



**CITY OF PRINCE ALBERT
CITY COUNCIL REGULAR MEETING
AGENDA**

**Monday, April 20, 2026, 5:00 p.m.
COUNCIL CHAMBER, CITY HALL**

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**CITY OF PRINCE ALBERT
CITY COUNCIL
REGULAR MEETING MINUTES**

**Monday, March 16, 2026, 5:00 p.m.
COUNCIL CHAMBER, CITY HALL**

Council Present: Mayor Bill Powalinsky
Councillor Daniel Brown
Councillor Tony Head
Councillor Stephen Ring
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Darren Solomon

Council Absent: Councillor Troy Parenteau
Councillor Bryce Laewetz (Planned to attend virtually but there were technical issues)

Admin Present: Savannah Price, Acting City Clerk
Craig Guidinger, Acting City Manager
Kris Olsen, Fire Chief
Mitchell Holash, K.C., City Solicitor
George Marshall, Chief Financial Officer
Tim Earing, Acting Director of Public Works
Jody Boulet, Director of Parks, Recreation and Culture
Wilna Furstenberg, Acting Director of Corporate Services
Michael Nelson, Acting Director of Community Development

1. CALL TO ORDER

Mayor Powalinsky called the meeting to order, stated the Land Acknowledgement and asked the City Clerk to offer the Prayer.

2. APPROVAL OF AGENDA

Motion No. 0054.

Moved by: Councillor Solomon
Seconded by: Councillor Kilmer

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

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

3. PRESENTATIONS & RECOGNITIONS

4. DECLARATION OF CONFLICT OF INTEREST

5. ADOPTION OF MINUTES

5.1 February 23, 2026, City Council Meeting Minutes for Approval

Motion No. 0055.

Moved by: Councillor Ring
Seconded by: Councillor Edwards

That the Minutes of the Council Regular Meeting held February 23, 2026, be taken as read and adopted.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

6. NOTICE OF PROCLAMATIONS

6.1 BrainLove Month - March 2026

7. PUBLIC HEARINGS

8. DELEGATIONS

9. COMMUNICATIONS

10. REPORTS OF ADMINISTRATION & COMMITTEES

10.1 2026 Water Main Relining Contract (RPT 2026-74)

Motion No. 0056.

Moved by: Councillor Head
Seconded by: Councillor Kilmer

- 1. That the Water Main Relining Tender No. 12 of 2023 awarded to Fer-Pal Construction Ltd., be extended for one (1) year at the total bid price of \$565,700.80, including Provincial Sales Tax; and,
- 2. That the Mayor and City Clerk be authorized to execute the Contract, and any other necessary documents, on behalf of The City, once prepared.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

10.2 2026 Sewer Cleaning and CCTV Contract (RPT 2026-75)

Motion No. 0057.

Moved by: Councillor Edwards
Seconded by: Councillor Ring

- 1. That the Sewer Cleaning and Closed-Circuit Television Tender No. 39 of 2025 awarded to Acme Infrastructure Services Inc., be extended for a one (1) year Contract, with the option of three (3) additional one (1) year extensions; and,
- 2. That the Mayor and City Clerk be authorized to execute the Contract, and any other necessary documents, on behalf of The City, once prepared.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

10.3 Traffic Line Painting Tender 14-26 (RPT 2026-76)

Motion No. 0058.

Moved by: Councillor Ring
Seconded by: Councillor Solomon

- 1. That Tender No. 14 of 2026 for Longitudinal Traffic Line Painting be awarded to Line West Ltd., for a one (1) year Contract, with the option of three (3) additional one (1) year extensions; and,
- 2. That the Mayor and City Clerk be authorized to execute the Contract, and any other necessary documents, on behalf of The City, once prepared.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

10.4 2026 Community Grant Program Recipients (RPT 2026-83)

Motion No. 0059.

Moved by: Councillor Kilmer
Seconded by: Councillor Head

- 1. That the 2026 Community Grant Program Recipients, as attached to RPT 2026-83, be approved;
- 2. That the authority to proceed with projects be granted to the successful applicants upon receipt of final approval from Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation; and,
- 3. That the Mayor and City Clerk be authorized to execute the 2026 Grant Agreements on behalf of The City, once prepared.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

10.5 Daycare at Ecole Vickers Public School Request for Tax Exemption Agreement (RPT 2026-65)

Motion No. 0060.

Moved by: Councillor Edwards
Seconded by: Councillor Ring

- 1. That a Tax Exemption Agreement between The City and Blooms Early Learning for the Daycare located in Ecole Vickers Public School at 2800 Bradbury Drive, for a three (3) year term from January 1, 2026 to December 31, 2028, be approved;
- 2. That the Education Property Tax Abatement portion for the Daycare located in Ecole Vickers Public School be based on approval from the Ministry of Government Relations; and,
- 3. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

10.6 Bylaw No. 7 of 2026 - Partial Road Closure of 21st Street East - SaskEnergy Service Station (RPT 2026-81)

Motion No. 0061.

Moved by: Councillor Ring
Seconded by: Councillor Edwards

- 1. That Bylaw No. 7 of 2026, to close the portion of 21st Street East, legally described as Street/Lane 1, Plan No. 62PA08096, Extension 0, and Street/Lane 5, Plan No. G2340, Extension 0, as shown on Schedule “A” to the Bylaw, be introduced and given three (3) readings; and,
- 2. That the Plan of Survey approved with RPT 2025-258 be amended to include the closed portion of right-of-way shown on Schedule “A” to Bylaw No. 7 of 2026.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

Motion No. 0062.

Moved by: Councillor Ring

Seconded by: Councillor Edwards

That Bylaw No. 7 of 2026 be introduced and read a first time.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

Motion No. 0063.

Moved by: Councillor Ring

Seconded by: Councillor Edwards

That Bylaw No. 7 of 2026 be read a second time.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

Motion No. 0064.

Moved by: Councillor Ring

Seconded by: Councillor Edwards

That leave be granted to read Bylaw No. 7 of 2026 a third time.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

Motion No. 0065.

Moved by: Councillor Ring

Seconded by: Councillor Edwards

That Bylaw No. 7 of 2026 be read a third time and passed; and, that Bylaw No. 7 of 2026 be now adopted, sealed and signed by the Mayor and City Clerk.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

10.7 Clarification of Terms for New Construction Incentive (RPT 2026-84)

Motion No. 0066.

Moved by: Councillor Solomon
Seconded by: Councillor Ring

That the revised Schedule to the New Construction of Commercial and Multi-Use Residential Development Incentive Program, as attached to RPT 2026-84, be approved.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

10.8 City Lot Sale to Pawluk Homes (RPT 2026-20)

Motion No. 0067.

Moved by: Councillor Brown

That the main motion be amended to add the words "for the City and for construction quality" after "with appropriate protective terms".

MOTION LOST WITHOUT SECONDER

Motion No. 0068.

Moved by: Councillor Ring
Seconded by: Councillor Kilmer

1. That the sale of the twenty two (22) lots shown on the attached map, located on Hadley Road, legally described as Lots 4 - 16, Block 170, Plan No. 102181485, Extension 0; Lots 20 - 27, Block 170, Plan No. 102181485, Extension 0, and Lot 28, Block 165, Plan No. 102181485, Extension 0 to Pawluk Homes, for \$1,467,516.75, per the terms and conditions included in RPT 2026-20, be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Sale Agreement, with appropriate protective terms, and any other related documents on behalf of The City, once prepared.

In Favour (6): Mayor Powalinsky, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Against (1): Councillor Brown

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED (6 to 1)

10.9 Cellular Mobility Services (RPT 2026-77)

Motion No. 0069.

Moved by: Councillor Solomon
Seconded by: Councillor Kilmer

- 1. That the Cellular Mobility Services Contract be awarded to SaskTel for a three (3) year term with an optional three (3) year renewal; and,
- 2. That the Mayor and City Clerk be authorized to execute the Contract, and any necessary documents, on behalf of The City, once prepared.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

11. UNFINISHED BUSINESS

12. MAYOR & COUNCILLORS FORUM

13. INQUIRIES

13.1 Councillor Brown - Conditions Around Warm-up Shelter

What can be done about the condition around the warm-up shelter at the Union Centre, with regards to littering, sidewalk fires and defecating on sidewalks.

13.2 Councillor Edwards - Medians on Marquis Road East

Why did the City make the decision to install the medians on the new construction of Marquis Road East. Why are the medians the size they are and what was the cost of the medians in this project.

13.3 Councillor Edwards - Safety Concerns at the Library

There was a story on paNow regarding safety concerns at the Library that relates to the warm-up shelter at the Library and staff safety. Is the City reviewing this concern and should we look at eliminating this site as a warm-up shelter.

14. INQUIRY RESPONSES

14.1 February 23, 2026 City Council Inquiry Responses

Motion No. 0070.

Moved by: Councillor Head

Seconded by: Councillor Edwards

That the February 23, 2026 City Council Inquiry Responses be received as information and filed.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

15. NOTICE OF MOTION

15.1 Councillor Solomon - Walk Light at Intersection of 10th Avenue West and 25th Street

That Administration prepare a report regarding the intersection located at 10th Avenue West and 25th Street regarding the location of the walk light, current operating state of the walk light and proximity of the walk light control to the existing sidewalk.

16. MOTIONS

17. PUBLIC FORUM

18. ADJOURNMENT

Motion No. 0071.

Moved by: Councillor Brown

Seconded by: Councillor Ring

That the Council meeting be adjourned at 7:00 p.m.

In Favour (7): Mayor Powalinsky, Councillor Brown, Councillor Head, Councillor Ring, Councillor Edwards, Councillor Kilmer, and Councillor Solomon

Absent (2): Councillor Parenteau, and Councillor Laewetz

CARRIED UNANIMOUSLY (7 to 0)

MAYOR

CITY CLERK



TITLE: 2026 Property Tax Bylaws

DATE: April 7, 2026

TO: City Council

PUBLIC: **INCAMERA:**

RECOMMENDATIONS:

1. That the following Bylaws receive three readings:
 - Property Tax Bylaw - Bylaw No. 8 of 2026
 - Snow Management Special Tax Bylaw - Bylaw No. 9 of 2026
 - Roadways Special Tax Bylaw - Bylaw No. 10 of 2026
 - Business Improvement District (BID) Levy Bylaw - Bylaw No. 12 of 2026
2. That prior to the 2027 Budget Deliberations, Administration prepare a comprehensive report outlining the City's current taxation model including tax classes, mill rate strategies, and base tax structures, and present suitable options for potential refinement moving forward.

EXECUTIVE SUMMARY:

This report is recommending a tax plan which will finalize how the tax rate will impact different properties. Administration reviewed options including minimum tax rates, base tax rates and the mill rate. The proposed tax plan addresses the additional \$3,489,069 needed to balance the City's approved operating and capital budgets and reserve allocations.

The proposed tax plan underscores Council's commitment to supporting its growing population and addressing the rising costs of goods and services. The recommendation includes increasing the base tax to reflect the philosophy that all properties benefit equally from essential services (such as fire, police, roads, etc.) regardless of the assessed value of the property.

The City is managing a growing list of aging facilities and core infrastructure that require ongoing maintenance, alongside capital needs for new or modernized spaces. At the same time, residents' expectations continue to rise in areas such as bylaw response, policing, snow management, parks, playgrounds, and open spaces. The City also recognizes the financial pressures households are facing after several years of sustained inflation. With that in mind, we have worked carefully to limit the impact on residents while ensuring the organization remains financially stable and able to meet future service demands.

To support this balance, the City will continue its efficiency audits in 2026. These reviews examine spending across all departments to ensure that the investments residents make in their municipal government are delivering clear value and measurable results.

BACKGROUND:

The methodology utilized to review revenue from property taxation consists of the following processes.

Note that the steps must be considered in conjunction with one another as changing one item can impact another (ex. changing the base tax will impact municipal levy).

1. Assessed and taxable values for all properties in the City are updated, including all taxable, provincial, federal, and exempt properties.
2. The mill rate required to generate necessary tax dollars from the approved 2026 budget is reviewed.

General Municipal Levy

The following are property tax tools available to the City:

1. **Mill Rate** (Ad Valorem): basic tax rate applicable to all assessed properties in the City.
2. **Mill Rate Factor**: applies a ratio to increase or decrease the effective mill rate in each of the property classes or sub-classes.
3. **Minimum Tax**: guarantees that a property will pay a minimum amount for the General Municipal Levy, currently set at \$900, and Vacant Residential Land at \$1,600.
4. **Base Tax**: a specific amount of money applied to each property that effectively reduces the difference in property taxes between the lower and higher assessed properties.

This base tax is for the general operations of the City.

5. **Special Tax**: a specific amount of money raised by a special tax to be used for a specific service or purpose. The service or purpose must be completed within the taxation year.

A municipality may pass a special tax bylaw as per Subsection 278(1) of the *Cities Act* which allows for the use of the revenue raised by a special tax to be used for that specific service or purpose stated in the bylaw. Subsection 278(2) of the *Cities Act* then states that when there is excess revenue generated from the special tax (i.e. actual expenses are less than the actual revenue from the special tax), the City shall give public notice of the use to which it proposes to put the excess revenue. This requirement in subsection 278(2) will allow for transparency between the City and residents as to what their tax dollars are being used for.

PROPOSED APPROACH AND RATIONALE:

The approved 2026 Operating and Capital Budgets, along with reserve allocations, require an additional **\$3,489,069** in taxation revenue. This report outlines the proposed approach to raising this revenue through adjustments to the General Municipal Levy and the City's available tax tools. Below is a summary of budget changes:

Name	2026 Budget	2025 Budget	Increase / (Decrease)
General Municipal Levy	\$42,597,435	\$44,348,690	(\$1,751,255)
Base Tax	\$5,697,000	\$720,000	\$4,977,000
Federal Government Grant in Lieu	\$282,000	\$200,000	\$82,000
Provincial Government Grant in Lieu	\$2,042,000	\$1,980,000	\$62,000
First Nations Reserve Land	\$787,000	\$540,000	\$247,000
Library Levy	\$2,570,671	\$2,429,396	\$141,275
Capital Projects Levy	\$1,550,000	\$1,550,000	\$0
Snow Management Special Tax	\$1,800,434	\$1,764,785	\$35,649
Roadways Special Tax	\$4,650,000	\$4,400,000	\$250,000
Police Special Tax	\$0	\$554,600	(\$554,600)
Total Increase	\$61,976,540	\$58,487,471	\$3,489,069

Note:

The increase in the Roadways Special Tax results from the approved motion:

“That the 6th Avenue Viaduct - Bridge Reconstruction be approved at a cost of \$1,000,000 with \$750,000 out of taxation and \$250,000 out of the Roadways Paving and Concrete Levy.”

Budget Committee, at its meeting of November 21, 2025 approved the following motion regarding the Police Special Tax:

“That The City eliminate the collection of the Proactive Policing Levy as an additional taxation source.”

As such, for the 2026 Property Tax Tools, the Police Special Tax has been eliminated. This results in a reduction of \$35.00 per property.

General Municipal Levy

The General Municipal Levy is the primary source of municipal taxation and is calculated using the ad valorem method:

Taxable Assessment x Mill Rate x Mill Rate Factor = Levy Amount

Below is the proposed General Municipal Levy for 2026 based on the Ad Valorem Method of Tax Calculation:

Tax Revenue Required	\$45,708,435 (includes Grants in Lieu)
Total Taxable Assessment	3,819,632,670
Remove exempt	(606,666,350)
	<hr/> 3,212,966,320
Mill Rate	14.226 mills

The **2026 General Municipal Levy** represents a **2.03% increase** over 2025.

Tax Tools Overview

Tax tools are a mechanism allowing council to redistribute the cost of public services within its tax base. Tax tools may only be applied to municipal property taxes.

Municipalities have three tax tools that can be used individually or in combination: mill rate factors, minimum tax and base tax.

A **mill rate factor** shifts some of the cost of public services from one property classification to another - agricultural, residential or commercial. By adjusting the factor, the effective tax rate for one class can be made higher or lower than another. This helps Council decide how much each group of properties contributes to the overall cost of services.

A **minimum tax** sets a floor on how little a property can pay in municipal taxes. The minimum can be a fixed dollar amount or a formula. It ensures that all properties contribute at least a basic amount toward municipal services.

A **base tax** is a flat fee added to every municipal tax bill. It reflects the idea that all properties benefit equally from certain services—like fire protection, policing, and roads - regardless of their assessed value.

For example:

2025 Base Taxes

- \$365.00 for Residential
- \$140.00 for Multi-Residential
- Sliding Scale for Commercial

2026 Property Tax Tools Plan

Administration has reviewed all available tax tools and is recommending a set of targeted adjustments to generate the revenue required to balance the approved 2026 Budget. In addition to the **2.03% General Municipal Levy increase**, the recommended changes involve the following areas:

- Library Levy
- Snow Management Special Tax
- Roadways Special Tax
- Base Tax
- Minimum Tax
- Elimination of the Police Special Tax

	<u>2025 Rates</u>	<u>2026 Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Library Levy	0.814	0.819	0.005	0.61%
Snow Management Special Tax	<u>2025 Rates</u>	<u>2026 Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential **	\$75	\$76	\$1	1.33%
Multi-Residential	\$24	\$25	\$1	4.17%
Commercial - Tiers				1.00%
Roadways Special Tax	<u>2025 Rates</u>	<u>2026 Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential **	\$204	\$215	\$11	5.39%
Multi-Residential	\$67	\$70	\$3	4.48%
Commercial - Tiers				5.00%
Base Tax	<u>2025 Rates</u>	<u>2026 Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential **	\$365	\$400	\$35	9.59%
Multi-Residential	\$140	\$149	\$9	6.43%
Commercial - Tiers				5.00%
Minimum Tax	<u>2025 Rates</u>	<u>2026 Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential	\$900	\$975	\$75	8.33%
Minimum Tax	<u>2025 Rates</u>	<u>2026 Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Vacant Residential Land	\$1,600	\$1,600	\$0	0.00%

** Residential also includes Vacant Residential, Condominiums, Agricultural and Care Homes.

Impact on a residential property

The impact to a Residential property owner is an increase of \$12.00 as follows:

Special Levies & Base Tax - RESIDENTIAL	2025 Tax Rates	2026 Tax Rates	Change
Snow Management	\$75	\$76	\$1
Roadways	\$204	\$215	\$11
Proactive Policing	\$35	\$0	(\$35)
Base Tax	\$365	\$400	\$35
TOTAL	\$679	\$691	\$12

Distribution of Residential Impacts

Residential Class (TRES)	Recommended Tax Plan - # of Properties
Increase greater than \$1,500	16
Increase \$1,000 to \$1,500	8
Increase \$500 to \$1,000	100
Increase \$0 to \$500	9,861
Decrease \$0 to \$35	9
Decrease greater than \$35	13
New Properties	9
	10,016
Total Increase \$0 to \$1,000	9,961
	99.45%

Tax Rates for 2026

Tax Rate calculated as (Mill Rate/1,000) x Mill Rate Factor.

It is important to note that the Tax Rate is **not** the same as the Mill Rate.

	2025 Tax Rates		2026 Tax Rates		
General Municipal Levy	13.943		14.226		
					Tax Rates
	Mill Rate Factors	2025 Tax Rate	Mill Rate Factors	2026 Tax Rate	% Change from 2025
Residential	0.802	11.1823	0.832	11.8360	5.85%
Multi-Residential	0.740	10.3178	0.762	10.8402	5.06%
Condominium	0.740	10.3178	0.762	10.8402	5.06%
Care Home	0.802	11.1823	0.832	11.8360	5.85%
Commercial - Tier 1	1.265	17.6379	1.325	18.8495	6.87%
Commercial - Tier 2	1.265	17.6379	1.325	18.8495	6.87%
Commercial - Tier 3	1.500	20.9145	1.572	22.3633	6.93%
Commercial - Tier 4	1.510	21.0539	1.583	22.5198	6.96%
Commercial - Tier 5	1.510	21.0539	1.583	22.5198	6.96%
Hotels	1.100	15.3373	1.148	16.3314	6.48%

Agriculture	0.800	11.1544	0.830	11.8076	5.86%
Railway	3.000	41.8290	3.120	44.3851	6.11%
Vacant Commercial	2.050	28.5832	2.150	30.5859	7.01%

Commercial to Residential Property Tax Ratio

In 2025, the Property Tax Plan addressed the imbalance between commercial and residential taxation by adjusting the commercial tax rate to reduce the overall impact of reassessment on commercial properties. This change was to support Prince Albert's competitiveness as a place to invest and operate a business by ensuring commercial properties do not carry an excessive share of the municipal tax burden. It also helps moderate the significant fluctuations in commercial property taxes that can occur during revaluation cycles.

Below is the proposed Commercial to Residential Property Tax Ratio for 2026:

	2025 Ratio to Residential	2026 Ratio to Residential
Commercial Tier 1	1.58	1.59
Commercial Tier 2	1.58	1.59
Commercial Tier 3	1.87	1.89
Commercial Tier 4	1.80	1.90
Commercial Tier 5	1.88	1.90

Rationale for recommended 2026 Property Tax Tools

In summary, Administration has reviewed all tax tools available to Council for raising the revenue required to balance the approved 2026 Budget and recommends the changes outlined in this report for the following reasons:

Maintains competitiveness by generally preserving the commercial-to-residential tax ratio.

Supports essential protective services, including fire and policing, through the base tax.

Responds to resident priorities: safety, reliable services, and a growing, vibrant community.

Promotes long-term stability and sustainability, aligning with the 2026 Budget's strategic direction.

Moderates reassessment impacts, particularly for higher-valued homes, through the base tax structure.

CONSULTATIONS:

Finance Administration has researched other Cities' Bylaw as follows:

Other Cities – Residential Tax Rates 2025

City	Mill Rate	Mill Rate Factor	Tax Rate
Saskatoon	8.5858	0.8724	7.4903
Regina	11.0514	0.8803	9.7288
Prince Albert	13.9430	0.8020	11.1823
Moose Jaw	12.2963	0.7857	9.6612
Swift Current	11.6170	0.4531	5.2637
Yorkton	18.1108	0.4838	8.7620
North Battleford	17.6900	0.3940	6.9699

Other Cities – Commercial to Residential Ratios – 2025

City	Residential - Mill Rate Factor	Commercial - Mill Rate Factor	Commercial to Residential Ratio
Saskatoon	0.8724	1.4404	1.65
Regina	0.880.	1.3303	1.51
Prince Albert	0.802	1.265 – 1.51	1.58 – 1.88
Moose Jaw	0.7857	1.4699	1.87
Swift Current	0.4531	1.6778	3.70
Yorkton	0.4838	1.26996 – 1.52395	2.62 – 3.15
North Battleford	0.3940	1.2700	3.22

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The key dates that were part of the 2026 budget process are as follows:

Key Dates:	Budget Committee: November 19, 20 and 21, 2025 Budget Approved: December 15, 2025 Assessment Roll Closed: February 27, 2026 First and Second Reading of Tax Tools Bylaw: April 20, 2026 Third Reading: April 22, 2026
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Activity	Description	Date
Media release	Conclusion of budget deliberations and notable projects approved for 2026.	November 21, 2025
Media release	City of Prince Albert's 2026 Assessment Notices mailed out.	January 27, 2026
Public Notice	Public Notice pursuant to Public Notice Bylaw No. 24 of 2015.	April 10, 2026
Media release	Details of the proposed 2026 Property Tax Bylaw with impacts to property owners.	April 16, 2026
Website, Social Media post & billboard update	Details of the 2026 Property Tax Bylaw with impacts to property owners.	April 20, 2026
Social media post & billboard update	Details to property owners on property tax notices being delivered & e-billing. Check spam / junk folder. Encouragement of e-billing and TIPPS.	May 25, 2026
Information insert	Insert included with the property tax notice detailing key projects in the budget and the basics of property tax impacts.	May 25, 2026
Social media post	Reminder to property owners of the upcoming property tax deadline.	Mid-June 2026

Ongoing communication with the Communications Manager has already been established to ensure a detailed communication plan is developed.

POLICY IMPLICATIONS:

The following 2025 Property Tax Bylaws will be repealed:

- a. Bylaw No. 8 of 2025 ~ Property Tax Bylaw
- b. Bylaw No. 9 of 2025 ~ Snow Management Special Tax
- c. Bylaw No. 10 of 2025 ~ Roadways Special Tax
- d. Bylaw No. 11 of 2025 ~ Police Special Tax
- e. Bylaw No. 12 of 2025 ~ Business Improvement District

BUDGET/FINANCIAL IMPLICATIONS:

The recommended 2026 Tax Tool increases will provide the funding to balance the 2026 Budget approved.

Name	2026 Budget	2026 Proposed Property Tax Tools Presented	Excess (Shortfall) Revenue
General Municipal Levy	\$45,708,435	\$45,141,126	(\$567,309)
Library Levy	\$2,570,671	\$2,571,999	\$1,328
Capital Projects Levy	\$1,550,000	\$1,554,505	\$4,505
Snow Management Special Tax	\$1,800,434	\$1,806,654	\$6,220
Roadways Special Tax	\$4,650,000	\$4,657,662	\$7,662
Police Special Tax	\$0	\$0	\$0
Base Tax	\$5,697,000	\$6,296,817	\$599,817
TOTAL	\$61,976,540	\$62,028,763	\$52,222

Below is the share of 2026 Municipal Tax Dollars by **Property Classification**:

Property Classification	# of Total 2026 Taxation Dollars
Residential, Multi-Residential & Condos	60.54%
Commercial	33.17%
Vacant	3.09%
Hotels	2.52%
Care Homes	0.43%
Other (Agriculture, Railway, etc.)	0.25%
	100.00%

Below is the share of the 2026 Tax Base by **Property Class**:

Property Classification	# of Total 2026 Tax Class
Residential	80.63%
Condos	9.16%
Commercial	4.48%
Vacant Land	2.66%
Multi-Residential	1.64%
Federal, Provincial, Housing	0.97%
Other (railway, agriculture)	0.27%
Care Homes	0.10%
Hotels	0.07%
	100.00%

Impact to Residential

Below is the impact based on taxable value to 2026 Property Tax Tools:

Assessed Value	\$120,000	\$200,000	\$250,000	\$350,125	\$450,375
Taxable Value	\$96,000	\$160,000	\$200,000	\$280,100	\$360,300
2025 Taxes	\$2,265	\$3,323	\$3,984	\$5,307	\$6,633
2026 Taxes	\$2,342	\$3,443	\$4,131	\$5,509	\$6,888
Dollar Increase Amount	\$77	\$120	\$147	\$201	\$255
Total Per Month	\$6.40	\$10.01	\$12.26	\$16.77	\$21.28
Percentage Increase	3.39%	3.61%	3.69%	3.79%	3.85%

STRATEGIC PLAN:

As per the City's Strategic Plan 2026 – 2029, this report addresses the following strategic initiatives:

Strategic Direction: Professional and High Quality Public Service, **Strategic Goal:** Strengthen the integration, transparency and effectiveness of the City's strategic, financial, communications and operational planning processes. **Key Initiative:** Ensure budget development are aligned with and supported by strategic priorities.

Strategic Direction: Building a Robust Economy, **Strategic Goal:** Growth and diversification of the City's Property Tax Base. **Key Initiative:** Prioritize the development of City's infrastructure to attract long-term investment and support economic development in new strategic sectors. Ensure creation of an equitable taxation structure to promote community growth and maintain new and existing amenities and infrastructure.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 4(e) of Public Notice Bylaw No. 24 of 2015. The following notice will be undertaken:

- Published in local newspaper (Prince Albert Daily Herald) circulated in the City: April 10, 2026
- Posted on the bulletin board at City Hall: April 10, 2026

Attached to the report is a copy of the Public Notices published in the Prince Albert Daily Herald.

ATTACHMENTS:

1. Appendix A – Impact on Residential Properties by Assessment.
2. Appendix B – Tax Tool Summary for 2026.
3. Appendix C – 2026 Proposed Tax Rates.
4. Property Tax Bylaw – Bylaw No. 8 of 2026.
5. Snow Management Special Tax Bylaw – Bylaw No. 9 of 2026.
6. Roadways Special Tax Bylaw – Bylaw No.10 of 2026.

7. Business Improvement District (BID) Levy Bylaw – Bylaw No. 12 of 2026.

8. Public Notices for 2026 Special Taxes.

Written by: Melodie Boulet, Finance Manager

Approved by: Acting Senior Accounting Manager, Chief Financial Officer and City Manager

Appendix A - Impact on Residential Properties by Assessment

2025 PROPERTY TAX TOOLS

Assessed Value		\$120,000	\$150,000	\$200,000	\$250,000	\$309,000	\$350,125	\$400,625	\$450,375
Taxable Value		\$96,000	\$120,000	\$160,000	\$200,000	\$247,200	\$280,100	\$320,500	\$360,300
Municipal Levy	13.943	\$1,073.50	\$1,341.87	\$1,789.17	\$2,236.46	\$2,764.26	\$3,132.16	\$3,583.92	\$4,028.98
Mill Rate Factor	0.802								
Library Levy	0.814	\$62.67	\$78.34	\$104.45	\$130.57	\$161.38	\$182.86	\$209.23	\$235.21
Civic Facilities	0.522	\$40.19	\$50.24	\$66.98	\$83.73	\$103.49	\$117.26	\$134.18	\$150.84
Base Tax	\$365.00	\$365.00	\$365.00	\$365.00	\$365.00	\$365.00	\$365.00	\$365.00	\$365.00
Snow Special Tax	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Roadways Special Tax	\$204.00	\$204.00	\$204.00	\$204.00	\$204.00	\$204.00	\$204.00	\$204.00	\$204.00
Police Tax	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
School Tax	4.27	\$409.92	\$512.40	\$683.20	\$854.00	\$1,055.54	\$1,196.03	\$1,368.54	\$1,538.48
Total		\$2,265.28	\$2,661.85	\$3,322.80	\$3,983.75	\$4,763.67	\$5,307.30	\$5,974.86	\$6,632.51

PRESENTED 2026 PROPERTY TAX TOOLS

Assessed Value		\$120,000	\$150,000	\$200,000	\$250,000	\$309,000	\$350,125	\$400,625	\$450,375
Taxable Value		\$96,000	\$120,000	\$160,000	\$200,000	\$247,200	\$280,100	\$320,500	\$360,300
Municipal Levy	14.226	\$1,136.26	\$1,420.32	\$1,893.77	\$2,367.21	\$2,925.87	\$3,315.27	\$3,793.45	\$4,264.52
Mill Rate Factor	0.832								
Library Levy	0.819	\$65.42	\$81.77	\$109.03	\$136.28	\$168.44	\$190.86	\$218.39	\$245.51
Civic Facilities	0.495	\$39.54	\$49.42	\$65.89	\$82.37	\$101.81	\$115.36	\$131.99	\$148.39
Base Tax	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Snow Special Tax	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00
Roadways Special Tax	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00
Police Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Tax	4.27	\$409.92	\$512.40	\$683.20	\$854.00	\$1,055.54	\$1,196.03	\$1,368.54	\$1,538.48
Total		\$2,342.13	\$2,754.91	\$3,442.88	\$4,130.86	\$4,942.66	\$5,508.52	\$6,203.37	\$6,887.90

VARIANCE TO 2025 TAX TOOLS

Monthly		\$6.40	\$7.76	\$10.01	\$12.26	\$14.92	\$16.77	\$19.04	\$21.28
		3.39%	3.50%	3.61%	3.69%	3.76%	3.79%	3.82%	3.85%

Appendix B - Tax Tool Summary for 2026

City of Prince Albert

Property Tax Rate Summary for 2026

Mill Rates		
Name of Mill Rate	Original	Proposed
General Municipal Mill Rate	13.943	14.226
Civic Facilities Mill Rate	0.522	0.495
Library Mill Rate	0.814	0.819
BID Levy	0.087	0.087

Mill Rate Factors		
Class Type	Original	Proposed
Agriculture	0.800	0.830
Residential	0.802	0.832
Condominium	0.740	0.762
Multi-Residential	0.740	0.762
Commercial - Tier 1	1.265	1.325
Commercial - Tier 2	1.265	1.325
Commercial - Tier 3	1.500	1.572
Commercial - Tier 4	1.510	1.583
Commercial - Tier 5	1.510	1.583
Vacant Commercial	2.050	2.150
Care Home	0.802	0.832
Hotel	1.100	1.148
Elevators & Railroads	3.000	3.120

Minimum Tax		
Class Type	Original	Proposed
Residential, Agriculture	\$900.00	\$975.00
Condominium, Multi-Residential		
Vacant Residential	\$1,600.00	\$1,600.00

Special Tax Levies		
Class Type	Original	Proposed
Snow Management Special Tax		
- Residential, Agriculture, Condominium, Care Homes	\$75.00	\$76.00
- Multi-Residential (per unit)	\$24.00	\$25.00
Roadways Special Tax		
- Residential, Agriculture, Condominium, Care Homes	\$204.00	\$215.00
- Multi-Residential (per unit)	\$67.00	\$70.00
Police Special Tax	\$35.00	\$0.00

Appendix B - Tax Tool Summary for 2026

Base Tax		
Class Type	Original	Proposed
Residential, Agriculture, Condominium, Care Homes	\$365.00	\$400.00
Multi Residential (per unit)	\$140.00	\$149.00

Base Tax	Commercial Base Tax & Special Tax			
Assessment Ranges	Snow Management (BASE)	Roadways (BASEP)	Base Tax (BASE1)	TOTAL
less than 150,000	\$160.00	\$467.00	\$698.00	\$1,325.00
150,001 - 300,000	\$384.00	\$607.00	\$856.00	\$1,847.00
301,000 - 450,000	\$652.00	\$1,118.00	\$1,013.00	\$2,783.00
451,001 - 600,000	\$749.00	\$1,660.00	\$1,171.00	\$3,580.00
600,001 - 750,000	\$782.00	\$2,145.00	\$1,328.00	\$4,255.00
750,001 - 900,000	\$1,012.00	\$2,706.00	\$1,486.00	\$5,204.00
900,001 - 1,050,000	\$1,281.00	\$3,172.00	\$1,643.00	\$6,096.00
1,050,001 - 1,200,000	\$1,499.00	\$3,732.00	\$1,801.00	\$7,032.00
1,200,001 - 1,350,000	\$1,741.00	\$4,320.00	\$1,958.00	\$8,019.00
1,350,001 - 1,500,000	\$1,986.00	\$4,664.00	\$2,116.00	\$8,766.00
1,500,001 - 2,000,000	\$2,561.00	\$6,065.00	\$2,641.00	\$11,267.00
2,000,001 - 2,500,000	\$3,072.00	\$7,183.00	\$3,166.00	\$13,421.00
2,500,001 - 3,000,000	\$3,457.00	\$7,930.00	\$3,691.00	\$15,078.00
3,000,001 - 3,500,000	\$3,842.00	\$8,862.00	\$4,216.00	\$16,920.00
3,500,001 - 4,000,000	\$4,482.00	\$10,263.00	\$4,741.00	\$19,486.00
4,000,001 - 5,000,000	\$5,507.00	\$12,500.00	\$5,791.00	\$23,798.00
over 5,000,000	\$6,018.00	\$13,527.00	\$6,841.00	\$26,386.00

Destination Marketing Levy	
Taxable Value Ranges	Tax Rate
0 - 900,000	\$3,000.00
900,001 - 1,350,000	\$8,000.00
1,350,001 - 2,500,000	\$12,000.00
2,500,001 - 3,500,000	\$18,500.00
3,500,001 - 5,000,000	\$48,000.00
over 5,000,001	\$51,000.00

Appendix C - 2026 Proposed Tax Rates

Snow Management Special Tax

The 2026 Budget for Snow Management was increased by \$35,649 due to increased costs for staffing, fleet costs and materials as follows:

Snow Budget	Year 2026	Year 2025	Increase	% Increase
Salaries Wages Benefits	\$886,154	\$860,345	\$25,809	3.00%
Fleet Expenses	\$623,180	\$608,340	\$14,840	2.44%
Maintenance Materials	\$291,100	\$296,100	(\$5,000)	-1.69%
Total Budget	\$1,800,434	\$1,764,785	\$35,649	2.02%

Due to the increase in snow management, Snow Management Special Tax will increase as follows:

Snow Management Special Tax	Year 2025	Year 2026	Increase
Residential, Care Home, Condo	\$75.00	\$76.00	\$1.00
Multi-Residential	\$24.00	\$25.00	\$1.00

Min	Max	Snow Management Levy - 2025	2026 Proposed	2026 Increase	% Increase
-	150,000.00	\$158.00	\$159.58	\$1.58	1.00%
150,001.00	300,000.00	\$380.00	\$383.80	\$3.80	1.00%
300,001.00	450,000.00	\$646.00	\$652.46	\$6.46	1.00%
450,001.00	600,000.00	\$742.00	\$749.42	\$7.42	1.00%
600,001.00	750,000.00	\$774.00	\$781.74	\$7.74	1.00%
750,001.00	900,000.00	\$1,002.00	\$1,012.02	\$10.02	1.00%
900,001.00	1,050,000.00	\$1,268.00	\$1,280.68	\$12.68	1.00%
1,050,001.00	1,200,000.00	\$1,484.00	\$1,498.84	\$14.84	1.00%
1,200,001.00	1,350,000.00	\$1,724.00	\$1,741.24	\$17.24	1.00%
1,350,001.00	1,500,000.00	\$1,966.00	\$1,985.66	\$19.66	1.00%
1,500,001.00	2,000,000.00	\$2,536.00	\$2,561.36	\$25.36	1.00%
2,000,001.00	2,500,000.00	\$3,042.00	\$3,072.42	\$30.42	1.00%
2,500,001.00	3,000,000.00	\$3,423.00	\$3,457.23	\$34.23	1.00%
3,000,001.00	3,500,000.00	\$3,804.00	\$3,842.04	\$38.04	1.00%
3,500,001.00	4,000,000.00	\$4,438.00	\$4,482.38	\$44.38	1.00%
4,000,001.00	5,000,000.00	\$5,452.00	\$5,506.52	\$54.52	1.00%
5,000,001.00		\$5,958.00	\$6,017.58	\$59.58	1.00%

Note: Please note the 2026 amounts have been rounded for Bylaw purposes.

Appendix C - 2026 Proposed Tax Rates

Roadways Special Tax

The Roadways Special Tax collects revenue to fund the annual Roadways Paving Program. The 2023 Tax Tools approved that the Roadways Special Tax increase include funding for the approved \$300,000 Concrete Sidewalk, Curb & Median Rehabilitation Program.

This change aligns all Roadways Paving Program costs including paving, sidewalk and rehabilitation together as one Program funded by the Roadways Special Tax.

As approved by Council, the amount of \$250,000 needs to be funded from the Roadways Special Tax to fund the 6th Avenue Viaduct – Bridge Reconstruction Project. That results in an increase to the Special Tax for Roadways.

Due to the increase in budget, Roadways Special Tax to increase as follows:

Roadways Special Tax	Year 2025	Year 2056	Increase
Residential, Care Home, Condo	\$204.00	\$215.00	\$11.00
Multi-Residential	\$67.00	\$70.00	\$3.00

Min	Max	Roadways Special Tax - 2025	2026 Proposed	2026 Increase	% Increase
-	150,000.00	\$445.00	\$467.25	\$22.25	5.00%
150,001.00	300,000.00	\$578.00	\$606.90	\$28.90	5.00%
300,001.00	450,000.00	\$1,065.00	\$1,118.25	\$53.25	5.00%
450,001.00	600,000.00	\$1,581.00	\$1,660.05	\$79.05	5.00%
600,001.00	750,000.00	\$2,043.00	\$2,145.15	\$102.15	5.00%
750,001.00	900,000.00	\$2,577.00	\$2,705.85	\$128.85	5.00%
900,001.00	1,050,000.00	\$3,021.00	\$3,172.05	\$151.05	5.00%
1,050,001.00	1,200,000.00	\$3,554.00	\$3,731.70	\$177.70	5.00%
1,200,001.00	1,350,000.00	\$4,114.00	\$4,319.70	\$205.70	5.00%
1,350,001.00	1,500,000.00	\$4,442.00	\$4,664.10	\$222.10	5.00%
1,500,001.00	2,000,000.00	\$5,776.00	\$6,064.80	\$288.80	5.00%
2,000,001.00	2,500,000.00	\$6,841.00	\$7,183.05	\$342.05	5.00%
2,500,001.00	3,000,000.00	\$7,552.00	\$7,929.60	\$377.60	5.00%
3,000,001.00	3,500,000.00	\$8,440.00	\$8,862.00	\$422.00	5.00%
3,500,001.00	4,000,000.00	\$9,774.00	\$10,262.70	\$488.70	5.00%
4,000,001.00	5,000,000.00	\$11,905.00	\$12,500.25	\$595.25	5.00%
5,000,001.00		\$12,883.00	\$13,527.15	\$644.15	5.00%

Note: Please note the 2026 amounts have been rounded for Bylaw purposes.

Appendix C - 2026 Proposed Tax Rates

Base Tax

A **new base tax** was introduced in 2022 to generate revenue to fund general operations of the City. This report is recommending an increase to the base tax for residential and multi-residential to fund the increase in the general operations of the City. The revenue generated will fund annual operations, increased emergency services, and the increased costs of salaries, wages and benefits for all city employees.

The Base Tax is being recommended to be increased in 2026 as follows:

Base Tax	Year 2025	Year 2056	Increase
Residential, Care Home, Condo	\$365.00	\$400.00	\$35.00
Multi-Residential	\$140.00	\$149.00	\$9.00

Min	Max	Base Tax - 2025	2026 Proposed	2026 Increase	% Increase
-	150,000.00	\$665.00	\$698.25	\$33.25	5.00%
150,001.00	300,000.00	\$815.00	\$855.75	\$40.75	5.00%
300,001.00	450,000.00	\$965.00	\$1,013.25	\$48.25	5.00%
450,001.00	600,000.00	\$1,115.00	\$1,170.75	\$55.75	5.00%
600,001.00	750,000.00	\$1,265.00	\$1,328.25	\$63.25	5.00%
750,001.00	900,000.00	\$1,415.00	\$1,485.75	\$70.75	5.00%
900,001.00	1,050,000.00	\$1,565.00	\$1,643.25	\$78.25	5.00%
1,050,001.00	1,200,000.00	\$1,715.00	\$1,800.75	\$85.75	5.00%
1,200,001.00	1,350,000.00	\$1,865.00	\$1,958.25	\$93.25	5.00%
1,350,001.00	1,500,000.00	\$2,015.00	\$2,115.75	\$100.75	5.00%
1,500,001.00	2,000,000.00	\$2,515.00	\$2,640.75	\$125.75	5.00%
2,000,001.00	2,500,000.00	\$3,015.00	\$3,165.75	\$150.75	5.00%
2,500,001.00	3,000,000.00	\$3,515.00	\$3,690.75	\$175.75	5.00%
3,000,001.00	3,500,000.00	\$4,015.00	\$4,215.75	\$200.75	5.00%
3,500,001.00	4,000,000.00	\$4,515.00	\$4,740.75	\$225.75	5.00%
4,000,001.00	5,000,000.00	\$5,515.00	\$5,790.75	\$275.75	5.00%
5,000,001.00		\$6,515.00	\$6,840.75	\$325.75	5.00%

As per the Cities Regulations, **Multi-Residential is a property to be used for or in conjunction with a residential purpose and to accommodate four or more self-contained dwelling units within a parcel.**

Therefore, a Duplex (two units) is classified as Residential and is charged the Special Taxes and Base Tax of a Residential Property. To be classified as a Multi-Residential, there needs to be four or more self-contained dwelling units within a parcel.

Note: Please note the 2026 amounts have been rounded for Bylaw purposes.

Appendix C - 2026 Proposed Tax Rates

Library Levy

The 2026 Budget for the Prince Albert Library has been increased, as such, the Library Levy is increased to fund the required approved budget.

The Library Levy will be **increased** as follows:

Levy	Year 2025	Year 2056	Increase
Library Levy	0.814 mills	0.819 mills	0.005 mills

The increase to the Library Levy will be sufficient for the approved budget increase.

Although the Library Levy is increasing the impact to a residential homeowner is very minimal. Increase annual of approximately \$1 to \$5 per home owner.

Minimum Tax

Minimum Tax will increase from \$900 to **\$975**.

The Minimum Tax is applicable to Residential, Condominiums, Agricultural and Multi-Family.

Properties are impacted by minimum tax if their general municipal levy is less than \$975. Minimum tax then tops them up to \$975 for the General Municipal Levy. This impacts property owners differently based on their assessments.

Minimum Tax for Vacant Residential Land

Currently, there are approximately 212 properties that are considered Vacant Residential Land. That includes vacant land with demolished houses and also land that is being developed by a Developer for sale.

Administration is recommending not increasing the Minimum Tax for Residential Vacant Land from \$1,600.

Civic Facilities Levy

The Civic Facilities Reserve was established in 2014 when the internal borrowing on the construction of the Alfred Jenkins Field House was paid in full. The continued intent of this reserve is to pay for the planning and construction of future City owned facilities. Revenue collected from the Civic Facilities Levy is credited annually to the Recreation Reserve (previously the Civic Facilities Reserve).

The Civic Facilities Levy will decrease to 0.495 mills. Any additional revenue over budget at yearend from will be credited to the Recreation Centre Reserve. The levy provides funding for the Aquatic and Arenas Recreation Centre.

Appendix C - 2026 Proposed Tax Rates

Business Improvement District (BID) Levy

This report is not recommending increasing the Business Improvement District (BID) Levy for 2026:

Levy	Year 2025	Year 2026	Increase
BID Levy	0.087 mills	0.087 mills	0 mills

Destination Marketing Levy

The Destination Marketing Levy will not be increasing in Year 2026. The Destination Marketing Levy is specific to hotels in the City and is based on tiers of taxable assessed values. The annual funds collected from the Destination Marketing Levy is credited to the Destination Marketing Reserve. The Destination Marketing Levy Funds are to be utilized for events that generate hotel room night stays in the City of Prince Albert Hotels. This levy cannot be established as a special tax as special taxes must be for current expenditures as specified in section 275 of the *Cities Act*.

The Destination Marketing Levy charged to hotels is based on taxable value as follows:

Destination Marketing Levy		
Taxable Value		Tax Rate
Min	Max	
-	900,000.00	\$3,000
900,001.00	1,350,000.00	\$8,000
1,350,001.00	2,500,000.00	\$12,000
2,500,001.00	3,500,000.00	\$18,500
3,500,001.00	5,000,000.00	\$48,000
5,000,001.00		\$51,000

CITY OF PRINCE ALBERT BYLAW NO. 8 OF 2026

A Bylaw of The City of Prince Albert to raise the amount of taxes for General Municipal, Library, and Capital Projects for 2026.

WHEREAS pursuant to Section 253 of *The Cities Act* a Council shall pass a Property Tax Bylaw annually;

AND WHEREAS Section 254(1) of *The Cities Act* authorizes the Council to establish classes and subclasses of property for the purposes of establishing tax rates;

AND WHEREAS Section 255(1) of *The Cities Act* authorizes the Council, by Bylaw, to set mill rate factors;

AND WHEREAS the Property Tax Bylaw authorizes the Council to impose a tax on all taxable assessments in the City:

- a) at a uniform rate considered sufficient to raise the amount of taxes required to meet the estimated expenditures and transfers, having regard to estimated revenues from other sources, set out in the budget of the City; and
- b) at any other rates required by *The Cities Act* or any *other Act*;

AND WHEREAS pursuant to Sections 258 and 259 of *The Cities Act* a Council may establish minimum and base tax amounts;

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

Mill Rate Factors

1. That the municipal mill rate factors, utilized with respect to the land, improvements or both, shall be as follows:

Property Classification	Sub-Classes of Property	Mill Rate Factor
Non-Arable (Range)		0.830
Other Agricultural		0.830
Residential	Residential	0.832
	Country Residential	0.832
	Country Residential - Developed	0.832
	Condominium	0.762
Seasonal Residential		0.832
Multi-Unit Residential		0.762
Commercial and Industrial	\$850,000 or less taxable value	1.325
	\$850,001 - \$4,200,000 taxable value	1.325
	\$4,200,001 - \$8,000,000 taxable value	1.572
	\$8,000,001 - \$20,000,000 taxable value	1.583
	Over \$20,000,000 taxable value	1.583
	Vacant Commercial Land	2.15
	Care Home and Group Home	0.832
	Hotel & Motel	1.148
Elevators		3.12
Railway Rights of Way and Pipeline		3.12

Mill and Tax Rates

2. There shall be levied, raised and collected as taxes in respect of the purposes aforesaid upon the taxable assessment, insofar as the assessment of lands and improvements are subject thereto, the rates as follows:

a) General Municipal Levy	14.226 Mills
b) Library Levy	0.819 Mills
c) Civic Facilities Levy	0.495 Mills
d) Minimum Tax applied to calculation of General Municipal Levy:	
a. Residential	\$975
b. Condominiums	\$975
c. Agricultural	\$975
d. Multi-Family	\$975
e. Vacant Residential Land	\$1,600

Base Tax Rates

3. Base Tax:

a. Residential	\$400
b. Agricultural	\$400
c. Condominium	\$400
d. Care Home and Group Home	\$400
e. Multi-Family per Apartment	\$149
f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$698
ii. (\$150,001 to \$300,000 taxable value)	\$856
iii. (\$300,001 to \$450,000 taxable value)	\$1,013
iv. (\$450,001 to \$600,000 taxable value)	\$1,171
v. (\$600,001 to \$750,000 taxable value)	\$1,328
vi. (\$750,001 to \$900,000 taxable value)	\$1,486
vii. (\$900,001 to \$1,050,000 taxable value)	\$1,643
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$1,801
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$1,958
x. (\$1,350,001 to \$1,500,000 taxable value)	\$2,116
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$2,641
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$3,166
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$3,691
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$4,216
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$4,741
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$5,791
xvii. (over \$5,000,000 taxable value)	\$6,841

g. Hotel & Motel

i. (\$150,000 or less taxable value)	\$3,698
ii. (\$150,001 to \$300,000 taxable value)	\$3,856
iii. (\$300,001 to \$450,000 taxable value)	\$4,013
iv. (\$450,001 to \$600,000 taxable value)	\$4,171
v. (\$600,001 to \$750,000 taxable value)	\$4,328
vi. (\$750,001 to \$900,000 taxable value)	\$4,486
vii. (\$900,001 to \$1,050,000 taxable value)	\$9,643
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$9,801
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$9,958
x. (\$1,350,001 to \$1,500,000 taxable value)	\$14,116
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$14,641
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$15,166
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$22,191
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$22,716
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$52,741
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$53,791
xvii. (over \$5,000,000 taxable value)	\$57,841

Calculating Amount of Property Tax

These mill rates and mill rate factors will be applied for the purpose of calculating the general municipal taxation using the following format:

Assessment Value x Percentage of Value = Taxable Assessment

(Taxable Assessment x Mill Rate x Mill Rate Factor) / 1,000 = Levy Amount

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2026. The rates imposed for 2026 are deemed to be imposed from January 1, 2026.
2. That Bylaw No. 8 of 2025 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS DAY OF , AD 2026.
READ A SECOND TIME THIS DAY OF , AD 2026.
READ A THIRD TIME AND PASSED THIS DAY OF , AD 2026.

MAYOR

CITY CLERK

CITY OF PRINCE ALBERT BYLAW NO. 9 OF 2026

A Bylaw of the City of Prince Albert to raise revenue required for snow management to be completed in 2026.

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

Snow Management Special Tax:

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from snow management to be completed within the current year.
2. The estimated cost of the purpose or service referred to in Clause 1 is \$1,800,434, pursuant to the approved budget.
3. The rate of special tax to be charged against each property is:
 - a. Residential \$76
 - b. Agricultural \$76
 - c. Condominium \$76
 - d. Care Home and Group Home \$76
 - e. Multi-Family per Apartment \$25

f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$160
ii. (\$150,001 to \$300,000 taxable value)	\$384
iii. (\$300,001 to \$450,000 taxable value)	\$652
iv. (\$450,001 to \$600,000 taxable value)	\$749
v. (\$600,001 to \$750,000 taxable value)	\$782
vi. (\$750,001 to \$900,000 taxable value)	\$1,012
vii. (\$900,001 to \$1,050,000 taxable value)	\$1,281
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$1,499
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$1,741
x. (\$1,350,001 to \$1,500,000 taxable value)	\$1,986
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$2,561
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$3,072
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$3,457
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$3,842
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$4,482
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$5,507
xvii. (over \$5,000,000 taxable value)	\$6,018

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2026, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

CITY OF PRINCE ALBERT BYLAW NO. 10 OF 2026

A Bylaw of The City of Prince Albert to raise revenue for roadways and bridge rehabilitation work to be completed in 2026.

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

Roadways Special Tax:

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from roadways, bridge rehabilitation, paving, concrete sidewalk and curb rehabilitation work to be completed within the current year.
2. The estimated cost of the purpose or service referred to in Section 1 is \$4,650,000, pursuant to the approved budget.
3. The rate of special tax to be charged against each parcel is:

a. Residential	\$215
b. Agricultural	\$215
c. Condominium	\$215
d. Care Home and Group Home	\$215
e. Multi-Family per Apartment	\$70

f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$467
ii. (\$150,001 to \$300,000 taxable value)	\$607
iii. (\$300,001 to \$450,000 taxable value)	\$1,118
iv. (\$450,001 to \$600,000 taxable value)	\$1,660
v. (\$600,001 to \$750,000 taxable value)	\$2,145
vi. (\$750,001 to \$900,000 taxable value)	\$2,706
vii. (\$900,001 to \$1,050,000 taxable value)	\$3,172
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$3,732
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$4,320
x. (\$1,350,001 to \$1,500,000 taxable value)	\$4,664
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$6,065
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$7,183
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$7,930
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$8,862
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$10,263
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$12,500
xvii. (over \$5,000,000 taxable value)	\$13,527

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2026, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

CITY OF PRINCE ALBERT BYLAW NO. 12 OF 2026

*A Bylaw of The City of Prince Albert to raise revenue for the
Business Improvement District for 2026.*

WHEREAS pursuant to Section 26(2) of *The Cities Act*, council may, by bylaw, impose a levy on all property used or intended to be used for business purposes within the business improvement district to raise the amount required for the requisition;

AND WHEREAS pursuant to Section 26(3) of *The Cities Act* a levy or charge imposed pursuant to subsection (2):

- a) Is in addition to any other property tax; and
- b) Must be of either a uniform rate or a uniform amount.

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

Business Improvement District

1. The purpose of this Bylaw is to authorize a special levy to be paid by the taxable and grant in lieu properties for those businesses defined in the Prince Albert Downtown Business Improvement District area at a uniform rate sufficient to raise the amount required in 2026 for the proposed expenditures of the business improvement district.
2. The estimated cost of the service referred to in Section 1 is \$118,000, pursuant to the approved budget. Subsection 278(2) of the *Cities Act* then states, the City shall give public notice of the use to which it proposes to put the excess revenue.
3. The levy shall be at a rate of 8.7% of the Commercial Tier 1 mill rate generated for general municipal property taxes.



City of Prince Albert

Public Notice

2026 Roadways Special Tax

The City of Prince Albert hereby gives notice, pursuant to Section 102 of *The Cities Act* and the City's Public Notice Bylaw No. 24 of 2015, of its intention to propose a bylaw for the purpose of continuing to levy a special tax to properties benefiting from roadway, paving, concrete sidewalk, curb and median rehabilitation program services.

Reason for Notice: The Cities Act requires notice to be provided in advance of a decision to approve a special tax to specifically fund roadway, bridge rehabilitation, paving, concrete sidewalk, curb and median rehabilitation program services provided by the City. **A Special Tax Bylaw is required annually.**

Particulars of the bylaw will be considered at the following City Council meeting:

Monday, April 20, 2026 at 5:00 p.m.

Council Chamber, City Hall, 1084 Central Avenue, Prince Albert SK

If any person wishes to appear before City Council regarding this matter, please provide your submission to the City Clerk by 4:45 p.m. on Tuesday, April 14, 2026. Please visit www.citypa.ca or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

Information regarding the proposed bylaw may be directed to the Financial Services Department at 306-953-4303. For a detailed copy of the report, see the April 20, 2026 City Council Meeting Agenda at www.citypa.ca, which will be made available by 4:00 p.m. on April 16, 2026.

Issued at the City of Prince Albert this 10th day of April, 2026.
Savannah Price, Acting City Clerk

Prince Albert Daily Herald
April 10, 2026



City of

Prince Albert

Public Notice

2026 Snow Management Special Tax

The City of Prince Albert hereby gives notice, pursuant to Section 102 of *The Cities Act* and the City's Public Notice Bylaw No. 24 of 2015, of its intention to propose a bylaw for the purpose of continuing to levy a special tax to properties benefiting from snow management services.

Reason for Notice: The Cities Act requires notice to be provided in advance of a decision to approve a special tax to specifically fund snow management services provided by the City.
A Special Tax Bylaw is required annually.

Particulars of the bylaw will be considered at the following City Council meeting:

**Monday, April 20, 2026 at 5:00 p.m.
Council Chamber, City Hall,
1084 Central Avenue, Prince Albert SK**

If any person wishes to appear before City Council regarding this matter, please provide your submission to the City Clerk by 4:45 p.m. on Tuesday, April 14, 2026. Please visit www.citypa.ca or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

Information regarding the proposed bylaw may be directed to the Financial Services Department at 306-953-4303. For a detailed copy of the report, see the April 20, 2026 City Council Meeting Agenda at www.citypa.ca, which will be made available by 4:00 p.m. on April 16, 2026.

Issued at the City of Prince Albert this 10th day of April, 2026.
Savannah Price, Acting City Clerk

Prince Albert Daily Herald
April 10, 2026



City of
Prince Albert

Public Notice

**2026 Business Improvement
District Special Tax**

The City of Prince Albert hereby gives notice, pursuant to Section 102 of *The Cities Act* and the City's Public Notice Bylaw No. 24 of 2015, of its intention to propose a bylaw for the purpose of continuing to levy a special tax to properties benefiting from services in the Business Improvement District.

Reason for Notice: The Cities Act requires notice to be provided in advance of a decision to approve a special tax to specifically fund services provided by the Business Improvement District.
A Special Tax Bylaw is required annually.

Particulars of the bylaw will be considered at the following City Council meeting:

**Monday, April 20, 2026 at 5:00 p.m.
Council Chamber, City Hall,
1084 Central Avenue, Prince Albert SK**

If any person wishes to appear before City Council regarding this matter, please provide your submission to the City Clerk by 4:45 p.m. on Tuesday, April 14, 2026. Please visit www.citypa.ca or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

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Issued at the City of Prince Albert this 10th day of April, 2026.
Savannah Price, Acting City Clerk

Prince Albert Daily Herald
April 10, 2026



RPT 2026-115

TITLE: Request for Tax Relief – 1391 6th Street East

DATE: April 7, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the request to write off penalties and tax enforcement costs accrued for the property located at 1391 6th Street East be denied.

EXECUTIVE SUMMARY:

The property owner of 1391 6th Street East has forwarded correspondence requesting consideration of tax relief for the penalties that have accrued on the property. This report is recommending that the request be denied as property taxes for the property was not paid for three consecutive years.

BACKGROUND:

The property owner of 1391 6th Street East has forwarded the attached correspondence regarding the penalty fees that have accrued for the said property.

PROPOSED APPROACH AND RATIONALE:

The property was purchased by Pierce Pellerin on November 28, 2022. The City received the title change from ISC on December 4, 2022 with the new purchaser on title being Pierce Pellerin with a mailing address of 1391 6th Street East.

The City has mailed tax notices and reminders repeatedly to the property address of 1391 6th Street East. There is no record on file indicating that the property owner called requesting a copy of the Tax Notices for the Years 2023, 2024 and 2025.

The property owner Andrea Pellerin claims there was an address change on the title that was submitted to ISC on March 12, 2024. The City was never given an address change, and the owner did not call and update the address, as such, the address was not updated on the City's end.

A lien was registered on November 22, 2024. When a lien is registered, ISC sends the owner on title a letter directly to them stating the lien has been registered and it is mailed to the address on the title, which according to her address change document, should have went to the correct mailing address of 1301 River Street East if it was updated in March 12, 2024.

The Tax Enforcement Act requires the City to issue the six (6) month notice to anyone listed as an owner or interested party on the title, and if the owner information does not match we are required to send it to both addresses.

A search was completed on the title in December 2025, and on January 13, 2026 a six (6) month notice was issued to Pierce Pellerin at 1391 6th Street East (as that was still the address in the City's system) and 1301 River Street East (as that was what was on ISC).

The property owner contacted the City on January 16, 2026 as they had received the six (6) month notice. The notice was delivered to the rental house at 1391 6th Street East and the tenant signed for the registered mail and advised the property owner accordingly.

As per attached correspondence, the property owner indicated that the rental house was on the TIPPS Program, however, City Administration has searched through all its files and there is no application ever submitted or signed up on TIPPS for this property.

All Tax Notices were forwarded to the rental house of 1391 6th Street East.

As per attached correspondence, the water bills for that property were being forwarded to the primary address of the property owner, however, the City has separate customer accounts for taxation and water.

CONSULTATIONS:

The Chief Clerk of Taxation discussed the matter with the property owner to discuss a payment plan for the outstanding taxes owing and penalties. The property owner has not arranged for a payment plan as she has forwarded the attached correspondence requesting tax relief of the penalties accrued to date.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

As requested by the property owner, this report is being forwarded to Council for consideration.

Once a decision is approved by City Council, Finance Administration will advise the property owner accordingly.

POLICY IMPLICATIONS:

City's Policy No. 48.1 – Abatement of Penalties for Late Tax Payments

The City's Policy No. 48.1 states as follows:

1.01 That any individual or organization that applies to have penalties for late payment of taxes abated be denied unless through a review of circumstances it becomes known that said late payment results from legislative and Bylaw direction pertaining to the issuance of tax bills not being followed.

2.01 The purpose of this policy to ensure that the City's practice is consistent when dealing with requests for the abatement of penalties for late payments.

7.01 The taxpayer will request the abatement of penalties in writing to City Council.

7.02 If directed to do so by City Council, the Director of Financial Services will assign to the City Assessor the preparation of a report that outlines the production of the tax bill for the subject property and the conformity of the production of that bill with legislative and bylaw direction.

7.03 The City Assessor will investigate and prepare a report as assigned for submission to City Council.

7.04 City Council will receive the report and make a decision based on the adherence of the tax bill production process to legislative and bylaw direction.

The Cities Act

Pursuant to Section 101 (1)(h) of The Cities Act, **only City Council has the authority to make a decision regarding Tax Abatements and cannot delegate this authority:**

Matters that must be dealt with by council

101(1) No council shall delegate:

(h) its power to exempt, forgive or defer taxes pursuant to sections 244 and 262;

As per above, **Council is the authority to approve the write off of penalties.**

BUDGET/FINANCIAL IMPLICATIONS:

The property was purchased in November of 2022.

Below is the amount owing year to date for the property:

Annual Tax Levy - Year 2023	\$2,570.34
Accrued Penalties - Year 2023	\$244.45
Balance Owing Ending Year 2023	\$2,814.79
Annual Tax Levy - Year 2024	\$2,632.97
Accrued Penalties - Year 2024	\$790.03
Advertising Lien List - May 30, 2024	\$6.52
ISC Costs - December 5, 2024	\$30.00
Tax Enforcement Costs - Dec 5, 2024	\$150.00
Balance Owing Ending Year 2024	\$6,424.31
Annual Tax Levy - Year 2025	\$3,446.73
Accrued Penalties - Year 2025	\$1,583.28
Balance Owing Ending Year 2025	\$11,454.32
ISC Costs - January 15, 2026	\$15.00
Tax Enforcement Costs - January 15, 2026	\$250.00
Accrued Penalties - Year 2026	\$443.26
Costs to Mail Tax Enforcement Letter - Jan 15, 2026	\$43.14

Cash Payment - February 4, 2026	(\$2,000.00)
Cash Payment - February 9, 2026	(\$300.00)
Cash Payment - February 17, 2026	(\$1,000.00)
Cash Payment - March 9, 2026	(\$300.00)
Balance Owing Year to Date	\$8,605.72

Taxation Levies: Year 2023, 2024 and 2025	\$8,650.04
Penalties Accrued & Tax Enforcement Costs	\$3,555.68
Cash Payments Made	(\$3,600.00)
	\$8,605.72

The property owner is requesting tax relief regarding the penalty fees and tax enforcement costs applied to the property in the total amount of \$3,555.68. This report is recommending that the request be denied as the property owner is responsible for making payments towards their taxes owing. Approving tax relief of the accrued penalties will set a precedent for other property owners that are not paying their taxes to request tax relief of their outstanding penalties.

OPTIONS TO RECOMMENDATION:

1. Council may write off just the penalty arrears and tax enforcement costs owing in the amount of \$3,555.68. This is not being recommended as that will set a precedent for other property owners requesting their penalties and arrears to be written off for non-payment.
2. Write off any other amount recommended by Council. This is not being recommended as that will set a precedent for other property owners requesting their penalties and arrears to be written off for non-payment.

STRATEGIC PLAN:

The City's Strategic Plan Priority "Building a Robust Economy" includes the priority of creating an equitable taxation structure that promotes community growth.

PUBLIC NOTICE:

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

ATTACHMENT:

1. Correspondence from Andrea Pellerin.

Written by: Melodie Boulet, Finance Manager

Approved by: Acting Senior Accounting Manager, Chief Financial Officer and City Manager

To the honourable City Council of Prince Albert, and Chief Financial Officer Mr. George Marshall,

I am writing to respectfully request your consideration regarding the penalty fees applied to the property tax account for 1391 6th Street East.

On January 16, 2026, I received a registered letter to my home address indicating that property taxes had not been paid up to date. This was the first notification we received that there was any issue. I immediately contacted the City and was advised that the first year had been paid in full, but that after that it had never been transitioned over to the TIPPS program. Also, I was told when I phoned into the City of PA desk that subsequent notices had been sent returned to sender, to my incorrect mailing address. At no time prior to the registered letter were we aware that correspondence was not reaching us.

I would also like to confirm that the Prince Albert City water bill for this same property is sent directly to my personal mailing address and has always been paid in full and on time. That account contains our current and correct contact information, including an alternate way to reach us. Given this, we had no indication that tax notices were not being successfully delivered.

Additionally, our lawyer submitted a correction of Title Contact Address for the Owner on March 12, 2024. I have attached that document. This change was never updated in our file with the City of PA.

As soon as I became aware of the outstanding balance, I contacted the financial office and made an immediate lump-sum payment and arranged monthly payments to ensure the account is brought fully up to date. We fully understand our responsibility to pay property taxes and are committed to doing so.

We are owners of four properties here in Prince Albert, and have always met our obligations as responsible property owners. All property taxes and utility payments are made consistently in full and on time. We take our financial responsibilities very seriously. We take pride in maintaining our properties, and believe that our continued investment contributes positively to the stability, growth and development of Prince Albert. Had we been contacted as soon as a payment was missed, or informed that notices were

being returned, the matter would have been remedied immediately. Now it feels like an extreme debt weighing over us.

We are a young Métis couple who are proud to call Prince Albert home. Born and raised here, this city has shaped who we are. Our families are here, our roots are here, and it is where we hope to raise our children and continue to build our future. We invest in this community — both personally and financially — because we believe in Prince Albert and the people who make it what it is.

We have always tried to do our part as responsible residents, and in this season of our lives, we are simply asking for that same care and consideration in return. We hope that the City of Prince Albert, and its leadership, can advocate for us just as we advocate for our community. We respectfully ask that our circumstances be taken into consideration and that the penalty fees associated with this account be removed.

Thank you sincerely for your time and consideration. I appreciate it more than you know.

Respectfully,

Andrea Pellerin

306-940-7959



RPT 2026-127

TITLE: Request for Tax Relief - 1947 – 16th Avenue West

DATE: April 13, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the request to abate any amount of property taxes or cancel any penalties accrued for Roll Number 141016910 for the property located at 1947 – 16th Avenue West be denied.

EXECUTIVE SUMMARY:

A request for tax relief for Roll Number 141016910 for the property located at 1947 – 16th Avenue West was forwarded to the March 23, 2026 Executive Committee meeting. This report is recommending that the request for tax relief be denied.

BACKGROUND:

The attached correspondence was forwarded to the March 23, 2026 Executive Committee meeting. As per attached correspondence, the property owner is requesting

1. A formal review of the 2021 – 2024 assessments.
2. A rollback of the excess commercial tax levies applied during those years.
3. Removal of penalties and enforcement costs that arose solely due to the incorrect classification.
4. Adjustment of the account to reflect proper residential assessment for the affected years.

The correspondences indicates that the property does not generate any income and the unexpected tax burden has made it financially impossible to keep up with the excessive levies.

One of the property owners contacted Assessment on February 25, 2026. The appraiser explained that the assessment for the property at 1947 – 16th Avenue West had changed based on the land rate change applied for the 2025 Revaluation which resulted in a decrease.

PROPOSED APPROACH AND RATIONALE:

The property located at 1947 – 16th Avenue West is owned by 101182648 Saskatchewan Ltd. The property is classed as vacant residential land. The assessments over the last several years has been as follows:

Taxable Assessment

Year 2019	116,300
Year 2020	116,300
Year 2021	309,800
Year 2022	309,800
Year 2023	309,800
Year 2024	309,800
Year 2025	51,100

Based on the 2021 revaluation, the taxable assessment of the property increased significantly. The property owner has indicated through email that when the assessment increased so sharply in 2021, they reasonably believed the property value had increased and even attempted to sell the lot. Prospective buyers, however, immediately recognized that the market value did not match the City's inflated valuation. The property could not be sold at that level, and it has never generated income that would support commercial-level taxation.

Even if an error may have occurred, the Court of Appeal affirms that property owners bear the responsibility to verify their assessment and seek clarification during the appeal period. No inquiries or appeals were submitted to the Assessment Division from 2021 to 2024. After each year's assessment roll is confirmed, the City is not authorized to make retroactive valuation changes.

With no payments being made on the account, the City registered a lien on the property on December 15, 2022. With the registration of the lien, ISC notifies the property owner directly by mailing to the address on title.

On March 15, 2024, the City sent, by registered mail, a six (6) month notice relating to tax enforcement proceedings. There were several reminders, statements and follow-up letters mailed during this timeline to the address on title.

On March 6, 2025, the City submitted the request for Consent to the Property with the Provincial Mediation Board for the City to take title to the property.

The Provincial Mediation Board forwarded correspondence to the property owner in early March of 2025. In May of 2025, one of the property owners contacted the City to discuss the options for write-off of penalties and a possible payment plan. There were no payments made to the owing taxes.

The Provincial Mediation Board has given the City consent as of February 28, 2026 to take title to this property as no payment arrangements have been made. As a result, the City will be proceeding with taking title to this property as we have received Consent from the Provincial Mediation Board.

CONSULTATIONS:

Finance Administration has consulted with Assessment and the City Assessor.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Finance Administration will contact the property owner regarding City Council's decision for tax relief.

The City will be proceeding to take title to this property as we have received Consent from the Provincial Mediation Board.

POLICY IMPLICATIONS:

City's Policy No. 48.1 – Abatement of Penalties for Late Tax Payments

The City's Policy No. 48.1 states as follows:

1.01 That any individual or organization that applies to have penalties for late payment of taxes abated be denied unless through a review of circumstances it becomes known that said late payment results from legislative and Bylaw direction pertaining to the issuance of tax bills not being followed.

2.01 The purpose of this policy to ensure that the City's practice is consistent when dealing with requests for the abatement of penalties for late payments.

7.01 The taxpayer will request the abatement of penalties in writing to City Council.

7.02 If directed to do so by City Council, the Director of Financial Services will assign to the City Assessor the preparation of a report that outlines the production of the tax bill for the subject property and the conformity of the production of that bill with legislative and bylaw direction.

7.03 The City Assessor will investigate and prepare a report as assigned for submission to City Council.

7.04 City Council will receive the report and make a decision based on the adherence of the tax bill production process to legislative and bylaw direction.

The Cities Act

Pursuant to Section 101 (1)(h) of The Cities Act, **only City Council has the authority to make a decision regarding Tax Abatements and cannot delegate this authority:**

Matters that must be dealt with by council

101(1) No council shall delegate:

(h) its power to exempt, forgive or defer taxes pursuant to sections 244 and 262;

As per above, **Council is the authority to approve the write off of penalties.**

BUDGET/FINANCIAL IMPLICATIONS:

To date the following is owing for the property located at 1947 – 16th Avenue East:

			Annual Levy	Penalties	Tax Enforcement	Payments
Credit on File	(\$28.75)					(\$28.75)
2021 Annual Levy	\$5,005.51		\$5,005.51			
2021 Penalties	\$594.21			\$594.21		
2022 Annual Levy	\$5,131.59		\$5,131.59			
2022 Penalties	\$1,614.32			\$1,614.32		
Dec 15, 2022 Tax Enf Costs	\$150.00				\$150.00	
Dec 15, 2022 ISC Costs	\$25.00				\$25.00	
Cash Payment – Jan 14, 2022	(\$500.00)					(\$500.00)
2023 Annual Levy	\$5,251.57		\$5,251.57			
2023 Penalties	\$2,834.88			\$2,834.88		
2024 Annual Levy	\$5,380.21		\$5,380.21			
2024 Penalties	\$4,402.76			\$4,402.76		
2025 Annual Levy	\$2,551.95		\$2,551.95			
2025 Penalties	\$6,140.18			\$6,140.18		
March 6, 2025 Tax Enf Costs	\$130.00				\$130.00	
March 6, 2025 ISC Costs	\$15.00				\$15.00	
Provincial Mediation Costs	\$20.00				\$20.00	
2026 Penalties	\$2,375.90			\$2,375.90		
Amount Owing Year to Date	\$41,094.33		\$23,320.83	\$17,962.25	\$340.00	(\$528.75)

The last payment made on the account is January 14, 2022 in the amount of \$500.

Year to date, the amount owing is broken is as follows:

Annual Levy Owing (2021 – 2025)	\$23,320.83
Penalties Accrued	\$17,962.25
Tax Enforcement Costs & ISC	\$340.00
Cash Payments	(\$528.75)
Amount Owing Year to Date	\$41,094.33

This report is recommending that the request to abate or cancel the outstanding levies, tax enforcement costs and penalties be denied. Approving such a request may set a precedent for other property owners to request the same.

Payment Plan

As mentioned, the property owner has ignored all steps and correspondence that have been sent regarding tax enforcement. The first step for a property owner when they are subject to tax enforcement is to contact the City to enter into a payment plan.

The report is recommending denying any write-off as the last payment was made in 2022. Three years of tax levy notices were sent out with no payments made.

OPTIONS TO RECOMMENDATION:

City Council may choose to write-off the outstanding penalties accrued in the amount of \$17,962.25, however, that is not being recommended as it may set a precedent for other property owners to request the same.

STRATEGIC PLAN:

As per the City’s Strategic Plan 2026 – 2029, this report addresses the following strategic initiative:

Strategic Direction: Professional and High Quality Public Service, **Strategic Goal:** Strengthen the integration, transparency and effectiveness of the City’s strategic, financial, communications and operational planning processes. **Key Initiative:** Ensure taxes are aligned with and supported by strategic priorities.

PUBLIC NOTICE:

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

ATTACHMENT:

1. Correspondence from the property owner dated March 16, 2026.

Written by: Melodie Boulet, Finance Manager

Approved by: Acting Senior Accounting Manager, Chief Financial Officer and City Manager

CORA 2026-17

RECEIVED
MAR 16 2026
CITY CLERK

Executive Committee

Savannah Price

From: BHARAT ARYA [REDACTED]
Sent: Monday, March 16, 2026 11:41 AM
To: City Clerk
Cc: George Marshall
Subject: Fwd: Request for Review and Rollback of Incorrect Commercial Property Assessment – Roll No. 141016910

Follow Up Flag: Follow up
Flag Status: Flagged

Recommended Disposition:

Refer to Finance for Review and Report

You don't often get email from [REDACTED]. [Learn why this is important](#)

----- Forwarded message -----

From: BHARAT ARYA [REDACTED] >
Date: Wed, Feb 25, 2026 at 2:48 PM
Subject: Request for Review and Rollback of Incorrect Commercial Property Assessment – Roll No. 141016910
To: <mayor@citypa.com>

Dear Mayor Powalinsky,

I hope this message finds you well.

My name is Bharat Arya, and I am writing on behalf of **101182648 Saskatchewan Ltd.**, the registered owner of the property located at:

1947 16 Avenue West, Prince Albert, SK
Roll Number: 141016910
Legal Description: Blk(s) A Ext 5 Plan(s) 102143562
(As reflected in the attached City Tax Statement dated March 13, 2025)

TAX STATEMENT

I respectfully request your assistance regarding a serious assessment error that has resulted in substantial and unintended tax accumulation.

Background

- The property has always been a **residential vacant lot** since purchase.
- In 2020, the assessed value was approximately **\$69,000**, which was consistent with residential classification.
- Historically, annual assessment adjustments fluctuated reasonably within a 5–10% range.

- However, beginning in **2021**, the property appears to have been **incorrectly reclassified and assessed as commercial**, resulting in a significant increase in assessed value to approximately **\$309,000**.
- As a result, annual tax levies increased to approximately **\$5,000 per year**, and penalties have accumulated.

We recently discovered that:

- The property was reassessed correctly in **2025** as a residential lot with a value of approximately **\$63,000**.
- A City assessment representative (Roxanne in the Assessment Department) confirmed that it appears the property was wrongly assessed beginning in 2021.
- Unfortunately, we were informed that the department does not have authority to retroactively correct or roll back accumulated taxes and penalties.

As of March 13, 2025, the total outstanding balance stands at **\$31,390.32**

TAX STATEMENT

, primarily resulting from the commercial classification error and accumulated penalties.

Impact

When the 2021 assessment dramatically increased, we believed the property value had legitimately risen and even attempted to sell it. However, potential buyers recognized that the actual market value did not align with the assessed commercial value, and the land could not be sold.

This property generates **no income**, and the unexpected commercial tax burden made it financially impossible to keep up with the excessive levies. The City has now registered a lien for over \$30,000 — entirely stemming from what appears to be an administrative misclassification.

Request

We respectfully request:

1. A formal review of the 2021–2024 assessments.
2. A rollback of the excess commercial tax levies applied during those years.
3. Removal of penalties and enforcement costs that arose solely due to the incorrect classification.
4. Adjustment of the account to reflect proper residential assessment for the affected years.

We are fully prepared to pay all taxes legitimately owing based on the correct residential valuation. We are not seeking avoidance of tax responsibility — only correction of an administrative error that materially affected us.

Closing

We have always acted in good faith and have never been delinquent in our tax obligations prior to this issue. We respectfully seek your leadership and assistance in ensuring that fairness prevails in this matter.

I would greatly appreciate the opportunity for this matter to be reviewed at the appropriate level, whether through Council direction, administrative reconsideration, or any available statutory remedy.

Thank you very much for your time and consideration.

Respectfully,

Bharat Arya

Director

101182648 Saskatchewan Ltd.

*****Caution:** This email originated from outside the City of Prince Albert email system.

Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com). ***



RPT 2026-131

TITLE: Hospital Fit-up Reserve – Creation of New Reserve

DATE: April 15, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That a Hospital Fit-up Reserve be approved for the revenue collected by the City from the Provincial Government for the payment of building permit fees collected for the construction of the multi-story acute care tower and renovations at the Victoria Hospital.
2. That revenue collected in Year 2025 in the amount of \$5,952,191.56 for building permit fees be credited to the Hospital Fit-up Reserve for yearend 2025.
3. That any spending from the Hospital Fit-up Reserve be approved by City Council relating to the City's share of future fit-up costs in the new constructed and renovated Victoria Hospital.

EXECUTIVE SUMMARY:

The Prince Albert Victoria Hospital (PAVH) Redevelopment includes the construction of a new acute care tower and renovations to the existing hospital with a combined 35,480 m2 of space.

The new build components in the Functional Program include an Emergency Department, Medical Imaging and Diagnostic Cardiology, Perioperative Services, Sterile Processing, Mother Baby Unit and Special Care Nursery, ICU/HAU, Medical Surgical Inpatient, Pediatric Unit and Adult Mental Health. Major renovations are planned for the Main Entrance and Lobby, Cancer Care Systemic Therapy and Ambulatory Care. The number of beds in Victoria Hospital will see an increase up to 40% from the current 173 beds to 242 beds and will include a larger emergency department and enhanced medical imaging services, including an MRI.

The City of Prince Albert has invoiced Sask Buildings & Procurement in 2025 for the building permit fees for the construction of the new multi-story acute tower at the Victoria Hospital. This report is requesting the creation of a new Hospital Fit-up Reserve for revenue generated from building permit fees to fund future costs relating to fit-up costs for the City's share. The City will be responsible to fund a portion of the costs associated with furnishings, fixtures and equipment.

BACKGROUND:

Construction commenced in May of 2025 for the new multi-story acute care tower at the Victoria Hospital. The new facility exemplifies the Government of Saskatchewan's dedication to improving health care accessibility and quality across northern Saskatchewan. The construction includes an investment in state-of-the-art infrastructure that will directly benefit our community, northern Saskatchewan and positively impact the wellbeing of all fellow residents for years to come.

The Provincial Government is fully committed to funding the capital costs for the construction and renovations at Victoria Hospital.

The local healthcare foundation and users of the hospital – in this case, the city and regional municipalities – are responsible for funding all the equipment and furniture needed to fill the hospital during the expansion phase of the project. Discussions are underway with the Boreal Healthcare Foundation.

City Council, at its meeting of July 22, 2024, approved the following motion:

Prince Albert Victoria Hospital – Letter of Understanding

- "1. That the Letter of Understanding between The City and SaskBuilds and Procurement, Government of Saskatchewan, be approved; and,*
- 2. That the Mayor and City Clerk be authorized to execute the Letter of Understanding on behalf of The City."*

Attached is a copy of the Report forwarded to City Council relating to the Letter of Understanding. The attached Letter of Understanding outlines details that are pertinent to the obligations of the City of Prince Albert to fund a portion of the costs associated with furnishings, fixtures and equipment.

As per City Bylaws, the City of Prince Albert is obligated to charge development and permit fees in relation to the construction of new projects within the City. These charges are based on construction value.

The report included that the funds collected in building permit fees would be put towards the furnishing of the Victoria Hospital.

PROPOSED APPROACH AND RATIONALE:

The City of Prince Albert has invoiced Sask Builds & Procurement in November of 2025 for the building permit fees associated with new construction at the Victoria Hospital.

Following a review of the project's construction costs with the Province, the City established the applicable construction value. The resulting building permit fees generated revenue of \$5,952,191.56.

This report is recommending that a Hospital Fit-up Reserve be approved for the collection of building permit fee revenue. That revenue credited to the Reserve will fund future fit-up costs that will be part of the City's share for furniture and equipment costs in the new multi-story acute care tower in the Victoria Hospital.

CONSULTATIONS:

The City is currently negotiating with the Province relating to the funding that the City will be responsible for once construction is completed and equipment and furniture is to be purchased.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Elected Officials along with City Administration will continue discussions with other users of the Victoria Hospital and the Saskatchewan Health Authority to determine a proportionate per capita allocation for the costs to equip the new acute care tower.

BUDGET/FINANCIAL IMPLICATIONS:

The City of Prince Albert has invoiced Sask Builds & Procurement in November of 2025 for the building permit fees associated with new construction at the Victoria Hospital.

Following a review of the project's construction costs with the Province, the City established the applicable construction value. The resulting building permit fees generated revenue of \$5,952,191.56.

This report is recommending that the revenue be credited to a new Hospital Fit-up Reserve to fund a portion of the costs associated with furnishings, fixtures and equipment in the Victoria Hospital.

With the approval of the recommendations, the amount of \$5,952,191.56 will be credited ending Year 2025 to the Hospital Fit-up Reserve along with any future revenue generated in other building permit fees for the Victoria Hospital. The revenue will be used to fund a portion of the costs associated with furnishings, fixtures and equipment.

STRATEGIC PLAN:

As per the City's Strategic Plan 2026 – 2029, this report addresses the following strategic initiatives:

Strategic Direction: Professional and High Quality Public Service

Strategic Direction: Strengthen the integration, transparency and effectiveness of the City's strategic, financial, communications and operational planning processes.

Key Initiative: Continue to strengthen relationships with the City's partnering organizations to share information and collaborate on projects and services.

Strategic Goal: Establish a regular, sustainable cycle for the review and continuous improvement of municipal services. **Key Initiative:** Establish long-term capital asset management and finance plan to facilitate long-term financial sustainability.

OFFICIAL COMMUNITY PLAN:

As per the City's Official Community Plan, this report addresses the following Official Community Plan Initiatives:

Finance – Reserve funds for major improvements.

PUBLIC NOTICE:

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

ATTACHMENT:

1. Prince Albert Victoria Hospital Report 2024-208 with attached Letter of Understanding.

Written by: Melodie Boulet, Finance Manager

Approved by: Acting Senior Accounting Manager, Chief Financial Officer and City Manager



City of Prince Albert

RPT 2024-208

TITLE: Prince Albert Victoria Hospital – Letter of Understanding

DATE: July 4, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Letter of Understanding between The City and SaskBuilds and Procurement, Government of Saskatchewan, be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Letter of Understanding on behalf of The City.

EXECUTIVE SUMMARY:

The Province of Saskatchewan is currently constructing a new acute care tower, to be connected with the current Victoria Hospital. The Province has committed funds for the construction of the hospital. The attached letter or understand outlines details that are pertinent to the obligations of the City of Prince Albert to fund a portion of the costs associated with furnishings, fixtures and equipment.

BACKGROUND:

As per City Bylaws, the City of Prince Albert is obligated to charge development and permit fees in relation to the construction of new projects within the City. These charges are based on construction value.

PROPOSED APPROACH AND RATIONALE:

Currently the City of Prince Albert charges building permit fee at a rate of \$7.50 per \$1000 of construction value.

As an example, for a 1-million-dollar building, the building permit fee would be \$7,500

$1000000/1000 = 1000$

$1000 \times 7.5 = \$7500$

This means that for every 1 million dollars of construction value, the building permit will go up by \$7,500.

As these fees are directly dependent on construction value, the cost of the permit will only be realized once all permits have been applied for and obtained.

As such, the City of Prince Albert will formally track these costs and upon project completion, the City will provide SaskBuilds with a summary of all charges and fees associated with this project.

It is understood through the attached Letter of Understanding, that SaskBuilds will acknowledge this value as the City's contribution to the furnishings of fixtures and equipment.

CONSULTATIONS:

The Mayor's Office, City Manager's Office and Director of Community Development were all consulted with the preparation of this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

- Once approved, the Mayor's Office will be in contact with SaskBuilds to inform them of Council's decision; and,
- SaskBuilds will then also be asked to execute the Agreement.

BUDGET/FINANCIAL IMPLICATIONS:

The financial implications of the terms stipulated in the attached Letter of Understanding will total millions of dollars. These dollars will be put towards the furnishing of the Victoria Hospital.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations, options to the recommendation, or official community plan implications.

STRATEGIC PLAN:

Having an engaged government is a way to deliver professional governance as a City. Building a relationship with SaskBuilds and executing a Letter of Understanding such as what is being contemplated, only strengthens that relationship.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Mayor Dionne

ATTACHMENTS:

1. Letter of Understanding

Written by: Craig Guidinger, Director of Community Planning

Approved by: City Manager

Letter of Understanding

RE: Prince Albert Victoria Hospital Project

Between:

**THE CITY OF PRINCE ALBERT
("The City")**

and:

**SASKBUILDS AND PROCUREMENT, GOVERNMENT OF SASKATCHEWAN
("SaskBuilds")**

BACKGROUND

The Province of Saskatchewan is constructing a new acute care tower connected to the Prince Albert Victoria Hospital in addition to other renovations and improvements to expand services and capacity.

The Province of Saskatchewan has committed to funding the costs of construction.

The City of Prince Albert will be responsible to fund a portion of the costs associated with furnishings, fixtures and equipment.

As per City Bylaws, The City of Prince Albert is required to charge development and permit fees on construction projects with City limits.

OBLIGATIONS

It is mutually beneficial for The City and SaskBuilds to enter into an agreement with respect to costs and therefore the Parties agree as follows:

- I. The City will track development and permit fees for this project using a separate account.
- II. At project completion, The City will provide SaskBuilds with a summary of all charges and fees allocated to the Victoria Hospital project.
- III. SaskBuilds will acknowledge the value as The City's contribution to the furnishings, fixtures and equipment.

GENERAL

This letter reflects the understandings of The City and SaskBuilds and are unanimously agreed upon by the parties.

[Signatures follow]

Dated this ____ day of _____, 2024

THE CITY OF PRINCE ALBERT

Per: _____

Per: _____

Dated this ____ day of _____, 2024

**SASKBUILDS AND PROCUREMENT
GOVERNMENT OF SASKATCHEWAN**

Per: _____

Per: _____



TITLE: Shelter – Servicing Agreement

DATE: April 6, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the terms of the draft Infrastructure Servicing Agreement attached to this Report between the City of Prince Albert and Saskatchewan Housing Corporation, for the construction of the municipal services for the Shelter, to be located at 650 Exhibition Drive, legally described as a portion of Parcel A, Plan BZ4785 Ext 0, at an estimated cost of \$1,230,000.00, be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Infrastructure Servicing Agreement in consultation with the City Solicitor in accordance with this approval, and any other related documents, on behalf of the City, once prepared.

EXECUTIVE SUMMARY:

For the Shelter, City Council has now approved several reports: 1) Conditional Sale Agreement, 2) Subdivision Application, 3) Contract Zoning Agreement, and 4) Development Permit. Administration is bringing forward the last item for formal approval, the Servicing Agreement.

The Servicing Agreement forms part of the subdivision process and is intended to manage the responsibilities and costs related to servicing the shelter property. Once approved, Administration and the Ministry of Social Services (MSS), through Saskatchewan Housing Corporation (SHC), can complete the Development Permit and Building Permit processes

The above recommendation supports a Servicing Agreement between the City and MSS/SHC that sees no municipal funds spent on the servicing of the Shelter.

BACKGROUND:

Now, at the end of the negotiation process for the servicing agreement, Administration and SHA have agreed that SHA will cover the entire cost to service the property. See the attached Infrastructure Servicing Agreement.

It has also been established that while servicing the shelter is the primary reason for the work, rebuilding Exhibition Drive is a City infrastructure project that also includes minor municipal service upgrades. These include new services and a fire hydrant for the City Yards.

Based on the list of requirements quoted in the attached report, and as part of the subdivision process, the Servicing Agreement is the **last** step in the overall Council approval process for the Shelter.

Servicing Agreements generally cover the construction of municipal services related to a particular development, like underground infrastructure, roadways, sidewalks, etc. They also detail the responsibilities of both parties and can include additional items like warranty periods and bonding. In the case of the Shelter, this Servicing Agreement is relatively straightforward, managing the design and construction of the municipal services required for the Shelter property, fees, payments, etc.

PROPOSED APPROACH AND RATIONALE:

Shelter Servicing Agreement

To service the Shelter property, the City will construct/install the following (including but not specifically limited to):

- water, sanitary and stormwater services,
- asphalt roadway, concrete curb and gutter, and
- boulevard with grass and sidewalks along the north side of the Street.

The City prepared the design for the above-noted municipal services, which are paid for by SHC through the Admin fees charged.

The total estimated cost to service the Shelter is **\$1,230,000.00**, including PST and admin fees.

Municipal Upgrades

Unrelated to the Shelter infrastructure, the City will be installing new municipal services at the City Yards, as well as a fire hydrant. The installation of a new hydrant is required to improve fire protection to City yards. With the roadway under construction, the best time to install these is at the same time; this is both a best practice and cost-effective.

Next Steps

With this being the last of the formal approvals, the immediate next steps are as follows:

- Finalize the subdivision application, which includes the Servicing Agreement and Plan of Proposed Subdivision, creating the 1-acre parcel (in progress),
- Finalize the sale agreement, which required the clean environmental report, allowing title to the new parcel to be transferred to MSS (in progress), and
- Review and approve the plans required for the Development Permit and Building Permit, which determine the physical development of the site and the construction of Shelter itself.

Roadwork is expected to start in the summer of 2026, and Shelter construction is anticipated to start in the fall of 2026.

Therefore, Administration recommends approval of the Infrastructure Servicing Agreement.

CONSULTATIONS:

As it pertains to the physical development of the site, the Servicing Agreement has been developed by the City Solicitor, to ensure the resulting cost and payment arrangements meet City expectations. These expectations have been established through the following:

- Over 25 hours of public meetings that have been held over the past two years, which include city-wide consultations conducted in January 2025;
- More than 1,500 community survey responses from Prince Albert residents; and
- Numerous emails and direct feedback submitted to Administration and Council.

Administration has coordinated monthly Collaborative Shelter Support Team meetings and four (4) Shelter Neighborhood Engagement Table meetings.

Administration also remains in contact with MSS, to ensure work proceeds in a timely manner.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval of the Servicing Agreement, Administration will advise the Ministry of Social Services, and the agreement will be finalized and executed.

Administration will continue to work with MSS as the project turns to the physical development of the site through the construction of the municipal services and the review of the development permit and building permit drawings.

BUDGET/FINANCIAL IMPLICATIONS:

General

With MSS and SHC agreeing to cover the full cost of servicing the Shelter, the City will have no direct financial contribution to make, aside from providing the land.

The City will install new service connections and a fire hydrant for the City Yards at the same time as Shelter servicing. This work is completed in conjunction with the Shelter project, as it provides direct benefit to the City. The work is expected to cost an estimated \$40,000.00, and is to be paid from the Utility Budget. We are taking the opportunity to install these new services while the roadwork is underway, as it results in significant cost savings to the City.

The proposed development will generate direct municipal revenue through various application and permit fees, including \$600 from the Subdivision Application, \$1,500 from the Contract Zoning Agreement, and \$500 from the Development Permit Application. Additionally, Building Permit fees will amount to \$7.50 for every \$1,000 of construction

value. For example, a \$1,000,000.00 project would result in a \$7500 Building Permit fee; Administration has not been provided a total estimated value of construction at this time.

Property Value Determination

To determine a reasonable land value for the subject property, Administration reviewed three available valuation sources that reflect both historical municipal data and current market perspectives.

The first source is the City's internal sales data. Based on this dataset, the City's established value for comparable serviced industrial land is \$6.52 per square foot, which equates to approximately \$284,011 per acre. While this value reflects verified municipal transaction data, it is derived from sales that occurred prior to recent market changes and therefore represents a conservative benchmark.

The second source is a Broker Opinion of Value (BOV) completed by Cushman & Wakefield Saskatoon. The appraisal provides a value of \$200,000 per acre based on land comps (some not relevant). In this case, the appraised value is lower than the City's internal valuation, which may reflect specific market conditions considered by the appraiser, not included in their report.

The third source is a Realtor Comparative Market Analysis by residential/commercial realtor Conrad Kruger, which identified a market value of \$375,000 for approximately 1.11 acres. This equates to approximately \$337,838 per acre or approximately \$7.75 per square foot. Realtor CMAs generally reflect more recent market listings (for commercial land, which is industrial) and transactions and may capture short-term market conditions and pricing expectations.

Taken together, these three sources provide a reasonable valuation range for the subject land. The BOV establishes a lower value at approximately \$200,000 per acre, while the Realtor CMA reflects a higher value at approximately \$337,838 per acre. The City's internal valuation of approximately \$284,011 per acre (\$6.52 per square foot) falls within this range and is supported by verified municipal sales data. For this reason, the City's internal valuation has been used as the basis for determining the value of the land contribution associated with the Shelter project and with the parcel being 1.00 ac, the valuation is determined at \$284,011.

Based on the information provided in the report above, the City is contributing fair value to the overall project, which is being managed through the waiver or reduction of fees and use of 2026 budget dollars, or opportunity costs vs sunk cost (or new dollars).

OTHER CONSIDERATIONS/IMPLICATIONS:

As part of the conditional sale of the 1-acre parcel, MSS paid for an environmental assessment. The results of the assessment showed that there were no environmental concerns with the parcel. See attached for more information.

As noted in the report, the City and MSS are in the process of finalizing the sale agreement and intend to sign off on the last of the sale conditions shortly.

Once again, it is worth noting that the current temporary shelter and any location “within the vicinity of the current stepping stones shelter” was one of the top locations that resulted from our extensive public engagement exercise. Approving any of these locations, specifically the site recommended, would uphold that consultation process and validate our findings. This is an important communication piece for the public to consider to uphold public confidence in the decision of City Council.

Councillors may note that the Indemnification clause in 4.1 of the draft Shelter Infrastructure Servicing Agreement attached is slightly modified from earlier versions. The City Solicitor has been involved in this modification and has confirmed that it is consistent in legal effect with prior provisions reviewed by Councillors and reflects an appropriate clause and language in protection of the City’s interests.

OPTIONS TO RECOMMENDATION:

The following is an option to the recommendation that includes the partial waiver of admin fees. The rationale for this option is:

- The waiver of \$75,000 in admin fees is based on an assessment of the administrative time required for this project and represents an opportunity cost (uncollected fees), not a sunk cost (money spent).

Optional Recommendation:

1. That the Infrastructure Servicing Agreement between the City of Prince Albert and Saskatchewan Housing Corporation, for the development of the Shelter, to be located at 650 Exhibition Drive, legally described as a portion of Parcel A, Plan BZ4785 Ext 0, be approved; and,
2. That the waiver of a portion of the Administrative Fees, in the amount of \$75,000.00, be approved, and
3. That the Mayor and City Clerk be authorized to execute the Servicing Agreement, and any other related documents, on behalf of the City, once prepared.

STRATEGIC PLAN:

Supporting the City’s strategic direction of promoting a progressive community, approving the construction of a new, permanent Shelter will go a long way in providing meaningful care and support to those who need it most in our community. In working with our community and government partners in the development and operation of the Shelter, the City can continue to focus on implementing its CSWB initiatives.

OFFICIAL COMMUNITY PLAN:

Taken from Section 6, Land Use,

“Prince Albert functions as both the gateway to the north and to the south. For this reason, it is a regional hub for a range of services in health, education, social services and justice and as such has need for transitional and supportive housing.

Notwithstanding the recent expansion in emergency shelter beds, there will be a need to monitor the need in this area as well. As a community, Prince Albert wants to stimulate independence of its citizens but realizes that some will require support to function optimally. It is a goal of this Plan to create the context where all citizens can have safe, secure, affordable housing that meets their needs."

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Shelter Servicing Agreement (April 10, 2026)
2. RPT 2025-385

Written by: Kristina Karpluk, Planning Manager

Approved by: Director of Community Development, Director of Public Works, Chief Financial Officer, and City Manager

This Servicing Agreement ("Agreement") is made and entered into this ____ day of _____, 2026

BETWEEN:

THE CITY OF PRINCE ALBERT,
a municipal corporation in the Province of Saskatchewan,
(hereinafter referred to as the "City")

AND: **HIS MAJESTY THE KING IN RIGHT OF SASKATCHEWAN,**
as represented by the **Saskatchewan Housing Corporation**
(hereinafter referred to as the **SHC**)

Infrastructure Servicing Agreement

WHEREAS:

(i) SHC intends to construct a facility (“**the Shelter Development**”) pursuant to Development Permit No. 31 of 2025 issued by the City on a property at 650 Exhibition Drive of approximately one (1) acre in size within Parcel A, Plan B No. BZ4785, Extension 0, as shown in the Location Plan referred to in an Agreement of Purchase and Sale executed in 2025 between the Parties (“**Sale Agreement**”), for which upgraded municipal services are required, including the following, for which the City otherwise had no immediate plan or intention:

- redevelopment of Exhibition Drive;
- alterations to 8th Street East;
- asphalt roadway, concrete curb and gutter;
- boulevard with grass and sidewalks;
- water, sanitary and stormwater services;
- water looping to 8th Street East; and
- project administration (Design, Project Management, Survey, Drafting);

(collectively “**the Servicing Work**”);

(ii) The City has agreed to perform the Servicing Work and SHC has agreed to pay to the City servicing costs incurred and invoiced by the City on the terms outlined in this Agreement:

(iii)

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. SCOPE OF WORK

1.1. The City agrees to facilitate the servicing of Exhibition Drive and 8th Street East, which includes installation of necessary infrastructure such as water, sanitary, storm and other related utilities described herein (Servicing Work).

1.2. The City will provide oversight and ensure that the Servicing Work is completed in accordance with applicable standards and regulations.

2. COST AND PAYMENT

2.1. SHC agrees to pay to the City the full amount of the “**SHC Payment Obligation**” in payment of the “**Total Servicing Cost**” as described in and on the terms outlined in this Agreement and in **Schedule A** attached.

2.2. The City will invoice SHC (or a Government of Saskatchewan designate accepted by the City in writing) for the SHC Payment Obligation in payment of the Total Servicing Cost at times and in accordance with the terms, conditions and timelines detailed in Schedule A to this Agreement.

3. COMMENCEMENT AND COMPLETION

3.1. The Servicing Work shall commence on a date mutually agreed upon by both Parties and shall be completed within a reasonable timeframe, subject to any delays caused by circumstances beyond the control of the respective Parties.

4. INDEMNIFICATION

4.1 SHC agrees to indemnify and hold harmless the City from and against claims, damages, and liabilities arising out of the Servicing Work, but only to the extent directly caused by the negligence, willful misconduct, or breach of this Agreement by SHC, and only to the extent of its proportionate share of liability. SHC shall not be liable for any claims or indirect, consequential, or punitive damages arising from City provided designs, specifications, or third parties not under SHC’s control. The City shall provide prompt written notice of any claim and SHC shall have the right to participate in the defense and approve any settlement. Nothing in this clause limits SHC’s rights and protections under applicable legislation or the common law.

5. MISCELLANEOUS

5.1. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the Province of Saskatchewan.

5.2. **Amendments:** Any amendments to this Agreement must be in writing and signed by both parties.

5.3. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties

with respect to servicing for the Shelter Development and supersedes all prior negotiations and/or understandings, whether written or oral between the parties as applies to servicing work for the Shelter Development.

5.4. No Assignment without consent in writing: This Agreement is not assignable unless with the prior written consent of the City.

5.5 Execution in Counterpart: The parties may respectively execute this Agreement in counterpart evidenced by way of presentation of original execution page or by presentation of digital and/or electronic representation, presented directly to the other party's established representative or the other party's acting legal counsel.

6. EFFECTIVE DATE OF THIS AGREEMENT:

6.1 The Agreement shall be of no force or effect unless and until conditions are fully waived by SHC under the aforesaid Sale Agreement between the Parties.

IN WITNESS WHEREOF, the parties hereto have executed this Servicing Agreement as of the day and year first above written.

(Municipal Seal)

THE CITY OF PRINCE ALBERT

Per: _____
MAYOR

Per: _____
CITY CLERK

**HIS MAJESTY THE KING IN RIGHT
OF SASKATCHEWAN**

as represented by

**SASKATCHEWAN HOUSING
CORPORATION**

(Corporate Seal)

Per: _____
Authorized Signing Officer

Name: _____

Title: _____

Per: _____
Authorized Signing Officer

Name: _____

Title: _____

SCHEDULE "A"

Payment Terms and Responsibilities

Estimate of Total Servicing Cost: (Estimated at \$1,230,000.00 inclusive of PST)

"Total Servicing Cost": is the **actual** cost incurred by service in value and/or paid by the City for the Service Work herein, estimated at \$1,230,000.00, to be calculated and finalized upon the completion of the Servicing Work in accordance with the City's standard charge out procedures and rates for such servicing and development work.

SHC Payment Obligation will be the full finalized Total Servicing Cost **actually incurred** and charged by service in value and/or paid by the City in completing the Service Work.

Payment Terms: SHC or its City-approved designate will pay SHC's Share to the City as invoiced in accordance with the City's standard charge out procedures and rates applicable during the Service Work.

DRAFT



RPT 2025-385

TITLE: Development Permit No. 31 of 2025 – Permanent Shelter

DATE: October 20, 2025

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Development Permit No. 31 of 2025 for a Shelter, to be located at 650 Exhibition Drive, legally described as a portion of Parcel A, Plan BZ4785 Ext 0, and as shown on Schedule “A” attached to Bylaw No. 25 of 2025, be approved, subject to:

- a) Review and approval of a complete set of Development Permit plans to the satisfaction of Administration;
- b) Completion of the terms and conditions outlined in the Conditional Sale Agreement between the City and Saskatchewan Housing Corporation; and,
- c) Execution of the Contract Zoning Agreement as established by Bylaw No. 25 of 2025.

EXECUTIVE SUMMARY:

Over the past few months, City Council has approved several reports in the lead up to considering the Development Permit for the Shelter. These previous reports have indicated that several permits, agreements, approvals, etc., are required for this project to proceed. To date, City Council has considered the following:

- the Conditional Sale Agreement, which is subject to successful completion of the items noted below, to the satisfaction of both parties,
- the Subdivision Application, which establishes the physical parcel that the City will sell to SHA, and
- the Contract Zoning Bylaw Amendment and related Contract Zoning Agreement, which rezones the property from M2 – Small Lot Light Industrial to C – Contract (I1 – Institutional General).

The second-to-last step to be considered by City Council is the Development Permit. As indicated by the recommendation above, SHA is required to submit a full set of development permit plans to the satisfaction of administration. In association with the development permit review, in consultation with the Prince Albert Police Service, we will be also be evaluating the plans to ensure that with Crime Prevention Through Environmental Design (CPTED) principals are considered and implemented.

Upon approval of the Development Permit, a Servicing Agreement will then be brought forward to an upcoming City Council meeting for consideration.

As with the previous reports regarding the Shelter, to proceed in a manner that is in the best interest of both parties, Administration recommends conditional approval of the Development Permit, so that SHA can proceed in planning for the development of the site.

BACKGROUND:

Previous Council Resolutions

On March 24th, 2025, the Executive Committee resolved (Resolution No. 0057),

“1. That Administration negotiate with the Provincial Ministry of Social Services and the YWCA to establish a permanent shelter on City property that is located within the vicinity of the current Stepping Stones Shelter, as has been identified during the Public Consultation process; and,

2. That a Development Permit for a permanent shelter be brought forward for consideration at an upcoming City Council meeting.”

On June 9th, 2025, the Executive Committee resolved (Resolution No.0118),

“That the City and Sask. Housing Corporation prepare the following items related to establishing an enhanced permanent emergency shelter at the southeast corner of the City Yards, located at 650 Exhibition Drive, for consideration at an upcoming City Council meeting.

- 1. Sale Agreement;*
- 2. Subdivision Application;*
- 3. Contract Zoning Agreement;*
- 4. **Development Permit;** and*
- 5. Servicing Agreement.”*

On June 23, 2025, City Council resolved (Resolution No. 0197),

- 1. That the sale of approximately one (1) acre of Parcel A, Plan No. BZ4785, Extension 0, as shown on the attached Location Plan, for one dollar (\$1), including Goods and Services Tax, to Saskatchewan Housing Corporation for the development of a permanent Shelter, be approved;*
- 2. That in consultation with the City Solicitor, a final Sale Agreement be prepared which includes the conditions outlined in RPT 2025-233;*
- 3. That the Subdivision Application for a portion of Parcel A, Plan No. BZ4785, Extension 0, to create the parcel approximately one (1) acre in size, as shown in the attached Location Plan, be approved, subject to the review and approval of the Plan of Proposed Subdivision; and,*
- 4. That the Mayor and City Clerk be authorized to execute the Plan of Proposed Subdivision and Sale Agreement on behalf of The City, once prepared.*

On September 15, 2025, the City Council resolved (Resolution No. 0271),

1. *That Bylaw No. 25 of 2025 to amend the Zoning Bylaw No. 1 of 2019, be introduced and given first reading;*
2. *That Administration prepare a report to present the Contract Zoning Agreement and next steps for consideration at the September 22, 2025, Executive Committee meeting; and,*
3. *That Administration be authorized to provide Public Notice for the Public Hearing, to be held on October 6, 2025.*

On September 22, 2025, the Executive Committee resolved (Resolution No. 0192),

That Administration proceed with finalizing Bylaw No. 25 of 2025, to include the Shelter Contract Zoning Agreement, with the following specific additions:

1. *That if the conditions outlined in the Conditional Sale Agreement are not met, other land options within the City limits be considered for a location of a permanent Shelter; and*
2. *In consultation with Prince Albert Police Service, that a Crime Prevention Through Environmental Design report be completed and reviewed prior to permit approvals and construction.*

On October 6, 2025, the City Council resolved (Resolution No. 0292)

That Bylaw No. 25 of 2025, as amended, be read a third time and passed, and that Bylaw 25 of 2025 be now adopted, sealed and signed by the Mayor and City Clerk.

With the adoption of Bylaw No. 25 of 2025 the Contract Zoning Agreement has now been approved.

PROPOSED APPROACH AND RATIONALE:

Development Permit - Shelter

Based on the list of requirements provided in the June 9th report, see above, the Development Permit is the second-to-last step in the overall Council approval process for the Shelter.

The Development Permit and the related plans (site plan, servicing plan and landscape plan) decide what the physical development of the site will look like; where the building, parking, green space, outdoor storage, lighting, landscaping, servicing, etc., will be placed.

Shelter is defined as,

"...the use of a building, or a portion thereof, for the temporary housing and support of those who are vulnerable, homeless, or are in need of emergency short term accommodation;"

As it fits into the overall planning and development process, with the land conditionally sold, subdivided and rezoned, the physical development of the site can now be designed, and the Servicing Agreement can be negotiated.

To move this forward, Administration will work with SHA and PAPS on the design/layout of the site to ensure that the development meets the Zoning Bylaw, any specific regulations contained in the Contract Zoning Agreement, and CPTED design standards.

Therefore, to proceed in planning the site and negotiating the Servicing Agreement, both requirements of the Conditional Sale Agreement, Administration recommends approval of the Development Permit per the conditions noted in the recommendation section.

CONSULTATIONS:

As it pertains to the physical development of the site, the Contract Zoning Agreement has been developed, in partnership with the SHA and with legal guidance from the City Solicitor, to ensure the resulting development meets City expectations. These expectations have been established through the following:

- Over 25 hours of public meetings that have been held over the past two years, which include city-wide consultations conducted in January 2025;
- More than 1,500 community survey responses from Prince Albert residents; and
- Numerous emails and direct feedback submitted to Administration and Council.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval of the Development Permit, Administration will advise SHA, and they will prepare the development plans for review and approval. Throughout this process, Administration will also consult with PAPS to ensure the resulting site design is CPTED-compliant.

Administration will continue to work with SHA to negotiate and finalize the Servicing Agreement, which will be brought forward for formal consideration at a later date.

BUDGET/FINANCIAL IMPLICATIONS:

At the present time, there are no cost implications that have been specifically identified for the City. It is expected however, that the costs for servicing and subdividing the land will come at a cost, which may be requested to be shared with the City. The proposed development will generate direct municipal revenue through various application and permit fees, including \$600 from the Subdivision Application, \$1,500 from the Contract Zoning Agreement, and \$500 from the Development Permit Application. Additionally, Building Permit fees will amount to \$7.50 for every \$1,000 of construction value.

OTHER CONSIDERATIONS/IMPLICATIONS:

Once again, it is worth noting that the current temporary shelter and any location “within the vicinity of the current stepping stones shelter” was one of the top locations that resulted from our extensive public engagement exercise. Approving any of these

locations, specifically the site recommended, would uphold that consultation process and validate our findings. This is an important communication piece for the public to consider to uphold public confidence in the decision of City Council.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendation to consider for this report.

STRATEGIC PLAN:

An area of focus in the Strategic Plan 2023-2025 is “Social Equity” where the City will examine options for stimulating shared problem ownership and collaborative solution building for Prince Albert’s social issues.

OFFICIAL COMMUNITY PLAN:

Taken from Section 6, Land Use,

“Prince Albert functions as both the gateway to the north and to the south. For this reason, it is a regional hub for a range of services in health, education, social services and justice and as such has need for transitional and supportive housing. Notwithstanding the recent expansion in emergency shelter beds, there will be a need to monitor the need in this area as well. As a community, Prince Albert wants to stimulate independence of its citizens but realizes that some will require support to function optimally. It is a goal of this Plan to create the context where all citizens can have safe, secure, affordable housing that meets their needs.”

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 10(2) of Public Notice Bylaw No. 24 of 2015:

- Public Notice was first issued September 24, 2025, to all property owners located within 150 metres of the subject property;
- **Due to the postal strike, public notice letters were not delivered to the majority of residents owning property within 150 metres of the subject property. Therefore, the Development Permit was pulled from the October 6th, 2025, City Council agenda, and public notice was hand delivered and couriered to all property owners located within 150 metres of the subject property on October 8th through 10th, 2025, for the October 27, 2025 City Council meeting.**

ATTACHMENTS:

1. Public Notice – 650 Exhibition Drive
2. Location Plan

Written by: Kristina Karpluk, Planning Manager

Approved by: Director, Community Development, City Manager



TITLE: Prince Albert's Encampments Strategy – Reaching Home Funding Agreement 2026-2027

DATE: April 20, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the grant agreement in the amount of \$208,095.10 between The City and Riverbank Development Corporation for the CSWB Division to continue coordinating the Encampment Response Plan developed for homelessness and encampment initiatives be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Agreement and any necessary documents on behalf of The City.

EXECUTIVE SUMMARY:

Unsheltered homelessness continues to increase in Prince Albert, as demonstrated by the 2024 and 2025 Point-in-Time (PiT) Counts, which identified a rise in both overall homelessness and individuals residing in encampments. In response, The City implemented a coordinated Encampment Response Strategy during the 2025–2026 period, supported by external funding and formalized through Council approval of federal funding via a Grant Agreement with Riverbank Development Corporation.

The initial funding enabled a strengthened, partnership-based approach to encampment response, including enhanced coordination by the Community Safety and Well-Being (CSWB) Division, increased outreach capacity through the Prince Albert Métis Women's Association, deployment of a mobile Hygiene Hub, and adoption of the federal Homelessness Information System (HiFiS) to improve data sharing and service coordination. These measures contributed to improved access to services, reduced public health risks, increased connections to shelter and housing supports, and proactive mitigation of safety risks in high-impact encampment areas.

Building on these outcomes, The City has secured funding to sustain the Encampment Strategy for 2026–2027. The proposed approach continues the coordinated, inter-agency model involving CSWB, outreach partners, Bylaw Services, Prince Albert Fire Department, and Prince Albert Police Service. Key activities include ongoing outreach and engagement, continued operation of the mobile Hygiene Hub, proactive public safety

and fire risk mitigation, and enhanced data collection and reporting through HiFiS to support accountability and inform future funding decisions.

Internal planning is underway to prepare for Spring and Summer 2026, including cross-departmental coordination and preventative remediation of high-risk areas. This sustained, data-informed approach balances public safety, public health, and community well-being while supporting individuals experiencing homelessness in accessing services, shelter, and housing.

BACKGROUND:

The 2024 Point-in-Time (PiT) Count in Prince Albert identified two-hundred and thirty (230) individuals experiencing homelessness. Of those who participated, one-hundred and six (106) individuals were unsheltered, meaning they were not couch-surfing, accessing a shelter, or residing in transitional housing, and sixty-four (64) individuals reported staying in an encampment. In 2025, the PiT Count identified two-hundred and seventy-nine (279) individuals experiencing homelessness, of whom one-hundred and sixty-seven (167) were unsheltered, demonstrating a continued increase in unsheltered homelessness within the community.

In 2025, The City received funding to formalize and implement an Encampment Response Plan in partnership with community agencies. On March 24, 2025, Council approved Motion No. 0090, which authorized:

1. *Approval of a Grant Agreement between The City and Riverbank Development Corporation for the Community Safety and Well-Being (CSWB) Division to coordinate and implement the Encampment Response Plan in the amount of \$500,000; and*
2. *Authorization for the Mayor and City Clerk to execute the Agreement and any related documents on behalf of The City.*

Between April 2025 and March 2026, this funding supported the following activities:

- Additional Bylaw Officer II capacity to coordinate bi-weekly partnership meetings and support a joint response to encampments;
- The purchase and operation of portable washrooms (the “Hygiene Hub”), which operated from August to early December 2025, Monday to Friday between 9:00 a.m. and 3:00 p.m., and was staffed by outreach workers;
- Increased outreach capacity through the Prince Albert Métis Women’s Association; and,
- Access to the federal Homelessness Information System (HiFiS), a data collection and case management platform that enables service providers to share real-time local homelessness data, supporting coordinated referrals and prioritization of services.

Outcomes associated with the 2025–2026 activities include:

-
- The Hygiene Hub serving more than 50 individuals daily between August and November, with anecdotal reports indicating a reduction in human waste within encampments and public areas;
 - Increased connections to services, including transportation to emergency shelters and support from housing intake workers;
 - Weekly collaboration with the Sexual Health Clinic, which reported positive public health outcomes among service users;
 - Bylaw Services responding to over 408 encampments, and, in partnership with the Prince Albert Fire Department, Prince Albert Police Service, and outreach providers, proactively addressing high-risk areas through preventative measures such as bush thinning and mulching in encampment “hot spot” locations.

The Encampments Strategy is attached and outlines the coordinated, partnership-based approach adopted by CSWB and its partner agencies. The City has since been successful in securing funding for the 2026–2027 period to sustain the Encampment Strategy activities.

PROPOSED APPROACH AND RATIONALE:

Under the Agreement, The City of Prince Albert will continue to coordinate activities and communications across the inter-agency Encampment Response Team. This work will be undertaken in partnership with the Prince Albert Métis Women’s Association, which will provide enhanced outreach services to improve individuals’ access to supports, including basic needs, shelter, and housing services.

The Agreement also supports the continued operation of the mobile Hygiene Hub, which is intended to support individuals in maintaining dignity and well-being while addressing public health concerns associated with encampments. This proactive initiative creates opportunities for consistent engagement with outreach workers and increases the likelihood that individuals are prepared and supported to transition into sheltered accommodation and other services.

Partnerships with Bylaw Services, the Prince Albert Police Service, and the Prince Albert Fire Department will remain central to the encampment response, ensuring that public safety, risk mitigation, and community well-being continue to be prioritized in all encampment-related activities.

The City will continue to use the Encampments Module within the Homelessness Information System (HiFiS) to track activity and outcomes, support enhanced reporting to the federal government, and inform future community funding decisions. This data-driven approach also enables community partners to provide more coordinated and effective support to individuals accessing housing and homelessness services in Prince Albert.

Internal planning to prepare for the Spring and Summer 2026 seasons is underway. Bylaw Services and the Prince Albert Fire Department have collaborated to use drone technology to identify dense bush areas where encampments have remained hidden or inaccessible during winter months. This work is being used to inform remediation planning through a public safety and risk-based lens.

An internal, cross-departmental meeting has already taken place, and plans are in place to thin and mulch high-priority, high-risk areas as soon as weather and ground conditions permit.

The mobile Hygiene Hub is anticipated to be operational by the end of April, subject to weather conditions, and bi-weekly Encampment Response Team meetings continue to support coordinated planning and response efforts.

CONSULTATIONS:

The Community Safety and Well-Being Division engaged with key community partners, including the Prince Albert Métis Women's Association, the Prince Albert Fire Department, and the Prince Albert Police Service, during the development of the funding application to confirm support for sustaining the 2025–2026 encampment response approach.

The proposed funding agreement was reviewed with the Finance Department to ensure alignment with reporting and accountability requirements. Consultation also occurred with Public Works and Parks, Recreation, and Culture to confirm continued operational support and coordination for a cross-departmental approach to encampment response activities.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The attached encampments strategy document will be published on the CSWB landing page on The City's website, and the partnership will continue to communicate via established channels with partner agencies, and across departments.

CSWB have been working with communications to provide community updates and encourage members of the public to report encampments online, which enables Bylaw Officers to see them in the field Monday – Friday, 8am – 4:30pm.

BUDGET/FINANCIAL IMPLICATIONS:

The funding will sustain increased capacity for the CSWB team to continue coordinating an inter-agency response to encampments. The City will also redirect funding, according to the Agreement, to the Prince Albert Metis Women's Association to continue providing enhanced, coordinated outreach services.

The agreement includes \$20,000 of in-kind services which is for the use of the existing portable washrooms, although there is additional funding for maintenance costs throughout the season.

OTHER CONSIDERATIONS/IMPLICATIONS:

It is worth noting that there is a cost associated with any funding agreement in terms of compliance burden, workload associated with reporting, financial reconciliation risk, and audit exposure. These are relatively minor when compared with the total value of this agreement but should be recognized as a "trade-off" when entering into grant or contribution agreements.

OPTIONS TO RECOMMENDATION:

That the Agreement is not approved. This option was not chosen because encampments are an ongoing challenge for municipalities that require resource allocation across Bylaw, Sanitation, Policing, Parks, and Fire. A coordinated encampment response supports improved community outcomes by addressing public health concerns, reducing environmental impacts, and improving access to services, while recognizing the ongoing challenges associated with homelessness in the community.

STRATEGIC PLAN:

This report speaks to several priorities in the 2026-2029 Strategic Plan, in particular: (Strategic Direction – Promoting a Progressive Community) Strategic Goal 1: Formalize and implement the City’s Community Safety and Well-Being Initiatives: Provide support to community partners in their response to social and economic issues within the city.

OFFICIAL COMMUNITY PLAN:

Addressing homelessness through collaborative efforts addresses section 12 of the Official Community Plan by contributing towards public safety.

PUBLIC NOTICE:

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

ATTACHMENTS:

COPA 2026-2027 Contract
City of Prince Albert’s Encampment Strategy

Written by: Anna Dinsdale, Community Safety and Well-Being Manager

Approved by: Acting Director, Community Development & Acting City Manager

REACHING HOME: CANADA'S HOMELESSNESS STRATEGY

FUNDING AGREEMENT FOR SPECIFIC PROJECTS

BETWEEN

River Bank Development Corporation (hereinafter referred to as "RBDC")

B 1350 15th Ave West, Prince Albert, SK, S6V 5P2

AND

City of Prince Albert (hereinafter referred to as "COPA" or "recipient")

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

(Hereinafter collectively referred to as "the Parties")

Whereas Canada has established Reaching Home: Canada's Homelessness Strategy (hereinafter referred to as "the program") as represented by the Minister of Housing, Infrastructure and Communities to support projects aimed at reducing and preventing homelessness;

Whereas RBDC has received a contribution from Canada to provide direct support and funding to the COPA through the Reaching Home program;

Whereas the Recipient has applied to RBDC for funding to carry out the project described in Schedule A;

Whereas RBDC has determined that the Recipient is eligible to apply for funding under the Program and that the Project qualifies for support under the Program; and

Whereas RBDC has agreed to contribute to the Recipient towards the costs of the Project;

Now, therefore, RBDC and the Recipient agree as follows:

1.0 AGREEMENT

1.1 The following documents, and any amendments thereto, constitute the entire agreement between the Recipient and RBDC with respect to its subject matter and supersedes all previous understandings, agreements, negotiations and documents collateral, oral or otherwise between them relating to its subject matter:

- a) These Articles of Agreement;
- b) Schedule A - entitled "Project Description";
- c) Schedule B - entitled "Financial Provisions".

2.0 EFFECTIVE DATE AND DURATION

2.1 This Agreement shall come into effect on the date it is signed by the last of the Parties to do so and subject to Section 2.2, shall expire at the end of the Project Period unless the Agreement is terminated on a prior date in accordance with the terms of this agreement.

2.2 All obligations of the Recipient shall expressly or by their nature survive termination or expiry of his agreement and shall continue in full force subsequent to

and termination or expiry of this agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

2.3 The purpose of RBDC's contribution is to enable the Recipient to carry out the project. The funding shall be used by the Recipient solely for the purpose of paying the Eligible Expenditure.

3.0 INTERPRETATION

3.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement:

- a) **"Eligible Costs"** means the costs set out in the approved budget for the Project in Schedule B, which are incurred and paid by the RECIPIENT in carrying out the Project and which are subject to, or in compliance with, the conditions governing Eligible Costs set out in Schedule B;
- b) **"Fiscal Year"** means the period beginning on April 1 in one calendar year and ending on March 31 in the next calendar year;
- c) **"Project"** means the activities described in Schedule A and Project Period means the period beginning on the Project Start Date specified in Schedule A and ending on the Project End date specified in Schedule A and;
- d) **"Third Party"** means a sponsoring organization which provides direct support to clients and to other community organizations through an agreement with RBDC that includes Reaching Home funds.

4.0 PURPOSE OF THE CONTRIBUTION

4.1 Subject to the terms and conditions of this Agreement, RBDC agrees to provide financial assistance, in the form of a contribution, to the RECIPIENT in respect of the Eligible Costs of the Project. The amount of RBDC's contribution shall not exceed the total maximum amount specified in Schedule B.

5.0 PAYMENT SUBJECT TO RECEIPT OF FUNDS FROM CANADA

5.1 Any payment under this Agreement is subject to the appropriation of funds by Canada for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted funding allocation levels for Reaching Home. In the event that Canada's Treasury Board cancels the program or reduces the level of funding for the program for any fiscal year in which payment is to be made under the Agreement, or in the event that Parliament reduces the overall level of funding for the programs of the Minister of Housing, Infrastructure and Communities for any fiscal year in which payment is to be made under the Agreement, RBDC may terminate the Agreement in accordance with the termination provisions of this Agreement or reduce the amount of its contribution payable under the Agreement in that fiscal year by such amount that it deems advisable.

5.2 Where, pursuant to section 5.1, RBDC intends to reduce the amount of its contribution under the Agreement, it shall give the RECIPIENT not less than 90 days notice of its intention to do so. Where, as a result of reduction in funding, the RECIPIENT is unable or unwilling to complete the Project, the RECIPIENT may, upon 30 days written notice to RBDC, terminate the Agreement.

5.3 RBDC will provide its financial assistance in one payment upon the signature of this Agreement.

6.0 TERMS OF PAYMENT

6.1 Subject to sections 6.2 to 6.7, payments by RBDC will be made in accordance with schedule B

6.2 Payment under this Agreement is conditional upon receipt by RBDC from the RECIPIENT of an Expected Results Report, identifying the expenses and allocation which the Recipient expects the project to yield, unless all of the information to be contained in such report has already been included to the satisfaction of RBDC in the Project Description attached hereto as Schedule A.

The expected Activity Report shall include, at minimum, the following particulars of expected results:

- a) the amount of the contribution to be allocated to each activity area (client services and community coordination, partnership development, and data management);
- b) demographics of the target population (age, gender, populations of interest, special needs);
- c) estimate of the number of people to be served during the Project period, and an estimate of the number of such people who will be homeless people;
- d) number of changes in housing status through housing placement services and number of individuals who retained housing through housing loss prevention services;
- e) number of changes expected in income, employment status, volunteer work, participation in education activities or job training programs, social and cultural activities, personal development activities, and obtaining identification cards during the Project Period;
- f) number of new beds (temporary or permanent) and type of service, where the Project involves capital investment;
- g) summary of activities to be carried out, including community consultations and planning, research, information collection, partnership development, emergency shelter usage data collection, data development and reporting, and training staff;
- h) summary of activities to be carried out which will increase access to services or programs to address basic needs of the homeless or at-risk persons, including health services, transportation, and referrals to community resources and programs;
- i) anticipated achievement and challenges in completing the Project.

6.3 Continuation of RBDC's obligation to provide funding on account of the contribution in consecutive Fiscal Years of the Project period is condition upon:

- 6.3.1 The receipt of the work plans and expenditure plan for the Fiscal Years;
- 6.3.2 RBDC's written approval of the work plans and expenditure plan;
- 6.3.3 Receipt of the mandatory Results Reports for each Third-Party Project managed by the RECIPIENT that is supported in whole or in part by Reaching Home funds.

6.4 If requested by RBDC, the RECIPIENT shall also provide additional supporting documentation as may be specified by RBDC.

6.5 Verification of the payment may include, if deemed advisable by RBDC, the conduct of an audit of the RECIPIENT's books and records to verify the amount of the costs of the

project and the costs for which the RECIPIENT has claimed payment under this Agreement.

6.6 If there is a variance between the forecast of cash flow requirements and the actual expenditures for any given period exceeding 15%, the Contribution RECIPIENT shall, if requested by RBDC to do so, furnish RBDC with a revised forecast of cash flow requirements.

6.7 Verification of the claim for final payment may include, if deemed advisable by RBDC, the conduct of an audit of the RECIPIENT's Books and records to verify the amount of the costs of the project and the costs for which the RECIPIENT has claimed payment under this agreement.

7.0 REPAYMENT

7.1 Where the RECIPIENT is not able to carry out the Project either immediately or in the long term, the RECIPIENT shall repay, upon written notice to this effect, as a debt due and owing to RBDC, any payments made in contribution for the Fiscal Year.

7.2 Either during the Project Period or upon the expiry or termination of this Agreement the RECIPIENT shall repay to RBDC, upon written notice to this effect, any amount by which the contribution paid to the RECIPIENT exceeds the amount to which the RECIPIENT is entitled to under this Agreement. Without limiting the generality of the foregoing, amounts to which the RECIPIENT is not entitled include:

- a) The amount of unspent payments of the contribution remaining in the hands of the RECIPIENT;
- b) amounts paid in error or in excess of the amount of the cost actually incurred;
- c) amounts paid in respect of costs which are subsequently determined by RBDC to be ineligible.

Such amounts are debts due to RBDC.

8.0 OBLIGATIONS OF THE RECIPIENT

8.1 The RECIPIENT shall:

- 8.1.1 Carry out the Project in a diligent, professional and business-like manner using qualified personnel;
- 8.1.2 Commence the Project on or after the start date and shall complete all activities as described in Schedule A by the end of the Project Period without altering the scope or timing of the Project or permitting or causing any material change to the Project unless it is approved by RBDC;
- 8.1.3 Disclose to RBDC, without delay, any fact or event that the RECIPIENT is aware of from time to time, which may compromise the RECIPIENT's chance of success in carrying out the Project either immediately or in the long-term;
- 8.1.4 The Recipient hereby agrees that a public announcement with respect to this Agreement and subsequent communication opportunities (e.g. funding announcement) may be made by the Minister or delegates in the form of a press release, press conference or otherwise, and that all reasonable and necessary assistance in the organization of the public announcement, as Canada sees fit shall, be provided;
- 8.1.5 The City of Prince Albert will notify RBDC if there are any changes in location to the Project location as per the RROL requirements;

- 8.1.6 The Recipient hereby agrees that a public announcement with respect to this Agreement and subsequent communication opportunities (e.g. funding announcement) may be made by the Minister or delegates in the form of a press release, press conference or otherwise, and that all reasonable and necessary assistance in the organization of the public announcement, as Canada sees fit shall be provided;
- 8.1.7 The recipient shall notify RBDC twenty (20) working days in advance of any or all communications and activities, publications, advertising and press released planned and any initial and subsequent official ceremonies related to the announcement of the funding and promotion of the Project. Canada and River Bank reserve the right to approve the time, place, and agenda of the ceremony;
- 8.1.8 The Recipient shall notify RBDC fifteen (15) working days in advance of any and all communications, activities, publications, advertising and press released planned by the Recipient or by a third party with whom it has an agreement relating to the Project;
- 8.1.9 The Recipient shall ensure that in any and all communication activities, publications, advertising and press released and any publicity and signage relating to the subproject, including any information provided to the public on any web site maintained by the Sub-Agreement holder regarding the Project, recognition, in terms and in a form and manner satisfactory to RBDC and Canada are given to Canada's financial contribution to the project; and
- 8.1.10 The Recipient agrees to display such signs, plaques or symbols as Canada and RBDC may provide in such locations on its premises as they may designate. The Recipient agrees to recognize federal funding through the use of a digital sign or 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", when creating a website or webpage to promote or communicate progress on a funded Project or Projects. The Recipient will cooperate with the representatives of Canada and RBDC during any official news release or ceremonies relating to the announcement of the project.

9.0 DECLARATION REGARDING INFORMATION

9.1 The RECIPIENT declares that all information provided to RBDC in connection with its application for funding under the Reaching Home is true and all relevant facts have been disclosed.

10.0 FINANCIAL RECORDS AND RIGHT OF CANADA TO AUDIT

10.1 The Recipient shall keep proper books and records, in accordance with generally accepted accounting principles, of all expenditures, costs and revenues relating to the activities of this Agreement, including:

a) the RECIPIENT shall keep proper books of accounts and records, in accordance with generally accepted accounting principles, of the financial management of the contribution, including records of all Project expenditures and records of Project revenues, if any, including funding received from other sources and records supporting the value of any cash and in-kind contribution to the costs of the Project by the RECIPIENT or by another source. The Recipient shall provide records, documents, or other information within such period of time as may be reasonable requested in writing by the Auditor General of Canada under the authority of the Auditor General Act (R.S.C. 1985 c.A-17)

b) During the Project Period and for a period of six (6) years thereafter, the RECIPIENT shall make its books and records available at all reasonable times for inspection and audit by representatives of RBDC or Canada to ensure compliance

with the terms and conditions of this Agreement and to verify costs claimed by the RECIPIENT as the Eligible Costs.

10.2 The RECIPIENT shall permit RBDC's representatives or Canada's representatives to take copies and extracts from such books and records and shall furnish RBDC or Canada with such additional information as it may require with reference to them.

10.3 The audit report shall include the following:

- a) a certified financial statement providing details of the total actual expenditures made on Project costs to date;
- b) a statement certifying the amount of revenues from all sources for the Project, including the contribution received under this Agreement to date, and any interest that has accrued on any advances of the contribution; and
- c) a statement certifying that the contribution payments received, and Project expenditures in respect of which they were paid, were in accordance with the Agreement.

11.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

11.1 If, during the Project Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 6.1(1) of the Auditor General Act, requests that the Recipient provide him, her, or them with any records, documents or other information pertaining to the utilization of the funding provide.

12.0 EVALUATION

12.1 RBDC or Canada may, in their own discretion, carry out an evaluation of the effectiveness and efficiency of the Project. The RECIPIENT shall cooperate with RBDC or Canada in the conduct of any such evaluation. This cooperation may include, but is not limited to, providing RBDC or Canada or their representatives with access to Project staff and records.

13.0 REPAYMENT REQUIREMENTS

13.1 In the event payments made to the Recipient exceed the amount to which the Recipient is entitled under this Agreement, the amount of the excess is a debt owing to Canada and shall be promptly repaid to Canada upon receipt of notice to do so and within the period specified in the notice together with interest calculated in accordance with the federal Interest and Administrative Charges Regulations.

14.0 INDEMNIFICATION

14.1 The Recipient shall, both during and following the Project Period, indemnify and save RBDC harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Recipient or its employees or agents, and participating employers or Project participants, if any, in connection with anything purported to be or required to be provided by or done by the Recipient pursuant to this Agreement or done otherwise in connection with the implementation of the Project.

15.0 SUBCONTRACTING

15.1 The RECIPIENT shall not subcontract the performance of any of its duties or responsibilities in carrying out the Project, including administrative responsibilities to a third party without the prior written consent of RBDC unless the RECIPIENT has already indicated in the approved Project Description, attached as Schedule A to this Agreement, that it intends to use a subcontractor or subcontractors to perform specified duties, including administrative responsibilities, or activities.

15.2 In addition, the RECIPIENT acknowledges and agrees that it is not entitled to claim reimbursement for any subcontracting costs unless those costs have been specifically identified and included as Eligible Costs of the Project in Schedule B to this Agreement.

15.3 The RECIPIENT shall use a fair and accountable process, involving soliciting a minimum of three bids or proposals, when procuring goods and services from contractors in relation to the Project. The Recipient shall select the bid or proposal offering the best value at the lowest cost.

15.4 No contracts without the written approval of RBDC with an officer, director or employee of the Recipient, a member of the immediate family of an officer, director or employee of the recipient, a business in which an officer, director or employee of the recipient, or a member of their immediate family has a financial interest, or a business that is related to or associated with the project.

15.5 Recipient, a business in which an officer, director or employee of the Recipient, or a member of their immediate family has a financial interest, or a business that is related to or associated with the Recipient.

16.0 PRESERVATION AND DISPOSITION OF ASSETS

16.1 The Recipient shall preserve any capital assets acquired with the Contribution and use the capital assets for the purpose of the Project, during the Project Period, unless the Community Entity authorizes their disposition.

16.2 At the end of the Project or upon termination of this Agreement the Community Entity may, at its description, direct the Recipient with regards to any assets costing \$1,000 or more that have been acquired by the Recipient with the Contribution:

- a) that such capital assets be sold at fair market value and that the funds realized from such sale be applied to eligible costs of the project to offset the Community Entity's Contribution;
- b) that such capital assets be turned over to another organization designated or approved by the Community Entity;
- c) that such capital assets be disposed of in such other manner as may be determined by the Community Entity;
- d) The Recipient shall collaborate with Canada and community partners to ensure continuity of the Project and the continuation of service to clients in the event that a new Recipient is identified.

16.3 Where a direction is made under the above provision the Recipient shall comply with such direction

17.0 UNINCORPORATED ASSOCIATION

17.1 If the Recipient is an unincorporated association, it is understood and agreed by the persons signing this agreement on behalf of the Recipient that in addition to signing this agreement in their representative capacities on behalf of the members of the

Recipient, they shall be personal, jointly and severally liable for the obligations of the Recipient under this Agreement including the obligation to pay any debt that may become owing to Canada under this agreement.

18.0 DEFAULT

18.1 The following constitute events of a default:

- a) The RECIPIENT becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors;
- b) an order is made or resolution passed for the winding up of the RECIPIENT, or the RECIPIENT is dissolved;
- c) the RECIPIENT ceases to operate;
- d) the RECIPIENT is in breach of the performance of, or compliance with, any term, condition or obligation on its part to be observed or performed pursuant to this Agreement;
- e) the RECIPIENT, in support of its application for the contribution or in connection with this Agreement, has made a false or misleading representation or statement, or provided false or misleading information to RBDC;
- f) in the opinion of RBDC, the RECIPIENT has failed to proceed diligently with the Project, including, but not limited to, failure to meet deadlines or milestones stipulated in this Agreement except where such failure is due to causes which, in the opinion of RBDC, are beyond the control of the RECIPIENT;
- g) in the opinion of RBDC, there is a material adverse change in risk in the RECIPIENT's ability to carry out the Project; and

18.2 if

- a) an event of default specified in paragraph 16.1(a), (b) or (c) has occurred; or
- b) an event of default specified in paragraph 16.1(d), (e), (f) or (g) has occurred and has not been remedied within 15 days of receipt by the RECIPIENT of written notice of default or within such longer period as RBDC may allow, or a plan satisfactory to the RBDC to remedy such event of default has not been put into place within such time period;

then RBDC may, in addition to any remedies otherwise available, immediately terminate the Agreement. Upon termination of the Agreement, the RBDC shall have no obligation to make any further contribution to the RECIPIENT.

18.3 In the event the RBDC gives the RECIPIENT written notice of default pursuant to paragraph 16.2(b), RBDC may suspend any further payment under this Agreement until the end of the period given to the RECIPIENT to remedy the event of default.

18.4 The fact that RBDC refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon the RBDC shall not prevent RBDC, in any way, from later exercising any other right or remedy under this Agreement or other applicable.

19.0 INSURANCE

19.1 Subject to section 20.2, the RECIPIENT shall ensure and provide proof to Canada upon request that it has adequate liability insurance in effect at all times covering all persons engaged in or working on the Project, including the RECIPIENT's employees, directors, officers, and volunteers.

19.2 The RECIPIENT agrees to procure, at its expense, a policy of comprehensive general liability insurance coverage for the Project administrative staff and the RECIPIENT. RBDC makes no warranty or representation as to the adequacy of the coverage of any policy with respect to the Project. However, it is understood and agreed that the RECIPIENT shall be solely responsible for determining the adequacy with respect to the Project and for obtaining such additional insurance as may be required in relation to the Project. The reasonable cost of such additional insurance is eligible for reimbursement by RBDC as an Eligible Cost under this Agreement.

19.3 On the signing of this Agreement and within thirty (30) days after any subsequent change or renewal of its insurance coverage, the RECIPIENT shall certify to RBDC that it has obtained the insurance coverage required under this section. The RECIPIENT shall notify RBDC forthwith of any lapse or termination of any such insurance coverage.

20.0 NON-LIABILITY OF RBDC AND CANADA

20.1 This Agreement is an agreement for a financial contribution to the RECIPIENT for the performance of the Project roles described in Schedule A only. The Agreement is not a contract for the provision of services, nor a contract of service or employment. RBDC's responsibilities with respect to the Project are limited to providing financial assistance to the RECIPIENT towards the Eligible Costs of the Project. The parties hereto agree that nothing in this Agreement shall be construed as creating an employment or agency relationship between them.

20.2 Nothing in this Agreement creates any undertaking, commitment or obligation by RBDC respecting additional or future funding for the Project beyond the Project Period and RBDC shall have no responsibility for any costs incurred before or after the Project Period or that exceed the maximum contribution payable under this Agreement.

20.3 RBDC shall not be liable for any loan, capital lease, or other long-term obligation entered into by the RECIPIENT in relation to the Project.

20.4 RBDC shall not be liable for any injury to or loss suffered by the RECIPIENT or any employee, officer, agent, contractor or volunteer of the RECIPIENT, including without limitation death or economic loss, caused by or in anyway related to the carrying out of the Project or to the performance of any of the RECIPIENT' s obligations relating thereto under this Agreement.

20.5 The management, supervision and control of the employees of the RECIPIENT are the sole and absolute responsibility of the RECIPIENT. The RECIPIENT shall be solely responsible for any and all payments and deductions required by law to be made in respect of its employees, including those required for Canada Pension Plan, employment insurance, workers' compensation, and income tax.

21.0 LICENSES AND PERMITS FOR PROJECT ACTIVITY AND COMPLIANCE WITH LAWS

21.1 The RECIPIENT shall obtain, prior to the commencement of the Project, all permits, licenses, consents and any other authorizations deemed necessary to execute the Project.

21.2 The RECIPIENT shall carry out the Project in compliance with all applicable federal, provincial and municipal statutes, bylaws, and regulations, including any environmental legislation and legislation related to protection of information and privacy.

21.3 The RECIPIENT shall ensure that it has in place a policy to prevent conflicts of interest within its organization in carrying out its roles and responsibilities under this Agreement.

22.0 NO INDUCEMENT

22.1 The RECIPIENT declares that no bribe, gift, benefit or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of the federal government or any officer, director or employee of RBDC, nor to a member of the family of any such person with a view to influencing the decision of RBDC to enter into this Agreement, or to influencing the administration of the Agreement by RBDC.

23.0 ACCESS TO INFORMATION

23.1 Subject to the *Access to Information Act*, R.S.C. 1985, c. A-1, all information pertaining to the contribution provided under this Agreement is public information and may be disclosed to third parties upon request under the said Act.

24.0 NEPOTISM

24.1 No cost incurred for or salary paid to a third party (whether as beneficiary, employee, research subject, or any other party) who is a member of the immediate family of the RECIPIENT or of an officer or director of the RECIPIENT, is eligible for reimbursement under this Agreement unless RBDC is satisfied that the participation, recruitment or hiring of this third party was not the result of favoritism by reason of such family relationship.

24.2 For the purposes of this section:

- a) "immediate family" means a parent, spouse of a parent, foster parent, brother, sister, spouse, child, child of a spouse, foster child, or other family member residing permanently with the RECIPIENT or an officer or director of the RECIPIENT, as the case may be; and
- b) "spouse" includes the legally married spouse of a person, the common-law spouse of a person, and the same sex partner of a person.

25.0 PROTECTION OF PRIVACY

25.1 The collection, use, disclosure, conservation or disposal of personal information is subject to the statutes and regulations governing each party's obligations in regard to the protection of personal information.

25.2 All personal information collected by the RECIPIENT must be treated in a confidential manner, and the RECIPIENT must take all measures reasonably necessary, including measures prescribed by the RBDC, in order to guard this information against unauthorized dissemination or disclosure.

26.0 DISPUTE RESOLUTION

26.1 RBDC and the RECIPIENT agree that alternate dispute resolution processes such as mediation, appointment of a neutral third-party evaluator or arbitration may be preferable to litigation as a way to resolve disputes that may arise under this Agreement and they agree to consider, in good faith, all available alternative dispute resolution processes prior to initiating legal action or other formal proceedings for the resolution of the dispute.

26.2 RBDC and the RECIPIENT agree that nothing contained in section 37.1 shall affect, alter or modify the rights of RBDC under the "event of default" provisions set forth in section of this Agreement.

27.0 AMENDMENT

27.1 This Agreement may be amended by mutual consent of both parties. No amendment of any of the terms or provisions of this Agreement is valid unless it is in writing and signed by both parties with the same formality as this Agreement.

28.0 NON-ASSIGNMENT OF AGREEMENT

28.1 The RECIPIENT shall not assign this Agreement or any of its rights or obligations hereunder, in whole or in part without the prior written agreement of RBDC. This agreement is binding upon the parties and their respective successors and assigns.

29.0 CONFIDENTIALITY

29.1 The Parties agree that entry into this agreement and their activities undertaken and information shared pursuant to the terms of this agreement and in relation to the Project shall constitute confidential information of each Party and shall not use the information for its own purposes (other than for the Project), nor shall the Parties disclose the information to any third party with the exception of the Government of Canada.

30.0 APPLICABLE LAW

30.1 This agreement shall be governed by and construed in accordance with the laws of Canada and of the province of Saskatchewan and with all applicable municipal laws, bylaws and regulations including any environmental legislation and legislation related to protection of information and privacy. The RECIPIENT shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

31.0 SUCCESSORS AND ASSIGNS

31.1 This agreement is binding upon the Parties and their respective successors and assigns.

32.0 WARRANTY OF AUTHORITY

32.1 The RECIPIENT warrants that its representatives who sign this Agreement on behalf of the RECIPIENT have the authority to sign the Agreement and agrees to provide RBDC with evidence of such authority as may be reasonably required by RBDC

33.0 ENTIRE AGREEMENT

33.1 This Agreement, including Schedule A and Schedule B attached hereto, constitutes the entire agreement between the RECIPIENT and RBDC with respect to the subject matter of this Agreement, and supersedes all previous understandings, agreements, negotiations and representations between the parties, whether oral or written, relating to the subject matter of this Agreement.

34.0 COUNTERPARTS

34.1 This Agreement may be executed in counterparts, each of which shall be deemed an original but both of which taken together shall constitute one and the same agreement. The exchange of copies of this Agreement and of signature pages by facsimile or electronic transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes.

35.0 INTELLECTUAL PROPERTY

35.1 Where in the course of carrying out the Project, the RECIPIENT produces any work using funds provided by RBDC, the copyright in the work shall remain with the RECIPIENT. However, the RECIPIENT hereby grants to RBDC a non-exclusive irrevocable and royalty free license to use, translate, adapt, record by any means or reproduce, except in commercial sale in competition with the RECIPIENT, any such work which is produced by the RECIPIENT

36.0 NOTICES

36.1 Any notices to be given and all reports, information, correspondence and other documents to be provided by either party under this agreement shall be given or provided by personal delivery, mail, courier service, fax or email at the postal address, fax number or email address, as the case may be, of the receiving party as shown in Schedule A. If there is any change to the postal address, fax number or email address or contact person of a party, the party concerned shall notify the other in writing of the change as soon as possible. Notice by mail is deemed to be received five (5) days after mailing. By fax or email is deemed to be received one (1) day after mailing.

37.0 CONFLICT OF INTEREST

37.1 No current or former public servant or public office holder to whom the Conflict of Interest Act, the policy on Conflict of interest and Post-Employment or the Values and Ethics Code for the Public Sector applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is following the said legislation or codes. No member of the Senate or House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

38.0 RESULTS REPORTING

38.1 Funded activities that include follow-ups beyond the duration of the sub-project and/or recipient agreement remain as obligations of the recipient and survive termination or expire of the agreement. This includes 3 and 12 months follow up as requirements as follow:

a) Prevention and Shelter Diversion (Core Services)

Require 3 months follow up once a person has received a core prevention service. Follow-up for interventions received in the last three months of a fiscal reporting period (January to March) will always occur in the first three months of the next fiscal reporting period.


b) Housing Placements

Require a 12 months follow-up once an individual is placed into housing. Follow-up will always occur in the next reporting period for up to 12 months.



SIGNED AT PRINCE ALBERT SASKATCHEWAN THIS 25 DAY OF March, 2026.

River Bank Development Corporation, by the following authorized officer (s)

Per: 

Per: 

SIGNED AT PRINCE ALBERT, SASKATCHEWAN THIS ____ DAY OF _____, 2026.

For the Recipient, by the following authorized officer (s)

Per: _____

Per: _____

SCHEDULE A

PROJECT DESCRIPTION

1. Project Description

Recipient: City of Prince Albert- Community Safety and Well-Being Department

Project Title: Prince Albert’s Encampment Strategy

Recipient mailing Address: City of Prince Albert 1084 Central Avenue Prince Albert, SK, S6V 7P3	Community Entity Mailing Address: River Bank Development Corporation 1350 15 Avenue West, Prince Albert, SK, S6V 5P2
Primary Contact: Anna Dinsdale, Community Safety and Well-Being Manager	Primary Contact: Tina Dickson
Telephone Number: (306) 953-4140	Telephone Number: (306) 763-7459
Email: adinsdale@citypa.com	Email: rbdc.housing@sasktel.net
Project start date: April 1, 2026	Project end date: March 31, 2027

The City of Prince Albert will continue its Community Encampment Response Plan, managed by the City of Prince Albert’s Community Safety and Well-Being Department in partnership with the Prince Albert Police Service, Prince Albert Fire Department, and key community partners including the Prince Albert Metis Women’s Association. The Encampment Team will continue its year-round response that is coordinated to assist individuals living in encampments to find better connection to community supports, health, and housing. The Encampment team will continue to deliver outreach services to provide health, hygiene, safety, and nutrition support to encampments, as well as continue to operate the already built Hygiene Hub, which runs Monday-Friday, 9 AM- 3:30 PM, from April to December.

Activities:

- Facilitate monthly encampment response meetings that bring partner agencies together to coordinate activities;
- Work alongside bylaw and community agencies to improve client connection to integration support services such as Community Access Points, Housing Support Workers, Health and other related support services;
- Ensure that any funding partners of the City of Prince Albert will ensure that purchases and activities align with the designated community Reaching Home directives;
- Use and incorporate the language used in the agreement between RBDC and COPA;
- The City of Prince Albert will provide signed copies of any partnership agreements;
- The City of Prince Albert will ensure that funded community partners will complete relevant reporting and data activities for project;
- Connect individuals living unsheltered or in encampments to supports in the community such as Shelters, Health, Financial Assistance, Housing Intakes, or other relevant services;
- Intensive outreach supports to clients living unsheltered;
- Providing culturally sensitive program delivery;
- Providing support to improve client’s social integration;
- Accept direction from Community Entity or the Coordinated Access lead as required;
- Building and maintaining relationships with clients including mediation during times of conflict;
- Advocacy;
- Hygiene Hub is utilized from April- December (weather permitting), Monday-Friday, 9 AM- 3:30 PM;

- Outcomes are tracked in HIFIS including Hygiene Hub uses, outreach provisions tracking, encampment tracking, and basic needs support;
- Attend bi-weekly Prince Albert Coordinated Access meetings to collaborate and engage with other Coordinated Access agencies;
- Complete intakes with individuals wanting to exit encampment life and transition to the housing continuum;
- Bridge people to basic needs services and clinical and treatment services, tracked in HIFIS.

Expected Results:

- Continuation of a city-wide encampment strategy without service disruption;
- Centralization of encampment resources and response;
- Provide support services to people living in encampments;
- Work with people who are chronically and episodically experiencing homelessness;
- The community will benefit from more effective use of health and police service;
- A reduction in encampment related crimes;
- People living unsheltered will have access to bathroom facilities including a washing station which will lead to improved health and well-being for people living unsheltered

2. Milestones

(1) Throughout the Project quarterly activity reports and RROL reporting will be submitted quarterly by the Recipient in a format provided by the Community Entity, no later than **15 days after the quarter end**, (July, October, January).

a. Due dates are as follows:

July 15th, 2026
October 15th, 2026
January 15th, 2027
April 15th, 2027

(2) The Recipient to complete final financial and activity report within **25 days after completion** of the Project and to provide Community Entity with data collection used for Results Reporting, forward all reports from other funding sources in partnership with Project when they are required to be completed.

a. Due date is:

April 25th, 2027

Schedule B**Financial Provisions**

Name of RECIPIENT: City of Prince Albert- Community Safety and Well-Being Department

Project Title: Prince Albert's Encampment Strategy

1.0 MAXIMUM CONTRIBUTION OF RBDC

1.1 The maximum amount payable by RBDC in each Fiscal Year of the Project Period on account of the contribution is as follows, unless otherwise authorized in writing by RBDC:

In Fiscal Year 2026 – 2027 is \$208,095.10

2.0 INTEREST EARNED ON CONTRIBUTION

2.1 Where the amount of interest earned on advance payments is in excess of one hundred dollars (\$100), such interest is deemed to be part payment of RBDC's contribution and will be taken into account in the calculation of the final payment by Canada, or repayment by the Recipient, as may be appropriate in the circumstances.

3.0 REPAYMENT REQUIREMENTS

3.1 In the event payments made to the Recipient exceed the amount set out in section 1.1, the amount of the excess is a debt owing to RBDC and shall be promptly repaid to RBDC upon receipt of notice to do so. Without limiting the generality of the foregoing, amount to which the Recipient is not entitled include:

a) the amount of any expenditures paid for with the contribution which are disallowed or determined to be ineligible; and

b) any amount paid in error or any amount paid in excess of the amount of the expenditure actually incurred.

3.2 Interest shall be charged on overdue repayments owing under section 3.1 in accordance with the *Interest and Administrative Charges Regulations* made pursuant to Canada's *Financial Administration Act*. Interest is calculated and compounded monthly at the "average bank rate", within the meaning of such expression as contained in the *Interest and Administrative Charges Regulations*, plus three per cent (3%) during the period beginning on the due date specified in the notice to repay and ending on the day before the day on which payment is received by RBDC.

3.3 The Recipient acknowledges that where an instrument tendered in payment or settled of an amount due to Canada under section 3.1 is, for any reason, dishonored, an administrative charge of \$15 is payable by the Recipient to RBDC in accordance with the above-mentioned *Interest and Administrative Charges Regulations*.

4.0 OTHER SOURCES OF FUNDING

4.1 The Recipient declares that it has received or is entitled to receive

a) the following funding (cash) for the Project from the following sources:

b) goods, services or other non-cash contributions for the project from the following sources

Having the following estimated fair and reasonable monetary value:

a) City of Prince Albert, \$20,000.00

4.2 The Recipient agrees to inform RBDC promptly in writing of any change to the declaration made under section which will lead to an amendment of the contract.

4.3 The Recipient agrees that where there is a change to the declaration made in section 4.1, RBDC may, in its discretion, reduce the amount of its maximum contribution to the Project by such amount, not exceeding the amount of the change in assistance received, that it considers appropriate.

4.4 If the amount of Canada's contribution already paid to the Recipient exceeds the reduced maximum contribution, as determined under section 4.3 the amount of the excess shall be deemed to be an amount to which the Recipient is not entitled and shall be repaid to RBDC in accordance with section 3.0 of this Schedule.

4.5 Upon completion of the Project, and the amount set out in section 1.1 is in excess of \$100,000, the Recipient agrees to provide RBDC with a statement identifying the total funding provided from all sources for the project, including total funding received for the project from federal, provincial and municipal governments.

5.0 PROJECT BUDGET

5.1 The following is the Project budget:

2026-2027 Budget Detail		
1.0 Staff and Wages	Amount	Details
Wages	\$56,916.00	
Benefits/MERC's	\$18,303.00	32% Health, Dental, Pension
Subtotal Staff and Wages:	\$75,219.00	
2.0 Professional Fees		
Subtotal Professional Fees:	\$112,913.00	Outreach to staff Hygiene Hub: -FT outreach \$52,000.00 (75.5 bi-weekly) MERCS \$7,275.00 -PT outreach \$26,000.00 (37.5 bi-weekly) MERCS \$3,638.00 Total Wages: \$88,913.00 Other project fees: -Client Supplies \$5,000.00 -Insurance \$500.00 -Transport for Clients \$10,000.00 -Contractor fees \$8,500.00
3.0 Capital		
Generator for Hygiene Hub	\$5,000.00	
Subtotal Capital:	\$5,000.00	
4.0 Other Activity Costs	Amount	Details
Utilities	\$333.00	\$27.75/month
Telephone	\$360.00	Cell phone \$30.00/month
Printing	\$250.00	Client Resources
Hygiene Hub Supplies	\$8,095.10	Hygiene kits for clients, PPE for staff
Hygiene Hub Servicing	\$4,420.00	August- December
Subtotal Other Activity Cost:	\$13,458.10	
5.0 Admin		
IT	\$264.00	\$22/month
Professional Development	\$1,000.00	First Aid, CPR, Crisis Resolution, Having Difficult Conversations
Office Supplies	\$121.00	Pens, paper
Subtotal Admin:	\$1,385.00	
6.0 Organizational Infrastructure Costs		
Subtotal Professional Fees:	\$120.00	Bookkeeping
TOTAL PROJECT BUDGET:	\$208,095.10	

5.1.1 Budget Notes:

“Administrative Costs” are general administration type costs, normally incurred by any organization, that are hereby incurred to enable effective delivery of the project. These includes costs such as rent, phone/fax, postage/courier, office supplies, internet/website, bank charges, office moving expenses, office cleaning, security system, garbage removal/recycling, publication purchases, equipment maintenance, and membership fees.

6.0 BUDGET FLEXIBILITY

6.1 The Recipient may, except in cases specified in section 6.2, make adjustments to its allocation of funds between any of the expenditure categories identified in the Project Budget without having to obtain RBDC’s approval, provided the adjustments do not result in an increase to the amount set out in section 1.1. However, where the Recipient makes an adjustment allowed by the section, it shall notify RBDC promptly in writing of the adjustment.

6.2 The Recipient shall obtain RBDC's written approval prior to making an adjustment to the Project Budget that:

- a) increases or decreases by any amount the subtotal amount budgeted for any expenditure category of the Project Budget identified with an Asterix (*); or
- b) increases or decreases the subtotal amount of any other expenditure category, by more than 10%.

6.3 Written approval by RBDC of adjustments under section 6.2 may be required by RBDC to be documented by way of a formal amending agreement signed by both parties.

6.4 (1) Following the end of each payment period of the Agreement, the Recipient shall provide RBDC with a financial claim signed by an authorized official of the Recipient containing:

- a) a summary breakdown of claimed Eligible Expenditures;
- b) a statement certifying that all expenditures claimed for the payment period are in accordance with the provisions of this agreement;
- c) a narrative report describing the work completed on the project during the payment period; and
- d) any additional supporting documentation required by RBDC.

(2) The Recipient shall submit the financial claim required under subsection (1) no later than,

- a) if the payment period is monthly, 10 days following the payment period; and
- b) if the payment period is quarterly, 15 days following the payment period.

7.0 CONDITIONS GOVERNING ELIGIBLE EXPENDITURES

7.1 Subject to the following conditions, the expenditures set out in the Project Budget above are Eligible Expenditures for the purposes of this agreement:

- a) expenditures must be incurred during the project period;
- b) expenditures must, in the opinion of RBDC, be reasonable;
- c) the portion of the cost of any travel, meals, and accommodation costs that exceeds the rates for public servants set out in the National Joint Council of Canada's Travel Directive is not eligible for reimbursement;
- d) the portion of hospitality costs that exceed the rates set out in the Hospitality Policy of Canada's Treasury Board is not eligible for reimbursement;
- e) the portion of the cost of any goods and services purchase by the Recipient for which the Recipient may claim a tax credit or reimbursement is not eligible for reimbursement;
- f) depreciation of capital assets is not an eligible reimbursement;
- g) fines and penalties are not eligible for reimbursement;
- h) the cost of alcoholic beverages is not eligible for reimbursement;
- i) costs associated with software development and/or the purchase of hardware for the collection and management of homelessness data that performs similar functions to the HIFIS software and duplicates activities already offered through the National Homelessness Information System are not eligible for reimbursement; and
- j) costs associated with software development and/or purchase of hardware for the collection and/or management of homelessness data that results in an inability to participate in the National Homelessness Information System (system compatible with HIFIS software) are not eligible for reimbursement.



SIGNED AT PRINCE ALBERT SASKATCHEWAN THIS 25 DAY OF March, 2026.

River Bank Development Corporation, by the following authorized officer (s)

Per: 

Per: 

SIGNED AT PRINCE ALBERT, SASKATCHEWAN THIS ____ DAY OF _____, 2026.

For the Recipient, by the following authorized officer (s)

Per: _____

Per: _____

ANNEX B

FINANCIAL PROVISIONS

1.0 MAXIMUM CONTRIBUTION OF RBDC

1.1 RBDC will contribute a maximum of \$208,095.10 for the Project Period by way of an advance that shall be made upon execution of this agreement by both Parties.

2.0 OTHER SOURCES OF FUNDING

2.1 The Recipient declares that it has received or is entitled to receive:

- a) the following funding (cash) for the Project from the following sources:
- b) goods, services, or other non-cash contributions for the project from the following sources:

Having the following estimated fair and reasonable monetary value:

- City of Prince Albert \$20,000.00

2.2 The Recipient agrees to inform RBDC promptly in writing of any change to the declaration made under section.

2.3 The Recipient agrees that where there is a change to the declaration made in section 4.1 of other sources of funding, RBDC may, in its discretion, reduce the amount of its maximum contribution to the Project by such amount, that it considers inappropriate.

2.4 If the amount of Canada's contribution already paid to the Recipient exceeds the reduced maximum contribution, as determined under section 4.3 the amount of the excess shall be deemed to be an amount to which the Recipient is not entitled and shall be repaid to RBDC in accordance with section 3.0 of this Schedule.

2.5 Upon completion of the Project, and the amount set out in section 1.1 is in excess of \$100,000.00, the Recipient agrees to provide RBDC with a statement identifying the total funding provided from all sources for the project, including total funding received for the project from federal, provincial, and municipal governments.

3.0 TERMS OF PAYMENT

3.1 RBDC will make payments of its contributions by way of:

- Initial Payment: \$46,821.40
- Second Payment: \$46,821.40
- Third Payment: \$46,821.40
- Fourth Payment: \$46,821.40
- Holdback Payment: \$20,809.50

Total funding: \$208,095.10

3.1.2 (1) Subject to subsection (2), RBDC may, at any time and in its sole discretion, change the basis of payments of its contribution to the Recipient

3.1.3 change the payment period

3.1.4 change both (a) and (b).

3.2 Where RBDC decides to make a payment change pursuant to subsection (1), RBDC shall notify the Recipient in writing of the change and of the period during which the change will be applicable.

3.3 Where RBDC chooses to make payments of its contribution to the Recipient by way of progress payments, each progress payment shall cover the Recipient's actual Eligible Expenditures incurred during the payment period as approved by RBDC following submission by the Recipient of the financial claim for the payment period referred to in section 8.3.

3.4 Following each payment, the Recipient shall provide RBDC with a financial claim signed by an authorized official of the Recipient containing:

- a) a summary breakdown of claimed Eligible Expenditure;
- b) a statement certifying that all expenditures claimed for the payment are in accordance with the provisions of this agreement;
- c) a narrative report describing the work completed on the project during the payment period; and any additional supporting documentation required by RBDC.

3.5 The Recipient shall submit the financial claim required under subsection (1) no later than 30 days after the expensing of the payment.

4.0 FINAL REPORT

4.1 Unless the Recipient is required elsewhere in the Agreement to provide another, more specific, final report outlining the results of the project, the Recipient shall provide RBDC with a final report that summarizes the Project scope, describes the results achieved, explains any discrepancies between the results and the planned or expected results and contains such other information as RBDC may specify, in writing, to the Recipient. The Recipient shall provide RBDC with the final report within sixty (60) days following the project period.

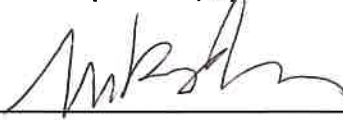
4.2 The Recipient shall provide RBDC with a copy of their audited financial statements for the fiscal year of the project and shall undertake to have their auditor outline, on a separate page, the total revenue received from RBDC and all of the expenses incurred to carry out the project.

4.3 The Recipient shall provide RBDC with a copy of their audited financial statements for the fiscal year of the project and shall undertake to have their auditor outline, on a separate page, the total revenue received from RBDC and all of the expenses incurred to carry out the project.



SIGNED AT PRINCE ALBERT SASKATCHEWAN THIS 25 DAY OF March, 2026.

River Bank Development Corporation, by the following authorized officer (s)

Per: 

Per: 

SIGNED AT PRINCE ALBERT, SASKATCHEWAN THIS ____ DAY OF _____, 2026.

For the Recipient, by the following authorized officer (s)

Per: _____

Per: _____

ENCAMPMENT RESPONSE STRATEGY



City of
Prince Albert

Overview

Since 2019, the City of Prince Albert has allocated resources to address encampments on public lands. Over time, the City's approach has evolved in response to changing community needs. However, beginning in 2022, Prince Albert experienced a significant increase in the number of individuals living in encampments across the community.

In 2024, the City's Community Safety and Well-Being Division established the **Encampments Response Team**, a collaborative group including Bylaw Enforcement, the Prince Albert Fire Department (PAFD), the Prince Albert Police Service (PAPS), and local housing providers. This team identified growing concerns related to entrenched encampments, including increased risks to individual and public health and safety, such as overdoses, illegal activity, aggressive behavior, territorial disputes, and the accumulation of waste and biohazards.

The team also recognized a critical service gap for individuals residing in encampments. In response, the City developed the Encampment Strategy—a partnership-based approach modeled after the City of Lethbridge's framework and informed by research and practices from other municipalities. The strategy is tailored to the unique context and needs of Prince Albert.

Acknowledging that homelessness is a complex social issue, the City remains committed to addressing its root causes through the broader Community Safety and Well-Being Strategy and related initiatives.

The Encampment Strategy aims to balance compassion and public responsibility—protecting the dignity of the most vulnerable while ensuring public safety, health, and access to clean, safe parks and green spaces for all residents.

PiT (Point-In-Time) Count

The 2024 Point-in-Time (PiT) Count in Prince Albert identified 230 individuals experiencing homelessness. Of those who participated, 106 individuals were unsheltered, meaning they were not couch-surfing, accessing a shelter, or residing in transitional housing, and 64 individuals reported staying in an encampment. In 2025, the PiT Count identified 279 individuals experiencing homelessness, of whom 167 were unsheltered, demonstrating a continued increase in unsheltered homelessness within the community.

Strategic Goals

The Encampment Strategy will ensure:

- Parks and public spaces within the community are enjoyable for everyone.
- Vulnerable people are connected to wellness, housing and social supports.
- Encampments do not become entrenched.
- Residents are informed on how to report encampments identified within the community.
- Community and City Council remain informed.

Homeless Encampment: refers to temporary outdoor accommodations consisting of tents, vehicles, or makeshift shelters for individuals and groups of unsheltered individuals that have been established, without permission, on public property.

Encampment Response Process

The City of Prince Albert, in partnership with the Prince Albert Police Service (PAPS) and the Prince Albert Fire Department (PAFD), manages the encampment response process. This effort is further coordinated with key community partners, including (but not limited to) Riverbank Development Corporation, the Prince Albert Métis Women’s Association, the Prince Albert Grand Council, and the Prince Albert YWCA.

Core Elements of the Response

Year-Round Coordination

A consistently resourced, year-round response that is well coordinated across departments and partners.

Balanced Approach

A rapid and consistent response that respects the dignity of vulnerable individuals while ensuring public safety, health, and the enjoyment of public spaces.

Outreach Collaboration

Engagement with outreach services to prioritize wellness and appropriate shelter/housing before encampment clearance.

Risk Assessment Tool

A structured tool to triage encampments based on:

- Duration of encampment
- Proximity to sensitive areas or events
- Risks such as fire, extreme weather, violence, or criminal activity

Tiered Response System

Tier 1: Inactive sites with abandoned items; prioritized for immediate cleanup.

Tier 2: Active sites (1–2 structures) with no immediate risk; addressed through outreach-led, housing-focused response followed by closure.

Tier 3: Active sites (3+ structures) with high safety risks; prioritized for expedited outreach and enforcement-led closure.

Operational Plan

A shared, detailed plan outlining:

- Notification procedures
- Outreach protocols
- Property handling and disposal
- Hazardous materials management
- Data collection and reporting

Data-Driven Decision Making

Use of consistent data points to identify trends, allocate resources, and evaluate response effectiveness.

Communication Structure

A clear framework for internal coordination and external communication with Council and the community.

Long-Term Commitment

The Community Safety and Well-Being Division remains committed to systemic improvements in housing and shelter capacity, including:

- Reducing administrative barriers
- Strengthening partnerships
- Supporting homelessness prevention
- Expanding housing options across the continuum

ENCAMPMENT RESPONSE STRATEGY

STEP ONE

Calls regarding encampments are directed to the City of Prince Albert website – Report a concern.

Any calls with immediate risk to safety should be directed to 911.

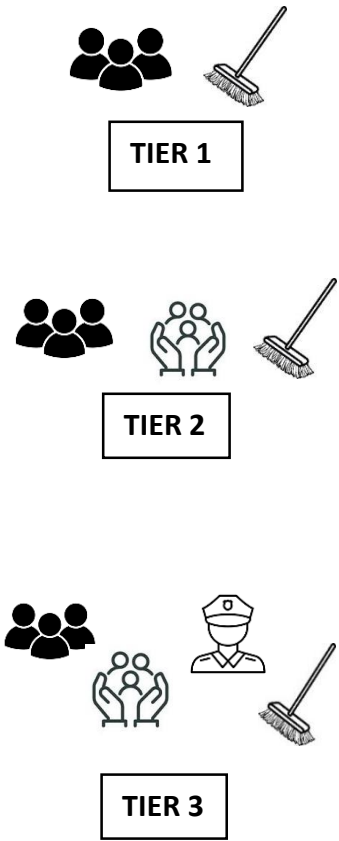
STEP TWO

Encampment Response Team (ERT) is notified to investigate site and determine level of risk.

Tier 1: Sites are clearly vacated and abandoned items and debris to be cleaned.

Tier 2: Sites consist of <two structures where no immediate risk is posed to occupants or community and will be approached initially by an outreach-led-housing-focused response.

Tier 3: Sites that consist of 3 or more structures and/or pose high fire, injury, health and safety risk to occupants and community.



STEP 3

Encampment Response Team arranges a clean up of the area as soon as possible.

STEP 3

Outreach Services visit site to connect people with essential services, resources, and housing, where possible. This could be several visits with the occupants.

STEP 4

Notice to Vacate is issued by Encampment Response Team and closure is coordinated.

STEP 3

Outreach services visit site to connect people with services, resources, and housing, where possible. This could be several visits with the occupants.

STEP 4

Notice to Vacate is issued by Encampment Response Team and closure is coordinated.

STEP 5

ERT leads the closure. Site is cleaned once all hazards removed.

RESOLVED

RESOLVED

RESOLVED

LEGEND

BYLAW TEAM

SANITATION

OUTREACH SERVICES

PAPS

Interagency Encampment Response Team (IERT)

The Interagency Encampment Response Team (IERT) is the core group who have an active role in the operational side of the strategy and responses to encampments. The IERT will meet bi-weekly to identify encampment hot spots, collaborate on coordinated clean ups, coordinate on-site supports, and discuss outcomes.

City Council is not a part of the IERT; however has an important role in the encampment response by approving the Encampment Strategy, resources, etc.

Table 1 – Encampment Response Team Roles and Responsibilities:

Stakeholder	Roles & Responsibilities
City of Prince Albert Bylaw & the CSWB team	<ul style="list-style-type: none"> • Lead Role in Encampment Strategy oversight • Lead role in facilitation and coordination of strategy implementation with all relevant stakeholders • Collection, monitoring, and analysis of encampment related data to inform strategy outcomes and KPIs • Contract management and financial management of procured and/or contracted services.
Prince Albert Police Service (PAPS)	<ul style="list-style-type: none"> • Key partner in coordinated Encampment Response Strategy oversight • Critical role in coordinated encampment closure operational response as needed Collection, monitoring, and analysis of encampment related data
Prince Albert Fire Department (PAFD)	<ul style="list-style-type: none"> • Participation in coordinated response • Reporting of encampment-related fire and health risks Collection, monitoring, and analysis of encampment related data
City of Prince Albert Public Works - Sanitation	<ul style="list-style-type: none"> • Participation in coordinated encampment operational response; specifically, as lead agency in disposing of encampment related debris and waste • Collection, monitoring, and analysis of encampment related data

<p>Outreach Services</p>	<ul style="list-style-type: none"> • Participation in coordinated encampment operational response • Lead integrated outreach services - receive/conduct ‘warm hand-off’ referrals, information provision, meeting encampment occupants where they are at • Staff the Hygiene Hub April – December (dependent on weather) • Collection, monitoring, and analysis of encampment related data
<p>Community Partners</p>	<p>Non-contracted community partners who have an important role in the coordination of the response including but not limited to</p> <ul style="list-style-type: none"> • Riverbank Development • Prince Albert Metis Women’s Association • Prince Albert YWCA • Prince Albert Grand Council

Communication and Reporting

To ensure a coordinated and transparent approach to encampment response, a structured framework will guide operational efforts, foster inter-departmental collaboration, and maintain open communication with City Council and the community.

Bi-weekly Tactical Meetings

A dedicated team—including the City of Prince Albert, Prince Albert Police Service, contracted outreach providers, and other key partners—will meet bi-weekly to align immediate operational priorities. These meetings will shift to a monthly cadence during lower activity periods (typically November to April), allowing flexibility based on call volume.

Monthly Community Safety & Wellbeing (CSWB) Team Meetings

These sessions will bring together representatives from departments impacted by or involved in encampment response. The goal is to streamline resource coordination and share timely information. Participating departments include Communications, Facilities, Finance, Fire and EMS, Parks, Community Development, and Legal.



TITLE: Commercial Construction Incentive Program Application – 4284 7th Ave E

DATE: April 20, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the application made under the New Construction of Commercial & Multi-Unit Residential Development Incentive Program for the development of a Hotel to be located at 4284 7th Avenue East, be approved, subject to:
 - a. The applicant entering into a tax abatement agreement with the City of Prince Albert; and
2. That the Mayor and City Clerk be authorized to execute the tax abatement agreement on behalf of the City, once prepared.

EXECUTIVE SUMMARY:

An application to the New Construction of Commercial & Multi-Unit Residential Development Incentive Program has been received by Administration and is deemed to be eligible for a multi-year tax abatement. The abatement will result in foregone revenue for a period of four years, but the City will see economic benefits through the construction and operation of a new hotel for years to come.

BACKGROUND:

The New Construction of Commercial & Multi-Unit Residential Development Incentive Program (Incentive Program) was approved by City Council on July 21, 2025. The intent of the incentive is to promote development through the provision of a declining scale tax abatement for all new commercial construction or residential developments with five or more units.

PROPOSED APPROACH AND RATIONALE:

The Community Development Department has received an application to the Incentive Program for a 99-room hotel at 4284 7th Avenue East. The project has an estimated value of \$12.5 million dollars. The development permit for the hotel was approved by City Council on September 15, 2025, and a building permit application has been submitted and is currently under review.

The Incentive Program has minimal eligibility criteria in place, as any new commercial construction project developed after July 21, 2025, is eligible. The hotel meets the criteria and is eligible for the incentive. The hotel will be located on the same site as a newly constructed liquor store. The liquor store is not eligible for the tax incentive as it was constructed prior to the incentive program being approved by City Council.

A new hotel in Prince Albert will create economic benefits for the city both during construction and once it is fully operational. The hotel is near the new Lake Country Co-op Leisure Centre and will be well used when events are taking place at the facility.

CONSULTATIONS:

Administration consulted with the applicant prior to receiving an application.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council's decision and Administration will continue to work with them to finalize the related agreement.

BUDGET/FINANCIAL IMPLICATIONS:

Approving the tax incentive will result in some foregone revenue over the course of four years. The incentive is not intended to provide a 100% tax abatement to ensure there is some additional tax revenue being generated from the development each year. The property will be fully taxable by Year 5 following completion of construction.

Using a preliminary assessment of the hotel and the 2025 mill rates, the General Municipal Levy for the new hotel is estimated to be \$260,952. Using this value, the estimated abatement amounts and revenue still collected would be as follows:

Abatement Percentage	Estimated Abatement Value (Foregone Revenue)	Estimated Revenue
Year 1: 70%	\$182,666	\$78,286
Year 2: 50%	\$130,476	\$130,476
Year 3: 30%	\$78,286	\$182,666
Year 4: 15%	\$39,143	\$221,809
Year 5: 0%	-	\$260,952
Totals:	\$430,571	\$874,189

With the abatement applying specifically to the General Municipal Levy, the City will still be collecting the full amount for the Civic Facilities Levy, Library Levy, Base Tax, Snow Management Levy, and Roadways Levy.

The tax abatement will be calculated based on the final assessed value of the property, and the abatement amount will change year to year depending on established mill rates and whether the assessment changes with the next revaluation year.

In addition, building permit fees are calculated at a rate of \$7.50 per \$1,000 of construction value. For a project that is estimated to cost \$12.5 million, the City can expect a building permit fee of \$93,750.

Administration will be reviewing the impact of the Incentive Program on an annual basis and will ensure City Council knows the full financial impact prior to the program being proposed for renewal.

OTHER CONSIDERATIONS/IMPLICATIONS:

Legal

The applicant will be required to enter into a tax abatement agreement with the City of Prince Albert, which will be finalized by the City Solicitor.

OPTIONS TO RECOMMENDATION:

The application to the Incentive Program could be denied. This option is not being recommended because the project meets all eligibility criteria, and a denial would be in opposition to the direction provided by City Council.

STRATEGIC PLAN:

The Strategic Plan 2026-2029 identified a Strategic Priority of Building a Robust Economy by developing incentives to attract investments and business activities in strategic areas of growth. City Council's newly approved incentive program supports this priority, and this application is fully aligned with the incentive program.

OFFICIAL COMMUNITY PLAN:

This report supports Section 11.2 of the Official Community Plan which provides direction to encourage incentive development to attract new industries and businesses to the City.

PUBLIC NOTICE:

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

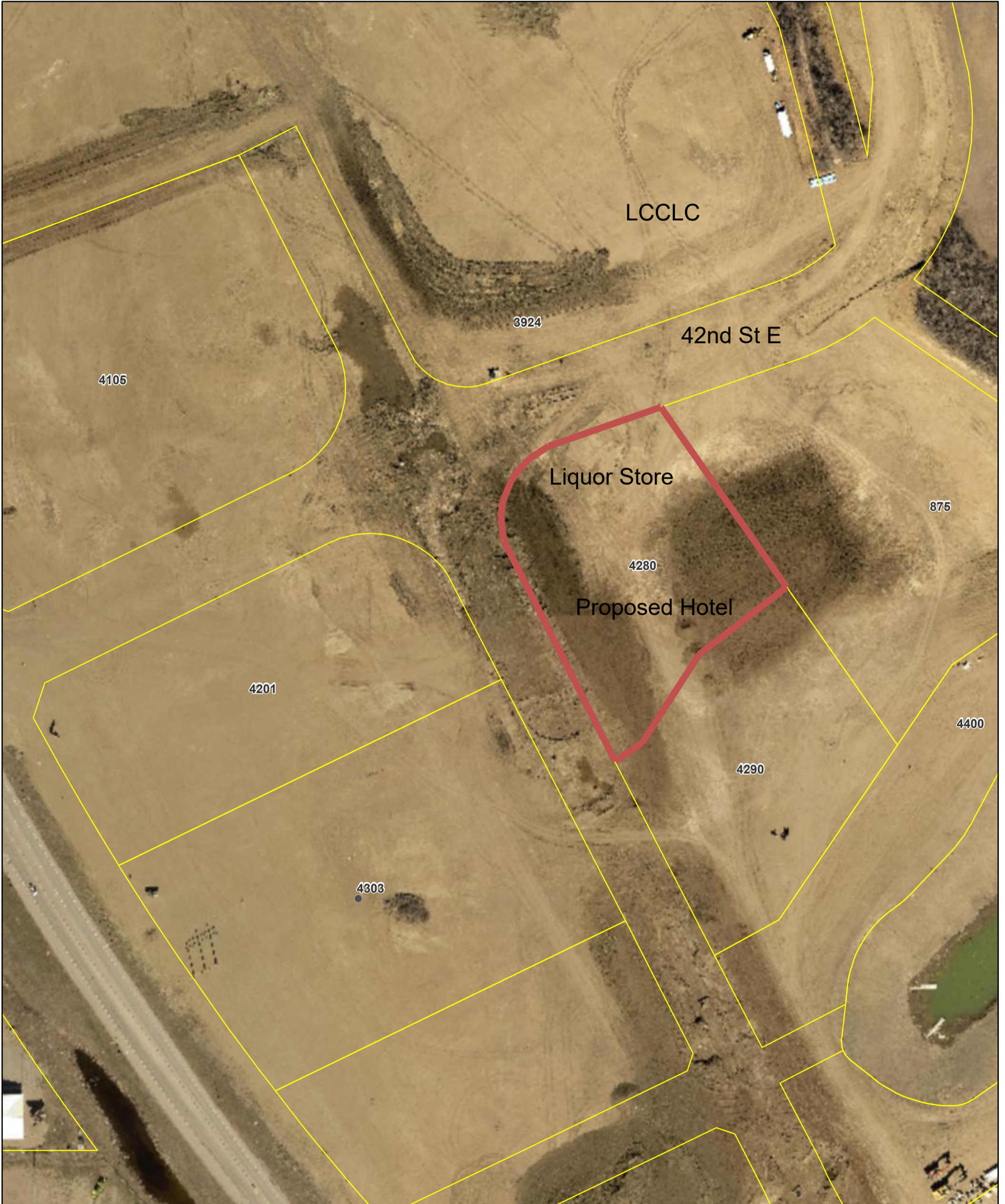
ATTACHMENTS:

1. Hotel Location – 4284 7th Avenue East

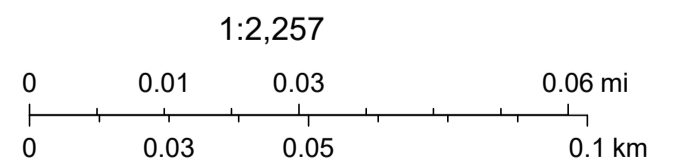
Written by: Ellen Pearson, Economic Development Planner

Approved by: A/Director of Community Development, Chief Financial Officer, and A/City Manager

4284 7th Ave E - Hotel Location



2026-02-10, 3:25:11 p.m.



Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community



TITLE: University of Saskatchewan and City of Prince Albert Memorandum of Understanding 2026

DATE: April 20, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Memorandum of Understanding between the University of Saskatchewan and The City of Prince Albert be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Memorandum of Understanding and any necessary documents on behalf of The City.

EXECUTIVE SUMMARY:

The City of Prince Albert and the University of Saskatchewan (UofS) have an active and growing partnership grounded in collaborative research and community-focused initiatives. Regular engagement with UofS students and staff has already informed practical improvements such as the introduction of a downtown parking app and identified emerging needs, including student housing. Several research projects have taken place or are underway in partnership with the Community Safety and Well-Being Division.

In September 2025, the UofS formally requested that this relationship be strengthened through a Memorandum of Understanding (MOU) modeled on the successful framework used in Saskatoon. Since then, Administration and the UofS have been developing a draft MOU and designing a cross-departmental working group to address local challenges through applied, solutions-based research.

The proposed MOU is non-binding and does not create financial commitments. Instead, it establishes a clear structure for collaboration and supports evidence-driven approaches to issues identified across City departments.

Leveraging Saskatoon's "Research Junction" model as a guide, this partnership offers Prince Albert the opportunity to access innovative research, develop practical solutions to municipal challenges, and move towards The City's strategic goal of being a progressive community through sustained, coordinated collaboration with the UofS.

BACKGROUND:

The City of Prince Albert and the UofS have established several partnership projects, particularly, in conjunction with the Community Safety and Well-Being (CSWB) Division of Community Development. These projects include an ethics-based research project to evaluate the impact of the alcohol bylaw, the Community Homelessness Advisory Committee (which co-hosted a homelessness knowledge sharing event in October 2025), and collaboration on Wastewater Surveillance analysis. In addition, CSWB undertakes regular meetings with the UofS alongside stakeholder engagement with students studying downtown, which has informed the introduction of a parking app, and a shared understanding of the need for student accommodation downtown. There is an opportunity to use this approach to support collaborative solutions to meet other departmental needs.

More recently a Letter of Agreement was signed between the City of Prince Albert and the UofS for research, evaluation, and knowledge mobilization work in relation to the Mobile Complex Needs Initiative through federal funding.

On September 22, 2025, Jay Wilson, Principal of Prince Albert Campus, presented to Executive Committee, requesting the formalization of a partnership between the UofS and The City of Prince Albert. There is an existing MOU between the UofS and The City of Saskatoon that is proving to be beneficial and provides a framework for Prince Albert.

At this meeting, Motion 0190 moved that CORR 2025-76 be received and referred to Community Development for review and report.

PROPOSED APPROACH AND RATIONALE:

Since September, the UofS and Administration have continued to meet to develop a draft MOU as well as develop a framework for a cross-departmental working group that can identify local challenges and find collaborative solutions through solutions-based research.

The MOU is a broad, non-binding agreement that creates a framework for cooperation, without creating any legal or financial commitments. The goal is to create a clear path and process for collaboration, to build on work that is already underway, and to create solutions to problems that departments across The City identify.

Potential areas of collaboration include data sharing, technological innovation, mental health and wellness, housing, and economic development.

Saskatoon's "Research Junction" model is a co-funded initiative between the City of Saskatoon and the University and is a municipal-university partnership that generates practical, evidence-based solutions. Examples of City of Saskatoon projects include:

- Looking for new ways and new materials to build winter-resistant roadways to withstand the Saskatchewan winters.
- Supports for Firefighters mental health.
- Ways to remove pollutants from wastewater.
- Improvements to supply chains to reduce repair times for water main breaks.

-
- Exploring avenues for property tax reform.
 - Exploring sustainable theatre strategies.
 - Measuring outcomes from The City's Community Safety and Well-Being activity.

An MOU between the UofS and The City of Prince Albert would facilitate solutions to challenges specific to Prince Albert.

CONSULTATIONS:

Legal counsel has been working with the UofS to draft an MOU. Once approved, a cross-departmental group will collaborate with the UofS on terms of reference for the working group to identify initial projects of focus.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A signing event is planned for April 24, and a media release will follow Council approval of the MOU.

BUDGET/FINANCIAL IMPLICATIONS:

At this time the only resource implications associated with this partnership is staff participation in the working group. The UofS have committed to making a financial contribution in 2026-2027 to facilitate research projects. Depending on outcomes in 2026, Administration may make a 2027 budget recommendation to contribute funding to the research partnership for Council's consideration. Irrespective, the MOU does not bind The City to any financial commitment.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations at this time.

OPTIONS TO RECOMMENDATION:

The option to the recommendation is to not proceed with the MOU. This option was not recommended given that:

- An informal partnership is well established; and,
- The UofS is an critical partner, with the Prince Albert campus as an important asset for downtown.

STRATEGIC PLAN:

This report speaks to several priorities in the 2026-2029 Strategic Plan, in particular:

(Strategic Direction – Building a Robust Economy) Strategic Goal 3: Revitalization of the City's downtown core.

(Strategic Direction – Promoting a Progressive Community) Strategic Goal 2: Collaborate with local partners and other levels of government to establish the City as a leading partner for social infrastructure innovation.

(Strategic Direction – Professional and High-Quality Public Service) Strategic Goal 2: Establish a regular, sustainable cycle for the review and continuous improvement of municipal services.

OFFICIAL COMMUNITY PLAN:

The objectives of the MOU address multiple aspects of the Official Community Plan, by formalizing the opportunity for research partnerships to address City priorities.

PUBLIC NOTICE:

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

ATTACHMENTS:

UofS and CoPA MOU FINAL

Written by: Anna Dinsdale, Community Safety and Well-Being Manager

Approved by: Acting Director, Community Development & Acting City Manager

Memorandum of Understanding

This Memorandum of Understanding made effective the ____ day of _____, 2026.

Between:

The City of Prince Albert, a municipal corporation pursuant to the provisions of *The Cities Act*, Chapter C-11.1, S.S. 2002 (“City”)

- and -

The University of Saskatchewan, a statutory body corporate continued under *The University of Saskatchewan Act, 1995*, Chapter U-6.1, S.S. 1995 (“University”)

Introduction

- A. The City and the University wish to establish a relationship of collaboration and constructive achievement in intersecting areas of work, including, without limitation, community and residential development, transportation, community health and wellness, sustainability initiatives, recreation, joint research projects and student learning opportunities;
- B. The University’s research and innovation are driving advancements in healthcare, engineering, food, energy, water, entrepreneurship and many more areas that are complimentary to initiatives and prioritized projects undertaken and planned by the City, such that in cooperation they have opportunity to advance and shape a healthier, sustainable and prosperous community in Prince Albert;
- C. The University and the City wish to reinforce the mutually beneficial relationship so that both organizations can benefit from their respective expertise while respecting the autonomy of the other party;
- D. The City’s *Strategic Plan* and the University’s *Mission, Vision and Values* both speak to many common principles, such as commitments to community, innovation, diversity and sustainability, as well as valuing integrity and respect.
- E. The University and the City both seek to serve and enhance the public good, and through innovative and collaborative solutions seek to address issues of mutual concern; and

- F. The parties wish to be intentional and strategic about collaborating and have set out a defined means of achieving this.

Now, therefore, the parties set out their understanding as follows:

Interpretation

1. In this Memorandum of Understanding (“MOU”), the following words and expressions, wherever used, shall have the following meanings:
 - (a) “chief executive” means the Mayor for the City of Prince Albert and the President for the University or local designate, along with such members of their respective senior administrations and/or governance bodies as the Mayor and President may each designate;
 - (b) “collaborative opportunity” means an initiative that is identified by the parties as one that is worthy of further exploration or development;
 - (c) “MOU” means this instrument and all schedules that are referenced and attached, as amended from time to time;
 - (d) “project” means an endeavour that the parties wish to pursue in a more formal fashion through a stand-alone agreement; and
 - (e) “working group” means the senior personnel of each party that are tasked with identifying and addressing the pursuit of collaborative opportunities in furtherance of this MOU.

Term and Limitation

2.
 - (1) This MOU shall be effective on the date of execution and shall be reviewed every four years. This MOU may be terminated as expressly provided herein.
 - (2) This MOU serves to define the means to enhance and encourage further joint engagements; however, the parties acknowledge and agree this MOU is not meant to create a binding legal relationship, enforceable rights or obligations between them, except to the extent outlined in paragraph 12 below, but rather it is the expectation of the parties that if a joint project is pursued, the parties, acting reasonably, shall negotiate and execute a legally binding agreement with respect to the same that will set out the obligations and responsibilities of each.

Purpose

3. (1) The purpose of this MOU is to identify a process through which the parties may identify and commit to work collaboratively on current or future engagements, and this will be overseen by a working group, which is further and better defined in this MOU.
- (2) The second purpose of this MOU is to set in motion a process under which the two parties shall experience a greater degree of collaboration.

Costs

4. The parties each intend to assign internal resources to complete the tasks set out in this MOU. The parties acknowledge and agree that any retention of third-party consultants or the launch of any project requiring other resources, and associated cost sharing, shall be agreed to in writing in advance of any expenses being incurred.

Leadership Meetings

5. The chief executive leaders of the parties will endeavour to meet on an annual basis to discuss current and future strategic engagements and to evaluate, generally, this MOU and the areas of collaboration and opportunity, or more frequently as may be agreed to benefit the objectives of this MOU.

Working Group

6. (1) The parties shall establish a working group with representation from each party.
- (2) The members of the working group shall be those tasked by each of the parties to serve in such a role to increase the collaborations between the two parties.
- (3) Each of the parties shall advise the other in writing as to who will serve as their representatives.
- (4) The working group shall develop terms of reference that further and better describes the tasks of the working group. The terms of reference is subject to the approval of the chief executives of the parties.

- (5) The working group may identify opportunities for specific projects that would be further and better described in a more formal agreement in accordance with the next section of this MOU.

Project Identification and Formalization

7. Either party or the working group may wish to see a specific initiative become a more formal business endeavour which would require specific commitments of time, resources or funds, and if the parties agree such an initiative would become a project and the same would be subject to a formal agreement detailing the purpose, cost, term and responsibilities. For clarity, if a project is formalized and it requires the engagement of a third party, the parties, acting reasonably, shall consider and determine together the appropriate means of procuring the services of such a third party.

Consensus Approach

8. It is the expectation of the parties that the leadership, working group and the parties, generally, shall employ a consensus approach to decision making with respect to this MOU and its interpretation, the identification and course to be followed for any collaborative opportunity or for any project.

Confidentiality

9. (1) During the course of this MOU, each party acknowledges that proprietary information and personal information and other related material disclosed and identified by either party as confidential, proprietary and/or personal information are retained by the disclosing party as its proprietary property, and the receiving party agrees not to disclose all or any part of proprietary information or personal information to any third party, or other employees not directly involved, in any form, without the written consent of the party, except for information which:
 - (a) at the time of disclosure is in the public domain;
 - (b) after disclosure becomes a part of the public domain by publication by the party or otherwise enters the public domain through no fault of the receiving party; or
 - (c) is made available to the receiving party by a third party who did not require the receiving party to hold it in confidence and who had a right to make such disclosure.

- (2) For a particular collaboration, a party may ask individuals receiving proprietary information and personal information to confirm this non-disclosure requirement.
- (3) The parties, acting reasonably, shall take steps to preserve and protect the confidential, proprietary and personal information of or held by the other that is received, and upon request, return or destroy the same upon the conclusion of any collaboration, project or upon termination of this MOU. The parties, however, acknowledge they are both subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*, Chapter L-27.1, S.S. 1990-91 (Saskatchewan) and its regulations and must adhere to and properly apply the provisions of these applicable privacy laws.

Termination

10. Either party may terminate this MOU upon providing the other with 90 days' notice of its intention to do so, and any work, collaborative opportunity or project would continue following the expiration of the notice period unless the parties determine that a collaborative opportunity or project should cease.

Laws of Saskatchewan

11. Each of the parties is carrying on business in the Province of Saskatchewan and substantially all of the obligations of the parties are to be performed in the Province of Saskatchewan and, therefore, this MOU shall be construed, interpreted and enforced in accordance with the substantive laws of the Province of Saskatchewan and the federal laws of Canada without giving effect to principles of conflicts of laws.

Relationship

12. The parties agree that this MOU does not and is not intended to create a partnership or joint venture, and that each party remains independent of the other and that no action of one creates any obligation of the other unless that other party has agreed, in advance and in writing, to be bound by that obligation. It is further agreed that only paragraphs 9 through 14 inclusive of this MOU are intended to be legally binding and that the remainder of this MOU is not intended to create any legal binding obligations on either party.

Amendments

13. This MOU shall not be amended, modified, supplemented or altered except as agreed upon by the parties in writing.

Entire MOU

14. This MOU constitutes the entire agreement between the parties. The parties acknowledge that there are no collateral agreements or representations, warranties, promises or inducements not embodied herein and that if any act or statement of the other might be construed as a collateral agreement or representation or warranty or promise or inducement, that the same has not been relied upon.

Signed by The City of Prince Albert this _____ day of _____, 2026.

The City of Prince Albert

(Municipal seal)

Mayor

City Clerk

Signed by The University of Saskatchewan this _____ day of _____, 2026.

The University of Saskatchewan

President and Vice-Chancellor
for Chair, Board of Governors

Secretary, Board of Governors



City of Prince Albert

RPT 2026-119

TITLE: Canada Public Transit Fund – Baseline Funding Contribution Agreement

DATE: April 20, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Contribution Agreement with the Government of Canada under the Canada Public Transit Fund (CPTF) – Baseline Funding Stream be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Agreement and any necessary documents on behalf of The City.

EXECUTIVE SUMMARY:

Administration is seeking Council's approval to enter into a Contribution Agreement with the Government of Canada under the Canada Public Transit Fund (CPTF) – Baseline Funding stream. The agreement provides \$2,388,160 in federal funding subject to annual federal approvals and compliance requirements, over a ten-year period (2026–2036) to support eligible capital and non-capital public transit and active transportation investments in the City of Prince Albert.

The Baseline Funding program offers predictable, long-term funding that will support the ongoing maintenance, rehabilitation, planning, and enhancement of public transit and active transportation infrastructure. Federal funding will cover up to 40% of eligible capital expenditures and up to 80% of eligible non-capital expenditures, subject to annual approvals of Capital Plan Components. Any Municipal share, cost overruns, or ineligible expenditures will be funded through existing or future City capital and operating budgets, subject to Council approval.

Approval of this agreement will allow the City to access federal funding for routine and priority transit investments, support system sustainability, and advance Council priorities related to accessibility, climate resilience, and equitable transportation.

BACKGROUND:

In 2021, the Government of Canada announced a long-term federal commitment to public transit funding, beginning in the 2026–2027 fiscal year, through the Canada Public Transit Fund (CPTF). One component of this program is the Baseline Funding stream, which is designed to provide stable funding to communities with existing transit systems.

The City of Prince Albert submitted a Capital Plan under this program, which was reviewed by Housing, Infrastructure and Communities Canada and received approval-in-principle. The attached Contribution Agreement (CP-001062), currently in draft, formalizes the terms and conditions under which funding will be made available.

Key elements of the agreement include:

- Total federal contribution: up to \$2,388,160
- Funding duration: 10 years (2026–27 to 2035–36)
- Annual allocation: \$238,816 per fiscal year
- Agreement end date: March 31, 2036

Funding is conditional on compliance with federal requirements related to reporting, accessibility standards, climate mitigation and resilience, environmental assessment, Indigenous consultation, communications, and financial accountability.

PROPOSED APPROACH AND RATIONALE:

The City's approach under this agreement is to implement a long-term Capital Plan composed of multiple Capital Plan Components, which may include:

- Capital transit infrastructure
- Active transportation infrastructure
- Non-capital initiatives such as planning, feasibility studies, and system analysis

Each Capital Plan Component will be submitted to the federal government for approval in advance of funding being released. This staged approval process provides flexibility to align investments with evolving community needs, Council priorities, and budgetary considerations over the ten-year term.

Administration will be responsible for:

- Submitting annual and five-year progress reports
- Ensuring compliance with all federal requirements
- Managing procurement, contracts, and project delivery
- Covering any cost overruns or ineligible expenditures

Given that Any Municipal share, cost overruns, or ineligible expenditures will be funded through existing or future City capital and operating budgets, subject to Council approval, Administration will work across departments to ensure the alignment of projects to maximise the opportunity that this funding presents to support long-term capital planning and reduce budgetary risks.

Federal funds will be flowed annually following acceptance of required reporting and confirmation of eligible expenditures.

For the 2026–2027 fiscal year, approval has been received to proceed with two non-capital initiatives: an Accessibility Assessment of Prince Albert's transit-built environment and a consultant-led review and report of the City's transit system. These initiatives will inform a review of transit routes and supporting infrastructure and will provide recommendations to improve accessibility within the community's bus and active transportation network. The resulting recommendations will guide priorities and investment decisions over the next ten years, supporting a more predictable and sustainable budget cycle for transit infrastructure.

CONSULTATIONS:

Cross-departmental conversations are already underway to ensure alignment of Administration's priorities in relation to this agreement and the opportunities it presents.

The Accessibility Assessment of Prince Albert's transit-built environment and a consultant-led review, will include community and stakeholder consultations that will ensure the ensuing capital plan places community and stakeholder feedback at its centre and can help to shape investment priorities.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Information about the capital plan and investments will be shared as it is shaped. Multiple communication forums and mechanisms will be used, including, media releases, updates to council, and updates to the public through stakeholder groups such as the Accessibility Advisory Table, student stakeholder, and peer support forums.

BUDGET/FINANCIAL IMPLICATIONS:

A Request for Proposals will be tendered with support from the Procurement Division for the consultant-led reviews, which will provide a detailed cost breakdown, of which, federal funding will cover 80% of the cost. The remaining costs was anticipated in the preparation of the 2026 transit budget, from contracted services, and will be up to \$60,000.

Capital investments may result in ongoing operating and maintenance costs. These will be addressed through future budget processes and careful consideration will be given in the capital plan to ongoing costs associated with any project components.

OTHER CONSIDERATIONS/IMPLICATIONS:

Entering into this Contribution Agreement will:

Secure Predictable Long- Term Funding

The agreement provides stable, multi-year funding that supports proactive planning and sustainable management of transit and active transportation assets.

Leverage Federal Investment

Federal contributions reduce pressure on municipal funding while supporting essential infrastructure and service improvements.

Support Council Priorities

Eligible investments align with Council goals related to accessibility, and equitable mobility for residents, including Indigenous and equity-deserving populations.

Improve Asset State of Good Repair

Baseline Funding enables routine rehabilitation and replacement rather than deferred maintenance, reducing long-term risk and cost escalation.

Provide Administrative Flexibility

The Capital Plan Component model allows the City to adapt project sequencing and priorities over time while remaining within the approved funding framework.

It is worth noting that there is a cost associated with any funding agreement in terms of compliance burden, workload associated with reporting, financial reconciliation risk, and audit exposure. These are relatively minor when compared with the total value of this agreement but should be recognized as a “trade-off” when entering into grant or contribution agreements.

OPTIONS TO RECOMMENDATION:

Not to proceed with the contribution agreement. This option was not selected because failure to approve the agreement would result in the City foregoing access to more than \$2.3 million in federal funding over the next decade.

STRATEGIC PLAN:

This initiative addresses the City’s 2026-2029 Strategic Plan by working with residents, businesses, and government to build the City’s social infrastructure and by cultivating a service excellence culture built on strong governance, financial sustainability, and performance.

OFFICIAL COMMUNITY PLAN:

This initiative addresses goals in the Official Community Plan by promoting planning and development patterns that support safe, effective, and multi-modal transportation options, including auto, pedestrian, bicycle, and transit.

PUBLIC NOTICE:

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

ATTACHMENTS:

CP-001062 - Contribution Agreement for the City of Prince Albert - DRAFT V.1
CPC-001035 - Prince Albert - Consultant Review - Component Approval Letter
CPC-001042 - Prince Albert - Accessibility Assessment - Component Approval Letter

Written by: Anna Dinsdale, Community Safety and Well-Being Manager

Approved by: Acting Director Community Development & Acting City Manager

CANADA – CITY OF PRINCE ALBERT

CANADA PUBLIC TRANSIT FUND – BASELINE FUNDING

CONTRIBUTION AGREEMENT FOR CP-001062 CAPITAL PLAN FOR CITY OF PRINCE ALBERT

This Agreement is made as of the date of last signature.

BETWEEN: **HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister of Infrastructure and Communities, hereinafter referred to as the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada (“Canada”)

AND

CITY OF PRINCE ALBERT, continued or incorporated under The Cities Act (Statutes of Saskatchewan, 2002, c C-11.1) (the “Recipient”),

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

RECITALS

WHEREAS in 2021, the Government of Canada announced long-term, predictable federal funding for public transit which will be available to support for investments in reliable, fast, affordable, and clean public transit beginning in 2026/27;

WHEREAS the Government of Canada announced that the Canada Public Transit Fund would include the Baseline Funding stream;

WHEREAS the Baseline Funding stream focuses on enhancing routine capital and non-capital investment, ensuring the continual growth, rehabilitation, and replacement of public transit and active transportation infrastructure as well as increasing capacity for planning;

WHEREAS the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada is responsible for the Canada Public Transit Fund (“the Program”) and wishes to provide financial support for capital plans that will advance the targets and objectives under this Agreement;

WHEREAS the Recipient has submitted to Canada a proposal for the funding of the CP-001062 Capital Plan for the City of Prince Albert which qualifies for support under the Program;

WHEREAS Canada provided a letter on [\[INSERT DATE\]](#) to the Recipient indicating an approval-in-principle of funding of the Capital Plan proposal enabling the Recipient to begin undertaking project activities eligible for funding and subject to finalizing a contribution agreement with Canada;

WHEREAS transit entities are key economic enablers, Canada would like to emphasize the importance of maximizing economic benefits for Canadian industries. This includes considering prioritizing Canadian materials when undertaking infrastructure investments, including procurement processes, subject to legal obligations and Canada’s obligations under trade and investment agreements.

WHEREAS the Recipient is responsible for carrying out the Capital Plan through the Capital Plan Components and Canada wishes to provide financial support for the Capital Plan and its objectives

WHEREAS Canada intends to provide Baseline Funding on the basis of approved Capital Plan Components;

NOW THEREFORE, in accordance with the mutual covenants and agreements herein, the Parties hereby agree as follows:

1. INTERPRETATION

1.1 DEFINITIONS

In addition to the terms defined in the recitals and elsewhere in this Agreement, a capitalized term has the meaning given to it in this Section.

“**Agreement**” means this contribution agreement and all its schedules, as may be amended from time to time.

“**Agreement End Date**” means March 31st, 2036, unless terminated earlier in accordance with this Agreement.

“**Annual Report**” means the report described in Schedule C.1 (Annual Report).

“**Asset**” means any real or personal property or immovable or movable asset acquired, purchased, constructed, rehabilitated or improved, in whole or in part, with funds contributed by Canada under the terms and conditions of this Agreement, including but not limited to any Non-owned Asset.

“**Asset Disposal Period**” means, with respect to a Capital Plan Component, the period commencing from the Effective Date and ending 5 years after a Component Substantial Completion Date, except in the case of non rail-based rolling stock where the Asset Disposal Period ends 5 years after the Delivery Date of an individual asset.

“**Baseline Funds**” means the contributions provided by Canada to the Recipient to be used in accordance with the terms and conditions of this Agreement.

“**Business Day**” means any day other than a Saturday, a Sunday, a statutory or civic holiday in the province of Saskatchewan or federally in Canada, or a day on which banks are not open for business in the province of Saskatchewan.

“**Capital Plan**” means the Capital Plan as described in Schedule B (The Capital Plan).

“**Capital Plan Approval Date**” means [APPROVAL IN PRINCIPAL DATE] which is the date indicated by Canada in writing to the Recipient of Canada’s approval-in-principle of the Capital Plan.

“**Capital Plan Component**” means a sub-project that forms part of the overall Capital Plan.

“**Capital Plan Component Cost**” means the total estimated cost to the Recipient to complete the Capital Plan Component as proposed by the Recipient and accepted by Canada.

“**Capital Plan Cost**” means the total estimated cost to the Recipient to complete the Capital Plan as described in Schedule B (Capital Plan).

“**Capital Plan 5-year Progress Report**” means the report described in Schedule C.2 (Capital Plan 5-year Progress Report).

“**Committee**” means the Agreement Monitoring Committee established pursuant to Section 5 (Agreement Monitoring Committee).

“**Communications Activity**” or “**Communications Activities**” means, but is not limited to, public or media events or ceremonies including key milestone events, news releases, reports, web and social media products or postings, blogs, news conferences, public notices, physical and digital signs, publications, success stories and vignettes, photos, videos, multi-media content, advertising campaigns, awareness campaigns, editorials, multi-media products and all related communication materials. Communications Protocols are outlined in Schedule D (Communication Protocols).

“**Component Substantial Completion Date**” means the date at which a Capital Plan Component can be used for its intended use.

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

“**Declaration of Substantial Completion**” means a declaration, with respect to a Capital Plan Component, in the form substantially prescribed in Schedule E (Declaration of Substantial Completion).

“**Delivery Date**” means the date at which an Asset is received and can be used for its intended purpose.

“**Effective Date**” means the date of last signature of this Agreement.

“**Eligible Expenditures**” means those costs incurred by the Recipient that are directly

related to the Capital Plan and which are considered eligible by Canada as set out in Schedule A (Eligible and Ineligible Expenditures).

“**Fair Value**” means the amount that would be agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act.

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

“**In-Kind Contributions**” means non-monetary contributions of goods, services or other support provided by the Recipient, or to the Recipient by a third party for the Capital Plan, for which Fair Value is assigned, but for which no payment occurs.

“**Joint Communications**” means events, news releases and signage that relate to the Agreement and are collaboratively developed and approved by the Parties and are not operational in nature.

“**Non-owned Asset**” means an Asset to which the Recipient does not hold the title and ownership.

“**Program**” means the Canada Public Transit Fund.

“**Third Party**” means any person or legal entity, other than a Party, who participates in the implementation of the Capital Plan by means of a Contract.

“**Total Financial Assistance**” means total funding from all sources towards Eligible Expenditures of the Capital Plan, including funding from the Recipient and federal, provincial, territorial, and municipal governments as well as funding from all other sources, including In-Kind Contributions.

1.2 ENTIRE AGREEMENT

This Agreement comprises the entire agreement between the Parties in relation to the subject of the Agreement. No prior document, negotiation, provision, undertaking or agreement has legal effect, unless incorporated by reference into this Agreement. No representation or warranty express, implied or otherwise, is made by Canada to the Recipient except as expressly set out in this Agreement.

1.3 DURATION OF AGREEMENT

This Agreement will be effective as of the Effective Date and will terminate on the Agreement End Date subject to early termination in accordance with this Agreement.

1.4 SCHEDULES

The following schedules are attached to, and form part of this Agreement:

Schedule A – Eligible and Ineligible Expenditures

Schedule B – The Capital Plan

Schedule C – Reporting Requirements

Schedule D – Communications Protocol

Schedule E – Declaration of Substantial Completion

Schedule F – Federal Requirement Definitions

2. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish the terms and conditions whereby funding is made available by Canada to the Recipient for its Capital Plan.

3. OBLIGATION OF THE PARTIES

3.1 CONTRIBUTION BY CANADA

- a) Canada agrees to make Baseline Funds available to the Recipient in a total amount not to exceed \$2,388,160 as set out in the Capital Plan Budget in Schedule B.2.
- b) The Parties agree that the funding made available in Subsection 3.1(a) shall only be committed to and payable by Canada in relation to approved Capital Plan Components.
- c) Canada agrees to pay contributions to the Recipient of not more than forty percent (40%) of the total Eligible Expenditures for capital infrastructure Capital Plan

Components; and not more than eighty percent (80%) of the total Eligible Expenditures for non-capital Capital Plan Components, but only up to a maximum of two million, three hundred and eighty eight thousand, one hundred and sixty dollars (\$2,388,160) for the 10 year Capital Plan.

- d) Canada may recover the excess from the Recipient or reduce its contribution by an amount equal to the excess of;
 - i. Canada's total contribution towards capital infrastructure Capital Plan Components exceeding forty percent (40%) of Eligible Expenditures for capital infrastructure Capital Plan Components; or
 - ii. Canada's total contribution towards non-capital Capital Plan Components exceeding eighty percent (80%) of Eligible Expenditures for non-capital Capital Plan Components; or
 - iii. the Total Financial Assistance received or due in respect of the Capital Plan's Eligible Expenditures exceeding one hundred percent (100%) thereof.
- e) The Parties acknowledge that Canada's role in the Capital Plan is limited to making a financial contribution to the Recipient for the Capital Plan and that Canada will have no involvement in the implementation of the Capital Plan. Canada is neither a decision-maker nor an administrator to the Capital Plan.

3.2 COMMITMENTS BY THE RECIPIENT

- a) The Recipient will complete the Capital Plan in a diligent and timely manner, as per the Capital Plan details outlined in Schedule B (The Capital Plan), within the costs and deadlines specified in this Agreement and in accordance with the terms and conditions of this Agreement.
- b) The Recipient will submit Capital Plan Components to Canada for approval as per Subsection 3.5 .
- c) The Recipient will be responsible for all costs of the Capital Plan including cost overruns, if any.
- d) The Recipient will inform Canada promptly of the Total Financial Assistance received or due for the Capital Plan, or of any change thereof.
- e) The Recipient will be responsible for any and all costs associated with the Capital Plan should the Capital Plan or Capital Plan Components be cancelled, and the Recipient will repay to Canada any payment received for disallowed costs, unexpended contributions and overpayments made under and according to the terms and conditions of this Agreement.
- f) The Recipient will ensure the implementation of, and report on, housing conditions, environmental assessment and Indigenous consultation requirements, climate resilience requirements, and greenhouse gas mitigation requirements when required under the agreement.
- g) The Recipient will ensure that all necessary rights, interests, permits, licences, approvals, registrations, and any other authorizations required to complete the Capital Plan Component are obtained.
- h) Based on the definitions of "disability" and "barrier" per the [Accessible Canada Act](#), the Recipient will ensure that the Capital Plan Components will meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, as defined in the Canadian Standards Association's Technical Standard Accessible Design for the Built Environment (CAN/CSA B652:23), in addition to applicable provincial building codes and relevant municipal by-laws.
- i) The Recipient will ensure the ongoing operation, maintenance, and repair of any Asset in relation to the Capital Plan Component as per appropriate standards, during the Asset Disposal Period.
- j) Canada may request that the Recipient declare to Canada any amounts owing to the federal Crown, under legislation or contribution agreements that constitute an overdue debt. The Recipient recognizes that any such amount owing is a debt due to the federal Crown and may be set-off by Canada in accordance with Subsection 18.6

(Set-off by Canada).

- k) The Recipient will inform Canada immediately of any fact or event that could compromise wholly or in part the Capital Plan.

3.3 APPROPRIATIONS AND FUNDING LEVELS

Notwithstanding Canada's obligation to make any payment under this Agreement, this obligation does not arise if, at the time when a payment under this Agreement becomes due, the Parliament of Canada has not passed an appropriation that is sufficient and constitutes lawful authority for making the payment. Canada may reduce or terminate any payment under this Agreement in response to the reduction of appropriations or departmental funding levels in respect of transfer payments, the program under which this Agreement was made or otherwise, as evidenced by any appropriation act or the federal Crown's main or supplementary estimates expenditures. Canada will promptly advise the Recipient of any reduction or termination of funding once it becomes aware of any such situation. Canada will not be liable for any direct, indirect, consequential, exemplary or punitive damages, regardless of the form of action, whether in contract, tort or otherwise, arising from any such reduction or termination of funding.

3.4 FISCAL YEAR BUDGETING

- a) The amount of Baseline Funds provided by Canada for each Fiscal Year of the Capital Plan is calculated as the aggregate of the estimated eligible expenditures for all approved Capital Plan Component Cost for the fiscal year less, at Canada's discretion, an amount not exceeding any unexpended Baseline Funds provided in the previous fiscal year. The amount of Baseline Funds provided each fiscal year is capped at the annual amount for Baseline Funds set out in Schedule B.2 (Capital Plan Budget) .
- b) If the amount of Baseline Funds provided by Canada in respect of any Fiscal Year of the Capital Plan is determined to be less than the amount allocated in Schedule B.2 (Capital Plan Budget), the Recipient may request that Canada re-allocate the difference between the two amounts to a subsequent Fiscal Year. Subject to Subsection 3.3 (Appropriations and Funding Levels), Canada agrees to make reasonable efforts to accommodate the Recipient's request. The Recipient acknowledges that requests for re-allocation of funding may require appropriation adjustments or federal Crown approvals.
- c) In the event that any requested re-allocation of Baseline Funds is not approved, the amount of Canada's contribution made available pursuant to Subsection 3.1 (Contribution by Canada) may be reduced by the amount of the requested re-allocation. If the contribution payable by Canada pursuant to Subsection 3.1 (Contribution by Canada) is so reduced, the Parties agree to review the effects of such reduction on the overall implementation of the Capital Plan and to adjust the terms and conditions of this Agreement as appropriate.

3.5 CAPITAL PLAN COMPONENT PROPOSALS

Submissions and Approval

- a) The Recipient will be responsible for submitting Capital Plan Components to Canada for approval. In order for Baseline Funds to be payable in a fiscal year in relation to a Capital Plan Component, the Recipient must submit a proposed Capital Plan Component to Canada for consideration on a date determined by Canada.
- b) Each Capital Plan Component submission must be provided in a format acceptable to Canada and must include all information required by and to the satisfaction of Canada. Each submission must also be attested to by the Recipient as being accurate and true.
- c) The Recipient will provide, at Canada's request and to Canada's satisfaction, any additional information related to Capital Plan Components submitted for approval.
- d) Canada will inform the Recipient in writing once Capital Plan Components have been approved or rejected.
- e) The Parties agree that the approved Capital Plan Component and approval letter shall form part of and be governed by this Agreement.
- f) For every Capital Plan Component, Canada will set a maximum on Canada's contribution funding in dollars and as a percentage of total Eligible Expenditures.
- g) The Recipient will promptly inform Canada of any cancelled or withdrawn Capital Plan

Components.

Changes to a Capital Plan Component

- h) The Recipient agrees that changes to an approved Capital Plan Component will require Canada's approval. When requesting a change to a Capital Plan Component, the Recipient will promptly submit updated Capital Plan Component information to Canada's satisfaction.
- i) The Recipient will provide, at Canada's request and to Canada's satisfaction, additional information related to changes to a Capital Plan Component.

3.6 CHANGES DURING THE LIFE OF THE AGREEMENT

- a) Where a change to this Agreement is contemplated, the Recipient will submit to Canada a request for a change.
- b) Where the change is approved by Canada, the Parties will execute the corresponding amendment to the Agreement in accordance with Subsection 19.14 (Amendments).
- c) The Recipient will provide, at Canada's request and to Canada's satisfaction, any additional information related to changes to this Agreement.
- d) This Agreement will be reviewed by Canada and the Recipient by January 31, 2031, and may be amended to incorporate changes, if any, agreed to by Canada and the Recipient.

3.7 INABILITY TO COMPLETE THE CAPITAL PLAN

If, at any time during the term of this Agreement, one or all of the Parties determine that it will not be possible to complete the Capital Plan for any reason, the Party will immediately notify the other Party of that determination and Canada may suspend its funding obligation. The Recipient will, within thirty (30) Business Days of a request from Canada, provide a summary of the measures that it proposes to remedy the situation. If Canada is not satisfied that the measures proposed will be adequate to remedy the situation, then this will constitute an event of default under Section 16 (Default) and Canada may declare a default pursuant to Section 16 (Default).

4. RECIPIENT REPRESENTATIONS AND WARRANTIES

The Recipient represents and warrants to Canada that:

- a) the Recipient has the capacity and authority to enter into and execute this Agreement [Instruction: INSERT EITHER "as duly authorized by [BY-LAW OR RESOLUTION REFERENCE], dated [DATE]" OR "by resolution of its Board of Directors, dated [DATE]"];
- b) the Recipient has the capacity and authority to carry out the Capital Plan;
- c) the Recipient has the requisite power to own the Assets or it has or will have secured all necessary rights, interests, and permissions in respect of the Assets, during the Asset Disposal Period;
- d) this Agreement constitutes a legally binding obligation of the Recipient, enforceable against it in accordance with its terms and conditions;
- e) all information submitted to Canada in regards to this Agreement is true, accurate, and was prepared in good faith to the best of its ability, skill, and judgment;
- f) any individual, corporation or organization that the Recipient has hired, for payment, who undertakes to speak to or correspond with any employee or other person representing Canada on the Recipient's behalf, concerning any matter relating to the contribution under this Agreement or any benefit hereunder and who is required to be registered pursuant to the federal *Lobbying Act*, is registered pursuant to that *Act*;
- g) the Recipient has not made, and will not make, a payment or provide other compensation that is contingent upon, or is calculated upon, the contribution hereunder or the negotiation of the whole or any part of the terms and conditions of this Agreement to any individual, corporation or organization with which that individual is engaged in doing business with, who is registered pursuant to the federal *Lobbying Act*;
- h) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Recipient, threatened and there is no order, judgment or decree of any court or governmental agency which could materially and adversely affect the Recipient's ability to carry out the activities contemplated by this Agreement. The

Recipient will inform Canada immediately if any such action or proceedings are threatened or brought during the term of this Agreement; and

- i) the Recipient is in good standing under the laws of the jurisdiction in which it is required to be registered.

5. AGREEMENT MONITORING COMMITTEE

If deemed required by Canada, the Parties will establish a Committee, identify one federal co-chair and one Recipient co-chair, and establish Terms of Reference. The Committee will:

- a) Monitor compliance with the terms and conditions of this Agreement;
- b) Act as a forum to resolve potential issues and address concerns.

6. CONTRACT PROCEDURES

6.1 AWARDING OF CONTRACTS

- a) The Recipient will 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 Canada and if applicable, in accordance with the Canadian Free Trade Agreement and international trade agreements.
- b) Unless otherwise specified by Canada, the Recipient will notify Canada of any Contract awarded in a manner that is not in compliance with the foregoing. Canada will notify the Recipient as to whether the expenditures associated with the Contract can be considered Eligible Expenditures.
- c) If Canada becomes aware that a Contract is awarded in a manner that is not in compliance with the foregoing, upon notification to the Recipient, Canada may consider the expenditures associated with the Contract to be ineligible.
- d) In addition to any other remedy available to Canada under this Agreement, if Canada considers the expenditures associated with a Contract to be ineligible under Subsection 6.1(b), the Recipient shall repay to Canada any funds that have been paid for Eligible Expenditures in relation to the Contract, at Canada's discretion.

6.2 CONTRACT PROVISIONS

The Recipient will ensure that all Contracts are consistent with, and incorporate, the relevant provisions of this Agreement. More specifically but without limiting the generality of the foregoing, the Recipient agrees to include terms and conditions in all Contracts to ensure that:

- a) the Third Party will keep proper and accurate financial accounts and records, including but not limited to its contracts, invoices, statements, receipts, and vouchers, in respect of a Capital Plan Component for at least six (6) years after the Component Substantial Completion Date and that the Recipient has the contractual right to audit them;
- b) all applicable labour, environmental, and human rights legislation are respected; and,
- c) Canada and its designated representatives, to the extent permitted by law, will at all times be permitted to inspect the terms and conditions of the Contract and any records and accounts respecting the Capital Plan and will have free access to the Capital Plan sites and to any documentation relevant for the purpose of audit.

7. FEDERAL REQUIREMENTS

The Recipient agrees:

- a) to meet the following housing commitments that directly unlock housing supply where it is needed most:
 - to ensure that all applicable municipalities within their transit agency service area meet the following housing commitments
 - i. Complete a Housing Needs Assessment if not already completed as part of another federal program including Housing Accelerator Fund or Canada Community Building Fund.
- b) that by May 15, 2027, or as agreed to by Canada, provide to Canada confirmation that the above housing commitments have been met and will continue to be met for the duration of this agreement.

- c) Accessibility: A Capital Plan Component must meet or exceed the requirements of the highest published accessibility standard in the jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.
- d) Each Capital Plan Component will be required to meet the following climate requirements related to greenhouse gas mitigation, according to timelines outlined in Canada's guidance:
 - i. For applicable Capital Plan Components, as identified by Canada, complete a greenhouse gas assessment.
 - ii. For applicable Capital Plan Components, as identified by Canada, use low-carbon ready-mix concrete that meets carbon emissions reduction requirements, and report on emissions from ready-mix concrete.
 - iii. Purchase zero emission vehicles, unless otherwise deemed acceptable to Canada.
 - iv. Climate resilience: Capital Plan Components must be implemented through taking actions to reduce climate risks. The Recipient will report on which risk-reduction measures were implemented to reduce significant climate risks, according to timelines outlined in Canada's guidance.

8. ENVIRONMENTAL AND IMPACT ASSESSMENT

8.1 REQUIREMENTS UNDER APPLICABLE FEDERAL ENVIRONMENTAL OR IMPACT ASSESSMENT LEGISLATION

- a) The Recipient agrees that:
 - i. Canada will assess Capital Plan Component information, when submitted, to determine whether there are requirements under applicable federal environmental or impact assessment legislation, and communicate any such requirements in writing to the Recipient;
 - ii. No construction or any other physical activity, including site preparation or vegetation removal, may be carried out in relation to the Capital Plan Component, unless and until the requirements under the applicable federal environmental or impact assessment legislation are met and continue to be met. If the Recipient fails to respect this provision, Canada reserves the right to withhold further payments to the Recipient; and
 - iii. Baseline Funds can only be used in relation to a Capital Plan Component after Canada is satisfied that environmental assessment requirements for that Capital Plan Component have been met.
- b) Canada may consent in writing that construction or any other physical activity, including site preparation or vegetation removal, be carried out for the portion of the Capital Plan Component not subject to federal environmental or impact assessment, and that related expenditures will be eligible for the portion of the Capital Plan Component not subject to federal environmental or impact assessment.

8.2 COMPLIANCE WITH ENVIRONMENTAL OR IMPACT ASSESSMENT REQUIREMENTS

The Recipient will comply with, to the satisfaction of Canada and at the Recipient's own expense, any conditions related to the Capital Plan Component and will ensure access to project sites, facilities, and documentation in accordance with Subsection 12.5 (Access).

8.3 CHANGES TO CAPITAL PLAN COMPONENT OR OTHERWISE

- a) If, as a result of changes to the Capital Plan Component or otherwise, Canada is of the opinion that the Capital Plan Component is subject to federal environmental or impact assessment legislation, the Recipient agrees that construction or any other physical activity to be carried out in relation to the Capital Plan Component, including site

preparation or vegetation removal, will not be undertaken or will be suspended unless and until the legislative requirements are met and continue to be met.

- b) In relation to changes to a Capital Plan Component, Canada may consent in writing that construction or any other physical activity, including site preparation or vegetation removal, be carried out for the portion of the Capital Plan Component not subject to federal environmental or impact assessment and that related expenditures will be eligible for the portion of the Capital Plan Component not subject to federal environmental or impact assessment.

9. INDIGENOUS CONSULTATION

9.1 INDIGENOUS CONSULTATION REQUIREMENTS

- a) The Recipient agrees that:
 - i. Canada will assess Capital Plan Component information, when submitted, to determine whether there is a duty to consult and, where appropriate, accommodate Indigenous peoples whose rights and related interests may be impacted by a particular Capital Plan Component under the Capital Plan, and communicate any consultation requirements in writing to the Recipient;
 - ii. For Capital Plan Components where there is a duty to consult and, where appropriate, accommodate, Indigenous peoples,
 - 1. The Recipient will consult with Indigenous peoples that might be affected. Specifically, it will:
 - a. Explain the Capital Plan Component to the potentially impacted Indigenous peoples, including Canada's funding role.
 - b. Provide a report to Canada which will include:
 - i. A list of all Indigenous peoples and/or organizations contacted;
 - ii. A summary of all communications with the potentially impacted Indigenous peoples;
 - iii. A summary of any issues or concerns that the potentially impacted Indigenous peoples have raised, how they were addressed, and any outstanding concerns; and
 - iv. Any other information Canada may consider appropriate.
 - c. Carry out accommodation measures, where appropriate, the costs of which may be considered Eligible Expenditures.
 - 2. Where applicable, Canada may communicate further consultation requirements.
 - iii. No construction or any other physical activity, including site preparation or vegetation removal, may be carried out in relation to a Capital Plan Component unless and until Canada is satisfied that its legal duty to consult and, where appropriate, accommodate Indigenous people has been met and continues to be met. If the Recipient fails to respect this provision, Canada reserves the right to withhold further payments to the Recipient.

- iv. Baseline Funds can only be used for a Capital Plan Component once Canada is satisfied that its legal duty to consult and, where appropriate, accommodate Indigenous peoples has been met.

9.2 CHANGES TO CAPITAL PLAN COMPONENT OR OTHERWISE

- a) If, as a result of changes to the Capital Plan Component or otherwise, Canada determines that further Indigenous consultation is required, the Recipient will work with Canada to satisfy its legal duty to consult and where appropriate, accommodate Indigenous peoples and agrees that Subsection 9.1 will be applicable.
- b) In relation to changes to a Capital Plan Component, Canada may consent in writing that construction or any other physical activity, including site preparation or vegetation removal, be carried out for the portion of that Capital Plan Component not subject to the duty to consult and, where appropriate, accommodate Indigenous peoples and that related expenditures will be eligible for that portion of that Capital Plan Component.

10. PAYMENTS

10.1 PAYMENT CONDITIONS

- a) Canada will not pay interest for failing to make a payment under this Agreement.
- b) Canada will not make payments until the requirements under Section 11 (Reporting) and any audit requirements as required in Section 12 (Audit, Evaluation and Monitoring for Compliance) are, in Canada's opinion, satisfied to the extent possible.
- c) Canada may delay making a payment to the Recipient in any given Fiscal Year until a sufficient appropriation has been provided by Parliament of Canada.
- d) Expenditures associated with an Asset will not be considered eligible until the Recipient secures and confirms in writing to Canada, and to Canada's satisfaction, the necessary rights or interests with respect to land required in respect of that Asset.
- e) Canada will not make a payment until the requirements under Section 7 (Federal Requirements), Section 8 (Environmental and Impact Assessment) and Section 9 (Indigenous Consultations), if applicable, are, in Canada's opinion, satisfied to the extent possible at the date the payment is to be made by Canada.

10.2 PAYMENTS

- a) Baseline Funds will be provided on an annual basis, either by June 30th or 30 Business Days after acceptance of a duly completed Annual Report, whichever is later. Baseline Funds will be provided in alignment with Schedule B.2 (Capital Plan Budget) and confirmation of eligible costs incurred.
- b) Notwithstanding Subsection 10.2(a) above, Baseline Funds for 2026 will be paid by June 30th, 2026, without requiring a duly completed Annual Report.
- c) In addition to the annual payment, Canada may make payments at any time.
- d) Canada reserves the right to withhold a portion of the amount payable under Subsection 10.2(a) where Canada is not satisfied that the amount payable will be expended in the same fiscal year.

10.3 FINAL ADJUSTMENT AND RECONCILIATION

Before the Agreement End Date, the Parties will jointly carry out a final reconciliation of all eligible expenditures incurred and payments made in respect of the Capital Plan and make any adjustments required in the circumstances.

11. REPORTING

Any Project and performance reporting requirements will be undertaken and completed in

accordance with Schedule C (Reporting Requirements).

12. AUDIT, EVALUATION AND MONITORING FOR COMPLIANCE

12.1 AUDITS INITIATED BY CANADA

- a) Canada may, at its discretion, conduct an audit related to this Agreement in accordance with the Canadian Auditing Standards and Subsection 19.3 (Accounting Principles). The Recipient agrees to cooperate with Canada in the conduct of any audits. Audits will be conducted at Canada's own cost. Canada will not compensate the Recipient for costs incurred by the Recipient to respond to the audits, such as staff time.
- b) Canada uses a risk-based approach to determine whether audit(s) under this agreement are necessary. If this agreement is selected to be audited, the Recipient will be informed in advance of the scope and nature of the audit.

12.2 INQUIRIES INITIATED BY THE AUDITOR GENERAL OF CANADA

INTENTIONALLY OMITTED

12.3 REPORTS OF REVIEWS OR AUDITS CARRIED OUT BY, OR ON BEHALF OF, THE RECIPIENT

The Recipient agrees to provide Canada with any reports of reviews or audits that have been conducted on the use of contribution funding under this Agreement as soon as possible, but no later than sixty (60) Business Days following receipt.

12.4 EVALUATION

Canada will conduct an evaluation of the Canada Public Transit Fund. The Recipient agrees to collaborate with Canada in the conduct of any evaluation of the Program during and after the term of this Agreement, including but not limited to, the provision of Capital Plan-related information and data. All evaluation results will be made available to the public, subject to all applicable laws and policy requirements.

12.5 RECORD KEEPING

The Recipient will keep proper and accurate financial accounts and records, including but not limited to its Contracts, invoices, statements, receipts, and vouchers, in respect of a Capital Plan Component, for at least six (6) years after a Component Substantial Completion Date.

12.6 ACCESS

The Recipient will provide Canada and its designated representatives with reasonable and timely access, at no cost, to the Capital Plan sites, facilities, and any documentation for the purposes of audit, evaluation, inspection and monitoring compliance with this Agreement.

12.7 CORRECTIVE ACTION

The Recipient will submit to Canada in writing a report on follow-up actions to address recommendations and results of any audit, inquiry or evaluation findings as soon as possible, but no later than sixty (60) Business Days following receipt, and will ensure that prompt and timely corrective action is taken.

13. COMMUNICATIONS

13.1 COMMUNICATIONS PROTOCOL

The Parties will comply with Schedule D (Communications Protocol).

13.2 RECOGNITION OF CANADA'S CONTRIBUTION

The Recipient will acknowledge Canada's contribution in all signage and public communication produced as part of the Capital Plan or Agreement, in a manner acceptable to Canada, unless Canada communicates in writing to the Recipient that this acknowledgement is not required.

13.3 PUBLIC INFORMATION

The Recipient acknowledges that the following may be made publicly available by Canada:

- a) its name, the amount awarded by Canada, and the general nature of the Capital Plan; and
- b) any evaluation or audit report and other reviews related to this Agreement.

13.4 PROGRAM PROMOTION

In compliance with the Privacy Act and relevant privacy regulations, Canada may:

- a) film or photograph the Recipient, its officers, servants, employees, or agents during visits, activities, and events for the purpose of promoting the Program.
- b) use or publish any such film or photograph internally or externally, in whole or in part, in any form and by any medium for the purposes of promoting the Program.

13.5 OFFICIAL LANGUAGES

- a) The Recipient will ensure that information on the Capital Plan is developed and is available in both official languages when it is intended for the information of, or use by, the public.
- b) The Recipient will communicate in such a manner as to address the needs of both official language communities.
- c) The Recipient shall encourage members of both official languages communities to participate in the implementation of the Capital Plan.

14. INTELLECTUAL PROPERTY

- a) All intellectual property that arises in the course of the Capital Plan will vest in the Recipient, with the exception of media taken by Canada for the purposes of Subsection 13.4 Program Promotion.
- b) The Recipient will obtain the necessary authorizations, as needed, for the implementation of the Capital Plan, from third parties who may own the intellectual property rights or other rights in respect of the Capital Plan. Canada will assume no liability in respect of claims from any third party in relation to such rights and to the Agreement.

15. DISPUTE RESOLUTION

- a) The Parties will keep each other informed of any issue that could be contentious by exchanging information and will, in good faith and reasonably, attempt to resolve potential disputes.
- b) If a contentious issue arises, it will be referred to the program director and the assigned representative of the recipient. The the program director and the assigned representative of the recipient will examine it and will, in good faith and reasonably, attempt to resolve it within thirty (30) Business Days from the receipt of notice.
- c) Where the program director and the assigned representative of the recipient cannot agree on a resolution, the issue will be referred to the Parties for resolution. The Parties will provide a decision within thirty (30) Business Days.
- d) Where the Parties cannot agree on a resolution, the Parties may explore any alternative dispute resolution mechanisms available to them to resolve the issue.
- e) Any payments related to the issue will be suspended, together with the obligations related to such issue, pending resolution.
- f) The Parties agree that nothing in this Section will affect, alter or modify the rights of Canada to terminate this Agreement.

16. DEFAULT

16.1 EVENTS OF DEFAULT

The following events constitute events of default under this Agreement:

- a) the Recipient has not complied with one or more of the terms and conditions of this Agreement;

- b) the Recipient has not completed the Capital Plan in accordance with the terms and conditions of this Agreement;
- c) the Recipient has submitted false or misleading information to Canada or made a false or misleading representation in respect of the Capital Plan or in this Agreement, except for an error in good faith, demonstration of which is incumbent on the Recipient, to Canada's satisfaction;
- d) the Recipient has neglected or failed to pay Canada any amount due in accordance with this Agreement;
- e) the Recipient becomes insolvent, commits an act of bankruptcy, takes the benefit of any statute relating to bankrupt and insolvent debtors or goes into receivership or bankruptcy;
- f) the Recipient is wound up or dissolved.

16.2 DECLARATION OF DEFAULT

- a) Canada may declare a default if:
 - i. In Canada's opinion, one or more of the events of default occurs;
 - ii. Canada gave notice to the Recipient of the event which constitutes an event of default; and
 - iii. the Recipient has failed, within thirty (30) Business Days of receipt of the notice from Canada, either to remedy the event of default or to notify Canada and demonstrate, to the satisfaction of Canada, that it has taken such steps as are necessary to remedy the event of default.

16.3 REMEDIES ON DEFAULT

In the event that Canada declares a default under Subsection 16.2 (Declaration of Default), Canada may exercise one or more of the following remedies, without limiting any remedy available to it by law:

- a) Terminate any obligation of Canada to contribute or continue to contribute funding to the Capital Plan, including any obligation to pay any amount owing prior to the date of such termination;
- b) Require the Recipient to reimburse Canada all or part of the contribution paid by Canada to the Recipient; and,
- c) Terminate the Agreement.

17. LIMITATION OF LIABILITY AND INDEMNIFICATION

17.1 DEFINITION OF PERSON

In Section 17, "Person" includes, without limitation, a person, the Recipient, a Third Party, a corporation, or any other legal entity, and their officers, servants, employees or agents.

17.2 LIMITATION OF LIABILITY

In no event will Canada, its officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:

- a) any injury to any Person, including, but not limited to, death, economic loss or infringement of rights;
- b) any damage to, loss of, or destruction of property of any Person; or
- c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Agreement or the Capital Plan.

17.3 INDEMNIFICATION

The Recipient will at all times indemnify and save harmless Canada, its officers, servants, employees or agents, from and against all actions, claims, demands, losses, costs, damages, suits or other proceedings, whether in contract, tort (including negligence) or otherwise, by whomsoever brought or prosecuted in any manner based upon or occasioned by:

- a) any injury to any Person, including, but not limited to, death, economic loss or any infringement of rights;

- b) any damage to or loss or destruction of property of any Person; or
- c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Agreement or the Capital Plan, except to the extent to which such actions, claims, demands, losses, costs, damages, suits or other proceedings are caused by the negligence or breach of this Agreement by an officer, servant, employee or agent of Canada in the performance of their duties.

18. ASSETS

18.1 DISPOSAL OF ASSETS

- a) Unless otherwise agreed to by the Parties, the Recipient will:
 - i. where the Recipient owns the Asset, retain title to and ownership of the Asset or part of the Asset for the Asset Disposal Period; and
 - ii. for a Non-owned Asset, retain all necessary rights, interests, and permissions in Non-Owned Assets for the Asset Disposal Period.
- b) The Recipient will ensure that any Asset will be preserved, maintained, and used for the purposes of the Capital Plan, and that no Asset, in whole or in part, will be sold, leased, encumbered or otherwise disposed of, directly or indirectly, during the Asset Disposal Period, unless the Recipient notifies Canada in advance and in writing, and Canada consents to such disposal.
- c) Upon alternate use or disposal of any Asset, which includes selling, leasing and encumbering, or otherwise disposing of, directly or indirectly, during the Asset Disposal Period, the Recipient will reimburse Canada, at Canada's discretion, all or part of the contribution paid under this Agreement by Canada to the Recipient.

18.2 REVENUES FROM ASSETS

Canada may require the Recipient to notify Canada in writing within ninety (90) Business Days of the end of a Fiscal Year if any Asset is used in such a way that, in the Fiscal Year, revenues are generated from it which exceed its operating expenses. Canada may require the Recipient to pay to Canada immediately a portion of the excess which would be calculated, at the same contribution rate as the program contribution percentage in the same proportion as the total cost of the Asset. This obligation will only apply during the Asset Disposal Period.

19. GENERAL

19.1 PUBLIC BENEFIT

The Parties acknowledge that their contributions to the Capital Plan are meant to accrue to the public benefit.

19.2 SURVIVAL

The Parties' rights and obligations which, by their nature, extend beyond the termination of this Agreement, will survive any termination of this Agreement.

19.3 ACCOUNTING PRINCIPLES

All accounting terms will have the meanings assigned to them, all calculations will be made and all financial data to be submitted will be prepared, in accordance with the accounting standards that govern the recipients financial reporting or the Public Sector Accounting Standards in effect in Canada.

19.4 DEBTS DUE TO THE FEDERAL CROWN

Any amount owed to Canada under this Agreement by the Recipient will constitute a debt due to the federal Crown, which the Recipient will reimburse to Canada forthwith on demand.

19.5 INTEREST ON DEBTS DUE TO THE FEDERAL CROWN

Any debts due to the federal Crown by the Recipient after the repayment due date will constitute an overdue repayment and will accrue interest in accordance with the federal Interest and Administrative Charges Regulations.

19.6 SET-OFF BY CANADA

Any debt due to the federal Crown by the Recipient may be set-off against any amounts payable by Canada to the Recipient under this Agreement.

19.7 MEMBERS OF THE HOUSE OF COMMONS AND SENATE

No member of the House of Commons or the Senate of Canada will be admitted to any share or part of this Agreement, or to any benefit arising from it that is not otherwise available to the general public. The Recipient will promptly inform Canada should it become aware of the existence of any such situation.

19.8 CONFLICT OF INTEREST

No current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from this Agreement unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes. The Recipient will promptly inform Canada should it become aware of the existence of any such situation.

19.9 NO AGENCY, PARTNERSHIP, JOINT VENTURE, ETC.

- a) No provision of this Agreement and no action by the Parties will establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient or between Canada and a Third Party.
- b) The Recipient will not represent itself, including in any agreement with a Third Party, as a partner, employee or agent of Canada.

19.10 NO AUTHORITY TO REPRESENT

Nothing in this Agreement is to be construed as authorizing any person, including a Third Party, to contract for or to incur any obligation on behalf of Canada or to act as an agent for Canada. The Recipient will take the necessary action to ensure that any Contract between the Recipient and any Third Party contains a provision to that effect.

19.11 ASSIGNMENT

The Recipient will not transfer or assign its rights or obligations under this Agreement without the prior written consent of Canada. Any attempt by the Recipient to assign any of the rights, duties or obligations of this Agreement without Canada's express written consent is void.

19.12 COUNTERPART SIGNATURE

This Agreement may be executed and delivered in counterparts (including by mail or other means of electronic transmission, such as by electronic mail in "PDF" form), with the same effect as if all Parties had signed and delivered the same document, and all counterparts shall together constitute one and the same original document.

19.13 SEVERABILITY

If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the Parties is found to be or becomes invalid or unenforceable, in whole or in part, and if both Parties agree, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

19.14 AMENDMENTS

This Agreement, including its schedules, can only be amended in writing by the Parties. Notwithstanding the aforementioned, amendments to Schedule B.2 (Capital Plan Budget) made pursuant to Subsection 3.4 (Fiscal Year Budgeting) that do not result in an increase to the maximum amount of Canada's contribution under Subsection 3.1 (Contribution by Canada) do not require a formal amendment agreement between the Parties and may be made administratively through an exchange of written correspondence between the Parties.

19.15 WAIVER

A Party may waive any of its rights under this Agreement only in writing. Any tolerance or indulgence demonstrated by the Party will not constitute a waiver.

19.16 NOTICE

- a) Any notice, information or required documentation provided for under this Agreement must be delivered in person or sent by mail or email to the identified representatives of the Parties at the following coordinates, unless otherwise specified by Canada:

Canada:

Transit Programs Assistant Deputy Minister
Communities and Infrastructure Programs Branch
1100 - 180 Kent Street,
Ottawa, Ontario,
K1P 0B6

baselinefunding-financementdebase@infcc.gc.ca

or to such other address or email or addressed to such other person as Canada may, from time to time, designate in writing to the Recipient; and

Recipient:

Anna Dinsdale, Community Safety and Well-Being Manager
City Hall, 1084 Central Avenue
Prince Albert SK, S6V 7P3
adinsdale@citypa.com

or such other address or email or addressed to such other person as the Recipient may, from time to time, designate in writing to Canada.

- b) Such notice will be deemed to have been received:
- i. in person, when delivered;
 - ii. if sent by mail or email, when receipt is acknowledged by the other Party; or
 - iii. if sent by registered mail, when the receiving Party has signed the acknowledgment of reception.
- c) If a Party changes its representative or the coordinates for that representative, it will advise the other Party as soon as possible.

19.17 COMPLIANCE WITH LAWS

The Recipient will comply with all applicable laws and regulations and all requirements of regulatory bodies having jurisdiction over the subject matter of the Capital Plan.

19.18 GOVERNING LAW

This Agreement is governed by, and is to be interpreted in accordance with, the applicable federal laws and the laws in force in the province of Saskatchewan. The Parties attorn to the jurisdiction of the Courts of the province of Saskatchewan and all courts competent to hear appeals from the Courts of the province of Saskatchewan.

19.19 SUCCESSORS AND ASSIGNS

This Agreement is binding upon the Parties and their respective successors and assigns.

SIGNATURES

This Agreement has been executed on behalf of HIS MAJESTY THE KING in right of Canada by the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada and on behalf of The City of Prince Albert by the Department of Community Development on the date below each Party's respective signature.

HIS MAJESTY THE KING IN RIGHT OF CANADA

[INSERT NAME OF RECIPIENT]

Per: [INSERT NAME OF HICC OFFICIAL]
[INSERT TITLE]
Public Transit
Housing, Infrastructure and Communities
Canada

Per: [INSERT NAME]
[INSERT TITLE]

Signed for and on behalf of the
Minister of Housing and Infrastructure
and Minister responsible for Pacific
Economic Development Canada.

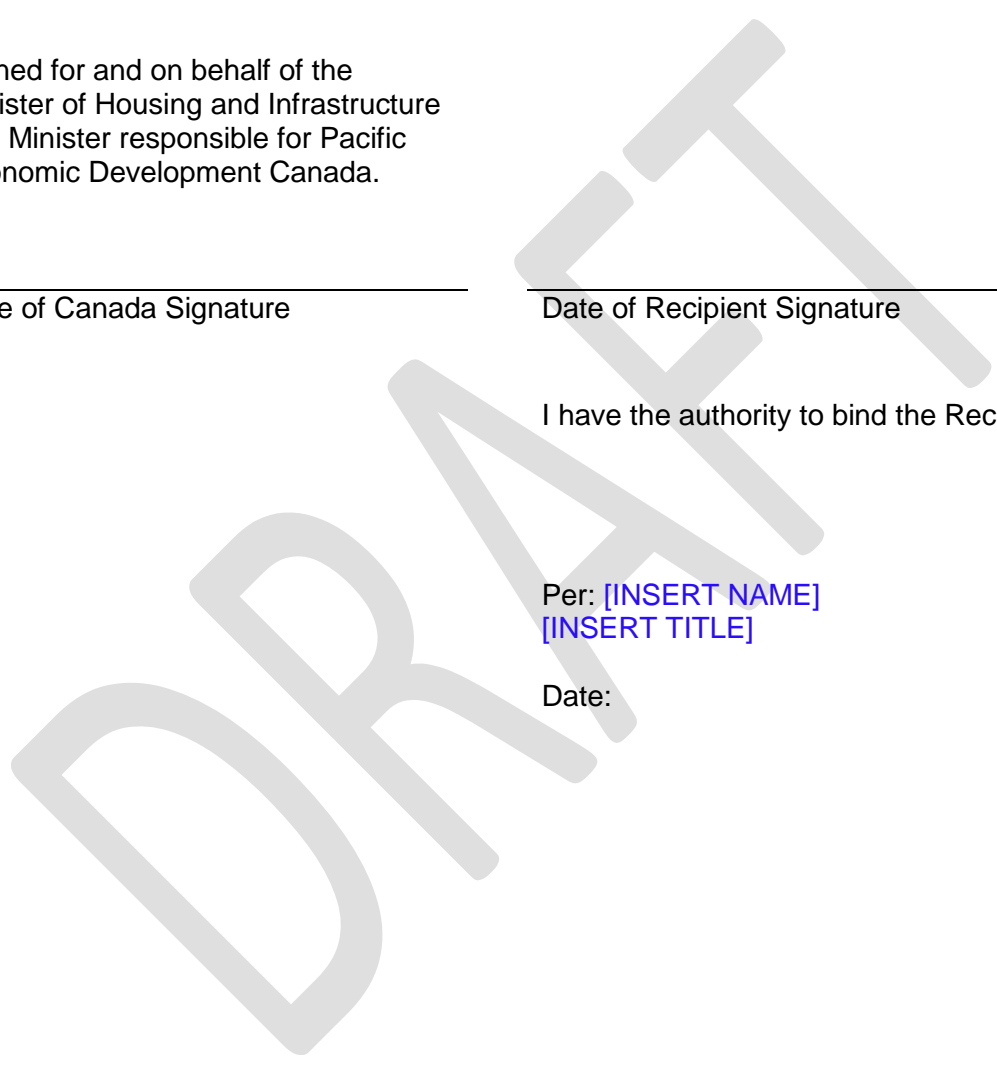
Date of Canada Signature

Date of Recipient Signature

I have the authority to bind the Recipient.

Per: [INSERT NAME]
[INSERT TITLE]

Date:



SCHEDULE A – ELIGIBLE AND INELIGIBLE EXPENDITURES

SCHEDULE A.1: ELIGIBLE EXPENDITURES

Eligible expenditures are costs incurred by an eligible recipient that are considered by Canada to be direct and necessary for the successful implementation of the Capital Plan, excluding those explicitly defined as ineligible under Schedule A.2.

Eligible expenditures include capital costs, design and planning costs, as well as costs related to meeting specific program requirements, including federal requirements.

Expenditures will only be eligible as of Capital Plan approval in principle.

Funding for Eligible Expenditures, including site preparation and construction costs, can only be made available to the Recipient following the Effective Date of this Agreement. Approval conditions must be met as applicable, and any conditions outlined under the Payments section must be satisfied, including, where applicable, confirmation that environmental assessment, other applicable federal environmental legislation, and Indigenous consultation and accommodation obligations have been met and continue to be met.

SCHEDULE A.2: INELIGIBLE EXPENDITURES

- a. Capital Plan costs incurred before Capital Plan's approval in principle;
- b. Costs incurred for cancelled Capital Plan Components;
- c. Costs related to purchasing land, buildings, and associated real estate and other fees;
- d. Leasing land, buildings, and other facilities; leasing equipment other than equipment directly related to the construction of the Capital Plan Component; real estate fees and related costs;
- e. Any overhead costs, including salaries and other employment benefits of any employees of the eligible recipient or ultimate recipient, its direct or indirect operating or administrative costs and more specifically its costs related to planning, engineering, architecture, supervision, management, and other activities normally carried out by its staff, with the following exceptions:
 - i. There is a lack of private sector capacity to undertake the work; or
 - ii. The work involves project specific expertise, or proprietary or specialized infrastructure or equipment that requires specific knowledge or skill of the recipient's employees; or
 - iii. A collective agreement requires the recipient to use their own unionized employees for certain project work;
- f. Financing charges, and loan interest payments, including those related to easements (e.g. surveys);
- g. Legal fees;
- h. Principal and interest payments to the Canada Infrastructure Bank;
- i. Any goods and services costs which are received through donations or in kind;
- j. Provincial sales tax, goods and services tax, and harmonized sales tax for which the ultimate recipient is eligible for a rebate, and any other costs eligible for rebates;
- k. Costs associated with operating expenses and regularly scheduled maintenance work are ineligible;
- l. Costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project.

SCHEDULE B – THE CAPITAL PLAN

SCHEDULE B.1: CAPITAL PLAN DETAILS

Capital Plan Description:

The Capital Plan includes the following areas of investment:

- non-capital;
- fixed assets; and,
- active transportation infrastructure.

Capital Plan Component proposals form part of this agreement as outlined in Subsection 3.5(e), and shall contain the project specific details of Capital Plan Components that fall within the identified areas of investment of the Capital Plan.

Capital Plan Objective:

Baseline Funding will provide predictable, long-term funding to communities with existing transit systems to support routine capital and non-capital investments, including public transit and active transportation system expansions, improvements, and state of good repair. To be eligible for funding under Baseline, all Capital Plan Components concerning public transit and active transportation must align with at least one of the four following Program objectives:

- Increase the use of public transit and active transportation relative to car travel
- Increase the housing supply and affordability as part of complete, transit-oriented communities
- Help mitigate climate change and improve climate resilience
- Improve public transit and active transportation options for all, especially Indigenous People and equity-deserving groups.

Capital Plan Component Assets and Activities

Baseline Funding will support public infrastructure, which is defined as tangible capital assets primarily for public use and/or benefit. The Capital Plan Components that will make up the Capital Plan may include capital transit and active transportation components, as well as non-capital components. The Capital Plan Components must support Program objectives and expected results and must meet applicable federal requirements.

- For a capital infrastructure Capital Plan Component to be eligible for funding, it must include the acquisition, enhancement, modernization, rehabilitation, construction, expansion, restoration, renovation, refurbishment, or replacement of assets that fall under one of the following categories:
 - Public transit systems and related infrastructure; or,
 - Active transportation infrastructure or networks.
- Non-capital Capital Plan Components will support transit-related development, planning, or design, of public infrastructure projects. For a non-capital Capital Plan Component to be eligible for funding, it must support one of the following:
 - A potential future capital project that would be considered eligible under the program; or
 - Transit and active transportation projects related to planning, feasibility studies, stand-alone design work or other related capacity building, research or data projects. Projects that support the development of transit-oriented communities are also eligible; this would include projects like transit-related housing needs assessments.

Expected Capital Plan and Capital Plan Component Benefits and Outcomes

In order to illustrate how the Capital Plan and the Capital Plan Components will contribute to CPTF objectives, the Recipient will report on each Capital Plan Component on an annual basis, and provide a Final Report upon substantial completion of a Capital Plan Component. Recipients will also provide progress reporting and a Final Report at the Capital Plan level. The Recipient may also be required to share key data on the performance of their overall transit systems.

SCHEDULE B.2: CAPITAL PLAN FINANCIALS

Table B.2.1 Capital Plan Summary

Capital Plan Budget	Amount (\$)
Total Capital Plan Cost	\$5,707,899
Total Eligible Expenditures	\$ 5,707,899
Total Baseline Funds contribution	\$ 2,388,160

Table B.2.2 Available Baseline Funds per Fiscal Year

Fiscal Year	Maximum Baseline Funds Available per Fiscal Year (\$)
2026-2027	\$ 238,816
2027-2028	\$ 238,816
2028-2029	\$ 238,816
2029-2030	\$ 238,816
2030-2031	\$ 238,816
2031-2032	\$ 238,816
2032-2033	\$ 238,816
2033-2034	\$ 238,816
2034-2035	\$ 238,816
2035-2036	\$ 238,816
Total	\$ 2,388,160

SCHEDULE C – REPORTING REQUIREMENTS

SCHEDULE C.1: ANNUAL REPORT

- a) The Recipient will submit progress reports, attested to by a delegated senior official, to Canada on an annual basis for the fiscal period ending on March 31st, or as required by Canada (“Annual Report”).
- b) The first Annual Report must cover the period commencing from the Capital Plan Approval Date to March 31st, 2027.
- c) The Recipient will be provided with an Annual Report template by Canada which will be completed to Canada’s satisfaction. Each report must include, at a minimum, the following information:

Capital Plan

- i. Capital Plan Title, Recipient name and Capital Plan identification number;
- ii. Reporting period dates;
- iii. Financials at the Capital Plan level;
- iv. Reporting on the progress of implementing housing conditions, if applicable;
- v. Summary of activities and progress achieved to date;
- vi. Reporting against transit system metrics.

Capital Plan Component – in progress

- i. Capital Plan Component names and details;
- ii. Capital Plan Component financials;
- iii. Construction start and end dates (forecast/actual);
- iv. Progress against expected results as identified in the Capital Plan Component submission;
- v. An update on issues/risks, if any, and mitigation measures;
- vi. Update on any non-competitive contracting;
- vii. Reporting on progress against federal requirements which could include, but is not limited to, accessibility standards and climate requirements related to greenhouse gas mitigation, Buy Clean, zero emission vehicles, and climate resilience;
- viii. Update on Communication Activities to date and future communications plans;
- ix. Progress on Environmental Assessment and Indigenous Consultation activities;
- x. Confirmation of installed signage, if applicable.

Capital Plan Component – when complete

- i. Capital Plan Component names and details;
- ii. Construction start and end dates (actual);
- iii. The Capital Plan Component’s completed results compared to the baseline identified at the time of submission of the Capital Plan Component;
- iv. Alignment with the Capital Plan’s outcomes as identified at the time of submission of the Capital Plan Component;
- v. Total expenditures and Eligible Expenditures as well as federal contribution for the Capital Plan Component;
- vi. An attestation, signed by a delegated senior official, that the Capital Plan Component has been completed and that federal funding was spent on Eligible Expenditures in accordance with this Agreement;
- vii. The Declaration of Substantial Completion signed by an authorized official of the Recipient as deemed acceptable by Canada, and it must list all relevant documents as determined by Canada;
- viii. Demonstrating that all environmental conditions and Indigenous consultation and accommodation requirements have been met;
- ix. Reporting on progress against federal requirements which could include, but is not limited to, accessibility standards and climate requirements related to greenhouse gas mitigation, Buy Clean, zero emission vehicles, and climate resilience;

- x. Confirmation of the Total Financial Assistance in accordance with Subsection 3.2 (b) (Commitments by the Recipient) and Schedule B2 (Capital Plan Budget).

SCHEDULE C.2: CAPITAL PLAN 5-YEAR PROGRESS REPORT

The Recipient will submit a Capital Plan 5-year Progress Report to Canada every five years, starting in April 2031. The Capital Plan 5-year Progress Report will include at a minimum:

- a) All information required under Schedule C.1 (Annual Report), covering the period from the last progress report to the date of submitting the Capital Plan Progress Report; and
- b) A cumulative summary of the results and the financials for the Capital Plan, which will include the following information:
 - i. Alignment with the Capital Plan's completed results as identified at the time of submission of the Capital Plan;
 - ii. Total expenditures and Eligible Expenditures as well as federal contribution for the Capital Plan;
 - iii. Demonstrating that all environmental conditions and Indigenous consultation and accommodation requirements have been met;
 - iv. Reporting on the achievement of federal requirements;
 - v. Confirmation of the Total Financial Assistance in accordance with Subsection 3.2 (b) (Commitments by the Recipient) and Schedule B2 (Capital Plan Budget).

DRAFT

SCHEDULE D – COMMUNICATIONS PROTOCOL

SCHEDULE D.1: PURPOSE

The communications protocol set out in this Schedule D (“Communications Protocol”) outlines the roles and responsibilities of each of the Parties to this Agreement with respect to Communications Activities related to the Capital Plan Components funded under this Agreement, including joint funding announcements and all subsequent milestone communication opportunities.

This Communications Protocol will guide the planning, development and implementation of all Communications Activities to ensure clear, consistent and coordinated communications to the Canadian public.

Communications Activities are defined in Subsection 1.1 of this Agreement.

SCHEDULE D.2: GUIDING PRINCIPLES

The Parties recognize the importance of managing the delivery of coherent Communications Activities based on the principle of transparent and open discussion and collaboration.

Communications Activities undertaken through this Communications Protocol should ensure that Canadians are informed of infrastructure investments made to help improve their quality of life and that they receive consistent information about the funded projects and their benefits.

The Communication Activities undertaken jointly by Canada and the Recipient should recognize the funding of all contributors to the project(s) being highlighted.

The Recipient will address any deficiencies and/or corrective actions identified by Canada.

SCHEDULE D.3: GOVERNANCE

The Parties will designate communications contacts that will be responsible for overseeing this Protocol’s implementation and reporting on its results.

SCHEDULE D.4: JOINT COMMUNICATIONS

- a) Canada and the Recipient will work together with respect to Joint Communications about the funding and progress of the activities under this Agreement.
- b) Joint Communications related to activities funded under this Agreement should not occur without the prior knowledge and agreement of each of the Parties.
- c) All Joint Communications material will be approved by Canada and the Recipient, and will recognize the funding of each of the Parties.
- d) Each of the Parties may request Joint Communications to communicate to Canadians about the progress or completion of Capital Plan Components. The requestor will provide at least fifteen (15) Business Days notice to the other Parties. If the Communications Activity is an event*, it will take place at a mutually agreed date and location.
- e) The requestor of the Joint Communications will provide an equal opportunity for the other Parties to participate and choose their own designated representative for events*, announcements by news release, joint statement, etc.
- f) As Canada has an obligation to communicate in English and French. Communications products issued by the Government of Canada must be bilingual and include the Canada wordmark and the other Party’s logo. In such cases, Canada will provide the translation services and final approval of products.
- g) The Recipient will be responsible for providing on-site communications and logistics support.
- h) The conduct of all Joint Communications will follow the [Table of Precedence for Canada](#).

**Events include, but are not limited to, in-person or virtual news conferences, public announcements, official events or ceremonies, and news releases.*

SCHEDULE D.5: INDIVIDUAL COMMUNICATIONS

Canada retains the right to meet its obligations to communicate information to Canadians about the Agreement and the use of funding through its own communications products and activities.

Canada and the Recipient may include general program messaging and an overview of Capital Plan Components in their own communications products and activities. The Party undertaking these activities will recognize the funding of all Parties.

Canada and the Recipient agree that they will not unreasonably restrict the other Party or other funding contributors from using, for their own purposes, public communications products related to Capital Plan Components that were prepared collectively or individually by the Parties, and if web-based, from linking to them.

Digital Communications, Websites and Webpages

Canada or the Recipient may issue digital communications to communicate progress of activities funded under this Agreement.

The Recipient will ensure that:

- a) Where a website or webpage is created to promote or communicate progress on activities funded under this Agreement, it must recognize federal funding through the use of 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." The Canada wordmark or digital sign must link to Housing, Infrastructure and Communities Canada's website, at <https://housing-infrastructure.canada.ca>. The guidelines for how this recognition is to appear and language requirements are published on the Department's Infrastructure Project Signage Guidelines webpage: <https://housing-infrastructure.canada.ca/pub/signage-panneaux/intro-eng.html>
- b) The Recipient will be requested to send to Canada a minimum of two high-resolution, good quality photographs per Capital Plan Component (where applicable); one of the construction in progress, and one of the completed Capital Plan Component, for use in Canada's social media channels and other digital communications activities. Sending the photos will constitute permission to use and transfer of copyright. Photographs are to be sent to infc.photo.infccanada.ca along with the Capital Plan Component name and location.

Advertising campaigns

Recognizing that advertising can be an effective means of communicating with the public, Canada and the Recipient may, at their own cost, organize an advertising or public information campaign related to the Program or the activities funded under this Agreement. However, such a campaign must respect the provisions of this Agreement and the Government of Canada requirements for advertising;

<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications/advertising.html>.

In the event of such a campaign, each Party agrees to inform the other Party of its intention, no less than twenty one (21) Business Days prior to the campaign launch.

Success stories

Canada and/or the Recipient may issue communication activities and products, including but not limited to, project success stories, vignettes, and multi-media products, to promote the activities funded under this Agreement. The Recipient agrees to support Canada with content and visuals as required and where possible.

SCHEDULE D.6: OPERATIONAL COMMUNICATIONS

The Recipient is solely responsible for operational communications with respect to the activities funded under this Agreement, including, but not limited to, calls for tender, construction, and public safety notices.

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."

SCHEDULE D.7: MEDIA RELATIONS, EVENTS AND PROJECT ANNOUNCEMENTS

Canada and the Recipient will share information promptly with the other Party should sensitive and/or a significant volume of media inquiries be received or if major stakeholder issues relating to the activities funded under this Agreement arise. Recipients will be responsible for answering media questions related to the progress, construction timelines, contracting, etc., of the activities funded under this Agreement.

The Parties agree to have media events about the funding and status of the activities funded under this Agreement. Key milestones may be marked by public events, news

releases, site visits, and/or other mechanisms. Either of the Parties or other funding contributors may request a media event. The requestor of a media event will provide at least fifteen (15) Business Days of notice to the other Party of their intention to undertake such an event. Both Parties will agree on the event location and date.

Media events related to the activities funded under this Agreement will not occur without the prior knowledge and agreement of both Parties.

SCHEDULE D.8: SIGNAGE

Canada, the Recipient and other funding contributors may each have a sign recognizing their funding contribution to a Capital Plan Component.

Unless otherwise agreed upon by Canada, the Recipient will produce and install a sign to recognize contributors' funding at the Capital Plan Component site(s) in accordance with current federal signage guidelines. Federal signage will be at least equivalent in size and prominence to signage for contributions made by other orders of government. The federal sign's design, content, printing and installation guidelines are provided by Canada through the Housing, Infrastructure and Communities Canada website at <https://housing-infrastructure.canada.ca/pub/signage-panneaux/intro-eng.html>.

The Recipient will ensure that signs are installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.

Digital signage may also be used in addition or in place of a physical sign in cases where a physical sign would not be appropriate due to project type, scope, location or duration.

Where the Recipient decides to install a permanent plaque or other suitable marker with respect to a Capital Plan Component, it must recognize the federal contribution and be approved by Canada.

The Recipient may acknowledge Canada's funding on purchased vehicles. The acknowledgment, in the form of an image provided by Housing, Infrastructure and Communities Canada, recognizes the Government of Canada's contribution and support. Funding acknowledgement guidelines to ensure consistency and visibility of the acknowledgment are available at <https://housing-infrastructure.canada.ca/pub/signage-panneaux/intro-eng.html>.

SCHEDULE D.9: COMMUNICATIONS COSTS

The eligibility of costs related to joint communication activities that provide public information on the projects will be subject to Schedule A (Eligible and Ineligible Expenditures) and must be agreed to in advance by Canada.

SCHEDULE E – DECLARATION OF SUBSTANTIAL COMPLETION

In the matter of the Contribution Agreement for CP-001062 City of Prince Albert Capital Plan under the Baseline Funding Stream of the Canada Public Transit Fund (“Agreement”) entered into between His Majesty The King in right of Canada, as represented by the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada, and City of Prince Albert (the “Recipient”), represented by [insert name of signatory], concerning the [CAPITAL PLAN COMPONENT NAME].

I, [insert name of signatory], of the City of Prince Albert, Province of Saskatchewan, declare as follows:

1. I hold the position of [insert position title] with the Recipient and as such have knowledge of the matters set forth in this declaration and believe this declaration to be true.
2.
 - a) I have received the following documents for the [CAPITAL PLAN COMPONENT NAME] project:
 - i. [LIST NAME OF RELEVANT DOCUMENTS, e.g. Certificate of Completion, Certificate of Performance, Occupancy Permit, etc.] [INSERT if applicable “signed by [insert name of person who signed relevant document], a [enter profession, e.g. professional engineer, professional architect or other applicable professional] for the project.”]
 - ii. ...
 - b) Based on the above documents and the representations made to me by the professionals identified in Subsection 2(a) above, I declare to the best of my knowledge and belief that the [CAPITAL PLAN COMPONENT NAME] project has been substantially completed, in that it can be used for its intended use, as described in Schedule B.1 (Project Description), as defined in the Agreement, on the [insert day] day of the [insert month] 20[insert year].
 - c) I have received the following documents and based on these documents and representations made to me by the professionals identified below, I declare to the best of my knowledge and belief that the Project conforms with, as applicable, the [List the applicable environmental review or assessment e.g. the Canadian Environmental Assessment Act, 2012, Impact Assessment Act, or Northern Regime.]:
 - i. [List name of relevant document] signed by [insert name of person who signed relevant document], an [enter profession, e.g. professional engineer, professional architect or other applicable professional].
 - ii. ...
3. All terms and conditions of the Agreement that are required to be met as of the date of this declaration have been met.

Declared at City of Prince Albert, in the province of Saskatchewan this [insert day] of [insert month], 20[insert year].

Signature

¹ Include known documents required under the program in in the space provided. Use a separate line for each document using the same text/approach as in subparagraph i of each section. Additional documents may be added to this schedule over the course of the agreement on concurrence of the Parties.

SCHEDULE F – FEDERAL REQUIREMENT DEFINITIONS

1. POPULATION THRESHOLD (COMMUNITIES OVER 150,000)

- Conditions will apply to all municipalities with a population greater than 150,000, based on 2021 census data.
- In cases where a regional transit system serves multiple municipalities with a combined population exceeding 150,000, the conditions will apply to all municipalities as applicable (municipalities that have higher-order transit and/or post-secondary institutions).

2. HIGH-FREQUENCY (HIGHER-ORDER) TRANSIT

- High-frequency (higher-order) is defined as fixed-route, higher-order transit lines, including rail lines (heavy rail, commuter rail, subways, light rail), and Bus Rapid Transit lines.
 - To be considered Bus Rapid Transit, a line must have at least 3 of the following features:
 - Dedicated right of way;
 - Busway alignment (i.e., centre of roadway or curbside bus-only corridor);
 - Off-board fare collection;
 - Traffic signal priority
 - Intersection treatments (e.g., prohibiting turns across bus lanes);
 - Platform-level boarding.
- Measurement of 800 meters is based on lot perimeters of transit stations. The land within this prescribed distance may overlap with bodies of water, First Nations treaty lands, agricultural land reserves, public parks, heritage buildings, federally regulated lands such as ports and airports, heritage sites, and others. In these cases, certain parcels of land may be excluded from the density requirements. Additionally, the application of the requirement may take into account existing urban form (e.g., streets and blocks) so that zoning changes follow natural boundaries and does not change in the middle of block.

3. POST-SECONDARY INSTITUTIONS

- A post-secondary institution is defined as a public facility that is recognized on the Master List of designated educational institutions maintained by Employment and Social Development Canada as a University, College or Institute and has full-time enrollment equal to or greater than 10,000 students.
 - Only primary campuses will be included (satellite campuses, off-campus offices and individual buildings will not be included).
- Canada's officials will work with eligible recipients to identify the post-secondary institutions located in their respective communities that meet the criteria noted above.
- Measurement of 800 meters is based on the perimeter of the main campus. The land within this prescribed distance may overlap with bodies of water, First Nations treaty lands, agricultural land reserves, public parks, heritage buildings, federally regulated lands such as ports and airports, heritage sites, and others. In these cases, certain parcels of land may be excluded from the density requirements. Additionally, the application of the requirement may take into account existing urban form (e.g., streets and blocks) so that zoning changes follow natural boundaries and does not change in the middle of block.
- As Housing Needs Assessments are completed, commitments and requirements would be updated to reflect local issues and pressures related to student housing.

4. HIGH-DENSITY HOUSING

- Municipalities will be required to introduce zoning changes to support higher densities that contribute to transit ridership and promote higher levels of multi-unit housing within 800 metres of applicable transit stations and/or post-secondary institutions.
- Density standards and guidelines as indicated in the table below provide flexibility to municipalities and regions to choose between measures of floor area ratio (FAR) and units as-of-right.

Minimum Allowable Density Standards for Baseline Funding

Category	Prescribed Distance (Meters)	Floor Area Ratio	Units as-of-Right	Units / Hectare Guideline*
Higher-Order Transit & Post-Secondary Institutions	0-800	3 (required)	4 (required)	80-90

**Units/hectare illustrate what communities are expected to be able to achieve at a broader scale through adoption of either minimum allowable standard.*

DRAFT



Anna Dinsdale
Community and Safety Well-Being Manager
City of Prince Albert
adinsdale@citypa.com

Dear Anna Dinsdale:

I am pleased to inform you that **CPC-001035 (Consultant Review and Report of Prince Albert Transit)** has been approved as eligible for inclusion under the City of Prince Albert's Baseline Funding Capital Plan.

As outlined in the Contribution Agreement, the approved Capital Plan Component and approval letter shall form part of, and be governed by, the Contribution Agreement.

Please carefully review the Annex attached to this letter, which contains important details about the federal requirements associated with this Capital Plan Component.

Sincerely,

Makuc,
Bogdan

Digitally signed
by Makuc,
Bogdan
Date: 2026.02.16
13:58:37 -05'00'

Bogdan Makuc
Senior Director – Baseline Funding
Public Transit
Communities and Infrastructure Programs Branch
Housing, Infrastructure and Communities Canada

cc: Charlene Tebbutt
Community Mobility Coordinator
ctebbutt@citypa.com

Annex – Federal Requirements

The following federal requirements apply to CPC-001035 (Consultant Review and Report of Prince Albert Transit).

Accessibility

The Capital Plan Component must meet or exceed the requirements of the highest published accessibility standard in the jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.

Environmental Assessment and Indigenous Consultation

Canada has determined that there are no federal environmental or impact assessment requirements, and that there is no obligation to consult with Indigenous peoples.

If there are changes to the scope, design, location, start date or completion date, please notify HICC immediately. HICC will reassess the Capital Plan Component and provide written confirmation of any requirements.



Anna Dinsdale
Community and Safety Well-Being Manager
City of Prince Albert
adinsdale@citypa.com

Dear Anna Dinsdale:

I am pleased to inform you that **CPC-001042 (Accessibility Assessment of Transit Built Environment)** has been approved as eligible for inclusion under the City of Prince Albert's Baseline Funding Capital Plan.

As outlined in the Contribution Agreement, the approved Capital Plan Component and approval letter shall form part of, and be governed by, the Contribution Agreement.

Please carefully review the Annex attached to this letter, which contains important details about the federal requirements associated with this Capital Plan Component.

Sincerely,

**Makuc,
Bogdan** Digitally signed by
Makuc, Bogdan
Date: 2026.02.19
10:52:22 -05'00'

Bogdan Makuc
Senior Director – Baseline Funding
Public Transit
Communities and Infrastructure Programs Branch
Housing, Infrastructure and Communities Canada

cc: Charlene Tebbutt
Community Mobility Coordinator
ctebbutt@citypa.com

Annex – Federal Requirements

The following federal requirements apply to CPC-001042 (Accessibility Assessment of Transit Built Environment).

Accessibility

The Capital Plan Component must meet or exceed the requirements of the highest published accessibility standard in the jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.

Environmental Assessment and Indigenous Consultation

Canada has determined that there are no federal environmental or impact assessment requirements, and that there is no obligation to consult with Indigenous peoples.

If there are changes to the scope, design, location, start date or completion date, please notify HICC immediately. HICC will reassess the Capital Plan Component and provide written confirmation of any requirements.



TITLE: Discretionary Use Development Permit - Princess Margaret Public School (Modular Classroom)

DATE: April 9, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Discretionary Use Development Permit Application for a 158 m² modular classroom expansion to Princess Margaret Public School, located at 351 13th Avenue East, legally described as Blk/Par I, Plan BB2990, Ext. 21, and Blk/Par H, Plan A, be approved, subject to the following conditions:
 - a) Administration's review and approval of the required Development Permit drawings; and,
 - b) The consolidation of Blk/Par I, Plan BB2990, Ext. 21, and Blk/Par H, Plan A.

EXECUTIVE SUMMARY:

The Community Development Department has received a Development Permit Application from Princess Margaret Public School for a 158 m² classroom addition on the northern side of the existing building. This expansion will extend the current entrance northward and provide additional space to accommodate the school's growing enrollment.

To ensure timely approval for the spring season, Administration recommends that the Development Permit be approved conditionally, pending completion of the review and approval of the required Development Permit drawings by Administration.

BACKGROUND:

Princess Margaret Public School, located at 351 13th Avenue East, operated by the Saskatchewan Rivers Public School Division, was originally developed in the 1960s and has undergone multiple additions and renovations to accommodate the growing student population.

In March 2026, the Community Development Department received a Development Permit Application from Princess Margaret Public School for a 158 m² classroom addition on the northern face of the existing building.

The subject property is located in the I1 – Institutional General Zoning District and the purpose of this zoning district is to:

“provide large parcels of land throughout the city to accommodate a diverse mixture of regional scale Institutional uses.”

As per Section 14 of the Zoning Bylaw, Elementary School is defined as:

“the use of land, a building, or a portion thereof, that is publicly funded or subsidized, for the assembly, education, training or instruction of children from pre-kindergarten to grade 9”

The use ‘Elementary School’ is considered Discretionary – Council Use in the I1 – Institutional General Zoning District and therefore requires City Council approval.

PROPOSED APPROACH AND RATIONALE:

The proposed development consists of a 158 m² classroom modular classroom addition that will extend the existing entrance northward and provide additional space to accommodate the school’s growing enrollment. The exterior of the modular classroom will be finished with metal siding to match the existing building. The proposed addition is illustrated in the attached ‘preliminary drawings.’

If approved, the applicant will proceed with submitting a grading plan and a detailed site plan for Administration’s review and approval. Based on the preliminary review, the proposed development is generally consistent with applicable City regulations.

In consideration of this, and in support of educational infrastructure, Administration recommends that the Development Permit Application be approved, subject to the conditions outlined in this report.

CONSULTATIONS:

Administration has advised the Public Works, Parks, Recreation and Culture and Financial Services Departments, along with the Fire Department, of this permit application. No concerns have been raised at this time that would keep the permit from being issued.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council’s decision.

Administration will remain in contact with the developer throughout the Development Permit review process to ensure that all required plans are submitted, reviewed and approved

BUDGET/FINANCIAL IMPLICATIONS:

The City has collected a Development Permit Application fee of \$500. The City will also collect \$150 for the Consolidation Fee.

Once construction drawings are submitted for a Building Permit Application to the Building Division for their review, a permit fee based on \$7.50 per \$1,000 of construction value

OTHER CONSIDERATIONS/IMPLICATIONS:

The proposed development is expected to conform to the regulations of the Zoning Bylaw, subject to final review of detailed plans.

There are no other policy, privacy, safety or environmental concerns to consider with this report.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendation to consider with this report.

STRATEGIC PLAN:

Strategic Direction: Promoting a Progressive Community

Strategic Goal: Formalize and implement the City’s Community Safety and Well-Being initiatives

Strategic Initiative: Provide support to community partners in their response to social and economic issues within the city.

This project supports the ongoing growth of the East Flat community. With City Council’s support, the proposed expansion of the subject elementary school will help meet the needs of current and future residents.

OFFICIAL COMMUNITY PLAN:

This project aligns with the City’s Official Community Plan, which provides policy direction supporting the expansion of existing educational facilities.

Section 11.7.2 states:

- “Ensure school and institutional sites are of sufficient size to accommodate required buildings, structures, recreation areas, transportation needs, as well as student, client, staff, and visitor parking, and foreseeable expansion;” and
- “Continue to support and work with all levels of government, school board divisions, institutions, colleges, and universities to provide high-quality education and training to the citizens of Prince Albert.”

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 9 of Public Notice Bylaw No. 24 of 2015. The following notice was given:

- Public Notice was issued on April 10th, 2026, to all property owners within 75 metres of the subject property.

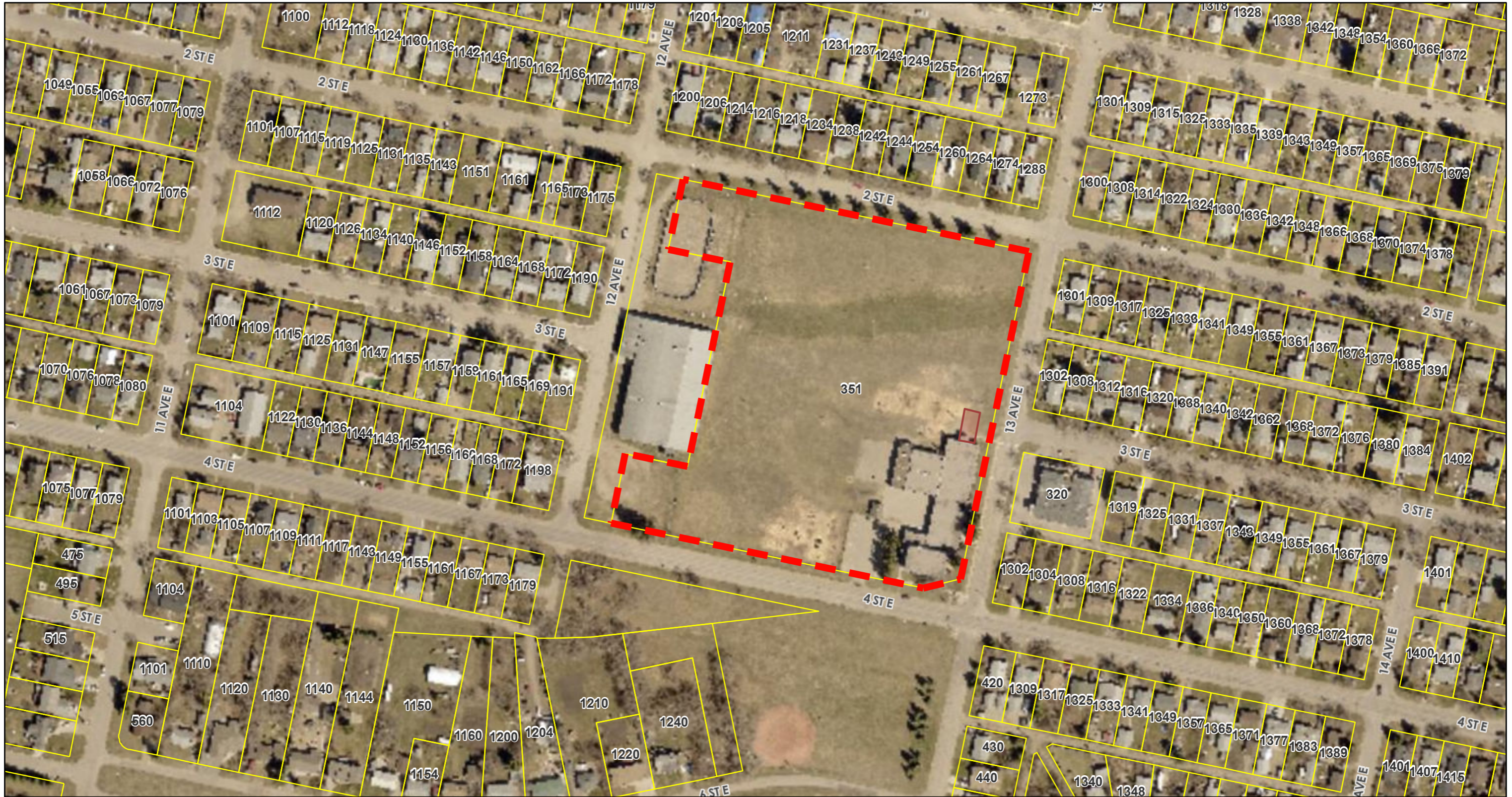
ATTACHMENTS:

1. Location Plan – Princess Margaret School
2. Preliminary Drawings
3. 75m Public Notice Letter - Issued April 10th, 2026

Written by: Darien Frantik, Planner

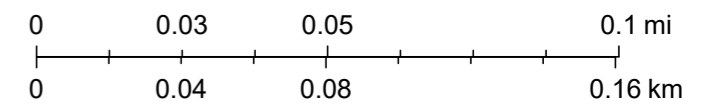
Approved by: Director of Public Works, Director of Community Development & City Manager

Location Plan



2026-04-09, 4:30:06 p.m.

1:3,481




Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community

Structural
PRAKASH #4 - 210 15TH ST. E.
 PRINCE ALBERT, SK.
 S6V 1G2
 PRAKASH CONSULTING LTD T 306 922 2101
 STRUCTURAL ENGINEERS F 306 763 0212

Mechanical

 Mechanical Engineering Consultants
 2334 8th Avenue Regina, SK S4R 1G3
 P: 306.525.9815 E: hda@hdaeng.com

Electrical

 CONSULTING ELECTRICAL ENGINEERS
 205 WENTZ AVENUE TELEPHONE • (306) 244-6311
 SASKATOON, SK S7N 2P9

Owner
 CONSULTANT STAMP 4

**PRELIMINARY NOT
 FOR CONSTRUCTION
 --% SUBMISSION**
 2021-XX-XX

All drawings and specifications are the property of aodbt and/or their subconsultants and may be reproduced only with their written permission. Information shown herein is for the use on this project only. Contractor shall verify and be responsible for site dimensions and conditions, and inform consultant of any variations that may occur. Dimensional text shall govern over any scaled dimensions.

**DELETE REVISION
 SCHEDULE IF NOT
 REQUIRED**


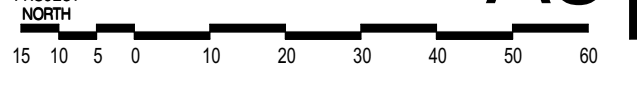
NO. DESCRIPTION DATE
 YYY-MM-DD

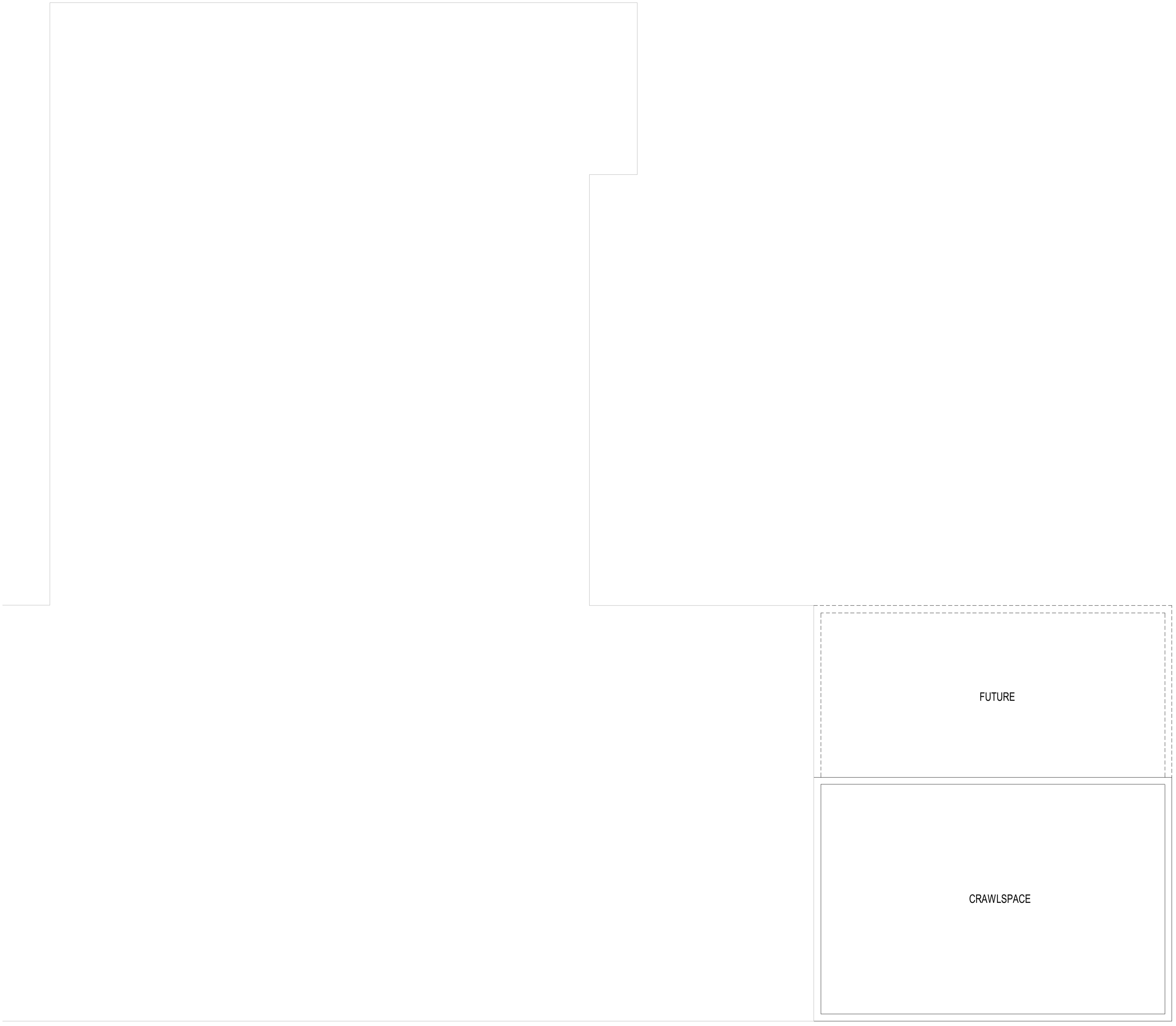
PROJECT NAME:
**PRINCESS
 MARGARET SCHOOL
 PORTABLES**

351 13 AVE EAST, PRINCE
 ALBERT SK
 PROJECT NUMBER: Project Number

DRAWING NAME:
CRAWLSPACE PLAN

DRAWN: KB CHECKED: Checker

 PROJECT NORTH
 15 10 5 0 10 20 30 40 50 60
A3



CRAWLSPACE PLAN

1:100

PRELIMINARY NOT FOR CONSTRUCTION
--% SUBMISSION
2021-XX-XX

All drawings and specifications are the property of aodbt and/or their subconsultants and may be reproduced only with their written permission. Information shown herein is for the use on this project only. Contractor shall verify and be responsible for site dimensions and conditions, and inform consultant of any variations that may occur. Dimensional text shall govern over any scaled dimensions.

DELETE REVISION SCHEDULE IF NOT REQUIRED

NO. DESCRIPTION DATE
YYYY-MM-DD

PROJECT NAME:
PRINCESS MARGARET SCHOOL PORTABLES

351 13 AVE EAST, PRINCE ALBERT SK

PROJECT NUMBER: Project Number

DRAWING NAME:
FIRST FLOOR PLAN

DRAWN: KB CHECKED: Checker

WALL SYMBOL LEGEND

- | | | |
|--|--|---|
| | | 1. WALL TYPE
W - WOOD STUDS |
| | | 2. WALL TYPE THICKNESS EXAMPLES
89 - 89mm STUDS
140 - 140mm STUDS |
| | | 3. FIRE RESISTANCE RATING (HOURS) |
| | | 4. WALL SPECIFIC INFORMATION
(ADDITIONAL WALL MATERIALS, ETC.) |

EXTERIOR WALL ASSEMBLIES

- EW#** WOOD SHEATHING
WOOD STUDS @ 400 O/C
BATT INSULATION (FULL DEPTH OF STUD)
VAPOUR BARRIER
16 GYPSUM BOARD
- EW#** WOOD SHEATHING
WOOD STUDS AT 400 O/C
BATT INSULATION (FULL DEPTH OF STUD)
VAPOUR BARRIER
16 FIRE RATED GYPSUM BOARD

INTERIOR WALL ASSEMBLIES

- W#** 16 FIRE RATED GYPSUM BOARD
WOOD STUDS @ 400 O/C
ACOUSTIC BATT INSULATION
(TO SUIT STUD THICKNESS)
16 FIRE RATED GYPSUM BOARD
- W#** 16 GYPSUM BOARD
WOOD STUDS @ 400 O/C
ACOUSTIC BATT INSULATION
(TO SUIT STUD THICKNESS)
16 GYPSUM BOARD

WALL SPECIFIC INFORMATION

- A -
B -
C -
D -

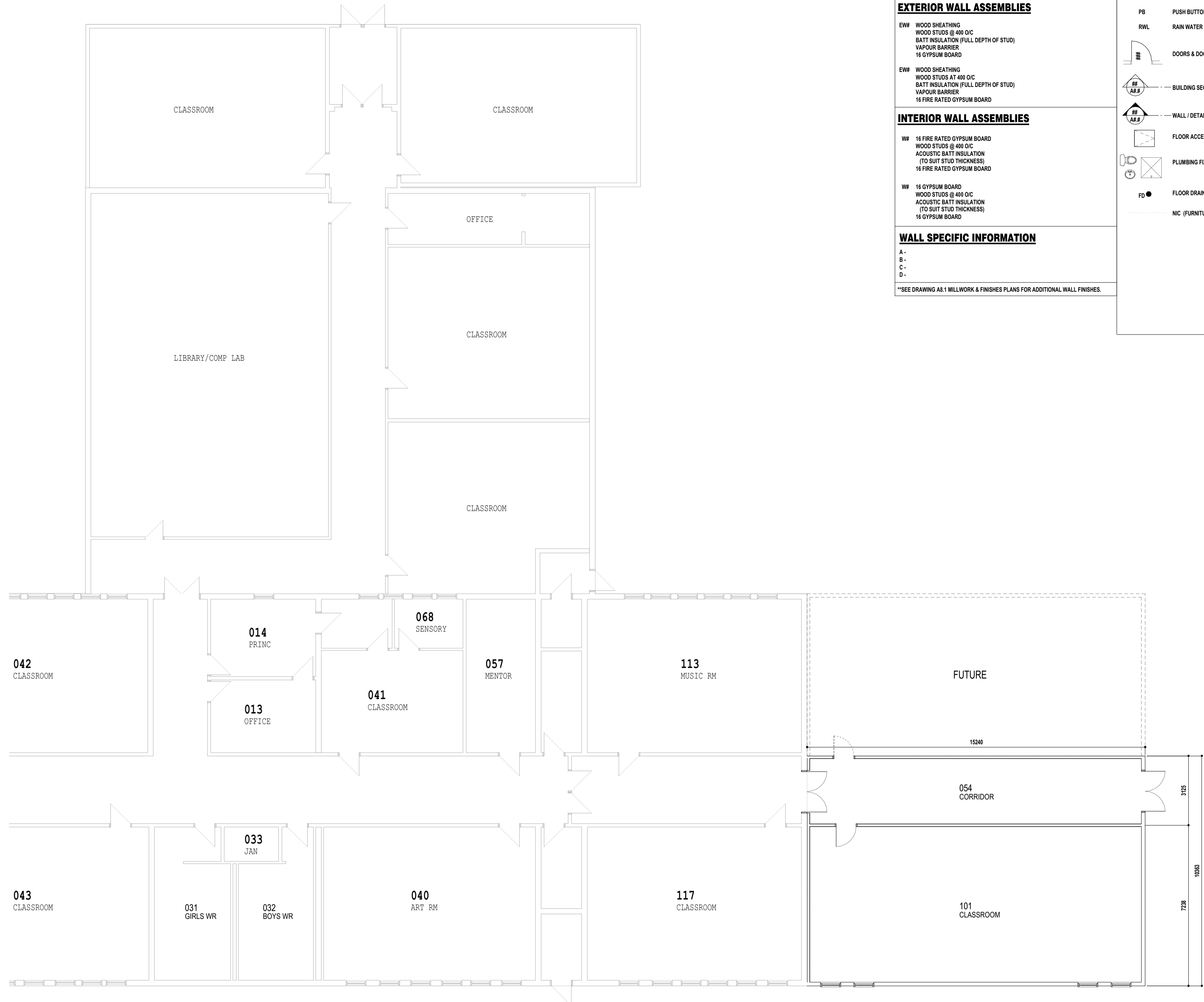
**SEE DRAWING A8.1 MILLWORK & FINISHES PLANS FOR ADDITIONAL WALL FINISHES.

WALL LEGEND

- EXISTING WALL
- NEW STUD WALL
- NEW CONCRETE BLOCK WALL
- DEMOUNTABLE WALL
- GLAZING
- EXTERIOR GLAZING UNIT
- PUSH BUTTON
- RAIN WATER LEADER
- DOORS & DOOR NUMBER
- BUILDING SECTION MARKER
- WALL / DETAIL SECTION MARKER
- FLOOR ACCESS HATCH
- PLUMBING FIXTURES
- FLOOR DRAIN
- NIC (FURNITURE, EQUIPMENT ETC)

GENERAL CONSTRUCTION NOTES

1. WALLS INDICATED TO BE FIRE RATED SEPARATIONS ARE TO BE CONTINUOUS TO US OF RATED FLOOR ASSEMBLIES AND/OR ROOF DECK/SHEATHING.
2. INSTALL FIRESTOPPING ALONG THE PERIMETER OF FIRE SEPARATIONS AND ALL PENETRATIONS THROUGH THE FIRE SEPARATION.
3. EXTERIOR DIMENSIONS SHOWN ARE TO FACE OF SHEATHING, EXTERIOR FINISH, AND/OR TO THE FRONT FACE OF CURTAIN WALL FRAME BACK SECTION UNLESS NOTED OTHERWISE.
4. INTERIOR DIMENSIONS SHOWN ARE TO CENTERLINE OF STUDS, FACE OF CONCRETE OR CONCRETE BLOCK WALL, AND/OR TO THE FACE OF EXISTING WALLS UNLESS NOTED OTHERWISE.
5. PROVIDE SLOTTED TOP TRACK FOR A MIN. OF 20mm DEFLECTION AT FULL HEIGHT STEEL STUD PARTITIONS. SECURE TOP TRACK TO US OF FLOOR ASSEMBLIES AND/OR ROOF DECK.
6. SCRIBE GYPSUM BOARD TO METAL DECK CW SEALANT AT AREAS WITH EXPOSED STRUCTURE.
7. WHERE DIFFERENT WALL TYPES LINE UP WITH EACH OTHER IN ONE PLANE, INSTALL WALL STUDS SO THAT THE OUTSIDE SURFACE OF THE LAST LAYER OF GYPSUM BOARD IS FLUSH WITH EACH OTHER.
8. COORDINATE 152mm STEEL STUD FRAMING LOCATIONS WITH REQUIRED PLUMBING STACK LOCATIONS, VALVES, CONTROL MANIFOLDS FOR IN-SLAB RADIANT HEATING AND RECESSED ELECTRICAL/MECHANICAL PANELS.
9. WALLS ARE TO EXTEND TO US OF ROOF DECK/SHEATHING UNLESS NOTED OTHERWISE.
10. ENSURE THE PERIMETERS OF INTERIOR WALL TYPES WITH INSULATION ARE CAULKED AND SEALED WITH ACOUSTICAL SEALANT. ALL PENETRATIONS THROUGH THE WALLS ARE TO BE CAULKED AND SEALED.
11. WHERE STEEL STUD PARTITIONS ABUT RATED FLOOR ASSEMBLIES AND/OR ROOF DECK IN CONCEALED SPACES, CUT GYPSUM BOARD 16mm SHORT AND SEAL WITH ACOUSTICAL SEALANT.
12. EXPOSED SPRINKLER LINES AND NEW OR RENOVATED DUCTWORK TO BE PAINTED.
13. WHERE RECESSED FIRE EXTINGUISHER CABINETS, ELECTRICAL PANELS, ETC., OCCUR IN STUD PARTITIONS AT FIRE SEPARATIONS, LINE THE INSIDE OF THE OPENING WITH ONE OR TWO LAYERS 16mm FIRE RATED GYPSUM BOARD ON STUD GAUGE ANGLE FRAMING. (FURR WHERE REQUIRED)
14. ENSURE THAT MECHANICAL & ELECTRICAL EQUIPMENT THAT REQUIRES SERVICING IS ACCESSIBLE AT COMPLETION OF CONSTRUCTION. (ie ABOVE SUSPENDED ACOUSTIC TILE CEILING OR PROVIDE ACCESS PANELS IF REQUIRED).
15. ENSURE ADEQUATE BACKING IS INSTALLED IN STEEL STUD PARTITIONS TO SUPPORT ALL WALL MOUNTED ITEMS, INCLUDING BUT NOT LIMITED TO: MILLWORK, WASHROOM ACCESSORIES, MISCELLANEOUS SPECIALTY ITEMS, HANDRAILS AND MECHANICAL / ELECTRICAL EQUIPMENT. CONFIRM ALL OWNER'S WALL MOUNTED EQUIPMENT.
16. DO NOT RUN ANY MECHANICAL OR ELECTRICAL SERVICES THROUGH EXITS UNLESS THEY ARE SERVICING THAT PARTICULAR EXIT.
17. PROVIDE ACOUSTIC INSULATION IN EXTERIOR STEEL STUDS WHERE PERPENDICULAR TO INTERIOR ACOUSTIC PARTITION.
18. WHERE GYPSUM BOARD WALLS ARE TO RECEIVE PLYWOOD WALL PROTECTION, THE GYPSUM BOARD DOES NOT NEED TO BE FINISHED (TAPE, MUD AND PAINT) BEHIND THE PLYWOOD WALL PROTECTION UNLESS THE WALLS ARE FIRE SEPARATIONS.
19. REPLACE GYPSUM BOARD WITH GLASS MAT WATER RESISTANT GYPSUM BACKING ON ALL WALLS TO RECEIVE TILE OR FRP WALL FINISH.
20. ENCLOSE ALL RWL, PIPING AND MECHANICAL CHASES WITH 16 GYPSUM BOARD, 64 STEEL STUDS AND ACOUSTIC BATT INSULATION.
21. MAKE GOOD ALL AREAS AFFECTED BY WORK OF THIS CONTRACT.
22. PROVIDE FIRESTOPPING AROUND ALL PENETRATIONS THROUGH ALL FIRE RATED ASSEMBLIES.





City of Prince Albert

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

April 10, 2026

«Primary_Customer_Name»
«Primary_Unit»
«Primary_Civic_No»
«Primary_City» «PRIMARY_PROV» «PRIMARY_PC»

Dear Property Owner:

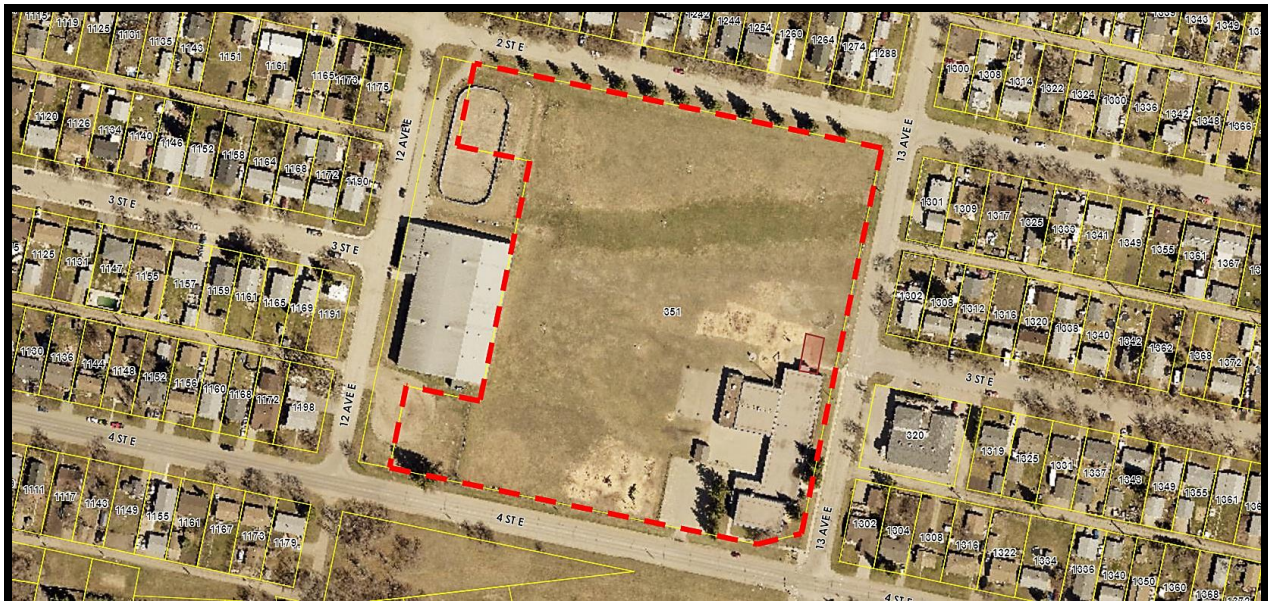
**Re: Discretionary Use Development Permit Application – Elementary School Expansion –
351 13th Avenue East - Prince Albert, SK**

The City of Prince Albert is in receipt of a development permit application for a 158 m² modular classroom expansion to Princess Margaret Public School, located at 351 13th Avenue East, legally described as Blk/Par I, Plan BB2990, Ext. 21, and Blk/Par H, Plan A. The proposed classroom is to be located on the northern side of the existing building, extending the current entrance northward. As a property owner located within 75 meters of the proposed development, and as required by the *City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development.

The *City of Prince Albert Zoning Bylaw No. 1 of 2019* defines an Elementary School as:

“the use of land, a building, or a portion thereof, that is publicly funded or subsidized, for the assembly, education, training or instruction of children from pre-kindergarten to grade 9”

As the proposed use is considered discretionary in the I1 – Institutional General Zoning District, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



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

- a) comply with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- b) be consistent with the criteria in the zoning bylaw for approval of discretionary uses;
- c) in the opinion of the council, be compatible with development in the district in the immediate area of the proposal; and
- d) be consistent with provincial land use policies and statements of provincial interest.

Therefore, City Council, at its meeting to be held on Monday, April 20, 2026, at 5:00 p.m., will consider submissions respecting the above-noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, April 14, 2026. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.

If you have any questions regarding this application, please do not hesitate to contact the Community Development Department through the Solutions Hub at 306-953-4884.

Kind Regards,



Dairien Frantik
Planner
City of Prince Albert



City of Prince Albert

RPT 2026-122

TITLE: Discretionary Use Development Permit Application - Hotel - 4415 7th Avenue East

DATE: April 10, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Discretionary Use Development Permit Application for a Hotel, to be located at 4415 7th Avenue East, legally described as Blk/Par 4, Plan 102391646, be approved subject to the Administration's approval of the required Development Permit plans.

EXECUTIVE SUMMARY:

The City of Prince Albert has received a Development Permit Application for a 139-room, four-storey hotel, to be located at 4415 7th Avenue East. Administration has reviewed the submitted Development Permit drawings and has identified only minor revisions, with no significant concerns regarding the proposed development.

If approved, the project will be eligible for the Commercial & Multi-Unit Residential Construction Incentive Program, demonstrating the City's commitment to supporting growth and encouraging investment within Prince Albert.

The Lake Country Co-op Leisure Centre is expected to increase demand for short-term accommodations, and the proposed hotel will help meet this demand while also supporting citywide activities. As such, Administration recommends approval, subject to final review of the Development Permit drawings.

BACKGROUND:

The Community Development Department has received a Discretionary Use Development Permit Application for a 4-storey hotel with 139 guest rooms, to be located at 4415 7th Avenue East.

To date, Administration has reviewed the submitted Development Permit drawings and has identified only minor revisions, with no significant concerns regarding the proposed development.

Per Section 14 of the Zoning Bylaw, a Hotel is defined as:

“the use of a building, or a portion thereof, for the provision of temporary accommodations to the public, and may include additional facilities and services such as assembly areas, banquet halls, recreational facilities, and other related food and service uses;”

The subject property is zoned C4 – Highway Commercial, and the purpose of this district is:

“to provide a diverse mixture of large scale, commercial uses. As an automobile dependent zoning district, the intention is to provide adequate space for large scale commercial developments, as well as easy access to the city’s many arterial and highway corridors.”

Within the C4 Zoning District, Hotel is identified as a Discretionary Use – Council. As such, City Council is required.

PROPOSED APPROACH AND RATIONALE:

The Lake Country Co-op Leisure Centre is expected to attract large-scale events, including concerts, sporting tournaments, and cultural events. This increased activity will create additional demand for short-term accommodations in the City. The proposed hotel will help meet this demand, serving both events at the facility and broader citywide activities.

The proposed hotel represents the first phase of development on the parcel, with additional development anticipated in the future.

If approved, the project will be eligible for the Commercial & Multi-Unit Residential Construction Incentive Program, demonstrating the City’s commitment to supporting growth and encouraging investment within Prince Albert.

In support of the City’s ongoing growth, Administration recommends that the Development Permit Application be approved, subject to final review and approval of the Development Permit drawings.

CONSULTATIONS:

At this time, Administration, including Public Works, Parks, Financial Services, the Fire Department and Building have minor comments on the permit drawings submitted. No major concerns have been raised at this time that would keep the permit from being issued.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council’s decision.

Administration will remain in contact with the developer throughout the Development Permit review process to ensure that all required plans are submitted, reviewed and approved

BUDGET/FINANCIAL IMPLICATIONS:

The Applicant may submit an additional application for the new Commercial & Multi-Unit Residential Construction Incentive Program, which, once approved, will provide a multi-year, tax abatement as follows:

- 70% in the first year,
- 50% in the second year,
- 30% in the third year, and
- 15% in the fourth year

The total value of the tax incentive will be calculated once Administration has a complete set of construction drawings to evaluate.

The city has collected a permit application fee of \$500 for the Development Permit. Similarly, once construction drawings are submitted to the Building Division for their review, a building permit fee based on \$7.50/\$1000 of construction value will be collected.

For reference, comparable hotels in this area contribute approximately \$270,000.00 annually in municipal taxes.

OTHER CONSIDERATIONS/IMPLICATIONS:

The proposed development is expected to conform to the regulations of the Zoning Bylaw, subject to final review of detailed plans.

There are no other policy, privacy, safety or environmental concerns to consider with this report.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendation to consider with this report.

STRATEGIC PLAN:

Strategic Direction: Building a Robust Economy.

Strategic Goal: Establish economic development partnerships.

Strategic Initiative: Promote Prince Albert as the cultural and economic hub connecting Northern and Southern Saskatchewan.

This project supports the ongoing growth of the city, and with City Council's support, Prince Albert is becoming more prominent as the economic and cultural hub between Northern and Southern Saskatchewan.

OFFICIAL COMMUNITY PLAN:

Schedule 16.1.1 of the City of Prince Albert's Official Community Plan identifies the subject parcel as being Highway Commercial land. As per Section 6.5.4:

"The highway commercial use allows for the orderly development of automobile dependent accommodation and services for residents, tourists and transient

motorists... The purpose is to provide for regional retail and service commercial services with convenient, controlled access parking and without increasing traffic burdens upon the adjacent streets and highways”.

The proposed development conforms to the above statement as it will provide accommodations to tourists and transient motorists, as well as ample on-site parking.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 9 of Public Notice Bylaw No. 24 of 2015. The following notice was given:

- Public Notice was issued on April 10th, 2026, to all property owners within 75 metres of the subject property.

ATTACHMENTS:

1. Location Plan – 4415 7th Avenue East
2. Site Plan
3. 75m Public Notice Letter - Issued April 10th, 2026

Written by: Darien Frantik, Planner

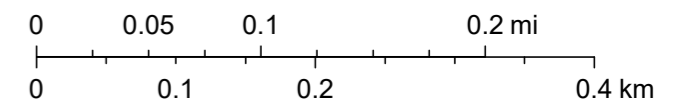
Approved by: Director of Public Works, Director of Community Development & City Manager

Location Plan



2026-04-10, 11:40:17 a.m.

1:9,028



Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



#201, 17881-105A AVENUE NW
EDMONTON, ALBERTA, CANADA T5S 1Y8
http://www.tamonarchitecture.com
info@tamonarchitecture.com
P: 780.757.6000
F: 780.656.6050

CONTRACT AGREEMENT:
ALL DIMENSIONS AND SPECIFICATIONS ARE INSTRUMENTS OF SERVICE AND THE PROJECT HAS DEVELOPED BY THE ARCHITECT. IT IS AGREED THAT ANY REVISIONS WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT WILL BE AT THE CLIENT'S RISK AND RESPONSIBILITY.
CONTRACT DEVELOPMENT/DESIGN: MEET, DESIGN AND VERIFY. ALL DIMENSIONS AND SPECIFICATIONS ARE INSTRUMENTS OF SERVICE. ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK.
THIS DOCUMENT MUST BE REVISIONS OR CORRECTIONS WITH CONSULTATION OR TOLERANCE OF WORK. REVISIONS IN CONSULTATION WITH THE PROJECT.

CONSULTANT
SEAL

NOT FOR CONSTRUCTION

DATE

ISSUES & REVISIONS LOG

1	12/01/20	CLIENTS REVIEW AND APPROVAL
2	02/02/21	DEVELOPMENT PERMITS - REVIEWED
3	02/05/21	DEVELOPMENT PERMITS - REVIEWED
4	02/01/21	PROGRESS SET BEFORE CONSTRUCTION

PROJECT

Prince Albert
Hyatt Hotel
7th Avenue East
Prince Albert, SK

SHEET CONTENTS
SHEET PLAN

CHECKED BY	SCALE	AS SHOWN
DRAWN BY	CVE	DATE 17 MAR 2028
KEYPLAN		SHEET NO. A.111
		2 OF 2

BUILDING CODE SYNOPSIS

APPLICABLE CODE:
NATIONAL BUILDING CODE OF CANADA 2020

A.3.1.2 USE CLASSIFICATION:
HOTEL
MEETING
INDOOR SWIMMING POOL
BREAKFAST

OCCUPANCY:
MAJOR
SUBSIDIARY
MAJOR
SUBSIDIARY

3.1.2.1 OCCUPANCY CLASSIFICATION:
3.2.2.51 GROUP C - UP TO 8 STOREYS - SPRINKLERED

3.9.2.1 BUILDING AREA:

HOTEL	21,185.5 F. (1,925.45 SQM)	81%
MEETING	825.5 F. (69.57 SQM)	2%
INDOOR SWIMMING POOL	3,174.5 F. (294.87 SQM)	12%
BREAKFAST	1,295.5 F. (120.31 SQM)	5%
TOTAL BUILDING AREA	26,275.5 F. (2,441.21 SQM)	100%

AFFECTED BY ALTERATION: (0.00 SQM)

3.2.2.10 BUILDING ACCESS
FACING 2 STREETS

3.1.4. BUILDING CONSTRUCTION:
COMBUSTIBLE

3.2.1.4 FIRE SEPARATIONS AND RATINGS:

TYPICAL FLOORS	60MIN
ROOF	60MIN
SUITE SEPARATION WALLS	60MIN
LOAD BEARING WALLS/COLUMNS	60MIN

OTHER FIRE SEPARATIONS AND RATINGS:

CORRIDORS	60MIN
STAIRS	60MIN
SERVICE ROOMS	60MIN
ELEVATOR SHAFTS	60MIN
JANITORS ROOMS	60MIN
COMMON LAUNDRY ROOMS	60MIN

3.8.2.7 POWER DOOR OPERATORS: YES

3.2.5.8 STANDPIPE SYSTEM: YES

3.2.2.18 SPRINKLERED: YES

3.2.4.1 FIRE ALARM: YES

3.4.2.5.1 TRAVEL DISTANCE TO AT LEAST ONE EXIT:

HOTEL	MAX 45m (147ft) - REFERENCE 3.4.2.5 (c)
MEETING	MAX 45m (147ft) - REFERENCE 3.4.2.5 (c)
INDOOR SWIMMING POOL	MAX 45m (147ft) - REFERENCE 3.4.2.5 (c)

3.1.17.1 OCCUPANT LOAD - MAIN FLOOR

HOTEL	24 ROOMS	= 48 PERSONS
MEETING	60.575 SQM / 1.195	= 32 PERSONS
INDOOR SWIMMING POOL	CAPPED # OF OCCUPANTS	= 22 PERSONS
TOTAL		= 102 PERSONS

3.4.3.2 EXIT WIDTH - MAIN FLOOR

REQUIRED EXIT WIDTH	102 x 6.1 = 622.2mm (25 in)
EXIT DOOR(S) PROVIDED:	
# OF SINGLE DOOR	= 5
# OF DOUBLE DOOR	= 1
PROVIDED EXIT WIDTH	= 840.1mm (252 in)

3.1.17.1 OCCUPANT LOAD - TYPICAL (2ND - 4TH)

HOTEL	41 ROOMS	= 132 PERSONS
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3.4.3.2 EXIT WIDTH - TYPICAL (2ND - 4TH)

REQUIRED EXIT WIDTH	132 x 6.1 = 805.2mm (32 in)
EXIT DOOR(S) PROVIDED:	
# OF SINGLE DOOR	= 3
PROVIDED EXIT WIDTH	= 274.3mm (108 in)

4.1.2.1(3) & 7.4.1.2.1. BUILDINGS OF IMPORTANCE:
NORMAL BUILDINGS

3.7.2.2 PLUMBING FIXTURE:

REQUIRED:	INDOOR SWIMMING POOL	PROVIDED:	INDOOR SWIMMING POOL
MALE = 1		MALE = 2	
FEMALE = 2		FEMALE = 2	
REQUIRED:	INDOOR SWIMMING POOL	PROVIDED:	INDOOR SWIMMING POOL
MALE = 1		UNISEX HC = 1	
FEMALE = 1		UNISEX = 1	

PROJECT INFORMATION

CIVIC ADDRESS:
7TH STREET EAST, PRINCE ALBERT, SK

LEGAL ADDRESS:
PARCEL 4
PLAN 102291646

ZONING:
C4 - HIGHWAY COMMERCIAL

SITE AREA:
174,351.5 F. (16197.73 SQM)

BUILDING HEIGHT:
MAXIMUM 72 FT. (22.0M)
PROPOSED: 50.0 FT. (15.2M)

LOT COVERAGE:
MAX ALLOWABLE: 35.0%
PROPOSED: 11.2%

SETBACKS:
NORTH (FRONT): 25 FT. (7.5M)
SOUTH: 10 FT. (3.0M)
EAST: 20 FT. (6.0M)
WEST: 10 FT. (3.0M)

BUILDING AREA:
MAIN FLOOR: 23,000.5 F. (2142.34 SQM)
2ND FLOOR: 19,048.5 F. (1771.10 SQM)
3RD FLOOR: 19,968.5 F. (1854.16 SQM)
4TH FLOOR: 19,968.5 F. (1854.16 SQM)
TOTAL: 82,946.5 F. (7621.76 SQM)

MIXED USE BUILDING AREA:
COMMERCIAL: (0.00 SQM)

PARKING REQUIRED:
1 PER HOTEL SUITE = 139.0
MEETING SEATS = +3.2
TOTAL: = 143 STALLS

PARKING PROVIDED:
= 155 STALLS

BARRIER FREE PARKING:
REQUIRED: = 3

HYATT STUDIO UNITS:

ROOM STYLE	ROOM COUNT	%
KING KING STUDIO	12	17%
KING KING STUDIO CONNECTOR	4	6%
KING KING STUDIO	34	49%
KING KING STUDIO WIDE	4	6%
KING KING STUDIO HC TUB	1	1%
1BR HC SHOWER	2	3%
EXECUTIVE 1BR	6	9%
KING STUDIO CONNECTOR	6	9%
TOTAL SUITE COUNT	69	100%

HYATT SELECT UNITS:

ROOM STYLE	ROOM COUNT	%
KING	16	23%
KING WIDE	1	1%
KING KING	32	46%
KING KING WIDE	2	3%
KING HC TUB	2	3%
KING HC SHOWER	2	3%
EXECUTIVE 1BR	3	4%
KING KING CONNECTOR	9	13%
KING CONNECTOR	3	4%
TOTAL SUITE COUNT	70	100%
OVERALL SUITE COUNT	139	

GENERAL SITE NOTES:

1. ALL PORTIONS OF VEHICLE ROUTE ARE STRUCTURALLY CORRODED OR SUPPORTING FIRE TRUCK WEIGHT OF 35,590KG

SITE SYMBOL LEGEND:

- EXTENT OF PROPOSED BUILDING AREA
- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2C)
- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2D)
- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2E)
- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2F)
- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2G)
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- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2I)
- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2J)
- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2K)
- EXTENT AND LOCATION OF SOFTSCAPE AREA (S2L)
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Community Development Department
1084 Central Avenue
Prince Albert SK S6V 7P3
Phone: (306) 953-4370
Fax: (306) 953-4380

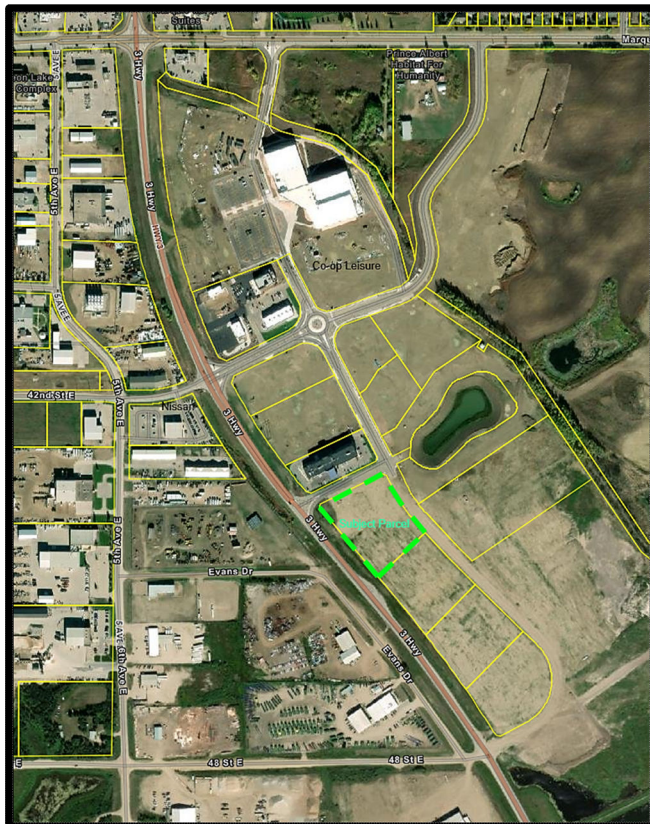
April 10, 2026

«PRIMARY_CUSTOMER_NAME»
«PRIMARY_CIVIC_NO»
«PRIMARY_CITY» «PRIMARY_PROV» «PRIMARY_PC»

Re: Discretionary Use Development Permit – Hotel – 4415 7th Avenue East, Prince Albert SK

The City of Prince Albert is in receipt of a development permit application for a Hotel, which is to be located at the above noted address, legally described as Blk/Par 4, Plan 102391646. As a landowner located within 75 meters of the proposed development, and as required by the *City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development. The proposed Hotel will include 139 guest bedrooms. *The City of Prince Albert Zoning Bylaw No. 1 of 2019* defines a Hotel as:

“the use of a building, or a portion thereof, for the provision of temporary accommodations to the public, and may include additional facilities and services such as assembly areas, banquet halls, recreational facilities, and other related food and service uses”



As the proposed use is considered discretionary in the C4 – Highway Commercial Zoning District, the permit application must be approved by City Council. The subject property is shown in a bold dashed line to the left.

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

- 1) Comply with the provision of the Zoning Bylaw that pertain to the specific use or uses, including the intended intensity of use, applied for;
- 2) Comply with the development criteria listed in the Zoning Bylaw for that particular use;

- 3) In the opinion of City Council, be compatible with the existing development in the immediate area of the proposal; and,
- 4) Comply with all relevant Provincial land use policies.

Therefore, City Council, at its meeting to be held on Monday, April 20, 2026 at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, April 14, 2026. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.

If you have any questions regarding this application, please do not hesitate to contact the Community Development Department at 306-953-4378.

Yours truly,



Darien Frantik
Planner

Enclosure



City of Prince Albert

RPT 2026-108

TITLE: WWTP Vessel Rehabilitation 2026 Tender – South Primary Clarifier

DATE: March 31, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the contract for the sandblasting and recoating of the South Primary Clarifier at the Prince Albert Wastewater Treatment Plant (WWTP) be awarded to Thunderclaw Industrial Services Limited. in the amount of \$325,305.19 including PST; and,
2. That the Mayor and City Clerk be authorized to execute the Contract and any other applicable documentation on behalf of the City, once prepared.

EXECUTIVE SUMMARY:

The City of Prince Albert's Waste Water Treatment Plant (WWTP) requires rehabilitation of important vessels to ensure their lifespan can be prolonged. The project involves the surface preparation (sandblasting) and recoating of the South Primary Clarifier to remove existing coatings, rust, and contaminants. This work is essential to restore the vessel to optimal operational condition and extend its lifespan. The scope of work includes site preparation, containment setup, abrasive blasting, recoating, and thorough inspections to ensure compliance with environmental and safety standards.

The project also includes site services, specialized equipment, and supervision by Thunderclaw's experienced construction specialists and subcontractors. It also incorporates comprehensive safety management and quality control management systems overseen by Thunderclaw.

BACKGROUND:

The South Primary Clarifier at the Prince Albert WWTP has been subject to extensive wear due to prolonged exposure to wastewater and harsh operational conditions. To prevent further deterioration and ensure efficient processing, sandblasting and recoating are required. The project follows best practices and adheres to Occupational Safety and Health Administration (OSHA) standards and Canadian Centre for Occupational Health and Safety (CCOHS) guidelines.

PROPOSED APPROACH AND RATIONALE:

After completing the same scope last year on the North Primary Clarifier, the scope of work and request for tenders were reviewed and issued for the South Primary Clarifier rehabilitation.

The City issued a tender for rehabilitation of the South Primary Clarifier and received 4 compliant bids. The bids were reviewed with procurement, with a recommendation to award to the best valued bid.

CONSULTATIONS:

In preparation for this project, the WWTP Manager consulted with WWTP Operations staff and the Procurement Division to develop a comprehensive scope of work that ensures the best value for the City. This consultation allowed the tender process to align with best practices in wastewater facility maintenance.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Thunderclaw Industrial Services Limited. will be provided a standing purchase order for the value as per quotation submitted.

BUDGET/FINANCIAL IMPLICATIONS:

The 2026 Utility Fund Budget included \$500,000 for the completion of the south primary clarifier rehabilitation. Thunderclaw's bid was evaluated as the best value bid for the project and the bid reflects their intent to use the same sub-contractors that completed this scope last year on the North Primary clarifier, providing confidence in their bid and ability to complete the project.

As this is considered a priority project to prepare the Waste Water Treatment Plant for the planned upgrades project, Administration is recommending that the City proceed with this work in 2026.

2026 Utility Fund Tank Rehabilitation Budget	\$500,000
Thunderclaw Industrial Services Ltd Bid (incl PST)	\$325,305.19

OTHER CONSIDERATIONS/IMPLICATIONS:

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

OPTIONS TO RECOMMENDATION:

There are no viable alternatives to the proposed project, as the clarifier requires maintenance to continue functioning efficiently and to be prepared to operate properly through the planned WWTP Upgrades project.

STRATEGIC PLAN:

This project aligns with the City's Strategic Plan Priority to maintain and enhance essential infrastructure. The work ensures the longevity and effectiveness of wastewater treatment operations. Additionally, it aligns with the implementation of long-term budget planning, fostering predictability in decision-making.

OFFICIAL COMMUNITY PLAN:

There are no Official Community Plan Strategies or Plans applicable to this report.

PUBLIC NOTICE:

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

ATTACHMENTS:

Attachment 1 – RFP 09-26- Vessel Rehabilitation – WWTP

Attachment 2 – South Primary Clarifier Location

Attachment 3 – South Primary Clarifier Picture

Written by: Sean Thompson, Waste Water Treatment Plant Manager

Approved by: Director of Public Works & City Manager



City of Prince Albert Request for Proposal #9/26

Vessel Rehabilitation - WWTP

1 Objective(s)

The City of Prince Albert is seeking a Bidder to perform Vessel Rehabilitation for the Prince Albert's Wastewater Treatment Plant (WWTP). The work includes surface preparation, lead-based paint abatement, and recoating of the South Primary Clarifier to restore the asset to optimal operational condition and extend its service life.

2 Instructions to Bidders

Proposals must be received by **2:00pm, Saskatchewan Time, Friday, February 27, 2026.**

Your Proposal must be submitted in two (2) clearly marked files with Company Name and RFP number indicated in the title.

File "A" will contain your Cover Letter, Company Profile, Project Team, Company Experience, Proposed Scope of Work | Project Approach, References.

File "B" will contain pricing being offered and all financial considerations.

The two (2) files must be submitted through the VendorPanel software.

File "A" will be opened by the Purchasing Department.

File "B" with File "A" will be forwarded to the selection committee for evaluation.

Proposals must be received through the VendorPanel Software. Proposals received by email or fax will not be accepted.

3 Inquiries

Inquiries, interpretations, and questions regarding this Request for Proposal (RFP) are to be directed through the VendorPanel software.

4 RFP Process

Request for Proposals received by the Purchasing Department **after 2:00pm, Saskatchewan Time, Friday, February 27, 2026** will not be considered.

Upon closing, the City of Prince Albert will review all proposals for completeness and compliance to the requirements of this Request for Proposal (RFP).

5 Schedule

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

RFP Release Date: Monday, January 26, 2026.

Site Visit Date: Wednesday, February 4, 2026 @9:00 am Sask time.

RFP Closing Date: Friday, February 27, 2026.

Approval by City Council: Monday, March 23rd, 2026.

Intention to Award Agreement: Friday, March 27th, 2026.

6 Background

The South Primary Clarifier at the City of Prince Albert's Waste Water Treatment Plant (WWTP) requires rehabilitation. The scope includes abrasive blasting, lead abatement controls, and recoating as per the Scope of Work in Section 7.1.

7 Responsibilities | Scope of Work

7.1 Scope of Work

1. Project Overview:

The project involves the surface preparation (sandblasting) and recoating of the vessel shown in the drawings posted on VendorPanel along with this RFP and Bid Page. The goal is to remove existing coatings, rust, and contaminants to restore the vessel to optimal operational condition and extend its lifespan. All work will be performed in compliance with safety and environmental standards applicable to wastewater treatment facilities.

2. Work Description:

a. Site Preparation:

- Secure the work area within the wastewater treatment plant to prevent unauthorized access and protect adjacent equipment.
- Install containment systems to control debris, dust, and overspray, ensuring no contamination enters the treatment process.
- Protect all nearby instrumentation, piping, and sensitive equipment.
- Implement odor and fume control measures to prevent disruption to plant operations.

b. Surface Preparation (Sandblasting):

- Inspect the vessel's surface for contaminants, rust, and old coatings.
- Use abrasive blasting to achieve a near-white metal finish (SSPC-SP 10/NACE No. 2).

- Ensure containment systems prevent debris from entering treatment processes or sensitive plant areas.
- Conduct a post-blasting inspection to confirm surface preparation standards have been met.
- Specific areas to be sandblasted:
 - Rake / counter weight
 - Center Rake Driveshaft Structure
 - Center Feed well and cone
 - Bridge and handrails
 - Baffle Walls Both Sides
 - Exterior Diffuser Ring (Baffle) and supports off Concrete Overflow Box
 - Baffle Ring (Diffuser) - outer perimeter

c. Recoating:

- Apply a primer coat compatible with the vessel's operational environment, following specifications that have been provided.
- Apply intermediate and top coats as specified
- Adhere to manufacturer-recommended curing times between coats.
- Measure dry film thickness (DFT) after each coat to ensure compliance with specifications.
- Final inspection to confirm coating integrity, adhesion, and thickness.

3. Lead-Based Paint Abatement and Enhanced Safety Requirements

- Lead is confirmed present.
- The Bidder shall implement full lead abatement controls including enclosed containment, negative air pressure with HEPA filtration, PAPRs, Tyvek suits, air monitoring, decontamination facilities, and licensed hazardous waste disposal.
- A Lead Exposure and Control Plan is required.

4. Safety Requirements:

a. General Safety:

- Adhere to Occupational Safety and Health Administration (OSHA) standards and Canadian Centre for Occupational Health and Safety (CCOHS) guidelines.
- Conduct daily safety briefings and toolbox talks prior to work commencement.
- All workers must wear appropriate Personal Protective Equipment (PPE), including respirators, face shields, gloves, and protective suits.

b. Confined Space Entry:

- Follow OSHA 29 CFR 1910.146 and Canadian regulations for confined space entry, if applicable.
- Ensure continuous atmospheric monitoring for hazardous gases (e.g., methane, hydrogen sulfide, ammonia).
- Use a permit-to-work system, ensuring authorized personnel are trained for confined space activities.
- Maintain continuous communication with standby personnel.

c. Wastewater Plant-Specific Safety:

- Implement odor control and ensure no disruption to plant processes.
- Prevent any abrasive materials or coating residues from entering the wastewater stream.

- Follow protocols for handling hazardous chemicals and ensure spill containment measures are in place.
- Be aware of and mitigate risks related to biological hazards common in wastewater treatment plants.

d. Environmental Protection:

- Follow Environmental Protection Agency (EPA) and local environmental regulations.
- Properly dispose of all blasting media, paint residues, and waste materials according to hazardous waste guidelines.
- Utilize containment systems to prevent contamination of soil and water.

5. Construction Schedule:

A detailed construction schedule must be developed and submitted prior to mobilization, including:

- **Project Milestones:**
 - Mobilization and site setup.
 - Surface preparation start and completion dates.
 - Coating application schedule (primer, intermediate, and topcoat).
 - Inspection and quality control checks.
 - Demobilization and site cleanup.
- **Coordination with Plant Operations:**
 - Align the schedule to avoid interference with critical plant operations.
 - Include contingency time for unforeseen delays (weather, equipment issues).
- **Reporting:**
 - Weekly progress updates to the client's project team.
 - Immediate reporting of any deviations from the schedule.

6. Quality Control and Inspection:

- Conduct pre-blast and post-blast surface inspections.
- Perform adhesion testing and dry film thickness (DFT) measurements.
- Document all inspection and testing results.
- Provide a final completion report, including before-and-after photos.

7. Deliverables:

- Safety plan specific to the wastewater treatment plant environment.
- Construction schedule with detailed timeline and milestones.
- Inspection and testing reports for each phase.
- Waste disposal documentation for abrasive materials and paint residues.
- Final completion report with photo documentation.
- **Scaffold / Man Lift Allowance** included for access to elevated areas.

7.2 Experience

- It is important that the successful Bidder has established experience and the staff available to carry out the requirements of the Request for Proposal (RFP) within the given timeframe. The successful Bidder must be able to demonstrate their ability to provide deliverable requirements.

The successful Bidder must be able to meet and prove the following qualifications:

- All businesses operating or providing services within the corporate boundaries of the City of Prince Albert must have a valid City of Prince Albert Business License. The Business License must be issued before operations begin. For more information regarding business licensing, please contact the Economic Development Coordinator in Planning & Development Services at 306-953-4384;
- All businesses will be required to comply with the City's safety program <http://citypa.ca/City-Hall/Policies/Occupational-Health-and-Safety-Policy>. If the Business has a safety program that exceeds the City's program they will be allowed to follow their program as it is a higher standard. Any safety program questions can be directed to the Coordinator Health Safety & Environment;
- Must be in good standing with Workers' Compensation Board (WCB);
- Must meet all legislated requirements for the *Scope of Work* being undertaken (i.e. Occupational Health and Safety, Environment, etc.); and,
- Have comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00).

8 Proposal Response Guidelines

To ensure your Proposal is considered for evaluation you are required to submit via VendorPanel two (2) files as outlined below.

8.1 File "A"

Cover Letter

A cover letter, dated and signed by an official authorized to negotiate and make commitments and provide any clarifications with respect to the Proposal on behalf of the Bidder. The cover letter should include an understanding of the RFP, and any indication of deviations or exceptions to the information outlined in this RFP document, including *Schedule* milestones.

Company Profile

A brief company profile indicating time in business, location of business, number of employees, type of business, and key contact person. Include a description of any relevant experience undertaking similar projects.

Project Team

Indicate who will be assigned to the project and include a brief description of their relevant experience and education. Include any sub-contractors, if applicable, and their role in the project.

References

Provide three (3) relevant references. References from current City of Prince Albert employees will not be considered.

The successful Bidder must also provide a copy of their valid City of Prince Albert Business License, a letter of good standing from WCB, and proof of comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00). If a Bidder does not currently have the requirements listed above, they must include, within the *Proposed Scope of Work*, their intention to purchase the Business License, insurance, and other coverage, before commencing any work for the City of Prince Albert. If a Bidder is unable to get the required WCB coverage (i.e. WCB for self-employed Bidder) than the costs of the coverage through the City will be taken from the Total Proposed Bid Price. Proof/copies of these requirements must be submitted to the City before the start of testing. In the event the successful Bidder fails to provide proof/copies of required qualifications, the City of Prince Albert reserves the right to cancel the Request for Proposal or award the project to another Bidder.

8.2 File “B”

Costs and Charges

Submit the attached RFP Bid Form including all project costs in File “B”.

9 Evaluation

The RFP Evaluation Committee will evaluate each Proposal for completeness based on the following scale:

	Maximum Points
Relevant experience and knowledge	15
Demonstrated ability to meet all RFP requirements and qualifications, and City expectations, as outlined in the RFP document.	15
Ability to meet <i>Schedule</i> milestones and completion dates.	10
References	10
Cost	50
Total Points	100

10 Terms and Conditions

1. The Request for Proposal (RFP) provides for the **Receipt of Vessel Rehabilitation - WWTP** standard features included in the pricing. Separate pricing for all optional features listed must be provided in accordance with the Terms and Conditions of this Request for Proposal.
2. Financial considerations, including fees and pricing, must be submitted in File "B". However, in extenuating circumstances Proposals will be received via email submission. Only the Purchasing Manager or their Appointee may approve and accept the email submission. All unit prices must be clearly indicated.

The Proposal must not be restricted by any statement added or by a covering letter. Adjustments to a Proposal already submitted will not be considered.

The Proposal must be signed in the space provided on the *Bid Form* with the signature of a signing officer of the Proposal. If a joint Proposal is submitted, it must be signed and addressed on behalf of the Bidder.

3. Prices quoted are to be net prices and are to remain firm during the effective dates of this Request for Proposal. All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties and fees at the time of closing, where applicable and shall be F.O.B. any point in the City of Prince Albert.
4. The City of Prince Albert reserves the right to accept all or part of this Proposal.
5. The City of Prince Albert reserves the right to cancel any order or Proposal if the goods or services are unsatisfactory.
6. The obligations and rights of the Bidder shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict, or in any way vary the written Terms and Conditions of this RFP. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
7. The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
8. Any Bidders not responding to this RFP may be removed from the Bidder's list only for the specific product/service covered in this RFP.
9. With respect to Tendering or Bids, Request for Proposals and Multi-year Contracts, in all cases where it does not contravene Federal or Provincial Legislation governing the City, the City reserves the right to refuse any or all Tenders, Bids or Proposals where the City deems it to be in the best interest of the City to do so having regard, but not limited to questions of quality, supply and service, timelines, performance

trustworthiness, solvency, monies owing or due to the City and the existence or potential of legal disputes or conflicts with the City of Prince Albert.

10. The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the *Request for Proposal* process, including executed Contracts and Agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

Section 91(1)(a) of the Cities Act states the following:

“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:

(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”

11. The Proposal shall be open and irrevocable for forty-five (45) calendar days from the Proposal closing time and date.
12. The City of Prince Albert reserves the right to delete any portion of the work from the Agreement should it be deemed in the interest of the City to do so.
13. Any Proposal is not necessarily accepted.
14. The City reserves the right to give preference to the Bidder whose Proposal includes any material, specifications, or methods of execution that are deemed by the City of Prince Albert to be superior to those of any other Bidder.
15. City determination of the successful Proposal shall be final.
16. The conditions outlined herein shall be part of the RFP.
17. The City of Prince Albert publishes Proposal opportunities on Sasktenders. Once awarded after the closing time and date the published opportunity will be updated.
18. Should a dispute arise from the Terms and Conditions of this RFP regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.



**City of Prince Albert
RFP Bid Form
RFP 9/26**

Date: **January 26, 2026**

Description: Vessel Rehabilitation WWTP

Tenders will be received until **2:00pm, Saskatchewan Time, Friday, February 27, 2026** as to contents at the Purchasing Department. **All unit pricing shall be F.O.B. Prince Albert, SK.**

Quantity	Description	Total Cost
1	Rehabilitation of the City of Prince Albert's South Primary Clarifier at the Waste Water Treatment Plant (WWTP) as per the requirements of this RFP. Note: The City of Prince Albert's Timeline for this Project is starting the first week of May, 2026 and completed by May 31st, 2026.	\$ _____

State Delivery _____ days. (after Receipt of Order)

NOTE: Bids via Email or Fax will not be accepted.

Sub-Total
GST (5%)
PST (6%)
Grand Total

Conditions of the Tender:

- ◆ Delivery time (ARO) must be stated in the space provided.
- ◆ Any goods or services found to be defective or fail to meet the specifications herein, by reason of poor material or workmanship will be replaced at NO CHARGE.
- ◆ The City of Prince Albert reserves the right to accept or reject all or any part of this Tender.
- ◆ The Tender prices shall be open and irrevocable for forty-five (45) calendar days from the Tender closing time and date.
- ◆ Unit prices must be extended and totaled accordingly.
- ◆ All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties and fees at the time of closing, where applicable.
- ◆ Any Tender is not necessarily accepted.
- ◆ The City reserves the right to give preference to the Bidder whose Tender includes any material, specifications or methods of execution that are deemed by the City to be superior to those of the low bidder.

Full Name of Company (please print)

Address

City Province Postal Code

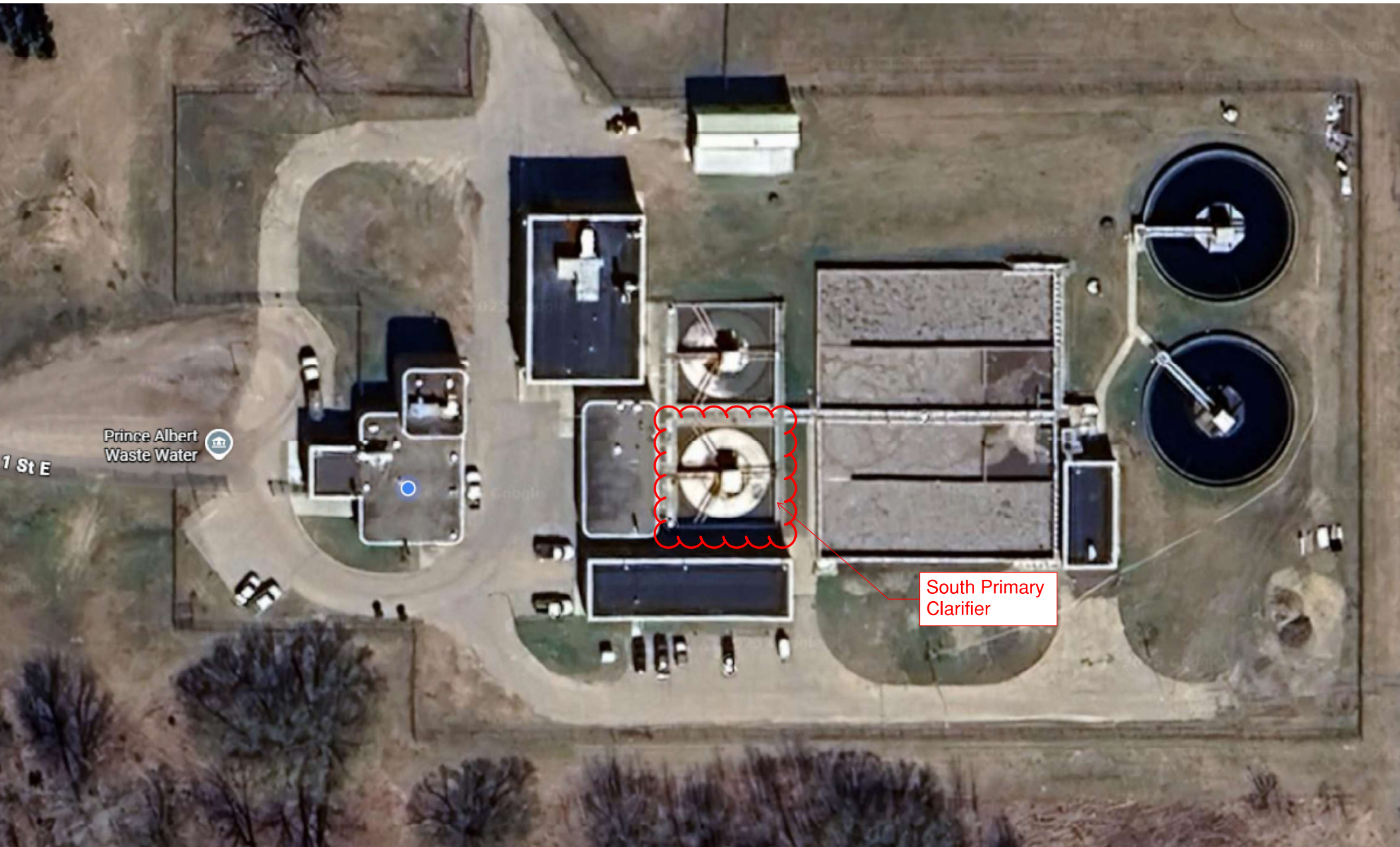
Name and Title (please print)

Signature of Authorized Officer

Date: (mm/dd/year)

Phone

Email



Prince Albert
Waste Water

1 St E

South Primary
Clarifier





TITLE: Filters A and B - Underdrain System Refresh and Optimized Filter Media Design

DATE: March 25, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the contract for refreshing the filter underdrain system and installing an optimized filter media design for Filters A and B at the Prince Albert Water Treatment Plant, as part of the City's phased filter renewal program, including any additional filter cleaning required, be awarded to Anthratech Western Inc. (AWI) in the amount of \$130,708.60, including PST; and
2. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of the City if required.

EXECUTIVE SUMMARY:

The City of Prince Albert's Water Treatment Plant (WTP) requires the installation of optimized filter media, along with a thorough inspection and maintenance of the underdrain system in Filters A and B. In 2025, the City completed similar work on Filters E and F as part of its phased filter refresh program. The current project represents the next stage of that program and continues the planned lifecycle renewal of the filtration system. AWI, the original supplier of the Phoenix Underdrain System and contractor for the 2025 filter refresh project, has proposed a detailed plan to inspect, clean, and upgrade these filters using optimized filter media. This proposed work aims to enhance the compatibility of the filter media with the existing Actiflo clarifiers, extend the lifespan of the underdrain system, and ensure reliable filter performance, ultimately increasing filter run volumes and improving effluent quality.

The project includes site services, specialized equipment, and supervision by AWI's experienced installation specialists. It also incorporates a comprehensive quality control process and is backed by a 12-month workmanship warranty.

BACKGROUND:

The Prince Albert Water Treatment Plant (WTP) operates eight open-top gravity filters, which were upgraded with the AWI Phoenix Underdrain System and new filter media in 1995 and 2001. Since these upgrades, Actiflo pretreatment has been added to the WTP process. Additionally, the typical

lifespan of filter media is 15–20 years, meaning the existing media has exceeded its expected service life and is due for replacement. The underdrain system and filter media are critical components of the granular media filtration system, and their proper maintenance is essential for optimal performance and longevity.

In 2018, AWI conducted a detailed process evaluation that recommended an optimized filter media design to improve compatibility with the Actiflo clarifiers. In 2025, the City completed the refresh of Filters E and F using this approach. The current proposal builds on these recommendations and includes refreshing the underdrain system, replacing air scour hoses, and installing new filter media. AWI has extensive experience in filter optimization, with a proven track record of successful projects across Canada, including major water treatment plants in Vancouver, Calgary, Edmonton, and Toronto.

PROPOSED APPROACH AND RATIONALE:

The proposed approach includes the following key steps:

1. **Supply and Delivery of Material:** AWI will provide and deliver new filter materials (anthracite and filter sand) that meet safety and quality standards. The design is based on AWI's 2018 evaluation to ensure optimal performance.
2. **Removal of Existing Media:** The City will remove and dispose of the existing filter media before AWI's arrival on-site.
3. **Underdrain System Refresh:** AWI will inspect, clean, and flush the existing underdrain system, replace air scour hoses and clamps, and install a new air scour hose support bracket. If necessary, underdrain laterals will be removed for additional cleaning.
4. **Installation of New Filter Media:** AWI will install the new filter media using proven standards and guidelines to ensure long-term performance and protection of the underdrain system.
5. **Testing and Recommissioning:** After cleaning and installation, AWI will conduct performance testing, including visual air scour testing and backwash observations, to ensure the system is functioning correctly.
6. **Project Completion Report:** AWI will provide a detailed project completion report, including baseline data, filter media sieve analysis, and backwash pressure data for future reference.

The rationale for this approach is to ensure the continued reliability and efficiency of the filtration system, extend the life of the underdrain system, and improve compatibility with the Actiflo clarifiers. AWI's expertise in filter optimization and their proprietary *Phoenix Underdrain System* make them uniquely qualified to perform this work. This project also builds on the successful completion of the Filters E and F refresh in 2025 and continues the City's phased approach to renewing all eight filters in a manageable and cost-effective manner.

CONSULTATIONS:

The project proposal has been developed by Anthratech Western Inc. (AWI) in consultation with the Public Works management group to ensure alignment with operational requirements. AWI has also incorporated recommendations from its 2018 Process Evaluation Report, which was previously prepared in collaboration with Water Treatment Plant staff to assess filter operations and identify opportunities for optimization.

The proposed work has not been issued through a broad competitive procurement process due to the specialized nature of filter media replacement, underdrain system inspection, and filter optimization at the Water Treatment Plant. In addition, AWI is the sole developer and patent holder of the Phoenix Underdrain System installed at the Prince Albert Water Treatment Plant and therefore has unique expertise and familiarity with the design, operation, and maintenance of the existing underdrain system.

AWI also has prior experience with the City's filtration system through its previous process evaluation work and the successful completion of the Filters E and F refresh project in 2025. Given the proprietary nature of the system, the limited number of qualified providers in this field, and the need for continuity in the City's phased filter renewal program, AWI has been identified as the most appropriate firm to complete this work. This recommendation, supported by the City's Fleet and Procurement Division Manager, helps ensure the use of specialized expertise and a proven track record for successful project delivery.

AWI has proposed a virtual project kick-off meeting with City representatives to review the scope, schedule, and sequencing of the work. They will also provide ongoing virtual project support and meetings, as required, throughout the project. The City will be responsible for providing two skilled labourers to assist AWI during site work and for ensuring that the necessary safety measures, equipment, and facilities are in place to support the project.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

AWI will be provided a standing purchase order for the value as per quotation submitted.

BUDGET/FINANCIAL IMPLICATIONS:

The 2026 operating budget of \$138,000.00 has been allocated for the procurement and installation of new filter media, along with the inspection, cleaning, and recommissioning of the underdrain system. The base cost is \$108,390 plus taxes, with an additional allowance of \$7,460 per filter if further cleaning of the underdrain laterals is required.

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 City of Prince Albert Strategic Plan 2026–2029 and supports the following:

Strategic Direction: Professional and High-Quality Public Service

This project supports the delivery of reliable and high-quality municipal water treatment services through proactive infrastructure renewal.

Strategic Goal: Establish a regular, sustainable cycle for the review and continuous improvement of municipal services

The phased filter refresh program demonstrates a structured and sustainable approach to maintaining and improving critical water treatment infrastructure.

Key Initiative: Comprehensive Asset Renewal Strategy

The replacement of aging filter media and maintenance of the underdrain system aligns with the City's broader objective of renewing and optimizing key assets to ensure long-term service reliability.

In addition, this project supports the Strategic Plan's focus on maintaining and investing in essential water infrastructure systems, ensuring a safe and reliable drinking water supply.

In 2025, the City completed the refresh of Filters E and F, and the proposed 2026 work for Filters A and B represents the next phase of this program. The City plans to continue refreshing two filters per year until all eight filters have been upgraded and optimized for compatibility with the Actiflo clarifiers. This phased approach makes the project both financially feasible and operationally viable.

OFFICIAL COMMUNITY PLAN:

There are no Official Community Plan strategies or Plans to this report

PUBLIC NOTICE:

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

Written by: Rinkesh Patil, Water Treatment Plant Manager

Approved by: Director of Public Works & City Manager



TITLE: 2026 Capital Road Rehabilitation and Utility Infrastructure Program

DATE: April 20, 2026

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

EXECUTIVE SUMMARY:

Each year the Department of Public Works plans the capital roadways and utility infrastructure program to rehabilitate, replace and maintain essential city infrastructure. This report intends to outline the selection process the Department of Public Works follows when assembling the capital program as well as to make public the scheduled capital projects for the 2026 construction season.

PROPOSED APPROACH AND RATIONALE:

Selection Process

Each year, the Department of Public Works prepares the capital paving and utility infrastructure program. The goal of the program is to rehabilitate or replace essential infrastructure throughout the city in the most cost-effective manner possible. The program includes the scheduled replacement or rehabilitation of roads, sidewalks, pathways, water mains, sanitary mains and storm mains. Many factors are considered when assembling the program including the following.

1. Budget:

- Road Rehabilitation (Roadways Special Tax) - \$4,400,000.
- Watermain Replacement - \$1,500,000.
- Sanitary and Storm Sewer Replacement - \$850,000.
- Sanitary and Storm Relining - \$350,000.
- Reconstruction of Park Pathways - \$60,000.
- Reconstruction of Cooke Municipal Golf Course Pathways - \$60,000.

- #### 2. Pavement Quality Index (PQI) – Administration utilizing the Pavement Management System, selects the roadways that meet both the criteria of requiring treatment and maximizing the roadways receiving treatments.

3. Visual Inspection – Roadway sections that were not identified for immediate rehabilitation may be added to the program after spring conditions deteriorate them. This is visually noted by frost boils, differential settlement and structural failures. Visual inspections are also utilized to confirm roadway condition ratings and to quantify the extent of concrete and structural repairs required for each project. This allows administration to more accurately forecast the budget required to rehabilitate a road segment.
4. Conventional Excavation Utility Program – The capital utility program includes locations where conventional excavation and installation, or replacement of underground utilities are required. This includes installation of new infrastructure, upsizing of mains and replacing heavily deteriorated or collapsed sewer that cannot be relined. In these scenarios, administration strategically aims to select roads that require utility reconstruction as well as pavement rehabilitation to be as cost-effective as possible. The Capital Water & Sewer crew typically installs/replaces 12 blocks of utility infrastructure with this method annually.

The Department of Public Works closely monitors new technologies and industry standards to ensure that infrastructure rehabilitation and replacement can be completed in an efficient, cost-effective manner for the residents of Prince Albert. Trenchless Technologies have been consistently evolving, allowing water, storm and sanitary sewer projects to be completed at a reduced cost.

5. Sewer relining has been utilized by the City of Prince Albert for over a decade. This technology allows for sanitary and storm mains to be relined to fully renew the lifespan of the pipe segment. When conditions allow for relining, this is typically the preferred method of rehabilitation so that full excavation of roadways are not required. In 2026, approximately 1500 meters of Sewer Relining is scheduled to be completed.
6. Watermain relining – In 2023, the city began incorporating a process known as watermain relining to the capital utility program. The relining process only requires access pits at the ends and mid point of the pipe segment saving nearly all of the surface infrastructure as well as mature trees in established neighborhoods. Water main relining, similar to sewer main relining, holds potential to significantly increase the city's ability to extend the water replacement budget by addressing water mains in areas that are very difficult to replace conventionally. In 2026, the City has scheduled 545 meters of water main relining and 154 meters of water primary relining.

2026 Capital Paving and Utility Replacement Program

The attached map titled “2026 – Capital Infrastructure Program Map” identifies the scheduled locations of the scheduled capital paving and utility projects.

Some notable projects within the Program include:

1. Road Rehabilitation of 5th Avenue NW (Hwy 3 – 15th Street NW) and 29th Street East (Central – 1 Avenue). These two road segments mark strategic capital investment in the rehabilitation of unpaved roadways throughout the city.
2. Watermain Relining of 154 meters of 400mm, 1939 Cast Iron Primary Water Distribution Main underneath the Train Bridge and Diefenbaker Bridge. This will be the largest

diameter water main in Prince Albert to be rehabilitated utilizing relining. Benefits to utilizing trenchless technologies to complete this project include significant cost savings and reduced impact to the Diefenbaker Bridge during rehabilitation.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

1. The city will distribute pre-notice of construction letters to affected businesses and residents by May 1st. These letters will inform residents of the general scope of work planned for the construction season. This will not include sewer relining which does not impact the surface. If the removal of more than three (3) trees per block is included within the project scope, it will be identified within the letter.
2. 10 days prior to the start of the utility replacement project, the city will provide a letter to the residents / businesses advising of the project specific details including estimated timelines.
3. Administration strives to provide a letter to residents 3 days prior to roadways projects that do not include utility replacement.
4. The city will routinely and expeditiously update the Capital Projects webpage on the City Website throughout the construction season to ensure that all residents can view the most up to date notices, schedules, and project details of each project.

BUDGET/FINANCIAL IMPLICATIONS:

All work included within this report will be fully expensed within the respective General and Utility Capital Budgets.

2026 Budget Lines Include:

- Road Rehabilitation (Roadways Special Tax) - \$4,400,000.
- Watermain Replacement - \$1,500,000.
- Sanitary and Storm Sewer Replacement - \$850,000.
- Sanitary and Storm Relining - \$350,000.
- Reconstruction of Park Pathways - \$60,000.
- Reconstruction of Cooke Municipal Golf Course Pathways - \$60,000.

Year end financial reporting for 2025 is still underway. For this reason carry forward amounts are not included within this report.

PUBLIC NOTICE:

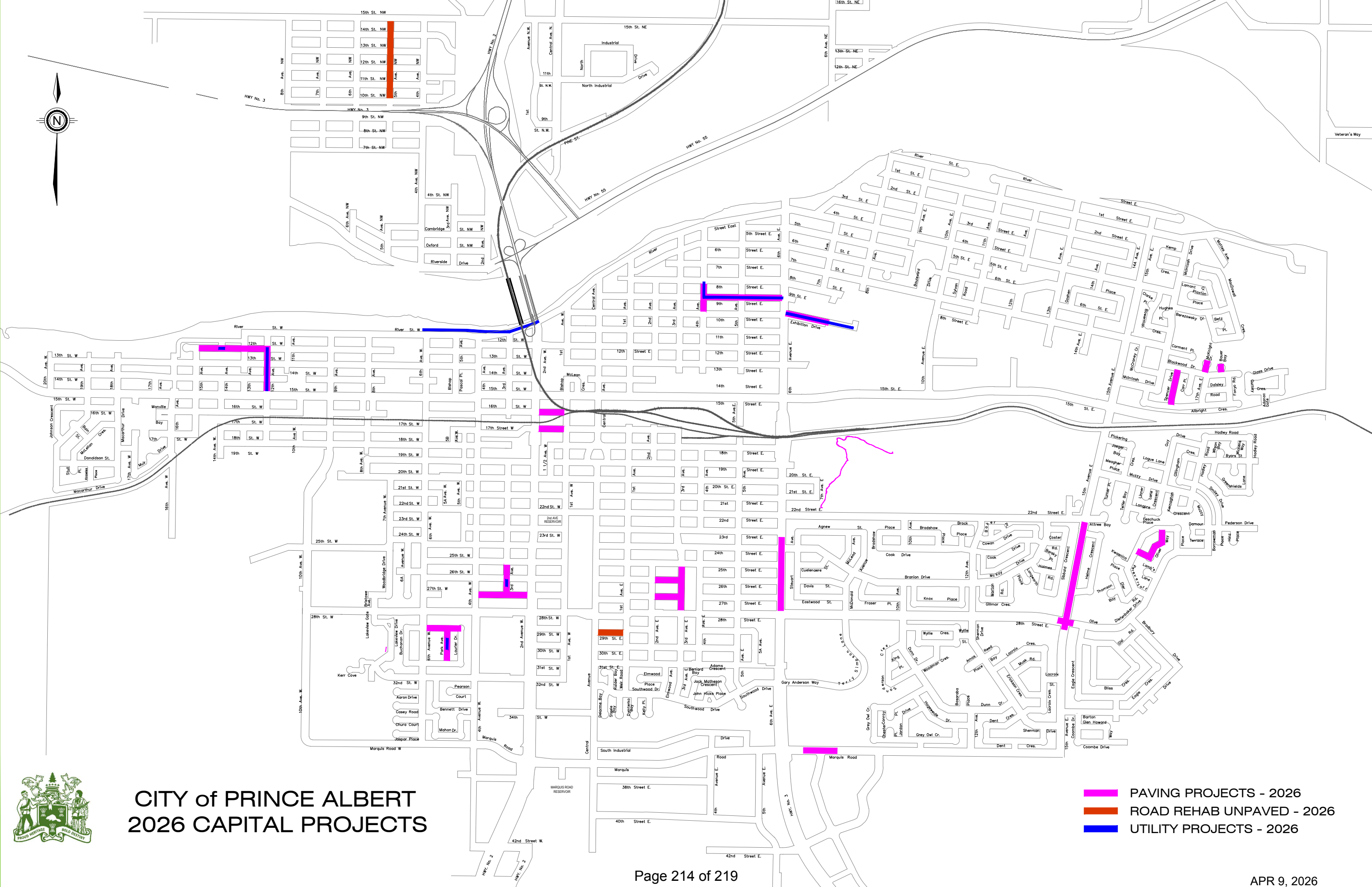
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:




1. 2026 Capital Infrastructure Program Map

Written by: Evan, Hastings, Capital Projects Manager

Approved by: Director of Public Works, Director of Finance and City Manager



CITY of PRINCE ALBERT 2026 CAPITAL PROJECTS

-  PAVING PROJECTS - 2026
-  ROAD REHAB UNPAVED - 2026
-  UTILITY PROJECTS - 2026

March 16, 2026, City Council Inquiry Responses

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Brown	13.1	What can be done about the condition around the warm-up shelter at the Union Centre, with regards to littering, sidewalk fires and defecating on sidewalks.	Community Development	3/19/2026	<p>The Manager of Community Safety and Well-being provided the following response:</p> <p>We met with the Prince Albert Metis Women's Association (Outreach team) and Bylaw last week and spoke to the Salvation Army. The steps we agreed are as follows:</p> <ul style="list-style-type: none"> • Salvation Army routinely pick up garbage directly around the Union Centre and ask individuals not to stay in the area. • PAMWA agreed they could help to pick up garbage and transport people away from the area to other services that open at 8am. • Bylaw are proactively checking the area in the morning to move people along. <p>The warming centre closes on April 2 and there is a partnership communication plan being developed.</p>

Councillor Edwards	13.2	Why did the City make the decision to install the medians on the new construction of Marquis Road East. Why are the medians the size they are and what was the cost of the medians in this project.	Public Works	3/30/2026	<p>The Director of Public Works provided the following response:</p> <ol style="list-style-type: none"> 1. Medians are typical for new construction multi-lane arterial roadways throughout Canada. They are used to physically separate traffic through high volume corridors, providing an extra layer of physical protection. <ol style="list-style-type: none"> a. Additional note: SGI Collisions statistics show multiple head on collisions on this road segment in addition to other accident types that will be reduced through physically separating traffic 2. Typically, medians are built 5 meters wide. This allows for width for left turn lanes. In the case of Marquis Road East, there are no left turns between Central Ave and 4th Ave East, which permitted a design that significantly narrowed the width while still serving the required traffic safety function for this section of road. The medians at Central Ave and 4th Ave are widened to 5 meters to permit the extra left turn lanes for safe queueing at the intersection. 3. The total concrete cost for the center median is approximately \$576,000 (PST Included), however, this includes the center curb and gutter, as well as the concrete infill on the median and the gravel base. These costs are broken down below. <ol style="list-style-type: none"> a. Curb and gutter - \$298,000 b. Median Infill - \$218,000 c. Granular Base below median - \$60,000
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					4. Concrete on the median represents the least expensive short and long-term cost to the City as it requires very little maintenance. The addition of a landscaped area within the median would still have required a similar investment in concrete but would also require irrigation, mowing and other landscape features and maintenance.
Councillor Edwards	13.3	There was a story on paNow regarding safety concerns at the library that relates to the warm-up shelter at the Library and staff safety. Is the City reviewing this concern and should we look at eliminating this site as a warm-up shelter.	Community Development	3/19/2026	<p>The Manager of Community Safety and Well-being provided the following response:</p> <p>Riverbank Development coordinate the resource map (attached), which includes the Public Library as a warming location. This is the third winter that the library has been listed. Riverbank Development reaches out to partners every year to confirm that they want to be included on the roadmap.</p> <p>The Community Safety and Well-Being Division will reach out to the library to discuss any public concerns which may have been received and establish a reasonable path forward.</p>

Written by: City Manager

PRINCE ALBERT 2025-26 WINTER RESOURCE LIST



PAGC WARM-UP VAN

- Sunday- Friday, 4 PM to 12 AM

Call Zach (306) 961-4405 or Sheldon (306) 314-2909 for more information.

PRINCE ALBERT FOOD BANK

- 1 PM - 2:30 PM, Monday - Friday, Warm Up Location. Pet Friendly - Dogs & Cats

64 11 St East
Prince Albert, SK
(306) 763-5040

PRINCE ALBERT PUBLIC LIBRARY

- 8:30 AM - 9 PM, Monday to Thursday Warm Up Location
- 8:30 AM - 5 PM, Friday and Saturday Warm Up Location

125 12 St East
Prince Albert, SK
(306)-763-8496

MOBILE CRISIS

- 4 PM - 8 AM Monday to Friday, Emergency Information Resource
 - 24 Hours a day - Weekends & Statutory Holidays, Emergency Information Resource
 - Supports also provided: Interpersonal violence, sexual violence & human trafficking.
 - Call Mobile Crisis for information on shelter support
- 15 - 15 St W, Prince Albert, SK
(306) 764-1011

**CALL 911 IN THE
EVENT OF AN
EMERGENCY**

REACH OUT @ ST. ALBANS CHURCH

- Emergency Meal- SUNDAY ONLY, 2 PM - 3 PM

In Church Hall (next door to Cathedral)
1410 Bishop McLean Crescent, Prince Albert SK.

YWCA COMMUNITY CONNECTIONS CENTRE

- Water given out
 - 9 AM - 3 PM, Monday - Friday, Support Services Offered
- 1250 1st Ave East
Prince Albert, SK
(306) 765-2530

BERNICE SAYESE CENTRE

- 9 AM - 12 PM, 1 PM - 4 PM, Monday to Friday, Warm Up Location
- 1350 15 Ave West
Prince Albert, SK
(306) 763-9378

PRINCE ALBERT INDIAN METIS FRIENDSHIP CENTRE

- 8:30 AM - 4:00 PM, Monday to Friday, Warm Up Location
 - Coffee every morning
 - Washrooms available
- 1409 1 Ave East
Prince Albert, SK
(306) 764-3431

PRINCE ALBERT METIS WOMEN OUTREACH

- 8:30 AM - 8:30 PM, Monday-Friday
- Various support services through-out the community including food, hygiene hub, HIV kits, and clothing.

PRINCE ALBERT SALVATION ARMY

- 11 AM - 12 PM, Monday - Friday, Community Meal
 - 1:30 PM - 4:30 PM, Monday- Friday, Warming location, clothing, hygiene, and housing support available.
 - 10 PM - 8 AM, DAILY, Overnight Warming location 306-580-4014 (warming location number only) *NO DRUGS OR ALCOHOL WILL BE TOLERATED
- 107 8th Street E (UNION CENTER)
Prince Albert, SK

SHA WELLNESS BUS

(306) 940-9943
Primary Health care services
Routine Health care services
Health assessments and education

YWCA NEW ROOTS WOMEN'S SHELTER

- Emergency Shelter with 24/7 support services for women- First come, first serve basis
- Services Included: meals (breakfast, lunch, supper), laundry services, showers, cot, referrals for housing support, counselling, income support, addictions counselling, cultural and recreational programming, assistance with appointments.

94-15th Street E
Prince Albert
(306) 930-9305
Access by ringing bell at the gate in the parking lot

RELATIVES' LODGE (PAGC)

- Emergency Shelter with 24/7 support services
 - Services Included: meals (breakfast, lunch, supper), showers, laundry, cots and toiletries
 - Supports available: addictions counsellors, cultural and recreational programming, income assistance support, and appointment coordination
- 950 Exhibition Dr. Prince Albert, SK
(306) 930-7723

Motion from March 16, 2026 City Council Meeting

15.1 Councillor Solomon - Walk Light at Intersection of 10th Avenue West and 25th Street

That Administration prepare a report regarding the intersection located at 10th Avenue West and 25th Street regarding the location of the walk light, current operating state of the walk light and proximity of the walk light control to the existing sidewalk.