12230140  
 #000022# 52068-889# 010310894947#

01 Dec 23 186 \$200.00

**PICK YOUR PRESENT CONTEST**

**Details:** Contest open only to residents of AB, SK, MB, YT, NT and NU who have signed up for MVP Service. All entries must be received prior to 4:30 p.m. Central Time on January 12, 2024. Please note, a maximum of fifty (50) "PICK YOUR PRESENT CONTEST CODES" per person per day may be entered. Some further restrictions apply. Contest is subject to the official PICK YOUR PRESENT CONTEST Game Conditions which are available from WCLC on request or at [www.pickyourpresent.ca](http://www.pickyourpresent.ca). **How to Enter:** Scratch the "PICK YOUR PRESENT CONTEST CODE" to reveal the contest code required for entry. Log onto [www.pickyourpresent.ca](http://www.pickyourpresent.ca) and follow the entry instructions. The contest code may be entered manually or by scanning the adjacent barcode with your mobile device.

**Prize Claims:** Contest draw winners will be contacted by WCLC. WCLC requires the original PICK YOUR PRESENT CONTEST portion of this ticket when requested, together with I.D. and has the right to publish the name, city or town of residence, and recent photograph of a prize winner. Prizes vary by region, may not be exactly as shown and must be accepted as awarded. **PICK YOUR PRESENT CONTEST DRAW PRIZES MUST BE CLAIMED ON OR BEFORE MARCH 15, 2024.** Draw contestants who are selected must correctly answer a skill-testing mathematical question unaided in order to be declared a winner and claim a draw prize.

18 Dec 23 22 \$333.00

#000022# 52068-889# 010310894947#

PAY TO THE ORDER OF: Mr. Blumberg  
 \$ 333.00  
 THREE HUNDRED THIRTY-THREE AND 00/100 DOLLARS

3100 Dunbar Dr  
 Princes Albert SK S8V 7L2  
 Carlton Park Community Club Inc.

000022  
 DATE 2023-12-15

SOUTH HILL BRANCH  
 PRINCE ALBERT, SK S8V 8Z6  
 TEL: 1-800-667-1477  
 2822 2ND AVE. W.  
 CONEXUS

CHAIR LIAISON  
 #12230140  
 #000022# 52068-889# 010310894947#

# Invoice 4993.23

## T C ELECTRIC INC "For All Your Electrical Needs"



404 22<sup>ND</sup> STREET EAST  
PRINCE ALBERT, SK. S6V 1N6

Date  
December 3, 2023

To  
Carlton Park Community Park  
3100 Dunn Drive  
PRINCE ALBERT, SK.  
S6V 7L2

JOB:

Description	Total
- REPAIR HALL LIGHTS	
Material/Labour	\$ 263.00
Subtotal	\$263.00
GST	\$ 13.00
PST	\$16.00
Permit	\$ √
Total Due Upon Receipt	\$292.00

*Acceptable method of payment  
Cheques payable to T C ELECTRIC INC.  
Or E-transfer to tcelectric.pa@live.ca*

Thank you for choosing US!

GST# 10514 9827 RT0001    PST# 5416730

Tel: 306-764-3524

Email: tcelectric.pa@live.ca

# MR. PLUMBER

139-17th Street West  
Prince Albert, Saskatchewan S6V 3X4  
Canada

Phone: (306) 763-8389 Fax: (306) 764-2967

# INVOICE

Invoice No.: 3230154  
Date: Mar 10, 2023  
Page: 1

Re: Order No.

### Sold to:

CARLTON PARK COMMUNITY CENTRE  
3100 Dunn Drive  
Prince Albert, SK S6V 7L2  
Canada

### Ship to:

CARLTON PARK COMMUNITY CENTRE  
Prince Albert, Saskatchewan  
Canada

G.S.T. No. 12071 0462 RT0001

P.S.T No 5535935

Phone: (306) 764-4344

Description	Amount
Called in by Jim Flynn	
"Relief valve for holding tank is leaking"	
- isolated holding tank closest inside wall & drained down water to remove pressure relief valve	
- supply and install new relief valve	
- fill tank with water, test & no leaks	
<b>Materials</b>	<b>48.99</b>
1 - RVNB07-075NL 3/4" pressure reilef valve	
- shop supplies	
<b>Labour: Blade/Penner</b>	<b>150.00</b>
<b>WARRANTIES: NOT AVAILABLE ON OUTSTANDING INVOICES</b>	
GP - GST @ 5%; PST @6%	
GST	9.95
PST	11.94
<i>paid by cheque #0148 March 21/2023 \$220.88</i>	
<i>(A)</i>	
Thank you for your business. Your amount of \$220.88 is now due. Please remit.	<b>Total Amount 220.88</b>
	Total Amount includes all applicable taxes.

**TERMS CASH** ACCOUNT DUE WHEN RENDERED

*Daily Admin fees are added to all overdue accounts @ 0.24/365 per day (Minimum Fees \$10.00 per Month)*





# AGREEMENT FOR PAINTING

DATE: 5/20/2023

**STUDENT WORKS**

The most driven students in Western Canada

Like Student Works West on



CLIENT: Carlton Park Hall (Jim Flynn)

ADDRESS: (Street) 3100 Mann Dr

(Avenue) Prince Albert (City) SK (Postal Code) S6A 7L2

OFFICE: \_\_\_\_\_ FAX: \_\_\_\_\_ HOME: \_\_\_\_\_

CELL: 306 961 6113 EMAIL: \_\_\_\_\_

**CLIENT HOTLINE: 1-800-665-4992**  
 Student Works Painting - 3717 Investments Ltd.  
 119-2455 Dollarton Hwy North Vancouver, BC V7H 0A2  
 Fax: 604-987-6118  
 email: swpwest@studentworks.ca

SALESPERSON: Jada Stevenson

SALESPERSON PHONE: 306 921 6400

GST #: \_\_\_\_\_  
 • FULL WORKERS' COMPENSATION COVERAGE  
 • STUDENTWORKS.CA

• 3 YEAR GUARANTEE OF QUALITY (PLEASE SEE CONDITIONS)  
 • \$5,000,000 LIABILITY INSURANCE COVERAGE  
 • MEMBERS OF BBB

COMMENCEMENT DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_ SALESPERSON SIGNATURE: \_\_\_\_\_

INTERIOR  EXTERIOR  OTHER:

AREA	DROP SHEET	POWER-WASH	SCRAPE	FILL	CAULK	PUTTY	SAND	W/REBRUSH	GUARANTEE	PRIME		COLOUR		MFR	PRODUCT No.	COLOUR No.	FINISH/TYPE	# OF COATS
										SPOT	FULL	OLD	NEW					
Main entrance	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sw	SP		seatin	2
↳ baseboards, trim, walls				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Main hall area walls				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Hallway to back walls				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Back entry/landing walls				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Womens washroom walls				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Mens washroom walls				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
↳ All areas to be drop sheeted → color matching to be done → work done @ hall's commencement																		

NOTES: \* Student Works and the owner are not responsible for damage (warping, melting etc.) that may occur to vinyl if client chooses any colour but white.  
 \* Number of coats is based on the parameters at the time of the estimate. Should medium to deep & clear base colours be chosen, this may change the number of coats and price.  
 \* Drop sheet all areas unless specified in notes. Work to be done on consecutive days (weather permitting). Daily clean up to designated storage space. Work completed at client's convenience. \*Unless specifically stated above, area is not included.

SPECIAL AREAS	REMOVE	RE-INSTALL	PAINT	NOTES
DOWNSPOUTS (No. )				Kitchen (except trim) NOT INCLUDED
SCREENS / STORMWINDOWS (No. )				Rubber baseboards, brick
ELECTRICAL COVERPLATES (No. )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cinder walls (except in back), drop down ceiling. (Nothing not included)

**SURFACE PREPARATION LEVELS:**  
 1 = MINIMAL \* LEVELS 2-3 ARE GUARANTEED (See Reverse)  
 2 = STANDARD \* LONGEVITY AND APPEARANCE ARE AFFECTED BY THE LEVEL OF SURFACE PREPARATION (HOURLY ONLY)  
 3 = REFINISH

**SPECIAL OR EXISTING CONDITIONS TO CONTRACT (2nd COAT, OPTIONS PRIOR SPILLS, DAMAGE ETC.)**  
10% @ time estimate  
+ meeting room: \$1210 room

CLIENT TO REMOVE FURNITURE/ SEASONAL LIGHTS  
 STUDENT WORKS TO REMOVE FURNITURE/ SEASONAL LIGHTS  
 CLIENT IS RESPONSIBLE FOR REMOVING ALL SMALL VALUABLES AND OTHER MINOR ITEMS PRIOR TO COMMENCEMENT OF WORK. PLEASE SEE REVERSE FOR MORE INFORMATION AND CONDITIONS TO THIS AGREEMENT

MATCHED COLOURS APPROVED  \_\_\_\_\_ initial  
 TEST PATCH COLOURS APPROVED  \_\_\_\_\_ initial  
 ADDITIONAL HOURLY RATE \$ \_\_\_\_\_ PER MAN HOUR

\*COATS IN ADDITION TO AGREEMENT SHALL BE CHARGED ACCORDINGLY  
 All Labour, Paint & Materials \$ 16058  
 PST+GST \$ 9052  
 TOTAL \$ 10041.72  
 DEPOSIT \$ 1810  
 BALANCE DUE \$ 8237.72

SPECIAL CONDITION (See Reverse)  NO GUARANTEE  
 PAYMENT DUE UPON PROJECT COMPLETION (\$50 N.S.F. FEE)  
 20 % RESERVATION / MATERIAL DEPOSIT (Non Refundable)  
 PROGRESS PAYMENT WEEKLY (WEDNESDAY)  
 YES, I WOULD LIKE TO DONATE TO THE MS SOCIETY\* \$ \_\_\_\_\_  
 \*All donations matched by SWP up to a total of \$20,000.00

ck #0159

I agree to have the above work done for the proposed price

X James Flynn CLIENT SIGNATURE DATE: May 20/23

X \_\_\_\_\_ CLIENT SIGNATURE (This Form acts as an Estimate, Guarantee and Receipt) DATE: \_\_\_\_\_

The above work has been completed to my satisfaction  paid in full

**WE ACCEPT VISA, MC, AND CHEQUES. WE DO NOT ACCEPT CASH OR E-TRANSFERS**  
 TO VALIDATE YOUR WARRANTY PLEASE MAKE ALL CHEQUES PAYABLE TO STUDENT WORKS PAINTING AND SUBMIT WARRANTY FORM

**\*Buyer's Right to Cancel on Overleaf\***

WHITE - CUSTOMER COPY      YELLOW - OPERATOR COPY      GREEN - CREWCHIEF & PAYROLL COPY

# SWP WARRANTY REGISTRATION

(please complete this card to register your warranty)

Owner/Operator:

Jada Stevenson

Agreement #:

248239

Date of project completion:

7/19/2023

Client Name:

Carlton Park Hall (CPCC)

Address:

3100 Dunn Dr

City/Province:

SK

Postal Code: S6V 7L2

Phone: 306 961 0413

Email: carltonpark@sasktel.net

Final Price Including Options:

\$ 9050

Type of Payment: Cheque

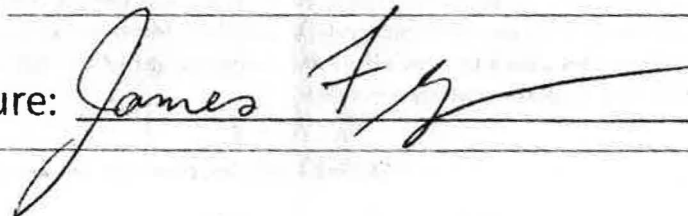
Client Signature:

What Was Painted:

All walls and  
wood baseboards

Exceptions to Warranty:

NA





Branch: 021

For the period beginning August 1, 2023  
For the period ending August 31, 2023  
Member Number 10894947

Carroll Park Community Club Inc.  
1100 Duane St  
Alameda, CA 94601

243-8888 000100  
DATE 2023-07-23

PAY TO Student Works Party \$8237.72  
Eight Thousand, Two Hundred, Thirty-Seven and 00/100

conexus  
Member Name Mail Party Angie Nelson

⑆000166⑆ 652028⑉BA⑉ 0140310894947⑆

11 Aug 23 166 \$8237.72

Faint, illegible table content, likely a ledger or account statement.





Branch: 021

For the period beginning May 1, 2023  
For the period ending May 31, 2023  
Number Number 10894947



Carbon Park Community Club Inc.  
2023-05-20

PAY TO: Student Works Painting \$ 1810.00  
FOR DEPOSIT ONLY

CONEXUS  
Member Park Community Club Inc.

Deposit *[Signature]*

⑆00012⑆ ⑆52088-88⑆ ⑆010340894947⑆

30 May 23 159 \$1810.00

# City of Prince Albert Recreation Facilities Program

## RECREATION FACILITIES PROGRAM APPLICATION FORM

### Applicant Information

Name of Organization: West Hill Community Club                      Date: Dec 27, 2023  
Contact Person:            Paul Ross    Phone Number: 960-5808  
Address:                      2300-6<sup>th</sup> Ave W    Postal Code:  
Email Address:            paul.ross@saskhealthauthority.ca

### Project Details

Project Category: Lighting upgrade

Please provide a brief description of your project:

Upgraded interior/exterior lighting to low voltage LED fixtures

Project Start Date:    October'23    Project End Date: Nov'23  
Total Cost of Project:            1394.20    Total Amount Requested: <sup>697.10</sup>1394.20

- *Please attach supporting invoices and proof that invoice have been paid*
- *Invoices must provide detail on the products and services that were provided*

Have you received funding previously for this grant: YES                      NO

If yes, please indicate amount and year:

### Information Certification

I hereby certify that the information contained in this application is accurate and complete.

\_\_\_\_\_ Paul Ross \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Paul Ross \_\_\_\_\_  
Print Name

Date    Dec 27, 2023



PERIOD ENDING:  
DECEMBER 31, 2023

NUMBER OF IMAGES:  
6

MEMBER NUMBER:  
**832550142430**

2023-12-21 Chq#:452 \$350.65

WEST HILL COMMUNITY CLUB  
PO BOX 1962  
PRINCE ALBERT, SK.  
S4V 6K1

000852  
DATE 2023-12-21

PAY TO Lake Country Co-op \$ 350.65  
The order of Three hundred and fifty and 65/100 DOLLARS

PRINCE ALBERT BRANCH  
100 WEST 10TH ST. W. 77-11000-100  
PRINCE ALBERT, SK. S4V 6K1

Diamond North  
CREDIT UNION

NO [Signature]

⑆000852⑆ 194128-889⑆ 832550142430⑆

2023-12-08 Chq#:847 \$1,757.13

WEST HILL COMMUNITY CLUB  
PO BOX 1962  
PRINCE ALBERT, SK.  
S4V 6K1

000847  
DATE 2023-12-08

PAY TO Rowley Card \$ 1757.13  
the order of seven hundred and fifty seven and 13/100 DOLLARS

PRINCE ALBERT BRANCH  
100 WEST 10TH ST. W. 77-11000-100  
PRINCE ALBERT, SK. S4V 6K1

Diamond North  
CREDIT UNION

NO [Signature]

⑆000847⑆ 194128-889⑆ 832550142430⑆

00125601329602070000654



EECOL ELECTRIC CORP.  
 339 - 17TH STREET WEST  
 PRINCE ALBERT, SK S6V 3X6  
 (306) 764-9311

**INVOICE**

INVOICE NUMBER  
**PA 0261714**

YOUR PURCHASE ORDER NUMBER  
**ROB ORDERED**

INVOICE DATE: **10/30/23**    SHIPPING DATE: **10/30/23**    SHIPPED VIA: **P/U**

GST # 80998 7746

ACCOUNT #  
**WESTHI**

SOLD TO: **WESTHILL COMMUNITY CLUB  
 PO BOX 1962  
 PRINCE ALBERT SK S6V 6K1**

SHIP TO: **WESTHILL COMMUNITY CLUB  
 PRINCE ALBERT  
 339 - 17TH STREET WEST  
 PRINCE ALBERT SK S6V 3X6**

ORDER #: 402-1542010

QTY ORDERED	DESCRIPTION	BACK ORDERED	SHIPPED	UNIT PRICE	PER	DISCOUNT	EXTENSION
2	SPECIAL INSTRUCTION:  SYL MP100/U/MED (64417) MED CLEAR PRO-TECH MH If you pay by online banking, you may see a change The default Eecol payee will need to be deleted Then search and choose Eecol Electric	0	2	78.52	E		157.04
REFERENCE:							

*paid*

**TOTAL GOODS INCLUDING PST \$166.46**  
 TERMS FOR PROMPT PAYMENT **NET 30 DAYS**

Unless there are different or additional terms and conditions contained in a Master Agreement that modify EECOL's standard Terms, Buyer agrees that the acknowledgement and acceptance of this invoice will be governed by EECOL's Terms and Conditions available at [http://www.eecol.com/terms\\_and\\_conditions\\_of\\_sale.pdf](http://www.eecol.com/terms_and_conditions_of_sale.pdf)

**TOTAL GOODS 157.04**  
**GST/HST 7.85**  
**PST 9.42**

PAY BEFORE <b>11/29/23</b>	REMIT ONLY <b>174.31</b>	SAVE <b>0.00</b>
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APPLICABLE TO CURRENT ACCOUNTS ONLY [HTTP://WWW.EECOL.COM/TERMS\\_AND\\_CONDITIONS\\_OF\\_SALE.PDF](http://www.eecol.com/terms_and_conditions_of_sale.pdf)  
 such Terms may be updated from time to time, which are incorporated herein by reference and made part hereof.  
 please contact the Seller identified on this invoice if you require a printed copy.

**INVOICE TOTAL 174.31**





# Lehner Electric Inc.

# INVOICE

46 Glen Howard Way  
 Prince Albert, SK S6X 0A8  
 306-961-4644

INVOICE NUMBER 3923  
 INVOICE DATE Nov 3, 2023  
 CUSTOMER'S PO #  
 TERMS Due Upon Receipt  
 # OF PAGES 1

SOLD TO:  
 West Hill Community Club  
 2320 6th ave w  
 Prince Albert, SK

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	TX
1.0	To install and repair exterior lights	1,000.00	1,000.00	GP
1.0	Tsask permit fee	99.00	99.00	GP
A service charge of 2% per month will be added to any invoice not paid within 30 days of billing.		SUBTOTAL	1,099.00	
		GST (5%)	54.95	
		PST (6%)	65.94	
		<b>TOTAL AMOUNT DUE</b>	<b>\$1,219.89</b>	

Payment by cash, cheque, or e-transfer.  
 Visa or Mastercard payment accepted to a maximum of \$1500.

*843*

**DIRECT ALL INQUIRIES TO:**  
 Brad Lehner  
 306-961-4644  
 email: bradlehner@sasktel.net

**MAKE ALL CHEQUES PAYABLE TO:**  
 Lehner Electric Inc.  
 46 Glen Howard Way  
 Prince Albert, SK, S6X 0A8

**THANK YOU FOR YOUR BUSINESS!**  
 GST # 85175 7047 RT0001  
 PST # 5868542  
 SK WCB # A873174

2023-11-20 Chq#:843 \$1,219.87

WEST HILL COMMUNITY CLUB PO BOX 1383 PRINCE ALBERT, SK S0V 0C1		000843
DATE 2023.11.10		
PAY TO the order of <i>John</i>	\$ 1219.87	
<i>One thousand two hundred and nineteen and 87/100</i>	DOLLARS	
PRINCE ALBERT BRANCH 300 WEST ST. W. 1ST FLOOR S0V 0C1 Diamond North PRINCE ALBERT, SK S0V 0C1 CREDIT UNION	WEST HILL COMMUNITY CLUB	
NO	PER	
⑆000843⑆ ⑆94128⑆889⑆ 832550142430⑆		

2023-11-16 Chq#:845 \$174.31

WEST HILL COMMUNITY CLUB PO BOX 1383 PRINCE ALBERT, SK S0V 0C1		000845
DATE 2023.11.10		
PAY TO the order of <i>Food</i>	\$ 174.31	
<i>One hundred and seventy four and 31/100</i>	DOLLARS	
PRINCE ALBERT BRANCH 300 WEST ST. W. 1ST FLOOR S0V 0C1 Diamond North PRINCE ALBERT, SK S0V 0C1 CREDIT UNION	WEST HILL COMMUNITY CLUB	
NO	PER	
⑆000845⑆ ⑆94128⑆889⑆ 832550142430⑆		



# Lehner Electric Inc.

# INVOICE

46 Glen Howard Way  
 Prince Albert, SK S6X 0A8  
 306-961-4644

INVOICE NUMBER 3923  
 INVOICE DATE Nov 3, 2023  
 CUSTOMER'S PO #  
 TERMS Due Upon Receipt

**SOLD TO:**  
 West Hill Community Club  
 2320 6th ave w  
 Prince Albert, SK

# OF PAGES 1

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	TX
1.0	To install and repair exterior lights	1,000.00	1,000.00	GP
1.0	Tsask permit fee	99.00	99.00	GP
<p><i>A-843</i></p> <p>A service charge of 2% per month will be added to any invoice not paid within 30 days of billing.</p> <p>Payment by cash, cheque, or etransfer.                      Visa or Mastercard payment accepted to a maximum of \$1500.</p>		SUBTOTAL	1,099.00	
		GST (5%)	54.95	
		PST (6%)	65.94	
		<b>TOTAL AMOUNT DUE</b>	<b>\$1,219.89</b>	

**DIRECT ALL INQUIRIES TO:**  
 Brad Lehner  
 306-961-4644  
 email: bradlehner@sasktel.net

**MAKE ALL CHEQUES PAYABLE TO:**  
 Lehner Electric Inc.  
 46 Glen Howard Way  
 Prince Albert, SK, S6X 0A8

**THANK YOU FOR YOUR BUSINESS!**  
 GST # 85175 7047 RT0001  
 PST # 5868542  
 SK WCB # A873174





<b>Statement of Policy and Procedure</b>			
Department:	Community Services	Policy No.	<b>92</b>
Section:	Community Services	Issued:	December 1, 2003
Subject:	<b>Recreation Facility Program Policy</b>	Effective:	April 16, 2018
Council Resolution # and Date:	Council Resolution No. 0197 of April 16, 2018		
		Replaces:	Res. No. 0980
Issued by:	Derek Blais, Recreation Manager	Dated:	December 1, 2003
Approved by:	Jody Boulet, Director of Community Services		

## **1 POLICY**

- 1.01** All organizations that lease and operate city-owned recreation facilities are permitted to apply for funding assistance for facility improvements under the Recreation Facilities Program.

## **2 PURPOSE**

- 2.01** To financially assist with the repairs and replacement of mechanical systems and structural components of city-owned recreation facilities.
- 2.02** To ensure proper maintenance is completed in city-owned recreation facilities so that they remain safe and accessible for all users.

## **3 SCOPE**

- 3.01** This statement of policy applies to all organizations that lease and operate city-owned recreation facilities.

## **4 RESPONSIBILITY**

### **4.01 Community Services Department**

- a) Coordinate the distribution and collection of the Recreation Facility Program application forms.
- b) Promote the application period to all applicable organizations.

- c) Review all applications to ensure submissions meet the guidelines and conditions of the program.
- d) Submit bi-annual reports to City Council outlining the applications received for each intake period.
- e) Monitor the balance of the Community Services Building Reserve to ensure adequate funding is available for projects that are brought forward for approval.
- f) Communicate to grant applicants regarding the status of their application following the decisions made by City Council.

#### **4.01 City Council**

- a) Final approval of the Recreation Facility Program applications.

### **5 DEFINITIONS**

#### **5.01 In this Policy:**

- a) **COMMUNITY SERVICES DEPARTMENT** – designated staff members in the City of Prince Albert Community Services Department.
- b) **RECREATION FACILITIES** – Facilities that allow freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.
- c) **COMMUNITY SERVICES BUILDING RESERVE** – a reserve fund established by the City of Prince Albert which is funded through an annual budget allocation approved by City Council.

### **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

#### **6.01 Not applicable.**

### **7 PROCEDURE**

#### **7.01 CRITERIA**

- a) Applications for projects under the program must be submitted on the

Recreation Facilities Program Application Form distributed by the Community Services Department.

- b) There are two (2) annual application intakes for the program. The annual deadline for the first intake is June 30 and the annual deadline for the second intake is December 31.
- c) All applications are subject to approval by City Council.
- d) Funding is only be available if the total cost of the eligible grants does not exceed the funds available in the Community Services Building Reserve.
- e) Should the total amount of the applications received exceed the funding available, priority is given to organizations that did not receive funds previously from this program or have not received funding in the previous three (3) years.
- f) Projects must occur in the calendar year of the application and must be accompanied by supporting documentation that includes detailed project invoices and proof of payment.
- g) The City will fund a maximum of 50% of each qualifying project.
- h) The total minimum cost for any one (1) project to qualify is \$5,000.00.
- i) The maximum funding provided to any organization in a calendar year shall not exceed \$10,000.00.

## **7.02 ELIGIBLE PROJECTS**

- a) Repair or replacement of mechanical and electrical systems including heating, ventilation, lighting and air conditioning.
- b) Roofing repairs or replacements.
- c) Repair or replacement of structural components of the building including foundations, windows and doors.
- d) Replacement of arena board structures, puck-board and glass.

## **7.02 INELIGIBLE PROJECTS**

- a) Repair or replacement of floor coverings, exterior siding, exterior stucco, and painting.

- b) Repair of arena board structures, puck-board and glass.
- c) Facility expansions and leasehold improvements.
- d) Maintenance costs directly related to intentional damage caused by users of the facilities or by neglect on behalf of the organization.
- e) All other capital improvements.



City of  
**Prince Albert**

**RPT 24-35**

**TITLE:** Community Grant Accessible Swim Program

**DATE:** January 30, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That the Community Grant Accessible Swim Program be approved for a trial period during the 2024 Kinsmen Water Park season.

**ATTACHMENTS:**

1. Community Grant Accessible Swim Program (RPT 24-13)

Written by: Executive Committee



**RPT 24-13**

**TITLE:** Community Grant Accessible Swim Program

**DATE:** January 12, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That the Community Grant Accessible Swim Program be approved for a trial period during the 2024 Kinsmen Water Park season.

**TOPIC & PURPOSE:**

The purpose of the Community Grant Accessible Swim Program is to financially assist organizations with access to City Recreational Programming.

**BACKGROUND:**

City Council received correspondence at the June 19<sup>th</sup>, 2023 Executive Committee meeting on behalf of the Prince Albert Safe Shelter for Women requesting a donation of Recreation Passes. A copy of the request is attached for reference. Upon consideration of the request, the following resolution was approved:

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

The Community Services Department receives many requests throughout the year for free passes to program or facilities. As a result, Administration is recommending the Community Grant Accessible Swim Program for a trial period during the 2024 Kinsmen Water Park season.

Prince Albert has many Organizations that provide services and access to recreation through the community. This trial will allow Organizations to access the Community Grant Accessible Swim Program for funding assistance with passes to the Kinsmen Water Park. By having the Organizations apply, the proposed Program will remain aligned with the Community Grant Program Guidelines, which is to assist in the development of sports, cultural and recreation programs by providing funds to non-profit community organizations.

**PROPOSED APPROACH AND RATIONALE:**

For the 2024 Kinsmen Water Park season, an Organization who assists with the support of family and individuals would be eligible to apply on behalf of a family or individual within the following procedural guidelines:

1. Application forms for the current application period are available on the City of Prince Albert website or from the Sport & Recreation Manager.
  - a. Organizations will apply for funding by April 15th.
  - b. The Organizations who applied will receive a phone call to confirm approval or denial by May 15th.
  - c. The pass is deemed active opening day of the Kinsmen Water Park.
  - d. In the event passes or memberships remain unpaid by June 1st, the Sport & Recreation Manager reserves the right to cancel the pass and return the funds to the Community Grant Accessible Swim Program.
2. Applications can be submitted for the following Kinsmen Water Park passes only:
  - a. Youth Pass
  - b. Adult Pass
  - c. Family Pass (Maximum 2 adults and 4 children)
  - d. Youth Membership
  - e. Family Membership
  - f. Passes are valid for 1 entry each. Memberships are for the entire Kinsmen Water Park season.
3. The application will be approved if:
  - a. There are no current passes or swimming lessons valid on the personal or family account of the potential membership holder; and,
  - b. The personal or family account of the potential membership holder is in good standing with the City of Prince Albert.
4. Participants are expected to follow all current facility rules and policies.
5. Organizations include all relevant contact information for families and/or individuals requesting a membership and ensure their online account is created.
6. Passes and memberships cannot be exchanged for any monetary amount.
7. Once the application is received it will be reviewed by the Sport & Recreation Manager and Aquatic Coordinator, based on criteria set out in the Community Grant Accessible Swim Program, the application will be approved or denied.
8. The Sport & Recreation Manager reserves the right to question any application.
9. Upon special application, the Sport & Recreation Manager may approve or deny financial assistance to community groups with Community Grant Accessible Swim Program Policy Funding.

Once applications are approved, the City of Prince Albert will invoice the Organization who will pay for the passes/memberships they were approved for. This follows the Community Grant Policy where Organizations then submit a follow up with proof of payment followed by the Organization receiving the funding they were approved for.

Accessible Swim Program funding is made available from April 1 through March 31 of the current year through funding provided by Saskatchewan Lotteries Community Grant Program. This trial will be reviewed after the 2024 Kinsmen Water Park season with a report back to City Council from the Community Services Department to determine if the trial was a success and the opportunity to further apply this program to other Recreation & Arts Programming.

### **CONSULTATIONS:**

Administration consulted with the Saskatchewan Lotteries Trust Fund to confirm this Program meets the Community Grant Program Guidelines. Other communities such as Swift Current who have a similar Program were also consulted on their program and administration of the program.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Upon approval of the policy, The Community Services Department would advertise the application process to eligible community groups.

### **POLICY IMPLICATIONS:**

Community Grant Program Policy

### **FINANCIAL IMPLICATIONS:**

The City of Prince has been approved to receive \$164,239 under the 2024 Community Grant Program. A minimum of \$5,000.00 will be available for the Community Grant Accessible Swim Program Policy with the potential of more being available depending on the adjudication results of the 2024 Community Grant Program Applications.

### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no other options for consideration or any privacy implications.

### **STRATEGIC PLAN:**

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

### **OFFICIAL COMMUNITY PLAN:**

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



**PUBLIC NOTICE:**

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

**PRESENTATION: Verbal** - Jody Boulet, Director of Community Services

**ATTACHMENTS:**

1. Correspondence dated June 4<sup>th</sup>, 2023 – Prince Albert Safe Shelter for Women.
2. 2024 Community Grant Accessible Swim Program Application Form.
3. Community Grant Program Policy.

Written by: Curtis Olsen, Sport & Recreation Manager

Approved by: Director of Community Services & City Manager

RECEIVED  
JUN 05 2023  
CITY CLERK  
Executive Committee

**Terri Mercier**

**From:** noreply@citypa.com on behalf of Kendra gear <kgear@live.ca>  
**Sent:** Sunday, June 4, 2023 10:07 PM  
**To:** City Clerk  
**Subject:** Prince albert safe shelter for woman and child

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

Hello my name is Kendra and I work for the prince albert safe shelter for woman and children, I don't know who I'd ask or where to go. But I was wondering if there would be a way the city of prince albert would donate 9 family passes yearly to are shelter? I have worked there many years and I think it would be amazing expecially if a family has gone through trauma, and a mom needs to keep her kids occupied they have an opportunity to go to alfred,kinsmen Waterpark, or winter frank dunn. Were a mom can spend famly time, not stressing or thinking of there financial needs when they come in with nothing,and with the way cost of living is, and the heartache of the children not know whats going on.If there would be a help that would truly be appreciated thank you

-----  
Origin: <https://www.citypa.ca/en/city-hall/speaking-to-council.aspx>  
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This email was sent to you by Kendra gear<kgear@live.ca> through <https://www.citypa.ca/>.  
\*\*\*Caution:This email originated from outside the City of Prince Albert email system.  
Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support ([support@citypa.com](mailto:support@citypa.com)<<mailto:support@citypa.com>>). \*\*\*

PA safe Shelter  
933- 7th Street East  
S6V 6T3

**Recommended  
Disposition:**

Refer to  
Community  
services



# **SASK LOTTERIES**

## **2024 Community Grant Accessible Swim Program Application Form**

**APPLICATION DEADLINE  
April 15<sup>th</sup>, 2024**





# 2024 Community Grant Accessible Swim Program Application Form



## 1. Applicant Information

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Alternate Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**The following documentation is required:**

- One signed copy of the organization's most recent audited financial statement as presented at your last Annual General Meeting, or a financial statement signed by appropriate Board authorities. Information and an explanation regarding any accumulated surplus or deficit must be included with the financial statements.
- A brief outline of the organizational mandate or goals.

2. **Project Name:** Kinsmen Water Park Swim Pass/Membership Project

3. **Which category of activity would you consider your project?**

BASIC \_\_\_\_\_ SENIOR OR TARGET \_\_\_\_\_

IF A COMBINATION APPROXIMATE % TO EACH GROUP:

BASIC \_\_\_\_\_% SENIOR & TARGET \_\_\_\_\_%

4. **How many passes/memberships are being requested?**

Type	Price	# requested	Total
Youth Pass	\$6.25		
Adult Pass	\$11.25		
Family Pass	\$22.50		
Youth KWP Membership (Age 11+*)	\$90.00		
Family KWP Membership	\$300.00		
<b>TOTAL</b>			

*\*Children must be 11+ years old to attend the Kinsmen Water Park without an adult.*

5. **Estimate how many participants may become involved in this project?**

0-20     20-40     40-60     60-80     80-100     100+

6. **Please provide a brief project description of who will benefit and how you plan to distribute the passes/memberships. NOTE: Organizations applying on behalf of families or individuals who may receive a KWP Membership must ensure all online accounts are created. (<https://citypa.perfectmind.com/>)**

**7. Please list project objectives:**

**8. How will you promote this program and publicly acknowledge the Saskatchewan Lotteries as the source of funding for your program?**

Posters     Newsletter     Newspaper     Banners     Radio

TV     Speeches     Word of mouth     Other: \_\_\_\_\_

**9. Evaluation:**

What key success indicators (outcomes) will be used to determine the success of the program/project?

**10. Other Comments:**

**11. Please complete the budget summary on the attached page in detail.**

**12. Please include information about the individuals or families who would receive a membership on the attached page. NOTE: Organizations applying on behalf of families or individuals who may receive a KWP Membership must ensure all online accounts are created. (<https://citypa.perfectmind.com/>)**

**13. Information Certification**

I hereby certify that the information contained in this application is accurate and complete.

\_\_\_\_\_  
Authorized Signature of Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

---

**Please send completed application to:**

2024 Community Grant Program  
1084 Central Avenue  
Prince Albert, SK S6V 7P3  
Attention: Curtis Olsen – Sport & Recreation Manager

Telephone: 953-4818

Email: [colsen@citypa.com](mailto:colsen@citypa.com)



**Membership Summary – include as many copies as required for application**

Membership #

First Name	
Last Name	
Online account created	Yes / No
Email associated with online account	
Membership Type	Youth / Family

Membership #

First Name	
Last Name	
Online account created	Yes / No
Email associated with online account	
Membership Type	Youth / Family

Membership #

First Name	
Last Name	
Online account created	Yes / No
Email associated with online account	
Membership Type	Youth / Family

Membership #

First Name	
Last Name	
Online account created	Yes / No
Email associated with online account	
Membership Type	Youth / Family



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

## **1 POLICY**

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

## **2 PURPOSE**

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

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

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

## **3 SCOPE**

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

## **4 RESPONSIBILITY**

### **4.01 Community Services Department**

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

### **4.02 Community Services Advisory Committee**

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

### **4.03 City Council**

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

## 5 DEFINITIONS

### 5.01 In this Policy:

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

## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

### 6.01 Not applicable.

## 7 PROCEDURE

### 7.01 APPLICATIONS

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

## 7.02 PROGRAM GOALS

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

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

### **7.03 PROGRAM ELIGIBILITY**

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

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

#### **7.04 INELIGIBLE PROJECTS**

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



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

## **7.05 APPLICATION PREFERENCES**

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



**RPT 24-31**

**TITLE:** Updated Funding Model for Aquatic and Arenas Recreation Centre Project - January 2024

**DATE:** January 25, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the revised Funding Model for the Aquatic and Arenas Recreation Centre Project, as attached to RPT 24-2 as Schedule "B", be approved;
2. That Administration proceed with a Request for Proposal for borrowing \$18 million to assist with the fluctuation of the City's cash flow between the project cost payments and the receipt of funding/revenue over the next five (5) years;
3. That a Bylaw to provide for the creation of debt not payable within the current year, be forwarded to City Council for consideration; and,
4. That Administration be authorized to proceed with Public Notice for the Short Term Debt Bylaw.

**ATTACHMENTS:**

1. Updated Funding Model for Aquatic and Arenas Recreation Centre Project - January 2024 (RPT 24-2)

Written by: Aquatic & Arenas Recreation Project Steering Committee



# City of Prince Albert

## ***RPT 24-2***

**TITLE:** Updated Funding Model for Aquatic and Arenas Recreation Centre Project – January 2024

**DATE:** January 9, 2024

**TO:** Aquatic & Arenas Recreation Project Steering Committee

**PUBLIC:** X

**INCAMERA:**

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### **RECOMMENDATION:**

That the following be forwarded to City Council for consideration:

1. That the revised Funding Model for the Aquatic and Arenas Recreation Centre Project attached as Schedule “B” to this Report be approved;
2. That Administration proceed with a Request for Proposal for borrowing \$18.0 million to assist with the fluctuation of the City’s cash flow between the project cost payments and the receipt of funding/revenue over the next five (5) years;
3. That a Bylaw to provide for the creation of debt not payable within the current year, be forwarded to City Council for consideration; and,
4. That Administration be authorized to proceed with Public Notice for the Short Term Debt Bylaw.

### **TOPIC & PURPOSE:**

To provide an updated funding model for the Aquatic and Arenas Recreation Centre Project and request borrowing \$18.0 million dollars to assist with the fluctuation of the City’s cash flow between the projects cost payments and the receipt of funding/revenue over the next five (5) years.

**BACKGROUND:**

On September 21, 2020, Council approved the execution of the Ultimate Recipient Agreement – Investing in Infrastructure Program Funding – New Aquatic and Arenas Recreation Centre as follows:

*“That the total eligible expenditure of \$60,000,000 approved for the Project, be funded as follows:*

- a. Federal Government’s contribution will not exceed forty percent (40%), which equates to \$24,000,000;*
- b. Provincial Government’s contribution will not exceed thirty-three point thirty-three percent (33.33%), which equates to \$19,998,000; and,*
- c. City of Prince Albert’s contribution will be twenty-six point sixty-seven percent (26.67%), which equates to \$16,002,000.”*

City Council, at its meeting of June 13, 2022, considered reports regarding the funding model for the Aquatic and Arenas Recreation Centre Project, along with the Contract Tender for construction. At that time, the following motions were approved:

Updated Funding for Aquatic and Arenas Recreation Centre – June 2022 (RPT 22-254)

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

Aquatic & Arenas Construction Tender Award (RPT 22-255)

- “1. That the Contract of Construction for the Aquatic and Arenas Recreation Centre be awarded to Graham Construction LP in the amount of \$105,268,000, plus applicable Goods and Services Tax and Provincial Sales Tax;*
- 2. That the Alternate Price #11 – Revised Foundation Design Load Factor 0.6, for a credit of \$556,000 and Separate Price #1 – Two Pile Load Testing, for a cost of \$110,000, and a total credit of \$457,000, be approved;*
- 3. That a Value Engineering Change Order #1 for 49 Value Engineering Items for a total estimated credit of \$6,672,900, be approved;*

4. *That an overall project budget including: management, design, fit-up, furnishings, construction, contingencies, and applicable taxes at \$113,888,950, be approved;*
5. *That the cost of the project be covered, as detailed in RPT 22-253 – Updated Funding for Aquatic and Arenas Recreation Centre – June 2022; and,*
6. *That the Mayor and City Clerk be authorized to execute the Contract and any other applicable documents on behalf of The City, once prepared.”*

The City Manager and Mayor held meetings with Representatives of the Investing in Infrastructure Program Funding to negotiate additional funding from the Federal and Provincial Government relative to the inflated construction costs for the Project. After several discussions, it was communicated to the City that **no additional funding** under the Investing in Infrastructure Program would be provided to the City for the escalated construction costs of the Aquatic and Arenas Recreation Centre.

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

The original Funding Model for the Aquatics and Arenas Recreation Centre Project was based on a number of assumptions. These assumptions are noted below. The assumptions that have changed are discussed in detail subsequently, and are as follows:

1. Awarded Contract for Construction to Graham Construction in the amount of \$104,811,000 and PST amount of \$6,288,660 (6% of total construction tender).
  - a. The contract has remained unchanged, however the PST amount was based on the contract amount (\$104,811,000) less the assumed Value Engineering Items (\$6,672,900). The PST amount has been adjusted to be based on the contract amount only which increases the PST cost from \$5,888,286 to \$6,288,660.
2. Updated Value Engineering Items for savings as per increased inflation and construction costs in the amount of \$5,189,408.
  - a. Original assumption per RPT 22-255 noted Value Engineering Items for savings totalling \$6,672,900.
3. Updated Contingency to 3% based on awarded construction tender to the amount of \$3,144,330.
  - a. Original contingency assumption totalled \$1,962,762 and was based on 2% of the awarded construction tender less the Value Engineering Items.
4. Project Management Services for the new Aquatic and Arenas Recreation Centre awarded to AECOM Canada Ltd. In the approved amount of \$398,578, plus applicable Goods and Services Tax.
  - a. Assumption has not changed.

5. Increase in Professional Architectural Agreement for the Detailed Design of the new Aquatic and Arenas Recreation Centre awarded to Group 2 Architecture Interior Design Ltd. in partnership with MJMA Architects for an estimated cost of \$5,088,389, excluding taxes, as per awarded Contract for Tender and construction costs.
  - a. Original assumption included \$4,906,796 for this cost.
6. Approved DCG Philanthropic Service Inc.'s Capital Campaign for the delivery of the campaign strategy with respect to engaging donors, building project profile, producing volunteer training materials, overseeing and developing marketing communications and public relations materials, regular reporting to City, writing proposals and holding donor meetings, at an estimated cost of \$648,900 plus applicable taxes.
  - a. Original assumption included this budget within the estimated fundraising amount as a "net" cost.
7. DCG Philanthropic budget of \$150,000 related to the Fundraising Campaign.
  - a. Original assumption included this budget within the estimated fundraising amount as a "net" cost.
8. DonorPerfect Software cost for the Fundraising Campaign, totalling approximately \$13,190.
  - a. Original assumption included this budget within the estimated fundraising amount as a "net" cost.
9. 5 Year projection of the \$20.0 million fundraising for the Aquatic and Arenas Recreation Centre Project. For the five year projection, 30% of the total fundraising to be collected in year one (\$6.0 million in Year 2024), with the remainder divided equally amount the remaining four years (\$3.5 million each year).
  - a. Original assumption was an unknown and included all this \$20 million to be received in 2024.
10. Annual interest and principle payments for the total debt financing borrowed (\$16.0 + \$30.0 = \$46.0 million). The payment amounts of \$794,351 for \$16.0 million and \$1,695,700 for \$30.0 million.
  - a. The original payment on the \$30.0 million loan was projected as \$1,489,408 however interest rates had increased once the final loan was approved.
11. Anticipated Development Levy revenue to be generated from The Yard District as per the Subdivision Development Addendum Agreement with Signature Development Corp.
  - a. This funding was unknown and had not been included in the original model.

12. Anticipated Building Permit revenue and applicable Taxation revenue to be generated from The Yard District as estimated in the Funding Model based on projections of expected development.
  - a. The original funding amounts included in the model have increased annually as projections based on future development have become more available.
13. Loan payments for the borrowing of an additional \$18.0 million based on a five (5) year term and interest rates provided as of December 14, 2023.
14. Equipment Fit up Budget of \$2,500,000 – this assumption has remained unchanged.

### **Recreation Centre Reserve**

During the 2024 Budget Deliberations the following motion was approved:

- “1. *That a Recreation Centre Reserve be established for the funding of the Prince Albert Recreation Centre Project;*
2. *That City Council Resolution No. 0287 dated September 5, 2023, to allocate The Yard District Development Levies to the Civic Facilities Reserve, be rescinded;*
3. *That the Recreation Centre Reserve be credited with the following:*
  - a. *Annual revenue collected from the Civic Facilities Levy;*
  - b. *Building Permit revenue generated annually from The Yard District;*
  - c. *Applicable Taxation revenue generated annually from The Yard District;*
  - d. *Development Levy revenue generated annually from The Yard District;*  
*and*
  - e. *All Fundraising revenue collected for the Prince Albert Recreation Centre Project.*
4. *That the amount of \$47,147.09 credited to the Civic Facilities Reserve in 2022 from the Building Permit and Taxation Revenue of The Yard District be transferred to the Recreation Centre Reserve;*
5. *That the Recreation Centre Reserve fund the annual debt financing payments for the borrowing related to the Aquatic and Arenas Recreation Centre; and,*
6. *That all approved capital expenditures relating to the Prince Albert Recreation Centre be funded from the Recreation Centre Reserve.”*

The 2024 General Fund Budget includes the debt financing payments to be funded from the Recreation Centre Reserve, resulting in a nil impact to the 2024 Budget.

### **Awarded Construction Tender**

A report was forwarded to the June 13, 2022 City Council meeting regarding the Aquatic and Arenas Construction Tender Award.

The motion approved by Council included that the Contract of Construction for the Aquatic and Arenas Recreation Centre be awarded to Graham Construction LP in the amount of \$105,268,000, plus applicable Goods and Services Tax and Provincial Sales Tax; less the credit of \$457,000, excluding GST and PST.

The Contract Agreement executed by the City of Prince Albert with Graham Construction and Engineering LP is as follows with GST and PST:

Contract for Construction	\$105,268,000
Credit approved by Council	(\$457,000)
<b>Total Contract for Construction - Graham</b>	<b>\$104,811,000</b>
GST - 5%	\$5,240,550
PST - 6%	\$6,288,660
<b>Total Taxes</b>	<b>\$11,529,210</b>
Total Contract Agreement - Graham	\$116,340,210
<b>Contract Cost minus GST</b>	<b>\$111,099,660</b>

The Funding Model includes the Contract for Construction and PST as the GST is rebatable to the City. This contract has remained unchanged since the original signing, however the PST number has been updated accordingly. The original model calculated PST at \$5,977,223 based on RPT 22-255 which removed the Value Engineering Savings from the cost.

### **Value Engineering Savings**

The Report for the Aquatic and Arenas Construction Tender Award included 49 value engineering items for a total estimated cost savings of \$6,672,900. That projected estimate was included in the approved Council motion of June 13, 2022.

Since the original approval, the anticipated cost savings from the 49 value engineering items has been reduced to \$5,189,408.

That is a reduction in savings of \$1,483,492 from the 2022 projected estimate because of inflation and increased construction costs.

**The estimated costs savings of \$5,189,408 has been updated in the Funding Model for the Aquatic and Arenas Recreation Centre Project.**



**Contingency**

The budget approved by City Council in June of 2022 based on the award of the construction tender included a 2% contingency as follows:

<b>2% Contingency</b>	
Contract for Construction	\$105,268,000
Credit approved by Council	(\$457,000)
2022 Estimate for Value Engineering Items	(\$6,672,900)
<b>Total</b>	<b>\$98,138,100</b>
<b>2% Contingency</b>	<b>\$1,962,762</b>

The contingency should not have factored the value engineering items as those were estimated savings and not the actual awarded contract amount. The 2% contingency should have been reflected as \$2,096,220.

Estimate Contingency can be defined as: amount of funds included in an estimate to purchase additional materials, labor, equipment and escalation for the scope provided, due to:

- Uncertainties that are inherent in the estimating process
- Minor errors and omission that occur when the estimate is put together

Estimate Contingency is not intended to cover major changes in scope.

On most projects of this scale, a construction contingency is 5 - 10% of the construction cost.

After a year of construction and a review of costs to date, the proposed Funding Model is increasing the contingency to 3% which better reflects an accurate assumption of the contingency that will be utilized for the project.

<b>Contingency - 3%</b>	
<b>Total Construction Tender</b>	<b>\$104,811,000</b>
<b>3% of Tender</b>	<b>\$3,144,330</b>

The updated Funding Model for the Aquatic and Arenas Recreation Centre Project is as follows based on the awarded Construction Contract with Graham Construction, Value Engineering Savings and increased 3% Contingency:

<b>Design &amp; Fit-up Costs</b>	
Project Management Fees	\$398,578
Architectural Fees (based on \$104M)	\$5,088,389
Equipment Fit-up & Furniture	\$2,500,000
Sundries and PST costs	\$104,621
	<b>\$8,091,588</b>
<b>Construction Costs</b>	
Aquatic & Arenas Building	\$105,268,000
Alternate & Separate Pricing	(\$457,000)
	<b>\$104,811,000</b>
<b>PST and Contingency</b>	
Estimated Contingency - 3%	\$3,144,330
PST on Construction Costs	\$6,288,660
Value Engineering Savings	(\$5,189,408)
	<b>\$4,243,582</b>
<b>TOTAL</b>	<b>\$117,146,170</b>

The Sundries and PST expensed in the attached Funding Model is broken down by:

Project Management – PST (2020-2023)	\$1,272
Architectural Fees – PST (2020-2022)	\$65,164
Climate Lens Assessment	\$24,905
Sundries (signage, etc.)	\$13,280
<b>Total Expensed</b>	<b>\$104,621</b>

**Fundraising Campaign**

Council has approved DCG Philanthropic Service Inc.’s Capital Campaign for the delivery of the campaign strategy with respect to engaging donors, building project profile, producing volunteer training materials, overseeing and developing marketing communications and public relations materials, regular reporting to City, writing proposals and holding donor meetings, at an estimated cost of \$648,900 plus applicable taxes. Any additional costs for the Fundraising Campaign exceeding the approved budget of \$648,900 will need to be approved by City Council.

The executed Agreement includes payment of a Monthly Project Cost of \$35,000 plus an Administration Fee of \$1,050 for a total of \$36,050 plus GST per month.

The Updated Funding Model for the Fundraising Campaign now includes those fee as follows:

<b>Total Approved Fundraising Campaign</b>	<b>\$648,900</b>
Year 2023 - 10 Months (\$36,050 per month)	\$360,500
Year 2024 Remaining Budget - 8 months	\$288,400

**DCG Fundraising Campaign Budget**

The Updated Funding Model now includes the following fundraising campaign budget for DCG:

Creative Services	Donated
Printing	\$6,000
Advertising (General Awareness & Donor Thank You)	\$60,000
Website	\$4,000
General Office	\$5,000
Events & Meetings	\$25,000
Donor Recognition	\$50,000
<b>Proposed Budget for Fundraising Campaign</b>	<b>\$150,000</b>

**Donor Perfect Software for Fundraising Campaign**

The City will be undertaking a Fundraising Campaign for the new Prince Albert Recreation Centre. In consultations with DCG, they have used DonorPerfect with other Fundraising Campaigns with success.

The City currently does not have a Fundraising Program to keep track of donations. The solution needs to track fundraising activities (donations, pledges) and issue receipts. The City’s Fundraising Consultant DCG Philanthropic Services Inc. has recommended software called ‘DonorPerfect’ that is used by multiple municipalities such as the City of Saskatoon and City of Humboldt for their fundraising campaigns

The benefit of this Program is the ability to create a workflow, track pledges over a period of time, print donation receipts, and streamline work. This software will save considerable staff time in Financial Services and will also provide the transparency and efficient resource for the Fundraising Campaign of this magnitude.

The funding model now includes the one-time amount of \$1,245 for customized virtual training in Year 2023 and annual cost of \$1,990 for the subscription fee.

### Fundraising Revenue

DCG Philanthropic is estimating a five (5) year time frame to receive fundraising dollars in the amount of \$20.0 million.

For the five year projection, 30% of the total fundraising is estimated to be collected in year one (\$6.0 million in Year 2024), with the remainder divided equally amount the remaining four years (\$3.5 million each year).

The Updated Funding Model includes the following fundraising revenue:

<b>Fundraising</b>	<b>\$20,000,000</b>
Year 2024 - 30%	\$6,000,000
Year 2025	\$3,500,000
Year 2026	\$3,500,000
Year 2027	\$3,500,000
Year 2028	\$3,500,000
	<b>\$20,000,000</b>

The original Funding Model had included 100% of this \$20.0 million to be received in Year 2024. However, with only \$6.0 million to be received in Year 2024, there would be a cash flow shortage, as the remaining construction costs will be due for payment in Year 2024. Additional cash flow is required in order to bridge this gap in 2024.

### Borrowing of \$30.0 million

City Council, at its meeting on March 27, 2023, awarded Request for Proposal No. 9 of 2023 to the Municipal Financing Corporation of Saskatchewan to be payable over thirty-five (35) years in the amount of \$30,000,000 for the construction of the Aquatic and Arenas Recreation Centre.

City Administration has received the Debenture and the interest rate will be fixed for 35 years at the rate of 4.40%. The annual interest and principal payment will **be \$1,695,689.30 annually**.

The original funding model included payments of \$1,489,408 for this loan. The change occurred as interest rates change daily – the interest rates quoted for the funding model calculation had changed by the time City Council was able to approve the lending.

### Development Levy – Yard District

On November 6, 2023, City Council approved the Development Levy Agreement between the City and Signature Development for the area known as the “Yard District”.

The Development Levy Agreement reflects a two phased approach for the payment of development levies by Signature Development as follows:

Year	Phase 2	Phase 3	Total/Year
Year 2023	\$360,362		\$360,362
Year 2024	\$360,362	\$320,485	\$680,847
Year 2025	\$360,362	\$320,485	\$680,847
Year 2026	\$360,362	\$320,485	\$680,847
Year 2027	\$360,362	\$320,485	\$680,847
Year 2028		\$320,485	\$320,485
	<b>\$1,801,809</b>	<b>\$1,602,427</b>	<b>\$3,404,236</b>

At the September 5, 2023 City Council Meeting, Council approved the increase for the Design Budget for the new Event Centre in the amount of \$700,000 to be funded from development levies generated in the Yard District. As such, Year 2023 in the amount of \$360,362 and Year 2024 in the amount of \$360,362 will fund the increased Design Budget for the new Event Centre.

The Development Levies remaining in the total amount of \$2,683,511 is allocated in the funding model for the Years 2024 to 2028 as illustrated above.

#### Request for Proposal – \$18 M Short-Term Borrowing

Administration will proceed with a Request for Proposal to request Proposals from qualified financial institutions to provide the City with financing options to meet our borrowing requirement of \$18.0 million dollars for the Aquatic and Arenas Recreation Centre Project.

The preference is a loan over the term of five years.

Below is an outline of the proposed Request for Proposal (RFP) milestones:

**RFP Release Date: Tuesday, January 30, 2024.**

**RFP Closing Date: Tuesday, February 27, 2024.**

**Approval by City Council: Monday, March 25, 2024.**

**Intention to Award Proposal: Tuesday, March 26, 2024.**

A report will be forwarded for the March 25, 2024 City Council Meeting to consider awarding the Request for Proposal for the borrowing of \$18.0 million.

#### Short Term Debt Bylaw

The Short Term Debt Bylaw is to provide for the creation of debt not payable within the current year and is scheduled to be forwarded to the March 25, 2024 City Council meeting for consideration of 3 readings. The Bylaw is required to be updated to reflect the \$18.0 million borrowing, as provided in Section 134 of The Cities Act. The Short Term Debt Bylaw for consideration at the March 25, 2024 City Council meeting will include a range for approval of interest rates based on the award of the Request for Proposal.

**Costs Year to Date (Jan 9/24)**

The costs spent year to date as of January 9, 2024 is as follows:

<b><u>Year 2020 Costs</u></b>	
Project Management	\$11,761
Climate Lens Assessment Report	\$24,905
Architectural Services	\$744,353
PST - Project Manager + Architect	\$13,398
<b>Total 2020 Costs</b>	<b>\$794,417</b>
<b><u>Year 2021 Costs</u></b>	
Project Management	\$55,685
Architectural Services	\$1,596,290
PA Markit Signs	\$816
PST - Project Manager + Architect	\$29,348
<b>Total 2021 Costs</b>	<b>\$1,682,140</b>
<b><u>Year 2022 Costs to Date</u></b>	
Project Management	\$87,836
Architectural Services	\$1,575,972
PA Markit Signs & Other Misc.	\$7,463
Construction	\$11,872,509
Construction - PST	\$712,351
PST - Project Manager + Architect	\$23,678
<b>Total 2022 Costs</b>	<b>\$14,279,809</b>
<b><u>Year 2023 Costs to Date</u></b>	
Project Management	\$72,314
Architectural Services	\$429,891
Other Misc.	\$240
Construction	\$52,193,217
Construction - PST	\$3,131,593
PST - Project Manager + Architect	\$11
<b>Total 2023 Costs</b>	<b>\$55,827,265</b>
<b>TOTAL COSTS YTD (Jan 9/24)</b>	<b>\$72,583,631</b>

**\*\* amounts above include PST**

In 2020, the amount of \$24,905 was paid for a Climate Lens Assessment Report. That document was required for the approval of the Ultimate Recipient Agreement. There have been minimal costs paid year to date for signage and other small miscellaneous costs.

### **Civic Facilities Levy**

It is budgeted that the Civic Facilities Levy to be collected will provide approximately \$1,550,000 of revenue for Year 2023.

The annual interest and principle payment for the borrowing of \$16.0 million is \$794,351 annually and the annual interest and principle payment for the borrowing of \$30.0 million is \$1,695,700 annually for a total of \$2,490,051 annually.

**As shown in the updated Funding Model, it is anticipated that annual taxation revenue to be generated from the Yard Development will fund the remaining amount for loan payments:**

Civic Facilities Levy	(\$1,550,000)
\$16.0 million Loan	\$794,351
\$30.0 million Loan	\$1,695,700
<b>To be Funded from Taxation in Yard District</b>	<b>\$940,051</b>

**This will eliminate any tax increase to the residents of Prince Albert.**

### **Funding Model**

This report illustrates there is no tax increase for the updated funding required for the Aquatic and Arenas Recreation Centre Project. The increased inflationary costs are outside the control of the City. This funding model ensures that construction costs of the Aquatic and Arenas Recreation Centre are funded.

The expenses are broken down by:

- Architectural Fees and Project Management Fees;
- Construction Fees as per Tender plus applicable 6% PST;
- Equipment Fit Up & Furniture;
- 3% Contingency; and,
- Signage and other small miscellaneous costs.

The funding for the expenses are itemized as follows:

- Annual Civic Facilities Levy Funding;

- Federal Government Contribution of \$24,000,000 as per the Ultimate Recipient Agreement;
- Provincial Government Contribution of \$19,998,000 as per Ultimate Recipient Agreement;
- Financing Loan in the amount of \$16,002,000 as per Ultimate Recipient Agreement;
- New Financing Loans in the amount of \$30,000,000 and \$18,000,000;
- External Funding and Fundraising Revenue;
- Yard Development – estimated taxation revenue;
- Building Permit Revenue; and,
- Development Levy Revenue.

The annual interest and principle payments for the Financing Loans are included in the funding model.

The external funding is comprised of the following revenue:

#### External Funding

- Fundraising revenue in the amount of \$20,000,000 over five years.
- Approved External Capital Financing in the amount of \$3,997,443.40, re-allocated to fund the construction costs of the Aquatic and Arenas Recreation Centre. This relates to the Canada Community-Building Fund Program that allocated the remaining funds from the Municipal Gas Tax Fund Agreement Program **to the end of the term March 30, 2024** to the Raw Water Pump House (RWPH) Project and the Marquis Road West Extension – Roadway Construction.

#### **CONSULTATIONS:**

Financial Administration has consulted with the City Manager and Senior Administration regarding the proposed funding model for the Aquatic and Arenas Recreation Centre Project.

Administration also consulted with the City Clerk regarding the Public Notice and Long Term Debt Bylaw.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Communications will continue working on the Communication Plan to inform residents of the Funding Model for the construction of the Aquatic and Arenas Recreation Centre Project.



As per Section 4 of the Public Notice Bylaw No. 24 of 2015, Public Notice in accordance with this Part shall be given before Council initially considers the following matters:

- borrowing money, lending money or guaranteeing the repayment of a loan.

Public Notice must be given in the following manners at least seven (7) days prior to the Council meeting at which the matter will be considered;

- published in a local newspaper;
- posted on the City Hall bulletin board; and,
- posted on the City's website.

Public Notice will be posted on Monday, March 11, 2024. That will allow the sufficient seven (7) days of Public Notice.

**FINANCIAL IMPLICATIONS:**

The spending year to date as of **January 9, 2024** is as follows:

	Approved Budget	Spending ending Jan 9/24	% Completed	Remaining Budget
Project Management Fees	\$398,578	\$227,596	57.10%	\$170,982
Architectural Fees	\$5,088,389	\$4,346,506	85.42%	\$741,883
Construction Costs	\$104,811,000	\$64,065,726	61.13%	\$40,745,274
Construction - PST	\$6,288,660	\$3,843,945	61.13%	\$2,444,716
Value Engineering Savings	(\$5,189,408)	\$0	0.00%	(\$5,189,408)
Equipment Fit Up	\$2,500,000	\$0	0.00%	\$2,500,000
Contingency	\$3,144,330	\$0	0.00%	\$3,144,330
Signage & Other (Sundries and PST - Report)	\$104,621	\$99,859	95.45%	\$4,761
<b>TOTAL</b>	<b>\$117,146,170</b>	<b>\$72,583,631</b>	<b>61.96%</b>	<b>\$44,562,539</b>

**Borrowing for Cash Flow**

As shown in Appendix “A”, the final construction costs in Year 2024 will exceed the cash available to fund the costs by approximately \$17,367,406. This is primarily due to original inaccurate reporting of architectural design costs, contingency and pst calculations, along with the requirement to reallocate the collection of fundraising dollars over five years and not all in 2024.

As the City requires cash to pay the construction invoices, this report is recommending a five (5) year term borrowing to fund the cash in Year 2024.

Administration has reached out to the City’s current lenders in order to receive updated financing rates. The following has been provided to Finance Administration as of December 14, 2023:

Indicative rates:

- 5 Years – 4.05%
- 10 Years – 4.35%
- 25 Years – 4.45%
- 35 Years – 4.35%

The following are projected loan payments for borrowing of **\$18,000,000**:

Term	Interest Rate	Annual Payment	Interest to be Paid
5 Years	4.05%	\$4,048,970	\$2,244,845
10 Years	4.35%	\$2,258,072	\$4,580,723
<b>Variance - Loans</b>		<b>\$1,790,898</b>	<b>(\$2,335,878)</b>

As shown above, there is a difference in payments of \$1,790,898 annually for a 5 year loan versus a 10 year loan, due to the accelerated re-payment term with a 5 year loan. However the main item to note is the difference in interest as a 10 year term will incur \$2,335,878 in additional interest versus a 5 year loan.

If the City proceeds with additional borrowing of \$18.0 million in Year 2024 to fund the final construction costs, the fundraising and taxation generated from the Yard District will need to fund the annual loan payments as provided in the updated Funding Model.

Other funds that may provide additional funding includes:

- Additional building permit revenue;
- Development levy revenue based on development;
- Revenue from the Canada Community Building Program (former gas tax funding); and
- Taxation from the Yard District.

The proposed five (5) year term loan based on borrowing of \$18.0 million is as follows:

Amortization Schedule	Loan			Remaining Balance
	Payment	Principle	Interest	
Year 2025	\$4,048,969	\$3,319,969	\$729,000	\$14,680,031
Year 2026	\$4,048,969	\$3,454,428	\$594,541	\$11,225,603
Year 2027	\$4,048,969	\$3,594,332	\$454,637	\$7,631,271
Year 2028	\$4,048,969	\$3,739,903	\$309,066	\$3,891,369
Year 2029	\$4,048,969	\$3,891,369	\$157,600	\$0
	\$20,244,845	\$18,000,000	<b>\$2,244,845</b>	

### **City's Debt Limit**

As approved by City Council, Administration submitted an Application to the Saskatchewan Municipal Board to increase the City's Debt Limit from \$75.0 million to \$120.0 million, in recognition of the additional borrowing of \$30.0 million for the Aquatic and Arenas Recreation Centre.

On November 7, 2022, the City received approval from the Saskatchewan Municipal Board that the City's Debt Limit had been increased to \$120.0 million.

The City has a debt limit of \$120 million dollars approved by the Saskatchewan Municipal Board. The accessible debt limit available after consideration of the existing long term debt and line of credit is estimated to be \$22.4 million.

Debt Limit	\$	120.0 M
Line of Credit	\$	(12.0) M
Loan Balance December 31, 2023	\$	<u>(85.6) M</u>
Accessible Funds	\$	<u>22.4 M</u>

The borrowing of an additional \$18.0 million is available within the City's current Debt Limit as shown above.

### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy, privacy, or official community plan implications at this time.

### **PUBLIC NOTICE:**

As outlined above, Public Notice is required for consideration of this matter, pursuant to Section 4 (c) of Public Notice Bylaw No. 24 of 2015.

**STRATEGIC PLAN:**

Economic Growth – Enhanced growth in the City with the construction of the Aquatic and Arenas Recreation Centre.

Cultural and Community Events – New Aquatic and Arenas Recreation Centre will provide opportunities for the hosting of various events in the City.

**PRESENTATION:** Presentation by Melodie Boulet, Finance Manager

**ATTACHMENTS:**

1. Appendix “A”: Funding Model for the Construction of the Aquatic and Arenas Recreation Centre.
2. Appendix “B”: Funding Model for the Construction of the Aquatic and Arenas Recreation Centre with additional Five (5) Year Term borrowing in Year 2024.
3. Budget received from DCG Philanthropic Services Inc.

Written by: Melodie Boulet, Finance Manager

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

Updated: January 9, 2024		Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	TOTAL
<b>COSTS FOR RECREATION PROJECT</b>									
Project Management Fees		\$11,761	\$55,685	\$87,836	\$72,314	\$170,982			\$398,578
Project Management Fees - PST			\$615	\$646	\$11				\$1,272
Architectural Design - Consultant Fees		\$744,353	\$1,596,290	\$1,575,972	\$429,891	\$741,883			\$5,088,389
Architectural Design - PST		\$13,398	\$28,733	\$23,032					\$65,164
Construction - Tender				\$11,872,509	\$52,193,217	\$40,745,274			\$104,811,000
PST at 6%				\$712,351	\$3,131,593	\$2,444,716			\$6,288,660
Value Engineering Items (Savings)						(\$5,189,408)			(\$5,189,408)
Climate Lens Assessment & Sundries		\$24,905	\$816	\$7,464	\$240	\$4,761			\$38,186
Equipment Fit Up & Furniture						\$2,500,000			\$2,500,000
Contingency - 3%						\$3,144,330			\$3,144,330
<b>TOTAL FEES</b>		<b>\$794,417</b>	<b>\$1,682,140</b>	<b>\$14,279,809</b>	<b>\$55,827,265</b>	<b>\$44,562,539</b>	<b>\$0</b>	<b>\$0</b>	<b>\$117,146,170</b>
<b>FUNDING FOR RECREATING PROJECT</b>									
Civic Facilities Reserve		(\$211,871)							(\$211,871)
Recreation Centre Reserve					(\$794,351)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$5,444,351)
40% Federal Government		(\$317,767)	(\$672,856)	(\$5,208,514)	(\$17,800,863)				(\$24,000,000)
33.33% Provincial Government		(\$264,779)	(\$560,656)	(\$4,339,995)	(\$14,832,570)				(\$19,998,000)
26.67% City Funding - \$16.0 million			(\$448,628)	(\$4,731,299)	(\$10,822,073)				(\$16,002,000)
Debt Financing					(\$30,000,000)				(\$30,000,000)
Reallocated Funding						(\$3,997,443)			(\$3,997,443)
Fundraising Revenue						(\$6,000,000)	(\$3,500,000)	(\$3,500,000)	(\$13,000,000)
Development Levies - Yard District						(\$320,485)	(\$680,847)	(\$680,847)	(\$1,682,179)
<b>Interest and Loan Payments</b>									
Loan Payment - \$16.0 million					\$794,351	\$794,351	\$794,351	\$794,351	\$3,177,405
Loan Payment - \$30.0 million						\$1,695,700	\$1,695,700	\$1,695,700	\$5,087,100
Building Permit Revenue				(\$13,006)	(\$75,000)	(\$300,000)			(\$388,006)
Yard Development - Anticipated Taxation				(\$30,141)	(\$85,000)	(\$440,000)	(\$975,000)	(\$1,490,000)	(\$3,020,141)
DCG Fundraising Campaign					\$360,500	\$288,400			\$648,900
DCG Fundraising - Budget						\$100,000	\$50,000		\$150,000
DonorPerfect - Fundraising Software					\$3,240	\$1,990	\$1,990	\$1,990	\$9,210
<b>TOTAL FUNDING</b>		<b>(\$794,417)</b>	<b>(\$1,682,140)</b>	<b>(\$14,322,955)</b>	<b>(\$73,251,766)</b>	<b>(\$9,727,487)</b>	<b>(\$4,163,806)</b>	<b>(\$4,728,806)</b>	<b>(\$108,671,376)</b>
<b>VARIANCE</b>		<b>\$0</b>	<b>(\$0)</b>	<b>(\$43,146)</b>	<b>(\$17,467,646)</b>	<b>\$17,367,406</b>	<b>\$13,203,600</b>	<b>\$8,474,795</b>	<b>\$8,474,795</b>

Ultimate Recipient Agreement

**Loan Payments:**

Capital Projects Levy	(\$1,550,000)
\$16.0 million Loan	\$794,351
\$30.0 million Loan	\$1,695,700
<b>To be Funded from Taxation</b>	<b>\$940,051</b>

Taxation from Yard District

annually

<b>Fundraising</b>	<b>\$20,000,000</b>
Year 2024 - 30%	\$6,000,000
Year 2025	\$3,500,000
Year 2026	\$3,500,000
Year 2027	\$3,500,000
Year 2028	\$3,500,000
	<b>\$20,000,000</b>

Updated: January 9, 2024		Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Year 2027	Year 2028	Year 2029	Year 2030	Year 2031	Year 2032	Year 2033	Year 2034	TOTAL
<b>COSTS FOR RECREATION PROJECT</b>																	
Project Management Fees		\$11,761	\$55,685	\$87,836	\$72,314	\$170,982											\$398,578
Project Management Fees - PST			\$615	\$646	\$11												\$1,272
Architectural Design - Consultant Fees		\$744,353	\$1,596,290	\$1,575,972	\$429,891	\$741,883											\$5,088,389
Architectural Design - PST		\$13,398	\$28,733	\$23,032													\$65,164
Construction - Tender				\$11,872,509	\$52,193,217	\$40,745,274											\$104,811,000
PST at 6%				\$712,351	\$3,131,593	\$2,444,716											\$6,288,660
Value Engineering Items (Savings)						(\$5,189,408)											(\$5,189,408)
Climate Lens Assessment & Sundries		\$24,905	\$816	\$7,464	\$240	\$4,761											\$38,186
Equipment Fit Up & Furniture						\$2,500,000											\$2,500,000
Contingency - 3%						\$3,144,330											\$3,144,330
<b>TOTAL FEES</b>		<b>\$794,417</b>	<b>\$1,682,140</b>	<b>\$14,279,809</b>	<b>\$55,827,265</b>	<b>\$44,562,539</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$117,146,170</b>
<b>FUNDING FOR RECREATING PROJECT</b>																	
Civic Facilities Reserve		(\$211,871)															(\$211,871)
Recreation Centre Reserve					(\$794,351)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$1,550,000)	(\$17,844,351)
40% Federal Government		(\$317,767)	(\$672,856)	(\$5,208,514)	(\$17,800,863)												(\$24,000,000)
33.33% Provincial Government		(\$264,779)	(\$560,656)	(\$4,339,995)	(\$14,832,570)												(\$19,998,000)
26.67% City Funding - \$16.0 million			(\$448,628)	(\$4,731,299)	(\$10,822,073)												(\$16,002,000)
Debt Financing					(\$30,000,000)	(\$18,000,000)											(\$48,000,000)
Re-allocated Funding						(\$3,997,443)											(\$3,997,443)
Fundraising Campaign						(\$6,000,000)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)							(\$20,000,000)
Development Levies - Yard District						(\$320,485)	(\$680,847)	(\$680,847)	(\$680,847)	(\$320,485)							(\$2,683,511)
<b>Interest and Loan Payments</b>																	
Loan Payment - \$16.0 million					\$794,351	\$794,351	\$794,351	\$794,351	\$794,351	\$794,351	\$794,351	\$794,351	\$794,351	\$794,351	\$794,351	\$794,351	\$9,532,215
Loan Payment - \$30.0 million						\$1,695,700	\$1,695,700	\$1,695,700	\$1,695,700	\$1,695,700	\$1,695,700	\$1,695,700	\$1,695,700	\$1,695,700	\$1,695,700	\$1,695,700	\$18,652,700
Loan Payment - \$18.0 million						\$4,048,969	\$4,048,969	\$4,048,969	\$4,048,969	\$4,048,969	\$4,048,969	\$4,048,969	\$4,048,969	\$4,048,969	\$4,048,969	\$4,048,969	\$20,244,845
Building Permit Revenue				(\$13,006)	(\$75,000)	(\$300,000)											(\$388,006)
Yard Development - Anticipated Taxation				(\$30,141)	(\$85,000)	(\$440,000)	(\$975,000)	(\$1,490,000)	(\$1,490,000)	(\$1,490,000)	(\$1,490,000)	(\$1,490,000)	(\$1,490,000)	(\$1,490,000)	(\$1,490,000)	(\$1,490,000)	(\$14,940,141)
DCG Fundraising Campaign					\$360,500	\$288,400											\$648,900
DCG Fundraising - Budget						\$100,000	\$50,000										\$150,000
DonorPerfect - Fundraising Software					\$3,240	\$1,990	\$1,990	\$1,990	\$1,990	\$1,990							\$13,190
<b>TOTAL FUNDING</b>		<b>(\$794,417)</b>	<b>(\$1,682,140)</b>	<b>(\$14,322,955)</b>	<b>(\$73,251,766)</b>	<b>(\$27,727,487)</b>	<b>(\$114,837)</b>	<b>(\$679,837)</b>	<b>(\$679,837)</b>	<b>(\$319,475)</b>	<b>\$3,499,020</b>	<b>(\$549,949)</b>	<b>(\$549,949)</b>	<b>(\$549,949)</b>	<b>(\$549,949)</b>	<b>(\$549,949)</b>	<b>(\$118,823,473)</b>
<b>VARIANCE</b>		<b>\$0</b>	<b>(\$0)</b>	<b>(\$43,146)</b>	<b>(\$17,467,646)</b>	<b>(\$632,594)</b>	<b>(\$747,431)</b>	<b>(\$1,427,267)</b>	<b>(\$2,107,104)</b>	<b>(\$2,426,579)</b>	<b>\$1,072,442</b>	<b>\$522,493</b>	<b>(\$27,456)</b>	<b>(\$577,405)</b>	<b>(\$1,127,353)</b>	<b>(\$1,677,302)</b>	<b>(\$1,677,302)</b>

Ultimate Recipient Agreement

**Budget: Fundraising Campaign - DCG Philanthropic Services Inc.**

<b>Creative Services</b>	<b>Donated by DGC</b>
Campaign Brand & Case for Support	
Collateral Design	
Public Phase Design	
<b>Printing</b>	<b>\$6,000.00</b>
Case For Support	
Training Materials	
Proposal Materials	
<b>Advertising (General Awareness &amp; Donor Thank</b>	<b>\$60,000.00</b>
Newspaper	
Radio	
Billboard	
Online/Social media	
Other	
<b>Website</b>	<b>\$4,000.00</b>
<b>General Office</b>	<b>\$5,000.00</b>
Supplies	
Printing	
Postage/Courier	
Other	
<b>Events &amp; Meetings</b>	<b>\$25,000.00</b>
Media Events	
Volunteer Team Meetings	
Prospect Meetings & Events	
Lead Donor Announcement	
Grand Opening Celebration	
Volunteer Celebration	
Other	
<b>Donor Recognition</b>	<b>\$50,000.00</b>
Donor Wall	
Signage	
Donor Photo Shoots	
<b>Total Proposed Budget</b>	<b>\$150,000.00</b>



# City of Prince Albert

**RPT 24-38**

**TITLE:** 2023 Audit Engagement Letters

**DATE:** January 31, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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## **RECOMMENDATION:**

- 1) That the following engagement letters between the City and MNP be approved:
  - a) The audit of the annual consolidated financial statements of the City of Prince Albert for the year ending December 31, 2023; and
  - b) The audit of financial information consisting of the Municipal Annual Expenditure Report (MAER) of the City of Prince Albert as at December 31, 2023.
- 2) That the Mayor and City Clerk be authorized to execute the engagement letters on behalf of the City.

## **TOPIC & PURPOSE:**

To approve the engagement letters between the City and MNP for the audit of the annual consolidated financial statements of the City of Prince Albert for the year ending December 31, 2023, and the audit of financial information consisting of the Municipal Annual Expenditure Report (MAER) of the City of Prince Albert as at December 31, 2023.

## **BACKGROUND:**

A Report was forwarded to the September 26, 2022 City Council meeting regarding the Request for Proposal for the Audit of the Annual Financial Statements for five years commencing the year ended December 31, 2022.

Council approved the following motion:

*Audit of Annual Financial Statements RFP 29/22 Results (RPT 22-312)*

*“That the Request for Proposal No. 29 of 2022 for the Audit of Annual Financial Statements be awarded to Meyers Norris Penny Limited Liability Partnership, for a five (5) year term from December 31, 2022 to December 31, 2026.”*

MNP has been awarded the Audit for the next five years.



## PROPOSED APPROACH AND RATIONALE:

The audit service plan was presented to Council by MNP and is specifically for the audit of consolidated financial statements.

The purpose of presenting the audit service plan is to communicate to Council that they need relevant, reliable and independently audited financial information to make strategic business decisions with confidence. MNP will deliver meaningful, reliable financial information to fulfill Council's compliance obligations.

Timing of the audit as per the audit service plan: Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

Key Deliverable	Expected Date
Final Approval by City Council for the 2023 Engagement Letters	Monday, February 12, 2024
Interim Procedures	Dec 18, 2023 to Dec 22, 2023
Year-end Fieldwork Procedures	April 8, 2024 to April 12, 2024
Draft year-end Financial Statements to be discussed with Management	May 2024
Presentation of December 31, 2023 Audit Findings Report to Executive Committee	June 2024
Issuance of Independent Auditor's Report	June 2024

As per the attached Engagement Letters, the responsibility, objective and scope of MNP includes the following:

“Our audit will be planned and performed to obtain reasonable assurance that the consolidated financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. If any of the following matters are identified, they will be communicated to the appropriate level of management:

- Misstatements, resulting from error, other than immaterial misstatements;
- Fraud or any information obtained that indicates that a fraud may exist;
- Material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern;
- Any evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations has occurred;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatements; and,

- Related party transactions identified that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Furthermore, we will consider the City's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of auditing procedures necessary for expressing our opinion on the consolidated financial statements. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant deficiencies in the City's system of financial controls."

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Completed audits will be presented to City Council as information.

#### **POLICY IMPLICATIONS:**

The Cities Act, Division 10, Annual Financial Statements and Auditor's Report.

#### **FINANCIAL IMPLICATIONS:**

The cost of the 2023 audits will be \$84,027. This amount excludes the GST. Any change to the scope of the audit could affect the total cost.

There are no expected changes to the scope of the audits and the 2023 budget includes the cost for the audits.

The proposal for the annual Audit included fees for a five (5) year term, includes professional fees for audit and support staff, and administrative fees.

#### **Audit of Municipal Annual Expenditure Report (MAER)**

Under the terms and conditions of the Municipal Canada Community Building Fund Agreement, municipalities with active projects under the federal Canada Community Building Fund program are required to submit a Municipal Annual Expenditure Report (MAER). To be compliant with the terms and conditions of this agreement, municipalities are required to:

- Complete the 2023 MAER template; and
- Provide an independent auditor's report on the MAER.

The Audited MAER Report is due to the Province **on or before March 31, 2024**. The audited MAER should be submitted by the **March 31<sup>st</sup>** deadline, as future payments to our municipality under the federal Canada Community Building Fund will depend on the receipt of an acceptable MAER. This deadline is always met by our Administration and Auditor.

As per approved Request for Proposal No. 29 of 2022, the cost for the Audit of the Municipal Annual Expenditure Reports are as follows.

**Combined Cost: Audit Plan for Consolidated Financial Statements and MAER Report**

The combined cost for the Audit of the Annual Consolidated Financial Statements and the Audit of the Municipal Annual Expenditure Reports are as follows:

	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026
Audit of Financial Statements	\$81,085	\$85,095	\$89,280	\$93,698	\$98,348
Audit of Municipal Annual Expenditure Report (MAER)	\$2,616	\$2,906	\$3,197	\$3,488	\$3,779
Less GST	(\$3,780)	(\$3,974)	(\$4,176)	(\$4,390)	(\$4,613)
<b>TOTAL AUDIT COSTS</b>	<b>\$79,921</b>	<b>\$84,027</b>	<b>\$88,301</b>	<b>\$92,796</b>	<b>\$97,514</b>

Below is the proposed Budget for the next four (4) year term for the year ending December 31, 2023 to the year ending December 31, 2026. The cost includes the Audit of the Annual Financial Statements and the Audit of the Municipal Annual Expenditure Report (MAER), excluding GST costs. The below numbers match the previous chart on combined costs, and excludes GST:

2024 Budget	\$84,050
2025 Budget	\$88,301
2026 Budget	\$92,796
2027 Budget	\$97,514
<b>Total</b>	<b>\$442,559</b>

The above budget for Year 2024 was approved by the Budget Committee at Budget Deliberations.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no further options for consideration or any Official Community Plan, Policy or Privacy implications.

**STRATEGIC PLAN:**

This recommendation aligns with the strategic goal of organizational effectiveness – develop timely and relevant internal financial reporting. The audit forms the basis of financial reporting for the City by providing an external, third party opinion, on the material accuracy of the financial statements.

**OPTIONS TO RECOMMENDATION:**

That Council provide further direction to administration or the auditors to change the scope of the engagement. This is not recommended as it could result in potential delays and additional costs for the audits.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. 2023 Audit Engagement Letter
2. 2023 MAER Audit Engagement Letter

Written by: Sahil Syal, Audit Manager

Approved by: Director of Financial Services & City Manager

**Signature Required**  
**Please sign and return to MNP**



January 29, 2024

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

Attention: Terri Mercier, City Clerk

To His Worship the Mayor and Council of the City of Prince Albert:

This letter will confirm the arrangements discussed with you regarding the services we will render to City of Prince Albert (the "City") commencing with the fiscal year ending December 31, 2023.

**Our responsibilities**

We will audit the consolidated financial statements of City of Prince Albert and its subsidiaries for the year ended December 31, 2023.

Our audit will be conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we will plan and perform our audit to obtain reasonable, but not absolute, assurance that the consolidated financial statements taken as a whole are free of material misstatement, whether caused by fraud or error.

Our responsibilities, objective, scope, independence and the inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards are detailed in Appendix A, which forms part of our mutual understanding of the terms of this engagement.

**Management's responsibilities**

The operations of the City are under the control of management, which has responsibility for the accurate recording of transactions and the preparation of the consolidated financial statements in accordance with Canadian public sector accounting standards. This includes the design, implementation and maintenance of internal controls relating to the preparation and presentation of the consolidated financial statements.

Appendix B, which describes in detail management's responsibilities with respect to this engagement, forms part of our mutual understanding of the terms of this engagement.

**Reporting**

Unless unanticipated difficulties are encountered, our report will be substantially in the form illustrated in Appendix C.

**MNP LLP**

101 - 1061 Central Avenue, Prince Albert SK, S6V 4V4

855.667.3310 T: 306.764.6873 F: 306.763.0766



## Tax services

As agreed, we will also prepare the following corporate income tax return for the City:

- Federal Corporation Income Tax Return (T2).

Canadian income tax returns are generally due within six months of the City's year-end. Failure to file on a timely basis can result in penalty and interest charges.

We will prepare the corporate tax return based on information provided by you, as well as through our discussions with management personnel. We will not audit, review or otherwise attempt to verify the accuracy or completeness of such information.

We, as tax preparers, are required by legislation to electronically file all corporate income tax returns with the Canada Revenue Agency for taxation periods beginning on and after January 1, 2012 (certain exceptions apply for returns not eligible for electronic filing). When the return is complete, we will provide you with Form T183CORP *Information Return for Corporations Filing Electronically*, which must be reviewed and signed by an authorized signing officer to certify the information reported on the income tax return and to authorize MNP to electronically submit the return on your behalf.

## Fees and expenses

Our fees and expenses are discussed in detail in Appendix D.

## Other matters

We will, as permitted by the Rules of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

Our standard terms and conditions, included as Appendix E, form part of our mutual understanding of the terms of this engagement. In the event that you choose to terminate this engagement based on the terms outlined in Appendix E, we reserve the right to notify all financial statement users of the change.

These terms will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the engagement letter to us.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and City of Prince Albert.

Sincerely,

**MNP LLP**

**Chartered Professional Accountants**

encls.

**RESPONSE:**

This letter correctly sets forth the understanding of City of Prince Albert.

PLEASE SIGN HERE

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Title

PLEASE SIGN HERE

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Title

## Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations

The following details our responsibilities as auditors and the objective, scope, independence and inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards.

### Our responsibilities, objective and scope

Our audit will be planned and performed to obtain reasonable assurance that the consolidated consolidated financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. If any of the following matters are identified, they will be communicated to the appropriate level of management:

- Misstatements, resulting from error, other than immaterial misstatements;
- Fraud or any information obtained that indicates that a fraud may exist;
- Material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern;
- Any evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations has occurred;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatements; and,
- Related party transactions identified that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Furthermore, we will consider the City's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of auditing procedures necessary for expressing our opinion on the consolidated financial statements. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant deficiencies in the City's system of financial controls.

### Independence

The Rules of Professional Conduct require that we are independent when conducting this engagement. We will communicate to the Mayor and City Council any relationships between the City (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence.

Further, we will confirm in writing our independence with respect to the City.

If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.



## **Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations (*continued from previous page*)**

### **Audit limitations**

An audit involves performing procedures to obtain audit evidence regarding the amounts and disclosures in the consolidated financial statements. This includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation, structure and content of the consolidated financial statements, including disclosures.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the consolidated consolidated financial statements will be detected because of factors such as the use of judgment, selective testing of data, inherent limitations of controls, and the fact that much of the audit evidence available is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material misstatement due to fraud.

While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, we cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The audit of the consolidated consolidated financial statements and the issuance of our audit opinion are solely for the use of the City and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of these consolidated financial statements and we accept no responsibility for their use by any third party. If our name is to be used in connection with the consolidated consolidated financial statements, you will attach our independent audit report when distributing the consolidated consolidated financial statements to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

## Appendix B: Management Responsibilities

During the course of our audit, you will be required to provide and make available complete information that is relevant to the preparation and presentation of the consolidated consolidated financial statements, including:

- Financial records and related data, including data relevant to disclosures made in the consolidated consolidated financial statements;
- Copies of all minutes of meetings of council and committees of council;
- Access to personnel to whom we may direct our inquiries;
- Information relating to any known or possible instances of non-compliance with laws, legislative or regulatory requirements (including financial reporting requirements);
- Information relating to all related parties and related party transactions; and,
- Allowing access to those within the entity from whom the auditor determines it necessary to obtain audit evidence.

Management's responsibility with respect to fraud and misstatement includes:

- The design and implementation of controls for its prevention and detection;
- An assessment of the risk that the consolidated consolidated financial statements may be materially misstated;
- Disclosure of situations where fraud or suspected fraud involving management, employees who have significant roles in controls, or others, where the fraud could have a material effect on the consolidated consolidated financial statements, have been identified or allegations have been made; and,
- Communicating your belief that the effects of any uncorrected consolidated consolidated financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the consolidated consolidated financial statements taken as a whole.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from management at the close of our audit in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

If the City plans any reproduction or publication of our report, or a portion thereof, printer's proofs of the complete documents should be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on City of Prince Albert's website or on designated public document databases such as SEDAR, management is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported, and for informing us of any subsequent changes to such documents. However, we are responsible to read the documents to ensure accuracy, and consider the appropriateness of other information accompanying the audited consolidated consolidated financial statements, upon initial posting.

## Appendix C: Illustrative Independent Auditor's Report

To His Worship the Mayor and Council of the City of Prince Albert:

### Opinion

We have audited the consolidated financial statements of the City of Prince Albert (the "City"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations and accumulated surplus, changes in net financial debt, cash flows and the related schedules for the period then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2023, and the results of its consolidated operations, changes in its net financial debt and its consolidated cash flows for the period 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 Consolidated Financial Statements section of our report. We are independent of the City 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 the Mayor and Council 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 City'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 City or to cease operations, or has no realistic alternative but to do so.

Mayor and Council are responsible for overseeing the City's financial reporting process.

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

## Appendix C: Illustrative Independent Auditor's Report (continued from previous page)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City'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 City'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 City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the consolidated financial information of the entities or business activities within the City 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

Date

Chartered Professional Accountants

## Appendix D: Fees and Expenses

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing.

The fees for the audit and tax return preparation services to be provided have been set out in the price proposal approved by Council in 2022 and will be \$85,095, consisting of audit fees of \$72,450, tax return preparation fees of \$750, administrative fee of \$3,660, GST of \$3,843, and PST of \$4,392.

Invoices will be rendered as work progresses in accordance with the following schedule:

Progress billing #1 - completion of audit planning and interim fieldwork	\$	28,074
Progress billing #2 - completion of year-end fieldwork	\$	28,074
Final billing - upon release of the Independent Auditor's Report	\$	28,947

In signing this letter, you acknowledge your approval of the above billing schedule and amounts. Invoices expected to be issued that do not adhere to this schedule, or are in excess of the amounts noted above, will be discussed with you for your approval. Fees collected will be applied to overdue invoices first, followed by subsequently issued invoices in order of issuance. If payment is not received in accordance with the above schedule, we will at our discretion cease all work until the scheduled payments are received.

Our estimated fees are based on our past experience and our knowledge of the City. This estimate relies on the following assumptions:

- No significant deficiencies in internal controls which cause procedures to be extended;
- No major unadjusted misstatement(s) or un-reconciled balances;
- Significantly all adjusting entries are completed prior to trial balance and journal entries being provided to the audit team;
- All management and required staff are available as needed;
- Information and working papers required, as outlined in our letter of fiscal year-end requirements, are provided in the mutually agreed form and timing; and,
- There are no changes to the agreed upon engagement timetable and reporting requirements.

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the practitioner leading your engagement so a mutually agreeable solution can be reached. In accordance with our standard terms and conditions, included as Appendix E, if significant changes to the arrangements set forth in this engagement letter are required, any change in scope of the engagement will need to be agreed in writing, in a "Change Order" agreement.

## Appendix E: Standard Terms and Conditions

The following standard terms and conditions and engagement letter to which they are attached form one agreement (the "Agreement") and set out the terms and conditions upon which MNP LLP ("MNP") will provide services to you (the "City").

1. **Timely Performance** - MNP will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these terms and conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the City of its obligations as set out in the engagement letter.
2. **Right to Terminate Services** - The City may terminate the engagement upon 30 days written notice. If this occurs, the City shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the City not fulfil its obligations as set out herein and in the engagement letter, and in the event that the City fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Change Order** - If, subsequent to the date of this engagement letter, the City requires significant changes to the arrangements set forth in this engagement letter, the City will be required to agree to the change in scope of the engagement in writing, in a "Change Order" agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.
4. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the City's personnel. MNP undertakes to advise the City's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
5. **Administrative Expenses** - A non-reimbursable administrative expense fee (the "Administrative Fee") equal to 5% of the professional fees charged will be levied for administrative expenses. The administrative fee will be added to the professional fees and will be payable at the same time. Out-of-pocket expenses, including travel and accommodation expenses, incurred in connection with and necessary to the provision of our Services will be charged to the client.
6. **Billing** - Bills will be rendered on a regular basis as the assignment progresses. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
7. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The City shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.

## Appendix E: Standard Terms and Conditions *(continued from previous page)*

8. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of Saskatchewan, and shall be deemed in all respects to be a Saskatchewan contract. The City and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.
9. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the City's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the City might use them, any such tools which may be provided to the City, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Rules of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
10. **Personal Information** - Except to the extent necessary for the performance of the services, the City shall not provide any personal information, as defined in Canadian federal and provincial privacy legislation, to MNP in connection with this engagement. If personal information is disclosed to or by MNP, or is accessed, collected, used, or disclosed by MNP, the City consents to the same and represents and warrants that it has or will collect all necessary consents, provide any necessary notices, and do all such other things as are required under applicable law in respect of such personal information. Any collection, use or disclosure of personal information will be subject to MNP's privacy policy (available for review at [www.mnp.ca/privacy](http://www.mnp.ca/privacy)) and will comply with applicable Canadian federal and provincial laws.
11. **Confidentiality** - To the extent that, in connection with this engagement, MNP comes into possession of any proprietary or confidential information of the City, MNP will not disclose such information to any third party without the City's consent, except: (a) when properly acting in the course of providing the Services (including to such of MNP's subcontractors, affiliates and advisors as may have a need to know), (b) as may be required by applicable law, or as may be permitted by applicable professional standards; or (c) to the extent such information: (i) shall have otherwise become publicly available (including, without limitation, any information filed with any governmental agency and available to the public) other than as the result of a disclosure by MNP in breach hereof; (ii) is disclosed by the City to a third party without substantially the same restrictions as set forth herein; (iii) becomes available to MNP on a non-confidential basis from a source other than the City whom MNP believes is not prohibited from disclosing such information to MNP by obligation to the City; (iv) is known by MNP prior to its receipt from the City without any obligation of confidentiality with respect thereto; or (v) is developed by MNP independently of any disclosures made by the City to MNP of such information. The City acknowledges that our client files may be periodically reviewed by provincial or national practice inspectors as required by law, including for reporting-issuers by the Canadian Public Accountability Board, the Public Company Accounting Board, or other regulators, and by other MNP personnel that may be located extra-provincially to ensure we are adhering to professional and MNP standards.

## Appendix E: Standard Terms and Conditions *(continued from previous page)*

12. **Data Analytics** - The City agrees that MNP may use relevant portions of the City information disclosed to MNP in the course of the Engagement, which may include Confidential information and Personal information (the "Client Data") for the purpose of performing individualized (using your data only, for your eyes only) and aggregated benchmarking and industry models and reports (using de-identified data from a variety of sources). Aggregated benchmarking and industry reporting services will be performed to provide valuable insights on financial and other trends either (a) within your specific business organization over time, or (b) on an aggregated basis across an entire industry or sector. MNP may use such information to provide services to its clients or for other business purposes. None of the aggregated reporting will contain any information that would allow a third party to identify you. The data will not be re-identified or removed following the aggregation process.
13. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the partnership itself, and all of the partnership's assets and insurance coverage remain at risk.
14. **Release and Limitation of Liability** - The City and MNP agree to the following with respect to MNP's liability to the City:
  - a. In any action, claim, loss or damage arising out of the engagement, the City agrees that MNP's liability will be several and not joint and the City may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.
  - b. Other than for matters finally determined to have resulted from the gross negligence, fraud or willful misconduct of MNP, whether the claim be in tort, contract, or otherwise:
    - i. MNP shall not be liable to the City and the City releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the City related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of the total professional fees paid by the City to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
    - ii. MNP shall not be liable to the City for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.



## Appendix E: Standard Terms and Conditions *(continued from previous page)*

15. **Indemnity** - The City agrees to jointly and severally indemnify and hold harmless MNP against:
- a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
  - b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Board of Directors of the City.

For the purposes of paragraph 14. and 15., "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.

16. **Survival of Terms** - The City and MNP agree that clauses 14. and 15. will survive termination of the engagement.
17. **Electronic Communications** - Unless the City prefers we use a particular manner of communication and specifies as much in writing, MNP will use whatever form of communication it deems most efficient in the circumstances. In many instances, this will involve the use of internet e-mail. With respect to internet e-mail, MNP and the City both acknowledge that neither party has control over the performance, reliability, availability, or security of internet e-mail. Additionally, MNP staff may be required or requested to work from your offices during which visits access to and use of and reliance upon your electronic environment (including but not limited to, your network, Internet, and extranet resources) is necessitated. The City accepts that MNP shall not be liable for any loss, damage, expense, harm or inconvenience resulting from any loss, delay, interception, corruption, security breach, delivery failure, incompatibility, incompleteness or alteration of any document or transmission arising from the use of e-mail or the transmission of any document outside of MNP's electronic environment.
18. **Third Party Services** - In connection with this engagement, MNP may use certain third parties to provide professional, administrative, and analytical services and other clerical support. As a result, Client Data may transit or be used, stored or accessed in jurisdictions outside your province of residence or outside of Canada, and may be subject to disclosure in accordance with the laws applicable in such jurisdiction, which laws may not provide the same level of protection as Canadian federal and provincial privacy laws. MNP will require such third parties to undertake confidentiality obligations that are equivalent to those contained in this Agreement. For clarity, MNP does not warrant and is not responsible for any third-party product or service obtained independently by the City notwithstanding any participation or involvement by MNP in the procurement of such services.

## Appendix E: Standard Terms and Conditions *(continued from previous page)*

19. **Praxity** - We are an independent accounting firm allowed to use the name "PRAXITY" in relation to our practice. We are not connected by ownership to any other firm using the name "PRAXITY" and we will be solely responsible for all work carried out by us on your behalf. In deciding to instruct us you acknowledge that we have not represented to you that any other firm using the name "PRAXITY" will in any way be responsible for the work we do.
  
20. **Solicitation** - The City agrees that for a period of one year after completion of the services, it shall not, directly or indirectly, for itself or for any third party, solicit the services of, hire, contract for the services of, or otherwise entice away from their partnership, employment or contract of services with MNP or any MNP Person. In the event of a breach of this section by the City, the City shall be obliged to pay to MNP liquidated damages in the amount of one hundred fifty (150%) percent of the total compensation the City or third party offered to pay the individual in their first year of service to such party, or one hundred fifty (150%) percent of total compensation the City or third party actually paid to the individual in their first year of service to such party, whichever is greater. The City further understands that any breach by the City of this provision may result in a threat to our independence which may prevent us from accepting or continuing any engagement to provide assurance services to the City. "MNP Person" means any and all partners, employees and contractors providing services to MNP, whether for a defined or indefinite period or on a part-time or full-time basis, and with whom the City had contact during the term of this engagement.

**Signature Required**  
**Please sign and return to MNP**



January 29, 2024

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

Attention: Terri Mercier, City Clerk

Dear His Worship the Mayor and Council of the City of Prince Albert:

This letter will confirm the arrangements discussed with you regarding the services we will render to the City of Prince Albert (the "City") commencing with the fiscal year ending December 31, 2023.

**Our responsibilities**

We will audit the financial information consisting of the Municipal Annual Expenditure Report (the "financial information") of the City of Prince Albert as at December 31, 2023.

Our audit will be conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we will plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial information taken as a whole are free of material misstatement, whether caused by fraud or error.

Our responsibilities, objective, scope, independence and the inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards are detailed in Appendix A, which forms part of our mutual understanding of the terms of this engagement.

**Management's responsibilities**

The operations of the City are under the control of management, which has responsibility for the accurate recording of transactions and the preparation of the financial information in accordance with the provisions of the Municipal Gas Tax Fund Agreement (the "Agreement"). This includes the design, implementation and maintenance of internal controls relating to the preparation and presentation of the financial information.

Appendix B, which describes in detail management's responsibilities with respect to this engagement, forms part of our mutual understanding of the terms of this engagement.

**Reporting**

Unless unanticipated difficulties are encountered, our report will be substantially in the form illustrated in Appendix C.

**Fees and expenses**

Our fees and expenses are discussed in detail in Appendix D.

**MNP LLP**

101 - 1061 Central Avenue, Prince Albert SK, S6V 4V4

855.667.3310 T: 306.764.6873 F: 306.763.0766

**Other matters**

We will, as permitted by the Rules of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

Our standard terms and conditions, included as Appendix E, form part of our mutual understanding of the terms of this engagement. In the event that you choose to terminate this engagement based on the terms outlined in Appendix E, we reserve the right to notify all financial statement users of the change.

These terms will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the engagement letter to us.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and the City of Prince Albert.

Sincerely,

*MNP LLP*

**Chartered Professional Accountants**

encls.

**RESPONSE:**

This letter correctly sets forth the understanding of City of Prince Albert.

PLEASE SIGN HERE

\_\_\_\_\_

Officer Signatue

\_\_\_\_\_

Title

PLEASE SIGN HERE

\_\_\_\_\_

Officer Signature

\_\_\_\_\_

Title

## Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations

The following details our responsibilities as auditors and the objective, scope, independence and inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards.

### Our responsibilities, objective and scope

Our audit will be planned and performed to obtain reasonable assurance that the financial information taken as a whole are free of material misstatement, whether caused by fraud or error. If any of the following matters are identified, they will be communicated to the appropriate level of management:

- Misstatements, resulting from error, other than immaterial misstatements;
- Fraud or any information obtained that indicates that a fraud may exist;
- Material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern;
- Any evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations has occurred;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatements; and,
- Related party transactions identified that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Furthermore, we will consider the City's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of audit procedures necessary for expressing our opinion on the financial information. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant deficiencies in the City's system of financial controls.

### Independence

The Rules of Professional Conduct require that we are independent when conducting this engagement. We will communicate to the Mayor and Council any relationships between the City (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence.

Further, we will confirm in writing our independence with respect to the City.

If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.

## **Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations (*continued from previous page*)**

### **Audit limitations**

An audit involves performing procedures to obtain audit evidence regarding the amounts and disclosures in the financial information. This includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation, structure and content of the Municipal Annual Expenditure Report, including disclosures.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the Municipal Annual Expenditure Report will be detected because of factors such as the use of judgment, selective testing of data, inherent limitations of controls, and the fact that much of the audit evidence available is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material misstatement due to fraud.

While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, we cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The audit of the Municipal Annual Expenditure Report and the issuance of our audit opinion are solely for the use of the City and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of the Municipal Annual Expenditure Report and we accept no responsibility for their use by any third party. If our name is to be used in connection with the Municipal Annual Expenditure Report, you will attach our independent audit report when distributing the Municipal Annual Expenditure Report to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

## Appendix B: Management Responsibilities

During the course of our audit, you will be required to provide and make available complete information that is relevant to the preparation and presentation of the Municipal Annual Expenditure Report, including:

- Financial records and related data, including data relevant to disclosures made in the financial information;
- Copies of all minutes of meetings of council and committees of council;
- Access to personnel to whom we may direct our inquiries;
- Information relating to any known or possible instances of non-compliance with laws, legislative or regulatory requirements (including financial reporting requirements);
- Information relating to all related parties and related party transactions; and,
- Allowing access to those within the entity from whom the auditor determines it necessary to obtain audit evidence.

Management's responsibility with respect to fraud and misstatement includes:

- The design and implementation of controls for its prevention and detection;
- An assessment of the risk that the financial information may be materially misstated;
- Disclosure of situations where fraud or suspected fraud involving management, employees who have significant roles in controls, or others, where the fraud could have a material effect on the financial information, have been identified or allegations have been made; and,
- Communicating your belief that the effects of any uncorrected financial information misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial information taken as a whole.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from management at the close of our audit in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

If the City plans any reproduction or publication of our report, or a portion thereof, printer's proofs of the complete documents should be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on City of Prince Albert's website or on designated public document databases such as SEDAR, management is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported, and for informing us of any subsequent changes to such documents. However, we are responsible to read the documents to ensure accuracy, and consider the appropriateness of other information accompanying the audited financial information, upon initial posting.

## Appendix C: Illustrative Independent Auditor's Report

To the Ministry of Government Relations and City of Prince Albert:

### Opinion

We have audited the Municipal Annual Expenditure Report (the "MAER") of City of Prince Albert the ("Municipality") for the year ended December 31, 2023 prepared in accordance with the provisions, as described in Note 1 of the Municipal Gas Tax Fund Agreement (the "Agreement") between the Province of Saskatchewan and the City of Prince Albert.

In our opinion, the financial information in the MAER of the Municipality, for the year ended December 31, 2023 is prepared, in all material respects, in accordance with the provisions of the Agreement, as described in Note 1.

### 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 Municipal Annual Expenditure Report section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the MAER 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.

### Emphasis of Matter – Basis of Accounting and Restriction on Distribution and Use

We draw attention to Note 1 to the MAER, which describes the basis of accounting. The MAER is prepared to assist the Municipality to meet the requirements of the Agreement. As a result, the MAER may not be suitable for another purpose. Our report is intended solely for the Municipality and should not be distributed to or used by parties other than the Municipality. Our opinion is not modified in respect of this matter.

### Responsibilities of Management and the Mayor and City Council for the Municipal Annual Expenditure Report

Management is responsible for the preparation of the MAER, in accordance with the provisions of the Agreement, its compliance with the material provisions of the Agreement and for such internal control as management determines is necessary to enable the preparation of the MAER that is free from material misstatement, whether due to fraud or error.

The Mayor and City Council are responsible for overseeing the Municipality's financial reporting process.



## Appendix C: Illustrative Independent Auditor's Report (continued from previous page)

### Auditor's Responsibilities for the Audit of the Municipal Annual Expenditure Report

Our objectives are to obtain reasonable assurance about whether the MAER as a whole is 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 this MAER.

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 MAER, 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 Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, 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 Municipality'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 MAER 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 Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the MAER, including the disclosures, and whether the MAER represents 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, Saskatchewan

Date

Chartered Professional Accountants

## Appendix D: Fees and Expenses

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing.

The fees for the audit services to be provided have been set out in our 2023 pricing proposal and will be \$2,906, consisting of \$2,500 for the audit of the MAER, plus an administrative fee of \$125, GST of \$131, and PST of \$150.

Our estimated fees are based on our past experience and our knowledge of the City. This estimate relies on the following assumptions:

- No significant deficiencies in internal controls which cause procedures to be extended;
- No major unadjusted misstatement(s) or un-reconciled balances;
- Significantly all adjusting entries are completed prior to trial balance and journal entries being provided to the audit team;
- All management and required staff are available as needed;
- Information and working papers required, as outlined in our letter of fiscal year-end requirements, are provided in the mutually agreed form and timing;
- There are no changes to the agreed upon engagement timetable and reporting requirements; and,
- We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the practitioner leading your engagement so a mutually agreeable solution can be reached. In accordance with our standard terms and conditions, included as Appendix E, if significant changes to the arrangements set forth in this engagement letter are required, any change in scope of the engagement will need to be agreed in writing, in a "Change Order" agreement.

## Appendix E: Standard Terms and Conditions

The following standard terms and conditions and engagement letter to which they are attached form one agreement (the "Agreement") and set out the terms and conditions upon which MNP LLP ("MNP") will provide services to you (the "Municipality").

1. **Timely Performance** - MNP will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these terms and conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Municipality of its obligations as set out in the engagement letter.
2. **Right to Terminate Services** - The Municipality may terminate the engagement upon 30 days written notice. If this occurs, the Municipality shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the Municipality not fulfil its obligations as set out herein and in the engagement letter, and in the event that the Municipality fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Change Order** - If, subsequent to the date of this engagement letter, the Municipality requires significant changes to the arrangements set forth in this engagement letter, the Municipality will be required to agree to the change in scope of the engagement in writing, in a "Change Order" agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.
4. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the Municipality's personnel. MNP undertakes to advise the Municipality's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
5. **Administrative Expenses** - A non-reimbursable administrative expense fee (the "Administrative Fee") equal to 5% of the professional fees charged will be levied for administrative expenses. The administrative fee will be added to the professional fees and will be payable at the same time. Out-of-pocket expenses, including travel and accommodation expenses, incurred in connection with and necessary to the provision of our Services will be charged to the client.
6. **Billing** - Bills will be rendered on a regular basis as the assignment progresses. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
7. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The Municipality shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.

## Appendix E: Standard Terms and Conditions *(continued from previous page)*

8. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of Saskatchewan, and shall be deemed in all respects to be a Saskatchewan contract. The Municipality and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.
9. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the Municipality's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the Municipality might use them, any such tools which may be provided to the Municipality, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Rules of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
10. **Personal Information** - Except to the extent necessary for the performance of the services, the Municipality shall not provide any personal information, as defined in Canadian federal and provincial privacy legislation, to MNP in connection with this engagement. If personal information is disclosed to or by MNP, or is accessed, collected, used, or disclosed by MNP, the Municipality consents to the same and represents and warrants that it has or will collect all necessary consents, provide any necessary notices, and do all such other things as are required under applicable law in respect of such personal information. Any collection, use or disclosure of personal information will be subject to MNP's privacy policy (available for review at [www.mnp.ca/privacy](http://www.mnp.ca/privacy)) and will comply with applicable Canadian federal and provincial laws.
11. **Confidentiality** - To the extent that, in connection with this engagement, MNP comes into possession of any proprietary or confidential information of the Municipality, MNP will not disclose such information to any third party without the Municipality's consent, except: (a) when properly acting in the course of providing the Services (including to such of MNP's subcontractors, affiliates and advisors as may have a need to know), (b) as may be required by applicable law, or as may be permitted by applicable professional standards; or (c) to the extent such information: (i) shall have otherwise become publicly available (including, without limitation, any information filed with any governmental agency and available to the public) other than as the result of a disclosure by MNP in breach hereof; (ii) is disclosed by the Municipality to a third party without substantially the same restrictions as set forth herein; (iii) becomes available to MNP on a non-confidential basis from a source other than the Municipality whom MNP believes is not prohibited from disclosing such information to MNP by obligation to the Municipality; (iv) is known by MNP prior to its receipt from the Municipality without any obligation of confidentiality with respect thereto; or (v) is developed by MNP independently of any disclosures made by the Municipality to MNP of such information. The Municipality acknowledges that our client files may be periodically reviewed by provincial or national practice inspectors as required by law, including for reporting-issuers by the Canadian Public Accountability Board, the Public Company Accounting Board, or other regulators, and by other MNP personnel that may be located extra-provincially to ensure we are adhering to professional and MNP standards.

## Appendix E: Standard Terms and Conditions *(continued from previous page)*

12. **Data Analytics** - The Municipality agrees that MNP may use relevant portions of the Municipality information disclosed to MNP in the course of the Engagement, which may include Confidential information and Personal information (the "Client Data") for the purpose of performing individualized (using your data only, for your eyes only) and aggregated benchmarking and industry models and reports (using de-identified data from a variety of sources). Aggregated benchmarking and industry reporting services will be performed to provide valuable insights on financial and other trends either (a) within your specific business organization over time, or (b) on an aggregated basis across an entire industry or sector. MNP may use such information to provide services to its clients or for other business purposes. None of the aggregated reporting will contain any information that would allow a third party to identify you. The data will not be re-identified or removed following the aggregation process.
13. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the partnership itself, and all of the partnership's assets and insurance coverage remain at risk.
14. **Release and Limitation of Liability** - The Municipality and MNP agree to the following with respect to MNP's liability to the Municipality:
  - a. In any action, claim, loss or damage arising out of the engagement, the Municipality agrees that MNP's liability will be several and not joint and the Municipality may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.
  - b. Other than for matters finally determined to have resulted from the gross negligence, fraud or willful misconduct of MNP, whether the claim be in tort, contract, or otherwise:
    - i. MNP shall not be liable to the Municipality and the Municipality releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the Municipality related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of the total professional fees paid by the Municipality to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
    - ii. MNP shall not be liable to the Municipality for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.

## Appendix E: Standard Terms and Conditions *(continued from previous page)*

15. **Indemnity** - The Municipality agrees to jointly and severally indemnify and hold harmless MNP against:
- a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
  - b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Board of Directors of the Municipality.

For the purposes of paragraph 14. and 15., "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.

16. **Survival of Terms** - The Municipality and MNP agree that clauses 14. and 15. will survive termination of the engagement.
17. **Electronic Communications** - Unless the Municipality prefers we use a particular manner of communication and specifies as much in writing, MNP will use whatever form of communication it deems most efficient in the circumstances. In many instances, this will involve the use of internet e-mail. With respect to internet e-mail, MNP and the Municipality both acknowledge that neither party has control over the performance, reliability, availability, or security of internet e-mail. Additionally, MNP staff may be required or requested to work from your offices during which visits access to and use of and reliance upon your electronic environment (including but not limited to, your network, Internet, and extranet resources) is necessitated. The Municipality accepts that MNP shall not be liable for any loss, damage, expense, harm or inconvenience resulting from any loss, delay, interception, corruption, security breach, delivery failure, incompatibility, incompleteness or alteration of any document or transmission arising from the use of e-mail or the transmission of any document outside of MNP's electronic environment.
18. **Third Party Services** - In connection with this engagement, MNP may use certain third parties to provide professional, administrative, and analytical services and other clerical support. As a result, Client Data may transit or be used, stored or accessed in jurisdictions outside your province of residence or outside of Canada, and may be subject to disclosure in accordance with the laws applicable in such jurisdiction, which laws may not provide the same level of protection as Canadian federal and provincial privacy laws. MNP will require such third parties to undertake confidentiality obligations that are equivalent to those contained in this Agreement. For clarity, MNP does not warrant and is not responsible for any third-party product or service obtained independently by the Municipality notwithstanding any participation or involvement by MNP in the procurement of such services.

## Appendix E: Standard Terms and Conditions *(continued from previous page)*

19. **Praxity** - We are an independent accounting firm allowed to use the name "PRAXITY" in relation to our practice. We are not connected by ownership to any other firm using the name "PRAXITY" and we will be solely responsible for all work carried out by us on your behalf. In deciding to instruct us you acknowledge that we have not represented to you that any other firm using the name "PRAXITY" will in any way be responsible for the work we do.
  
20. **Solicitation** - The Municipality agrees that for a period of one year after completion of the services, it shall not, directly or indirectly, for itself or for any third party, solicit the services of, hire, contract for the services of, or otherwise entice away from their partnership, employment or contract of services with MNP or any MNP Person. In the event of a breach of this section by the Municipality, the Municipality shall be obliged to pay to MNP liquidated damages in the amount of one hundred fifty (150%) percent of the total compensation the Municipality or third party offered to pay the individual in their first year of service to such party, or one hundred fifty (150%) percent of total compensation the Municipality or third party actually paid to the individual in their first year of service to such party, whichever is greater. The Municipality further understands that any breach by the Municipality of this provision may result in a threat to our independence which may prevent us from accepting or continuing any engagement to provide assurance services to the Municipality. "MNP Person" means any and all partners, employees and contractors providing services to MNP, whether for a defined or indefinite period or on a part-time or full-time basis, and with whom the Municipality had contact during the term of this engagement.



**RPT 24-36**

**TITLE:** SaskTel Communication Towers – Support in Principle

**DATE:** January 31, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the three (3) proposed locations for the following new communication towers be supported in principle as per Schedule A to RPT 24-36:

1. Miller Hill Park near the drainage channel;
2. SaskTel Customer Service Centre at 1200 6<sup>th</sup> Avenue East; and
3. Kinsmen Park.

**TOPIC & PURPOSE:**

The purpose of this report is to provide support in principle for the location and construction of three (3) new communication towers in order for SaskTel to proceed with public consultation.

**BACKGROUND:**

On May 1, 2023, Executive Committee received an information report regarding the review process and regulations pertaining to communication towers, as SaskTel is planning to upgrade and expand the cellular network in Prince Albert. Administration reported that because communication towers are federally regulated, Administration would not be bringing applications to City Council for approval, but would review them internally and keep City Council up to date on the proposed locations.

On November 6, 2023, City Council gave support in principle for the first three new tower locations. These are proposed adjacent to the rear lane near 12<sup>th</sup> Street West; 28<sup>th</sup> Street East near the drainage channel; and 7<sup>th</sup> Avenue East adjacent to Cooke Municipal Golf Course.

As SaskTel has identified three additional new tower sites, they are ready to move ahead with the next phase of public consultation and necessary design work. See Schedule A for the location plans for each of the proposed tower locations.



**PROPOSED APPROACH AND RATIONALE:**

SaskTel has identified that the following areas are known to have poor coverage and service levels and has proposed three locations for new communication towers to address the issue:

- Miller Hill Park near the drainage channel;
- SaskTel Customer Service Centre at 1200 6<sup>th</sup> Avenue East; and
- Kinsmen Park.

If City Council provides support in principle to these locations, SaskTel will move forward with line locates and property surveys to assist with design work and proceed with the public consultation process. If these sites are deemed to be suitable, Administration will work with SaskTel to finalize either the land sale, lease, or licensing agreement for each site, as required.

**CONSULTATIONS:**

The Department of Planning and Development Services has been in contact with SaskTel throughout this process and has worked closely with the Public Works and Community Services departments to identify issues and possible solutions for the three locations noted above.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

SaskTel will begin the public consultation process required by Innovation, Science, and Economic Development Canada, the federal regulatory body for communication towers. The public consultation process requires written notice provided to the public within a radius of three times the proposed tower height, and SaskTel must address all reasonable and relevant concerns in a timely manner. Following the public consultation process, SaskTel will request concurrence from the City of Prince Albert that the locations are supported.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

While a development permit for each tower is not required, Administration will ensure that the locations selected are in accordance with the necessary bylaws and plans and that the land is sold, leased, or licensed to SaskTel as per our standard practice.

**STRATEGIC PLAN:**

The proposed expansion and upgrade of the SaskTel wireless network supports the City's area of focus for Economic Diversity and Stability. By providing opportunities to improve wireless network performance, the City is accommodating the needs of new and existing organizations in Prince Albert.

**OFFICIAL COMMUNITY PLAN:**

In the City of Prince Albert Official Community Plan, Section 11.2 outlines several policies related to Economic Development. Enhanced service coverage and improved network capability, which will be addressed by new communication towers, are aligned with these policies.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. Schedule A

Written by: Ellen Pearson, Planner

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

THE CITY OF PRINCE ALBERT

Location Plan



S-N

S-N

PLANNING & DEVELOPMENT

January 31, 2024

Subject Property Identified  
With A Bold Dashed Line



THE CITY OF PRINCE ALBERT

Location Plan



S-12

S-12

PLANNING & DEVELOPMENT

January 12, 2024

Subject Property Identified  
With A Bold Dashed Line



# THE CITY OF PRINCE ALBERT

# Location Plan



CS-12

CS-12

PLANNING & DEVELOPMENT

January 31, 2024

Subject Property Identified With A Bold Dashed Line



# City of Prince Albert

**RPT 24-39**

**TITLE:** Memorandum of Agreement to Conclude Collective Bargaining - IAFF Local #510

**DATE:** February 6, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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## **RECOMMENDATION:**

1. That the Memorandum of Agreement between the City of Prince Albert and the International Association of Fire Fighters (IAFF) Local #510 as attached be approved; and
2. That the Mayor and City Clerk be authorized to execute the Collective Bargaining Agreement on behalf of the City, once prepared.

## **TOPIC & PURPOSE:**

The aim of this report is to delineate a proposed Memorandum of Agreement for finalizing collective bargaining negotiations with IAFF Local #510.

## **BACKGROUND:**

The previous Collective Bargaining Agreement (CBA) between the City and IAFF Local #510 expired on December 31, 2021.

Administration engaged in several negotiation sessions with IAFF Local #510. An impasse was reached in October 2022. On January 20, 2023 the matter was referred to arbitration with bargaining mediation sessions to follow. On November 2, 2023 Administration approached IAFF Local #510 regarding possible negotiations. On December 11, 2023 new direction was received from City Council regarding an amended mandate. Collective bargaining was finalized with the signing of the Memorandum of Agreement on February 1, 2024.

## **PROPOSED APPROACH AND RATIONALE:**

Through cooperative discussions, the bargaining committees mutually agreed that implementing several changes would prove advantageous to both parties.

The term of the Collective Bargaining Agreement will be January 1, 2022 to June 30, 2024.

The following commitments were made by both parties:

- Language was changed to ensure that training days are paid only for actual hours of instruction (rather than a full 12 hour shift); and
- Sick bank cap was increased to 1,000 days from 500 days.

The following general wage adjustments would apply during the term of the Agreement:

January 1, 2022 –	1%
December 31, 2022 –	0.81%
July 1, 2023 –	1.5%
December 31, 2023 –	1.5%
June 30, 2024 –	3%

With these numbers, a first-class firefighter will be \$109,128 as of June 30, 2024.

### **CONSULTATIONS:**

The Management and Union bargaining committees have met and have agreed to recommend the attached Memorandum of Agreement to City Council. IAFF Local #510 membership voted and ratified the Memorandum of Agreement at its meeting held on Wednesday, January 31, 2024.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

IAFF will be advised of City Council's decision to incorporate the Memorandum of Agreement into the final Collective Bargaining Agreement which will be distributed thereafter.

### **POLICY IMPLICATIONS:**

The changes outlined in the Memorandum of Agreement will be incorporated into the official Collective Bargaining Agreement.

### **FINANCIAL IMPLICATIONS:**

The total earning and benefit improvements for IAFF Local #510 are as follows:

2022 – \$ 59,560.00

2023 - \$153,768.18

2024 – \$385,292.77

The cumulative impact of monetary adjustments proposed over the thirty month agreement is estimated to be \$598,620.95 dollars.

Wage increases and any applicable retroactive pay will be funded from the City's approved 2024 Operating Budget.

Wage increases will be payable to all current and former employees of IAFF Local #510 as of the dates specified and for the entire period of time during which such employee was employed or currently remains employed by the City.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no further options, privacy or OCP considerations.

**STRATEGIC PLAN:**

Engagement & Communication - Collective Bargaining is a critical aspect of the Labour Relations process. Respectful bargaining that balances the interests of both parties increases effectiveness to the organization.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. 2024 Feb 1 MOU bw City and IAFF 510

Written by: Kevin Yates, Human Resources Manager

Approved by: Acting Director of Corporate Services and City Manager



# MEMORANDUM OF AGREEMENT

BETWEEN

THE CORPORATION OF THE CITY OF PRINCE ALBERT,  
PRINCE ALBERT SASKATCHEWAN



-AND-

THE PRINCE ALBERT FIRE FIGHTERS ASSOCIATION  
I.A.F.F – LOCAL #510



WITHOUT PREJUDICE

## Memorandum of Agreement

1. The parties (The City of Prince Albert and I.A.F.F. -510) herein agree to the terms of this Memorandum and the attached agreed to items as constituting the agreed to changes between the parties. This Settlement is subject to ratification by the principals of the respective parties.
2. The undersigned representatives of the parties do hereby agree to recommend complete acceptance of all the terms of this Memorandum to their respective principals for ratification.
3. The parties herein agree that the said Collective Agreement articles and language contained in the 2019 - 2021 I.A.F.F Collective Agreement not referenced in this document are to remain as presented in the 2019-2021 I.A.F.F. Collective Agreement.
4. The terms and conditions of the attached agreed-to items shall become effective at the beginning of the first pay period following ratification by the parties unless otherwise stated.

## Agreed to Changes

Agreed to changes to articles and provisions listed in this document are characterized as follows:

- a. Language that is new is shown in **Bold**.
- b. Language that is deleted is shown as ~~striketrough~~.
- c. Language that has been moved within the collective agreement is shown in *italics*.

### Amended ARTICLE 1 - INTERPRETATION

2. "FIRE FIGHTER or MEMBER" means any person who is employed by the City in the Fire Department, exclusive of the Fire Chief, Deputy Chiefs, Battalion Chiefs, Maintenance Supervisor, and Secretary **and Fire Administrative Manager**.
4. "STATUTORY HOLIDAYS" shall mean any of the following days:  
New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, **National Day for Truth and Reconciliation**, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, 1st Monday in August, Easter Monday and any day that is proclaimed a Civic Holiday by the Council of the City of Prince Albert, or any Statutory Holiday proclaimed by the Federal Government which is applicable to Saskatchewan or by the Government of Saskatchewan.
9. "TRAINING DIVISION" shall mean that portion of the Fire Service that is primarily responsible for training, continuing education, and training records for Suppression Division members.

### Amended ARTICLE 3 – DURATION

1. This Agreement shall come into force and take effect from the 1st day of January A.D., **2022** and shall continue until the **30th day of June, A.D., 2024** and then from year to year except as provided for in Subsection (2).
2. Either party to this Agreement may, not less than ~~Thirty (30)~~ **Sixty (60)** days, and not more than ~~Sixty (60)~~ **One hundred twenty (120)** days before the end of this Agreement give notice in writing, to the other party, to terminate or to negotiate a revision of this Agreement.

### Amended ARTICLE 8 – SCOPE OF MEMBERSHIP

1. This Union shall be understood to include all members of the Fire Department, except the Fire Chief, Deputy Fire Chiefs, Battalion Chiefs, Maintenance Supervisor, ~~and~~ Secretary **and Fire Administrative Manager**.

### Amended ARTICLE 14 – SENIORITY, PROMOTIONS, APPOINTMENTS & LAYOFFS

6. **Appointment to the Training Division shall be for a three-year term, with the option of additional one-year extensions if jointly agreed to by both the employee in the role and the Fire Chief.**

**The member will serve a probationary period of six (6) months in the Training Division. During that period, if the member requests in writing to the Fire Chief, for transfer back to the Suppression Division, it shall be honoured.**



No member shall be eligible to participate in the Training Division appointment selection process unless they hold the rank of Captain or have served at least one (1) year in the Acting Captain capacity and successfully achieved the following minimum qualifications:

- NFPA 1021 – Fire Officer Level I (IFSAC/ProBoard Accredited) including prerequisites and fire investigation components.
- NFPA 1041 – Fire Service Instructor (IFSAC/ProBoard Accredited)
- NFPA 1521 – Safety Officer (IFSAC/ProBoard Accredited)
- Incident Command System 100
- Incident Command System 200

Once appointed, the member will hold the Classification of Training Captain for the duration of their appointment, and revert to their former classification and pay at the completion of their term, with no loss in seniority.

The Fire Chief will make all appointment decisions from a list of applicants, based on the knowledge, skills, and ability of the applicant, weighed against the operational and training needs of the department.

(Renumber remaining.)

*To appear in the MOA, not to appear in the Collective Agreement:*

*Members will not be precluded from participating in promotional processes during the period of their appointment.*

#### **Amended ARTICLE 25 – SICK BENEFITS**

If required by the Fire Chief or his designate, the Fire Fighter shall, within five (5) days, produce a Medical Certificate signed by a physician within twenty four (24) hours of the date of illness indicating that he was unable to perform his duties due to illness or injuries, and if required by the Fire Chief or his designate, a Fire Fighter shall provide a Medical Certificate upon returning to work indicating that he is able to perform his regular duties. **In instances of extended illness or injury exceeding thirty (30) calendar days, additional medical information may be required on the PAFD Restrictions Form for the purpose of identifying potential workplace accommodations.**

For any abuse of the foregoing provision, any Fire Fighter may be suspended temporarily, but such Fire Fighter shall have the right to invoke the Grievance Procedure set out in this Agreement.

#### **Amended ARTICLE 26 – SICK BANK**

1. The parties to this Agreement agree to establish a Sick Leave Bank to be administered by a four member Committee comprised of two members representing the Union and two members representing the City. The duties of the Committee will be to compute, deduct, record Sick Bank contributions and balance and to consider applications for use of the Sick Bank from employees. The Committee will require employees applying for benefits

under Article 26 to utilize the services of an independent third party adjudicator to review medical information and make recommendations to the Committee based on the adjudicator's assessment of such information.

Should members of the Committee fail to agree on a decision, the questions would be referred to the City Manager. The Bank will operate on the following basis:

- a) Each employee shall contribute one (1) sick day of his fifteen (15) days annually and the City shall contribute one (1) per employee annually. The contribution to the Sick Bank shall be the first charge against the employee's annual entitlement.
- b) Employees will be allowed to withdraw their own contributions from the Bank without consent of the joint Committee.
- c) All unused Sick Leave accumulated in excess of the permissible 148 days for Suppression Division Members and 194 days for Prevention Division Members, shall be deposited to the Sick Bank upon termination of employment by the employee.
- d) Employees shall use all accumulative sick credits and all vacation time credited on January 1<sup>st</sup> of each calendar year before drawing from the Sick Bank.
- e) The maximum accumulation of the Sick Bank shall be **1000** 500 days.
- f) The City shall provide the Secretary of the Union by March 31<sup>st</sup> of each year with a statement of the total days in the Sick Bank to December 31<sup>st</sup> of the previous year.

It is further understood and agreed that under sub-paragraph d), employees may be accessing vacation credits which may not have yet been earned. In the event an employee leaves the employment of the City with a negative vacation balance, the employer shall be entitled to make the necessary deductions from the employee's pay and vested sick leave payout to recover such amount.

*Regarding Union proposal for Sick credits for new members:  
Management is agreeable to allowing advancement of up to 4 days of unaccrued Sick Leave for new members in their first year of employment who are experiencing short term illness.*

*This will appear in the Memorandum of Agreement and will be added to policy as deemed applicable.*

## **Amended – ARTICLE 30 – STUDY COURSES**

### 2. Department Courses

- e) Fire Fighters attending courses ~~within the City during his/her~~ **their** regular days off shall be paid a minimum of ~~twelve (12) hours at his/her straight time rates for Suppression Division Members and eight (8) hours at straight time rates for Prevention Division Members for each day in training~~ **at time and one half for actual hours in training and while travelling. A minimum of two hours at time**



and one half shall apply. All related expenses for out of City travel (i.e. accommodations, meals and mileage per diem) will be paid by the City. Every effort will be made by the City to supply a vehicle for travel. Members will have the option to be paid out or bank the hours.

- f) ~~Fire Fighters attending courses outside of the City during their regular days off shall be paid a minimum of twelve (12) hours at straight time rates for each day for Suppression Division Members and eight (8) hours at straight time rates for Prevention Division Members. Travel within the province is paid at straight time rates and travel out of the province is paid at time and one half. Members will have the option to be paid out or bank the hours. All related expenses (i.e. accommodations, meals and mileage per diem) will be paid by the City. Every effort will be made by the City to supply a Vehicle for travel~~

Renumber remaining.

*Regarding Union proposal for Article 30: For Memorandum of agreement*

*Management is agreeable to providing notification to the Union President when Home Study is approved for an IAFF Local #510 member.*

#### **Amended – ARTICLE 31- LEAVE OF ABSENCE**

2. Leave of Absence With Pay
- b) The City shall allow up to ~~four (4) days~~ **sixteen (16) days** per calendar year of paid leave ~~for each of in total for~~ the elected officers of the Association (President, Vice-President, Secretary, Treasurer). In the event that a request for leave would require overtime to replace the executive member, then 31.2.a) would apply.

#### **Amended – ARTICLE 38 – GRIEVANCE PROCEDURE**

1. The Association shall, after completing its investigation of the Grievance, but not later than forty-five (45) days following the act or omission giving rise to such Grievances, have the right to make submissions to the Fire Chief. In making application for Hearing, the Association shall outline in writing the matter complained of. The Hearing shall be held within ~~three (3)~~ **five (5)** consecutive working days of the application being made and the Association may have the fire Fighter or Fire Fighters concerned present at the Hearing. The Fire Chief, shall, within ~~three (3)~~ **five (5)** consecutive working days following the Hearing, give his decision and reasons in writing to the Association.
5. The City Manager shall hear the Appeal within seven (7) consecutive days after it has been filed with it and shall give its decision within ~~three (3)~~ **five (5)** consecutive working days after the conclusion of the Hearing.



## Amended ARTICLE 42 – PROBATIONARY PERIOD

1. ~~a) All new Recruits shall be placed in a Recruit orientation program for two (2) weeks and the hours of work shall be from 8:00 am to 5:00 pm with one (1) hour allowed for lunch, Monday to Friday of each week, with Saturday and Sunday as their regular days off. For those Members who require additional training they shall continue to work the above mentioned hours for a period of six (6) weeks, for a maximum of eight (8) weeks as a Recruit Fire Fighter. In the event of a statutory holiday falling within this period, the Recruit shall receive the day off and will not be paid for the statutory holiday as provided for in Article Sixteen (16) of this agreement.~~
    - b) ~~Upon successful completion of the Recruit program the Recruit will be reclassified as a Probationary Fire Fighter for a period, when added to the orientation or training period, equals one (1) year.~~
    - c) ~~Upon successful completion of the Fire Fighter's probationary period, the Probationary Fire Fighter, along with the Union, shall receive a letter stating the successful completion of the probationary period.~~
  2. ~~The City of Prince Albert will only hire qualified Recruit Fire Fighters who have successfully completed a Level II Fire Fighter Program from a recognized training institution capable of providing an all encompassing program, and providing the Recruit with the IFSAC certification (International Fire Service Accreditation Congress). A list of recognized institutions will be maintained by both parties through the Labour-Management committee.~~
  3. ~~The new Recruit Fire Fighter will serve a two (2) week orientation program. Upon successful completion of the orientation program each Recruit will be classified as a Probationary Fire Fighter, and therefore be a counting member on shift. Recruits shall be assessed during the first two (2) weeks, jointly by Management and the Union, to determine the Recruits knowledge and performance level. Any questions or concerns regarding knowledge and performance may dictate that the Recruit receive additional training and will not count as a Probationary Fire Fighter for up to six (6) weeks, for a maximum of eight (8) weeks as a Recruit Fire Fighter.~~
1. **If the City of Prince Albert hires qualified Recruit Fire Fighters who have successfully completed a Level II Fire Fighter Program from a recognized training institution capable of providing an all encompassing program, and providing the Recruit with the IFSAC certification (International Fire Service Accreditation Congress), then Article 42.2 and 42.3 will apply. A list of recognized institutions will be maintained by both parties through the Labour-Management committee.**
  2. **The new Recruit Fire Fighter will serve a two (2) week orientation program. Upon successful completion of the orientation program each Recruit will be classified as a Probationary Fire Fighter, and therefore be a counting member on shift. Recruits shall be assessed during the first two (2) weeks, jointly by Management and the Union, to determine the Recruits knowledge and performance level. Any questions or concerns regarding knowledge and performance may dictate that the Recruit receive additional training and will not count as a Probationary Fire**



**Fighter for up to six (6) weeks, for a maximum of eight (8) weeks as a Recruit Fire Fighter.**

- 3. a) All new Recruits shall be placed in a Recruit orientation program for two (2) weeks and the hours of work shall be from 8:00 am to 5:00 pm with one (1) hour allowed for lunch, Monday to Friday of each week, with Saturday and Sunday as their regular days off. For those Members who require additional training they shall continue to work the above mentioned hours for a period of six (6) weeks, for a maximum of eight (8) weeks as a Recruit Fire Fighter. In the event of a statutory holiday falling within this period, the Recruit shall receive the day off and will not be paid for the statutory holiday as provided for in Article Sixteen (16) of this agreement.**
- b) Upon successful completion of the Recruit program the Recruit will be reclassified as a Probationary Fire Fighter for a period, when added to the orientation or training period, equals one (1) year.**
- c) Upon successful completion of the Fire Fighter's probationary period, the Probationary Fire Fighter, along with the Union, shall receive a letter stating the successful completion of the probationary period.**
- 4. If the City of Prince Albert hires unqualified candidates, (not NFPA 1001 Level II certified) the Training Division will provide IFSAC accredited training to the Recruit Fire Fighter to achieve an IFSAC NFPA 1001 Level II certification, and Article 42.5 and 42.6 will apply.**
- 5. The new Recruit Fire Fighter will complete an eight (8) week orientation program, and will become a counting member on shift at the conclusion of the eight (8) weeks. Upon successful completion of the NFPA 1001 Level II certification, each Recruit will be classified as a Probationary Fire Fighter.**
- 6. a) All new Recruits shall be placed in a Recruit orientation program for eight (8) weeks and the hours of work shall be from 8:00 am to 5:00 pm with one (1) hour allowed for lunch, Monday to Friday of each week, with Saturday and Sunday as their regular days off. For those Members who require additional training they shall continue to work the above mentioned hours for an additional period of six (6) weeks, for a maximum of fourteen (14) weeks. In the event of a statutory holiday falling within this period, the Recruit shall receive the day off and will not be paid for the statutory holiday as provided for in**
- b) Upon successful completion of the NFPA 1001 Level II certification, the Recruit will be reclassified as a Probationary Fire Fighter. The probationary period shall be one (1) year.**
- c) Upon successful completion of the Fire Fighter's probationary period, the Probationary Fire Fighter, along with the Union, shall receive a letter stating the successful completion of the probationary period**



## Amended ARTICLE 43 – CLOTHING ALLOWANCE

The City will issue to all new Permanent Fire Fighters, all of the Uniform Kit (43.1.a), Accessories (43.1.b) and Safety Equipment (43.1.c) within a period not to exceed sixty (60) days after the commencement of employment with the Fire Department. The Dress Tunic and Pants may not be available within the above stated sixty (60) days, but shall be ordered immediately and delivered as soon as practical. All items issued shall be new, however it is understood that new employees may be required to utilize used Safety Equipment pending the receipt of the new safety equipment. Upon completion of probation, the member shall be issued new Safety Equipment.

### 1. New Permanent Fire Fighters

#### a) Uniform Kit:

- 4—Permanent Press type work pants
- 4—Permanent Press type work shirts (Short or Long sleeve)
- 4—T-shirts
- 1—Pull over Sweater
- 1—Dress Tunic
- 2—Dress Pants
- 2—Dress Shirts (Short or Long sleeve)
- 1—Dress Shoes
- 1—Tie
- 1—Uniform Cap

#### b) Accessories:

The City shall supply all epaulettes, badges, insignia, and other clothing requirements deemed necessary by the Fire Chief.

#### c) Safety Equipment:

- 1—Bunker Suit (Pants & Jacket)
  - 1—Pair Fire Fighter Rubber Boots & Liners
  - 1—Helmet—Fireman's Safety & Liner
  - 1—Pair Fire Structural Fighting Gloves
  - 1—Pair Mitts & Wool Liners
  - 1—Balaclava
  - 1—Pair Wildland Leather Gloves
  - 1—Wildland Fire Coveralls
  - 1—Pair Wildland Fire Fighting Boots
  - 1—Wildland Hard Hat
  - 1—Pair Wildland Goggles
- Any other safety equipment recommended by the Fire Chief.

### 2. Replacement Clothing

The following items will be replaced/issued at the Fire Chief's discretion, when it becomes worn-out, damaged or outgrown.

- Permanent Press type work pants
- Permanent Press type work shirt (Short Sleeve)
- Permanent Press type work shirt (Long Sleeve)
- T-shirts
- Pull over Sweater

~~Ball Cap  
Dress Tunic  
Dress Pants  
Dress Shirt (Short Sleeve)  
Dress Shirt (Long Sleeve)  
Tie  
Uniform Cap  
Dress Shoes  
Winter Jacket  
Light Weight Jacket  
Leather Dress Gloves  
Shorts (workout)  
Toque  
Sweatpants~~

~~3. Inspection~~

~~With no less than five days' notice, a member may be requested by the Fire Chief to produce, for inspection, all items in the Uniform Kit. This request may be made a maximum of once per calendar year.~~

~~4. Boot Allowance~~

~~The sum of \$250.00 for boot purchases will be paid on April 1<sup>st</sup>.~~

~~5. Dry Cleaning~~

~~The City agrees to cover the cost of dry cleaning up to three (3) pieces of clothing to members of the Fire Department every two (2) months.~~

~~6. Wearing Uniforms~~

~~The City agrees that uniforms and/or work clothing issued to members shall be worn while on duty. On duty shall be from the time a member reports to commence a shift until the time the shift is completed. All off duty use of uniforms/work clothing must be approved by the Fire Chief or his designate.~~

~~7. Clothing Quality~~

~~The fibre content and quality of all items in Schedule 1 shall meet all applicable safety standards and shall be reviewed by the Joint Management/Association Committee prior to tendering.~~

~~8. Leaving the Fire Service~~

~~All Safety Equipment issued under Article 43.1.c shall remain the property of the Employer and when an employee leaves the service, the employee shall return the same to the Fire Chief. All Uniform Kit issued under Article 43.1.a, in the six (6) months prior to leaving the service shall be returned to the Fire Chief.~~

**1. New Permanent Fire Fighters Employees**

a) **Uniform Kit:**

- 4 – Permanent Press work pants**
- 4 – Permanent Press work shirts (Short or Long sleeve)**



- 4 – T-shirts
- 1 – Job Shirt (collared with ¾ zipper)
- 1 – Ball Cap
- 1 – Uniform Belt with Buckle
- 1 – Patent Dress Shoes
- 1 – Dress Tunic
- 2 – Dress Pants
- 2 – Dress Shirts (Short or Long sleeve)
- 2 – Ties
- 1 – Forage Cap
- 1 – Toque
- 1 – Winter Jacket
- 1 – Epaulettes

b) **Accessories:**

The City shall supply all badges, insignia, and other clothing deemed necessary by the Fire Chief.

c) **Safety Equipment:**

- 1 – Bunker Suit (Pants & Jacket)
- 1 – Pair Fire Fighter Structural Boots
- 1 – Helmet – Fireman’s Safety & Liner
- 1 – Pair Fire Fighter Structural Gloves
- 1 – Pair Mitts & Wool Liners
- 1 – Balaclava
- 1 – Pair Wildland Leather Gloves
- 1 – Wildland Fire Coveralls
- 1 – Pair Wildland Fire Fighting Boots
- 1 – Wildland Hard Hat
- 1 – Pair Wildland Goggles

Any other safety equipment deemed necessary by the Fire Chief.

2. **Uniform Issue During Second and Subsequent Calendar Years**

A point system shall be used for the uniform kit entitlement. The list of clothing included and the point value assigned to each item shall be as listed in Schedule #1. Any changes or modifications to this list shall be by mutual agreement between the parties.

Employees will be given clothing point purchase credits based on a Triennial Block (3 year term) Clothing Point System, commencing on January 1, 2022 with 759 points. These points may be used in any quantity, in any year in the triennial block. However points not used in the last year of the triennial block may not be carried forward to the next triennial block.

Members faced with mandatory retirement within a triennial block will be pro-rated at 1/3 point value for each year of the triennial block they are entitled to work.

New members will receive no point value in the calendar year they commence employment. In subsequent years they will receive a pro-rated point value based

on the number of years remaining in the triennial block.

With no less than five days' notice, a member may be requested by the Fire Chief to produce, for inspection, all items in the Uniform Kit. This request may be made a maximum of once per calendar year. Items not in an acceptable condition, or missing, will be ordered for the employee and charged to their points for the following year.

Items listed under "Accessories" Article 43.1.b and "Safety Equipment" Article 43.1.c are not included in the point system and shall be supplied and/or replaced by the Employer as required.

3. Uniform Orders

All members shall be responsible for submitting their uniform order by January 30<sup>th</sup> each year, on the "Uniform Order Form".

Members who fail to submit their orders after being notified above, shall forfeit any uniform order for that year. Exceptions shall be made for members who were unable to complete their uniform orders on time due to annual vacation or sick leave.

4. Leaving the Fire Service

All Safety Equipment issued under Article 43.1.c shall remain the property of the Employer and when an employee leaves the service, the employee shall return the same to the Fire Chief. All Uniform Kit issued under Article 43.1.a, in the six (6) months prior to leaving the service shall be returned to the Fire Chief.

5. Boot Allowance

The sum of \$250.00 for boot purchases will be paid on April 1<sup>st</sup>.

6. Dry Cleaning

The City agrees to cover the cost of dry cleaning up to three (3) pieces of clothing to members of the Fire Department every two (2) months.

7. Wearing Uniforms

The City agrees that uniforms and/or work clothing issued to members shall be worn while on duty. On duty shall be from the time a member reports to commence a shift until the time the shift is completed. All off duty use of uniforms/work clothing must be approved by the Fire Chief or his designate.

8. Clothing Quality

The fibre content and quality of all items in Schedule 1 shall meet all applicable safety standards and shall be reviewed by the Joint Management/Association Committee prior to tendering.



SCHEDULE '1'

TRIENNIAL BLOCK CLOTHING PURCHASE

Point System Orders:

<b>Clothing Item</b>	<b>Max. Avail</b>	<b>Point Value</b>
Permanent Press type work pants	5	37
Permanent Press type work shirt (Short Sleeve)	5	18
Permanent Press type work shirt (Long Sleeve)	5	18
T-shirts	5	8
Polo Shirt (Inspection and training division)	2	25
Job Shirt (collared with ¾ zipper)	1	55
Ball Cap	2	6
Uniform Belt with Buckle	1	15
Patent Dress Shoes	1	57
Dress Tunic	1	215
Dress Pants	2	80
Dress Shirt (Short Sleeve)	5	17
Dress Shirt (Long Sleeve)	5	17
Tie	5	3
Forage Cap	1	70
Muskrat or Beaver fur winter hat	1 per triennial block	55
Winter Jacket	1	200
Light Weight Jacket	1	70
Leather Dress Gloves	2	30
Shorts (workout)	2	15
Toque	2	6
Epaulettes (members current rank)	1	15

**MONETARY**

**General Wage Increase**

All increases to take place at the beginning of the pay period in which the date falls.

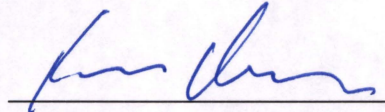
January 1, 2022	1%
December 31, 2022	0.81%
July 1, 2023	1.5%
December 31, 2023	1.5%
June 30, 2024	3%

With these numbers, a first-class firefighter will be \$109,128 as of June 30, 2024.

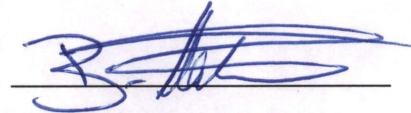
Executed this 1st (day) of February (month), A.D., 2024

ON BEHALF OF THE CITY of PRINCE ALBERT

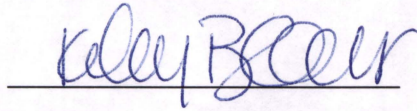
ON BEHALF OF THE IAFF Local 510



**Kris Olsen – Fire Chief**



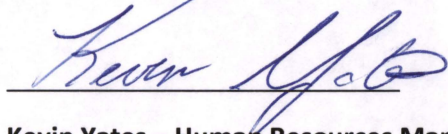
**Ben Hunter – President**



**Kiley Bear – Director of Corporate Services**



**Brad Antonson – Secretary**



**Kevin Yates – Human Resources Manager**



City of  
**Prince Albert**

***INQ 24-2***

**MOTION:**

Be received as information and filed.

**ATTACHMENTS:**

1. January 22, 2024 City Council Inquiry Responses

Written by: Sherry Person, City Manager



To: City Council  
 From: City Manager

January 22, 2024 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Kilmer	INQ#23-29	Is it possible to report the total cost broken down into categories of total work done on 5th Avenue East from 24th Street to 28th Street East? As well, can a time frame of developing/planning that work be provided, from when it began to when it was completed?	Public Works	N/A	A response will be provided for the March 4, 2024 City Council meeting.
Councillor Miller	INQ#24-01	When will the flashing crosswalk at 16th Avenue and 15th Street West be installed?	Public Works	29-Jan	The Director of Public Works: The Rapid Flashing Beacons at 16th Avenue and 15th Street West have now been installed. The planned installation was unfortunately delayed due to a combination of a delay in receipt of the materials and an unexpected staffing shortage.
Councillor Head	INQ#24-02	While the Rotary Trail is being cleared, does/can the Community Services Department clean the section of sidewalk where the Rotary Trail ends in front of Riverside School at the 500 Block of 4th Street East and begins again on the 700 Block of 2nd Street East?	Community Services	05-Feb	The Director of Community Services:  This stretch of sidewalk borders private residences & property and is not considered part of Rotary Trail. The sidewalk simply serves as a connector from one part of Rotary Trail to another. Sidewalk clearing in the City is the responsibility of those who reside in the adjacent properties. The City does not clear sidewalks in the City for any residences, as there are a number of operational changes and risks that would need to be assessed and addressed, as well as there is no budgetary allocation approved for this type of service increase.
Councillor Head	INQ#24-03	Why were buses behind schedule on the Friday preceding the meeting. Was the website updated, can we ensure there will be no future delays and/or provide adequate notice?	Public Works	29-Jan	The Director of Public Works:  During peak hours after school on January 19, City roads were icy causing traffic slowdowns. Additionally, bus routes are also operating with very high ridership, which is causing the buses to require stopping at each bus stop along the route. These combined conditions lead to delays of 10 to 15 minutes. The Traffic and Transportation Manager coordinated with Roadways to salt and sand the routes to help alleviate the road condition concerns.  City Transit is experiencing delays from time to time due to record high ridership leading to full buses. Public Works has added a bus during peak times and is currently investigating adjustments to routes with the goal to improve capacity and reduce delays.  Instantaneous updates to the website to communicate bus delays aren't possible, however residents can view TransitLive to get real time information on buses. Residents can be directed to <a href="https://transitlivepa.com">https://transitlivepa.com</a> .