



**CITY OF PRINCE ALBERT
EXECUTIVE COMMITTEE REGULAR MEETING
AGENDA**

**Monday, September 23, 2024, 4:00 p.m.
COUNCIL CHAMBER, CITY HALL**

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1. CALL TO ORDER	
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3. DECLARATION OF CONFLICT OF INTEREST	
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8. UNFINISHED BUSINESS

9. ADJOURNMENT



**CITY OF PRINCE ALBERT
EXECUTIVE COMMITTEE
REGULAR MEETING MINUTES**

**Tuesday, September 3, 2024, 4:00 p.m.
COUNCIL CHAMBER, CITY HALL**

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

Admin Present: Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Amber Soles, Secretary
Mitchell Holash, K.C., City Solicitor (Attended at 4:13 p.m.)
Jeffrey Da Silva, Director of Public Works
Kiley Bear, Director of Corporate Services
Wilna Furstenberg, Communications Manager
Ramona Fauchoux, Director of Financial Services
Jody Boulet, Director of Parks, Recreation & Culture
Craig Guidinger, Director of Community Development

1. CALL TO ORDER

Councillor Solomon, Chairperson, called the meeting to order and stated the Land Acknowledgement for Truth and Reconciliation.

2. APPROVAL OF AGENDA

Motion No. 0169.

Moved by: Mayor Dionne

That the Agenda for this meeting be approved, with the following amendment, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair:

1. That Councillor Lennox-Zepp be allowed to make a Verbal Announcement prior to Adjournment of the meeting.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

- 4.1 August 6, 2024 Executive Committee Meeting Minutes for Approval

Motion No. 0170.

Moved by: Councillor Miller

That the Minutes of the Executive Committee Regular Meeting held August 6, 2024, be taken as read and adopted.

CARRIED

5. DELEGATIONS

6. CONSENT AGENDA

Motion No. 0171.

Moved by: Councillor Head

That the Consent Agenda Item No. 6.1 be received as information and referred, as indicated.

CARRIED

- 6.1 July 2024 Account Payable Payments (RPT 2024-264)

That RPT 2024-264 be received as information and filed.

6.2 Financial Reporting – 2nd Quarter Reporting 2024 (RPT 2024-259)

Motion No. 0172.

Moved by: Mayor Dionne

That RPT 2024-259 be received as information and filed.

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Upgrades to the Existing Bulk Water Dispensing System (RPT 2024-269)

PowerPoint Presentation was provided by Rinkesh Patil, Water Treatment Plant Manager.

Motion No. 0173.

Moved by: Mayor Dionne

That the upgrades to the existing Bulk Water Dispensing System, known as the Water Crane, be included for consideration in the 2025 Budget deliberations.

CARRIED

7.2 Photography Mural Project MCAP 2024 (RPT 2024-263)

PowerPoint Presentation was provided by Judy MacLeod Campbell, Arts and Culture Manager.

Motion No. 0174.

Moved by: Councillor Head

That RPT 2024-263 be received as information and filed.

CARRIED

7.3 2024 Communications Master Plan (RPT 2024-253)

Verbal Presentation was provided by Kiley Bear, Director of Corporate Services.

Motion No. 0175.

Moved by: Councillor Kilmer

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

That the Communications Office Guide, as attached to RPT 2024-253, be approved.

CARRIED

7.4 Occupational Health and Safety Policy 2024 Update (RPT 2024-257)

Verbal Presentation was provided by Kiley Bear, Director of Corporate Services.

Motion No. 0176.

Moved by: Mayor Dionne

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

That the Occupational Health and Safety Policy, as attached to RPT 2024-257, be approved.

CARRIED

8. **UNFINISHED BUSINESS**

Councillor Lennox-Zepp Announcement - Not Seeking Re-election

9. **ADJOURNMENT**

Motion No. 0177.

Moved by: Councillor Kilmer

The Committee meeting adjourned at 4:54 p.m.

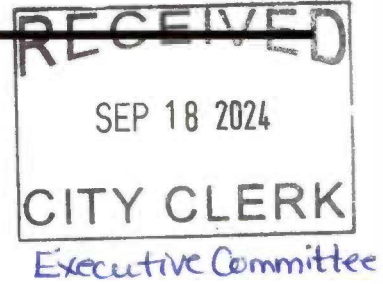
CARRIED

CHAIRPERSON

CITY CLERK

Terri Mercier

From: Dale Blenner-Hassett <d.blenner.hassett@icloud.com>
Sent: Tuesday, September 17, 2024 3:43 PM
To: City Clerk
Subject: Public Agenda - Monday September 23, 2024
Attachments: 20240917152836150.pdf



[You don't often get email from d.blenner.hassett@icloud.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

To the City Clerk, City of Prince Albert

Please put this matter on The Public Agenda - for Monday, September 23, 2024

Please circulate the attached eight pages to all concerned.

The taxpayer presenter will be present - and will speak to the matter before Mayor and Council.

Please confirm receipt of this material
- If any questions, please ask.
Thank you very kindly for your service - and time and assistance.

- Dale N. Blenner - Hassett
Prince Albert, Sask.

**Recommended
Disposition:**

Receive as
Info & File

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contact IT Support (support@citypa.com<mailto:support@citypa.com>). ***

Property Owner and Taxpayer Dale Blenner – Hassett

The Property 1545 McIntosh Drive, Prince Albert, Sask.
(Mailing address is # 3 – 138 – 9th Street East, P.A.)

Nature of Matter An invoice from the City of Prince Albert -
Park, Recreation & Culture Department
Amount \$ 420.00 – date Aug. 30, 2024

Documents attached, include

1. the August 15, 2024 City of Prince Albert letter (“Weed Control Notice” to the taxpayer; and
2. the envelope it came in; and
3. The email from the City (Cheryl Clayton, Sec. Parks, Rec.) to the taxpayer (with c.c. to Tim Yeaman, Parks Manager) setting out the dates involved;
4. The Invoice from the City of Prince Albert to the taxpayer, dated August 30, 2024 (\$ 420.00, being \$ 400.00 plus GST 20.00)

The **Invoice** is for Cutting of Weeds/grass at 1545 McIntosh Drive, Prince Albert, Sask.
By the City of Prince Albert on August 27, 2024
(Date is incorrect - actually it was August “26”)
INVOICE000123936, \$ 420.00

The Act or Regulation at issue

ss. 7(a) of The Weed Control Act / Regulations of December 1, 2010
in this case concerning Dandelion, Canada Thistle
The quote from the August 15, 2024 letter from the City (Weed Control Notice) reads
“In accordance with Section 7 (a) of the Regulation, you are hereby notified that the designated weeds shall be destroyed **within seven (7) days of the posting of this letter.**”

The taxpayer submits that the actions of the City Dept. and staff, using the said Regulations was an unfairness on the taxpayer, and resulted in an unfair, improper, without notice Invoice to the taxpayer, that should be waived, and the taxpayer should not have to pay.

As well, the combination of this Regulation concerning within seven days of posting and the operation and inflexibility of the City Staff puts an unfairness on the taxpayers of Prince Albert. The Regulation is improper, faulty, out of date, ill thought out and should be revised, so as not to continue to force improper invoices and costs on Prince Albert taxpayers.

The Relief Requested by the Taxpayer

1. City Council Waive Invoice No. INVOICE000123936, dated 8/30/2024, in the amount of \$ 420.00
2. City Council Revise ss. 7(a) of The Weed Control Act Regulations of December 1, 2010 to avoid this recurring problem now and into the future.

What Happened – and The Timeline

Fri. August 23, 2024

The taxpayer found a notice in his mailbox that there was a (registered) Letter at Canada Post Cornerstone for pick up.

The taxpayer went down to pick up the Letter .

The Letter was not available, and or staff were not available, they would not or could not give the letter to the taxpayer.

Sat. August 24, 2024

The taxpayer went back to Canada Post Cornerstone to try again, to pick up the Letter. He obtained the letter, opened up, and the letter read that he needed to destroy the weeds (cut the grass) within seven (7) days of the posting of the letter, or else be charged the cost of \$400.00 for a first offence under The Weed Control Act / Regulations.

August 24 was a Saturday, City Hall was not Open on August 24 or 25, 2024.

Mon. August 26, 2024

The taxpayer (through his secretary) called City of Prince Albert Park, Recreation to tell them that he just received the letter and was on his way to cut the grass, and for the City to be aware of this and take no further action.

City staff passed on the call a few times and eventually told the taxpayer that it didn't matter if he was going to cut, he had missed the deadline, he would be charged, and that he better pay better attention, that this was his fault only. The City would not wait, and it would Bill \$ 400 plus, no matter what the taxpayer did.

Meanwhile the taxpayer did attend at 1545 McIntosh Drive to cut the grass and tidy the property, he found the grass had been cut down (and left).

The taxpayer wanted to explain the letter and deadline mix up to City Park, Rec. and clear up the misunderstanding.

The taxpayer called first "Jordan Parenteau" the writer of the August 15, 2024 Letter, who would not talk to the taxpayer, and he was told the matter was in the hands of Tim Yeaman, Parks and Open Spaces Manager.

The Taxpayer called Mr. Yeaman, and was told he was busy or out of the office.

The Taxpayer emailed Mr. Yeaman, and dropped in to City Hall to talk to Mr. Yeaman.

The Taxpayer was told that Mr. Yeaman was either not in or not available and would not be talking to the taxpayer.

When the Taxpayer finally heard from Mr. Yeaman (by return email) he was told that there was nothing he could or would do, and that he would not meet with the taxpayer, as there was no purpose to. He specifically said that his obligation was simply to have the letter prepared and put it in the mail, and that his obligation ended there – and that whatever happened in the mail was not his concern, no matter when the taxpayer recipient actually received the Letter, even if it was way later than the deadline imposed. He said that he, the City had complied with the Regulations (within seven days of posting of the letter)

The taxpayer asked for the Parks Manager's supervisor, and that information was not provided to the taxpayer. The taxpayer asked for a supervisor to talk to or an Ombudsman or Complaints officer to speak to, and was told there was none, that he could go talk to The Mayor if he wanted – and that nobody else at City Hall would be talking to him.

The taxpayer never did get to speak to the Parks Manager or anyone. The taxpayer spend the rest of the afternoon (Mon. August 26, 2024), as he planned, raking the property from the mess the City cut made, and tidying up any garbage or weeds or wrappers, trimming trees, cutting grass, etc. - & the property was in Excellent condition by the end of day.

Thursday, August 15, 2024

It turns Out that The City Park, Recreation had put the letter in a post box somewhere, sometime on Thursday, August 15, 2024 (could have been at the very end of the day). The Letter was a Registered Letter, with extra steps and extra process to go through before the recipient ever touched or saw the letter. The letter probably would not move until at least Fri. August 16, and then there was a full weekend (August 17 and 18, 2024). The letter likely doesn't move much anywhere until Mon. August 19, and then would have to be sent to the sorting plant (and out of town ??) and finally making its way to Canada Post Cornerstone, and then out to the taxpayer at 138 – 9th Street East, and indeed it wasn't delivered to the taxpayer's address until Thurs. August 22 ("attempted delivery on Wed. August 21, whatever that means.) And that is / was The Deadline for The Fine Costs – and that was just a simple notice that there was a letter at Canada Post Cornerstone – and even that it may not be available for pick up until the next day August 23 or the day after – August 24, 2024 Sat. – and that is when it was picked up – on a Sat. August 24, 2024, two days after the unfair City – Imposed Deadline. ¹¹ "let + notice" _{Aug. 22}

It was Impossible for the taxpayer to comply with the demand of the City – destroy the weeds or else be fined \$ 400.00 plus.

The taxpayer didn't even become aware of the matter until two days After the passing of the City imposed deadline. There was nothing he could do not to get fined.

Not that the taxpayer did nothing wrong – or even slackly concerning this Notice – matter. Note, in fact the taxpayer acted very swiftly and did everything (and more) that a reasonable citizen could be expected to do.

Note - In The Past – Up till Now – Bylaw

Notably, in the past, the last few years, these matters were under the control or supervision of the Bylaw Dept. And, the taxpayer worked well with the Bylaw Dept.

The Bylaw Dept., when it noticed or became alerted, to unkept grass, yard would (phone) Call the taxpayer (or his agent) and would email the taxpayer – and tell him to get this fixed (usually in the two weeks ish a reasonable time) or else Bylaw would have to start the formal ticket process – and if it did, there was still another 30 days or so for the taxpayer to remedy the yard before he was ticketed. This system worked well – Bylaw always notified, the taxpayer always complied promptly, the taxpayer was never ticketed or charged or billed. This worked well for years and years. Then this year 2024 things totally changed somehow – and the taxpayer was not notified of these changes – and instead of what he was used to for several years, this is what happens, this false notice and boom an Offence Charge \$ 420.00, with no chance whatsoever to comply.

August 28, 2024

The Parks Manager (by email) said that he would be sending the taxpayer a bill, just as the Letter said, and he was expected to pay it and in the future not to letter this happen again, so that the City was not required to take further action again.

Approx. September 9, 10, 2024 the taxpayer received The Invoice from the City of Prince of Albert, in the amount of \$ 400 plus GST, totalling \$ 420.00, to be paid within 30 days of 08/30.

The taxpayer objects to all of this, specifically to the Invoice presented to him, and generally to the process used in this matter by the City – Park, Rec., that imposes a significant hardship on the taxpayer – and on other taxpayers and property owners, past, present and future - who find themselves in similar circumstances.

The City, especially when using the brute force of government should follow rules of fairness and administrative fairness – and should be expected to provide fair and reasonable timelines for taxpayers to fulfill what has been requested or demanded.

The City should not be able to forcibly take a taxpayer's hard-earned and too-short money out of her pocket without following a fair process, a real process, not a sham, and giving the taxpayer every opportunity to do what needs to be done, and then only penalized after the taxpayer has had fair and full notice and opportunity to comply.

This matter has been very frustrating, it has cost a lot of time and stress, and economic hardship. It is frustrating that City Hall would treat an honest and innocent taxpayer like this, and further to think that is o.k. and the taxpayer should just Shut Up and Pay. This matter has greatly diminished the taxpayer's respect for The City and its staff and processes. This is not at all the way to serve the citizens and taxpayers of Prince Albert.

The Taxpayer submits that: The City should:

- Reverse or waive the Invoice,
- Revise the faulty Regulation (seven days of posting of the letter), and
- Apologize to the taxpayer.



City of Prince Albert

WEED CONTROL NOTICE

ORDER NO. 029/24

DATE OF ISSUE August 15, 2024

Dear Sir/Madam:

It has come to the City's attention that the following weeds, declared **Nuisance** and **Noxious** under **The Weed Control Act/Regulations of December 1, 2010**, have become established on your land:

- Dandelion, Canada Thistle

In accordance with Section 7 (a) of the Regulation, you are hereby notified that the designated weeds shall be destroyed within seven (7) days of the posting of this letter.

At the expiration of the said seven (7) days, your property will be re-inspected. Your co-operation in destroying the above noted weeds will be appreciated; however, failure on your part to do so will necessitate the use of City forces and a subsequent charge to you for the cost of ~~\$400.00~~ for each offence. Please note that if the use of City forces is required, and/or the property falls into citable condition in the future, it will result in a regular scheduled maintenance order to be placed on the property.

The property in question is described as follows:

Lot(s) 14
Block 117
Plan 78PA22838 EXT 0
Known As 1545 MCINTOSH DRIVE

TO: EVA BLENNER-HASSETT

ADDRESS: C/O #3, 138 9 STREET EAST
PRINCE ALBERT, SK S6V 0X5

If you have any questions about the above notice, or require an extension, please contact the number provided below.

Jordan Parenteau
Park, Recreation & Culture Department
(306) 953-4800

/cc

78



City of Prince Albert
1084 Central
Prince Albert
Canada S6V
www.citypa



103645 910 177 574

CORNERSTONE PO
SHOPPERS DRUG MART #0447
230-800 15TH ST E
PRINCE ALBERT SK
S6V 8E0

103645

FP041 6473118
003946 uszfy
0815 146836



REGISTERED RECOMMANDÉ

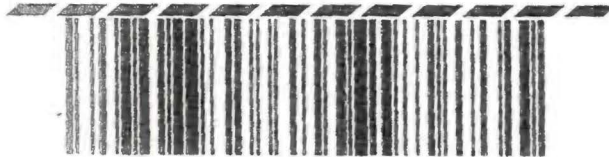
RN 664 064 376 CA

RN 664 064 376 CA

SIGNATURE



109



TRACKING NUMBER RN 664 064 376 CA N° DE REPÉRAGE

Sender warrants that this item does not contain non-mailable matter.
L'expéditeur garantit que cet envoi ne contient pas d'objet inadmissible.

113

3



From: Cheryl Clayton CClayton@citypa.com
Subject: RE: 1545 McIntosh Drive
Date: August 28, 2024 at 10:34 AM
To: Tim Yeaman TYeaman@citypa.com, Dale Hassett d.blenner.hassett@icloud.com

Morning, Please find all details attached and below. Thank you.

Citing info:

Complaint came in August 9. Caller was advised by Police to report property after an incident as they stated it was a safety concern.

Inspected August 13

Property cited August 15

Attempted letter deliver August 21

Attempted letter deliver and left notice August 22

Deadline August 22

Letter picked up August 24.

Cut by City mid-day August 26

Called for an extension at 1:19pm of August 26. Foreman was called at 1:22pm but they had already started and/or completed the cut.

Cheryl Clayton

Secretary II, Parks, Recreation & Culture

City Hall | 1084 Central Avenue

Prince Albert SK, S6V 7P3

P: 306.953.4804

E: cclayton@citypa.com

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citypa.ca



City of
**Prince
Albert**

4



City of Prince Albert

1084 Central Avenue
Prince Albert, SK S6V 7P3

INVOICE

Page: 1

Invoice: INVOICE000123936

Date: 8/30/2024

Payment Terms: Net 30

Contact: (306) 953-4321

GST #: 121683239RT0001

EVA MARINA BLENNER-HASSETT
138 9 STREET EAST
NUMBER 3
PRINCE ALBERT SK S6V 0X5

Customer Number: BLENNE0

Quantity	Description	U OF M	Unit Price	Subtotal
1	CUTTING OF WEEDS/GRASS	EACH	\$400.00	\$400.00
	CUTTING OF WEEDS/GRASS @ 1545 MCINTOSH DR. P.A. SK, COMPLETED BY THE CITY OF P.A. ON AUG. 27, 2024 IN RESPONSE TO WEED CONTROL ACT ORDER #029 AUG. 15, 2024			

Interest shall be charged on all overdue accounts at 1.5%
per month commencing 60 days after the date of this invoice.

Subtotal	\$400.00
GST	\$20.00
PST	\$0.00
Total	\$420.00

Please return this portion with your payment.

Customer ID BLENNE0

Customer EVA MARINA BLENNER-HASSETT BL #

Invoice No. INVOICE000123936

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

Invoice Total	Amount Paid
\$420.00	



RPT 2024-254

TITLE: Residents First Registration for Swimming Lessons

DATE: September 3, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 2024-254 be received as information and filed.

EXECUTIVE SUMMARY:

The following report provides an update on the resolution that was approved during the November 17th, 2023 Budget Committee meeting. The resolution outlined direction to the Parks, Recreation and Culture Department to provide City of Prince Albert residents first opportunity to register for swimming lessons. Swimming Lessons are provided on an annual basis through the Frank Dunn Pool and Kinsmen Water Park and continue to be in high demand. The opportunity for residents to register first was implemented in December 2023 during the Frank Dunn Pool season and was continued with the Swimming Lessons registration for the 2024 Kinsmen Water Park season.

PROPOSED APPROACH AND RATIONALE:

During the 2024 Budget Committee deliberations, Resolution No. 0107 dated November 17th, 2023 was approved:

“That Administration implement and prepare a report regarding residents of Prince Albert having the first opportunity to register for swimming lessons.”

This direction was implemented in December 2023 during the Frank Dunn Pool season and continued with the Swimming Lessons registration for the Kinsmen Water Park season.

The first offering of registration for residents first was implemented during the Christmas set in December 2023. The process since this was implemented is to open swimming lesson registration at 7:00 am on a Wednesday to residents. Registration for non-residents was then opened the following Friday at 7:00 am.

Below is a Summary of each set of the swimming lessons:

Frank J. Dunn Christmas Break Set:

- 92 spots offered through 14 sets of Swimming Lessons
- Residents: 88
- Non-Residents: 1
- Total: 89 participants or 97% capacity

Frank J. Dunn Pool Winter and Spring Sets:

- 922 spots offered through 11 sets of Swimming Lessons
- Residents: 490 (winter) + 404 (spring) = 894
- Non-Residents: 17 (winter) + 18 (spring) = 35
- Total: 929 participants
- Please note that there were opportunities to expand the spots by an additional 7 spots. As a result, the Swimming Lessons for the Winter & Spring at Frank Dunn Pool were provided at 101% capacity.

Kinsmen Water Park Summer Set:

- 610 spots offered, through 4 sets of Swimming Lessons
- Residents: 565
- Non-Residents: 23
- Total: 588 participants or 96% capacity

In conclusion, a total of 1,631 spots were available for Swimming Lessons during the previous Frank Dunn Pool and Kinsmen Water Park seasons. As a result, the spots were filled at 99.8% capacity overall. This is represented by 95% of resident participants and 5% of non-resident participants.

BUDGET/FINANCIAL IMPLICATIONS:

There are no budget or financial implications to this report.

PUBLIC NOTICE:

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

Written by: Curtis Olsen, Sport & Recreation Manager

Approved by: Director of Parks, Recreation & Culture and City Manager



RPT 2024-273

TITLE: August 2024 Updated Status on Capital Projects

DATE: August 26, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this Report be received as information and filed.

EXECUTIVE SUMMARY:

This report is providing a summary of Capital Projects ending August 2024. There are several projects that have been completed. The attached report illustrates capital spending ending August 26, 2024 and the status of each capital project and projected timelines for completion.

PROPOSED APPROACH AND RATIONALE:

The attachment illustrates the Capital Projects that were approved by City Council for all the 2024 Funds, along with timelines for the completion of each project. The attachment also includes the listing of all fleet approved for each Fund for 2024, as well as an update on the status of “Carry Forward Projects” from Year 2023.

This report includes the spending to date for all capital projects to the date of August 26, 2024. Please note that some projects may say “Project Completed”, but there may still be invoices to be processed for payment.

Administration is forwarding this report to provide timeline information to keep Council apprised on the status of Capital Projects.

2024 Sanitation Capital

Council approved \$561,420 in capital spending for the repayment of principal amounts for long term debt required for the construction of a new Waste Cell and expansion of existing cells, to be funded from the Sanitation Improvement Fund. This is a yearend loan payment.

Accountability

This document is intended to provide information to Executive Committee and City residents regarding capital spending to date. These details assist in understanding the current status of projects, but also the spending compared to budget. Reviewing spending on capital projects in relation to their completion status assists Departments in understanding their projections of capital costs and assists in evaluating projects in a timely manner.

Providing this financial information assists in the City's overall goal of remaining accountable and transparent.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT:

The spreadsheets were circulated to all Management involved with Capital Projects. The Directors have approved the timeline information for each Capital Project.

COMMUNICATION PLAN:

The Paving Program for 2024 is updated regularly on the City's Website. Attached to the Report is the Map for the 2024 Roadways Program and the 2024 Utility Replacement Program.

Administration will be forwarding regular reports to Executive Committee during the capital project season to update members of Council on the timelines and projects completed to date.

FINANCIAL IMPLICATIONS:

Each Fund is categorized by:

- 2024 Capital Projects approved through Budget Deliberations and City Council.
- 2023 Carry Forward Projects approved by Council.
- Capital Projects that were approved by a Council Motion or Agreement/Grant.

PUBLIC NOTICE:

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

ATTACHMENT:

1. August 2024 Updated Status on Capital Projects.

Written by: Melodie Boulet, Finance Manager

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

2024

REPORTING



AUGUST 2024 UPDATE



City of
**Prince
Albert**

CAPITAL UPDATES



GENERAL FUND CAPITAL

AUGUST 2024
UPDATES



2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Community Services					
Art Hauser Centre Ice Plant Replacement	\$170,000.00	\$150,891.00	(\$19,109.00)	Capital Funding	The new ice plant install has been fully completed. Project completed.
Reconstruction of Park Pathways	\$60,000.00	\$0.00	(\$60,000.00)	Capital Funding	The Department main priority will be to complete Midtown, any additional monies left from the pathway work on this project will be diverted to one or more of the other three identified locations. The Department will be working with Public Works on organizing this work based on the contractors schedule. Pathways to be considered for 2024 are: - Midtown Playground & Spray Park connecting walkways - Cook Drive to McDonald Avenue - Lake Estates around the lake - AC Howard Park
Roofing Replacements	\$555,697.18	\$432,852.47	(\$122,844.71)	\$200,000 Capital Funding \$355,697.18 Capital Committed Reserve	The Fire Hall roof is completed. Project completed for 2024.
Landscaping-Multiple Locations	\$71,982.88	\$0.00	(\$71,982.88)	\$50,000 Capital Funding \$21,982.88 Capital Committed Reserve	Community Services reviewing projects. This budget is specifically used to help in situations where the department needs additional support in place to complete work that may be at risk of non-completion.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Golf Course - Reconstruction and Repair of Pathways	\$60,000.00	\$0.00	(\$60,000.00)	Golf Course Improvements Reserve	Community Services working Public Works on start dates for pathway reconstruction at Golf Course based on scheduled tournaments.
Mann-Northway Park - PA Slo Pitch League Improvements	\$30,000.00	\$18,935.37	(\$11,064.63)	PA Slo Pitch League Improvements Reserve	<p>The infield equipment and bases have been completed, we have quotes on the fencing and will be working with a local contractor over the next few weeks to complete the necessary fencing repairs.</p> <p>2024 spending includes ball diamond grooming equipment and new bases.</p> <p>2024 Budget included:</p> <ul style="list-style-type: none"> - Fencing Repairs - \$15,000 - Ball Diamond Infield Grooming Equipment - \$11,000 - New Bases - \$4,000
Prime Ministers' Park Improvements	\$30,000.00	\$28,522.06	(\$1,477.94)	Prime Ministers' Park Improvements Reserve	<p>Madsen completed the backstops for Rotary, Kinsmen and Optimist Fields.</p> <p>Improvements to Prime Ministers' Park. The following projects are planned to be completed in 2024:</p> <ul style="list-style-type: none"> - Replenish Shale Supply: \$12,000 - Purchase New Sound System for Kinsmen Field: \$3,000 - Change Rotary Field Backstop to a Heavier Gauge: \$7,000 - Repair Bleachers: \$8,000
Cooke Municipal Golf Course - Recons and Repair of Stonewall and Tee Signs	\$14,491.00	\$0.00	(\$14,491.00)	Golf Course Improvements Reserve	This work is in the finishing stages and should be completed by the contractor by the end of September.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Commission of Artwork	\$28,000.00	\$0.00	(\$28,000.00)	Public Art Reserve	City is working with the artist and a project manager to secure additional revenue sources to complete the project and are aiming for a install and ceremony on June 21, 2025.
Boat Launch Review and Recommendations	\$25,000.00	\$0.00	(\$25,000.00)	Pehonan Parkway Reserve	Boat Launch Permit NOEA – 139 from the Water Security Agency has been approved to help us address the most immediate concern and that is the repair and retrieval of the slab that has broken away. We are not able to complete this work in house and are working to locate a contractor that can help assist. We are also working on another option and that is to pour a new one-piece pad and what that would cost. The permit applied for does not allow for this work and if we decide this with a more economical choice and the work can be completed sooner than later, we will opt for this option and apply to the Water Security Agency for a new permit to allow for this. If we can find the resources to help us with this, we will be looking to complete work for the first option by the end of October if not sooner. The cost of repair at this time is unknown until we can lock down a contractor that can assist with the repair.
Alfred Jenkins Field House Turf Replacement	\$510,000.00	\$10,600.00	(\$499,400.00)	\$497,500 Alfred Jenkins Field House Reserve \$12,500 - Fundraising	Field House turf replacement started August 26, 2024.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Midtown Community Spray Park and Playground	\$290,873.85	\$178,450.02	(\$112,423.83)	\$140,873.85 - Future Infrastructure Fund \$150,000 - 2024 Playground Capital Funding	Staff are working to get the park open temporarily, by the end of day August 30th. The finishing work with concrete and asphalt may be delayed until 2025 and a portion of the budget dollars may be requested for carry over. We will know more in the coming days as we navigate work that will remain outstanding and work still to be completed in this calendar year. Delays in construction this year have been solely tied to contractor availability and weather challenges.
Harry Jerome Track				\$750,000 - Future Infrastructure Fund Reserve	City Council at its meeting of September 5, 2023 approved that \$750,000 be approved from the Future Infrastructure Reserve in support of the Harry Jerome Track Replacement. The Max Clunie Field conversion to synthetic turf was completed and inspected by the SRSD on Saturday, August 24, 2024. The next stage of construction will be the completion of the Harry Jerome Track, asphalt is in place, and work to complete and apply the rubber will begin the week of August 26 with completion planned for but yet to be confirmed either the week of September 16th or 23rd. After the rubber surfacing has been installed there will be approximately 1400 feet of irrigation to be installed which should take us to the end of September and to completion.
TOTAL COMMUNITY SERVICES	\$1,846,044.91	\$820,250.92	(\$1,025,793.99)		

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Public Works					
Roadways Recapping Program	\$4,431,799.35	\$2,449,819.03	(\$1,981,980.32)	\$4,400,000 Capital Funding \$31,799.35 Capital Committed Reserve	Roadways Recapping Program underway. See separate listing of roadway and sidewalk rehabilitation projects.
2nd Avenue West Paving - Urban Highway Connector Program Agreement	\$0.00	\$660,226.00	\$660,226.00	Ministry of Highways Funding	<p>As per the Agreement, the Ministry has advanced the funds of \$495,096 to the City for this project.</p> <p><u>City Council Motion of March 4, 2024:</u> "That the Agreements between The City and His Majesty the King in Right of the Government of Saskatchewan, as represented by the Minister responsible for the Ministry of Highways, be approved to fund the Project on these essential terms: a. The Project limits shall be 2nd Avenue West from Marquis Road to 26th Street and 2nd Avenue West from 26th Street to 17th Street; and, b. The Ministry's financial contribution will be seventy percent (70%) of the Project cost up to \$660,226."</p>
Continuation of Resurfacing MSC Shop Bay Concrete Floor	\$100,000.00	\$1,341.80	(\$98,658.20)	\$20,000 Capital Funding \$30,000 Safety Reserve \$50,000 Capital Committed Reserve	Work to be undertaken and completed by end of year.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Cloverdale Road - Road Upgrades	\$65,000.00	\$7,378.62	(\$57,621.38)	Capital Funding	Project completed. Invoices to be processed.
Pedestrian Bridge Replacement Program	\$82,517.91	\$0.00	(\$82,517.91)	Future Infrastructure Reserve	The three pedestrian bridges are completed at Little Red River Park. Report to be provided to City Council on remaining bridges.
TOTAL PUBLIC WORKS	\$4,679,317.26	\$3,118,765.45	(\$1,560,551.81)		
Information Technology					
IT Projects	\$108,400.00	\$60,060.17	(\$48,339.83)	Information Technology Reserve	45% complete. End User Computing hardware orders reviewed and submitted for all new and evergreened desktops, laptops, monitors and iPads. Desktops are being imaged (17 of 33 completed) once configured will be rolled out, laptops to follow. Still need to complete printers, scanners and shredder orders and the final device order for the new Council as part of the municipal election rollover activities. On target to be completed by year-end 2024.
Citizen Portal	\$17,500.00	\$0.00	(\$17,500.00)	Information Technology Reserve	5% complete. This project is pending the clean-up and consolidation of customer records and addresses in Great Plains for Utilities, Tax, A/R and Business licenses; to utilize one online login account. Finance is currently leading the customer account clean-up efforts. Customer Consolidation is expected to be complete in Q4 2024, which can then kick off the Online Payments and Citizen Portal project deliverables.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Parking Ticket Management System	\$18,000.00	\$6,375.00	(\$11,625.00)	Information Technology Reserve	35% complete. Kick off took place beginning of July, working with Parking Officers, Dev setup environment in process of completion, street data from GIS has been gathered and sent off to vendor. With the move this this new application the payments for parking tickets will be made through the vendor's system and not through VCH. Completion expected by end Q3, start of Q4 2024.
City Works Expansion	\$25,000.00	\$18,232.00	(\$6,768.00)	Information Technology Reserve	65% complete. Community Development team is currently leading the next stage. Residential Building Permits: Wrapping up by the end of June. Stats Can Table: Scheduled for completion by end of June. ESRI Coaching: July is scheduled with 6 hours dedicated to PLL. Post-Coaching Review: Meeting with Inspectors to discuss any changes they would like. Testing Phase: All set for September. GIS Building Permits Access Database: Archiving in September for our GIS application. Cityworks Production Setup: Planned for Q4. Go-Live: January 2025
Data Centre (Servers, Switches and Network Storage)	\$20,000.00	\$0.00	(\$20,000.00)	Information Technology Reserve	5% complete. Some EOL equipment was taken out of production, some of the QNAP older equipment, will reconfigure the Nimble Storage array to be re-used for more static data, allow for more consistent backup. From a server and switch perspective anticipate working on this later Q3, Q4 2024.
Cybersecurity Dual Authentication	\$25,000.00	\$0.00	(\$25,000.00)	Information Technology Reserve	25% complete. MS 365 E5 license have been purchased Geo-location restrictions for Exchange have been turned on. Will turn on MFA for email through via a planed scope of the project. VPN with MFA for the new firewalls with SD-Wan have not started on this project at this point.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Tape Back up System	\$30,000.00	\$4,035.84	(\$25,964.16)	Information Technology Reserve	25% complete. This project includes an off-site secondary backup server to comply with the data protection strategy to have one copy of your data stored off-site. Quotes have been received from Vendors, meeting with vendors on strategy regarding offsite storage taking place. Still need to determine physical location of this backup server but have recommended the new Aquatics and Arenas Centre. Expect to completed by Q4 2024.
Cloud Backup / Disaster Recover	\$24,373.77	\$0.00	(\$24,373.77)	Information Technology Reserve	5% complete. This 2023 budget item was approved for \$50,000. Backup services are still being reviewed to replace our existing Backupify licensed email backup service.
Backups (Disaster Recovery as a Service)	\$45,200.00	\$0.00	(\$45,200.00)	Information Technology Reserve	5% complete. Disaster Recovery as a Service analysis has been initiated with a couple vendors and the Info Tech consulting team; on what backup data could be hosted in the cloud to support our backup program in the case of a disaster. With recent changes in IT network staff, this project is scheduled to reassigned in Q4 2024.
Agenda Management	\$46,230.01	\$15,256.62	(\$30,973.39)	Information Technology Reserve	90% complete. The go live was completed successfully with eScribe Agenda software, webcasting functionality and access on the City's public website. Post-implementation review, support documentation and close-out activities to be completed in Q4 2024.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Self Service Password Management	\$14,900.00	\$0.00	(\$14,900.00)	Information Technology Reserve	<p>After review with the IT team and discussion on the scope of this original project, we will not be pursuing this project further. Based on our existing GP environment, there are limitations to the potential solutions for Single Sign On. These requirements might have also been related to GP self service portal security roles for employees to print paystubs, update their benefits, etc. This has not been deemed priority for the organization.</p> <p>Based on the lack of original scope, IT resources and minimal priority from the business units, we are closing this funding request. Savings to Reserve.</p>
On-line Payments (Virtual City Hall)	\$10,500.00	\$0.00	(\$10,500.00)	Information Technology Reserve	<p>20% complete. This project is pending the clean-up and consolidation of customer records and addresses in Great Plains for Utilities, Tax, A/R and Business licenses; to utilize one online login account. Finance is currently leading the customer account clean-up efforts. Customer Consolidation is expected to be complete in Q4 2024, which can then kick off the Online Payments project deliverables.</p>
GP Reporting Enhancements	\$18,000.00	\$10,922.53	(\$7,077.48)	Information Technology Reserve	<p>5% complete. Original request to update Smart List reports following the GL Account Restructure initiative. In the meantime, some funding has been used for updating Questica Reporting with Finance. Kickoff to reporting and the enhanced features within Questica for Open Book and Digital Budget Book too occur towards end of July/24. Building out the processes and look and feel of the website will be through a collaboration of the Vendor, Finance, IT, Communications. The expectation of the finished product will replace the paper budget binder manual processes.</p>

2024 GENERAL FUND CAPITAL PROJECTS

	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Business Process Optimization	\$29,785.50	\$10,922.53	(\$18,862.98)	Information Technology Reserve	5% complete. Original request to review workflows related to Payroll, HR, Purchasing, etc. However, Finance was unable to provide resources to continue this work. In the meantime, there are several new processes identified in the Customer Consolidation project that may need to be scoped. Purchase of RM Changer Module in GP abandoned due to information from the vendor that the product does not work with their Diamond modules.
Great Plains Subledger / Customer Consolidation	\$6,000.00	\$1,237.50	(\$4,762.50)	Information Technology Reserve	10% complete To prepare for VCH Online payments, utility, tax and business license accounts need to be consolidated for residents to utilize one online login account. Cleanup has started on customer account records. Finance is currently leading the customer account clean-up efforts. Customer Consolidation is expected to be complete in Q4 2024.
Switch Renewal (remote sites)	\$59,000.00	\$6,940.33	(\$52,059.67)	Information Technology Reserve	50% complete. Several re-cabling projects have been completed at remote sites including MSC, Golf Pro Shop, Airport, and City Yards as the out-of-scope items from the SD-Wan project. There are planned network/switch activities planned at the Tourism building and possibly the Kinsmen Arena.
SD-Wan Implementation	\$75,000.00	\$0.00	(\$75,000.00)	Information Technology Reserve	98% complete. Completed the SMART Services implementation at City Hall and 14 remote site locations for managed firewall/switches by SaskTel. Expect to close this project in Q4 2024.
Wi-Fi - City Hall and Remote Sites	\$94,177.34	\$18,339.38	(\$75,837.96)	Information Technology Reserve	15% complete. Completed the initial Wi-Fi assessment in 2023 with SaskTel. Awaiting activities from Network project (out of scope SD-Wan activities) to be complete before final assessments and install of Wi-Fi access points at City Hall and all remote facilities.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Balance of the SD-Wan Project	\$52,173.41	\$18,444.87	(\$33,728.54)	Information Technology Reserve	The funds are being reviewed with SaskTel (and potentially a third party cable company) due to the issues identified to complete the SD-Wan activities at the Landfill Kiosk and Bailer building.
TOTAL INFORMATION TECHNOLOGY	\$719,240.03	\$170,766.76	(\$548,473.27)		
LONG-TERM DEBT REPAYMENTS					
Long-Term Debt Repayment - Aquatic and Arenas Recreation Centre - \$16.0 M	\$250,720.00	\$0.00	(\$250,720.00)	Recreation Centre Reserve	Yearend entry.
Long-Term Debt Repayment - Aquatic and Arenas Recreation Centre - \$30.0 M	\$375,700.00	\$0.00	(\$375,700.00)	Recreation Centre Reserve	Yearend entry.
Long Term Debt Repayment - Golf Course Irrigation Replacement	\$69,000.00	\$0.00	(\$69,000.00)	Golf Course Improvements Reserve	Yearend entry.
Long Term Debt Repayment - West Hill Infrastructure Improvements	\$23,600.00	\$0.00	(\$23,600.00)	Capital Funding	Yearend entry.
Long-Term Debt Repayment - City Transit Buses	\$266,000.00	\$0.00	(\$266,000.00)	Capital Funding	Yearend entry.
TOTAL LONG-TERM DEBT PAYMENTS	\$985,020.00	\$0.00	(\$985,020.00)		

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
2024 FLEET EQUIPMENT PURCHASES					
COMMUNITY SERVICES					
Replacement of Units 4544 and 4545 - 1/2 Ton Crew Cab Trucks	\$140,000.00	\$108,636.40	(\$31,363.60)	Equipment and Fleet Reserve	<p>Fleet received. Project completed.</p> <p><u>City Council Motion of March 25, 2024:</u> "That Tender No. 11 of 2024, for the purchase of a four (4) new Light Duty Pickups, be awarded to Mann Northway Auto source at a cost of \$217,278.80, including Provincial Sales Tax, to be funded from the Fleet Equipment Reserve."</p>
Replacement of Unit 4604 - Truck with Aerial Device	\$450,000.00	\$268,445.26	(\$181,554.74)	Equipment and Fleet Reserve	<p>Fleet received. Project Completed.</p> <p><u>City Council Motion of March 25, 2024:</u> "That the Tender for the purchase of a Truck with Aerial Device, be awarded to Altec Industries Limited at a cost of \$268,361.26, including Provincial Sales Tax, to be funded from the Fleet Equipment Reserve."</p>
Replacement of Unit 4609 - 1 Ton Truck	\$100,000.00	\$72,596.22	(\$27,403.78)	Equipment and Fleet Reserve	<p>Fleet received. Project Completed.</p>
Replacement of Unit 6139 - 11 Foot Mower	\$215,000.00	\$0.00	(\$215,000.00)	Equipment and Fleet Reserve	<p>Awaiting delivery of unit.</p> <p><u>City Council Motion of April 22, 2024:</u> "Tender No. 12 of 2024 for the purchase of Rotary Mower for Community Services, be awarded to Oak Creek Golf and Turf at a cost of \$197,584, including Provincial Sales Tax, to be funded from the Fleet Equipment Reserve."</p>
Replacement of Unit 631 - Truck - CS	\$100,000.00	\$89,161.90	(\$10,838.10)	Equipment Fleet Reserve	<p>Project completed.</p>

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
SANITATION					
Replacement of Unit 54 - Automated Waste Collection Truck	\$250,000.00	\$0.00	(\$250,000.00)	Equipment and Fleet Reserve	Delivery 1st Quarter of 2025. City Council Motion of May 13, 2024: "That Tender No. 23 of 2024 for the purchase of Side Axle Sanitation Truck be awarded to Fer-Marc Equipment at a cost of \$232,327.52, including Provincial Sales Tax, to be funded from the Fleet Equipment Reserve."
Replacement of Unit 66 - Garbage Truck with Rapid Rail Compactor	\$495,000.00	\$0.00	(\$495,000.00)	Equipment and Fleet Reserve	Delivery 2nd Quarter of 2025. City Council Motion of April 22, 2024: "That Tender No. 22 of 2024 for the purchase of Side Load Sanitation Tandem Truck, be awarded to Superior North America at a cost of \$536,095, including Provincial Sales Tax, to be funded from the Fleet Equipment Reserve."
Automated Waste Collection Truck - Sanitation	\$469,000.00	\$442,196.00	(\$26,804.00)	Equipment Fleet Reserve	This unit has been delivered. Project completed.
PUBLIC WORKS					
Replacement of Unit 71 - Sander	\$25,000.00	\$12,614.00	(\$12,386.00)	Equipment and Fleet Reserve	Project completed.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Replacement of Unit 90 - Tandem Axle Gravel / Sander Truck	\$285,000.00	\$0.00	(\$285,000.00)	Equipment and Fleet Reserve	Delivery 1st Quarter of 2025. <u>City Council Motion of May 13, 2024:</u> "That Tender No. 27 of 2024 for the purchase of two (2) Tandem Trucks with Slide in Sanders be awarded to Front Line Truck and Trailer at a cost of \$723,724.45, including Provincial Sales Tax, to be funded from the Fleet Equipment Reserve."
Replacement of Unit 97 - Tandem Axle Gravel / Sander Truck	\$285,000.00	\$0.00	(\$285,000.00)	Equipment and Fleet Reserve	
Replacement of Unit 93 - Tandem Axle Gravel / Sander Truck	\$500,000.00	\$416,050.00	(\$83,950.00)	Equipment and Fleet Reserve	Project completed. <u>City Council Motion of June 3, 2024:</u> "That Tender No. 32 of 2024 for the purchase of one (1) Tandem Snow Plow be awarded to Falcon Equipment at a cost of \$461,050, including Provincial Sales Tax, to be funded from the Fleet Equipment Reserve."
Replacement of Units 102 and 133 - Two (2) 1/2 Ton Trucks	\$140,000.00	\$108,636.40	(\$31,363.60)	Equipment and Fleet Reserve	Project completed. <u>City Council Motion of March 25, 2024:</u> "That Tender No. 11 of 2024, for the purchase of a four (4) new Light Duty Pickups, be awarded to Mann Northway Auto source at a cost of \$217,278.80, including Provincial Sales Tax, to be funded from the Fleet Equipment Reserve."
Replacement of Four Yard Loader - PW	\$940,200.00	\$896,051.06	(\$44,148.94)	Equipment Fleet Reserve	Project completed.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Replacement of Motor Grader - PW	\$472,300.00	\$456,541.46	(\$15,758.54)	Equipment Fleet Reserve	Project completed.
Transit for Disabled Bus - Replace Unit 441	\$172,400.00	\$169,013.34	(\$3,386.66)	\$117,400 Equipment Fleet Reserve \$55,000 External Funding Transit Assistance for Persons with Disabilities	Project completed.
GOLF COURSE EQUIPMENT					
Replacement of Unit 6205 Turbine Blower	\$17,500.00	\$14,744.60	(\$2,755.40)	Golf Course Equipment Reserve	Project completed.
Replacement of Unit 6137 Fairway Mower	\$140,000.00	\$109,369.37	(\$30,630.63)	Golf Course Equipment Reserve	Project completed. <u>City Council Motion of March 25, 2024:</u> "That the purchase of a new Fairway Mower, be awarded to Oak Creek Golf & Turf at a cost of \$109,369.07, including Provincial Sales Tax, to be funded from the Golf Course Equipment Reserve."
New Addition - Trim and Surround Mower	\$68,500.00	\$0.00	(\$68,500.00)	Golf Course Equipment Reserve	Delivery date to be determined.
Replacement of Unit 6132 - Fringe Cut Mower	\$82,000.00	\$91,764.20	\$9,764.20	Golf Course Equipment Reserve	Received. Project completed.
Replacement Program - Golf Carts	\$70,000.00	\$0.00	(\$70,000.00)	Golf Course Carts Reserve	Delivery 2025.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
FIRE SERVICES					
Replacement of Unit 2101 - Truck - 1 Ton and Unit 2149 Ultra High Pressure Mounted Skid. Replaces Unit 2101	\$150,000.00	\$67,881.95	(\$82,118.05)	Fire Fleet Reserve	Project completed.
Self-Contained Breathing Apparatus Replacement Program	\$38,000.00	\$38,643.84	\$643.84	Fire Fleet Reserve	Project completed.
Replacement of Unit 2108 - Fire Engine	\$1,403,780.00	\$0.00	(\$1,403,780.00)	Fire Equipment Reserve	Delivery 1st Quarter of 2025.
TOTAL FLEET CHARGES	\$7,008,680.00	\$3,362,346.00	(\$3,646,334.00)		
OTHER PROJECTS					
Aquatic and Arenas Recreation Centre	\$38,243,943.38	\$22,227,525.42	(\$16,016,417.96)	Funding Model for Recreation Centre	The Aquatic and Arenas Recreation Centre is under construction. Progress updates are published on the City's website including pictures and drone video.
Asset Management / Work Order Software	\$14,770.44	\$0.00	(\$14,770.44)	Fiscal Stabilization Fund	This will fund any final costs for decommissioning worktech. Any upspent funds will be savings.

2024 GENERAL FUND CAPITAL PROJECTS					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
2nd Floor Main Boardroom Renovations	\$4,213.92	\$0.00	(\$4,213.92)	Deferred Revenue 10-00-000-000-00000-3200	Funds will be used to purchase boardroom chairs for the 2nd Floor Corporate Services Boardroom.
Convention & Cultural Event Centre	\$0.00	\$15,264.21	\$15,264.21	Funding Model	<u>City Council Motion of March 25, 2024:</u> "1. That the ninety-nine percent (99%) Detailed Design Presentation of the new Prince Albert Events Centre, as attached to RPT 24-79, be approved; and, 2. That the Project Team proceed with prequalification's of General Contractors for the new Prince Albert Events Centre."
SGI Traffic Safety Grant - Woodbridge	\$0.00	\$0.00	\$0.00	Provincial Traffic Safety Grant Funding	Funding received from SGI for Traffic Safety Grant. Total Revenue of \$80,658 received to date.
TOTAL OTHER PROJECTS	\$38,262,927.74	\$22,242,789.63	(\$16,020,138.11)		
TOTAL CAPITAL SPENDING	\$53,501,229.94	\$29,714,918.76	(\$23,786,311.18)		

(\$23,786,311.18)

2024 Capital Approved	\$6,484,120.00
2024 Fleet Approved	\$3,230,500.00
Carry Forward from Year 2023	\$43,786,609.94
TOTAL CAPITAL SPENDING	\$53,501,229.94



ROADWAYS PAVING PROGRAM

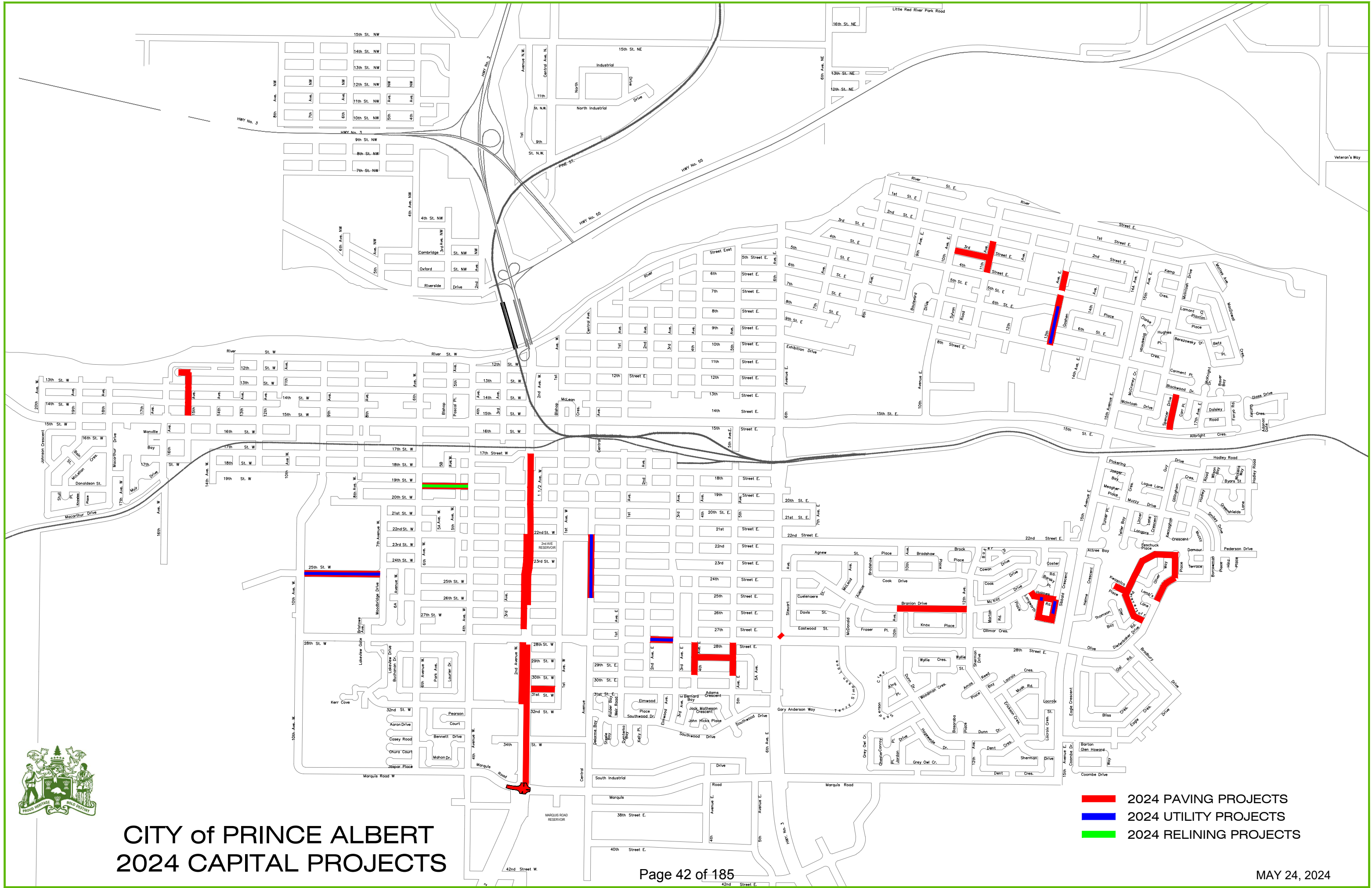
AUGUST 2024
UPDATES



2024 ROADWAYS PAVING PROGRAM			
STREET	FROM	TO	STATUS
15TH AVENUE W	15TH STREET WEST	12TH STREET WEST	COMPLETED
12TH STREET WEST	CDS	15TH AVENUE WEST	COMPLETED
2ND AVENUE WEST	MARQUIS ROAD WEST	28TH STREET WEST	
2ND AVENUE WEST	28TH STREET WEST	17TH STREET WEST	
31ST STREET WEST	2ND AVENUE WEST	1ST AVENUE WEST	COMPLETED
5TH AVENUE EAST	30TH STREET EAST	28TH STREET EAST	
29TH STREET EAST	4TH AVENUE EAST	5TH AVENUE EAST	
4TH AVENUE EAST	30TH STREET EAST	28TH STREET EAST	
13TH AVENUE EAST	7TH STREET EAST	3RD STREET EAST	
11TH AVENUE EAST	4TH STREET EAST	2ND STREET EAST	
3RD STREET EAST	10TH AVENUE EAST	11TH AVENUE EAST	
SPENCER DRIVE	ALLBRIGHT CRESCENT	BLACKWOOD DRIVE	
PEREVERZOFF PLACE	OLIVE DIEFENBAKER DR	KWASNICA PLACE	
PEREVERZOFF PLACE	KWASNICA PLACE	OLIVE DIEFENBAKER DR	
KWASNICA PLACE			
OLIVE DIEFENBAKER DR	LAMB'S LANE	PEREVERZOFF PLACE	
HOLMES ROAD	BRANION DRIVE	SIBBALD CRESCENT	
SIBBALD CRESCENT	HOLMES ROAD (W)	HOLMES ROAD (E)	
BRANION DRIVE	10TH AVENUE EAST	12TH AVENUE EAST	
28TH STREET EAST	2ND AVENUE EAST	3RD AVENUE EAST	
CENTRAL AVENUE	27TH STREET	22ND STREET	
19TH STREET WEST	6TH AVENUE WEST	4TH AVENUE WEST	

2024 ROADWAYS RECAPPING PROGRAM	
Pavement Management System	\$16,178.70
15 SW (15-17 AW)	\$143.25
13 Avenue East (6 - 7 SE)	\$278,446.82
Albright Crescent	\$500.00
Pevezoff Pl & Kwasnica Pl	\$11,697.09
OD Dr (Lambs Ln - Pevezoff)	\$15,441.75
Branion Dr (10-12 AE)	\$61,692.99
13 AE (3-4 S)	\$142,878.74
29 S (4-5 AE)	\$336,918.32
31 S (1-2 AW)	\$74,266.81
3 S (10-11 AE)	\$177,927.20
19 SW (4-6 A)	\$689.93
Marquis Road & 2 AW Concrete	\$13,711.12
2 AW (17 S - Marquis Road)	\$1,047,082.34
12 S (12 -15 AW)	\$214,333.37
Central Avenue (22 - 26 S)	\$57,910.60
Spencer Dr (All - Black)	
Sibbald Cr - Holmes Cr	
TOTAL CAPITAL SPENDING	\$2,449,819.03
2024 BUDGET	\$4,431,799.35
UNSPENT	\$1,981,980.32

2024 Roadways Paving Program - Budget	\$4,400,000.00
C/F to Year 2024 from Year 2023	\$31,799.35
	\$4,431,799.35



CITY of PRINCE ALBERT 2024 CAPITAL PROJECTS

- █ 2024 PAVING PROJECTS
- █ 2024 UTILITY PROJECTS
- █ 2024 RELINING PROJECTS



AIRPORT FUND CAPITAL

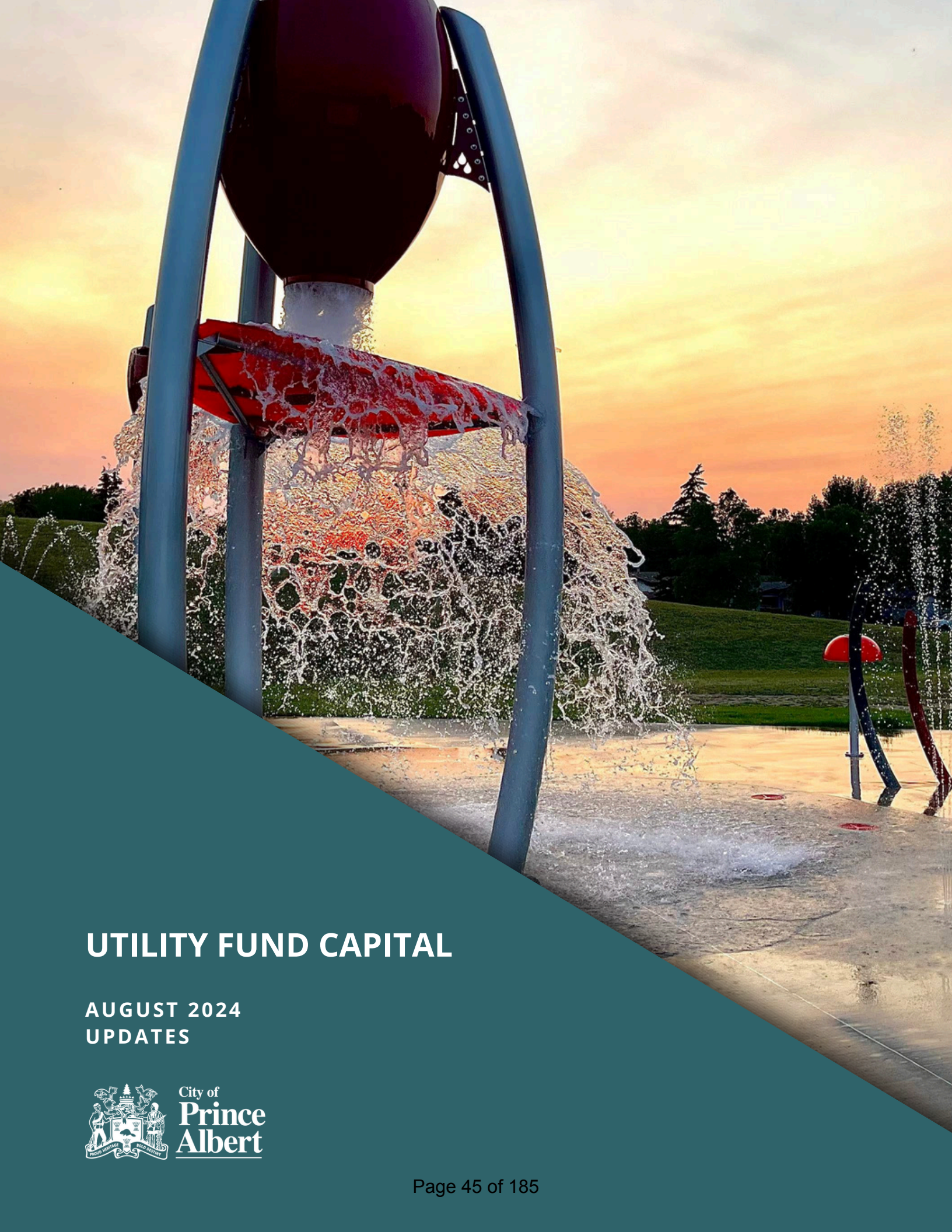
AUGUST 2024
UPDATES



City of
**Prince
Albert**

2024 Airport Fund Capital Projects					
	BUDGET	ACTUAL YTD	VARIANCE	FUNDING	TIMELINES
Airfield Cameras	\$66,000.00	\$16,055.82	(\$49,944.18)	50% Airport Improvement Fund 50% CAP Funding	90% completed.
Field Electrical Centre Building Ventilation	\$50,000.00	\$25,893.15	(\$24,106.85)	Airport Improvement Fund	Awarded to NexGen Mechanical. Project underway.
Terminal Building - Cargo Room	\$20,000.00	\$6,700.26	(\$13,299.74)	Airport Improvement Fund	Project completed. Subfloor damage was not as extensive. Will be cost savings.
Replace Case Loader	\$489,375.00	\$0.00	(\$489,375.00)	Airport Capital Assistance Program (ACAP Funding)	This was not approved by ACAP. Rebudget for Year 2025.
Safety/Customer Service Requirements	\$12,931.34	\$9,160.55	(\$3,770.79)	Passenger Facility Fee	Custom Work Order for \$5,075.00 . Share amount paid by Rise Air for changing the Ground Power Units (GPU) to 100amp service dine under the safety/customer services requirement.
Airport Terminal - Detailed Design	\$114,462.60	\$136,712.64	\$22,250.04	Passenger Facility Fee	Consultant to provide the City with shovel ready detailed designs. Final invoices to be processed.
TOTAL CAPITAL SPENDING - AIRPORT	\$752,768.94	\$194,522.42	(\$558,246.52)		

2024 Airport Capital Approved	\$625,375.00
Carry Forward Projects from 2023	\$127,393.94
Total 2024 Airport Capital	\$752,768.94



UTILITY FUND CAPITAL

AUGUST 2024
UPDATES



City of
**Prince
Albert**

2024 Water and Sewer Utility Fund Capital Projects

	BUDGET	ACTUAL YTD	VARIANCE	FUNDING	TIMELINES
Watermain Replacement Program	\$1,617,062.00	\$917,598.60	(\$699,463.40)	Waterworks Improvement Fund	Projects underway. To be completed by end of October. See project listing below. The portion of the Hazeldell directional drilling project has been completed.
Sanitary and Storm Sewer Replacement Program	\$850,000.00	\$161,356.76	(\$688,643.24)	Waterworks Improvement Fund	Projects underway. To be completed by end of October. See project listing for status.
Lead Service Replacement Program	\$155,000.00	\$55,680.97	(\$99,319.03)	Waterworks Improvement Fund	To be completed end of December 2024.
Fire Hydrant Replacement Program	\$105,000.00	\$28,999.37	(\$76,000.63)	Waterworks Improvement Fund	To be completed end of December 2024.
Fire Hydrant - Fire Protection	\$65,000.00	\$7,801.73	(\$57,198.27)	Waterworks Improvement Fund	To be completed end of December 2024.
Replacement of Postage Machine	\$15,200.00	\$0.00	(\$15,200.00)	Waterworks Improvement Fund	This is under review in relation to postage machines for envelopes sizing.
Filter to Waste Isolation	\$23,708.74	\$0.00	(\$23,708.74)	Waterworks Improvement Fund	Insufficient funds to complete any further work. Project completed.
Former Raw Water Pump House Decommission	\$220,000.00	\$0.00	(\$220,000.00)	Waterworks Improvement Fund	This project is under review. Will be a carry forward to Year 2025 for further budget.
Raw Water Pump House	\$0.00	\$53,792.40	\$53,792.40	Waterworks Improvement Fund	Remaining holdback funds dispersed.
Waste Water Treatment Plant - Detailed Design	\$1,044,529.77	\$87,586.81	(\$956,942.96)	Debt Financing	Project underway. To be completed by end of 2024. This Phase 1 of the Detailed Design. The Detailed Design will be presented to Administration in August.
TOTAL UTILITY FUND CAPITAL SPENDING	\$4,095,500.51	\$1,312,816.64	(\$2,782,683.87)		

2024 Utility Capital Approved	\$2,675,000.00
Carry Forward Projects from 2023	\$1,420,500.51
	\$4,095,500.51

2024 Watermain Projects	
GP Description	2024 YTD SPENDING
Central A (22-24 S) - Water	\$394,663.89
15 Street West (15-17)	\$2,060.87
13 AE (6-7 S) - Water	\$148,299.79
20 SE (1-3 AE)	(\$7,236.98)
RLN 24-25 SE (Lane 4-5 AE)	\$9,669.41
2 NW (Cambridge to Highway 2)	\$18,020.70
19 SW (4-6 A)	\$219,666.30
23 SE (Central - 1 A)	\$132,454.62
TOTAL SPENDING	\$917,598.60
TOTAL BUDGET	\$1,617,062.00
UNSPENT	(\$699,463.40)
2024 Sewermain Projects	
Central A (22-26 S) - Storm	\$161,356.76
Sibbald Cr - Holmes Cr	
12 S (12 -15 AW)	
TOTAL SPENDING	\$161,356.76
TOTAL BUDGET	\$850,000.00
UNSPENT	(\$688,643.24)



LAND FUND CAPITAL

AUGUST 2024
UPDATES



2024 Land Fund Capital Projects					
	BUDGET	YTD SPENDING	VARIANCE	FUNDING	TIMELINES
Marquis Road West Extension - Landscaping	\$125,787.93	\$0.00	(\$125,787.93)	Debt Financing with Interest and Principle Payments to be funded by Development Levies Reserve	Project completed.
21 Avenue Roadways (Byars Street to Highway 302)	\$117,898.28	\$0.00	(\$117,898.28)	Land Development Fund Balance	Project is ongoing. To be completed by end of Year.
TOTAL LAND FUND CAPITAL	\$243,686.21	\$0.00	(\$243,686.21)		

Long-Term Debt Repayments	2024 Budget
Long-Term Loan Repayment - West Hill Infrastructure Improvements	\$212,400
Long Term Debt Repayment - Marquis Road West Extension (Roadway Construction)	\$90,905



City of
**Prince
Albert**



RPT 2024-284

TITLE: 717A MacArthur Drive Update

DATE: September 11, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 2024-284 be received and filed as information.

EXECUTIVE SUMMARY:

Since receiving correspondence from the Prince Albert Bridge Ministry in May of 2024, which addressed a number of concerns over the condition of the church located at 717 Macarthur Drive, the building has since been sold to the Indian Metis Friendship Centre of Prince Albert who plan on renovating the building, and using it for an “indigenous youth cultural service hub”.

PROPOSED APPROACH AND RATIONALE:

The building located at 717 Macarthur Drive is comprised of 2 separate tenancies. 717B is operated by the Prince Albert Bridge Ministry and 717A has been vacant for the last several years. The Departments of Community Development & Fire and Emergency Services have been fielding several calls from community members relating to vandalism, break-ins, fires, illegal activity and general public safety concerns.

In May of 2024 the Prince Albert Bridge Ministry provided correspondence to Executive Committee (attached) detailing their concerns along with those of their insurance provider, All Insurance Ltd.

Since May, Administration from the City of Prince Albert, including the City Solicitor have been working closely with the Indian Metis Friendship Centre (IMFC) to implement a strategy to purchase the building, while also addressing a number of nuisance issues, and avoiding a potential \$600,000 demolition.

Since May, the IMFC has now acquired the building at a discounted price which has been negotiated through the City Solicitor's office and is in complete control of the building's future use. The City has collected all outstanding taxes from the former owner, along with all related bylaw charges.

The IMFC has provided an update letter (attached) detailing their vision for the property to be utilized as a "Indigenous Youth Cultural Hub", providing a much needed service to the Prince Albert Community.

Administration will continue to work with the IMFC to bring their vision to life including all required permits, and approvals.

BUDGET/FINANCIAL IMPLICATIONS:

With the transition of ownership complete and adjustments concluded, the City has now collected all monies due for taxes incurred from the previous owner. Bylaw enforcement charges which total over \$6,640.73 have also been paid.

By facilitating this transaction, the City has also avoided a \$600K asbestos-implicated demolition fee.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Indian Metis Friendship Centre Update Letter
2. Prince Albert Bridge Ministry Letter

Written by: Craig Guidinger, Director of Community Development

Approved by: City Manager



Indian Metis Friendship Centre of Prince Albert

TEL: 306-764-3431

FAX: 306-763-3205

E-MAIL: paimfc.ed@sasktel.net

1409-1st AVE. EAST

PRINCE ALBERT, SK S6V 2B2

WEBSITE: www.imfcpa.com

September 10, 2024

Craig Guidinger,

I am writing this letter to update you on 717A MacArthur Drive.

Our priority currently is to make the property secure. We are getting a fence put up and securing the windows. We are having some of the asbestos removed. We continue cleaning out the building.

We are working towards having the main floor and the basement ready for programming as soon as possible.

We are applying for funding through the Green & Inclusive Community Building Program under the retrofit stream. If we are successful in our application, we will immediately start renovating the entire building. If we are not successful, we will continue applying for funding.

Our plans include eventually having beds, semi-independent and then independent living quarters for youth and young families. Our future vision also includes a daycare, as well as physical and mental healthcare, justice advocacy, sports and recreation. Everything we do will have a cultural component to it.

We have interest from other service providers to have space in our building.

The goal is to Retrofit our existing building to provide spaces for programming and services and to develop an **"Innovated Cultural Youth Outreach Services"** within Prince Albert that is available to youth 24/7.

As we move forward with Reconciliation within the city of Prince Albert, on Culturally Relevant Programming, we would provide new programming and services to Indigenous Youth. The **"Indigenous Youth Cultural Service Hub"** will help meet the needs of youth as follows:

- Create continuity, opportunity, and relationships with youth in an Urban Community Setting.
- Helping of Breaking the cycle of intergenerational trauma.
- More Supports to help address factors that arise within youth.
- Developing non-discriminatory Services.
- Cultural relevant programming developed to help needs of youth.
- Addressing barriers or gaps on increasing drop out rates, low graduation rates, credit attainment, and attendance.
- Develop Language, traditional, and cultural curriculum for staff and youth.
- Advocation for youth within systems that need help.
- Education to non-indigenous staff within different organizations.

We are hoping that our community will see a drop in crime rates as well as homelessness among youth and young families.

In the Spirit of Friendship & Reconciliation,

Janet Carriere

Executive Director

PAIMFC



ALL
INSURANCE
LTD.

Drayton Valley Office
PO Box 6383
5203 Industrial Road
Drayton Valley, AB T7A 1R6
Email: eric@allinsure.ca

May 7, 2024

Prince Albert Bridge Ministry
717 MacArthur Drive,
Prince Albert, SK S6V 5X6

ATTENTION: Tracey Gurtler, Secretary/Administrator

RE: CONDITION OF ADJACENT BUILDING

Tracey,

As a follow-up to my visit to your church last month I am writing this letter to confirm what we discussed.

The building attached to your location to the north is a very serious concern to your insurance company. It is currently vacant and definitely possess a significant hazard. Much of the plywood that was used to cover windows was removed and it is obvious that people are gaining access. There is clear evidence that fires have been started inside and the overall condition of that building would suggest it needs to be demolished and removed from site immediately.

We also are very concerned about Prince Albert Bridge Ministry being able to renew their insurance if that building is not removed immediately as it poses a significant risk both from an increased potential physical damage loss perspective as well as the increased vandalism and crime it is drawing to your location.

Again, we realize that Prince Albert Bridge Ministry does not own or control the adjacent building, however its condition will have a direct affect on your ability to access future insurance coverage.

We strongly suggest you contact the City of Prince Albert to have them take more immediate action in the demolition and removal of the building prior to a serious insurance claim resulting. It is also worth noting that should that building cause damage to your location, by for example a fire, your insurance company would also seek full subrogation against the City of Prince Albert for failing to take timely and appropriate actions to prevent such loss from occurring.

Thank you in advance for your efforts in a timely resolution to our concerns. Should you have any questions please do not hesitate to give me a call or email.

Yours truly,

Eric Moland, CAIB
All Insurance Ltd.
Drayton Valley, AB

C: (780) 915-0035
O: (825) 401-6881
E: eric@allinsure.ca



717B MacArthur Drive
Prince Albert, SK S6V 5X6
Phone: 306-764-9075
Email: pabridge@sasktel.net

Lead Pastor: Travis Urschel

RECEIVED
MAY 07 2024
CITY CLERK

Executive Committee

May 7, 2024

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

Dear Honorable Mayor Greg Dionne and Prince Albert City Council,

The purpose of this letter is to address our great concern over the condition of the church located next to us at 717A MacArthur Drive.

This building has been left vacant now for over 2 years and the state of it continues to worsen and become more of a hazard to our community. I am sure you are aware of it's state as the Fire Department and City Bylaw frequent it often.

We are very concerned about people's safety, especially the children who seem to continually find a way in. Now that the weather has improved, it is our experience that the kids like to get into more mischief during these warm months, something needs to be done immediately.

Unfortunately this property is looked at by our neighbours as a reflection of us, we have received some nasty phone calls, Facebook messages and Facebook posts. Many people think it is our property, as it is our sign that is seen from the street.

Recently we had a visit from our Insurance Broker and he has sent us a letter, which we have attached, explaining his concern and how it directly affects us. This causes us great concern as we have an our insurance renewal coming up very shortly.

We understand that these types of things take time, but we are requesting that more immediate action be taken before our property is damaged or more importantly someone is seriously injured or worse.

Regards,

Pastor Travis Urschel
Lead Pastor
Chairman of the Board

Recommended Disposition:

Refer to
Planning +
Development



RPT 2024-279

TITLE: Vacant Land Tax Inquiry – 1210 and 1240 6th Ave NE

DATE: September 6, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 2024-279 be received as information and filed.

EXECUTIVE SUMMARY:

The owner of 1210 and 1240 6th St NE submitted a letter to City Council, CORR 2024-32, regarding the vacant land tax that was levied on his property. In reviewing the property, it was identified that it is comprised of multiple lots that are not consolidated or tied. Because of this, the lots that do not have any buildings on them are classified as “vacant” and the vacant land tax is automatically applied. This is not uncommon, and Administration has worked with several residents, consolidating or tying their lots together so that they are taxed appropriately. In this case, a parcel tie application has been submitted and is expected to be completed shortly, which will remove the vacant land tax for this property.

PROPOSED APPROACH AND RATIONALE:

The application of the vacant land tax (a taxation sub-class to the residential land classification) is not as straightforward as it seems because a considerable number of residential lots in Prince Albert are not legally connected, meaning someone’s property may be made up of multiple individual lots that are not tied or consolidated.

From an Assessment perspective, residential land (not including multi-unit residential) is classified as improved (there is some sort of building or structure on the land) or unimproved. Unimproved or *vacant residential land* is what is taxed the additional \$800. In the example noted above, a person may own three lots. On two of the lots are the house and garage and the third lot is their side yard. If the lots are not legally connected, again through consolidation or a parcel tie, that lot forming their side yard is considered an unimproved or *vacant residential lot* and is taxed accordingly. Context is not necessarily something that is recorded by Assessment, it isn’t feasible, so even though the homeowner may see their property as one parcel, they may own three.

This is not uncommon. The legal configuration of residential land in the city varies depending on when it was originally subdivided or if modern construction has taken place. The rules governing

how land can be used and built upon have changed over time and we no longer allow for construction to occur over a property line unless the land is legally connected, consolidated or tied. This was not the case in the past and Administration has worked with several people, at least a half dozen so far, who have older properties that are made up of multiple lots that are not legally connected and have been charged the vacant land tax when they are not actually “vacant”.

The most realistic solution is to tie the homeowner’s lots, which is a relatively simple and inexpensive process, costing approximately \$300. If someone were to consolidate their lots into a single parcel, other things need to be considered; the cost to amend the titles of the properties charged by ISC can be expensive (it is a charge based on the value of the land and can run in the thousands of dollars), the cost to hire a lawyer that may assist in managing this process (which we recommend because it is a complicated process) and the possible cost to terminate any existing City services that haven’t and won’t be used (costing thousands, maybe tens of thousands of dollars). When this issue is presented to Community Development, both options are discussed, the pros and cons of both, and the homeowner is given the choice of how they wish to proceed. Note that consolidation is a good option when the homeowner is considering future development or is going to be financing or refinancing their property – they’d be paying these added fees regardless.

In the case of the owner of 1210 and 1240 6th Ave NE, they own several lots and the ones that do not have any structures on them have been taxed (The fact that there are multiple addresses for the property adds to the issue, also not uncommon). Because his property functions as one, not multiple, the lots will be tied so that they are legally considered one property, thus eliminating the vacant land tax. In addition to the low cost and simplicity of parcel ties, the added benefit in this case is that, in the future, if the sale and development of a portion of the land is feasible/possible, the tie can be removed (entirely or partially) and development may occur.

Administration expects that this will continue to come up over time and we are prepared to help whoever requires it when it does.

BUDGET/FINANCIAL IMPLICATIONS:

The goal of the vacant land tax is to incentivize the development of standalone vacant land that can be built on. However, in some cases people have no desire to sell portions of their primary property for development and should not be taxed. And, some people may own residential land that, due to other restrictions, cannot be built upon and shouldn’t be paying the vacant land tax either.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Location Plan with Aerial - 1210 1240 6th Street NE
2. CORR 2024-32

Written by: Kristina Karpluk, Planning Manager

Approved by: Planning and Development Manager, Director of Community Development, Director of Financial Services Director and City Manager



Pine Grove

610

650

N Industrial Drive



1240

651

S-12

1210

756

760

S-12

COMMUNITY DEVELOPMENT

September 6, 2024

1210 and 1240 6th Street NE

Subject Property Identified With A Bold Dashed Line

To The city clerk's office and city council
I talked to my city counsiler and she told me
to write a letter to the city. Hello my name
is Wayne KIRYK. I live at 1240-6th AVE N.E.
I also own the lot at 1230-6th AVE N.E. This is the
lot I would like to complain about the \$800⁰⁰
dollar empty lot tax. I lived at the above
addresses for over 40 yrs. There has never been
anything on this empty lot of 1230-6th AVE N.E.
I looked into building on this empty lot a
few times over the years. But the city told
me that this area was zoned as agriculture & Recreation
and you could not build here. the only way to
build was knock down existing house and build
a new one. And now taxes are going up \$800.00
on a lot that never had anything on it. and I
was told I couldn't build on it because of the
zoning. I think this is unfair and I should be
exempt from this tax. The empty lot tax is just
a little less than the lot with my house and
garage how is this even possible. I have recently
talked to planning & engineering about making it into
1 lot and how much these lots are worth. They
told me they would get back to me. But they never
did. This empty lot every year I have to go threw
the abatement system. I don't understand why
this empty lot causes me so much grief every year
Anyways I was told by the city a few times over
the years that I could not build on this lot beause
of the zoning agriculture & recreation. So I feel
like I should be exempt from this tax increase. At
one time my neighbors used to have cows and they
would come to my place and eat my grass. So thats
why I thought it was zoned for agriculture & recreation
If thats how it was zoned how can it be justified
for the tax increase. If the zoning changed now so
that you can charge \$800⁰⁰ I think that's unfair.
Like I say I looked into building on this empty
lot a few times over the years and it was always
the same thing its zoned as agriculture and recreation
(over)

and you can't build unless you knock down the existing house. This has always been an empty lot. There has never been anything built on it. How can an empty lot be almost the same taxes as a lot that has a house and garage on it. Something not right. I feel like that tax should be taken off.

Thanks
Wayne Kirjil

**Recommended
Disposition:**

Refer to
Community
Development
for review.





RPT 2024-258

TITLE: Prince Albert Historical Society Funding and 2009 Memorandum of Agreement

DATE: September 11, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 2024-258 be received as information and filed.

EXECUTIVE SUMMARY:

The Prince Albert Historical Society has requested a review of the 2009 Memorandum of Agreement between the Prince Albert Historical Society and The City of Prince Albert. In particular, the Prince Albert Historical Society wants to ensure the full costs of the Curator/Manager (wages, benefits, and associated employer costs) and the grant for annual operations, meet clauses 8.6 and 8.10 in the Memorandum of Agreement.

The Prince Albert Historical Society and representatives of the City will meet in 2024 and 2025 to review the Memorandum of Agreement and make recommendations for the 2026 budget year, and to sustain current operations and consider growth opportunities for future years.

BACKGROUND:

The Memorandum of Agreement between the City of Prince Albert and the Prince Albert Historical Society was approved by City Council on April 6, 2009. The intent of the agreement was to formally document the relationship with respect to the function and operation of museum and heritage programming, and through the support of volunteers, dating back to 1976. The City recognizes the value and diversity this programming provides to the City and its culture. The Memorandum of Agreement serves to solidify the historical partnership and ensure the preservation and growth of museum and heritage programming in Prince Albert into the future. There are four museums owned by The City and operated by the Prince Albert Historical Society. They include the Prince Albert Historical Museum, the Prince Albert Evolution of Education

Museum, the Rotary Museum of Police and Corrections, and the John and Olive Diefenbaker Museum.

A letter from Michael Gange, Vice President of the Prince Albert Historical Society dated January 16, 2024 requested that the City review the 2009 Memorandum of Agreement including a thorough assessment of the funding structure to ensure the agreement is being met, in particular sections 8.6 and 8.10 (page 5 of the attached Memorandum of Agreement):

8. The city shall each year during which the Society is operating Museums, continue to provide the following:

6) The cost and administration for reimbursing on a monthly basis the Society for the services and vehicle allowance for a Museums Manager.

10) The City shall pay a reasonable grant each year to the Society in support of its annual budget.

The City provides an annual external agency grant to the Prince Albert Historical Society, as well as an annual budget through the Parks, Recreation and Culture Department to cover the summer staff, operations, and general maintenance of the museums. In addition, some years there is a budget for capital maintenance items.

In the initial years of the Memorandum of Agreement, the increase to the Curator/Manager portion of the grant was tied to City of Prince Albert increases for out-of-scope employees. The Prince Albert Historical Society operations rely heavily on volunteers.

The Prince Albert Historical Society currently has three permanent staff – the Curator/Manager (full time), Finance Coordinator (part time) and Programming & Outreach Coordinator (part time). Twelve Museum Interpreters and summer students are hired each year.

PROPOSED APPROACH AND RATIONALE:

The attached funding document outlines the financial support budgeted each year since the start of the Memorandum of Agreement in 2009.

The Prince Albert Historical Society is requesting that the total costs of the Curator/Manager are covered by the City as per the Memorandum of Agreement. They are also requesting that the operating grant is increased to at least include inflation each year. This operating portion of the grant has remained the same since 2013.

Annual Grant to PA Historical Society from COPA	2024 Budget approved from COPA	2024 Estimated Budget from PA Historical Society	Difference
Curator/Manager (MOA 8.6)	\$60,770	\$74,006	\$13,236
Operating Grant (MOA 8.10)	\$10,310	\$21,994	\$11,684
Totals	\$71,080	\$96,000	\$24,920

The 2024 City of Prince Albert budget also provided the Prince Albert Historical Society for Summer Staff (\$171,440) and operational maintenance (\$55,410) in the amount of \$226,850 bringing the total budgeted City of Prince Albert funding support to the Prince Albert Historical Society operations for 2024 to **\$297,930**. Please note that these totals do not include annual capital budgets that support the museums.

The Prince Albert Historical Society has had significant growth since the Memorandum of Agreement was signed back in 2009. Volunteer support continues to be fundamental to their operations and is highly successful, despite the statistics of an aging volunteer population. The Prince Albert Historical Society has also evolved their staffing model to provide new ways of sharing the City and area's history and reaching various populations in our city.

Examples of this growth in the last three years include:

- **Work with the Indigenous community**
The Prince Albert Historical Society has worked to create relationships with Knowledge Keepers in the Prince Albert area to ensure that we tell the whole history of Prince Albert, as seen in The Gathering Place exhibit. The Knowledge Keepers (and their ideas) then went to help the City with the Indigenous Naming Initiative, signs and tables at Little Red River Park, and the interpretive signs along the Rotary Trail.
- **Renovations**
Since 2017, the Prince Albert Historical Society has undertaken renovations in the Historical Museum to ensure that the building and its displays and programming stay relevant and modern. This includes renovations to the offices, meeting room and kitchen, the Gathering Place exhibit, and the main display area, all on the main floor. In the basement, they have levelled the archive floor. Since 2017, the Prince Albert Historical Society has spent over \$50,000 to maintain and renovate the building.
- **Creation of an Endowment Fund**
In 2022, the Prince Albert Historical Society started an endowment fund to support the operations for the future. Currently they are growing the fund with the goal to draw from it in future years.

- Education
Over the last few years, due to the now named Programming and Outreach Coordinator, their programs both public and school aged have increased awareness of the Prince Albert Historical Society within the community. Their programs both in and out of the museums promote various aspects of Prince Albert's history. They have seen tremendous growth in social media presence, focusing on archival information and photographs engaging people near and far about our City.

To provide these programs and opportunities, the Prince Albert Historical Society has achieved a significant amount of self generated revenue such as:

- Canadian Heritage
- PA and Area Community Foundation
- SaskCulture
- Sask Council for Archives & Archivists
- Museums Association of Saskatchewan
- Northern Lights Community Development Corporation
- Young Canada Works
- Gift store

In 2025, the current 2009 Memorandum of Agreement will be reviewed with the Prince Albert Historical Society as part of the annual work plan for the Parks, Recreation and Culture Department. Any recommended changes will be brought forward to City Council for approval. Any approved changes will be considered in the 2026 budget deliberations.

CONSULTATIONS:

Mayor Dionne, Jody Boulet, Director of Parks, Recreation and Culture and Judy MacLeod Campbell, Arts & Culture Manager have met with Michael Gange and Michelle Taylor on behalf of the Prince Albert Historical Society to understand the future needs of the organization.

The Financial Services Department was also consulted with regards to historical funding provided to the Prince Albert Historical Society (document attached).

The Facilities Division of Parks, Recreation & Culture has met with the Prince Albert Historical Society to be included in the five-year facility review.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Starting in 2024 and into 2025, the City will meet with the Historical Society to review the Memorandum of Agreement, determine next steps, and consider future Prince Albert Historical Society external agency funding requests.

BUDGET/FINANCIAL IMPLICATIONS:

The budget implications would come into effect in 2026.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, legal, safety or environmental implications.

OPTIONS TO RECOMMENDATION:

There are no other options to the recommendation.

STRATEGIC PLAN:

This project aligns with the strategic priority of “Promoting a Progressive Community” and the Culture Action Plan area of focus. In particular, to identify opportunities to remember, honour, and celebrate Prince Albert heritage and history.

OFFICIAL COMMUNITY PLAN:

The Municipal Cultural Action Plan forms an important part of the Official Community Plan. The Prince Albert Historical Society is represented as part of the Municipal Culture Action Plan Working Group. Section 13 of the Official Community Plan speaks to Prince Albert’s culture and identifies a number of goals and policies to support this initiative.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal by Judy MacLeod Campbell, Arts & Culture Manager

ATTACHMENTS:

1. Correspondence dated January 16, 2024 – Prince Albert Historical Society
2. Prince Albert Historical Society and COPA Memorandum of Agreement
3. 2024 COPA Prince Albert Historical Society Budget Detail
4. Copy of Prince Albert Historical Society Budget and Requests

Written by: Judy MacLeod Campbell, Arts & Culture Manager

Approved by: Director of Financial Services, Director of Parks, Recreation & Culture & City Manager



January 16, 2024

Dear Prince Albert City Mayor and Council,

re: Concerns Regarding Prince Albert Historical Society Funding and Adherence to 2009 Memorandum of Understanding

I hope this letter finds you well. I am writing to bring to your attention a matter of concern regarding the 2024 funding allocation for the Prince Albert Historical Society, as it appears to deviate from the terms outlined in the 2009 Memorandum of Understanding.

As an engaged member of our community, I have always appreciated the city's commitment to supporting cultural institutions, such as our museums. However, upon learning about the 2009 MOU between the Historical Society and the City of Prince Albert, it has come to my attention that there may be inconsistencies in meeting the stipulations set forth in the aforementioned memorandum. I have attached a copy of the 2009 MOU.

The MOU was signed in 2009. In that year, all costs (wages, benefits and associated employer costs) of employing the Manager of the four museums in the city was fully paid and supported by the City of Prince Albert. Also in that year, the City provided a grant of \$15,950 towards the annual operations of the four museums in Prince Albert. Both of these items were in accordance to clauses 8.6 and 8.10 found on page 5 of the MOU:

8. The city shall each year during which the Society is operating the Museums, continue to provide the following:

6) The cost and administration for reimbursing on a monthly basis the Society for the services and vehicle allowance for a Museums Manager.

10) The City shall pay a reasonable grant each year to the Society in support of its annual budget.

Clause 8.10 (further supported by clause d,vi from the fourth whereas point in the MOU) that states:

(vi) the City is responsible to supply funds to the Society for the purpose of operating the Museums.

In 2012, rather than directly paying the costs of the Museums Manager, the city increased the annual grant to include both the costs for the Manager (8.6) as well as funds to aid in operating the museums for the year (8.10).

In regards to the 2024 grant from the City of Prince Albert in the amount of \$71,080, we feel that this amount is not in accordance with the aforementioned MOU. The 2024 cost (wages, benefits and employer costs) for our Museums Manager total to \$74,005.80. I have attached a detailed breakdown of these costs and benefits. This puts our 2024 City grant, nearly \$3000 less than what is required to meet clause 8.6 and leaves no funding for operating the museums in clause 8.10.

The shortfall in funding for 8.6 is \$2925.80. The 2009 grant to operate the museums in the city of \$15950, if only taking into account inflation, the value in 2023 would be \$21993.77. (<https://www.bankofcanada.ca/rates/related/inflation-calculator/>) This shows a total shortfall of \$24919.57 in the 2024 city funding grant or a total grant of \$95999.57. This amount of money would put us back in accordance with the 2009 MOU, though it would show no increase in support from the City over the 15 years since 2009.

I kindly request that the city government conducts a thorough assessment of the current funding structure in relation to the 2009 Memorandum of Understanding. Transparency and adherence to the agreed-upon terms are crucial for maintaining the integrity of our cultural institutions.

I understand the complexities involved in budgetary decisions, but I believe that ensuring compliance with the established agreement will contribute to the sustained success and growth of our museums. Your attention to this matter is highly appreciated, and I look forward to a resolution that aligns with the shared vision for our cultural heritage.

Thank you for your time and dedication to the betterment of our community.

Sincerely,

Michael Gange, Vice President
Prince Albert Historical Society

A handwritten signature in black ink, appearing to read 'Michael Gange', written in a cursive style.



City of Prince Albert

May 5, 2009

Prince Albert Historical Society
10 River Street East
Prince Albert, SK
S6V 8A9

Attention: Harris May, President

Dear Harris:

Re: Agreement between the City of Prince Albert and Prince Albert Historical Society

City Council at its meeting on April 6, 2009, considered a report from the Museum and Heritage Advisory Committee, with respect to an agreement between the City of Prince Albert and the Prince Albert Historical Society.

At that time, the Agreement was approved by City Council, and I have attached a copy of the agreement for your files. His Worship, Mayor Jim Scarrow will be attending the Crocus Tea on May 6 and will deliver the agreement on behalf of the City of Prince Albert.

The intent of the agreement is to formally document the relationship with respect to the operation and function of Museum and Heritage programming as it was created and has functioned or evolved dating back to 1976 through to the present time. Further, the agreement provides an accurate account of the innovative and efficient program delivery offered to Prince Albert and area residents through the support of willing volunteers.

The City of Prince Albert recognizes the value and diversity this programming provides to the community and its culture. The agreement will serve to solidify this historical partnership and will ensure the preservation and continuation of Museum and Heritage programming in Prince Albert into the future.

If you have any questions or require any further clarification with respect to the agreement, please do not hesitate to contact me.

Sincerely,

Jody Boulet, Recreation Manager

MEMORANDUM OF AGREEMENT

Having been entered originally on or about the calendar year 1976 and as thereafter from time to time amended.

BETWEEN:

CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, (hereinafter called "the City")

- and -

PRINCE ALBERT HISTORICAL SOCIETY, a non-profit corporation operating in the City of Prince Albert in the Province of Saskatchewan, (hereinafter called "the Society")

WHEREAS the City as a municipal corporation responsible to provide public amenities and services for its residents has over its history sought and engaged in constructive partnerships with volunteer-based non-profit community organizations in order to provide innovative and efficient program delivery to its citizens at reduced cost to its tax base.

AND WHEREAS the City and the Society have been engaged in such a partnership for the delivery of community programming since at least 1976 in respect to the Prince Albert Historical Museum; the Evolution of Education Museum; the Rotary Museum of Police and Corrections; the Diefenbaker House Museum; the old Nisbet Church/School; the old Blockhouse (all hereinafter collectively called the "Museums").

AND WHEREAS the City and the Society have been engaged in such partnership for the delivery of community programming at the Museums since at least 1976 pursuant to several mutual understandings and agreements which the parties acknowledge have not to date been adequately or clearly reflected in the form of a formal written and clear Agreement.

AND WHEREAS the City and the Society mutually acknowledge:

(a) the City owns the lands and buildings on which the following are located: the Prince Albert Historical Museum; the Rotary Museum of Police and Corrections; and the Diefenbaker House Museum.

(b) the Society owns the Nisbet Church/School building, the Evolution of Education Museum, and the old Blockhouse building; and the City owns the lands on which such buildings are located.

(c) the Society owns the artifacts that are presently located in the Museums, with the exception of some of the artifacts which are on loan to the Society from third parties.

(d) the City and the Society by agreement have delivered and continue in partnership to deliver community programming at the Museums on the following bases, *inter alia*:

- (i) the Society facilitated financial contribution under a Heritage Site Assistance Agreement dated September 6, 1978 for the historic Firehall building at which the Prince Albert Historical Museum is located;
- (ii) the Society placed into the City's care the Nisbet Church/School building and the old Blockhouse building;
- (iii) the Society has created, owns and maintains the Bill Smiley Archives for the benefit of the regional community of Prince Albert;
- (iv) the Society operates the Museums in accordance with its corporate mission and in consultation with a Museums and Heritage Advisory Committee appointed by the City;
- (v) the City is responsible to maintain the Museums;

- (vi) the City is responsible to supply funds to the Society for the purpose of operating the Museums;
- (vii) the Society has facilitated charitable community funding for the benefit of the Firehall building and has opportunity to facilitate additional charitable community funding in support of the Museums, their enhancement and/or their capital or operating needs

NOW THEREFORE the parties hereto confirm their agreement as follows:

1. The Society shall continue to have exclusive use and occupation of the Museums for the purposes recited above. Subject to clause 7 below, such exclusive use of each Museum can be terminated only by mutual agreement of the City and the Society or by the Society ceasing to operate the subject Museum in accordance with the terms herein.
2. All artifacts owned by the Society shall upon dissolution of the Society become the property of the City and that all other artifacts shall be returned to their respective owners.
3. The Society shall continue to provide management, supervisory and administrative services for the Museums as follows, which the City acknowledges are currently being performed to satisfactory standards:
 - 1) Year end report to the City through the Museums and Heritage Advisory Committee;
 - 2) Maintain statistical information with respect to tourist visitation to the Museums;
 - 3) obtaining and training of tour guides prior to the Museums opening each year;
 - 4) Arranging for the cleaning and upkeep of the Museums and artifacts therein;

- 5) Ensure that a suitable selection of available artifacts is on display for public viewing at each Museum;
- 6) Provide public access to the Museums from the Tuesday following the May long weekend until the Friday before the September long weekend;
- 7) Provide access during the remainder of each year whenever possible by appointment; the nature of such service should be posted on the Museum doors;
- 8) The Society shall be entitled to charge fees for admission and to generate souvenir sales, the proceeds of which shall be kept by the Society;
- 9) The Society shall hire and engage the services of a Manager from its annual budget as may be approved by the City, whose remuneration shall be paid from the Society's annual budget as determined by the Society in consultation with the City.
- 10) The Society shall provide volunteer resources in support of these activities.

4. The Society shall continue to maintain the archives. In the event of the dissolution of the society all the archival material shall become the property of the City pursuant to the Society's bylaws.

5. The Society shall have the right to solicit donations from the general public for capital improvements of any of the Museums. Such improvements must receive approval from the City before any work is undertaken.

6. The City authorizes the Society to explore in consultation with the City the availability of significant charitable community funding to be utilized specifically toward the enhancement of the Prince Albert Historical Museum or a portion thereof. The City acknowledges that it has approved in principle the concept of renaming of the said Museum for the purpose of recognizing such a substantial charitable gift, provided that any such specific proposal recommended by the Society shall be subject to the prior formal approval of both City Council and the Society, which approval shall not be unreasonably withheld by either party.

7. The Society shall have the right to cease the operation of the Prince Albert Historical Museum in the old Fire Hall and move the artifacts and the archives to another location in the City of Prince Albert provided the Society receives the prior approval of City Council which will not be unreasonably withheld.

8. The City shall each year during which the Society is operating the Museums, continue to provide the following:

- 1) The cost of building and mechanical maintenance;
- 2) The cost of lawn and flower bed maintenance;
- 3) The cost of all utilities;
- 4) The cost and wage administration associated with providing tour guides for each of the Museums during the agreed upon training period and operating hours;
- 5) The cost for security and monitoring systems;
- 6) The cost and administration for reimbursing on a monthly basis the Society for the services and vehicle allowance for a Museums Manager;
- 7) The cost of public liability insurance in respect to the Museums;
- 8) The cost of public liability insurance for the Directors and the Manager in respect to the operation of the Museums by the Society;
- 9) The City shall each year during which the Society is operating the Museums, be responsible to indemnify and save harmless the Society and each member of the Board of Directors of the Society and the Manager, in respect to public liability claims of whatsoever nature, arising out of the operation of the Museums in accordance with Section 318 of *The Cities Act* or similar successor legislation.
- 10) The City shall pay a reasonable grant each year to the Society in support of its annual budget.
- 11) The City shall provide the Society with quiet use and enjoyment of the premises, subject to the Society's performance of the terms herein.

9. This Memorandum of Agreement represents an accumulation of the understandings, reciprocating covenants and agreements between the parties hereto, which the parties hereby each currently ratify and confirm.

10. Each of the provisions hereof is severable from any other provision and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of any of the remaining provisions. Notwithstanding, each party relies on the other to perform in good faith these terms and their covenants and obligations herein.

IN WITNESS WHEREOF The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper offices in that behalf, duly authorized this ~~19~~ 7th day of ~~February~~ April A.D., 2009.


THE CITY OF PRINCE ALBERT

MAYOR


CITY CLERK

IN WITNESS WHEREOF the Prince Albert Historical Society has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf duly authorized this 13th day of February A.D. 2009.

PRINCE ALBERT HISTORICAL SOCIETY

Per: 

Harris May President

Per: 

Jayne Remenda Secretary

AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT

CANADA)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

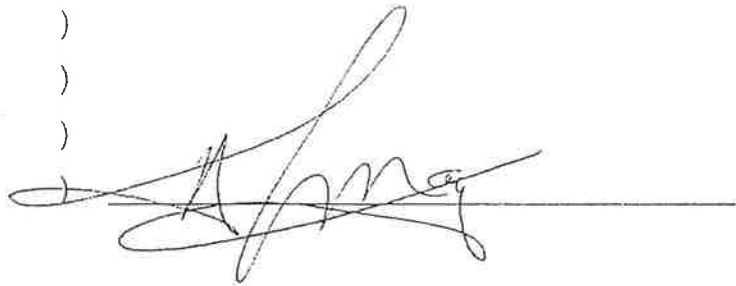
I, JOY ZOUNEY, of the City of Prince Albert, in the Province of Saskatchewan, make oath and say as follows:

1. That I was personally present and did see HARRIS MAY named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.

2. That the same was executed on the 6th day of APRIL, A.D. 2009 at the City of Prince Albert, in the Province of Saskatchewan, and that I am the subscribing witness thereto.

3. That I know the said HARRIS MAY and ~~he~~/she is, in my belief, of the full age of eighteen (18) years.

SWORN before me at the City of)
Prince Albert, in the Province)
of Saskatchewan, this 6 day)
of APRIL, A.D. 2009.



Brenda Seaman
A COMMISSIONER FOR OATHS in and
for the Province of Saskatchewan.

My Commission expires: AUGUST 31, 2010
OR, BEING A SOLICITOR

AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT

C A N A D A)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

I, WYF BOULET, of the City of Prince Albert, in the Province of Saskatchewan, make oath and say as follows:

1. That I was personally present and did see LYNNE REMENDA named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.

2. That the same was executed on the 6th day of APRIL, A.D. 2009 at the City of Prince Albert, in the Province of Saskatchewan, and that I am the subscribing witness thereto.

3. That I know the said LYNNE REMENDA and he/she is, in my belief, of the full age of eighteen (18) years.

SWORN before me at the City of)
Prince Albert, in the Province)
of Saskatchewan, this 6 day)
of APRIL, A.D. 2009.) E Remenda

Bandy Simola
A COMMISSIONER FOR OATHS in and
for the Province of Saskatchewan.
My Commission expires: AUGUST 31, 2010
OR, BEING A SOLICITOR

Museum Curator Director Costs

Payroll	\$ 65,000.00
CPP	\$ 3,659.25
EI	\$ 1,468.77
Vehicle	\$ 1,200.00
WCB	\$ 569.60
Health Benefits	\$ 498.18
Pension	\$ 1,250.00
Cell Phone	<u>\$ 360.00</u>
Total Costs	<u>\$ 74,005.80</u>

MEMORANDUM OF AGREEMENT

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BETWEEN:

CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, (hereinafter called "the City")

- and -

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- 5) The cost for security and monitoring systems;
- 6) The cost and administration for reimbursing on a monthly basis the Society for the services and vehicle allowance for a Museums Manager;
- 7) The cost of public liability insurance in respect to the Museums;
- 8) The cost of public liability insurance for the Directors and the Manager in respect to the operation of the Museums by the Society;
- 9) The City shall each year during which the Society is operating the Museums, be responsible to indemnify and save harmless the Society and each member of the Board of Directors of the Society and the Manager, in respect to public liability claims of whatsoever nature, arising out of the operation of the Museums in accordance with Section 318 of *The Cities Act* or similar successor legislation.
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9. This Memorandum of Agreement represents an accumulation of the understandings, reciprocating covenants and agreements between the parties hereto, which the parties hereby each currently ratify and confirm.

10. Each of the provisions hereof is severable from any other provision and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of any of the remaining provisions. Notwithstanding, each party relies on the other to perform in good faith these terms and their covenants and obligations herein.

IN WITNESS WHEREOF The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper offices in that behalf, duly authorized this ~~19~~ 7th day of ~~February~~ April A.D., 2009.

THE CITY OF PRINCE ALBERT



MAYOR



CITY CLERK

IN WITNESS WHEREOF the Prince Albert Historical Society has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf duly authorized this 13th day of February A.D. 2009.

PRINCE ALBERT HISTORICAL SOCIETY

Per: 

Harris May President

Per: 

Jayne Remenda Secretary

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

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

MUSEUMS	2024 Budget	2023 Budget	Variance	% Change
REVENUES				
Operating Grants and Donations	\$20,000	\$20,000	\$0	0.00%
Total Revenues	\$20,000	\$20,000	\$0	0.00%
EXPENSES				
Salaries Wages and Benefits	\$171,440	\$151,580	\$19,860	13.10%
Contracted and General Services	\$5,500	\$5,500	\$0	0.00%
Utilities	\$26,280	\$25,780	\$500	1.94%
Maintenance Materials and Supplies	\$19,080	\$19,080	\$0	0.00%
Insurance	\$4,550	\$4,550	\$0	0.00%
Total Expenses	\$226,850	\$206,490	\$20,360	9.86%
TOTAL (SURPLUS) DEFICIT	\$206,850	\$186,490	\$20,360	10.92%

SUMMARY OF CHANGES FROM YEAR 2023 BUDGET

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

\$19,860 increase in Salaries Wages and Benefits as per current contracts, step increases/decreases, and a review of actual costs incurred. The Museum Tour Guides are paid the same as the Playground Program staff.



\$5,500 Total Contracted and General Services as follows:

Contracted and General Services	2024 Budget	2023 Budget	Variance
Janitorial Services at Historical Museum	\$1,000	\$1,000	\$0
Alarm Monitoring	\$1,000	\$1,000	\$0
Pest Control	\$3,500	\$3,500	\$0
Total Contracted and General	\$5,500	\$5,500	\$0



Functional Area: **PRINCE ALBERT HISTORICAL SOCIETY - MUSEUM**
 Department: **External Agencies**
 Fund: **General Fund**

The Prince Albert Historical Society manages the Prince Albert Historical Museum, the Rotary Museum of Police and Corrections, Evolution of Education Museum, Diefenbaker House Museum, is responsible for the Nisbet Presbyterian School as well as the Bill Smiley Archives to serve the people of Prince Albert and area.

The grant funding provided by the City assists with staffing costs as well as other operation costs, including the salary and benefits of the museum curator.

Prince Albert Historical Museum	2024 Budget	2023 Budget	Variance	% Change
EXPENSES				
Grants and Donations	\$71,080	\$71,080	\$0	0.00%
Total Expenses	\$71,080	\$71,080	\$0	0.00%
TOTAL (SURPLUS) DEFICIT	\$71,080	\$71,080	\$0	0.00%

Administration is recommending that the budget is not increased for 2024 due to fiscal constraints, but the following funding request has been made:

The Prince Albert Historical Society has **requested a \$45,471 increase in their funding from the City for 2024, or an increase of 64%**. The Prince Albert Historical Society is requesting grant funding of \$35,986 to fund a Program and Outreach Coordinator position for the next year and continued support for that position in the future. The Prince Albert Historical Society is also asking for a 10% increase to their grant funding to allow for the increase in the Manager/Curator wages. Total additional request of \$35,986 + \$9,485 = \$45,471.

This request is included in Section 16 of the report under Operating Issues not Funded.

The complete 2024 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



UF-06	Prince Albert Historical Society	Cost of living and new position	<p>The 2023 Budget approved was \$71,080. The 2024 Budget Submission forwarded from the Prince Albert Historical Society - Museum includes a request for increased grant funding of \$35,986 to fund a Program and Outreach Coordinator position for the next year and continued support for that position in the future. The Society is also asking for a 10% increase to their grant funding to allow for the increase in the Manager/Curator wages. Total additional request of \$35,986 + \$9,485 = \$45,471. The total grant funding with the above additional request is \$116,551, a 64% increase.</p> <p>Please refer to Supporting Documents in the External Agency Functional Area Budget Document Sheet.</p>	45,471
Total Operating Issues Not Funded				546,906



Prince Albert Historical Society - COPA Financial Support (duration of MOU, 2009 to date)

Feb.26/24

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
City Approved Budget	\$15,950	\$45,570	\$48,470	\$48,470	\$49,260	\$49,990	\$67,030	\$67,030	\$69,680	\$71,080	\$71,080	\$71,080	\$71,080	\$71,080
Museum Manager		\$38,160	\$38,160	\$38,160	\$38,950	\$39,680	\$56,720	\$56,720	\$59,370	\$60,770	\$60,770	\$60,770	\$60,770	\$60,770
Operating Grant		\$9,410	\$10,310	\$10,310	\$10,310	\$10,310	\$10,310	\$10,310	\$10,310	\$10,310	\$10,310	\$10,310	\$10,310	\$10,310
	\$0	\$47,570	\$48,470	\$48,470	\$49,260	\$49,990	\$67,030	\$67,030	\$69,680	\$71,080	\$71,080	\$71,080	\$71,080	\$71,080

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Variance - PAHS Requested to City Approved Variance		\$8,640	\$34,160	\$9,570	\$0	\$0	\$0	\$1,000	\$19,320	\$20,000	\$20,000	\$37,320	\$40,629	\$45,471
Additional costs requested for		Office Assistant	Office Assistant	Operations				Curator/ Manager	Outreach Coordinator	Program Coordinator	Educator	Educator and Curator/ Manager	Finance and Curator/ Manager	Program & Outreach Coordinator and Curator/ Manager

*In 2013 PAHS started doing own payroll

PAHA Submissions - Museum Curator/Manager Costs					\$32,410			\$46,240	\$46,161	\$42,720	\$55,372	\$58,657	\$62,795	\$74,006
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PAHA Submissions - Total Payroll		\$31,800	\$50,409	\$49,633	\$50,538	\$46,231	\$72,535	\$73,329	\$74,326	\$75,745	\$80,915	\$129,501	\$104,663	\$133,615
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** start charging an assistant
1 extra person
2 days per week

** now includes three staff members
added educator

Other Approved City Budgets:	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Grants - for staffing										\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Salaries Wages and Benefits		\$118,150	\$115,360	\$93,270	\$93,270	\$93,270	\$117,950	\$114,160	\$114,160	\$116,970	\$119,970	\$119,970	\$151,580	\$171,440
Contracted and General Services		\$960	\$960	\$960	\$960	\$960	\$960	\$600	\$600	\$600	\$600	\$600	\$5,500	\$5,500
Utilities		\$19,810	\$20,060	\$17,380	\$18,800	\$18,800	\$18,980	\$18,480	\$17,580	\$21,480	\$21,710	\$22,410	\$25,780	\$26,280
Maintenance Materials		\$11,840	\$11,180	\$8,670	\$8,670	\$8,170	\$6,910	\$8,080	\$7,610	\$7,980	\$7,980	\$19,980	\$19,080	\$19,080
Insurance		\$1,200	\$1,430	\$3,940	\$3,940	\$3,400	\$3,470	\$3,410	\$3,400	\$3,380	\$3,590	\$3,720	\$4,550	\$4,550
Total Expenditures		\$151,960	\$148,990	\$124,220	\$125,640	\$124,600	\$148,270	\$144,730	\$143,350	\$150,410	\$153,850	\$166,680	\$206,490	\$226,850
Total Approved Budget		\$151,960	\$148,990	\$124,220	\$125,640	\$124,600	\$148,270	\$144,730	\$143,350	\$130,410	\$133,850	\$146,680	\$186,490	\$206,850
Increase for salaries			-\$2,790	-\$22,090	\$0	\$0	\$24,680	-\$3,790	\$0	\$2,810	\$3,000	\$0	\$31,610	\$19,860

Contracted and General Services

Janitorial Services: Historical Museum
 Alarm Monitoring
 Pest Control

Year 2012: Above excludes the approved amount of \$38,160 and \$9,410 for Museum Manager and Grant.

Year 2013: Above excludes the approved amount of \$70,000 for foundation stabilization and roof repair, etc.

Year 2014: In 2014, 8 museum tour guides will be paid from this particular account, versus the 10 that had been paid in the past. In 2013 the Tourism Bureau will be assuming responsibility for two of these guides. This change in tour guides results in a budgetary savings of \$19,730

Year 2017: Updated to reflect actual costs. The museum currently hire 12 summer students at an avg cost of \$8,320 each.
 In 2016 a grant in the amount of \$10,136 was received from the Federal Government to assist with Student Wages. Administration will be applying again for the 2017 season but it is not guaranteed that we will receive it every year.

Year 2023: This budget has remained the same since 2016 despite wage increases needed to recruit and retain staff. The Historical Society is requesting that the Museum Tour Guides be paid the same as the Playground Program staff.

Year 2024: \$19,860 increase in Salaries Wages and Benefits as per current contracts, step increases/decreases, and a review of actual costs incurred. The Museum Tour Guides are paid the same as the Playground Program staff.

Year 2019
 Budget Request of
 2% increase in funding
 new funding for an Outreach Co-ordinator position for 2 days per week = \$19,315

Year 2020
 Budget Request
 2% increase - additional funding of \$1,400
 new funding for part-time programming/education position = \$20,000

Year 2021
 Increase of \$1,420 in base funding
 Funding in the amount of \$20,000 to pay half the wages of an Educator

Year 2022
 3% increase to external agency funding
 increase for an Educator position
 total increase request of \$37,320

Year 2023
 (\$13,488) increase to external agency funding
 financial manager position (\$27,141)

Year 2024
 increase of \$9,485 for Manager wages
 increase of \$35,986 to fund a Program and Outreach Coordinator

Letter to Council	
Request Manager Wages	\$74,005
Operating Grant with inflation	<u>\$21,994</u>
	\$95,999
2024 Approved Budget	\$71,080
	Total Increase \$24,919



RPT 2024-286

TITLE: Veterans Graves Maintenance Account

DATE: September 11, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Veterans Grave Maintenance Account, remain under the management of the City of Prince Albert and used as intended for the future replacement, repair, care, maintenance, and insurance of Veterans graves that qualify through Veterans Affairs Canada.

EXECUTIVE SUMMARY:

The Royal Canadian Legion #2 in correspondence with the City April 10, 2024, is requesting for the funds of the Veterans Grave Trust Account be transferred to their general account to be used in support of Legion maintenance, the balance of this account to date is \$94,652.05.

The Department reviewed the agreement and consulted with Veterans Affairs Canada as to roles and responsibilities and through this process concluded the following:

Confirmation with Veterans Affairs Canada identified that only grave sites that fall under their control qualify for 100% funding support. For improvements that do not fall solely under Veterans Affairs Canada, matching funds are required when applying to Veteran's Affairs Canada for funding support. Therefore, the recommendation is for the Veteran's Graves Maintenance Account to remain under the control of the City of Prince Albert for future investment at the Roman Catholic Cemetery, St. Mary's Cemetery, and the South Hill Cemetery.

BACKGROUND:

The following resolution was approved at the April 29th, 2024, Executive Committee meeting:

"That CORR 24-19 be received and referred to the Financial Services Department and the Community Services Department for review and report."

The correspondence referenced in the resolution was submitted by the Royal Canadian Legion #2 dated April 10th, 2024, with respect to the Veteran's Graves Maintenance Account. The correspondence outlines a request by the Royal Canadian Legion #2 for the funds currently within the Account to be transferred to their General Account to be used in support of Legion maintenance.

PROPOSED APPROACH AND RATIONALE:

The Veterans Grave Maintenance Trust Account was established on May 27, 1993, with the City of Prince Albert. It is important to note that in 1993 the Royal Canadian Legion #2 originally contributed \$1,500 to the Account while The Royal Canadian Legion Ladies Auxiliary #2 originally contributed \$7,500 for a total of \$9,000.

The Account was setup for a period of ten years with the intention of growing the said funds to a total capital sum of Forty Thousand (\$40,000) Dollars. Should the fund reach Forty Thousand (\$40,000) in a period less than ten years then the money could be used for the purposes set out in the agreement. Within this agreement, it was clearly laid out that even in the event the capital reached the objective Forty Thousand (\$40,000) before the expiry of the ten-year period, none of the funds were to be used until a minimum of five years from the establishment of the fund.

The Account is to be maintained for the purpose of providing an annual payment from the interest earned for the purpose of maintaining graves of the veterans buried in the cemeteries located in the City of Prince Albert, namely, the Roman Catholic Cemetery, St. Mary's Cemetery and South Hill Cemetery. The funds are to be used for the following at these locations:

- maintenance of the grave sites
- headstone bases
- continuous pour concrete runners
- replacement and repair of those runners
- removal and cleaning of all accumulations of moss and scaling
- the repair and refurbishing of carved, impressed or raised lettering.
- cleaning, painting, polishing and other area methods of restoration.

Under the agreement the funds shall also be used for the purpose of providing insurance protection for all liability and/or vandalism to headstones and gravesites. The City of Prince Albert is to manage the fund and only use the interest from the capital for the purpose set out in the agreement.

The Department contacted the Program Advisor for Cemetery Maintenance with Veterans Affairs Canada to determine their funding availability and criteria for funding support. Through this consultation it was confirmed that the Funeral and Burial Program remains in effect. Through this program, Veterans Affairs Canada provides financial assistance for the funeral, burial, cremation, and grave marking of eligible Veterans. The Last Post Fund delivers this program on behalf of Veterans Affairs Canada. There are two types of assistance available. Matter of Right which is where the Veteran's death is related to military service, as determined by the medical authority of Veterans Affairs Canada and the financial need as determined by a Means Test through Veterans Affairs Canada.

Grave markers placed though the Funeral and Burial Program are cared for by Veterans Affairs Canada, in perpetuity, through the Grave Marker Maintenance Program. For the grave markers that fall under the responsibility of Veterans Affairs Canada, they are responsible for inspecting them periodically as well as arranging and paying for the required maintenance. Insurance and flags are not items covered by Veterans Affairs Canada's Grave Marker Maintenance Program.

In the unfortunate instance where a Veteran grave marker has been vandalized, Veterans Affairs Canada works with the cemetery owner to address the repairs needed or to replace the marker, if required. Veterans Affairs Canada has confirmed that they do not have a grant program to help cemeteries with maintenance of Veteran grave markers that do not fall under their control. This responsibility is with the Cemetery owner. The Veteran's Graves Maintenance Account should remain in place to assist with this future requirement.

Additionally, Veterans Affairs Canada has a program that provides funding to organizations undertaking remembrance initiatives such as the construction, restoration, or expansion of a community war memorial, as well as community engagement events and activities commemorating Veterans and those who died in service. The City of Prince Albert has previously accessed matching funds through this program to implement improvements to Memorial Square and introduce the new memorials at this location.

With the information collected and provided above it is the recommendation of administration to have the city continue management of the Veteran's Graves Maintenance Account and for the funds within to be used for the sole purposes outlined within the Trust Account agreement, established May 27th, 1993.

CONSULTATIONS:

Nicolas Hebert, Program Advisor for Cemetery Maintenance with Veterans Affairs Canada served as the main point of consultation. A review of the available funding sources through Veterans Affairs Canada was beneficial in forming the recommendation to maintain the Veteran's Graves Maintenance Account under the City's management and control.

The Department reached out to the Royal Canadian Legion #2 to share the recommendation of the report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Any future use of the Veteran's Graves Maintenance Account will require City Council approval. The recommended projects will be identified through communication with the Royal Canadian Legion #2.

BUDGET/FINANCIAL IMPLICATIONS:

The current balance of the Veteran's Graves Maintenance Account is \$94,652.05. It is important to note that there will be unplanned costs in the future as the Veteran grave sites and headstones age. It would be wise for the city to view the available funding as a measure of responsible planning and governance. The Veteran's Graves Maintenance Account was developed to help offset costs that will arise in the future. The available funding provides crucial resources to help offset future costs not covered by Veterans Affairs Canada or where a matching grant program is identified to make enhancements to one or more of the cemeteries listed in the agreement. The funds would also help aid with a special project highlighted in consultation and partnership with the Royal Canadian Legion #2 where funds would otherwise not be available.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, legal, safety or environmental implications.

OPTIONS TO RECOMMENDATION:

There are no options to the Recommendation.

STRATEGIC PLAN:

This report aligns with the strategic priority of Delivering Professional Governance. Specifically, the Area of Focus related to Organizational Effectiveness where the city will implement long-term budget planning to create predictability in decision-making.

OFFICIAL COMMUNITY PLAN:

There are no OCP Strategies or Plans to this report.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Correspondence dated April 10th, 2024, from the Royal Canadian Legion #2.
2. Agreement dated May 27th, 1993, between the Royal Canadian Legion #2, Royal Canadian Legion Ladies Auxiliary #2 and the City of Prince Albert.
3. Email Correspondence dated June 14th, 2024, between Tim Yeaman, Parks Manager with the City of Prince Albert and Nicolas Hebert, Program Advisor for Cemetery Maintenance with Veteran Affairs Canada.

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Financial Services, Director of Parks, Recreation & Culture and City Manager



City of
Prince Albert

CORR 24-19

TITLE: Veterans' Graves Maintenance Account- Royal Canadian Legion Branch #2

DATE: April 23, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Financial Services Department and the Community Services Department.

PRESENTATION: Verbal by Rick Hodgson, President, Royal Canadian Legion Branch #2

ATTACHMENTS:

1. Letter dated April 10, 2024

Written by: Rick Hodgson, President and Deanne Reise, Vice President, Royal Canadian Legion Branch #2



Branch 2
Prince Albert
133 8th Street East
Prince Albert SK S6V 0V8

April 10, 2024

To Mayor and City Council:

RE: VETERANS' GRAVES MAINTENANCE ACCOUNT

Please be advised the Royal Canadian Legion Prince Albert Branch #2 proposes that the Veterans' Graves Maintenance Account be closed.

This account was created by the Ladies' Auxiliary and the Prince Albert Legion Branch # 2 to approve work and expenditures for Veterans' graves. The maintenance and repair of Veterans' graves now falls under the Federal Government's Veterans Affairs Canada purview. Furthermore, the Ladies' Auxiliary Branch #2 was dissolved in 2018.

According to our records the last time the Veterans' Graves Maintenance Account was used is February 1, 1999. See attached request and approval.

We have not had an updated report from the City's Financial Services department on the amount in the account since April 30, 2017. At that time, the balance was \$75,470.53.

Prince Albert Legion Branch #2 would like to request the funds for the Veterans' Graves be transferred to their General Account to be used in support of Legion maintenance. This is to ensure the Legion continues on for Veterans and their families in years to come.

Please find attached the minutes of the Prince Albert Legion Branch #2 for April 11, 2018, where under 12.0 New Business Ladies Auxiliary Finance Officer Carol Eyberson states that they had a meeting in December and decided they were closing. She also states they decided to donate their remaining balance to the Legion Building fund. Also, in the minutes under 10.5 Rick Hodgson discusses how the Legion is taking over the funerals for Veterans.

Rick Hodgson will speak to this proposal on the Legion's behalf.

Sincerely,

Rick ~~Hodgson~~ - President
Royal Canadian Legion Branch #2

Deanne Riese -- Vice President
Royal Canadian Legion Branch #2

RECEIVED
APR 17 2024
CITY CLERK
Executive Committee

Recommended Disposition:
Refer to Financial Services Committee Services

VETERANS' GRAVES MAINTENANCE ACCOUNT SPEAKING NOTES

1. Purpose – Close the Veterans' Graves Maintenance Account
2. History – Account created by the Ladies' Auxiliary and the Prince Albert Legion Branch # 2 to approve work and expenditures for Veterans' graves. Not used since February 1999.
3. Maintenance and Repair of Graves – handled by Federal Government Veterans Affairs Canada
4. Ladies' Auxiliary dissolved in 2018.
5. Legion planned use – to support Veterans and their families through Legion maintenance.



THE ROYAL CANADIAN LEGION

Branch No. 2

Saskatchewan Command

133 - 8th STREET EAST
PRINCE ALBERT, SASK.
S6V 0V8

Telephone
763 - 7201

Address all Communications to the Office of the Secretary

File

Date

February 12, 1999

Brian Parchauer
City of Prince Albert - Comptroller
City Hall, 1084 - Central Ave.,
Prince Albert, Sask.
S6V 7P3

Dear Sir:

SUBJECT: VETERANS' GRAVES MAINTENANCE ACCOUNT:

Please note the letter under date of February 1, 1999, over Comrade Vince Elmers' signature.

Be advised that the procedure indicated in Comrade Elmers' letter was adopted by the Royal Canadian Legion Branch #2 at the General Meeting of the Branch on Wednesday, February 10, 1999.

Be further advised that Comrade Elmer was given the authority of the Branch to obtain funds for the purposes indicated in his letter. As Chairman of the Veterans' Graves Committee he will handle all works and expenditures as indicated and will report these activities to the Branch and through the Branch to the Ladies Auxiliary to Branch #2.

Yours truly

R.H. Tooley
President

Royal Canadian Legion Branch #2



THE ROYAL CANADIAN LEGION

Branch No. 2

Saskatchewan Command

133 - 8th STREET EAST
PRINCE ALBERT, SASK.
S6V 0V8

Telephone
763 - 7201

Address all Communications to the Office of the Secretary

File

Date ...February 1, 1999

President
Royal Canadian Legion
Branch #002
Prince Albert

Attached is the year end financial statement of our Veterans' Graves Maintenance Account as submitted by the City of Prince Albert.

Note, that we have now reached our goal of \$40,000.00, and can now use the interest and further donations to finance work at maintaining graves of Veterans in our four cemeteries. As is at present we have \$9,573.00 available for such work.

In order for the City to release money from this account, I would propose the following procedure:

1. The Graves Committee will submit in writing a request to approve work and expenditures to the Legion and Ladies' Auxiliary.
2. When approval has been received, we will approach the financial section of the City of Prince Albert and they will issue a check to use for such amounts.
3. On completion of the work, we will submit reports to both the Branch and the Ladies' Auxiliary.

We request your approval of the above procedure.

Yours fraternally,

Vince Elmer
Chairman of Veteran's
Grave Committee



City of
Prince Albert

1084 Central Avenue
Prince Albert, SK S6V 7P3

May 30, 2017

Royal Canadian Legion
133 - 8th Street East
Prince Albert, SK S6V 0V8

Attention Anne C. McLeod

RE: VETERANS' GRAVES MAINTENANCE ACCOUNT

Please note that the Veterans' Graves Bank account balance, as of April 30, 2017 is calculated as follows:

Balance, December 31, 2016-----	\$75,062.52
Interest Earned during 2017-----	408.01
Balance, April 30, 2017-----	<u>\$75,470.53</u>

If you require any further information or assistance from me, please do not hesitate to call me at 953-4392.

Yours truly,

Cheryl Tkachuk
Assistant Director Financial Services

**ROYAL CANADIAN LEGION, PRINCE ALBERT BRANCH #2
GENERAL MEETING**

WEDNESDAY, April 11th, 2018

6:30 P.M. Auditorium

1.0 CALL TO ORDER BY Rick Hodgson TIME: 6:30

2.0 AGENDA

Marie Mathers moved to accept the agenda, Gord Simpson Seconded, carried

3.0 GUESTS

3.1 No guests

4.0 INITIATIONS:

4.1 ASSOCIATE MEMBERS

4.2 AFFILIATE MEMBERS

No initiations

5.0 CORRESPONDENCE

5.1 Financial Correspondence

No financial correspondence

5.2 General Correspondence

Novus Law group requesting someone attend annual General meeting to be held at Carnival bingo Saturday April 21 2018 10 am carnival Bingo. Marie Mathers will attend.

Military service recognition book recognizes veterans, and would like us to advertise in their book. Cost including GST is \$1,570.00 smallest is business card size and \$205.00. Proceeds raised help to keep the book in circulation and helping sponsorships.

Motion to file made by Marie Mathers, Gord Simpson seconded, carried

Ogilvie site furnishings, sent a letter explaining that they make steel benches, have sent pictures, it will be posted upstairs if anyone is interested.

Brewers distributors invited us to meet the staff and learn what goes on at the distribution center, April 10th Prince Albert at the days inn.

New Horizons, an information session on how to apply for Grants

Birch hills April 17, 1-4 at the seniors center

Prince Albert May 23 1-4 at P.A. Senior advocacy center

Al Dreaver will look after finalizing the grant for the compressor that was issued by Northern lights

Gord Simpson motion to accept, Marie Mathers second, carried

6.0 MINUTES OF THE EXECUTIVE MEETING HELD April 4th, 2018.

6.1 BUSINESS ARISING FROM THE MINUTES

6.2 ERRORS AND OMISSIONS:

Jean Watts pointed out that there was no name for the Veteran that was given a lunch for a funeral. His name was Henry Gibbs and lived in North Battleford.

Marie motioned to accept the errors, Colin Riese Seconded, carried

MINUTES OF THE GENERAL MEETING HELD MARCH 14TH, 2018

No meeting as we did not meet quorum

Marie motioned to accept Tim Hogan Seconded, carried

8.0 FINANCIAL REPORT

8.1a Bank Balances Attached

8.1b Financial Statements Profit and Loss attached to April 3rd

Uncategorized income was the Grants direct deposited and Accountant not sure what it was for, should go to building fund, Brenda is working with the accountant to try and get these in the proper account, our profit is \$55,603. As of April 3rd.

I am going to be finance as well as membership, I will be going through this and hopefully have a better understanding by the next meeting.

Jean watts stood and said that she was happy with the good job that everyone was doing.

Deanne moved her report, Carol Eyberson seconded, carried

9.0 POPPY FUND REPORT

Nothing to report

10.0 COMMITTEE REPORTS

10.1 Membership-Deanne Riese

Report attached to Executive minutes

I will also be trying to set up a pin ceremony, not sure how long it takes to get.

Deanne moved her report, Jean Watts seconded, carried

10.2 House and Lounge-Gord Simpson

We had repairs done in the Kitchen, we had to replace 5 feet of pipe and was done by Mat Alexander, I see our roof is leaking again, we will talk to the Guy that did the roof and get it fixed.

Rick Hodgson moved his report, Colin Riese seconded, carried

10.3 Ways and Means-Al Dreaver

Chasse the Ace was approved today so we will move ahead with our draw on April 21st.

Share the wealth is still on the go upstairs, last one was won by Brenda Cripps. We have to finalize a grant for the compressor, we also have 2 grants that were put through by Anne, this is a complicated process and we are invited to a workshop to help fill out the applications, The grant that we received for Tables and chairs, there are people looking into 20,000.00 the sound system for 6800.00, the money is in the bank and shows on the financial report, we also have a progressive 50/50 draw ready for submission, the draw date is July 1st in Kinsmen Park which is a big fundraising day for us.

We are also finalizing the position of the secretary, we will have our final recommendations next month.

There was a volunteer supper here last month there was 70 that attended, there was a storm that cancelled out a lot of people, it was a success.

We need volunteer to work and keep this place going, we are in a never never land place, and numbers are in the black but at the same time our membership numbers are decreasing. There is less than last year those are things we are struggling with, ways and means is a way to bring us to the forefront. And also to make money to keep this place going.

I so submit my Report, Al Dreaver

Deanne Riese commented that she would like to point out that we can sell tickets for the week and bring them for the draw, people don't have to be here for the draw, but need to appoint a proxy if they are not to be here, if you sell the tickets, and know you are going to be here, just let them use your

name for the proxy. Put your own name and put a proxy if you want there to be a proxy, you don't have to fill that out if you are going to be here. Al commented that we are also going to broadcast this on Facebook, Live for the draw.

Deanne Riese commented that Lotteries would not let us just do 3 for \$5.00, you have to give the option for the one ticket, so 2500 will be 1 single for \$2. Or 9,000 sets of 3 for \$5. For a maximum of \$25,000.00

Terry Sayer seconded, carried

10.4 Entertainment-Clara Lafond

April 14th we are having an adult Easter egg hunt at the cost of \$5. Person, 6 games, with mini draws, have a chance to win an egg to win the big prize. There is a door prize as well as 1st, 2nd and 3rd place. Chinese food supper before.

Clara moved her report, Carol Eyberson seconded, carried

10.5 Suppers/Banquets

Suppers going good, more people involved in doing suppers, we can spread it out more, I need someone to take it over on the executive, let me know. Friday snacks Jean will do one for Taco in a bag. If anyone wants to come out. \$5. Person, A Veteran requested this.

Rick Hodgson commented that if there is there anyone interested in taking suppers over, come talk to me.

We are doing funerals for Veterans the same way the Ladies Auxiliary did it and we will be putting them in the financial report. As well as if they make a donation.

Rick Hodgson, I so move my report, seconded by Colin Riese, carried

10.6 Bingo-Rick Hodgson

Brenda Cripps and Marie Mathers are looking after the afternoon bingos and we are getting regular volunteers that come out, please bring names forward for new volunteers.

Tuesday Bingos are going good and our people are coming out regularly, but would like to see more.

I so move my report, seconded by Jean Watts, carried

10.7 Sports-Colin Riese

Our branch held the Provincial Crib, members from around the province come, we had a lot of people attend and a lot of helpers, Lots of Kudos and lots of thank you, there is a card beside the till to read, please take the time.

We have finalized the shuffleboard league for the year, and had a banquet at the end, and I like the way it was run, Crib and pool should be run the same way and if we could get darts going that would be great.

For the future I would like to see these all roll out the same way as shuffleboard, so coming next fall, we will be looking for volunteers for these.

April 22nd and we have one more crib tournament before we are done for the summer, it will be a round robin.

Colin moved his report, seconded by Tim Hogan, carried

10.8 Funerals and Graves-Marie Mathers

If people are wondering why the flags are at half mast, it is for the Humboldt Broncos, and the lives lost, Saskatchewan command has approved this.

Brenda Cripps mentioned that Comrade Gary Klughart passed away this morning. His funeral will be on Monday. He is no longer a member here but was in the past.

Marie moved her report, Deanne Riese seconded, carried

10.9 Service Officer-Gary Renaud

Helped one veteran this month, gave him support for travel that was approved by Regina, and taken from the Poppy fund.

I so move my report, Colin Riese seconded, carried

10.10 Cadets-Gary Renaud

April 21st there will be an exercise and we will be getting ready for final inspection.

Respectfully submitted Gary Renaud, Marie Mathers seconded, carried

10.11 Remembrance Day-Marie Mathers

Nothing more to add to my report, May 23rd is the next meeting.

Marie moved her report, Gord Simpson seconded, carried

10.12 Decoration Day-Tim Hogan

Meeting will be April 18th at the Anavets. At 7PM

Tim submitted his report, Gord Simpson seconded, carried

10.13 Canada Day-

Still trying to track someone down to head Canada Day,

Rick submitted his report, seconded by Tim Hogan, carried

10.14 Publicity –Erin Strauss

Rick Hodgson commented If anyone has anything to advertise please get a hold of Erin, she has been missing meetings, as the Herald is switching there systems over and she is a part of that. She has been in contact and advertising will still go out

10.15 Sargent at Arms- Gary Renaud

One funeral April 7th, otherwise everything is quiet

Gary moved his report, seconded by Debbie Shidlowky, carried

10.16 Visiting-Marie Mathers

Nothing to add

10.17 Padre- Bishop Arthurson

10.18 Past President-

11.0 OLD BUSINESS

No old business

12.0 NEW BUSINESS

Carol Eyberson has said I have been to the last 2 general meeting and I would like to mention now, as there were no meetings. I think everyone is aware that the Ladies Auxiliary has folded, the ladies with the auxiliary are getting older, tired and sick, and we were down to 4 that showed up. It was a 6 hour day for the ladies, then having to sit while the funeral was going on. It was a long day for the ladies, we have been talking about this for a year, and Gerry tried her best to keep it going we are at the point now where there are no other volunteers and because of her health, we got to the point that we needed to stop. We were the only branch in Saskatchewan that still had a Auxiliary. We has a meeting in December and decided that we were closing and what to do with the money that we had left in the bank, we had just over \$5,100.00 in the bank we decided that we would donate to the legion Building fund, so that if something went wrong it could be fixed right away, and the other thing that I would like to say is that the ladies over the last 5 years have donated over

\$40,000. To the branch, I wanted to make that clear because there is a lot of comments about what the Ladies did with their money. I did have a list, but forgot it.

There are still some Ladies willing to help with the funerals.

Gerry Laird commented that she enjoyed doing this and has been here a long, long time. We used to have parties for the pulp mill, a lot of men that were members here worked at the Mill and they asked if I would put parties for them here, we made a lot of money from them. I really enjoyed it, I think I would like to come back and help out. It's not hard work. That is about all, my husband and I really enjoyed and always like the Legion, my brother died overseas, I think about that, and this is part of their Legacy. Thank you.

Rick Hodgson wants to say thanks for all the Ladies and their service to the Legion over all the years, as well as on behalf of the past presidents and past executives would like to say thanks for all the stuff that you Ladies have done for the Legion over all the years.

Carol Eyberson says thank you.

Five of us attended the zone Rally last month, all of the other clubs are in the same place we are with dying memberships and what they are trying to do to keep their Legion afloat. Rick asked that Brenda speak for the Zone

Brenda Cripps says thanks to Colin Riese, as he is her new deputy Zone commander.

The only club in her Zone that is doing great is Smeaton, and Crib has kept them going. The president is a volunteer fire man and the firemen have come into the legion and started crib and now they have 50 people for crib.

The District commander would like to do training on how to get everyone on board for finance with new ways to do things and all the new changes involved in Finance. We want people to attend.

13.0 ANNOUNCEMENTS

13.0 ADJOURNMENT

Marie motioned for adjournment, Benda Cripps seconded, carried

THIS AGREEMENT MADE THIS 27th DAY OF May , A.D. 1993

BETWEEN:

**ROYAL CANADIAN LEGION #2 and
ROYAL CANADIAN LEGION LADIES AUXILIARY #2**

Hereinafter called the "Settlor"

- AND -

THE CITY OF PRINCE ALBERT

Hereinafter called the "Trustee"

WHEREAS the Settlor has assigned, transferred, and delivered to the Trustee the property set forth in Schedule "A", attached hereto, upon certain trusts:

NOW THEREFORE IN CONSIDERATION of the covenants herein contained, it is mutually agreed between the parties that the property (referred to as the "trust fund") shall be held by the Trustee upon the following trusts:

1. The Trustee shall invest and keep invested the trust fund and shall pay so much of the net income as is applied from year to year for the maintenance, repair and/or replacement of tombstones and grave markers and any amount remaining in any given year shall be paid into and form part of the capital of the trust fund.
2. The Trustee shall manage and control the capital of the trust which shall be

known as Veterans' Graves Maintenance Trust Fund for Prince Albert cemeteries. The Trustee shall invest all monies received whether by way of subscription, donation, bequest or otherwise herein referred to as the trust fund in any investments authorized by law for the investment of trust funds with power to vary such investments for others of a like nature at their discretion, subject to the condition that the said Trustee shall prior to making any investment or varying any investment shall obtain the prior written approval of the Finance Committee of the City of Prince Albert, being a municipal corporation as designated under the laws of the Province of Saskatchewan as set out in The Urban Municipality Act or such board as shall hereinafter be designated for the purpose of advising the said City of Prince Albert in its investment policy of the funds of the City of Prince Albert.

3. The Trustee shall use the income from the capital fund for the following purposes, it being understood the trust hereby created has been so created by reason of the expressed agreement and intention of the Trustees to conduct the administration of the fund and to supervise, superintend and properly carry out the purposes of the within Agreement as expressed herein:

- (i) The Trustee shall invest the trust fund for a period of ten years. Should the said trust fund reach a total capital sum of Forty Thousand (\$40,000.00) Dollars in a period of time less than ten years the fund may upon the capital reaching Forty Thousand (\$40,000.00) Dollars be then used for the

purposes hereinafter set out, it however being clearly understood that even in the event of the capital reaching the objective of Forty Thousand (\$40,000.00) before the expiry of ten years, none of the funds shall be used as hereinafter set out until a minimum of 5 years from the commencement of the accumulation of the fund by the Trustee and that subscriptions to capital and interest shall be accumulated for that 5 year period even though the fund shall have attained the capital objective of Forty Thousand (\$40,000.00) prior to the said 5 year period as herein specified it being understood that in any event no payment shall be made from the fund for a minimum of 5 years from the date of the establishment of the trust.

- (ii) The Trustee shall accept from the Settlor (Royal Canadian Legion #2 and Royal Canadian Legion Ladies Auxiliary #2) all additional sums of money raised by the Settlor by way of contribution, donation, subscription, bequest or otherwise and shall provide to the Settlor receipts therefore and shall deposit any such sums so received into the trust fund as capital additions thereto;

- (iii) The trust fund shall be maintained for the purpose of providing an annual payment from the interest earned by the said fund for the purpose of maintaining graves of the veterans buried in the cemeteries located in the City of Prince Albert, namely, the Roman Catholic Cemetery, St. Mary's



Cemetery, and the South Hill Cemetery. The said funds may be used and applied at the request of the Cemeteries Committee of the Settlers hereinafter established for the inspection and maintenance of veterans grave sites in the aforesaid cemeteries with particular emphasis on the veterans' field of honour located in the South Hill Cemetery. The said funds to be used for the proper maintenance of said grave sites in a good and proper state and condition including, but without restricting the generality hereof, for the maintaining of all headstones, headstone bases, continuous pour runners and for the replacement and repair thereof, for removal and cleaning of all accumulations of moss and scaling, the repair and refurbishing of carved, impressed or raised lettering and where, by reason of deterioration, the replacement of headstones and markers which can no longer be refurbished by cleaning, painting, polishing or other usual methods of restoration. The funds shall also be available and used for the placement of flags and other appropriate decorations which are required to maintain the graves as identifiable veterans' cemeteries which in the opinion of the committee are required and proper. The said funds shall also be used for the purpose of maintaining any monument designated by the Royal Canadian Legion #2. The funds shall also be used for the purpose of providing insurance protection for all liability and/or vandalism to headstones and grave sites described in this agreement.

- iv) The settlors, namely the Royal Canadian Legion #2 and Royal Canadian Legion Ladies Auxiliary #2 shall appoint a committee of two members, one from each of the Royal Canadian Legion #2 and Royal Canadian Legion Ladies Auxiliary #2, such committee members to be appointed by resolution at the annual meeting of the Royal Canadian Legion #2 and Royal Canadian Legion Ladies Auxiliary #2 and such committee members to be appointed for a term of one year or until their successors shall have been appointed such committee members, where possible, to be registered members of each organization with a particular interest in maintaining as fields of special remembrance the grave sites of veterans.


- v) The Trustee shall hold the said trust fund as required under paragraph (i) hereof and shall accumulate the earnings therefrom and at the expiration of said term of 5 or 10 years as hereinbefore set out under Paragraph 3(i) hereof and shall pay such portion of the annual interest as shall be requested by resolution of the Cemeteries Committee established under paragraph (iv) hereof for the payment therefrom of accounts incurred by the committee as authorized and required by the committee and as authorized under the terms of this agreement.

- vi) The Trustees shall maintain the said trust fund and shall use only the income from the capital of the trust fund for the purpose herein set out and

the said Trustees shall not have power to expend in any way or use or encroach upon the capital fund in any manner whatsoever.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals on the day of the date hereof.

SIGNED, SEALED AND DELIVERED
in the presence of:


Witness

Nancy Karpish
Witness

Witness

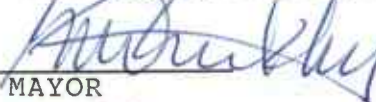
ROYAL CANADIAN LEGION


Per: Therese D. Poppel

ROYAL CANADIAN LEGION
LADIES AUXILIARY #2

Per: Ms. Ine Besrab

CITY OF PRINCE ALBERT

Per: 
MAYOR


CITY CLERK
May 27, 1993

SCHEDULE "A"

The Royal Canadian Legion #2	\$1,500.00
The Royal Canadian Legion Ladies Auxiliary #2	<u>\$7,500.00</u>
TOTAL	\$9,000.00

From: [Nicolas Hébert \(VAC/ACC\)](#)
To: [Tim Yeaman](#)
Subject: RE: Reaching out
Date: Friday, June 14, 2024 5:48:20 AM
Attachments: [image001.jpg](#)

Good morning Tim,

I reached out to management on this one so we could produce the best response for all parties involved. I apologize in advance for the length of the message, but this program so black and white.

The Funeral and Burial Program is indeed still in place. Through this program, Veterans Affairs Canada (VAC) provides financial assistance for the funeral, burial, cremation, and grave marking of eligible Veterans. The Last Post Fund delivers this program on behalf of VAC. There are two types of assistance available: matter of right (Veteran's death is related to military service, as determined by VAC medical authority) and means tested (financial need as determined by a means test). Further details on eligibility and how to apply may be found here: [Funeral and burial assistance \(veterans.gc.ca\)](#)

Grave markers placed through the Funeral and Burial Program are cared for by VAC, in perpetuity, through our [Grave Marker Maintenance Program](#). For the grave markers that fall under the responsibility of VAC, we are responsible for inspecting them periodically as well as arranging and paying for the required maintenance. Insurance and flags are not items covered by VAC's Grave Marker Maintenance Program. If polishing is referring to cleaning of the marker, then we do that (polishing is not the term used for this type of maintenance work by our Department). Please note that not all Veteran grave markers fall under VAC's purview. As noted above, only those markers paid for by VAC through the Funeral and Burial Program fall within our responsibility.

In the unfortunate instance where a Veteran grave marker has been vandalized, we work with the cemetery owner to address the repairs needed or replace the marker, if required. Each case is unique so we encourage you to reach out immediately should a Veteran marker be vandalized.

VAC does not have a grant program to help cemeteries with maintenance of Veteran grave markers that we do not maintain. However, we do have a program that provides funding to organizations undertaking remembrance initiatives such as the construction, restoration or expansion of a community war memorial, as well as community engagement events and activities commemorating Veterans and those who died in service. More information on the Commemorative Partnership Program, including eligibility criteria, can be found here: [Commemorative Partnership Program - Funding Programs - Remembrance - Veterans Affairs Canada](#). Should you have questions on this funding program, please contact the Commemorative Partnership Program team by email at cpp-ppc@veterans.gc.ca.

VAC is committed to paying the full cost of the replacement marker. We could have the marker delivered and have Cemetery staff continue with the installation, or have Remco install and bill separately. If needed, we could have more discussions on this matter.

If you have any more questions, please don't hesitate to reach out. I understand that Remco has not yet replaced the marker in either PA cemeteries just yet. They are finalizing the renderings and will be sending them to me shortly.

Kindest regards,

Nicolas Hébert, CD

Program Advisor | Conseiller aux programmes
Cemetery Maintenance | Entretien des cimetières
Veterans Affairs Canada | Anciens Combattants Canada
66 Slater, Ottawa K1A 0P4
Cell. : 613-290-1837
Email | courriel: Nicolas.hebert@veterans.gc.ca

From: Tim Yeaman <TYeaman@citypa.com>
Sent: June 10, 2024 3:35 PM
To: Nicolas Hébert (VAC/ACC) <nicolas.hebert@veterans.gc.ca>
Subject: Reaching out
Importance: High

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Good afternoon Nicolas,

I hope all is going well, hard to believe we are almost half way through the year but here we are and where the time goes I am unsure.

I wanted to reach out on a couple of fronts as we had a conversation internally about the Last Post's Fund and Care/Maintenance/Replacement/Upkeep of existing monuments and grave-sites this morning and I was unable to answer all the questions but hoping you can help or point me in the direction where I can find the information.

I want to ensure I understand responsibilities both from the Veterans front and the Municipality front so please bear with me as I try to explain in hopes you can maybe fill in the blanks.

Last Post Fund's Mission is to ensure that No Veteran is denied a dignified funeral and burial, as well as a military gravestone, due to insufficient funds at the time of the death. This is a program that is primarily delivered through the Veteran Affairs Canada program for those that are eligible. Is this program still in place and if not is there a program that replaces it?

Secondly we had the replacement of the Upright Marker for Private Evans here at the South Hill Cemetery just recently and that of Private Woodman at the at the St. Mary's Cemetery as well as or maybe this is still in progress. At the time of our conversation we had spoken about the City's ability to help off-set some or all of that costs of the replacement of at least Private Evans Marker. I am still open to this conversation but aside from that I do have a question which will not change my conversation around contribution. I am wondering if you could tell me if there is a protocol when replacing markers, expectations, cost recovery that could help me understand financial contributions or if there is ever grants that may become available to help assist with the care and maintenance of Veteran's graves and whether having matching dollars available would help assist in those types of requests. I want to put together a plan on this end to help better understand our responsibilities and look at whether budgeted dollars each year would be necessary to help when we get requests for replacement, care and maintenance.

If you have any information that may help me in understanding more about this relationship so I can better plan moving forward that would be fantastic.

To provide some additional context, the Legion here in the City has indicated that Veteran's affairs covers all of the costs for the following:

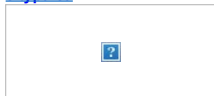
- Deterioration
- Replacement
- Refurbishment
- Cleaning
- Painting
- Polishing
- Restoration
- Replacement of Flags
- Insurance Protection for all liability and vandalism

Thank you Nicolas for your assistance in helping me better understand how Veteran Affairs Operates and what that protocol looks like.

Have a fantastic day and please let's have that conversation on Private Evans headstone.

Respectfully,

Timothy Yeaman
Parks and Open Spaces Manager
Community Services
City Hall | 1084 Central Avenue
Prince Albert SK, S6V 7P3
P: 306.953.4802
F: 306.953.4915
tyeaman@citypa.com
[Facebook](#) | [Twitter](#)
citypa.ca



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RPT 2024-276

TITLE: Canada Community-Building Fund Agreement

DATE: September 6, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

1. That the Municipal Funding Agreement under the Canada Community-Building Fund (CCBF) Program between His Majesty the King in Right of Saskatchewan and the City of Prince Albert be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Agreement and any other applicable documents, on behalf of The City, once prepared.

EXECUTIVE SUMMARY:

Attached to this Report is the new Municipal Funding Agreement (MFA). This 10-year agreement follows the Municipal Gas Tax Fund Agreement that expired March 31, 2024, and is effective from April 1, 2024, until March 31, 2034. Similar to previous agreements, this conditional grant funding is calculated on a per capita basis for eligible municipalities.

The deadline for the City to execute the Municipal Funding Agreement is **November 1, 2024**. Once signed, the City's first 2024-25 installment payment will follow as soon as possible, in accordance with the provincial election writ period parameters and if the Municipal Compliance Strategy criteria are met. Should the signed and returned agreement be received during the provincial election campaign, the agreement and the first installment payment will be processed and sent shortly after the provincial election.

City of Prince Albert will receive \$12.089 million from 2024-2029, with the remaining five-year allocations to be determined from the 2026 Census figures.

BACKGROUND:

In 2014, the provincial and federal governments entered into an administrative agreement on the renewal of the federal Gas Tax Fund Program for a ten-year term. Over this time, Saskatchewan was provided with \$616.9 million, with \$324.2 million of that in the last half of the agreement from 2019-20 to 2023-24.

To participate in this program, the City entered into a Municipal Gas Tax Fund Agreement with the province in 2014. The Agreement was then amended in 2019 to reflect changes made to the Canada-Saskatchewan bilateral agreement. The ten-year Agreement has concluded, with the funds all being received by the City.

The following projects have been funded from the Canada Community Building Fund with the previous Municipal Funding Agreement:

0607-000098 Traffic Light Improvement Project	\$422,298.33
0809-001338 Wastewater Treatment Plant UV Disinfection Project	\$1,232,948.93
0809-001358 Sanitary Sewer Repairs & Improvements Project	\$191,835.76
0809-001385 Increased Security - Water Treatment Facilities Project	\$103,583.17
0910-001510 Upgrade Wastewater Treatment Plant Grinder Project	\$2,394,112.43
0910-001511 Develop Sewage Septic Dumping Sites Project	\$155,000.00
1011-001820 Transit Transfer Facility Project \$ 466,203.40	\$211,160.40
1011-001946 Traffic Light Coordination Project \$ 70,747.96	\$70,747.96
1112-001986 WTP, Clarification Equipment, Reservoirs & Supply Project	\$1,992,060.00
1112-002010 Landfill Expansion Project	\$2,117,354.00
1112-002077 Boiler Replacement- Waste Water Treatment Plant Project	\$410,220.79
1213-002452 Sewage Pumping Stations Upgrades Project	\$6,796,929.19
1314-002999 Raw Water Pump Station MCC Replacement Project	\$210,073.85
1617-004134 Sewage Pumping Stations Upgrades Phase 2 Project	\$5,452,918.22
1718-004393 Improvements to Sewage Pumping Stations 1, 2, 3 and 6 Project	\$477,429.62
1819-004458 Construct Storm Pumping Station No. 4 Project	\$565,990.72
2021-005283 Construct 2,860 m of West Hill Trunk Sewer Main - Stage 1 Project	\$3,972,879.20
2021-006006 Construct New Raw Water Pump House Project	\$10,255,372.59
2122-006315 Marquis Road West Extension - Roadway Construction Project	\$2,414,493.16
2324-006681 Replace Community Centre Playground and Spray Park Project	\$185,195.20
Total Funding Canada Community Building Fund Projects	\$39,632,603.52

PROPOSED APPROACH AND RATIONALE:

The Ministry of Government Relations is pleased to be administering the Canada Community-Building Fund (CCBF), formerly Gas Tax Fund, on behalf of the Federal Ministry of Housing, Infrastructure and Communities Canada for another 10 years! The joint federal-provincial announcement was made on August 22, 2024.

The Canada Community-Building Fund – formerly the Gas Tax Fund – is a ten-year federal program administered by the provincial government, to provide support to municipalities in Saskatchewan on a per capita basis. Over the next five-years, the CCBF will invest over \$350 million in Saskatchewan, starting with \$66 million in 2024-25.

This report is recommending approval for execution of the Municipal Funding Agreement that is due to the Province by November 1, 2024.

This funding is to assist municipalities with various types of capital projects, including infrastructure, capacity building projects, and asset management planning.

Under the new CCBF agreement, the list of eligible project categories has been expanded to infrastructure projects within nineteen categories. The eligible expenditures include:

- For expenditures incurred after April 1, 2005:
 - Local Roads and Bridges
 - Public Transit
 - Drinking Water
 - Wastewater
 - Solid Waste
 - Community Energy Systems
 - Capacity Building

- For expenditures incurred after April 1, 2014:
 - Highways
 - Regional and Local Airports
 - Short-Line Rail
 - Short-Sea Shipping
 - Resilience (Disaster Mitigation)
 - Broadband Connectivity
 - Brownfield Redevelopment
 - Cultural Infrastructure
 - Tourism Infrastructure
 - Sport Infrastructure
 - Recreational Infrastructure

- For expenditures incurred after April 1, 2021:
 - Fire Halls

Housing Needs Assessment (HNA)

With the renewal of the CCBF program, the most significant changes for our municipality include:

- Municipalities with 2021 census populations of 30,000 and greater (which our municipality is) will have additional mandatory housing-related reporting requirements as outlined in Schedule G of the MFA, which include:
 - A completion of the Housing Needs Assessment (HNA) according to the federal government requirements and posting it on the municipal website by March 31, 2025. The federal HNA template has been published and is live on the Housing, Infrastructure and Communities Canada website.
- If infrastructure-related housing gaps are identified in the HNA, our municipality is required to invest CCBF funding in projects that would improve housing outcomes.
- Project-level data and outcomes reporting which will be requested within previous reporting processes whenever possible.

The associated Municipal Compliance Strategy revisions include the addition of the housing requirements.

The Community Development Department will be proceeding with the required Housing Needs Assessment according to federal government guidelines.

The new Municipal Funding Agreement will require projects to be approved by City Council and then Finance Administration will need to forward the Canada Community Building Fund Infrastructure Investment Plan (IIP) to the Ministry of Government Relations for review and approval.

Signage is a requirement for projects funded through the Canada Community-Building Fund program.

The Municipal Funding Agreement requires municipalities with active CCBF projects to submit a Municipal Annual Expenditure Report (MAER) each calendar year. The MAER is due to the Ministry of Government Relations annually by March 31. As well, the MAER Report is to be sent by the City's Auditor.

CONSULTATIONS:

The CCBF Agreement has circulated through Senior Administration and within Financial Services.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once forwarded to City Council and approved, the CCBF Agreement will be executed by the Mayor and City Clerk and returned to the Ministry of Government relations for execution.

BUDGET/FINANCIAL IMPLICATIONS:

To receive payment, the City must continue to fulfil significant terms of the CCBF Agreement, which includes submitting an Infrastructure Investment Plan for each project and adhering to Saskatchewan's Municipal Compliance Strategy.

The CCBF funding for Prince Albert is as follows:

2024-25	\$2,303,116.00
2025-26	\$2,401,281.60
2026-27	\$2,401,281.60
2027-28	\$2,491,896.00
2028-29	\$2,491,896.00

Total **\$12,089,471.20**

After the first five-years, funding levels will be reassessed to reflect the 2026 Census.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, legal, safety or environmental implications.

OPTIONS TO RECOMMENDATION:

There are no options to the Recommendation.

STRATEGIC PLAN:

The CCBF supports the City's Strategic Plan priorities of Building a Robust Economy and Investing in Infrastructure by maximizing additional revenue sources to reduce the reliance on residential property tax. This additional revenue aids the development of capital and infrastructure projects within the City to support a stable and resilient economy.

OFFICIAL COMMUNITY PLAN:

There are no OCP Strategies or Plans to this report.

PRESENTATION: Presentation by Ramona Fauchoux, Director of Financial Services

PUBLIC NOTICE:

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

ATTACHMENT:

1. CCBF Municipal Funding Agreement 2024.

Written by: Cory Selander, Audit Manager

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

**MUNICIPAL FUNDING AGREEMENT
UNDER THE CANADA COMMUNITY-BUILDING FUND PROGRAM**

made as of the _____ day of _____ 20__.

BETWEEN: **HIS MAJESTY THE KING IN RIGHT OF SASKATCHEWAN**, as represented by the Minister of Government Relations (“Saskatchewan”)

AND: **City of Prince Albert**
in the Province of Saskatchewan (“Participating Municipality”)

individually referred to as a “Party” and collectively referred to as the “Parties.”

WHEREAS HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Housing, Infrastructure and Communities Canada (“Canada”), and Saskatchewan entered into an Administrative Agreement respecting the roles and responsibilities of Canada and Saskatchewan for the administration of the Canada Community-Building Fund (CCBF) effective **April 1, 2024** (the “Administrative Agreement”); and

WHEREAS Saskatchewan has agreed to administer the Administrative Agreement on behalf of Canada and allocate to Ultimate Recipients any CCBF funding that may be transferred by Canada to Saskatchewan for the purposes described in the Administrative Agreement; and

WHEREAS any CCBF funding allocated to Ultimate Recipients will help Saskatchewan communities build and revitalize their public municipal infrastructure by supporting the national objectives of productivity and economic growth, a clean environment, and strong cities and communities; and

WHEREAS Canada and Saskatchewan are committed to working collaboratively to address the national priority of increasing the supply of housing as well as the availability of Affordable Housing. Saskatchewan will work with Ultimate Recipients to leverage the CCBF to address housing pressures relating to infrastructure needs; and

THEREFORE, the Parties agree as follows:

1. PURPOSE

This Municipal Funding Agreement (“MFA”) sets out the roles and responsibilities of Saskatchewan and the Participating Municipality for the administration of the CCBF.

2. DEFINITIONS

Unless defined elsewhere in this MFA, capitalized words used throughout the MFA are defined in Annex A (Definitions).

3. ANNEXES AND SCHEDULES

This MFA includes this agreement and the following annexes and schedules:

Annex A: Definitions

Annex B: Terms and Conditions, including:

1. Allocation Formula
2. Delivery Mechanism

Schedule A: Participating Municipality Requirements

Schedule B: Eligible Project Categories

Schedule C: Eligible and Ineligible Expenditures

Schedule D: Program Reporting

Schedule E: Communications Protocol

Schedule F: Asset Management

Schedule G: Housing Reporting

4. GENERAL

- 4.1 Payments to the Participating Municipality shall not be made unless Saskatchewan is in receipt of CCBF funding from Canada in accordance with the Administrative Agreement.
- 4.2 Any CCBF funding that may be allocated by Saskatchewan to the Participating Municipality will be administered by the Participating Municipality in accordance with this MFA.
- 4.3 Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this MFA and will no longer be governed by the terms and conditions of any Previous Municipal Funding Agreements.
- 4.4 Saskatchewan and the Participating Municipality acknowledge the financial contribution by Canada under this MFA and, in consideration of that contribution and notwithstanding that Canada is not a signatory to this MFA, the Parties agree that the terms of this MFA applicable to, or with respect to, Canada are for Canada’s sole benefit.

- 4.5 Nothing in this MFA is to be construed as authorizing one Party to contract for or to incur any obligation on behalf of the other or to act as an agent for the other. Nothing in this MFA is to be construed as authorizing the Participating Municipality or any Third Party to contract for or to incur any obligation on behalf of either Party or to act as an agent for either Saskatchewan or the Participating Municipality.
- 4.6 This MFA is subject to *The Freedom of Information and Protection of Privacy Act* and *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 4.7 The Parties agree to give this MFA a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alterations thereof for the purpose of carrying out the intent of the MFA or for rectifying any omission in any of these provisions.
- 4.8 If there is a conflict between this MFA and the Administrative Agreement, the provisions of the Administrative Agreement will apply.

5. DURATION, TERMINATION, AMENDMENT, AND DEFAULT

- 5.1 This MFA will be effective as of April 1, 2024, and will be in effect until March 31, 2034, unless Saskatchewan and the Participating Municipality agree to renew it. In the event where the MFA is not renewed, any CCBF funding, Unspent Funds, and/or any interest earned thereon held by the Participating Municipality that have not been expended on Eligible Projects as of March 31, 2034, will nevertheless continue to be subject to this MFA until such time as may be determined by Saskatchewan and the Participating Municipality.
- 5.2 This MFA may be amended at any time in writing as agreed to by Saskatchewan and the Participating Municipality.
- 5.3 This MFA may be terminated at any time and for any reason by either Saskatchewan or the Participating Municipality with two (2) years' written notice. In the event where this MFA is so terminated, any CCBF funding, Unspent Funds, and/or any interest earned thereon held by Saskatchewan or the Participating Municipality that have not been expended on Eligible Projects as of the date of termination, will nevertheless continue to be subject to this MFA until such time as may be determined by Saskatchewan and the Participating Municipality.
- 5.4 Saskatchewan will not declare an Event of Default has occurred unless it has given notice in writing to the Participating Municipality of the occurrence which, in the opinion of Saskatchewan, constitutes an Event of Default. For clarity, a notice in writing by Saskatchewan to the Participating Municipality stating that an occurrence constitutes, in the opinion of Saskatchewan, an Event of Default, will represent a notice of default.
- 5.5 The Participating Municipality shall, within 30 days of receipt of the notice of default, either correct the condition that has led to the serving of such notice or demonstrate to the satisfaction of Saskatchewan that it has taken such steps as are necessary to correct the said

condition.

- 5.6 If an Event of Default occurs, Saskatchewan may inform the Participating Municipality by notice in writing that Saskatchewan's obligation to transfer funds, or the balance of funds, to the Participating Municipality is thereby terminated. If Saskatchewan requests the reimbursement of amounts previously disbursed and/or interest earned thereon, the Participating Municipality hereby agrees that it shall provide forthwith such reimbursement.
- 5.7 In addition to any other remedy available at law, Saskatchewan reserves the right of set-off to recover any overpayments made to, or amounts owing by, the Participating Municipality under this MFA. Without limiting the generality of the foregoing, Saskatchewan may withhold any amounts owing by the Participating Municipality to Saskatchewan under this MFA or under Previous Municipal Funding Agreements from amounts to be distributed to the Participating Municipality under any other program administered by Saskatchewan.
- 5.8 The Parties' respective rights and obligations respecting access to records, liability for projects, and retaining title will survive the expiry or early termination of this MFA.
- 5.9 In the event that the Participating Municipality is amalgamated, restructured, or dissolved, Saskatchewan may, in its sole discretion:
- (a) withhold or reduce payments to the Participating Municipality pursuant to this MFA;
 - (b) terminate this MFA and require the reimbursement of amounts previously disbursed to the Participating Municipality pursuant to this MFA and/or interest earned thereon; and/or
 - (c) direct that this MFA is assigned to the Participating Municipality's successor Municipality and upon such direction all liabilities, rights, duties, functions, and obligations of the Participating Municipality as of the date of such assignment will be transferred to the successor Municipality. The successor Municipality will become the Participating Municipality under this MFA from the date of such assignment and will be responsible for receiving and spending any CCBF funding, Unspent Funds, and any interest earned thereon and will be subject to the terms and conditions of this MFA.

For clarity, Saskatchewan may do any of the things outlined in this section upon the issuance of a Minister's Order providing for the amalgamation, restructuring, or dissolution of the Participating Municipality. Any amount that Saskatchewan requires to be reimbursed pursuant to this MFA shall be a debt due to Saskatchewan.

6. CORRESPONDENCE

- 6.1 Any notice or communication authorized or permitted with respect to this MFA shall be effectively given if:
- (a) delivered by hand;
 - (b) sent by letter;

- (c) sent by electronic mail;
- (d) prepaid to the address as given in this MFA.

6.2 Any notice or communication required or permitted by this MFA to Saskatchewan shall be provided to:

Canada Community Building Fund and Financial Management Unit
Municipal Infrastructure and Finance Branch
Ministry of Government Relations
5th Floor – 1855 Victoria Avenue
REGINA SK S4P 3T2
Phone: 306-787-8912
Email: ccbfprogram@gov.sk.ca

or to such other address, or email address as Saskatchewan may, from time to time, designate in writing.

6.3 Any notice or communication required or permitted by this MFA to be made to the Participating Municipality shall be provided to:

City of Prince Albert
1084 Central Ave.
PRINCE ALBERT SK S6V 7P3
Phone: 306-953-4303
Email: cityclerk@citypa.com

or to such other address, or email address as the Participating Municipality may, from time to time, designate in writing.

SIGNATURES

Government of Saskatchewan

City of Prince Albert

Original signed by:

Original signed by:

Per: Minister of Government Relations

Mayor/Reeve/CEO

Date

Date

Administrator/Clerk

Date

ANNEX A - DEFINITIONS

“Affordable Housing” means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30 per cent of before-tax household income. The household income is defined as 80 per cent or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Participating Municipality.

“Administrative Agreement” means the Canada-Saskatchewan Agreement on the CCBF which sets out the roles and responsibilities of Canada and Saskatchewan for the administration of the CCBF in Saskatchewan, including attached Annexes and Schedules.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

Asset Management plans can include:

- an inventory of assets;
- the condition of infrastructure;
- level of service or risk assessment;
- a cost analysis;
- community priority setting;
- financial planning.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities Canada.

“Canada Community-Building Fund” (CCBF) means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the CCBF in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Capital Plan” means a plan approved by the Municipal Council which describes anticipated investments in capital assets by a Municipality over a five-year period, along with a rationale for the selection of these investments.

“Core Housing Need” means a household living in an unsuitable, inadequate, or unaffordable dwelling and which cannot afford alternative housing in their community.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“Event of Default” includes one or more of the following:

- a) the Participating Municipality fails to implement or operate an Eligible Project under an approved IIP in accordance with the terms and conditions of this MFA;
- b) the Participating Municipality changes the scope or nature of an Eligible Project without written approval of Saskatchewan;
- c) the Participating Municipality fails to obtain the necessary licenses, permits, or approvals required to implement an Eligible Project;
- d) the Participating Municipality fails to implement any applicable environmental mitigation requirements;
- e) the Participating Municipality fails to meet any reporting requirements of this MFA;
- f) the Participating Municipality fails to meet housing requirements required by this MFA;
or
- g) the Participating Municipality fails to comply with any condition, undertaking, or material term of this MFA.

“Fiscal Year” means the period beginning on April 1st of a calendar year and ending on March 31st of the following calendar year.

“Fiscal Year Amount” means the annual transfer of CCBF funding received from Canada under the Administrative Agreement less any amount as Canada has approved or may approve through a business case justifying such use of the funding for provincial administration expenses.

“Gender Based Analysis Plus” (GBA Plus or GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs, and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders) identifiers. GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

“Housing Needs Assessment” (HNA) means a report informed by data and research describing the current and future housing needs of a Municipality or community according to the Housing Needs Assessment template provided by Canada.

“Housing Report” means the duly completed Municipality's annual project-level housing report, if applicable, and delivered to Saskatchewan as described in Schedule D (Program

Reporting) and Schedule G (Housing Reporting) for Saskatchewan to prepare a consolidated housing report to Canada according to the Administrative Agreement.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets in Saskatchewan primarily for public use or benefit.

“Infrastructure Investment Plan” (IIP) means a plan submitted by the Municipality to Saskatchewan which includes but is not limited to a description of the Eligible Project for which the Municipality intends to use its CCBF funding, and the outcomes and benefits the Municipality expects to achieve as a result of this Eligible Project.

“Municipal Annual Expenditure Report” (MAER) means the duly completed annual report to be prepared and delivered by the Municipality to Saskatchewan as described in Schedule D (Program Reporting).

“Municipal Compliance Strategy” means the strategy agreed to and implemented by the Oversight Committee to ensure that Ultimate Recipients comply with the applicable terms and conditions set out in this MFA. The intention of the strategy is to:

- ensure fair treatment of all Ultimate Recipients;
- ensure an appropriate level of accountability;
- ensure Ultimate Recipients have sufficient time to understand applicable terms and conditions; and
- mitigate any unnecessary risk to the CCBF.

“Municipality” means a Municipality as defined in *The Legislation Act (Saskatchewan)*, or any equivalent successor legislation and includes the Saskatchewan portion of the City of Lloydminster, and the City of Flin Flon, Manitoba for the boundary area as defined in *The Flin Flon Extension of Boundaries Act, 1952 (Saskatchewan)*.

“Oversight Committee” means the committee established pursuant to the Administrative Agreement to monitor the overall implementation of the Administrative Agreement.

“Previous Administrative Agreements” means any agreements between Canada and Saskatchewan for the purposes of administering the Gas Tax Fund (GTF) or CCBF.

“Previous Municipal Funding Agreements” means any agreements entered into between Saskatchewan and the Municipality pursuant to Previous Administrative Agreements.

“Statement of Priorities” means a letter from Canada to Saskatchewan outlining expected housing actions by Saskatchewan as described in the Administrative Agreement.

“Third Party” means any person or legal entity, other than Canada, Saskatchewan, or a Municipality, who participates in the implementation of an Eligible Project by means of a Contract.

“Ultimate Recipient” means:

- a) a Municipality or its agent (including its wholly owned corporation), and in the context of this MFA includes the Participating Municipality;
- b) a non-municipal entity, including Indigenous organizations, non-governmental, or not-for-profit organizations, on the condition that one or more a Municipality has indicated support for the project through a formal resolution of its council or board; and
- c) Saskatchewan entities in the form of departments, corporations, and agencies where they provide core municipal services in Municipalities, and in the unincorporated areas of a jurisdiction.

“Units Enabled” means the number of new housing units constructed or the estimated capacity to increase housing starts resulting from the CCBF infrastructure investment, whether directly or indirectly.

“Unspent Funds” means funds (as defined by Previous Administrative Agreements) that have not been allocated or spent towards an Eligible Project (as defined under Previous Administrative Agreements) or on administrative costs in accordance with Previous Administrative Agreements and which are reported as unspent by Saskatchewan and by Municipalities and other recipients in the 2023-24 Annual Expenditure Report (as defined under Previous Administrative Agreements).

ANNEX B - TERMS AND CONDITIONS

1. ALLOCATION FORMULA

- 1.1 Any CCBF funding that may be received by Saskatchewan from Canada will be distributed in accordance with the following formula:
- (a) Each Municipality will be allocated, on a conditional basis, shares of any CCBF funding received from Canada, by dividing the Municipality's 2021 Statistics Canada Census population by the total 2021 Census population for all Municipalities and multiplying the resulting quotient by each Fiscal Year Amount. Beginning with 2029-30, allocations for any CCBF funding received from Canada will be based on the 2026 Statistics Canada Census results. Notwithstanding the foregoing, if a Municipality's allocation resulting from the above-noted formula is less than \$2,000, the Municipality's allocation shall be set at \$2,000.
 - (b) The portion of Unspent Funds distributed or committed to a Municipality or other recipient under a Previous Municipal Funding Agreement may remain allocated to the respective Municipality or other recipient, subject to compliance with the terms and conditions of the MFA, as determined by the Oversight Committee, in accordance with the Municipal Compliance Strategy, and shall be used for the purposes of Eligible Projects.
- 1.2 Saskatchewan will maintain and keep updated a table detailing the Ultimate Recipients allocations and will make such table available at [Saskatchewan.ca](https://www.saskatchewan.ca).
- 1.3 If the allocation formula contained in the Administrative Agreement is changed in any way, Saskatchewan will advise the Participating Municipality of such change and effective upon the date of such notice the allocation formula in section 1.1 will be changed accordingly.

2. DELIVERY MECHANISM

- 2.1 Payments to a Participating Municipality shall not be made unless Saskatchewan is in receipt of CCBF funding from Canada.
- 2.2 Saskatchewan will allocate any CCBF funding received from Canada to a Participating Municipality in accordance with this MFA and the Administrative Agreement. The distribution of CCBF funding to a Participating Municipality will be subject to the Participating Municipality meeting all significant terms and conditions of the MFA as determined by Saskatchewan.

- 2.3 The Participating Municipality agrees that any CCBF funding transferred by Saskatchewan to the Participating Municipality, any Unspent Funds, and any interest earned thereon shall be used solely in accordance with this MFA and specifically Schedule A (Participating Municipality Requirements).
- 2.4 The Participating Municipality agrees that CCBF funding is not intended to replace municipal operating and maintenance funding or municipal capital funds. CCBF funding complements municipal funding for the purpose of creating or revitalizing municipal infrastructure. CCBF funding also complements but does not replace other national infrastructure funding programs.
- 2.5 CCBF funding may be used to pay up to 100 per cent of Eligible Expenditures of an Eligible Project under this MFA.
- 2.6 Any CCBF funding allocated to a Participating Municipality pursuant to this MFA, any Unspent Funds, and any interest earned thereon will be treated as federal funds with respect to other federal infrastructure programs. The Participating Municipality acknowledges that if it is receiving federal funds under other federal infrastructure programs with respect to an Eligible Project to which the Municipality wishes to apply CCBF funding, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 2.7 Saskatchewan may, in a manner that is consistent with the policies and directives approved by the Oversight Committee, redirect all or a portion of the Participating Municipality's allocation for use by other Ultimate Recipients for Eligible Projects when:
- (a) the Participating Municipality has failed to comply with the Municipal Compliance Strategy and meet the terms and conditions of this MFA; or
 - (b) the Participating Municipality's estimated allocation of CCBF funding has not been triggered for payment as per section 1.3 of Schedule A (Participating Municipality Requirements).

SCHEDULE A – PARTICIPATING MUNICIPALITY REQUIREMENTS

The Participating Municipality agrees to all of the following:

1. INFRASTRUCTURE INVESTMENT PLAN

1.1 The Participating Municipality must submit:

- (a) at least one Infrastructure Investment Plan (IIP) by October 31, 2025, utilizing some or all of its allocations from 2024-25 to 2028-29 on Eligible Projects;
- (b) at least one IIP by October 31, 2030, utilizing some or all of its allocations from 2029-30 to 2033-34 on Eligible Projects

in a format, as determined by Saskatchewan, which includes the information consistent with the requirements of the Administrative Agreement. The Participating Municipality will be advised by Saskatchewan, in writing, of the approval of the IIP(s).

1.2 When submitting an IIP, the Participating Municipality shall:

- (a) establish the use of all or any of its estimated allocations, Unspent Funds, and interest earned thereon under a single IIP or under more than one IIP;
- (b) prioritize projects to address housing pressures identified in the Housing Needs Assessment (HNA), if such HNA is required according to section 7.1 or 7.2 of this Schedule, related to Infrastructure and capacity building pressures;
- (c) consider Gender Based Analysis Plus (GBA+) lenses when undertaking projects as prescribed by Canada in the Administrative Agreement.

1.3 If the Participating Municipality does not have:

- (a) by March 31, 2026, a signed MFA and an approved IIP in place that utilizes some or all of its allocations from 2024-25 to 2028-29; or
- (b) by March 31, 2031, an approved IIP in place that utilizes some or all of its allocations from 2029-30 to 2033-34,

Saskatchewan may redirect the Participating Municipality's allocation as per section 2.7(b) of Annex B (Terms and Conditions).

1.4 The Participating Municipality shall not alter the scope of an IIP without the prior written consent of Saskatchewan.

1.5 The Participating Municipality shall inform Saskatchewan promptly in writing of any reduction in approved IIP(s) costs or of any additional financial assistance, including federal, provincial, municipal, or third party assistance, with respect to an approved IIP, and Saskatchewan shall have the right to adjust the amount of the funds applicable to that IIP to take into account the amount of any such additional assistance that is to be received.

- 1.6 In the event that the Participating Municipality decides to withdraw an IIP, the Participating Municipality must advise Saskatchewan in writing in a timely manner.
- 1.7 The Participating Municipality shall utilize the CCBF funding towards the Eligible Projects identified in the approved IIP(s) in a timely and effective manner and by no later than the deadline prescribed in section 3.3.

2. INVESTMENT AND EARNINGS

- 2.1 If funds are paid by Saskatchewan to a Municipality in advance of the Participating Municipality incurring Eligible Expenditures, the Participating Municipality must invest such funds in accordance with provincial legislation respecting investments by Municipalities.
- 2.2 The Participating Municipality must ensure that any earnings on funds invested are used only for the purpose of paying for Eligible Expenditures incurred with respect to Eligible Projects.

3. PROJECTS AND COSTS

- 3.1 The Participating Municipality must use all CCBF funding, including Unspent Funds and any interests earned thereon, only for the purpose of paying for Eligible Expenditures incurred with respect to Eligible Projects.
- 3.2 The Participating Municipality is responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
- 3.3 In accordance with section 3.1, the Participating Municipality must spend:
 - (a) its Unspent Funds and the estimated five-year allocation from 2024-25 to 2028-29, and any interest earned thereon, by December 31, 2030; and
 - (b) its estimated five-year allocation from 2029-30 to 2033-34 and any interest earned thereon, by December 31, 2034.
- 3.4 The Participating Municipality must complete all Eligible Projects by December 31, 2034, without exception, and acknowledges that any costs incurred after that date are not Eligible Expenditures.
- 3.5 The Participating Municipality acknowledges that any CCBF funding received by the Participating Municipality and interest earned thereon that are not used for the purpose of paying for Eligible Expenditures incurred by December 31, 2034, with respect to Eligible Projects, shall be a debt due to Saskatchewan by the Participating Municipality.
- 3.6 The Participating Municipality will be responsible for cost overruns if the actual total cost of any approved IIP exceeds the Participating Municipality's estimated total allocation of CCBF funding for that IIP.

4. RECORDS AND AUDIT

- 4.1 The Participating Municipality must keep proper and accurate financial accounts and records with respect to all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Saskatchewan, Canada, or their designated representatives. They must also keep proper and accurate financial accounts and records that are related to this MFA and the use of CCBF funding, any interest earned thereon, and all other information and documentation relevant to the CCBF program for a period of at least six (6) years after the termination of this MFA.
- 4.2 The Participating Municipality must record, separately and distinctly, CCBF funding it receives from Saskatchewan in advance of the Participating Municipality paying Eligible Expenditures.
- 4.3 The Participating Municipality will allow Canada and Saskatchewan reasonable and timely access to all of its documentation, records, and financial accounts, and those of its respective agents or Third Parties, related to the use of CCBF funding and Unspent Funds, any interest earned thereon, and all other relevant information and documentation requested by Canada, Saskatchewan, or their designated representatives, for the purposes of audit, evaluation, and ensuring compliance with this MFA.
- 4.4 The Participating Municipality will provide, if requested by Saskatchewan, an audited report of expenditures on the IIP(s) or allow a representative from Saskatchewan or Canada access to its books and records so an audit can be undertaken.

5. COMPLIANCE

- 5.1 The Participating Municipality acknowledges that Saskatchewan may, without limiting any of the remedies available to Saskatchewan, withhold payment to be made to the Participating Municipality pursuant to this MFA, reduce any such payments to the Participating Municipality, or demand the return of any such payment and interest earned thereon, or part thereof, if the Participating Municipality does not comply with the terms and conditions of this MFA. Any payment and interest earned thereon, or part thereof demanded by Saskatchewan and not returned by the Participating Municipality shall be a debt due to Saskatchewan.
- 5.2 The Participating Municipality will comply with the Municipal Compliance Strategy as amended by the Oversight Committee from time to time.

6. REPORTING

- 6.1 The Participating Municipality must comply with all reporting requirements applicable to Municipalities outlined in Schedule D (Program Reporting).

6.2 The Participating Municipality must submit to Saskatchewan, on an annual basis, its annual financial statements as required by the Municipal Compliance Strategy.

7. HOUSING

7.1 If the Participating Municipality has a population of 30,000 or more as recorded in Canada's 2021 Census, the Participating Municipality must complete a Housing Needs Assessment (HNA), prepared in accordance with the HNA template provided by Canada, and must publish the HNA on its website and send the link to Saskatchewan by March 31, 2025. Municipalities that have completed HNAs after April 1, 2019, may submit their existing HNA if it complies with the requirements provided by Canada in the Administrative Agreement.

7.2 Notwithstanding section 7.1, if Saskatchewan requires the Participating Municipality to complete an HNA or update a previously completed HNA, the Participating Municipality shall do so in accordance with the terms of this MFA.

7.3 The Participating Municipality must use the HNA when:

- (a) prioritizing projects as described in section 1.2 of this Schedule;
- (b) preparing the Housing Report according to Schedule G (Housing Reporting) to identify housing pressures related to Infrastructure and capacity building pressures; and
- (c) measuring housing outcomes which are required to be reported according to Schedule D (Program Reporting) and Schedule G (Housing Reporting).

7.4 The Participating Municipality must comply with all applicable requirements contained in any Statement of Priorities sent by Canada to Saskatchewan pursuant to the Administrative Agreement. Saskatchewan will communicate the requirements contained in any Statement of Priorities received from Canada to the Participating Municipality, if applicable.

7.5 The Participating Municipality must comply with all reporting requirements outlined in Schedule G (Housing Reporting).

8. COMMUNICATIONS

8.1 The Participating Municipality must comply with all requirements applicable to Municipalities outlined in Schedule E (Communications Protocol).

9. LEGISLATIVE AND REGULATORY COMPLIANCE

9.1 The Participating Municipality must comply with and ensure that every Eligible Project complies with all applicable statutes, regulations, and other laws including, without limitation, all requirements of and conditions imposed by, regulatory bodies having jurisdiction over the subject matter. They must also agree that no funds will be expended

by the Participating Municipality on Eligible Projects until all environmental assessment and legislative requirements have been met.

- 9.2 The Participating Municipality agrees that it is responsible for obtaining all permits, licenses, certificates, consents, and other approvals necessary for any Eligible Project, and will provide copies of such permits, licenses, certificates, consents, and other approvals to Saskatchewan upon request.
- 9.3 Without limiting the generality of section 9.1, the Participating Municipality is responsible for any disclosure required pursuant to any applicable environmental law or regulation, including, without limitation, the *Canadian Environmental Assessment Act, 2012* (Canada) and *The Environmental Assessment Act* (Saskatchewan), relating to or arising out of any project to which this MFA applies.
- 9.4 The Participating Municipality is responsible for complying with any mitigation measures required by any environmental assessment process and agrees that any failure to implement any required mitigation measure constitutes an Event of Default.
- 9.5 Without limiting the generality of section 9.1, the Participating Municipality is responsible to comply with, and to ensure that any Eligible Project complies with, all applicable labour and human rights legislation.
- 9.6 The Participating Municipality must ensure that, on any Eligible Project, the work shall be carried out in accordance with the rules, regulations, and laws governing such works and in accordance with the best general practices then current at the time of construction of the project.

10. OWNERSHIP

- 10.1 The Participating Municipality must invest in Eligible Projects any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.

11. INDEMNITY AND LIABILITY

- 11.1 In no event will Canada, Saskatchewan, or their respective ministers, officers, servants, employees, and agents, be liable to the Participating Municipality, its officers, servants, employees, or agents, or to any other person or entity, for any damages (including without limitation in contract, tort, negligence, or otherwise), including, without limitation:
- (a) any injury to any person, including, without limitation, death, economic loss, or infringement of rights;
 - (b) any damage to, loss, or destruction of property of any person;

- (c) any obligation of any person, including, without limitation, any obligation arising from a loan, capital lease, or other long-term obligation;
- (d) the performance of this MFA or the breach of any term or condition thereof by the Participating Municipality, a Third Party, or their respective officers, servants, employees, or agents; or
- (e) any omission or willful or negligent act of the Participating Municipality, a Third Party, or their respective officers, servants, employees, or agents.

11.2 The Participating Municipality will indemnify and save harmless each of Canada and Saskatchewan and their respective ministers, servants, officers, employees, and agents from and against all claims, liabilities, demands, losses, costs, damages, actions, suits, or other proceedings by whomsoever brought or prosecuted in any manner, including, without limitation, injury or death to any person, damage to or loss or destruction of any property, or economic loss or infringement of rights caused by or arising directly or indirectly from:

- (a) the Administrative Agreement and this MFA;
- (b) the performance of this MFA or the breach of any term or condition of it by the Participating Municipality, a Third Party, or any of their respective officers, employees, servants, or agents;
- (c) the ongoing operation, maintenance, and repair of municipal Infrastructure resulting from any project(s); or
- (d) any omission or other willful or negligent act of the Municipality, a Third Party, or their respective employees, officers, servants, or agents.

12. TENDERS AND CONTRACTS

12.1 The Participating Municipality must ensure that Contracts are awarded in a way that is fair, transparent, competitive, and consistent with value-for-money principles, or in a manner otherwise acceptable to Saskatchewan and, if applicable, in accordance with international and domestic trade agreements. These trade agreements, include, but are not limited to: the *Canadian Free Trade Agreement*, the *New West Partnership Trade Agreement*, and the *Canada-European Union Comprehensive Economic and Trade Agreement*, subject to the following:

- (a) if Saskatchewan determines that the Participating Municipality has awarded a Contract in a manner that is not in compliance with the foregoing, upon notification to the Participating Municipality, Saskatchewan may consider the expenditures associated with the Contract to be Ineligible Expenditures;
- (b) the Participating Municipality must ensure that all Contracts are awarded and managed in accordance with Saskatchewan's relevant policies and procedures; and
- (c) the Participating Municipality must ensure that all Contracts are consistent with this MFA.

12.2 If the Participating Municipality must choose to utilize its employees and/or equipment for an Eligible Project, it must comply with the relevant requirements relating to Eligible Expenditures as outlined in Schedule C (Eligible and Ineligible Expenditures).

12.3 The Participating Municipality must include the following indemnification clauses in any Contracts to construct or supply materials for any Eligible Projects:

“Indemnification

- *The Contractor will indemnify and save harmless each of Canada, Saskatchewan, the Participating Municipality, and their respective ministers, officers, servants, employees, and agents from and against all claims, liabilities, demands, loss, costs, damages, actions, suits, or other proceedings by whomsoever brought or prosecuted in any manner, including, without limitation, injury or death to any person, damage to or loss or destruction of any property, economic loss or infringement of rights caused by or arising directly or indirectly from:*
 - a) *the MFA between Saskatchewan and the Participating Municipality which is required pursuant to the Administrative Agreement between Canada and Saskatchewan;*
 - b) *the performance of a contract or the breach of any term or condition of it by the Contractor, its officers, servants, employees, or agents; or*
 - c) *any omission or other willful or negligent act of the Contractor, a third party, their respective employees, officers, servants, or agents.”*

“No Agency

- *The Contractor agrees that nothing in the MFA between Saskatchewan and the Participating Municipality, which is required pursuant to the Administrative Agreement between Canada and Saskatchewan, is to be construed as authorizing the Contractor or any third party to contract for or to incur any obligation on behalf of the Participating Municipality, Saskatchewan, or Canada or to act as agent for any of them.”*

13. ASSET MANAGEMENT

13.1 The Participating Municipality must continue to develop and implement Asset Management plans for the assets under the Participating Municipality’s control and make use of such plans to inform community Infrastructure decision-making. The Participating Municipalities must also continue to work towards achieving the Asset Management goals as approved by the Oversight Committee Co-Chairs pursuant to Schedule F (Asset Management).

14. NO AGENCY, PARTNERSHIP, JOINT VENTURE

- 14.1 The Participating Municipality must ensure its actions do not establish or are deemed to establish a partnership, joint venture, principal-agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada or Saskatchewan and the Participating Municipality, or between Canada or Saskatchewan and a Third Party.
- 14.2 The Participating Municipality must ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or of Saskatchewan.
- 14.3 The Participating Municipality must ensure that no current or former public servant or public office holder to whom any post-employment, ethics, or conflict of interest legislation, guidelines, codes, or policies of Canada or Saskatchewan applies, will derive direct benefit from CCBF funding, Unspent Funds, or interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies, or codes.

15. ASSIGNMENT

- 15.1 The Participating Municipality may not transfer or assign its rights or obligations under this MFA without the prior written consent of Saskatchewan. Any attempt by the Participating Municipality to assign any of the rights, duties, or obligations of this MFA without Saskatchewan's express prior written consent is void.
- 15.2 Saskatchewan may transfer or assign its rights or obligations under this MFA to any other Government of Saskatchewan organization at any time without the consent of the Participating Municipality.

16. GENERAL

- 16.1 Saskatchewan may share any information received or gathered from the Participating Municipality pursuant to this MFA with any other Saskatchewan government institution at any time for purposes of complying with the Administrative Agreement or administering this MFA.
- 16.2 The Participating Municipality acknowledges that any requirements of this Schedule which, by their nature, should extend beyond the expiration or termination of this MFA, will extend beyond such expiration or termination.
- 16.3 No revision, modification, or waiver of this MFA is binding on Saskatchewan unless expressly agreed to in writing. For clarity, Saskatchewan may, at Saskatchewan's complete discretion, agree in writing to extend any deadline contained in this MFA, and such written agreement may be provided by notice to all Ultimate Recipients on the relevant webpage at Saskatchewan.ca.

SCHEDULE B - ELIGIBLE PROJECT CATEGORIES

Eligible Projects include investments in Infrastructure for its construction, renewal, or material enhancement in the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges, and active transportation infrastructure
2. Highways – highway infrastructure
3. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
4. Short-line rail – railway-related infrastructure for carriage of passengers or freight
5. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
6. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
7. Public transit – infrastructure that supports a shared passenger transport system which is available for public use
8. Drinking water – infrastructure that supports drinking water conservation, collection, treatment, and distribution systems
9. Wastewater – infrastructure that supports wastewater and storm water collection, treatment, and management systems
10. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion, and disposal of recyclables, compostable materials, and garbage
11. Community energy systems – infrastructure that generates or increases the efficient usage of energy
12. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other category under the CCBF; and/or
 - the construction of municipal use public parks and publicly funded Affordable Housing

13. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (ex. Junior A))
14. Recreational Infrastructure – recreational facilities or networks
15. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
16. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business, or other purposes
17. Resilience – built and natural infrastructure assets and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events
18. Capacity building – includes investments related to strengthening the ability of municipalities to develop long-term planning practices including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices
19. Fire Halls – fire halls and fire station infrastructure

Note: Investments in health infrastructure (hospitals, convalescent, and senior centres) are not eligible.

SCHEDULE C – ELIGIBLE AND INELIGIBLE EXPENDITURES

1. ELIGIBLE EXPENDITURES

- 1.1 Eligible Expenditures of the Ultimate Recipients will be limited to the following:
- (a) the expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset, and any related debt financing charges specifically identified with that asset;
 - (b) the expenditures associated with completing significant maintenance activities beyond typical annual maintenance activities on tangible capital assets so as to ensure that these assets achieve the full length of the planned asset life;
 - (c) for the capacity building category only, the expenditures related to strengthening the ability of the Ultimate Recipient to improve local and regional planning, including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. studies, strategies, or systems related to housing or land use, including HNAs; and
 - iii. training directly related to asset management planning.
 - (d) the expenditures directly associated with joint federal communication activities and with federal project signage.
- 1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing equipment may be included as Eligible Expenditures if the Ultimate Recipient complies with the policy for self-tendering, as established by Saskatchewan, which includes the following conditions:
- (a) the self-tendering is approved in advance and in writing by Saskatchewan;
 - (b) the Ultimate Recipient tenders the Eligible Project;
 - (c) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and
 - (d) the Ultimate Recipient does not, under any circumstances, award the work to itself if it has not submitted the lowest valid tender as determined by industry standards.
- 1.3 Expenses of the Saskatchewan Urban Municipalities Association and/or the Saskatchewan Association of Rural Municipalities and/or New North-Saskatchewan Association of Northern Communities Services Inc. related to capacity building efforts, in accordance with the terms and conditions as approved by Saskatchewan and set out by agreement with said associations.

2. INELIGIBLE EXPENDITURES

2.1 The following are deemed Ineligible Expenditures:

- (a) project expenditures incurred before April 1, 2005;
- (b) project expenditures incurred before April 1, 2014, for the following investment categories:
 - i. highways
 - ii. regional and local airports
 - iii. short-line rail
 - iv. short-sea shipping
 - v. disaster mitigation
 - vi. broadband connectivity
 - vii. brownfield redevelopment
 - viii. cultural infrastructure
 - ix. tourism infrastructure
 - x. sport infrastructure
 - xi. recreational infrastructure;
- (c) project expenditures incurred before April 1, 2021, for the following investment category:
 - i. fire halls;
- (d) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, the direct or indirect operating or administrative costs of the Ultimate Recipients, and more specifically the costs related to planning, engineering, architecture, supervision, management, and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- (e) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- (f) purchase of land or any interest therein, and related costs;
- (g) legal fees;
- (h) routine repair or preventative maintenance costs not designed to ensure that an asset reaches its planned life; and
- (i) costs associated with healthcare infrastructure or assets.

SCHEDULE D – PROGRAM REPORTING

1. MUNICIPAL ANNUAL EXPENDITURE REPORT

- 1.1 The Participating Municipality shall submit a Municipal Annual Expenditure Report (MAER) to Saskatchewan by March 31 of each year, consistent with the requirements of the Administrative Agreement, which may include, without limitation, the following:
- a) any information necessary for Saskatchewan to report to Canada as required under the Administrative Agreement; and
 - b) certification by the Municipality that it is in compliance with the terms and conditions of this MFA.

2. PROJECT-LEVEL HOUSING REPORT

- 2.1 Each year, the Municipality, if applicable, shall provide to Saskatchewan a report on housing as outlined in Schedule G (Housing Reporting).
- 2.2 Supplementary reporting guidelines, with respect to the report on housing, will be issued by Canada and provided by Saskatchewan to the Municipality, if applicable.

3. ASSET MANAGEMENT REPORT

- 3.1 A Municipality shall report on Asset Management to Saskatchewan, when requested.
- 3.2 Supplementary reporting guidelines with respect to Asset Management will be issued by Saskatchewan and provided to the Municipality.

4. CAPITAL PLAN

- 4.1 A Municipality considered a city or with a population greater than 5,000 shall provide to Saskatchewan a five-year Capital Plan, beginning in 2025 for the years 2025 through 2029, and continuing on an annual basis.
- 4.2 The five-year Capital Plan is due annually on March 31. For example, the Capital Plan for 2025 to 2029 is due March 31, 2025.
- 4.3 Municipal population for this request is based on:
- a) 2021 Statistics Canada Census for five-year Capital Plans for the periods 2025 to 2029 and 2029 to 2033; and
 - b) 2026 Statistics Canada Census for five-year Capital Plans for the periods 2030 to 2034 and 2034 to 2038.

5. OUTCOMES REPORT

- 5.1 The Municipality shall submit an annual Outcomes Report to Saskatchewan on each completed Eligible Project, consistent with the requirements of the Administrative Agreement.
- 5.2 Supplementary reporting guidelines with respect to Outcomes will be issued by Saskatchewan and provided to the Municipality.
- 5.3 The Outcomes Report, if applicable, must contain program-level Housing Outcomes as outlined in Schedule G (Housing Reporting).

SCHEDULE E – COMMUNICATIONS PROTOCOL

In support of the CCBF's transparency and accountability, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to Saskatchewan, the Municipality, and other Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with the joint accountability to Canadians. Compliance with this Communications Protocol will inform the timing and flow of any CCBF funding and is critical to meeting the joint commitment to transparency.

1. PURPOSE

- 1.1 The provisions of this Communications Protocol apply to all communications activities related to any CCBF funding, including annual allocations and Eligible Projects funded under the Administrative Agreement and this MFA. Communications activities may include, but are not limited to, public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Failure by the Municipality to adhere to this Communications Protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada to Saskatchewan and by Saskatchewan to the Municipality, respectively.

2. PROJECT SIGNAGE

- 2.1 Unless otherwise approved by Canada, the Municipality will install a federal sign to recognize federal funding at Eligible Project site(s). Canada will provide the federal sign design, content, and installation guidelines and include them in the joint communications approach.
- 2.2 Where the Municipality decides to install a sign, a permanent plaque, or other suitable marker recognizing their contribution with respect to an Eligible Project, which has a CCBF contribution over \$100,000, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 2.3 The Municipality is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 2.4 The Municipality agrees to inform Saskatchewan of signage installations on a basis mutually agreed upon in the joint communications approach.

3. ANNOUNCEMENTS AND MEDIA EVENTS FOR ELIGIBLE PROJECTS

- 3.1 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. groundbreaking ceremonies, completions). Key milestones, events, and announcements may also be marked by media events and announcements, news releases, or through other communication activities. Municipalities, Canada, and Saskatchewan will have equal visibility through quotes and will follow the **Table of Precedence for Canada** (<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/table-precedence-canada.html>).
- 3.2 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of Saskatchewan, as appropriate, Canada, and the Municipality.
- 3.3 Municipalities shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 3.4 The requestor of a media event or an announcement will provide at least 15 working days' notice to the other parties of their intention to undertake such an event or announcement. The event will take place on a mutually agreed date and location. Saskatchewan, and, as appropriate, Canada and the Municipality will have the opportunity to participate in such events through a designated representative. Canada, Saskatchewan, and the Municipality will choose their own designated representative. If communications are proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and five working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 3.5 The conduct of all joint media events, announcements for project funding, and supporting communications materials (e.g. news releases, media advisories) will follow the **Table of Precedence for Canada** (<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/table-precedence-canada.html>).
- 3.6 All joint communications material related to media events and announcements must be approved by Saskatchewan and Canada and recognize the funding of the parties.
- 3.7 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 3.8 Canada, Saskatchewan, and the Municipality agree to ensure equal visibility in all communications activities.

4. PROGRAM COMMUNICATIONS

- 4.1 Canada, Saskatchewan, and the Municipality may include messaging in their own communications products and activities about the CCBF.
- 4.2 The party undertaking these activities will provide the opportunity for the other parties to participate, where appropriate, and will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials that support program communications will follow the **Table of Precedence for Canada** (<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/table-precedence-canada.html>).
- 4.4 Canada, Saskatchewan, and the Municipality agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, Saskatchewan, or the Municipality, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 3 of this Schedule, Canada retains the right to meet its obligations to communicate information to Canadians about the CCBF and the use of funding through communications products and activities.

5. OPERATIONAL COMMUNICATIONS

- 5.1 The Municipality is solely responsible for operational communications with respect to Eligible Projects, including but not limited to calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 5.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, *“This project is funded in part by the Government of Canada”* or *“This project is funded by the Government of Canada,”* as applicable.
- 5.3 The Municipality will share information promptly with Saskatchewan should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada and Saskatchewan will advise the Municipality, when appropriate, about media inquiries received concerning an Eligible Project.

6. COMMUNICATING SUCCESS STORIES

- 6.1 Saskatchewan agrees to facilitate communications between Canada and the Municipality for the purposes of collaborating on communications activities and products, including but

not limited to, Eligible Project success stories such as those with positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

7. ADVERTISING CAMPAIGNS

7.1 Recognizing that advertising can be an effective means of communicating with the public, Canada, Saskatchewan, or the Municipality may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of the Administrative Agreement and the FMA. In the event of such a campaign, the sponsoring party or the Municipality agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

8. DIGITAL COMMUNICATIONS, WEBSITES, AND WEBPAGES

8.1 Where the Municipality produces social media content to promote visibility to CCBF programs or projects, they shall @mention the relevant Housing, Infrastructure and Communities Canada official social media account.

8.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding using a digital sign or through the use of the Canada wordmark and the following wording, *“This project is funded in part by the Government of Canada”* or *“This project is funded by the Government of Canada,”* as applicable. The Canada wordmark or digital sign must link to Canada’s website, at www.housing-infrastructure.canada.ca. The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <https://housing-infrastructure.canada.ca/pub/signage-panneaux/intro-eng.html>.

9. COMMUNICATION COSTS

9.1 The eligibility of costs related to communication activities that provide public information on the Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

SCHEDULE F – ASSET MANAGEMENT

Saskatchewan acknowledges that the identification of best practices and prudent infrastructure management policies and procedures can strengthen both the province and its Municipalities. Recognizing the principle of local autonomy together with the vast range in Municipality sizes and capacity, Saskatchewan requires an approach that is determined and driven locally.

In principle, the broad and effective use of effective Infrastructure management policies and procedures can:

- maximize the effectiveness of public investment in municipal Infrastructure;
- improve the ability to anticipate Saskatchewan’s municipal Infrastructure funding needs;
- improve the capacity for, and quality of, local decisions with respect to the acquisition, operation, and maintenance of municipal Infrastructure; and
- increase the useful life of municipal Infrastructure assets.

Given that each Municipality’s progress to date on asset management planning practices has varied greatly, and overall significant work is required to ensure continued progress towards achievable goals, a tiered approach to the establishment of such goals is most effective in Saskatchewan. This tiered approach will reflect the local capacity of Municipalities and the current state of Asset Management planning in individual Municipalities, with more advanced goals set for larger communities.

The specific Asset Management planning goals will be developed in collaboration with the Oversight Committee and the municipal sector. Canada and Saskatchewan agree that the asset management goals and amendments thereto will be finalized and approved by the Oversight Committee Co-Chairs. The Municipality is required to continue to develop and/or implement an Asset Management plan culture and methodology throughout the term of the Administrative Agreement and this MFA, and work towards achieving the Asset Management goals as approved by the Oversight Committee Co-Chairs.

Saskatchewan and the Municipality agree that the measures contained in the Previous Administrative Agreements and Previous Municipal Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Municipalities in Saskatchewan to enhance their community’s sustainability.

SCHEDULE G – HOUSING REPORTING

1. PROJECT-LEVEL HOUSING REPORT

A Municipality that falls under one of the following two categories must prepare an annual project-level Housing Report:

- a Municipality with a population of 30,000 or greater that has identified housing pressures that can be addressed through closing infrastructure gaps or capacity-building; OR
- a Municipality as mutually agreed to by Canada and Saskatchewan.

Saskatchewan will communicate the deadline and additional guidelines to the Municipality, if applicable.

1.1 Criteria for Project-Level Housing Reporting

- Project-level data in the Housing Report should include key infrastructure-related housing pressures. These should be consistent with needs and pressures identified by the Municipality in its HNA completed according to section 7 of Schedule A (Participating Municipality Requirements).
- The Municipality should identify and report on key housing gaps and needs that are related to Infrastructure.

1.2 Methodology

- The Municipality must provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:
 - identification of baseline data and other data sets used for the purposes of the report and which data has been excluded; and
 - how performance indicators were assessed in the Municipality (e.g., how were the number of housing Units Enabled with CCBF infrastructure investments determined and what measure of affordability was used).

2. HOUSING OUTCOMES

- A Municipality that is required to provide a project-level Housing Report according to section 1 of this Schedule, must report housing outcomes and indicators on the completed related Eligible Project(s) to Saskatchewan annually.
- If the Municipality is required to submit a project-level Housing Report, program-level Housing Outcomes must be reported as a part of the Municipality's Outcomes Report according to section 5 of Schedule D (Program Reporting).

2.1 Housing Outcome Indicators

- For each of the projects reported in the Housing Report, the Municipality must report estimates of the following core housing outcome indicators:
 - the number of new housing Units Enabled (i.e., new housing units constructed or the capacity to increase housing starts resulting from CCBF infrastructure investment); and
 - the number of Affordable Housing Units Enabled (i.e., new Affordable Housing units constructed or the capacity to increase Affordable Housing starts resulting from CCBF infrastructure investment) or preserved (i.e., existing Affordable Housing units will be served by CCBF investment).

2.2 Housing Narrative in the CCBF Housing Outcomes Report

- The program-level housing narrative should outline how CCBF funding was used to address housing pressures related to public infrastructure needs over the reporting period by the Municipality as prescribed in section 1 of this Schedule. The housing outcomes should also link to identified needs in the Municipality's HNA once they have been developed.
- When reporting housing outcomes, the Municipality must include a narrative that provides an assessment of measures taken to improve housing outcomes through CCBF-funded Infrastructure projects. This narrative must include:
 - how the Municipality has prioritized specific Infrastructure investments that address a housing pressure (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for Affordable Housing);
 - steps taken to preserve and/or increase the supply and mix of Affordable Housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and
 - how the Municipality is utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- When reporting housing outcomes, the Municipality must also answer the following questions:
 - how many or what percentage of projects from the Municipality's total CCBF project list of approved IIPs contribute to addressing a housing pressure related to public Infrastructure needs, including how many new housing units were enabled (as outlined in section 2.1 of this Schedule);
 - what percentage of total new housing Units Enabled or preserved are affordable as defined in Annex A; and
 - was the published HNA updated within the last 5 years?

3. ASSESSMENT OF HOUSING REPORTS AND COMPLIANCE

- Supplementary reporting guidelines with respect to Housing Reporting will be issued by Canada and provided by Saskatchewan to the Municipality, if applicable. Saskatchewan may impose additional reporting guidelines or may require the Municipality to provide

additional information on the project-level Housing Report or program-level housing outcomes, if requested to do so by Canada or on Saskatchewan's own initiative.

- Both the project-level Housing Report and the program-level housing outcomes will be assessed against Canada's Evaluation Framework, as well as HNAs, in accordance with the Administrative Agreement.
- Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for the Ultimate Recipient, where applicable, for future Infrastructure Canada programs.



TITLE: Police Service Yearend Shortfall

DATE: September 12, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2023 Prince Albert Police Service operations shortfall amount of \$243,875 be funded as follows:

1. That the amount of \$228,799 be transferred from the Prince Albert Police Service Operating Reserve; and,
2. That the remaining amount of \$15,076 be transferred from the Proactive Policing Reserve.

EXECUTIVE SUMMARY:

The Prince Albert Police Service has an operating reserve for the purpose of managing surpluses and deficits year over year. As per the intention of the operating reserve, it is recommended that the 2023 financial shortfall experienced by the Police Service be funded from the balance of reserve funds available with the remaining amount to be funded by the Proactive Policing Reserve which is an operating reserve.

BACKGROUND:

For Year 2023, City Council approved a \$531,560 increase to the Police Service for an overall budget of \$18,694,760.

On May 16, 2024, the Prince Albert Board of Police Commissioners provided correspondence to the City Clerk referring the 2023 Police Service Year End Financial Report to City Council as per the following approved motion from the Board of Police Commissioners May 14, 2024 public meeting:

“That the request to fund the 2023 Police Services financial shortfall in the amount of \$243,875 be forwarded to City Council for consideration.”

The purpose of this report is to provide additional information and context with respect to the Board's funding request

PROPOSED APPROACH AND RATIONALE:

From review of the yearend financial report, it is apparent that many of the overages in 2023 were due to unanticipated costs. This is not unusual with budget submissions being required prior to the start of a new fiscal year and the assumptions that must be made for anticipated revenues and expenses. Once fluctuations and final revenues / expenses have been accounted for, there will most certainly be a surplus or a deficit at yearend. To better manage the ebbs and flows from year to year, it is good financial management to have a reserve account for this purpose.

Accordingly, in 2016, an operating reserve was established by the Prince Albert Board of Police Commissioners for the following purpose (as noted on page 17 of the Board Report):

"The intent of the Police Service Operating Reserve is as follows:

- *That any surplus funds from Audited Year-ends for the Prince Albert Police Service be forwarded to that reserve.*
- ***That any deficit in Audited Year-ends for the Prince Albert Police Service be funded from the Police Operating Reserve.***
- ***That the Reserve fund any special projects or unanticipated expenses and/or emergency costs.***
- *That the Board approved any spending of funds from the Recorded Operating Reserve."*

Considering the intention of the operating reserve is to fund unanticipated costs and/or deficits overall, it would be the expectation that the operating reserve should be utilized for this deficit. The City recognizes that the balance of the operating reserve at the end of 2023 is \$228,799 and therefore utilizing the reserve for the full amount would result in the reserve itself being pushed into a deficit of \$15,076. Therefore, the remaining small amount should be allocated from the Proactive Policing Reserve which received excess revenue from the Special Tax.

When the operating reserve was established, it was capped at an accumulated total of \$500,000. Due to surpluses realized by the Service over the last several years and the wish to not reduce the Police Service total budget allocation, funds were transferred from the reserve during budget deliberations which allowed the reserve to remain under the capped amount and "contributed" to assisting the City's budget constraints. In this regard, it is important to convey that the 2023 approved increase to the Police Service budget was \$531,560, with an approved transfer from the Police Operating Reserve of \$200,000. This resulted in the City contributing \$331,560 in additional funding to the Service, and the Service funding \$200,000 of their increase from their reserve. **For the Service to truly contribute to the City's budget constraints, and not their own increase, would require that there be no increase to the Service's budget amount approved in addition to a transfer amount to The City, which would ultimately reduce the overall financial strain for the corporation.**

CONSULTATIONS:

The Financial Services Department was consulted for a review of the information provided within the 2023 Prince Albert Police Service Yearend Financial Report in addition to providing relevant data relating to the historical surpluses and deficits for the Police Service.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following a decision of City Council, direction will be provided to the Board of Police Commissioners, the Police Service and Financial Services on the funding of the shortfall amount.

BUDGET/FINANCIAL IMPLICATIONS:

The financial implications of the recommendation would result in the Police Service Operating Reserve being reduced to a zero balance with the remaining shortfall of \$15,076 being transferred from the Proactive Policing Reserve.

In 2023 the Proactive Policing Special Tax generated \$553,439, with expenses of \$534,178 resulting in excess revenue of \$19,261. The remaining deficit, not covered by the operating reserve, could therefore be covered by the excess revenue generated on the Police Special Tax, leaving \$4,181 available to transfer to the Proactive Policing Reserve. If \$4,181 was transferred to the Proactive Policing reserve, it would have a balance of \$360,317 at the end of 2023.

OTHER CONSIDERATIONS/IMPLICATIONS:

Entities who receive funding from the City of Prince Albert have a responsibility to adhere and manage their finances within the budget approved by City Council. The Police Service has traditionally had a favourable yearend with the surpluses being transferred to their operating reserve. If overages in the budget are expected to be paid by the City of Prince Albert without utilizing the reserve which was established for this purpose, there is risk of the Police Service expecting that The City will continue to manage any and all deficits on the backs of the extreme hard work of City Administration to manage The City's budget allocation.

OPTIONS TO RECOMMENDATION:

There are two available options to fund the 2023 shortfall:

Option 1

That the entire shortfall amount of \$243,875 be funded by the Police Service Operating Reserve. This option is not recommended as it will result in the Reserve being in a negative balance in the amount of \$15,076. This shortfall would be expected to be covered by savings realized in the 2024 budget to bring the reserve to a neutral or positive balance.

Option 2

That the full amount of the shortfall be funded by the City's Fiscal Stabilization Fund. This option is not recommended because it is the responsibility of entities who operate under their own Board to manage their respective budgets and exhaust all avenues (such as reserves) before

requesting additional monies from the City of Prince Albert. To have The City be held responsible for the shortfall removes the expectation of financial accountability and does not align with the intended purpose of the Operating Reserve which the Board established.

The City's Fiscal Stabilization is an accumulation of the City's surpluses and deficits since inception. The audited financial statements indicate a balance of \$15,890,580 in the General Fund at the end of 2022, however, this balance includes funds that are earmarked for a specific purpose. For example, the balance includes \$16,000,000 in debt funding received, however not all of the \$16,000,000 had been spent before the end of 2022. Allowing City funded organizations access to the Fiscal Stabilization balance will begin to put a strain on the City's financial position.

STRATEGIC PLAN:

The recommendation supports the Strategic Priority of Organizational Effectiveness and the Council Direction to ensure that all Council Committees assist in achieving our corporate goals.

OFFICIAL COMMUNITY PLAN:

There are no OCP strategies or plans to this report.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Sherry Person, City Manager.

Written by: Sherry Person, City Manager

Approved by: City Manager

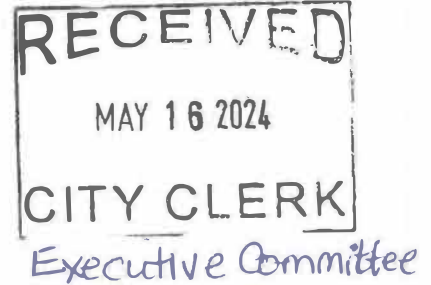
**Prince Albert Board of Police
Commissioners**

1084 Central Avenue
Prince Albert, SK S6V 7P3
PHONE: (306) 953-4305
WEB: www.papolice.ca



May 16, 2024

City Clerk's Office
1084 Central Avenue
Prince Albert, SK.
S6V 7P3



Attention: Terri Mercier, City Clerk

Dear Mrs. Mercier:

RE: 2023 Prince Albert Police Service Year End Financial Report

I am writing on behalf of the Board of Police Commission regarding the 2023 Prince Albert Police Service Year End Financial Report, which was discussed and approved during our meeting on May 14, 2024.

The Board of Police Commission, at its meeting on May 14, 2024, approved the following motion for the 2023 Prince Albert Police Service Year End Financial Report:

"That the request to fund the 2023 Police Services financial shortfall in the amount of \$243,875 be forwarded to City Council for consideration."

We are formally requesting your attention to this matter and kindly ask for your consideration in funding the mentioned financial shortfall. Our recent operational report has comprehensively outlined the financial details and breakdowns supporting this request.

The shortfall primarily arises from overruns in various operational areas, including salaries, benefits, contracted services and unexpected expenses across different departments. Despite diligent efforts to manage costs, unforeseen circumstances such as staffing shortages, staffing changes, and increased duties have contributed to this deficit.

Attached to this letter, you will find a detailed breakdown, completed by Prince Albert Police Services Financial Manager, of the budget versus actual spending. This report highlights areas of overages and savings, along with explanations for each variance. We believe that this breakdown provides transparency and accountability regarding the financial status of the Police Service for the year 2023.

Funding this shortfall is crucial to maintaining essential services, ensuring community safety, and continuing our commitment to reducing crime in Prince Albert effectively. We greatly appreciate your support in this matter, as it will enable Prince Albert Police Service to maintain operational integrity and service excellence.

Should you require any additional information or clarification to facilitate the review process, please do not hesitate to reach out to us. We look forward to your favorable consideration of this request.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in cursive script that reads "Janet Carriere".

Janet Carriere

CHAIRPERSON

Prince Albert Board of Police Commissioners

Attachment – Prince Albert Police Service 2023 Year End Financial Report

Cc Prince Albert Board of Police Commissioners
Patrick Nogier, Chief of Police



PRINCE ALBERT POLICE SERVICE Board Report

TITLE: 2023 Prince Albert Police Service Yearend Financial Report

DATE: May 1, 2024

TO: Chief of Police

Board of Police Commissioners

PUBLIC:

IN CAMERA:

RECOMMENDATION:

That the report be received as information and filed.

STRATEGIC PLAN:

2024 Operational Plan – Goal 9 – Accountable Financial Practices

TOPIC & PURPOSE:

To provide a breakdown of the 2023 Police Service spending for the operations of Prince Albert Police Service.

BACKGROUND:

City Council, at its meeting on December 12, 2022, approved the following recommendations for the 2023 Prince Albert Police Service Budget:

“That the 2023 Prince Albert Police Service be funded in the amount of \$18,336,700 inclusive of Capital expenditures of \$263,040 and the Police Base Tax in the amount of \$621,100;

That the City accept a \$200,000 transfer from the Police Services Operating Reserve to The City’s General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with budget shortfalls.”

The 2023 Prince Albert Police Service Budget was approved for \$18,336,700.

PROPOSED APPROACH & RATIONALE:

This report will provide a detailed summary of the 2023 operations compared to budget for the Prince Albert Police Service. This summary report reflects the budget as approved compared to actual operations for the year.

SUMMARY OF 2023 POLICE SERVICE YEAR-END

The summary of the 2023 Police Service Yearend shows a **shortfall** of \$243,875, broken down as follows:

	2023 Budget	2023 Actuals	(favorable) Unfavorable Change
REVENUES			
User Charges and Fees	(1,055,610)	(1,333,777)	(278,167)
Operating Grants and Donations	(3,828,080)	(4,017,951)	(189,871)
Total Revenues	(4,883,690)	(5,351,728)	(468,038)
EXPENSES			
Salaries Wages and Benefits	19,788,280	19,938,698	150,418
Contracted and General Services	1,630,110	1,988,767	358,657
Financial Charges	750	1,263	513
Utilities	139,210	129,203	(10,007)
Interest on Long Term Debt	-	-	-
Fleet Expenses	829,580	829,919	339
Maintenance Materials and Supplies	1,170,710	1,296,545	125,835
Insurance	19,810	19,046	(764)
Total Expenses	23,578,450	24,203,441	624,991
Operating (Surplus) Deficit	18,694,760	18,851,713	156,953
Approved Capital Reserve	263,040	263,040	-
Transfer from Proactive Policing Reserve	(621,100)	(534,178)	86,922
Total Transfer from the City	\$ 18,336,700	\$ 18,580,575	\$ 243,875

The 2023 Police Service shortfall includes the transfer from the Proactive Police Reserve in the amount of \$534,178, to fund the costs of the Proactive Policing Unit in 2023.

- For 2023, Revenues exceeded budget by \$468,038.
- For 2023, Expenses exceeded budget by \$624,991.
- For 2023, Proactive Policing Unit reserve transfer was reduced by \$86,922.

This report going forward will illustrate a surplus as being (favourable).

2023 POLICE SERVICE OPERATING REVENUES

User Charges and Fees

User charges and fees include Provincial Magistrate Fines, Alarm charges, Criminal Record checks and other items. A breakdown of the revenue generated for Year 2023 for User Charges and Fees is as follows. There was a surplus of (\$278,167) for User Charges and Fees.

User Charges and Fees	2023 Budgeted Revenue	2023 Actual Revenue	(Surplus)/ Shortfall
Total User Charges and Fees	\$1,055,610	\$1,333,777	(\$278,167)

Notes:

User Charges and Fees Revenue exceeded budgeted revenue by the amount of (\$278,167) mainly due to the following increased/decreased revenue:

- (\$17,946) increased revenue generated from Administration Revenue. Increases included Detention Services Contract: (\$1,681); CRT Facilities Rent/LAFOIP Revenue: (\$17,932); ICE Operating Costs Reimbursement: (\$4,753); and a shortfall in Sask. Policing Training Reimbursement \$6,420.
- (\$4,632) unbudgeted revenue generated from reimbursements for members traveling for certain training and/or instructing.
- \$5,000 shortfall in recruiting revenue. PA Police Service no longer charges potential recruits for POPAT Testing.
- \$4,620 shortfall for alarm charges.
- (\$301,307) increased revenue generated from Workers Compensation Board. (WCB Claims)
- \$19,687 shortfall in Special Events Overtime Revenue.

- \$85,645 shortfall for Provincial Magistrate Fines.
- (\$68,485) increased revenue generated from Criminal Records Checks.
- (\$750) unbudgeted revenue generated from rent of building.

Operating Grants and Donations

Operating grants and donations include funding from SGI, the Provincial Government and the Federal Government, for officer positions and victim services positions.

The 2023-budgeted revenue for Operating Grants and Donations in the total amount of \$3,828,080 consisted of:

- \$2,530,000 ~23 funded officers X \$110,000 per officer.
- \$540,000 ~ funding from SGI for CTSS Program (three officers X \$120,000 and \$180,000 for operations.
- \$75,000 ~ one funded out of scope civilian intelligence analyst.
- \$308,000 ~ CRT operating dollars.
- \$34,000 ~ STRT operating dollars.
- \$295,180 ~ Victim Services, Indigenous Resource Officer and Missing Persons Liaison funding.
- \$45,900 ~ SGI funding for Traffic Enforcement Initiatives.

The revenue funds the various programs such as Combined Traffic Services Saskatchewan (CTSS), Crime Reduction Team (CRT), Integrated Child Exploitation (ICE), Criminal Investigations (CID), Police and Crisis Team (PACT) and Saskatchewan Trafficking Response Team (STRT).

April 1, 2023, the Prince Albert Police Service received an increase in provincial funding as follows:

- 23 Officers at the rate of \$114,400 per officer.

Operating Grants and Donations Revenue exceeded budgeted revenue by the amount of (\$189,871).

Operating Grants and Donations	2023 Budgeted Revenue	2023 Actual Revenue	(Surplus)/ Shortfall
Total Operating Grants and Donations	\$3,828,080	\$4,017,951	(\$189,871)

Notes:

- (\$8,005) deferred revenue from 2022 for Victim Services, Missing Persons;
- (\$270,500) deferred revenue from 2022 for STRT;
- (\$29,009) deferred revenue from 2022 for CRT;
- (\$4,200) revenue from the Ministry of Health for CPKN Training courses;
- (\$986) revenue from the Province for HUB operating expenses;
- (\$1,551) revenue from SGI for traffic enforcement equipment;
- (\$88,549) increase in revenue from the Province for funded positions;
- (\$21,367) unbudgeted revenue for Civil Forfeiture Grant 2023-2024;
- (\$3,860) unbudgeted revenue donated for Shop with a Cop;
- (\$36,798) City Finance error in clearing deferred revenue of unspent funds for Civil Forfeiture in 2022;
- \$8,776 repayment to the Province for Missing Persons unspent funds for 2022-2023;
- \$15,896 deferred revenue moved to 2024, for unspent Civil Forfeiture Grant 2021-2022;
- \$19,333 deferred revenue moved to 2024, for unspent Missing Persons Contract 2023-2024;
- \$29,370 deferred revenue moved to 2024, for unspent Victim Services Contract 2023-2024;
- \$50,328 reduction in SGI CTSS Contract due to a vacancy in 2023 (invoiced quarterly on actual expenses);
- \$73,885 deferred revenue moved to 2024, for unspent STRT Contract 2023-2024;
- \$76,631 deferred revenue moved to 2024, for unspent CRT Contract 2023-2024;
- \$344 reduction for High Visibility Contract (invoiced quarterly on actual expenses);
- \$400 reduction in Operating Dollars from Province for STRT Contract 2023-2024.

POLICE SERVICE OPERATING EXPENDITURES

A breakdown of the budgeted versus actual spending for the Police Service Expenditures is summarized as follows: The total actual 2023 expenditures were over budget by \$624,991:

Expenditures	2023 Budgeted Expenses	2023 Actual Expenses	(Surplus)/ Shortfall
Contracted and General Services	\$1,630,110	\$1,988,767	\$358,657
Financial Services	\$750	\$1,263	\$513
Fleet Expenses	\$829,580	\$829,919	\$339
Insurance	\$19,810	\$19,046	\$(764)
Maintenance Materials and Supplies	\$1,170,710	\$1,296,545	\$125,835
Salaries, Wages, and Benefits	\$19,788,280	\$19,938,698	\$150,418
Utilities	\$139,210	\$129,203	\$(10,007)
Total Expenditures	\$23,578,450	24,203,441	\$624,991

This report will provide a more detailed analysis of the following Police Service Expenditures:

Salaries, Wages and Benefits

Salaries, Wages and Benefits were over budget for 2023 in the total amount of \$150,418.

Salaries, Wages and Benefits	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Total Salaries, Wages and Benefits	\$19,788,280	\$19,938,698	\$150,418

The over expenditures are as follows:

\$311,111 over budget in Administration:Savings

- Vacancy Savings Chief of Police: (\$71,376)
Explanation -Secondment coded to Contracted Services.
- Payroll Benefits Chief of Police: (\$50,349)
Explanation -Secondment coded to Contracted Services.
- Clothing Allowance: (\$782)
- Main Station: (\$9,869)

Explanation – Casual Custodian was not available as much as projected and vacancy savings for Building and Fleet Coordinator of 1.5 months.

- Mechanical Maintenance: (\$5,030)
Explanation -Prince Albert City wages were less than budgeted.
- Information Management: (\$64,178)
Explanation - Vacancy savings in IT, Systems Programmer for six months.

Unbudgeted Expenses

- Chief of Police: \$272,010
Explanation – New Chief of Police
- Media Relations: \$8,423
Explanation – Salaries coded to Administration instead of Community Relations.
- Executive Team: \$14,403
Explanation- Increment dates and staff turnover.
- Overtime for Finance Manager: \$16,760
Explanation –Vacancy of executive assistant and Special Inquiry reports.
- Payroll coding error: \$93
- Sub Station \$1,007
Explanation -Prince Albert City wages were more than budgeted.
- Vacancy savings of 1%: \$200,000

\$62,997 over budget in Board of Police Commission:

Savings

- Board Indemnities: (\$1,000)
- Board Benefits: (\$95)

Unbudgeted Expenses

- Board Secretary Secondment: \$64,092

(\$405,946) savings in Criminal Investigations:

Savings

- Criminal Investigation Major Crimes: (\$348,205)
Explanation: Two vacancies were maintained throughout 2023 to bolster frontline support.
- Court Exhibits: (\$4,223)
- PACT: (\$37,498)
Explanation – Savings attributed to a WCB claim.
- Missing Persons, Victim Services Unit: (\$28,216)
Explanation- Vacancy resulted in savings, to be returned to the Province as deferred revenue by March 2024.

- ISET: (\$100)
Explanation- Coding error.

Unbudgeted Expenses

- IDENT: \$11,966
Explanation- Overtime costs exceeded budget allocation.
- ICE: \$332

\$714,148 over budget in Patrol Division:

Savings

- Statutory Pay: (\$121,451)
Explanation - Savings attributed to leaves of absence.
- Shift Differential: (\$3,646)
- Clothing Allowance : (\$3,605)
- Court Overtime Salaries: (\$12,243)
Explanation- Intime assists with scheduling members for court on days of work.
- Detention Unit: (\$140,714)
Explanation - Savings due to hiring Commissionaires with their salaries coded to contracted services.

Unbudgeted Expenses

- Salaries: \$445,682
Explanation –Increased expenses due to duty to accommodate, coverage of various leaves and the pilot project -Alternative Call Response, resulting in more members assigned to Patrol in 2023 than budgeted.
- Overtime: \$367,476
Explanation- Staffing shortages necessitated overtime coverage due to various leaves of absence.
- Benefits: \$176,092
Explanation - Increased expenses due to duty to accommodate, coverage of various leaves and the pilot project -Alternative Call Response, resulting in more members assigned to Patrol in 2023 than budgeted.
- Wellness Program -\$6,556

Despite efforts to manage expenses, significant overspending occurred in salaries and benefits, mainly due to staffing shortages and increased duties.

(\$531,891) savings in Support Services:Savings

- Victim Services Unit: (\$61,168)
Explanation - Vacancy resulted in savings, to be returned to the Province as deferred revenue by March 2024.
- Proactive Policing: (\$81,074)
Explanation – One vacancy was maintained throughout 2023 to bolster frontline support.
- Canine: (\$310,379)
Explanation - Originally planned for four members, but due to staffing shortages, only two members were assigned to Canine.
- Community Policing Unit –(\$43,774)
Explanation - Savings attributed to a WCB claim.
- CTSS: (\$103,890)
Explanation - One vacancy was maintained throughout 2023 to bolster frontline support.
- High Visibility: (\$17,415)
Explanation –Focus on overtime directed towards frontline staffing due to shortages.
- CRT: (\$99,455)
Explanation -Changes in rank from original budget.
- STRT: (\$252,110)
Explanation – Originally planned for four members, but due to staffing shortages, only two members were assigned to STRT.

Unbudgeted Expenses

- Community Relations: \$246,925
Explanation - Vacancy in Media Relations, Staff Sergeant of Support Services coded to this account, and change in rank for officers since the original budget allocation.
- Support Services: \$167,492
Explanation - Additional Administration Support required for Intime Launch and Inspector in Charge of Operations, and hiring of Document Server to support frontline officers and reduce workload
- Enforcement: \$3,998
Explanation –Overage offset by Special Events revenue.
- ERT: \$10,159
- Mentorship: \$4,775
- Intersection Safety: \$4,025
Explanation: Offset by revenue increase from SGI.

Contracted and General Services

Contracted and General Services	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Total Contracted and General Services	\$1,630,110	\$1,988,767	\$358,657

The over expenditures are as follows:

\$193, 256 over budget in Administration:**Savings**

- Health Services: (\$698)
- Wellness Strategy: (\$5,104)
- Mets Building: (\$240)
- Consulting Fees Information Technology: (\$13,270)

Unbudgeted Expenses

- Legal Services: \$31,985
- Consulting Services: \$122,317
Explanation -Unbudgeted expense for Chief Secondment.
- Substation: \$23
- Information technology: \$58,243
Explanation - Increase in licensing contributed to this short fall.

(\$6,009) savings in Criminal Investigations:**Savings**

- Provincial Analyst: (\$11,220)
Explanation – Province no longer is requesting PA Police to contribute to a Provincial Analyst.
- FIS: (\$375)
Explanation -Members assigned to FIS, who have completed the Forensics Identification Training, are compensated \$750.00 each year. One member was pro-rated for 2023.

Unbudgeted Expenses

- Towing Services: \$360
- ICE: \$5,226
Explanation- This expense was invoiced to Saskatoon City Police and has been recorded as revenue.

\$183,410 over budget in Patrol Division:

Unbudgeted Expenses

- Alterations: \$1,962
- Towing Services: \$2,019
- Detention Unit: \$176,656
Explanation –Commissionaires contracted work in the Detention Unit, resulting in a shortfall despite savings in Detention Unit Salaries. The shortfall is \$34,942.
- Laundry Services Detention Unit: \$2,773

(\$12,001) savings in Support Services:

Savings

- Support Services: (\$20,300)
Explanation – Unexpected savings despite anticipating an increase in the Dispatching Contract with CanOps.
- Emergency Response Team: (\$1,005)
Explanation –Funds allocated for Parkland Ambulance attending ERT Calls.

Unbudgeted Expenses

- Community Relations: \$3,365
Explanation - Expenses related to purchasing signature coins and contracting media relations for new Dispatch Model communication.
- Mentoring: \$275
- Canine: \$2,505
Explanation- Emergency surgery required for one canine.
- Health Service: \$3,159
Explanation- POPAT Costs. Vacancies are to offset costs of Recruiting.

Financial Charges

Finance Charges	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Total Finance Charges	\$750	\$1,263	\$513

The over expenditures are as follows:

- There was a small increased cost for Finance Charges.

Utilities

Utilities	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Total Utilities	\$139,210	\$129,203	(\$10,007)

Notes:

(\$10,007) savings in Utilities:

Savings

- Water and Sewer: (\$3,749)
- Heating: (\$9,109)

Unbudgeted Expense

- Power: \$2,851

Fleet Expenses

Fleet	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Total Fleet	829,580	829,919	\$339

The over expenditures are as follows:

\$339 over budget in fleet

Savings

- Admin Vehicle: (\$381)

Unbudgeted Expenses:

- Substation: \$120
Explanation - City of Prince Albert coded an expense to this account.
- Mechanical Maintenance: \$600
Explanation - City of Prince Albert coded an expense to this account.

Maintenance Materials and Supplies

Maintenance Materials and Supplies	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Total Maintenance Materials and Supplies	\$1,170,710	\$1,296,545	\$125,835

The over expenditures are as follows:

\$76,947 over budget in Administration:

Savings

- Travel: (\$2,525)
- Advertising: (\$1,101)
- Subscriptions and Renewals: (\$1,964)
- Memberships and Renewals: (\$1,041)
- Training: (\$4,570)
- Operating Expenses: (\$17,864)
- Building Maintenance (Main Station): (\$7,181)
- Rental/Leasing: (\$3,809)

Unbudgeted Expenses

- Service Awards: \$1,783
- Meeting Incidental: \$3,978
Explanation -including Women's Commission and Elders/Chaplain Honorariums.
- Operating Supplies : \$7,812
Explanation -Included \$3,720 for desk risers for members who needed desk modifications.
- Office Supplies: \$579
- Furniture : \$21,652
Explanation - Extra costs for new offices.
- Special Projects: \$6,040
Explanation - Completion of Strategic Plan.
- Miscellaneous: \$37
- Gym Equipment: \$7,067
- Telephone: \$2,096
- Media Storage: \$9,255
Explanation - Unbudgeted expense, tracking costs, assigned a new account code. Subsequent savings in operating expenses.
- Provincial Public Safety Telecommunications: \$14,214
Explanation – Invoiced quarterly and have increased.

- Building Maintenance (Main Station, Sub Station, and Mechanical Maintenance): \$42,490
Explanation -Below is an itemized list of unbudgeted priority items relating to OHS and Emergent repairs. Savings offset some of the expenses below.

\$ 5,170.00	Pest Control
\$ 7,317.00	Furnace/Air conditioning repair at Sub Station
\$ 4,683.00	For Johnson Controls
\$ 2,479.00	Alarm Work - Sub Station
\$ 41,610.00	Furnace/Air conditioning repair at Main Station
\$ 845.00	Overhead Door Repairs
\$ 1,288.00	Elevator Repairs
\$ 1,776.00	Water Damage Clean up Main Station

The savings offset some of the overages in various categories resulting in a net overage of \$76,947 for the Administration Budget.

(\$2,383) savings in Board of Police Commission:

Savings

- Travel: (\$3,224)
- Conventions: (\$2,275)
- Memberships and Dues: (\$539)
- Printing: (\$255)

Unbudgeted Expenses

- Telephone: \$208
- Meeting Supplies: \$1,688
Explanation -Includes the Chief of Police Swearing in Ceremony.
- Operating Supplies: \$530
- Office Supplies: \$1,485

\$13,907 over budget in Criminal Investigations:

Savings

- Telephone: (\$180)
- Operating Supplies: (\$9,854)
Explanation -Destruction of weapons and waste savings.
- Missing Persons: (\$5,572)
Explanation -Revenue was transferred to deferred revenue and will be spent by provincial fiscal year end of March 31, 2024.

Unbudgeted Expenses

- Travel and Expenses: \$839
- Meeting Supplies: \$1,139
- Digital Forensics: \$15,777
- Office Supplies: \$344
- Special Projects: \$3,458
Explanation- Historic Crime expense.
- IDENT Operating: \$5,488
- ICE: \$2,467
Explanation -Coding errors by the City of Prince Albert. All expenses were related to fleet and should be coded to Contracted Services for ICE.

(\$1,239) savings in Patrol Division:

Savings

- Operating Supplies : (\$21,735)
Explanation – PA Police trimmed costs for 2023 and did not purchase any extra items for quarter master stores.
- Alarm Refunds: (\$1,730)

Unbudgeted Expenses

- Damaged Clothing: \$66
- Clothing: \$6,559
- Other Supplies: \$805
- Special Projects: \$5,889
Explanation -Includes Commissionaires contracted services at criminal investigations.
- Detention Unit Telephone: \$697
- Detention Unit Meals: \$6,281
- Detention Unit Supplies: \$1,929

\$38,603over budget in Support Services:

Savings

- Community Relations Operating Supplies: (\$3,430)
- Victim Services: (\$5,750)
Explanation –Revenue was transferred to deferred revenue and will be spent by provincial fiscal year end of March 31, 2024.
- Training: (\$22,927)
Explanation - Funds for gun range transferred to capital from operating reserve.
- Support Services: (\$821)
- Proactive Policing: (\$5,848)

- Canine : (\$13,864)
Explanation - Originally planned for four members but due to staffing shortages, only two members were assigned to Canine.
- CTSS: (\$34,708)
Explanation –Revenue was transferred to deferred revenue and will be spent by provincial fiscal year end of March 31, 2024.
- CRT-(\$18,147)
Explanation – Revenue was transferred to deferred revenue and will be spent by provincial fiscal year end of March 31, 2024.

Unbudgeted Expenses

- Shop with a Cop: \$3,860
Explanation -All expenses were funded with donations and recorded in revenue.
- Emergency Response Team: \$5,028
Explanation – Operating expenses exceeded original budget.
- Recruiting: \$95,654
Explanation – We do not budget the costs for training recruits. We are mindful of vacancies each year, which offset recruit training costs.
- Mentorship: \$169
- STRT: \$4,387
Explanation – Deferred revenue from 2022-2023 was spent in this year.
- Equipment: \$35,000
Explanation – Civil Forfeiture expenses in the amount of \$43,232 were charged to this account. Actual savings of \$8,232, as all expenses for civil forfeiture are funded through grants.

Insurance	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Total Insurance	\$19,810	\$ 19,046	(\$764)

Insurance savings of (\$764) relating to Police Administration:

Insurance	2023 Budget	2023 Actual	(Surplus)/ Shortfall
Administration	10,960	10,793	(167)
Main Station Repairs and Maintenance	6,380	6,054	(326)
Substation Repairs and Maintenance	2,210	2,070	(140)
Mets Building Costs	130	-	(130)
Police Equipment Maintenance	130	129	(1)

Proactive Policing Unit

The total expenditures for the Proactive Policing Unit for 2023 is as follows:

2023 Costs:

Salaries and Benefits	\$478,696
Fleet Expenses	\$52,860
Operating Supplies	\$2,622
Total Costs	\$534,178

The total transfer from the Proactive Policing Reserve for 2023 will be \$534,178. That amount is included in the 2023 Police Service Yearend.

FINANCIAL IMPLICATIONS:Police Service Operating Reserve

The Board of Police Commission approved the Recorded Police Service Operating Reserve at a cap of \$500,000.

The intent of the Police Service Operating Reserve is as follows:

- That any surplus funds from Audited Year-ends for the Prince Albert Police Service be forwarded to that Reserve.
- That any deficit in Audited Year-ends for the Prince Albert Police Service be funded from the Police Operating Reserve.
- That the Reserve fund any special projects or unanticipated expenses and/or emergency costs.
- That the Board approved any spending of funds from the Recorded Operating Reserve.

2023 Police Service Budget Reduction due to City Fiscal Challenges

City Council, at its meeting on December 12, 2022, approved the bellow motion regarding a transfer from the Police Service Operating Reserve:

That the City accept a \$200,000 transfer from the Police Services Operating Reserve to The City's General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with budget shortfalls."

For year 2023, the amount of \$200,000 was transferred to the City to assist with City's significant budgeting shortfalls.

2023 Police Service Shortfall

The PA Police Service remains steadfastly committed to ensuring community safety and reducing crime in Prince Albert. Reporting to the Prince Albert Board of Police Commissioners, and subsequently to City Council, our Service continues to prioritize financial accountability and transparency in this 2023 financial report.

The 2023 Prince Albert Police Service shortfall is mainly attributed to Salaries, Benefits, and Contracted Services.

The Projected Reserve balance ending in 2023 is as follows:

Police Service Operating Reserve

Balance -Year 2021	\$ (496,037)
Approved Transfer to the City -significant challenges	\$ 400,000
Approved Board Temporary Increase to Reserve- 2021 Police Service Surplus	\$ (114,144)
Gun Range Maintenance and infrastructure to Capital Reserve	\$ 10,000
Board of Police Commissioners Motion 123 dated November 21,2022	
2021 Interest Expense owing for Downtown Substation	\$ 6,763
Transfer 2022 Police Service Surplus to Reserve for Year Ending 2022	\$ (254,421)
Balance -Year 2022	\$ (447,839)
Approved Transfer to the City -significant challenges	\$ 200,000
Gun Range Maintenance and infrastructure to Capital Reserve	\$ 10,000
Ballistic Vests to Capital Reserve	\$ 9,040
Projected Reserve Balance Ending Year 2023	\$ (228,799)

	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Prince Albert Police Service			
Prince Albert Police Service 2023	\$18,336,700	\$18,580,575	\$243,875
Prince Albert Police Service Operating Reserve Transfer	-		(\$228,799)
Prince Albert Police Service 2023 - Total			\$15,076

The above is conditional upon the final audited yearend numbers by the City's Auditor.

PRESENTATION: VERBAL AUDIO/VISUAL NONE

Written by: Angela Dumont, Finance/HR Manager

Signature:



Approved by: Patrick Nogier, Chief of Police

Signature:

