



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

**Monday, April 27, 2026, 4:00 p.m.
COUNCIL CHAMBER, CITY HALL**

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. DECLARATION OF CONFLICT OF INTEREST	
4. ADOPTION OF MINUTES	
4.1 March 23, 2026 Executive Committee Meeting Minutes for Approval	3
5. DELEGATIONS	
5.1 Prince Albert Northern Bears - Dedicated Dressing Room (CORR 2026-23) Verbal Presentation: Al Dyer, Board Member, Prince Albert Northern Bears	6
5.2 Proposed Community High-Risk Subject Analyst Pilot Program (CORR 2026-24) Verbal Presentation: Holly Gaudet	13
5.3 The Noise Bylaw No. 1 of 2016 and the Traffic Bylaw No. 35 of 2020 - Clause 35 Engine Retarder Brakes (CORR 2026-28) Verbal Presentation: Janet Smith	27
6. CONSENT AGENDA	
6.1 Concern regarding Mandatory Sanitation Surcharge at 740 13th Street West (CORR 2026-25)	31
6.2 2026 Education Property Tax Mill Rates (CORR 2026-26)	32
6.3 Playground Program 2026 (RPT 2026-98)	33
6.4 January 2026 Accounts Payable Payments (RPT 2026-96)	37
6.5 February 2026 Accounts Payable Payments (RPT 2026-128)	50
6.6 March 19, 2026 Destination Marketing Levy Advisory Committee Meeting Minutes	71
6.7 March 31, 2026 Management Committee Meeting Minutes	75

7.	REPORTS OF ADMINISTRATION & COMMITTEES	
7.1	13th Street East (1st-6th Avenue) – Speed Limit Review, 2026-118 PowerPoint Presentation: Evan Hastings, Capital Projects Manager	77
7.2	Toboggan Hill Project Update (RPT 2026-132) Verbal Presentation: Timothy Yeaman, Parks and Open Spaces Manager	87
7.3	Playground Maintenance, Refurbishment and Replacement Plan 2026 (RPT 2026-111) Verbal Presentation: Timothy Yeaman, Parks and Open Spaces Manager	91
7.4	Midtown Community Club - Expression of Interest (RPT 2026-95) Verbal Presentation: Jody Boulet, Director of Parks, Recreation and Culture	96
7.5	Naming Rights Agreements (RPT 2026-112) Verbal Presentation: Jody Boulet, Director of Parks, Recreation and Culture	112
7.6	Destination Marketing Levy Policy Amendments (RPT 2026-102) Verbal Presentation: Michael Nelson, Acting Director of Community Development and Jody Boulet, Director of Parks, Recreation and Culture	123
7.7	Invest and Expand Renovation Incentive – Proposed Tax Abatement for Existing Businesses (RPT 2026-91) Verbal Presentation: Michael Nelson, Acting Director of Community Development	164
7.8	City of Prince Albert Collaborative Groups Policy (RPT 2026-73) Verbal Presentation: Savannah Price, Acting City Clerk	172
8.	UNFINISHED BUSINESS	
9.	ADJOURNMENT	



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

**Monday, March 23, 2026, 4:00 p.m.
COUNCIL CHAMBER, CITY HALL**

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

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
Kiley Bear, Director of Corporate Services
Tim Earing, Acting Director of Public Works
Jody Boulet, Director of Parks, Recreation and Culture
Michael Nelson, Acting Director of Community Development

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Motion No. 0058.

Moved by: Councillor Head

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

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 March 2, 2026 Executive Committee Meeting Minutes for Approval

Motion No. 0059.

Moved by: Councillor Ring

That the Minutes of the Executive Committee Regular Meeting held March 2, 2026, be taken as read and adopted.

CARRIED

5. DELEGATIONS

6. CONSENT AGENDA

6.1 STARS Donation/Information (CORR 2026-16)

Motion No. 0060.

Moved by: Councillor Kilmer

That CORR 2026-16 be received as information and filed.

CARRIED

6.2 Request for Review of Incorrect Commercial Property Assessment - 1947 16th Avenue West (CORR 2026-17)

Motion No. 0061.

Moved by: Mayor Powalinsky

That CORR 2026-17 be received and referred to the Financial Services Department for review and report.

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Central Avenue Design Update and Communication Plan (RPT 2026-46)

PowerPoint Presentation was provided by Michael Nelson, Acting Director of Community Development.

Motion No. 0062.

Moved by: Councillor Brown

That RPT 2026-46 be received as information and filed.

MOTION DEFEATED

Motion No. 0063.

Moved by: Councillor Edwards

1. That Administration host a public consultation meeting to discuss two-way traffic prior to the May 11, 2026 City Council meeting;
2. That the following recommendations be forwarded to the May 11, 2026 City Council meeting for consideration:
 - a. That the Design of the future Streetscape for Central Avenue between River Street and 15th Street include:
 - i. Two-way traffic
 - ii. Parallel parking on both sides of the street, except in front of City Hall and the USask Campus;
 - iii. A public plaza located between City Hall and the USask Campus; and,
 - iv. Updated surface treatments such as street furniture, lighting, trees and other related amenities; and,
 - b. That Administration proceed with the Request for Proposals for the Construction Drawings, and the Communication Plan included in this report.

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT

Motion No. 0064.

Moved by: Councillor Solomon

That the Committee meeting be adjourned at 5:20 p.m.

CARRIED

CHAIRPERSON

CITY CLERK

CORR 2026-23

RECEIVED

APR 01 2026

CITY CLERK

Executive Committee

Savannah Price

From: Al Dyer <panorthernbears@gmail.com>
Sent: Tuesday, March 31, 2026 7:58 PM
To: City Clerk
Cc: Laurie Huet; Steve Young; [REDACTED]
Subject: Northern Bears dressing room presentation to Council
Attachments: 2026 City Hall Speaking Notes.docx; Schedule A - City Council presentation.docx

You don't often get email from panorthernbears@gmail.com. [Learn why this is important](#)

Hi,

The Prince Albert Northern Bears would like to make a presentation to City COuncil regarding the long overdue need for a dedicated dressing room. Attached are the speaking notes and some additional background.

Please confirm to us when this presentation can be done.

Please contact us with any questions.

Regards,

Al Dyer
 Board Member
 Prince Albert Northern Bears

*****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). ***

[REDACTED]
 Prince Albert, SK
 S6V 5R3

Recommended Disposition:

Refer to
Parks, Recreation
and Culture

City Hall Speaking Notes.

Good evening, Mayor Powalinsky and members of council. We are here representing the Prince Albert Northern Bears Hockey Club.

The Prince Albert Northern Bears is a female AAA U18 hockey program for Saskatchewan women aged 15 to 17. The Bears are proud founding members of the Saskatchewan Female U18 AAA Hockey League (SFU18AAAHL) along with 6 other teams entering their 19th year in existence. Our current annual operating budget is around \$200,000.00.

We had five years ago and even for many years prior to that, discussed with the city the urgent need for a Northern Bears dressing room. We were assured that the new event center would be proceeding quickly, and further, that there was little point in investing the major expenditure for a dressing room, at that time 5 years ago, when we would be moving to a dedicated dressing room in the new proposed Event Center facility within a few years. We were actively part of those discussions.

Yet, here we are 5ish years later and we honestly feel we are actually farther away from the phase 2 Event Center build than we were 4 years ago. In the mean time the Bears are continuing to make due with sub-standard, in comparison to the rest of the league, arrangements for our dressing room, practice time, game day times and storage. We are the only team in our league without a dedicated dressing room.

We only recently were able to expand our small storage room at the AHC after years of lobbying. Currently our players are constantly moving and removing their equipment from various dressing rooms and their homes or billet homes. Additionally, we, the Mintos, the Speed Skating club and the Raiders have to compete for the limited ice slots

that are suitable for our needs and have, for the past 2 years, even been double booked for games, not our fault.

To continue this for an indeterminate time does not make sense, when there is a manageable solution available to provide good support until the event center proceeds, if and when that happens.

We believe that the Bears have been more than patient and it is definitely time to assess our future needs with what we know, and not with what we hope. We find it difficult to rationalize our hockey club needing to spend potentially hundreds of thousands of dollars for a dressing room that is crucial to our success when there is, in our opinion, a cost-effective and available solution.

We believe this requires far more consideration than simply saying that we should settle for the status quo, absolutely not acceptable, for an indeterminate time or having to spend a very large amount of money.

As you are well aware, female hockey has struggled in the past for recognition. That has changed in the past few years and is actually primarily responsible for the growth in overall participation in minor hockey. One only has to look at the recent dynamic growth in women's hockey and sports in general.

There are basically two options that we feel deserve consideration.

1 – Move to the Leisure center and be provided one of the 10 current dressing rooms with some additional office/storage space. This is a cost-effective temporary solution that frees up ice time at the AHC and reduces scheduling conflicts with the Mintos, the Speed Skating Club and the Raiders. We are agreeable to paying our fair share of costs including discussion of possibly paying reasonable rent for a dressing

room and storage room at the leisure center in addition to our regular ice rental rates.

2 – Build a new dressing rooming similar in concept with the Minto room. This is a far less desirable option due to cost approaching several hundred thousand dollars, timing and adding to a building already close to its life cycle end. We don't feel that it should be necessary for the team to invest large amounts of time, effort and money to building a dressing room addition to the AHC. Cost alone is prohibitive.

However, we can't wait for a solution and we ask city council for your support and direction to arrange an immediate relocation to the Leisure Center in time for the 2026-27 season. As ice time scheduling begins in May for the upcoming season, we ask for your direction to the Recreation Department to provide for this accommodation as soon as possible. We wish to be as reasonable and proactive as possible and are happy to meet at any time to discuss this further.

Attached are some more specific notes that underline the fundamentals of why we need the room and the specific nature of our request.

Thank you for your time and attention.

Schedule A

The Bears are requesting the use of dressing room #10 at the Lake Country Leisure Centre for our exclusive use. We would cover all costs to put in our own player stalls and other improvements in room #10 to accommodate our players needs. We are currently the only U18AAA team in the league without their own permanent dressing room.

We would ask that on game days only, the Bears also have access to dressing room #9, which is right next to #10. This room would be used by coaching staff to prepare for the games, conduct player meetings, and also provide a private space for player first aid treatments by our training staff.

The Bears would additionally require use of the PA Minor Hockey's current office space on the east end of rink #2. It is the neighbouring office to the one already in use by the Figure Skating Club. We would look after furnishing and any improvement costs for this space as well. This would be used as a team office and storage area by Bears staff and Board Committee. To accommodate PA Minor Hockey for giving up this space, the Bears would allow PA Minor to take over our current storage room at the Art Hauser Centre for their use.

Additionally, this would bring to par with the Mintos with their dedicated dressing room, weight room and added storage room at the AHC. We recognize that the Mintos constructed their room at their own cost and the Bears will fully undertake the cost of any improvements both now and in the future.

It is very important to note that at times the team arrives back late and after operating hours. We have also arrived back during Raider games, tournaments, funerals, and other major events at the Art Hauser. We have had to bring team equipment into our storage area disrupting the other users. Therefore, the Bears would request to add a keyed door handle to the rear southeast door of the Leisure Center. This door is directly outside the office space we have requested. We would also ask to pour a sidewalk to that door from the rear parking area. The Bears are prepared to cover all costs of these requests. By doing this we would limit our traffic through the main facility when loading and unloading the team bus. This ensure little to no disruption when the facility was being used by others, or already closed for the night.

It our opinion, shared by many others in the community, that moving the Bears to the Leisure Centre would simplify current scheduling problems between the Raiders, Mintos, Speed Skating Club and other users such as Pow-wows and tournaments. The Bears female hockey players primary focus is to continue their careers after their time in U18AAA as student athletes. This differs from the male game as most male players go on to junior hockey before making the next jump to post-secondary play. Our girls continue directly on through recruitment opportunities earned from American and Canadian Colleges and Universities. Not only are they required to perform on the ice at a high level, but their grades matter too. Many nights our girls are not leaving the rink before 9PM because of the current scheduling conflicts at the Art Hauser Center. The Bears could practice Monday to Thursday 4:15-5:30 at the Leisure Centre. This would allow for our girls to have more time to look after their studies, and rest their bodies as all high-performance athletes need to do. By using practice ice at this time of day, it still allows adequate amounts of time for other user groups to schedule at the Leisure Centre on a daily basis.

Having a designated space in the Leisure Centre would also assist the Bears in recruiting top quality future players to their program. The U18AAA league is highly competitive. Looking professional and being professional are very important pieces to attracting elite players to help continue our culture.

This request is intended, at worst, to be 100% revenue neutral and none of these requests will create any cost to the City of Prince Albert. In fact, there may be opportunities for the City of Prince Albert to increase revenues through more efficient scheduling at the Art Hauser Center.

The alternative option is for the Bears to build a dressing room similar to the Mintos current room on the south side of the Art Hauser. We would expect that the costs for this to approach \$300 per square foot with a total cost of \$300,000.00 for room attached to a building with a limited remaining life span. Assuming at least a 10-year life, that works out to \$30,000.00 per year. For a small not-for profit hockey team, this makes no economic sense when there is a far more cost effective and efficient option available.

It is obvious what the benefits of our preferred option are. It is also vital to recognize that there is a very short window to plan, fundraise and construct a new dressing room at the Art Hauser Center. We would sincerely appreciate this being expedited as quickly as possible as maintaining the status quo is not acceptable in today's day and age. The Bears are well respected active participants in the wider community and it is disappointing to think that the team is forced to deal with sub-standard facilities when compared to their peer groups and teams in female and male programs around the province.

We thank you for your attention and consideration in this important matter. We look forward to discussing this further.

CORR 2026-24

RECEIVED
APR 13 2026
CITY CLERK

Savannah Price

From: Holly Gaudet [REDACTED]
Sent: Monday, April 13, 2026 8:00 AM
To: City Clerk
Subject: Request for Letter of Support or Non-Objection - CHRSA Pilot Program
Attachments: Summary CHRSA.docx; CHRSA Pilot Program Proposal.docx
Executive Committee

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

Dear City of Prince Albert,

I am requesting a brief opportunity to introduce a proposed Community High-Risk Subject Analyst (CHRSA) Pilot Program, a preventative community safety initiative designed to support early identification of escalating risk situations and improve coordination between municipal stakeholders.

The CHRSA program is strictly civilian and non-enforcement in nature. It is intended to complement existing municipal and policing services through lawful observation, structured risk assessment, and reporting focused on prevention and early intervention.

The program does not include:

- Arrest or detention authority
- Law enforcement representation
- Investigative policing functions
- Use of force beyond lawful self-defence

Instead, it is designed to complement existing policing operations by supporting early intervention, reducing repeat calls for service, and improving situational awareness through lawful observation and reporting.

At this stage, I am only seeking to determine whether this initiative may be of interest to the City of Prince Albert and to understand the appropriate process for review or submission.

Thank you for your time and consideration.

Respectfully,

Holly Gaudet
[REDACTED]

Recommended Disposition:
Refer to
Community
Development

Selleme, SK
"From prairie roots to bold ambition, something is in the air in 2026. Saskatchewan doesn't need to shout—its work, its people, and its pride speak loud enough."

Community High-Risk Subject Analyst (CHRSA) Pilot Program Executive Summary

Overview

The Community High-Risk Subject Analyst (CHRSA) Pilot Program introduces a proactive, intelligence-led approach to community safety. The program focuses on identifying and monitoring individuals exhibiting escalating risk behaviors, with the goal of preventing incidents before they require police intervention.

Problem

Municipalities face increasing demands related to:

- Repeat calls involving the same individuals
- Escalating conflicts that become enforcement issues
- Limited capacity for early intervention and monitoring

Current systems are largely reactive, responding after incidents occur.

Proposed Solution

The CHRSA role is a civilian, non-enforcement position that:

- Identifies high-risk individuals through referrals and observation
- Conducts lawful monitoring and behavioral analysis
- Provides structured risk assessments and actionable reports
- Supports de-escalation strategies and coordinated responses

Key Features

- Fully compliant with Canadian law and privacy regulations
- No arrest or enforcement authority
- Complements—not replaces—policing and social services

Pilot Options

- **Small Community Model (e.g., Wakaw):**
1 specialist, 6 months, focused on repeat-risk individuals
- **Urban Model (Prince Albert or Saskatoon):**
2–3 specialists, 6–12 months, focused on high-call-volume cases

Expected Outcomes

- Reduction in repeat incidents
- Improved early intervention
- Decreased non-emergency police workload
- Enhanced coordination between agencies

Budget Range

- Small community pilot: \$45,000 – \$70,000
- Urban pilot: \$150,000 – \$300,000

Value Proposition

The CHRSA program provides a cost-effective way to:

- Shift from reactive to preventative safety
- Improve community outcomes
- Optimize use of policing resources

Next Step

Approval to proceed with a pilot program and stakeholder consultation.

Community High-Risk Subject Analyst (CHRSA) Pilot Program Proposal

Submitted To:

Municipal Leadership & Community Safety Stakeholders
(City of Saskatoon / Town of Wakaw / City of Prince Albert)

Submitted By:

Holly Gaudet

Date:

April 2026

1. Executive Summary

This proposal outlines a pilot program to introduce a **Community High-Risk Subject Analyst (CHRSA)** role as a proactive, intelligence-driven approach to community safety.

The CHRSA program is designed to:

- Identify individuals exhibiting escalating risk behaviors
- Monitor and document patterns within legal boundaries
- Provide actionable insights to community partners and law enforcement

The program **does not replace policing**, but instead enhances prevention, reduces repeat incidents, and improves coordinated responses across agencies.

2. Background & Rationale

Municipalities across Saskatchewan face increasing challenges related to:

- Repeat calls for service involving the same individuals
- Escalating non-violent conflicts that later require police intervention
- Gaps in early identification of high-risk behavioral patterns

Police services often respond **after incidents occur**, creating strain on resources.

The CHRSA role addresses this gap by focusing on:

☛ **Early identification, monitoring, and prevention**

3. Program Objectives

Primary Objectives

- Reduce repeat incidents involving high-risk individuals
- Improve early intervention strategies
- Decrease non-emergency demands on police services

Secondary Objectives

- Enhance inter-agency collaboration
 - Improve community safety outcomes
 - Support data-informed decision-making
-

4. Program Description

The CHRSA is a **civilian specialist role** focused on intelligence gathering, behavioral analysis, and de-escalation support.

Core Functions

4.1 Risk Identification

- Receive referrals from community stakeholders
- Identify individuals exhibiting escalating or concerning behavior

4.2 Monitoring & Surveillance (Legal Scope Only)

- Conduct observation in public or authorized contexts

- Document behavioral patterns and environmental factors

4.3 Skip Tracing / Subject Location

- Locate individuals using lawful, open-source methods
- Support welfare checks and follow-up actions

4.4 Threat Assessment

- Classify individuals by risk level (low, moderate, high)
- Provide recommendations for intervention

4.5 De-escalation Support

- Offer non-enforcement presence where appropriate
- Advise on communication strategies

4.6 Reporting

- Produce structured reports for stakeholders
- Maintain documentation suitable for legal and administrative use

5. Legal & Ethical Compliance

The CHRSA program will operate in full compliance with Canadian and Saskatchewan law.

Key Principles

- No arrests or detentions outside lawful citizen authority
- No use of force beyond self-defense
- No representation as law enforcement

Regulatory Alignment

- Saskatchewan security and investigator licensing requirements
- Canadian privacy legislation (PIPEDA)
- Criminal Code of Canada

6. Pilot Scope Options

Option A: Wakaw Pilot (Small Community Model)

- Duration: 6 months
 - Staffing: 1 CHRSA
 - Focus:
 - Repeat-risk individuals
 - Domestic and community conflict escalation
-

Option B: Saskatoon Pilot (Urban Model)

- Duration: 6–12 months
 - Staffing: 2–3 CHRSA
 - Focus:
 - High-frequency call subjects
 - Workplace and housing-related risks
 - Vulnerable population interactions
-

7. Partnerships & Collaboration

The program will collaborate with:

- Municipal administration
- Local law enforcement (RCMP or municipal police)
- Social services agencies
- Housing authorities
- Community organizations

The CHRSA will act as a **support and information resource**, not an enforcement body.

8. Data Collection & Evaluation

Performance Metrics

- Reduction in repeat incidents
- Number of cases stabilized or de-escalated
- Frequency of police involvement before vs after intervention
- Stakeholder satisfaction

Reporting

- Monthly progress reports
 - Final evaluation report with recommendations
-

9. Budget Estimate

Wakaw Pilot (6 Months)

- Salary (1 specialist)
- Training and certification
- Equipment and administrative costs

Estimated Total: \$45,000 – \$70,000

Saskatoon Pilot (6–12 Months)

- Salaries (2–3 specialists)
- Program coordination
- Data and reporting systems

Estimated Total: \$150,000 – \$300,000

10. Implementation Timeline

Phase 1: Setup (Months 1–2)

- Approval and funding
- Hiring and training
- Policy and procedure development

Phase 2: Pilot Launch (Months 3–5)

- Begin operations
- Case intake and monitoring
- Initial reporting

Phase 3: Evaluation (Month 6+)

- Analyze outcomes
 - Adjust program structure
 - Prepare expansion recommendations
-

11. Risk Management

Identified Risks

- Public misunderstanding of role
- Privacy concerns
- Role overlap with law enforcement

Mitigation Strategies

- Clear communication and branding
 - Strict legal compliance policies
 - Defined operational boundaries
-

12. Conclusion

The CHRSA Pilot Program offers a **cost-effective, proactive approach to community safety** by addressing risk before it escalates into enforcement situations.

By investing in prevention, municipalities can:

- Reduce pressure on policing resources
 - Improve community outcomes
 - Build a safer, more responsive environment
-

13. Contact Information

Holly Gaudet
Saskatchewan Civilian

[REDACTED]
[REDACTED]

Municipal Liability Risk Analysis Memo

Community High-Risk Subject Analyst (CHRSA) Pilot Program

1. Purpose of Memo

This memorandum evaluates potential **municipal, operational, and legal liability risks** associated with implementing the Community High-Risk Subject Analyst (CHRSA) Pilot Program and outlines mitigation strategies to ensure compliance with applicable Canadian law and municipal governance standards.

2. Program Overview (Summary)

The CHRSA Pilot Program is a **civilian, non-enforcement community safety initiative** focused on:

- Behavioral risk identification
- Lawful observation and documentation
- Structured reporting to relevant stakeholders
- Early intervention support through information sharing

The program does **not involve policing authority, detention powers, or investigative enforcement functions.**

3. Key Liability Risk Categories

3.1 Misinterpretation of Authority (Role Confusion Risk)

Risk:

Public or stakeholder misunderstanding of CHRSA as law enforcement or quasi-police authority.

Potential Liability Impact:

- Claims of unlawful authority or misrepresentation
- Public complaints or reputational harm
- Confusion during incident response situations

Mitigation:

- Strict branding as “Analyst” (not enforcement officer)
 - Mandatory identification protocols
 - Public-facing program description clarifying non-policing status
-

3.2 Civil Liability (Duty of Care Concerns)

Risk:

Allegations that failure to act or misclassification of risk contributed to harm.

Potential Liability Impact:

- Negligence claims (limited but possible)
- Perceived duty of protection beyond mandate

Mitigation:

- Written disclaimer that CHRSA provides **informational support only**
 - No operational decision-making authority
 - Final decisions remain with police/municipal/social agencies
 - Structured escalation protocols for immediate risk situations
-

3.3 Privacy & Data Handling Risk

Risk:

Improper collection, storage, or sharing of personal information.

Potential Liability Impact:

- Breach of **PIPEDA** or provincial privacy laws
- Civil complaints or regulatory investigation

Mitigation:

- Only legally obtained public or authorized data permitted
 - Data minimization policy
 - Secure storage and restricted access protocols
 - No unauthorized surveillance or covert data collection
-

3.4 Operational Overreach Risk

Risk:

CHRSA personnel unintentionally performing enforcement or investigative activities beyond scope.

Potential Liability Impact:

- Legal invalidation of collected information
- Civil or criminal liability exposure
- Undermining of police investigations

Mitigation:

- Clear prohibition on enforcement activity
 - Mandatory training on legal boundaries
 - Immediate escalation requirement for high-risk incidents
 - Regular oversight and compliance audits
-

3.5 Incident Response Liability

Risk:

CHRSA presence during volatile situations could lead to safety or escalation issues.

Potential Liability Impact:

- Personal injury risk
- Claims of improper intervention

Mitigation:

- Non-intervention policy in active dangerous situations
 - Requirement to disengage and contact emergency services
 - No physical engagement permitted beyond lawful self-defense
-

4. Institutional Liability Position

The CHRSA Program is structured to ensure:

- No transfer of policing authority
- No delegation of enforcement responsibility

- No creation of operational duty to protect individuals
- No interference with active law enforcement operations

Municipal exposure is therefore limited to **administrative oversight risk**, not operational liability.

5. Risk Rating Summary

Risk Category	Level (Before Mitigation)	Level (After Mitigation)
Role Confusion	Medium	Low
Civil Liability	Medium	Low
Privacy Compliance	Medium	Low
Operational Overreach	Medium	Low
Incident Response	Medium	Low

6. Governance Recommendations

To further reduce liability exposure, it is recommended that:

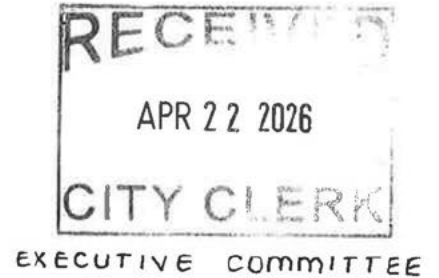
1. The program be formally classified as **advisory and non-enforcement**
2. A municipal oversight contact be assigned
3. Written operating protocols be approved prior to launch
4. Annual review and termination clause be included in pilot agreement
5. All external communications be pre-approved by municipal authority

7. Conclusion

The CHRSA Pilot Program presents a **low-liability, structured community safety initiative** when properly governed and clearly defined as a non-enforcement analytical function.

With appropriate safeguards in place, the program does not materially increase municipal liability exposure and may contribute to reduced operational burden on policing and emergency response systems.

April 22, 2026



ATTENTION: CITY CLERK/EXECUTIVE COMMITTEE

RE: THE NOISE BYLAW NO. 1 OF 2016 AND THE TRAFFIC BYLAW NO. 35 OF 2020 (CLAUSE 35 ENGINE RETARDER BRAKES)

Mayor Powalinsky has suggested that I request to be allotted a time slot in the upcoming Executive Committee Meeting on April 27th to address the above issues and how they relate to our location at Northcrest Estates, 1901-1 1/2 Avenue West.

1. The City Noise Bylaw states quiet hours are between 11 pm – 7 am. Some heavy duty vehicles (semis) travelling northbound on 2nd Avenue to the foot of the hill (15th Street) are using engine retarder brakes during these hours. This is disturbing to our rest especially now with windows open to enjoy the evening air.
2. Engine retarder brakes are being used, heading northbound, during daylight hours in contravention of City Bylaw 35.
3. The Saskatchewan Traffic Safety Act (Sec 215) and the Vehicle Equipment Regulations 1987 (Sec 18,223) also prohibit excessive or unnecessary vehicle noise and states that all heavy duty vehicles (semis) must be equipped with a muffler that effectively reduces combustion noise (preventing the use of straight pipes). It is highly likely that a limited number of these noisy semis are contravening this provincial act also.

I look forward to hearing back from your office in this regard.

Thank you.

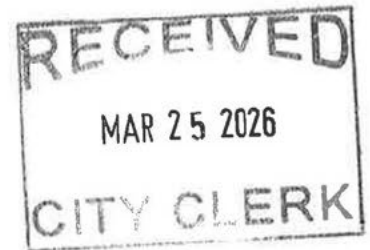
Janet Smith
 Janet Smith

██████████ -1 1/2 Ave W, Prince Albert, SK

██████████
 ██████████
 ██████████

Recommended Disposition:

REFER TO
PUBLIC WORKS



March 23, 2026

██████████ 1 ½ Avenue W.
Prince Albert, SK S6V 5A8

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

ATTENTION: Mayor Powalinsky and City Council

RE: THE NOISE BYLAW NO. 1 OF 2016 AND THE TRAFFIC BYLAW NO.35
OF 2020 (CLAUSE 35 ENGINE RETARDER BRAKES)

This letter is being written to the City on behalf of the residents of Northcrest Estates, a condominium complex located at 1901 1 ½ Avenue W. During Mr. Dionne's tenure as Mayor, we addressed this ongoing noise issue by submitting a petition asking that this be addressed. In response, Mr. Dionne sent a letter to us (copy attached) in which he laid out how he would like to see this matter progress. We followed up with Mayor Powalinsky after he won the election and he indicated that this matter should be brought before City Council.

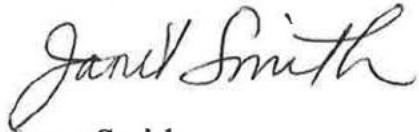
We therefore request that Council address this issue and provide relief from the ongoing noise issues on 2nd Avenue W northbound from 22nd Street W. down to 15th Street W. Numerous semi drivers are using their engine retarder brakes coming down this 8% grade. To exacerbate this noise issue, it sounds like some of these rigs are also running with straight pipes (lack of a muffler) which we believe is also against provincial law.

We request that signage be installed at the entrances to the City (especially on northbound lanes) referencing the bylaw and associated fines. It would also be appreciated if the same type of signage be installed just prior to 22nd Street W. on 2 Avenue W. northbound as this is the problem area for city residents bordering the downgrade. Needless to say, increased fines would also be a deterrent as well as dedicated enforcement of both bylaws.

In closing, we would appreciate any and all consideration to these matters that Council can offer.

We look forward to hearing back from the City concerning these ongoing noise infractions. Thank you.

Yours truly,



Janet Smith

Northcrest Estates

██████████ 1 1 ½ Avenue W.

Prince Albert SK S6V 5A8

██████████

████████████████████



City of
Prince Albert

November 5, 2024

Dear Northcrest Estates Condo Residents:

Re: Noise level on 2nd Ave W

I want to start off by thanking you for this petition as this will really help me push this item forward that I have been working on.

1. Current Bylaw –
Bylaw No. 35 of 2020 (Traffic Bylaw), Clause 35. Engine Retarder Brakes.
 - a) No person operating a vehicle shall use engine retarder brakes in the City.
 - The minimum fine for this infraction is \$100.00 as per clause 89.
- 2) I'm proposing the change to the bylaw that the fine goes to \$500.
- 3) That we put new signage up at all our entrances referring to the bylaw about the brakes and fines that they will receive.
- 4) That we reerect one of these new signs right at the top of the hill as that is our problem area.
- 5) Enforcement!!!

I sat down at the bottom of the hill two(2) early mornings and witnessed what your concerns is. I discovered that most of the violators were independent truckers. I had one NRT truck come by so I phoned the General Manager who assured me that they have a strict policy on the reactor brakes and he will send a message to all drivers to stop and that if they get caught besides their responsible for their fine they will be suspended.

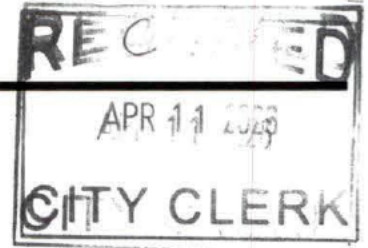
In closing as this moves forward, I will keep you posted. Thank you for your help.

Sincerely,

Greg Dionne
Mayor

CORR 2026-25

Savannah Price



From: Trent Deforest [redacted]
Sent: Wednesday, April 1, 2026 12:21 PM
To: Councillor Daniel Brown
Cc: City Clerk
Subject: Formal Concern: Mandatory Sanitation Surcharge at 740 13th Street West

Executive Committee

You don't often get email from [redacted]. Learn why this is important

Sent from my iPhone Dear Councillor Brown,

I am writing to you as a constituent and business owner in Ward 1 regarding a persistent billing issue at my property, located at 740 13th Street West.

For some time, I have been charged a monthly \$20.00 Sanitation Surcharge on my utility bill. However, the City has never collected a single bag of garbage from this location. Because of the nature of my operations, I pay for a private dumpster service that handles 100% of my waste disposal needs.

When I contacted the City to dispute these charges, I was informed that I cannot "opt out" of this fee. While I understand this surcharge supports broader city infrastructure, it is fundamentally unfair to charge a business for a specific curbside collection service that is neither requested nor utilized. Effectively, I am being double-charged for waste management.

As my representative, I am asking for your assistance in:

- 1. Reviewing why properties with private, contracted disposal services are not exempt from the collection portion of this fee.
2. Investigating if a "service-exempt" rate exists for businesses that do not use city bins or curbside pickup.

I look forward to hearing your thoughts on how the City can address this discrepancy for Ward 1 business owners.

Sincerely, Trent Deforest

[redacted signature]

***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). ***

Recommended Disposition:

Refer to Financial Services



Ministry of Government Relations
Policy and Program Services
1540-1855 Victoria Avenue
Regina, Canada S4P 3T2
Phone: 306-787-2125

April 9, 2026

To: All Municipal administration

RE: 2026 Education Property Tax Mill Rates

RECEIVED
APR 09 2026
CITY CLERK

Executive Committee

On behalf of the Honourable Eric Schmalz, Minister of Government Relations, and as announced in the March 18, 2026, in the provincial budget, the education property tax mill rates to be levied with respect to every school division and property class for the 2026 taxation year are as follows:

Agricultural Property	1.07 mills
Residential Property	4.27 mills
Commercial/Industrial Property	6.37 mills
Resource Property	7.49 mills

Mill rates are the same as 2025. As in past years, municipalities will collect education property taxes and remit the revenue to the province, except for municipalities with separate school divisions that set their own mill rates.

Separate school divisions must inform the Ministry of Education and all municipalities within their boundaries of their 2026 education property tax mill rates by May 1, 2026.

If you require additional information, please contact the Ministry of Government Relations' Property Tax and Assessment unit at ept@gov.sk.ca.

Sincerely,

Andrea Ulrich
Executive Director, Policy and Program Services
Ministry of Government Relations

**Recommended
Disposition:**

Receive as
Information
and file



RPT 2026-98

TITLE: Playground Program 2026

DATE: March 20, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Playground Program Update for 2026 be received as information and filed.

EXECUTIVE SUMMARY:

The City of Prince Albert's Summer Drop-in Playground Program ran for seven weeks in 2025, serving children ages 6–12. The free program operated Monday through Friday from 11:30 a.m. to 5:00 p.m. at ten locations across the city. The program offered a wide range of sports, cultural, educational, recreational, and arts activities, providing a safe, inclusive, and engaging environment for children.

In 2025, the program employed 24 staff, including a Playground Coordinator, 20 Playground Leaders, and 3 travelling staff. In addition to regular programming, there were three Inclusive Play Days at Alfred Jenkins Fieldhouse Jump Start Accessible Playground. There were five themed special events, with the 30th annual KidzFest at Kinsmen Park as the highlight.

For 2026, the Summer Playground Program budget reflects a \$50,000 reduction from the previous year. To achieve this target while maintaining city-wide accessibility, administration recommends eliminating five sites including Westview School, Alfred Jenkins Field House, Ella Muzzy, Kinsmen Water Park, and Hazeldell Community Club. The rationale for the changes is based on attendance, location proximity, safety, and facility limitations. These changes allow the program to continue with an even distribution of locations throughout the community.

The budget reduction of \$50,000 represents a 67.5% savings in comparison to 2025. The reductions for 2026 come from eliminating Playground Leader positions at the affected sites in combination with other reductions including bussing, staff meetings, and chlorine contributing to the remaining savings. Total reductions slightly exceed the \$50,000 target by \$1,399.50, providing a small financial buffer to meet the budget expectations approved during the Budget Committee deliberations.

This approach ensures the 2026 Summer Playground Program remains accessible, inclusive, and aligned with the City's Strategic Plan for Promoting a Progressive Community.

PROPOSED APPROACH AND RATIONALE:

The City of Prince Albert operated a seven-week Summer Drop-in Playground Program from July 2 to August 15, 2025, for children ages 6–12. This free program operated Monday through Friday from 11:30 a.m. to 5:00 p.m. at ten locations including Crescent Acres, Crescent Heights, Kinsmen Park, Miller Hill, Midtown, Alfred Jenkins Field House, Hazeldell, Westview, West Hill, and Lions Park. Six of the ten sites were based in community clubs or schools.

The program offers a wide range of sports, cultural, educational, recreational, and arts activities, creating a safe, welcoming, and inclusive environment for children throughout the summer.

A total of 24 staff were employed, including a Playground Coordinator, 20 Playground Leaders, and three travelling staff who supported high-demand locations and the program at Kinsmen Water Park. Inclusive programming took place through three Inclusive Play Days at the Alfred Jenkins Fieldhouse Jump Start Accessible Playground.

Weekly themed special events were held (excluding statutory holiday weeks), drawing 1,467 participants in 2025. The highlight was the 30th annual KidzFest at Kinsmen Park. KidzFest is a free community carnival type of event supported by volunteers, local organizations, with major funding from Northern Lights Community Development Corporation in the amount of \$10,000. Total KidzFest costs exceeded \$12,000 and were supplemented by donations and canteen fundraising.

Rationale for Location Changes:

An analysis of the program attendance is outlined below and was considered as part of the review.

2025 Program Attendance

Location	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Alfred Jenkins Field House	26	64	52	66	75	51	65	399
Crescent Acres	33	49	45	40	48	23	32	270
Crescent Heights	23	27	22	26	21	12	17	148
Kinsmen Park (Ella Muzzy)	16	57	30	54	72	26	53	308
Hazeldell	7	48	3	10	12	19	25	124
Lions Park	44	86	55	54	70	37	24	370
Midtown	37	41	32	37	29	28	28	232
Miller Hill	18	34	23	29	28	11	32	175
West Hill	45	72	39	43	58	32	53	342
Westview	29	32	35	36	22	18	35	207
Totals	278	510	336	395	435	257	264	2575

Below is a summary of the points considered to reduce the number of locations:

Westview School	<ul style="list-style-type: none"> ○ Close to Lion's Park, offering similar programming. ○ Difficulties coordinating gymnasium access with school staff. ○ Low attendance in 2025 (207 participants)
Alfred Jenkins Field House	<ul style="list-style-type: none"> ○ Close to West Hill, where most children already live. ○ Higher attendance (399 participants) however many children are dropped off, so relocation to a nearby program is feasible.
Kinsmen Water Park	<ul style="list-style-type: none"> ○ Low attendance (152 participants) ○ Only open to individuals registered in swimming lessons. ○ This staff member is also assigned traveling Play Leader duties which have been eliminated.
Ella Muzzy (Kinsmen Park)	<ul style="list-style-type: none"> ○ Safety concerns: incidents involving transients and prior threats to staff. ○ Higher attendance (308 participants) ○ Limited indoor space. ○ Splash park location, many parents in attendance.

BUDGET/FINANCIAL IMPLICATIONS:

The following adjustments are being made to achieve the \$50,000 reduction to the 2026 Playground Program as approved through the 2026 Budget Committee deliberations.

1.	Elimination of 2 Play Leaders at Westview School	\$11,544.00
2.	Elimination of 2 Play Leaders at Alfred Jenkins Field House	\$11,544.00
3.	Elimination of Play Leaders at Kinsmen Water Park	\$5,772.00
4.	Elimination of 2 Play Leaders at Ella Muzzy (Kinsmen Park)	\$11,544.00
5.	Elimination of Traveling Play Leader	\$5,772.00
6.	Decrease in Thursday staff meetings due to elimination of Special Events	\$1,423.50
7.	Elimination of bussing due to canceled Special Events	\$3,000.00
8.	Elimination of need for chlorine at Hazeldell due to closure of location	\$800.00
Total		\$51,399.50

This slightly exceeds the \$50,000 target by \$1,399.50.

The program will continue to align with the City's Strategic Plan under the Strategic Priority of Promoting a Progressive Community by providing accessible, community-based summer programming that supports youth development, inclusion, and engagement, particularly for at-risk and underprivileged children. The elimination of these locations allows the Playground Program to continue while maintaining an even distribution of program sites throughout the City.

PUBLIC NOTICE:

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

Written by: Curtis Olsen, Sport & Recreation Manager

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



TITLE: January 2026 Accounts Payable Payments

DATE: March 17, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the report be received as information and filed.

EXECUTIVE SUMMARY:

The City of Prince Albert is committed to providing the details on payments made to vendors and contractors. Therefore, attached is a listing of payments made in January 2026.

PROPOSED APPROACH AND RATIONALE:

Administration committed to provide Council with a list of accounts payable payments on a monthly basis in 2019 (RPT 19-42).

Payments on the attached listing have been authorized by being included in the budget documents, by agreements, or by contractual obligations.

BUDGET/FINANCIAL IMPLICATIONS:

The total payments made in January 2026 listed on the attached report totalled \$5,219,475.01.

PUBLIC NOTICE:

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

ATTACHMENT:

1. January 2026 Accounts Payable Payments.

Written by: Ramona Fauchoux, Acting Finance Analyst

Approved by: Chief Financial Officer and City Manager



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
1	Parkland Ambulance Care Ltd.	\$750,522.00	\$750,522.00
2	Municipal Employees Pension Plan	\$713,883.82	\$713,883.82
3	The City Of Prince Albert Public Library Board	\$422,957.92	\$422,957.92
4	SaskPower	\$368,412.49	\$368,412.49
5	PA Separate School Board	\$172,473.89	\$172,473.89
6	FirstCanada ULC	\$165,545.96	\$165,545.96
7	Saskatchewan Public Safety Agency	\$138,801.60	\$138,801.60
8	Federated Co-Operatives Ltd.	\$112,677.90	\$112,677.90
9	B & B Construction Group Inc.	\$112,143.86	\$112,143.86
10	Community Service Centre	\$109,720.34	\$109,720.34
11	Sask Energy Inc.	\$102,486.62	\$102,486.62
12	Ministry of Justice	\$78,442.00	\$78,442.00
13	SPCA	\$71,088.94	\$71,088.94
14	Lakeland Ford Sales (2009) Ltd.	\$70,828.49	\$70,828.49
15	Novus Law Group	\$69,320.30	\$69,320.30
16	Acme Infrastructure Services Inc.	\$53,257.14	\$53,257.14
17	Sysco Food Services	\$47,294.46	\$47,294.46
18	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$47,033.91	\$47,033.91
19	Klearwater Equip & Technologies	\$42,197.05	\$42,197.05
20	Clear Tech Industries Inc.	\$41,918.07	\$41,918.07
21	Prince Albert Police Association	\$36,730.56	\$36,730.56
22	Music Theatre International	\$35,730.88	\$35,730.88
23	NCSWM Corporation	\$35,525.00	\$35,525.00
24	S & K Mechanical Ltd.	\$33,022.50	\$33,022.50
25	Sask Urban Municipalities Assoc (SUMA)	\$31,617.68	\$31,617.68
26	MNP LLP	\$30,806.25	\$30,806.25
27	Dell Canada Inc	\$28,354.52	\$28,354.52
28	SaskTel	\$27,444.25	\$27,444.25
29	DMM Energy	\$27,337.77	\$27,337.77
30	Prince Albert Historical Society	\$27,155.81	\$27,155.81
31	Applebee Glass	\$26,957.31	\$26,957.31
32	Mann Art Gallery	\$25,000.00	\$25,000.00
33	Ruszkowski Enterprises Inc.	\$24,228.55	\$24,228.55
34	Big Time Operator, LLC/Murray and Peter Present	\$24,223.51	\$24,223.51
35	Prakash Consulting Ltd.	\$22,785.00	\$22,785.00
36	DCG Philanthropic Services Inc	\$22,711.50	\$22,711.50
37	Thor Security Ltd.	\$21,088.89	\$21,088.89
38	Loblaw Properties West Inc.	\$19,710.88	\$19,710.88
39	Rock Developments	\$19,522.46	\$19,522.46
40	Prince Albert Policemen's Association	\$17,462.72	\$17,462.72
41	Christopherson's Industrial Supplies	\$17,097.75	\$17,097.75
42	Arthur Pechey School	\$16,809.95	\$16,809.95
43	Canadian Police College	\$16,165.33	\$16,165.33
44	Darcy's Golf Shop Ltd.	\$15,694.16	\$15,694.16



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
45	Badger Meter	\$15,553.36	\$15,553.36
46	SaskTel CMR- Mobilty	\$14,982.65	\$14,982.65
47	Outdoor Outfits Limited	\$14,813.08	\$14,813.08
48	The Pepsi Bottling Group (Canada) ULC	\$14,733.62	\$14,733.62
49	Lake Country Co-operative Ltd.	\$14,291.81	\$14,291.81
50	TK Elevator (Canada) Ltd.	\$14,097.00	\$14,097.00
51	Big River First Nation Recreation	\$14,000.00	\$14,000.00
52	Tetra Tech Canada Inc	\$13,892.49	\$13,892.49
53	Can Union of Public Employees Assoc Local 160	\$13,416.49	\$13,416.49
54	Carlton Trail Railway Company	\$13,301.40	\$13,301.40
55	Prince Albert Golf & Curling Club	\$12,700.00	\$12,700.00
56	Softchoice Corporation	\$11,966.54	\$11,966.54
57	Stantec Consulting Ltd.	\$11,838.44	\$11,838.44
58	SRS Property Management Corp	\$11,745.31	\$11,745.31
59	Prince Albert Mobile Crisis Unit	\$10,900.00	\$10,900.00
60	Minister of Finance	\$10,700.00	\$10,700.00
61	Frontline Truck & Trailer	\$10,522.75	\$10,522.75
62	Greenland Waste Disposal Ltd.	\$10,281.35	\$10,281.35
63	Loraas Disposal North Ltd	\$10,055.26	\$10,055.26
64	Can Union of Public Employees Assoc Local 882	\$9,730.51	\$9,730.51
65	Arctic Refrigeration Inc.	\$9,657.91	\$9,657.91
66	Kleen-Bee (P.A.)	\$9,629.31	\$9,629.31
67	Prince Albert Firefighter's Association Local 510	\$9,194.48	\$9,194.48
68	Summit Valve and Controls Inc.	\$9,109.77	\$9,109.77
69	Earthworks Equipment	\$9,017.89	\$9,017.89
70	TargetSolutions Learning LLC/MedTeq Solutions	\$8,289.04	\$8,289.04
71	Information Services Corporation	\$8,219.92	\$8,219.92
72	Automated Aquatics Canada Ltd.	\$8,110.94	\$8,110.94
73	Othram Inc	\$7,895.48	\$7,895.48
74	Canada Post Corporation	\$7,788.26	\$7,788.26
75	Procido LLP	\$7,350.83	\$7,350.83
76	Auto Rescue Towing	\$7,003.50	\$7,003.50
77	Rua Foireann Inc.	\$6,907.95	\$6,907.95
78	Aquifer Group of Companies	\$6,700.95	\$6,700.95
79	Combat Ready Fire Training, LLC	\$6,667.22	\$6,667.22
80	BGE Service & Supply	\$6,609.52	\$6,609.52
81	Eecol Electric (Sask) Ltd.	\$6,568.27	\$6,568.27
82	Uline Canada Corporation	\$6,489.01	\$6,489.01
83	Asiil Enterprises Ltd.	\$6,410.45	\$6,410.45
84	101290873 Saskatchewan Ltd. (Operator of Kinsmen Ski Hill)	\$6,380.15	\$6,380.15
85	Brent Pillipow	\$6,352.50	\$6,352.50
86	gtechna Mobile Enforcement Solutions	\$6,257.63	\$6,257.63
87	PA Arts Board	\$6,250.00	\$6,250.00
88	WBM Office Systems	\$6,154.31	\$6,154.31



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
89	Verge Metal Works Cutting & Design	\$6,127.20	\$6,127.20
90	Organization of Saskatchewan Arts Councils	\$6,037.50	\$6,037.50
91	Certified Laboratories	\$5,951.99	\$5,951.99
92	Nagy Holdings Ltd.	\$5,927.49	\$5,927.49
93	Maxim Transportation Services Inc.	\$5,879.95	\$5,879.95
94	Acklands Ltd.	\$5,726.62	\$5,726.62
95	Sutherland Automotive	\$5,707.87	\$5,707.87
96	Metalman Art & Design	\$5,694.30	\$5,694.30
97	First General Services (PA) Ltd.	\$5,615.26	\$5,615.26
98	Inductive Automation	\$5,552.11	\$5,552.11
99	Applied Industrial Technologies	\$5,459.75	\$5,459.75
100	Entandem Inc	\$5,387.71	\$5,387.71
101	Dariusz Pytlak	\$5,328.00	\$5,328.00
102	Capstone Community Marketing	\$5,272.50	\$5,272.50
103	Rocky Mountain Phoenix	\$5,255.02	\$5,255.02
104	Jay's Transportation Group Ltd.	\$5,226.75	\$5,226.75
105	911 Supply	\$5,126.25	\$5,126.25
106	Family Futures Inc.	\$5,065.00	\$5,065.00
107	P A Minor Baseball Association	\$5,000.00	\$5,000.00
108	PerfectMind Inc.	\$4,995.00	\$4,995.00
109	4IMPRINT	\$4,940.17	\$4,940.17
110	AJ's Janitorial	\$4,851.62	\$4,851.62
111	Carlton Park Community Club	\$4,834.65	\$4,834.65
112	Novexco Inc.c/o Hamster	\$4,812.43	\$4,812.43
113	Amazon.ca	\$4,637.86	\$4,637.86
114	Prairie Meats	\$4,590.80	\$4,590.80
115	Hollingsworth Construction	\$4,551.00	\$4,551.00
116	Van Houtte Coffee Services Inc	\$4,466.35	\$4,466.35
117	TDH Fluid Systems Inc	\$4,434.45	\$4,434.45
118	West Hill Community Club	\$4,407.90	\$4,407.90
119	Dresswell Dry Cleaners (2013) Ltd	\$4,374.58	\$4,374.58
120	SKW Consulting & Psychological Services	\$4,350.00	\$4,350.00
121	B A Robinson Co. Ltd.	\$4,325.13	\$4,325.13
122	UPU Collective Limited	\$4,250.00	\$4,250.00
123	Complete Distribution Services	\$4,243.45	\$4,243.45
124	Eda Environmental Ltd.	\$4,108.80	\$4,108.80
125	TNT Work & Rescue Inc	\$4,017.45	\$4,017.45
126	Redhead Equipment Ltd.	\$3,983.84	\$3,983.84
127	Impact Mechanical Service Ltd.	\$3,940.50	\$3,940.50
128	Gallus Golf LLC	\$3,896.21	\$3,896.21
129	R & R Products Inc	\$3,809.74	\$3,809.74
130	East End Community Club	\$3,794.56	\$3,794.56
131	Big Ticket	\$3,756.78	\$3,756.78
132	Finning International Inc.	\$3,550.34	\$3,550.34



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
133	Clearlite Glass Ltd.	\$3,540.90	\$3,540.90
134	Kal Tire Ltd.	\$3,471.29	\$3,471.29
135	W Law LLP	\$3,441.00	\$3,441.00
136	Advance Property eXposure Canada Inc.	\$3,402.00	\$3,402.00
137	Fer-Marc Equipment Ltd.	\$3,331.85	\$3,331.85
138	Cornerstone Insurance	\$3,311.00	\$3,311.00
139	Rotork Controls Canada Ltd	\$3,294.48	\$3,294.48
140	Performing Arts Warehouse	\$3,200.00	\$3,200.00
141	Superior Propane Ltd	\$3,184.47	\$3,184.47
142	Anderson Motors Ltd.	\$3,157.47	\$3,157.47
143	Municipal Information Systems Assoc. Prairies Chapter	\$3,127.05	\$3,127.05
144	Prince Albert Security Services -102139847 SK	\$3,104.68	\$3,104.68
145	Cludo Inc	\$3,006.15	\$3,006.15
146	PA U11B Thunderbirds	\$3,000.00	\$3,000.00
147	P A Battery & Truck Accessories	\$2,919.43	\$2,919.43
148	Komline-Sanderson	\$2,896.38	\$2,896.38
149	Prince Albert Chamber of Commerce	\$2,882.25	\$2,882.25
150	Pattison Media Ltd	\$2,833.26	\$2,833.26
151	Manitoulin Transport Inc.	\$2,740.86	\$2,740.86
152	Prince Albert District Planning Commission	\$2,709.00	\$2,709.00
153	Westlund	\$2,630.70	\$2,630.70
154	AED Advantage	\$2,598.92	\$2,598.92
155	OK Tire & Auto Service	\$2,554.00	\$2,554.00
156	Jared Harle	\$2,500.00	\$2,500.00
157	PA U11A 67's	\$2,500.00	\$2,500.00
158	Flocor	\$2,467.85	\$2,467.85
159	Brogan Fire & Safety	\$2,465.23	\$2,465.23
160	Receiver General of Canada	\$2,460.00	\$2,460.00
161	Purolator Courier Ltd.	\$2,458.92	\$2,458.92
162	Avison Young ITF 1540709 Ontario Limited	\$2,446.76	\$2,446.76
163	Old Dutch Foods Ltd.	\$2,438.82	\$2,438.82
164	Brink's Canada Ltd	\$2,316.69	\$2,316.69
165	Associated Fire Safety Group	\$2,299.92	\$2,299.92
166	Dee-Jacks Custom Metal and Welding	\$2,220.04	\$2,220.04
167	Napa Auto Parts	\$2,206.40	\$2,206.40
168	UniTech Office Solutions, Ltd.	\$2,186.29	\$2,186.29
169	Lawson Products Inc	\$2,186.10	\$2,186.10
170	Canadian Tire	\$2,147.12	\$2,147.12
171	Hach Sales & Service Canada Ltd	\$2,138.97	\$2,138.97
172	A2Z Safety & Training Ltd.	\$2,131.20	\$2,131.20
173	Borysiuk Contracting Inc.	\$2,100.00	\$2,100.00
174	Rawlco Radio Ltd.	\$2,100.00	\$2,100.00
175	Miovision Technologies Incorporated	\$2,082.15	\$2,082.15
176	Best Buy	\$2,028.79	\$2,028.79



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
177	Emco Corporation	\$1,975.80	\$1,975.80
178	Vipond Inc.	\$1,956.15	\$1,956.15
179	Lifesaving Society	\$1,934.97	\$1,934.97
180	University of Saskatchewan	\$1,882.28	\$1,882.28
181	MSC Industrial Supply ULC	\$1,831.46	\$1,831.46
182	Steve's Auto Electric	\$1,799.82	\$1,799.82
183	Jordair Compressors Inc.	\$1,773.45	\$1,773.45
184	Caseware International Inc.	\$1,764.90	\$1,764.90
185	RCMP F Division-Digital Forensics Services	\$1,750.00	\$1,750.00
186	Saskatchewan Assessment Appraisers Association	\$1,732.50	\$1,732.50
187	Elizabeth(Liz) M. Settee	\$1,731.25	\$1,731.25
188	Frontline Outfitters Ltd	\$1,725.28	\$1,725.28
189	Susan Matheson-Wagner	\$1,715.00	\$1,715.00
190	Nora Vedress	\$1,700.00	\$1,700.00
191	CSIpix / iSYS - Intelligent System Solutions Corp	\$1,688.78	\$1,688.78
192	Gregg Distributors	\$1,664.67	\$1,664.67
193	PA Paw Print Inn	\$1,610.97	\$1,610.97
194	Royal Hotel Regina	\$1,606.15	\$1,606.15
195	Flaman Fitness- Saskatoon	\$1,603.95	\$1,603.95
196	North Central District Athletic Association	\$1,600.00	\$1,600.00
197	Rona Inc. - Prince Albert	\$1,596.75	\$1,596.75
198	Locke Electric	\$1,594.87	\$1,594.87
199	CDW Canada Corp.	\$1,594.67	\$1,594.67
200	Nicole A Sawchuk Barrister and Solicitor	\$1,586.28	\$1,586.28
201	Fire Fighters Entertainment Fund	\$1,560.00	\$1,560.00
202	Sask Research Council	\$1,534.07	\$1,534.07
203	Coronet Hotel	\$1,520.54	\$1,520.54
204	Sutton Place Hotel	\$1,490.76	\$1,490.76
205	Justice Institute of British Columbia	\$1,454.56	\$1,454.56
206	Glenmor Equipment LP	\$1,454.45	\$1,454.45
207	Princess Auto	\$1,435.34	\$1,435.34
208	Linde Canada Inc	\$1,404.32	\$1,404.32
209	Joe Johnson Equipment Inc	\$1,402.53	\$1,402.53
210	Kaseya ITG Software ULC	\$1,394.64	\$1,394.64
211	Glen S Patras	\$1,371.89	\$1,371.89
212	New Pig Corp-Canada	\$1,337.72	\$1,337.72
213	Jesse Campbell	\$1,312.50	\$1,312.50
214	Shred-it International ULC	\$1,310.79	\$1,310.79
215	North Star Trophies & Screen Printing	\$1,297.49	\$1,297.49
216	Staples	\$1,198.72	\$1,198.72
217	911 Badge Inc.	\$1,155.00	\$1,155.00
218	Canoe Procurement Group of Canada	\$1,154.59	\$1,154.59
219	Konica Minolta Business Solutions Canada Ltd.	\$1,125.31	\$1,125.31
220	Westjet	\$1,121.24	\$1,121.24



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
221	Costco.ca	\$1,115.49	\$1,115.49
222	Madsen Fence Ltd.	\$1,095.21	\$1,095.21
223	Sign Universe	\$1,087.80	\$1,087.80
224	Lisa Larocque	\$1,071.00	\$1,071.00
225	Tyrone Enterprises Inc	\$1,055.25	\$1,055.25
226	Tisdale Motor Rewinding (1984) Ltd.	\$1,031.19	\$1,031.19
227	Metercor Inc.	\$1,022.31	\$1,022.31
228	Williams Scotsman Canada	\$1,014.81	\$1,014.81
229	PyroCom Fire and Safety Equipment	\$1,007.31	\$1,007.31
230	North Shield Services Ltd	\$991.42	\$991.42
231	Ranjitt Mann	\$987.09	\$987.09
232	Adobe Systems	\$981.10	\$981.10
233	BDI Canada Inc.	\$973.67	\$973.67
234	Cricut Inc	\$972.52	\$972.52
235	Plant Holleywood Resort & Casio Las Vegas	\$964.24	\$964.24
236	Canadian Imperial Bank of Commerce	\$963.44	\$963.44
237	HBI Brennan Office Plus Inc.	\$949.78	\$949.78
238	Clearmount	\$934.38	\$934.38
239	LLG Industrial	\$926.48	\$926.48
240	Thorpe Bros. Ltd.	\$919.79	\$919.79
241	CPKN Network Inc.	\$918.75	\$918.75
242	Jamie Chartrand	\$913.50	\$913.50
243	Constant Contact	\$908.31	\$908.31
244	3SI Security Systems Inc	\$898.94	\$898.94
245	Brandt Tractor Ltd.	\$898.33	\$898.33
246	Facebook Inc.	\$888.20	\$888.20
247	Park Town Hotel	\$826.56	\$826.56
248	Folio Jumphline Publishing Inc.	\$791.75	\$791.75
249	Prince Albert Rent A Car	\$788.10	\$788.10
250	Lite-Way Electric Ltd.	\$787.77	\$787.77
251	Carson Butterwick	\$787.50	\$787.50
252	Crystal Sterling Property Services LTD	\$777.00	\$777.00
253	Delta Air Lines	\$774.28	\$774.28
254	Fastenal	\$742.42	\$742.42
255	Canadian Association of Chiefs of Police(CACP/ACCP)	\$729.75	\$729.75
256	Fox Valley Technical College	\$724.40	\$724.40
257	Shaw Cable/Rogers	\$711.45	\$711.45
258	Warren's Parcel Express Inc.	\$674.28	\$674.28
259	A1 Locksmithing	\$672.66	\$672.66
260	Saunders Electric Ltd.	\$672.32	\$672.32
261	Francis & Michelle Delurey	\$665.46	\$665.46
262	B & P Water Shop Inc	\$665.00	\$665.00
263	Zachary Greenhorn	\$657.71	\$657.71
264	West Hill Medical Clinic	\$650.00	\$650.00



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
265	Konica Minolta Premier Finance	\$645.33	\$645.33
266	Sask Assoc of Fire Chiefs	\$630.00	\$630.00
267	DMC Cleaning Inc	\$628.82	\$628.82
268	York University	\$624.75	\$624.75
269	Millsap Fuel Distributors	\$622.71	\$622.71
270	My Place Catering	\$622.44	\$622.44
271	Carnell Sales Inc	\$621.26	\$621.26
272	Nordic Industries (1979) Ltd.	\$619.72	\$619.72
273	K-9 Dynamics	\$614.16	\$614.16
274	Glen Huffman	\$612.50	\$612.50
275	RCMP	\$600.00	\$600.00
276	Mixam Canada Inc.	\$598.02	\$598.02
277	Oojo Traveltech Corp	\$596.95	\$596.95
278	Auto Details on 6th Ltd.	\$593.74	\$593.74
279	Econo Lumber	\$588.84	\$588.84
280	Alamanda Communications Inc.	\$569.97	\$569.97
281	Fort Garry Industries Ltd.	\$561.44	\$561.44
282	Clark's Supply & Service Inc.	\$560.89	\$560.89
283	Latent Forensic Services Inc.	\$553.88	\$553.88
284	Zirkia Grobler	\$550.00	\$550.00
285	CentralSquare Canada Software Inc.	\$543.90	\$543.90
286	Reed Security Group	\$536.75	\$536.75
287	Beyond The Green	\$535.40	\$535.40
288	Tansly Doey - Earth Soaks	\$531.75	\$531.75
289	Christie Lites Sales	\$531.09	\$531.09
290	Wholesale Club	\$515.36	\$515.36
291	Colinda Georget	\$500.00	\$500.00
292	Prince Albert Early Childhood Council	\$500.00	\$500.00
293	Prairie Recreation Parts & Accessories	\$499.48	\$499.48
294	Holiday Inn Hotel	\$494.96	\$494.96
295	Source Office Furnishings	\$494.91	\$494.91
296	Dale Anderson	\$490.00	\$490.00
297	Professional Standards Board	\$472.50	\$472.50
298	ALSCO Canada Corp - Saskatoon	\$472.06	\$472.06
299	Suzanne Stubbs	\$470.00	\$470.00
300	Inland Kenworth Partnership	\$463.00	\$463.00
301	Peerless Engineering Sales Ltd.	\$459.07	\$459.07
302	Wings of Saskatchewan	\$450.00	\$450.00
303	Joyce Torrie	\$427.45	\$427.45
304	Sigma Safety Corp.	\$426.50	\$426.50
305	PetSmart	\$426.20	\$426.20
306	Clear Water Controls Inc	\$415.88	\$415.88
307	Rock and Iron Restaurant	\$413.91	\$413.91
308	Guardian Outfitters Inc.	\$413.11	\$413.11



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
309	Crestline Coach Ltd.	\$412.27	\$412.27
310	Boreal Healthcare Foundation Inc.	\$411.60	\$411.60
311	Dave Henson	\$409.50	\$409.50
312	Vista Print. ca	\$403.56	\$403.56
313	Francotyp-Postalia Canada Inc.	\$399.60	\$399.60
314	WHB Identification Solutions Co	\$399.60	\$399.60
315	Shoppers Drug Mart - Amaya Enterprises Ltd	\$386.47	\$386.47
316	TeamViewer GmbH	\$386.28	\$386.28
317	IAP2 Canada	\$382.95	\$382.95
318	Fabco Plastics Saskatoon Ltd.	\$381.66	\$381.66
319	Westburne	\$380.19	\$380.19
320	UniFirst Canada Ltd.	\$379.65	\$379.65
321	Flighthub.Com	\$369.60	\$369.60
322	Oakcreek Golf & Turf LP	\$369.20	\$369.20
323	Cindy Gallegos	\$360.00	\$360.00
324	Ed Urbaniak	\$354.30	\$354.30
325	Shelly Bird	\$350.00	\$350.00
326	Josie Hemsworth	\$350.00	\$350.00
327	Operator Certification Board	\$350.00	\$350.00
328	Accra Lock & Safe Co. Ltd.	\$343.22	\$343.22
329	Harold's Family Foods	\$342.26	\$342.26
330	Canadian Association of Fire Chiefs	\$337.05	\$337.05
331	T-R Spring & Align Ltd.	\$336.59	\$336.59
332	PC Canada.com	\$334.25	\$334.25
333	Jean Vachon	\$327.02	\$327.02
334	Arctic Automotive and Marine Supply	\$323.01	\$323.01
335	Trina Denysuik	\$322.26	\$322.26
336	The Bolt Supply House Ltd	\$320.16	\$320.16
337	Sherwin Williams	\$310.42	\$310.42
338	Toshiba Business Solutions	\$300.08	\$300.08
339	Saskatchewan Building Officials Association	\$300.00	\$300.00
340	Bob's Custom Water Hauling	\$297.24	\$297.24
341	Sask Applied Science Technologists & Technicians	\$290.00	\$290.00
342	Technology Professionals Saskatchewan	\$290.00	\$290.00
343	Custom Covers	\$289.48	\$289.48
344	Board of Canadian Registered Safety Professionals	\$288.75	\$288.75
345	Michael/Karen Klein	\$288.75	\$288.75
346	Dara Holsters Inc	\$280.68	\$280.68
347	Lannie Mugleston	\$280.00	\$280.00
348	Cherry Insurance	\$277.50	\$277.50
349	CivicInfo BC	\$277.50	\$277.50
350	Gordon Borrowman	\$277.28	\$277.28
351	Shirley McLennan	\$274.98	\$274.98
352	Canadian Institute for Theatre Technology Alberta	\$271.40	\$271.40



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
353	SPI Health and Safety Inc.	\$270.84	\$270.84
354	Mark's Work Wearhouse	\$266.23	\$266.23
355	Tree Pottery Supply Ltd	\$263.76	\$263.76
356	Tara Emily Handmade - Tara Taylor	\$262.50	\$262.50
357	Tash's Flooring Outlet/Window Coverings	\$259.74	\$259.74
358	Glen Vossen	\$249.89	\$249.89
359	Treadmill Factory	\$249.24	\$249.24
360	Mann-Northway AutoSource	\$244.32	\$244.32
361	Dolores Beaulieu	\$235.00	\$235.00
362	Vortec Mechanical Sales Inc.	\$233.10	\$233.10
363	Janaya McCallum	\$225.00	\$225.00
364	Earl's Restaurant	\$224.03	\$224.03
365	Wade Connolly	\$223.50	\$223.50
366	Eventbrite	\$223.40	\$223.40
367	GL Mobile Communications	\$222.00	\$222.00
368	P A Janitorial Services 1983	\$222.00	\$222.00
369	Nisham Nisham	\$219.08	\$219.08
370	Brian Garson	\$210.89	\$210.89
371	Cameron Instruments Inc.	\$209.05	\$209.05
372	Wal-Mart Canada Corp.	\$205.10	\$205.10
373	Park Range Veterinary Services	\$200.90	\$200.90
374	Earlscourt Legal Press	\$199.97	\$199.97
375	Prince Albert Beverages	\$199.42	\$199.42
376	Udemy Inc	\$198.68	\$198.68
377	Ebyn Bell	\$192.00	\$192.00
378	Samantha Gillespie	\$192.00	\$192.00
379	Jordyn Henry	\$192.00	\$192.00
380	Success Office Systems Inc	\$190.42	\$190.42
381	P A Express Ltd.	\$189.58	\$189.58
382	Home Inn & Suites	\$179.50	\$179.50
383	The F.I.R.M. Inc.	\$178.92	\$178.92
384	Tim Hortons	\$168.88	\$168.88
385	Bell Mobility Inc.	\$168.50	\$168.50
386	Raylene Melnyk	\$165.00	\$165.00
387	Save on Foods	\$164.58	\$164.58
388	No Spill Systems Canada	\$163.46	\$163.46
389	Starlink	\$163.17	\$163.17
390	Adrien Blais	\$162.50	\$162.50
391	Ethan Ostafichuk	\$162.50	\$162.50
392	Safeway Canada Ltd.	\$160.82	\$160.82
393	Michael's Store	\$157.10	\$157.10
394	Prince Albert Music Festival Association	\$150.00	\$150.00
395	Mr J's Maintenance Ltd.	\$149.85	\$149.85
396	Fountain Tire Prince Albert Ltd	\$149.69	\$149.69



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
397	Grace Vedress	\$144.00	\$144.00
398	Jasmine Weleski	\$144.00	\$144.00
399	International Association of Law Enforcement Intelligence Analsys	\$142.44	\$142.44
400	Sky Maskwa-Bear	\$140.00	\$140.00
401	Shaquille Glover	\$140.00	\$140.00
402	Harmony Johnson- Harder	\$140.00	\$140.00
403	Action Printing Company Ltd.	\$139.75	\$139.75
404	Sask Health Authority	\$138.00	\$138.00
405	Mail Chimp.com	\$136.45	\$136.45
406	Morris Petruniak	\$135.80	\$135.80
407	Renouf Farms LTD	\$131.63	\$131.63
408	ACCEO Solutions Inc	\$129.87	\$129.87
409	Naber Ford Sales Ltd.	\$128.66	\$128.66
410	Overhead Door of Prince Albert Ltd.	\$127.65	\$127.65
411	Source For Sports	\$127.65	\$127.65
412	Gordon Vancoughnett	\$127.50	\$127.50
413	Percy Cunningham	\$122.43	\$122.43
414	Johnston Equipment (Pacific)	\$121.64	\$121.64
415	GC Honey Bees - Carissa Schmidt	\$121.50	\$121.50
416	Prince Albert Winter Festival	\$120.00	\$120.00
417	Prince Albert Wand Wash	\$114.42	\$114.42
418	Keith Bird	\$111.00	\$111.00
419	Oluwasanmi Dada	\$111.00	\$111.00
420	Michael Gange	\$111.00	\$111.00
421	Medical Pharmacy	\$108.40	\$108.40
422	Phil Cholodnuik	\$105.00	\$105.00
423	Digi-Key Electronics	\$104.13	\$104.13
424	Showpass	\$100.00	\$100.00
425	Valvoline Quick Lube	\$100.00	\$100.00
426	Construction Association of Saskatchewan	\$99.90	\$99.90
427	Amanda Hardstaff	\$97.50	\$97.50
428	Network Innovations Inc.	\$94.35	\$94.35
429	Honeywood Heritage Nursey Inc.	\$93.00	\$93.00
430	Microsoftstore. Com	\$82.14	\$82.14
431	Brian Bieber	\$80.38	\$80.38
432	Shelly Linger	\$80.00	\$80.00
433	Knotty Pine Bistro	\$78.75	\$78.75
434	The Sign Shack	\$77.70	\$77.70
435	Saskatchewan Water & Wastewater Association	\$75.00	\$75.00
436	Secur Tek	\$74.38	\$74.38
437	Zoom Canada	\$73.22	\$73.22
438	Kerri MacLeod	\$70.00	\$70.00
439	Jenna Bourdon	\$61.75	\$61.75
440	Isabella Robichaud	\$61.75	\$61.75



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
441	Go Daddy.com Inc.	\$60.02	\$60.02
442	Denise Wiens	\$58.50	\$58.50
443	Glenda Bergstrom	\$56.56	\$56.56
444	Leah M Dorion	\$55.50	\$55.50
445	P A Fast Print Inc.	\$53.29	\$53.29
446	Adrian Vermette	\$53.16	\$53.16
447	Alberta Water & Wastewater Operations Assoc.	\$52.50	\$52.50
448	Teresa Tuck	\$52.50	\$52.50
449	Jenine Yuzik - Dabble Diva	\$52.50	\$52.50
450	101100203 Saskatchewan Ltd.o/a TLS Lawn	\$50.00	\$50.00
451	Crescent Park Pharmacy	\$50.00	\$50.00
452	Lilyanne Drury	\$50.00	\$50.00
453	Sheree Zoerb	\$50.00	\$50.00
454	Square Shop	\$49.95	\$49.95
455	Canva Pty Ltd	\$49.87	\$49.87
456	Pool Supplies Canada	\$49.34	\$49.34
457	Allianz Global Assistance	\$49.25	\$49.25
458	Berkly Bell	\$48.00	\$48.00
459	Sophia Beatriz Cruz	\$48.00	\$48.00
460	Clem & Simms Woodworks Inc	\$45.00	\$45.00
461	Maureen Thomas	\$45.00	\$45.00
462	Manitoba Water & Wastewater Association	\$42.57	\$42.57
463	Culligan Water Conditioning	\$40.00	\$40.00
464	Emma Leland	\$40.00	\$40.00
465	Mila Stonechild	\$40.00	\$40.00
466	Storyblocks	\$39.99	\$39.99
467	Lucid Software Inc.	\$39.96	\$39.96
468	Alyssa Nagy	\$38.97	\$38.97
469	Wendy Lloyd	\$37.50	\$37.50
470	Bev Swaby	\$36.75	\$36.75
471	Cherlock & Safe	\$35.52	\$35.52
472	Breakroom Chat & Scheduling	\$35.48	\$35.48
473	Happy Day Freeze Dried Sweet Treats-Jessica Rankel	\$33.71	\$33.71
474	OpenAI, LLC	\$31.29	\$31.29
475	Google	\$30.67	\$30.67
476	Fresh Air Experience	\$30.19	\$30.19
477	Bonnie Bailey	\$30.00	\$30.00
478	Bell Media Inc	\$29.96	\$29.96
479	SMTP2GO. Com	\$29.73	\$29.73
480	Courtney Ross	\$28.88	\$28.88
481	Kelsey Pipelines Ltd.	\$24.42	\$24.42
482	Hillary Enzlin	\$24.00	\$24.00
483	Apple	\$23.29	\$23.29
484	Fabricland	\$22.92	\$22.92



Vendor ID	Vendor Name	From 1/1/2026 to 1/31/2026	From Start of Year to 1/31/2026
485	Macbeeners Business Goods PA	\$21.98	\$21.98
486	SIGMA Assessment Systems, Ltd	\$21.37	\$21.37
487	Pawsitive Attitude Dog Training	\$20.98	\$20.98
488	Superstore	\$19.99	\$19.99
489	Dropbox Inc.	\$17.75	\$17.75
490	Nav Canada	\$17.33	\$17.33
491	North Star Trophies	\$16.65	\$16.65
492	Lynn Crossman/Anchor of Hope Ranch	\$15.75	\$15.75
493	Leo Lajeunesse	\$15.00	\$15.00
494	Shell Canada	\$14.49	\$14.49
495	Winners Merchants International	\$14.42	\$14.42
496	Shoppers Drug Mart a/o 102141239 Sask Ltd.	\$13.86	\$13.86
497	Dollarama	\$13.32	\$13.32
498	Microsoft 365	\$12.77	\$12.77
499	Censensus Cloud Solutions -efax	\$12.49	\$12.49
500	Annette Henbid	\$11.25	\$11.25
501	Melanie Knight	\$11.25	\$11.25
502	Beryl Fournier	\$10.80	\$10.80
503	Precise ParkLink	\$10.00	\$10.00
504	Cindy Sand	\$7.50	\$7.50
505	University of Regina	\$7.10	\$7.10
506	City of Prince Albert	\$5.00	\$5.00
507	Michelle Gutka	\$3.75	\$3.75
508	UPS Canada LTD.	\$2.87	\$2.87
	Total:	\$5,219,475.01	\$5,219,475.01



TITLE: February 2026 Accounts Payable Payments

DATE: April 14, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the report be received as information and filed.

EXECUTIVE SUMMARY:

The City of Prince Albert is committed to providing the details on payments made to vendors and contractors. Therefore, attached is a listing of payments made in February 2026.

PROPOSED APPROACH AND RATIONALE:

Administration committed to provide Council with a list of accounts payable payments on a monthly basis in 2019 (RPT 19-42).

Payments on the attached listing have been authorized by being included in the budget documents, by agreements, or by contractual obligations.

BUDGET/FINANCIAL IMPLICATIONS:

The total payments made in February 2026 listed on the attached report totalled \$5,826,252.00.

PUBLIC NOTICE:

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

ATTACHMENT:

1. February 2026 Accounts Payable Payments.

Written by: Ramona Fauchoux, Acting Finance Analyst

Approved by: Chief Financial Officer and City Manager

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
1	Cornerstone Insurance	\$883,712.92	\$887,023.92
2	Municipal Employees Pension Plan	\$712,680.54	\$1,426,564.36
3	Wal-Mart Canada Corp.	\$358,290.89	\$358,495.99
4	SaskPower	\$331,580.93	\$699,993.42
5	Versaterm Public Safety Inc	\$280,682.44	\$280,682.44
6	Salvation Army	\$274,000.00	\$274,000.00
7	The City Of Prince Albert Public Library Board	\$211,103.96	\$634,061.88
8	PA Separate School Board	\$190,967.86	\$363,441.75
9	Lakeland Ford Sales (2009) Ltd.	\$186,984.95	\$257,813.44
10	FirstCanada ULC	\$145,957.60	\$311,503.56
11	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$119,901.21	\$166,935.12
12	Federated Co-Operatives Ltd.	\$118,373.54	\$231,051.44
13	Sask Energy Inc.	\$101,312.26	\$203,798.88
14	Minister of Finance	\$79,710.00	\$90,410.00
15	Softchoice Corporation	\$62,193.28	\$74,159.82
16	PAGC Sports Culture & Recreation	\$62,040.00	\$62,040.00
17	Brandt Tractor Ltd.	\$57,199.84	\$58,098.17
18	Community Service Centre	\$55,717.65	\$165,437.99
19	Novus Law Group	\$52,248.27	\$121,568.57
20	Flocor	\$46,545.82	\$49,013.67
21	Eda Environmental Ltd.	\$45,548.90	\$49,657.70
22	Saskatchewan Public Safety Agency	\$43,142.36	\$181,943.96
23	Acme Infrastructure Services Inc.	\$36,699.71	\$89,956.85
24	Clear Tech Industries Inc.	\$35,110.98	\$77,029.05
25	Sysco Food Services	\$33,878.39	\$81,172.85
26	Arctic Refrigeration Inc.	\$32,967.00	\$42,624.91
27	Ruszkowski Enterprises Inc.	\$32,327.50	\$56,556.05
28	Tetra Tech Canada Inc	\$31,945.06	\$45,837.55
29	Dell Canada Inc	\$31,902.83	\$60,257.35
30	Cypress Sales Partnership	\$25,902.49	\$25,902.49
31	ESRI Canada	\$24,114.75	\$24,114.75
32	Kleen-Bee (P.A.)	\$24,030.62	\$33,659.93
33	Asiil Enterprises Ltd.	\$23,925.21	\$30,335.66
34	NSC Minerals Ltd.	\$23,011.08	\$23,011.08
35	SPCA	\$22,724.65	\$93,813.59
36	United Chemical Limited	\$22,455.41	\$22,455.41
37	GL Mobile Communications	\$19,221.75	\$19,443.75
38	Prince Albert Police Association	\$18,686.64	\$55,417.20

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
39	Prince Albert Female Hockey Tournament	\$18,000.00	\$18,000.00
40	Prince Albert Policemen's Association	\$17,677.70	\$35,140.42
41	MacroMind Media Inc.	\$17,636.79	\$17,636.79
42	Procido LLP	\$14,761.92	\$22,112.75
43	Flaman Fitness- Saskatoon	\$14,472.48	\$16,076.43
44	Musqua Entertainment	\$14,000.00	\$14,000.00
45	Auto Rescue Towing	\$13,881.00	\$20,884.50
46	SaskTel	\$13,835.52	\$41,279.77
47	Can Union of Public Employees Assoc Local 160	\$13,162.94	\$26,579.43
48	gtechna Mobile Enforcement Solutions	\$13,078.58	\$19,336.21
49	Imprivata	\$13,041.66	\$13,041.66
50	Canaan Inc.	\$12,875.95	\$12,875.95
51	DMM Energy	\$12,678.07	\$40,015.84
52	The Pepsi Bottling Group (Canada) ULC	\$11,564.84	\$26,298.46
53	Mikkelsen-Coward & Co Ltd.	\$11,540.67	\$11,540.67
54	Finning International Inc.	\$10,746.20	\$14,296.54
55	Certified Laboratories	\$10,448.76	\$16,400.75
56	Automated Aquatics Canada Ltd.	\$10,270.79	\$18,381.73
57	Can Union of Public Employees Assoc Local 882	\$10,175.61	\$19,906.12
58	Cisco Systems Capital	\$10,052.35	\$10,052.35
59	Federation of Canadian Municipalities	\$10,038.00	\$10,038.00
60	GWCL Homes Ltd	\$10,000.00	\$10,000.00
61	Lakes Edge Retirement Community	\$10,000.00	\$10,000.00
62	Canada Post Corporation	\$9,796.50	\$17,584.76
63	Van Houtte Coffee Services Inc	\$9,710.87	\$14,177.22
64	Ram Excavation	\$9,657.00	\$9,657.00
65	First Student Canada	\$9,637.09	\$9,637.09
66	Prince Albert Firefighter's Association Local 510	\$9,194.48	\$18,388.96
67	T & T Power Group Inc.	\$9,063.15	\$9,063.15
68	Christopherson's Industrial Supplies	\$8,894.13	\$25,991.88
69	Aquifer Group of Companies	\$8,847.53	\$15,548.48
70	Outdoor Outfits Limited	\$8,832.60	\$23,645.68
71	NexGen Mechanical Inc.	\$8,594.47	\$8,594.47
72	Othram Inc	\$8,429.89	\$16,325.37
73	Prairie Meats	\$7,890.40	\$12,481.20
74	SRS Property Management Corp	\$7,616.63	\$19,361.94
75	W Law LLP	\$7,570.20	\$11,011.20
76	Superior Truck Equipment Inc./North America	\$7,515.99	\$7,515.99
77	Applied Industrial Technologies	\$7,263.83	\$12,723.58

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
78	Univar Canada	\$7,045.50	\$7,045.50
79	Novexco Inc.c/o Hamster	\$6,889.55	\$11,701.98
80	Share	\$6,798.80	\$6,798.80
81	Complete Distribution Services	\$6,527.37	\$10,770.82
82	Prairie Centre for Racial Justice	\$6,500.00	\$6,500.00
83	SaskTel CMR- Mobilty	\$6,417.96	\$21,400.61
84	Prince Albert Golf & Curling Club	\$6,350.00	\$19,050.00
85	Cansel	\$6,317.79	\$6,317.79
86	101290873 Saskatchewan Ltd. (Operator of Kinsmen Ski Hill)	\$6,250.00	\$12,630.15
87	Komline-Sanderson	\$6,070.10	\$8,966.48
88	Sask Urban Municipalities Assoc (SUMA)	\$6,055.50	\$37,673.18
89	Darcy's Golf Shop Ltd.	\$6,024.99	\$21,719.15
90	Windows Beautiful By Cheryl	\$6,000.00	\$6,000.00
91	University of Regina	\$5,948.80	\$5,955.90
92	Harlan Fairbanks	\$5,839.88	\$5,839.88
93	HVAC Sales & Service Ltd	\$5,742.72	\$5,742.72
94	Sask Research Council	\$5,636.73	\$7,170.80
95	i2 Inc.	\$5,604.35	\$5,604.35
96	Acklands Ltd.	\$5,584.73	\$11,311.35
97	OK Tire & Auto Service	\$5,523.51	\$8,077.51
98	Redhead Equipment Ltd.	\$5,481.54	\$9,465.38
99	The Celtic Tenors	\$5,312.50	\$5,312.50
100	Thor Security Ltd.	\$5,292.48	\$26,381.37
101	Capstone Community Marketing	\$5,272.50	\$10,545.00
102	Impact Mechanical Service Ltd.	\$5,271.55	\$9,212.05
103	Lake Country Co-operative Ltd.	\$5,132.79	\$19,424.60
104	AED Advantage	\$5,095.30	\$7,694.22
105	Hach Sales & Service Canada Ltd	\$5,011.70	\$7,150.67
106	Chick N Tendees Eatery Ltd	\$4,995.00	\$4,995.00
107	Dee-Jacks Custom Metal and Welding	\$4,964.23	\$7,184.27
108	Tradewind Scientific Ltd	\$4,809.00	\$4,809.00
109	UniTech Office Solutions, Ltd.	\$4,799.87	\$6,986.16
110	Carla Boissoneau	\$4,798.35	\$4,798.35
111	Eecol Electric (Sask) Ltd.	\$4,560.05	\$11,128.32
112	North Saskatchewan River Basin Council Inc.	\$4,500.00	\$4,500.00
113	Justice Institute of British Columbia	\$4,248.58	\$5,703.14
114	Vipond Inc.	\$4,149.37	\$6,105.52
115	Mega Tech	\$4,101.30	\$4,101.30

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
116	4IMPRINT	\$4,071.39	\$9,011.56
117	Special Olympics Prince Albert	\$4,000.00	\$4,000.00
118	U11C Jackfish	\$4,000.00	\$4,000.00
119	U13A Maple Leafs	\$4,000.00	\$4,000.00
120	LBP Legal Prof Corp	\$3,963.75	\$3,963.75
121	Canada Ticket Inc	\$3,944.56	\$3,944.56
122	Frontline Outfitters Ltd	\$3,926.20	\$5,651.48
123	Locke Electric	\$3,809.21	\$5,404.08
124	Prince Albert Security Services -102139847 SK	\$3,704.68	\$6,809.36
125	Dresswell Dry Cleaners (2013) Ltd	\$3,570.60	\$7,945.18
126	Danny Plaquin	\$3,505.33	\$3,505.33
127	PA U15B Lighting	\$3,500.00	\$3,500.00
128	Advanced Electronic Solutions Ltd.	\$3,496.50	\$3,496.50
129	Amazon.ca	\$3,472.73	\$8,110.59
130	CRL Engineering Ltd.	\$3,375.22	\$3,375.22
131	Omni Sport Inc.	\$3,324.47	\$3,324.47
132	Urban Tactical (Winnipeg) Ltd.	\$3,206.78	\$3,206.78
133	B A Robinson Co. Ltd.	\$3,148.56	\$7,473.69
134	Canadian Recreation Solutions Inc.	\$3,119.10	\$3,119.10
135	Canadian Urban Transit Association	\$3,082.80	\$3,082.80
136	Steve's Auto Electric	\$3,054.33	\$4,854.15
137	Thoeun Soung	\$3,028.66	\$3,028.66
138	NLC/PAGC Golf Tournament	\$3,000.00	\$3,000.00
139	U18B Bruins	\$3,000.00	\$3,000.00
140	Oakcreek Golf & Turf LP	\$2,941.50	\$3,310.70
141	Pattison Media Ltd	\$2,929.50	\$5,762.76
142	Ricky Tourangeau	\$2,791.95	\$2,791.95
143	Jadac Holdings	\$2,775.00	\$2,775.00
144	Convergint Technologies LTD.	\$2,644.05	\$2,644.05
145	Royal Canadian Legion BR. #2	\$2,595.00	\$2,595.00
146	Fountain Tire Prince Albert Ltd	\$2,527.82	\$2,677.51
147	ClaimsPro Inc.	\$2,520.00	\$2,520.00
148	Prince Albert Minor Softball Association	\$2,500.00	\$2,500.00
149	TK Elevator (Canada) Ltd.	\$2,328.44	\$16,425.44
150	ABC Fire & Safety Equipment	\$2,319.23	\$2,319.23
151	A2Z Safety & Training Ltd.	\$2,314.35	\$4,445.55
152	MSC Industrial Supply ULC	\$2,260.96	\$4,092.42
153	Glenmor Equipment LP	\$2,191.24	\$3,645.69
154	Purolator Courier Ltd.	\$2,176.03	\$4,634.95

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
155	Impact Radio Accessories	\$2,155.47	\$2,155.47
156	Gregg Distributors	\$2,148.95	\$3,813.62
157	Brink's Canada Ltd	\$2,126.83	\$4,443.52
158	Best Buy	\$2,103.89	\$4,132.68
159	International Association of Chiefs of Police	\$2,103.60	\$2,103.60
160	Canadian Tire	\$2,090.78	\$4,237.90
161	Brent Pillipow	\$2,079.00	\$8,431.50
162	Greenland Waste Disposal Ltd.	\$2,025.35	\$12,306.70
163	Ecole St. Mary High School	\$2,000.00	\$2,000.00
164	PA U9B Canadians	\$2,000.00	\$2,000.00
165	U15A Tornados	\$2,000.00	\$2,000.00
166	U9C Blackhawks	\$2,000.00	\$2,000.00
167	Schopp Keepers Industries	\$1,998.00	\$1,998.00
168	Arthur Dorion	\$1,973.65	\$1,973.65
169	Coronet Hotel	\$1,954.98	\$3,475.52
170	Kelly Bado Music	\$1,925.00	\$1,925.00
171	Hope Industrial Systems, Inc.	\$1,881.38	\$1,881.38
172	Napa Auto Parts	\$1,868.66	\$4,075.06
173	First General Services (PA) Ltd.	\$1,851.00	\$7,466.26
174	CDW Canada Corp.	\$1,774.71	\$3,369.38
175	United Rentals of Canada Inc	\$1,767.36	\$1,767.36
176	BDI Canada Inc.	\$1,742.54	\$2,716.21
177	Big Drum Media	\$1,713.75	\$1,713.75
178	Earthworks Equipment	\$1,706.74	\$10,724.63
179	Canadian Assoc of Police Governance	\$1,697.00	\$1,697.00
180	Trustin Contracting	\$1,665.00	\$1,665.00
181	Maxim Transportation Services Inc.	\$1,661.03	\$7,540.98
182	Prince Albert Mobile Crisis Unit	\$1,656.14	\$12,556.14
183	P3Architecture Partnership	\$1,602.00	\$1,602.00
184	GTY Software Inc o/a Euna Solutions	\$1,595.63	\$1,595.63
185	HBI Brennan Office Plus Inc.	\$1,582.94	\$2,532.72
186	Holiday Inn Hotel	\$1,579.80	\$2,074.76
187	Overhead Door of Prince Albert Ltd.	\$1,575.09	\$1,702.74
188	Fire Fighters Entertainment Fund	\$1,560.00	\$3,120.00
189	BIOMED Recovery & Disposal	\$1,541.95	\$1,541.95
190	Saskatchewan Water & Wastewater Association	\$1,533.00	\$1,608.00
191	Harvey Anderson	\$1,500.00	\$1,500.00
192	Prince Albert & District Ukrainian Cultural & Heritage Assoc.	\$1,500.00	\$1,500.00

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
193	PA U9A Stars	\$1,500.00	\$1,500.00
194	Donna Strauss	\$1,500.00	\$1,500.00
195	ATS Traffic Ltd	\$1,499.62	\$1,499.62
196	Lifesaving Society - SK Branch	\$1,497.17	\$1,497.17
197	Princess Auto	\$1,493.89	\$2,929.23
198	Home Inn & Suites Regina Airport West	\$1,417.70	\$1,417.70
199	Scotia Dealer Advantage	\$1,383.90	\$1,383.90
200	Kaseya ITG Software ULC	\$1,382.94	\$2,777.58
201	Alamanda Communications Inc.	\$1,377.15	\$1,947.12
202	Kal Tire Ltd.	\$1,376.26	\$4,847.55
203	Trudel Auto Body Collision Centre Ltd	\$1,373.72	\$1,373.72
204	Carpet World	\$1,359.75	\$1,359.75
205	Eventbrite	\$1,356.11	\$1,579.51
206	Jesse Campbell	\$1,312.50	\$2,625.00
207	AIRBNB	\$1,299.95	\$1,299.95
208	North Star Trophies	\$1,278.72	\$1,295.37
209	Kayleen Balfour	\$1,271.25	\$1,271.25
210	Swish Maintenance Limited	\$1,269.55	\$1,269.55
211	Inland Kenworth Partnership	\$1,264.75	\$1,727.75
212	Sask Polytechnic-Prince Albert Campus	\$1,245.32	\$1,245.32
213	Avison Young ITF 1540709 Ontario Limited	\$1,223.38	\$3,670.14
214	Dennis Ogradnick	\$1,213.64	\$1,213.64
215	Konica Minolta Business Solutions Canada Ltd.	\$1,177.72	\$2,303.03
216	Shred-it International ULC	\$1,160.92	\$2,471.71
217	Hoffman Elite Enterprises Ltd	\$1,153.79	\$1,153.79
218	Arts Touring Alliance of Alberta	\$1,128.75	\$1,128.75
219	Entandem Inc	\$1,126.74	\$6,514.45
220	Anderson Motors Ltd.	\$1,099.39	\$4,256.86
221	Staples	\$1,090.89	\$2,289.61
222	Sport Tourism Canada	\$1,081.50	\$1,081.50
223	PA Markit Signs Ltd.	\$1,079.48	\$1,079.48
224	UniFirst Canada Ltd.	\$1,074.66	\$1,454.31
225	Linde Canada Inc	\$1,072.52	\$2,476.84
226	Sutherland Automotive	\$1,055.90	\$6,763.77
227	Tyrone Enterprises Inc	\$1,055.25	\$2,110.50
228	Shelly Bird	\$1,050.00	\$1,400.00
229	Williams Scotsman Canada	\$1,014.81	\$2,029.62
230	Ella Forrest	\$1,000.00	\$1,000.00
231	Full Line Electric and General Contracting	\$999.00	\$999.00

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
232	The King's Bench Sheriff Trust Account	\$981.40	\$981.40
233	Sask Auto Fund	\$975.00	\$975.00
234	Reflections Auto & Window Glass	\$970.14	\$970.14
235	Canadian Imperial Bank of Commerce	\$963.44	\$1,926.88
236	Global Industrial Canada	\$952.37	\$952.37
237	Superior Propane Ltd	\$942.08	\$4,126.55
238	OTIS Canada Inc	\$928.10	\$928.10
239	Saunders Electric Ltd.	\$892.44	\$1,564.76
240	Evolution AV Ltd.	\$888.00	\$888.00
241	Fairmont Hotels	\$886.95	\$886.95
242	Charles Repair & Service Co. Ltd.	\$882.21	\$882.21
243	B & P Water Shop Inc	\$858.00	\$1,523.00
244	Accra Lock & Safe Co. Ltd.	\$843.78	\$1,187.00
245	Facebook Inc.	\$833.87	\$1,722.07
246	4 Horsemen Fitness	\$823.20	\$823.20
247	Pineland Metal Products Inc.	\$819.60	\$819.60
248	Transportation Association of Canada	\$810.60	\$810.60
249	Mike Langlois	\$800.00	\$800.00
250	Canadian Association of Chiefs of Police(CACP/ACCP)	\$799.08	\$1,528.83
251	Superior Infrastructure Restoration Ltd	\$777.00	\$777.00
252	My Place Catering	\$771.12	\$1,393.56
253	CASA Psychological Services	\$750.00	\$750.00
254	Ontario Association of Chiefs of Police	\$734.50	\$734.50
255	Hyatt Regency Calgary	\$724.44	\$724.44
256	Kathy McMullin	\$723.12	\$723.12
257	Startech	\$719.21	\$719.21
258	Fastenal	\$691.93	\$1,434.35
259	Canoe Procurement Group of Canada	\$689.93	\$1,844.52
260	P A Battery & Truck Accessories	\$686.99	\$3,606.42
261	Reed Security Group	\$663.32	\$1,200.07
262	Suzanne Stubbs	\$660.00	\$1,130.00
263	Municipal World Inc	\$659.92	\$659.92
264	Konica Minolta Premier Finance	\$645.33	\$1,290.66
265	Vermette Wood Preservers Ltd.	\$642.60	\$642.60
266	Saskatchewan Professional Planners Institute	\$640.70	\$640.70
267	Action Printing Company Ltd.	\$640.37	\$780.12
268	Folio Jumpline Publishing Inc.	\$635.25	\$1,427.00
269	Jump.ca	\$628.92	\$628.92

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
270	DMC Cleaning Inc	\$628.82	\$1,257.64
271	Information Services Corporation	\$627.32	\$8,847.24
272	PyroCom Fire and Safety Equipment	\$621.60	\$1,628.91
273	PC Canada.com	\$617.80	\$952.05
274	Cherrie Vermette	\$612.21	\$612.21
275	Jay's Transportation Group Ltd.	\$610.27	\$5,837.02
276	Cindy Gallegos	\$600.00	\$960.00
277	Pamela Nelson	\$600.00	\$600.00
278	GV Audio Inc.	\$594.96	\$594.96
279	Rona Inc. - Prince Albert	\$590.57	\$2,187.32
280	Warner Bus Industries	\$577.01	\$577.01
281	RCMP	\$575.00	\$1,175.00
282	Colin Umpherville	\$575.00	\$575.00
283	Sonia Reid	\$565.60	\$565.60
284	Harold's Family Foods	\$559.24	\$901.50
285	Old Dutch Foods Ltd.	\$556.79	\$2,995.61
286	High Power Electric Ltd	\$550.01	\$550.01
287	Nordic Industries (1979) Ltd.	\$547.51	\$1,167.23
288	Extreme Technology	\$532.80	\$532.80
289	CivicInfo BC	\$525.00	\$802.50
290	Petticoat Creek Press Inc.	\$525.00	\$525.00
291	Delta Hotels	\$521.02	\$521.02
292	ALSCO Canada Corp - Saskatoon	\$516.93	\$988.99
293	Emco Corporation	\$516.15	\$2,491.95
294	Dafco Filtration Group	\$509.63	\$509.63
295	T-R Spring & Align Ltd.	\$505.49	\$842.08
296	Sigma Safety Corp.	\$504.01	\$930.51
297	West Flat Citizens Group Inc.	\$500.00	\$500.00
298	Mark's Work Wearhouse	\$499.47	\$765.70
299	Wholesale Club	\$497.43	\$1,012.79
300	Orlanda Flett	\$492.63	\$492.63
301	P A Express Ltd.	\$491.45	\$681.03
302	P A Fast Print Inc.	\$488.40	\$541.69
303	Carlyle	\$485.81	\$485.81
304	Canadian Association for the Performing Arts	\$480.25	\$480.25
305	Dolores Beaulieu	\$480.00	\$715.00
306	Lannie Mugleston	\$480.00	\$760.00
307	Zirkia Grobler	\$460.00	\$1,010.00
308	Ben's Auto Glass	\$451.77	\$451.77

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
309	Athletica Sport Systems Inc	\$440.00	\$440.00
310	Shoppers Drug Mart - Amaya Enterprises Ltd	\$438.84	\$825.31
311	Westlund	\$438.45	\$3,069.15
312	Prince Albert Beverages	\$433.38	\$632.80
313	Applebee Glass	\$422.63	\$27,379.94
314	Vince Herzog	\$420.00	\$420.00
315	Raymax Equipment Sales Ltd.	\$417.08	\$417.08
316	Mary Mcleod	\$416.81	\$416.81
317	The Bolt Supply House Ltd	\$412.89	\$733.05
318	Bureau Veritas Canada (2019) Inc.	\$408.45	\$408.45
319	Josie Hemsworth	\$405.00	\$755.00
320	Peerless Engineering Sales Ltd.	\$399.14	\$858.21
321	Adrian Vermette	\$390.46	\$443.62
322	A1 Locksmithing	\$388.50	\$1,061.16
323	Clear View Glass Ltd.	\$383.57	\$383.57
324	Crystal Clarke	\$383.13	\$383.13
325	Justin Maurice	\$378.66	\$378.66
326	Marriott Hotels & Resorts	\$368.42	\$368.42
327	Shaw Cable/Rogers	\$354.93	\$1,066.38
328	Scentiments Floral Ltd.	\$354.90	\$354.90
329	Michael's Store	\$354.56	\$511.66
330	CPKN Network Inc.	\$349.65	\$1,268.40
331	WestVac Industrial Ltd	\$340.26	\$340.26
332	Mr J's Maintenance Ltd.	\$335.78	\$485.63
333	Creative City Network of Canada	\$332.00	\$332.00
334	Safety Supplies Canada	\$330.75	\$330.75
335	ISA - Prairie Chapter	\$329.60	\$329.60
336	Bell Mobility Inc.	\$321.49	\$489.99
337	Sandman Hotels	\$320.50	\$320.50
338	Safeway Canada Ltd.	\$317.84	\$478.66
339	Levitt Safety Limited	\$310.59	\$310.59
340	Rose Garden Hospice Association Inc.	\$300.00	\$300.00
341	Darcy Sander	\$300.00	\$300.00
342	Super 8 Motel	\$295.00	\$295.00
343	Marsollier Petroleum	\$294.97	\$294.97
344	Frontline Truck & Trailer	\$294.35	\$10,817.10
345	Technology Professionals Saskatchewan	\$290.00	\$580.00
346	Worksite Safety Compliance Centre	\$288.30	\$288.30
347	International Municipal Signal Assoc.	\$278.14	\$278.14

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
348	Cherry Insurance	\$277.50	\$555.00
349	Shawn McNabb	\$277.50	\$277.50
350	Learn Trees	\$276.69	\$276.69
351	Sask Health Authority	\$276.00	\$414.00
352	Shoppers Drug Mart - JASH RX Enterprises Ltd.	\$274.92	\$274.92
353	Great Northern Equipment	\$270.20	\$270.20
354	Latent Forensic Services Inc.	\$267.98	\$821.86
355	Knotty Pine Bistro	\$266.77	\$345.52
356	Food & Fuel c/o 101212525 Sk Ltd.	\$260.00	\$260.00
357	Parkland Ambulance Care Ltd.	\$260.00	\$750,782.00
358	The Provincial Mediation Board	\$260.00	\$260.00
359	West Hill Medical Clinic	\$260.00	\$910.00
360	Accu Sharp Tooling Ltd	\$259.74	\$259.74
361	Brandi Lajeunesse	\$259.50	\$259.50
362	Tri Sonic Sound	\$257.25	\$257.25
363	Judy Charles	\$250.00	\$250.00
364	Family Futures Inc.	\$250.00	\$5,315.00
365	Homeward Bound	\$250.00	\$250.00
366	Kinsmen Telemiracle Foundation	\$250.00	\$250.00
367	RCMP F Division-Digital Forensics Services	\$250.00	\$2,000.00
368	YWCA	\$250.00	\$250.00
369	Toshiba Business Solutions	\$249.46	\$549.54
370	Production Lighting Ltd	\$246.95	\$246.95
371	Troy Life & Fire Safety Ltd	\$238.65	\$238.65
372	Fabricland	\$237.07	\$259.99
373	Success Office Systems Inc	\$236.63	\$427.05
374	Shannon Arcand	\$236.25	\$236.25
375	Superstore	\$235.68	\$255.67
376	Thorpe Bros. Ltd.	\$229.62	\$1,149.41
377	Paul Walker	\$222.92	\$222.92
378	Avery D M Wiens	\$222.41	\$222.41
379	Living Skies Window Tint	\$222.00	\$222.00
380	P A Janitorial Services 1983	\$222.00	\$444.00
381	John De Padua	\$210.00	\$210.00
382	Trevor Gunville	\$210.00	\$210.00
383	Cherlock & Safe	\$208.68	\$244.20
384	Hilton Garden Inn	\$207.23	\$207.23
385	UPS Canada LTD.	\$202.31	\$205.18
386	Park Range Veterinary Services	\$200.90	\$401.80

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
387	Holly Osecki	\$200.52	\$200.52
388	Janaya Hunter	\$200.00	\$200.00
389	Minister of Finance	\$200.00	\$200.00
390	Canva Pty Ltd	\$199.87	\$249.74
391	Manitoulin Transport Inc.	\$199.85	\$2,940.71
392	D.F.G. Management Ltd.	\$198.53	\$198.53
393	Prince Albert Indian & Metis Friendship Centre	\$195.00	\$195.00
394	Adreanna Gareau(Boucher)	\$180.00	\$180.00
395	Wingate by Wyndham	\$177.78	\$177.78
396	Dollarama	\$176.69	\$190.01
397	Kerri MacLeod	\$175.00	\$245.00
398	Uncle Wieners Wholesale	\$173.80	\$173.80
399	Percy H. Davis Limited	\$170.11	\$170.11
400	ACCEO Solutions Inc	\$169.98	\$299.85
401	Encore Graphics	\$166.50	\$166.50
402	Tipi Fuel and Convenience	\$166.47	\$166.47
403	Starlink	\$163.17	\$326.34
404	Lenovo Canada Inc.	\$159.80	\$159.80
405	Renouf Farms LTD	\$158.25	\$289.88
406	K-Light Recycling	\$147.00	\$147.00
407	Kasey Carson	\$140.00	\$140.00
408	Harmony Johnson- Harder	\$140.00	\$280.00
409	Raylene Melnyk	\$140.00	\$305.00
410	Canadian Safety Supplies	\$137.97	\$137.97
411	Aldon Kakum	\$136.90	\$136.90
412	The Backyard and Compost Corner	\$136.50	\$136.50
413	Commercial Truck Equipment Corp	\$136.18	\$136.18
414	Mail Chimp.com	\$134.12	\$270.57
415	ASTM International	\$126.94	\$126.94
416	Lakefield LLP	\$125.00	\$125.00
417	Ashley Green	\$120.00	\$120.00
418	Barbara Burdeyny-Jones	\$120.00	\$120.00
419	Saskatoon Airport Authority	\$119.00	\$119.00
420	Donna Rondeau	\$115.50	\$115.50
421	QuillBot	\$111.29	\$111.29
422	Loraas Disposal North Ltd	\$111.25	\$10,166.51
423	Ashly Cabinets & Windows	\$111.00	\$111.00
424	Greg Podjan	\$110.00	\$110.00
425	CBA Malwarebytes	\$106.92	\$106.92

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
426	Costco.ca	\$106.53	\$1,222.02
427	Assoc. of Professional Engineers & Geoscientists	\$105.00	\$105.00
428	Lauren Lohneis	\$105.00	\$105.00
429	Lucas Mitchell	\$105.00	\$105.00
430	Canada Bread Co Ltd	\$100.00	\$100.00
431	Saskatchewan Association of City Clerks	\$100.00	\$100.00
432	Indigenous 1st Designs	\$99.90	\$99.90
433	Webb's Office Equipment Inc	\$98.04	\$98.04
434	Tim Hortons	\$97.71	\$266.59
435	Receiver General of Canada	\$97.00	\$2,557.00
436	Ebyn Bell	\$96.00	\$288.00
437	Network Innovations Inc.	\$94.35	\$188.70
438	Darren Wallace	\$90.00	\$90.00
439	Indigo Park Canada	\$87.00	\$87.00
440	Mila Stonechild	\$80.00	\$120.00
441	Shaquille Glover	\$75.00	\$215.00
442	Prince Albert Medical Clinic	\$75.00	\$75.00
443	Flaman Sales & Rentals Prince Albert	\$74.78	\$74.78
444	Wolseley Mechanical Group-Midwest Region	\$71.04	\$71.04
445	Svetlana Zaskovetz	\$70.00	\$70.00
446	E.T. Flooring Canada	\$68.18	\$68.18
447	Saskatoon Coop	\$60.68	\$60.68
448	Save on Foods	\$60.38	\$224.96
449	Emma Leland	\$60.00	\$100.00
450	Glenda Bergstrom	\$56.56	\$113.12
451	Perry Hulowski	\$56.56	\$56.56
452	Medical Pharmacy	\$56.35	\$164.75
453	Esso	\$51.32	\$51.32
454	101100203 Saskatchewan Ltd.o/a TLS Lawn	\$50.00	\$100.00
455	Lilyanne Drury	\$50.00	\$100.00
456	Internet Infinity- Voice Me Up	\$50.00	\$50.00
457	Square Shop	\$49.95	\$99.90
458	Apple	\$49.06	\$72.35
459	Berkly Bell	\$48.00	\$96.00
460	Samantha Gillespie	\$48.00	\$240.00
461	Jordyn Henry	\$48.00	\$240.00
462	Grace Vedress	\$48.00	\$192.00
463	Jasmine Weleski	\$48.00	\$192.00
464	Zoom Canada	\$47.70	\$120.92

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
465	Pet Planet	\$46.60	\$46.60
466	Uber	\$40.20	\$40.20
467	Storyblocks	\$39.99	\$79.98
468	Lucid Software Inc.	\$39.96	\$79.92
469	McDonald's Restaurants of Canada Ltd.	\$37.89	\$37.89
470	Maureen Thomas	\$37.50	\$82.50
471	Roofmart Prairies Ltd.	\$37.15	\$37.15
472	Shoppers Drug Mart a/o 102141239 Sask Ltd.	\$37.13	\$50.99
473	Secur Tek	\$36.08	\$110.46
474	Pharmasave	\$36.00	\$36.00
475	East Hill Esso	\$35.25	\$35.25
476	Breakroom Chat & Scheduling	\$35.14	\$70.62
477	Trena Hoffus-Preston	\$33.50	\$33.50
478	Tourism Saskatchewan	\$33.30	\$33.30
479	OpenAI, LLC	\$31.19	\$62.48
480	JYSK	\$31.07	\$31.07
481	Dustin Daniels	\$31.00	\$31.00
482	Myla Masko	\$31.00	\$31.00
483	Bell Media Inc	\$29.96	\$59.92
484	Google	\$29.96	\$60.63
485	SMTP2GO. Com	\$29.61	\$59.34
486	Econo Lumber	\$29.26	\$618.10
487	Morgan Unruh	\$28.69	\$28.69
488	SMG Operating Ltd O/A See More Green Landscaping	\$22.37	\$22.37
489	Sport Chek	\$22.19	\$22.19
490	Wendy Lloyd	\$18.90	\$56.40
491	Saskatoon-Agri-Auto Parts Inc.	\$18.35	\$18.35
492	Bambi Barnes	\$18.00	\$18.00
493	Dropbox Inc.	\$17.75	\$35.50
494	Dollar Tree	\$16.93	\$16.93
495	North Star Trophies & Screen Printing	\$16.65	\$1,314.14
496	Tree Pottery Supply Ltd	\$15.54	\$279.30
497	Censensus Cloud Solutions -efax	\$12.49	\$24.98
498	HangTag Parking	\$11.50	\$11.50
499	Duchin, Bayda, Krocnski Law Office	\$10.00	\$10.00
500	Windsor Plywood	\$9.97	\$9.97
501	Trinity Souvenir Store	\$5.24	\$5.24
502	B & B Construction Group Inc.		\$112,143.86

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
503	Ministry of Justice		\$78,442.00
504	Klearwater Equip & Technologies		\$42,197.05
505	Music Theatre International		\$35,730.88
506	NCSWM Corporation		\$35,525.00
507	S & K Mechanical Ltd.		\$33,022.50
508	MNP LLP		\$30,806.25
509	Prince Albert Historical Society		\$27,155.81
510	Mann Art Gallery		\$25,000.00
511	Big Time Operator, LLC/Murray and Peter Present		\$24,223.51
512	Prakash Consulting Ltd.		\$22,785.00
513	DCG Philanthropic Services Inc		\$22,711.50
514	Loblaw Properties West Inc.		\$19,710.88
515	Rock Developments		\$19,522.46
516	Arthur Pechey School		\$16,809.95
517	Canadian Police College		\$16,165.33
518	Badger Meter		\$15,553.36
519	Big River First Nation Recreation		\$14,000.00
520	Carlton Trail Railway Company		\$13,301.40
521	Stantec Consulting Ltd.		\$11,838.44
522	Summit Valve and Controls Inc.		\$9,109.77
523	TargetSolutions Learning LLC/MedTeq Solutions		\$8,289.04
524	Big Ticket		\$7,377.34
525	Rua Foireann Inc.		\$6,907.95
526	Combat Ready Fire Training, LLC		\$6,667.22
527	BGE Service & Supply		\$6,609.52
528	Uline Canada Corporation		\$6,489.01
529	PA Arts Board		\$6,250.00
530	WBM Office Systems		\$6,154.31
531	Verge Metal Works Cutting & Design		\$6,127.20
532	Organization of Saskatchewan Arts Councils		\$6,037.50
533	Nagy Holdings Ltd.		\$5,927.49
534	Metalman Art & Design		\$5,694.30
535	Inductive Automation		\$5,552.11
536	Dariusz Pytlak		\$5,328.00
537	Rocky Mountain Phoenix		\$5,255.02
538	911 Supply		\$5,126.25
539	P A Minor Baseball Association		\$5,000.00
540	PerfectMind Inc.		\$4,995.00
541	AJ's Janitorial		\$4,851.62

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
542	Carlton Park Community Club		\$4,834.65
543	Hollingsworth Construction		\$4,551.00
544	TDH Fluid Systems Inc		\$4,434.45
545	West Hill Community Club		\$4,407.90
546	SKW Consulting & Psychological Services		\$4,350.00
547	UPU Collective Limited		\$4,250.00
548	TNT Work & Rescue Inc		\$4,017.45
549	Gallus Golf LLC		\$3,896.21
550	R & R Products Inc		\$3,809.74
551	East End Community Club		\$3,794.56
552	Clearlite Glass Ltd.		\$3,540.90
553	Advance Property eXposure Canada Inc.		\$3,402.00
554	Fer-Marc Equipment Ltd.		\$3,331.85
555	Rotork Controls Canada Ltd		\$3,294.48
556	Performing Arts Warehouse		\$3,200.00
557	Municipal Information Systems Assoc. Prairies Chapter		\$3,127.05
558	Cludo Inc		\$3,006.15
559	PA U11B Thunderbirds		\$3,000.00
560	Prince Albert Chamber of Commerce		\$2,882.25
561	Prince Albert District Planning Commission		\$2,709.00
562	Jared Harle		\$2,500.00
563	PA U11A 67's		\$2,500.00
564	Brogan Fire & Safety		\$2,465.23
565	Associated Fire Safety Group		\$2,299.92
566	Lawson Products Inc		\$2,186.10
567	Borysiuk Contracting Inc.		\$2,100.00
568	Rawlco Radio Ltd.		\$2,100.00
569	Miovision Technologies Incorporated		\$2,082.15
570	Lifesaving Society		\$1,934.97
571	University of Saskatchewan		\$1,882.28
572	Jordair Compressors Inc.		\$1,773.45
573	Caseware International Inc.		\$1,764.90
574	Saskatchewan Assessment Appraisers Association		\$1,732.50
575	Elizabeth(Liz) M. Settee		\$1,731.25
576	Susan Matheson-Wagner		\$1,715.00
577	Nora Vedress		\$1,700.00
578	CSIpix / iSYS - Intelligent System Solutions Corp		\$1,688.78
579	PA Paw Print Inn		\$1,610.97

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
580	Royal Hotel Regina		\$1,606.15
581	North Central District Athletic Association		\$1,600.00
582	Nicole A Sawchuk Barrister and Solicitor		\$1,586.28
583	Sutton Place Hotel		\$1,490.76
584	Joe Johnson Equipment Inc		\$1,402.53
585	Glen S Patras		\$1,371.89
586	New Pig Corp-Canada		\$1,337.72
587	911 Badge Inc.		\$1,155.00
588	Westjet		\$1,121.24
589	Madsen Fence Ltd.		\$1,095.21
590	Sign Universe		\$1,087.80
591	Lisa Larocque		\$1,071.00
592	Tisdale Motor Rewinding (1984) Ltd.		\$1,031.19
593	Metercor Inc.		\$1,022.31
594	North Shield Services Ltd		\$991.42
595	Ranjitt Mann		\$987.09
596	Adobe Systems		\$981.10
597	Cricut Inc		\$972.52
598	Plant Holleywood Resort & Casio Las Vegas		\$964.24
599	Clearmount		\$934.38
600	LLG Industrial		\$926.48
601	Jamie Chartrand		\$913.50
602	Constant Contact		\$908.31
603	3SI Security Systems Inc		\$898.94
604	Park Town Hotel		\$826.56
605	Prince Albert Rent A Car		\$788.10
606	Lite-Way Electric Ltd.		\$787.77
607	Carson Butterwick		\$787.50
608	Crystal Sterling Property Services LTD		\$777.00
609	Delta Air Lines		\$774.28
610	Fox Valley Technical College		\$724.40
611	Warren's Parcel Express Inc.		\$674.28
612	Francis & Michelle Delurey		\$665.46
613	Zachary Greenhorn		\$657.71
614	Sask Assoc of Fire Chiefs		\$630.00
615	York University		\$624.75
616	Millsap Fuel Distributors		\$622.71
617	Carnell Sales Inc		\$621.26
618	K-9 Dynamics		\$614.16

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
619	Glen Huffman		\$612.50
620	Mixam Canada Inc.		\$598.02
621	Oojo Traveltech Corp		\$596.95
622	Auto Details on 6th Ltd.		\$593.74
623	Fort Garry Industries Ltd.		\$561.44
624	Clark's Supply & Service Inc.		\$560.89
625	CentralSquare Canada Software Inc.		\$543.90
626	Beyond The Green		\$535.40
627	Tansly Doey - Earth Soaks		\$531.75
628	Christie Lites Sales		\$531.09
629	Colinda Georget		\$500.00
630	Prince Albert Early Childhood Council		\$500.00
631	Prairie Recreation Parts & Accessories		\$499.48
632	Source Office Furnishings		\$494.91
633	Dale Anderson		\$490.00
634	Professional Standards Board		\$472.50
635	Wings of Saskatchewan		\$450.00
636	Joyce Torrie		\$427.45
637	PetSmart		\$426.20
638	Clear Water Controls Inc		\$415.88
639	Rock and Iron Restaurant		\$413.91
640	Guardian Outfitters Inc.		\$413.11
641	Crestline Coach Ltd.		\$412.27
642	Boreal Healthcare Foundation Inc.		\$411.60
643	Dave Henson		\$409.50
644	Vista Print. ca		\$403.56
645	Francotyp-Postalia Canada Inc.		\$399.60
646	WHB Identification Solutions Co		\$399.60
647	TeamViewer GmbH		\$386.28
648	IAP2 Canada		\$382.95
649	Fabco Plastics Saskatoon Ltd.		\$381.66
650	Westburne		\$380.19
651	Flighthub.Com		\$369.60
652	Ed Urbaniak		\$354.30
653	Operator Certification Board		\$350.00
654	Canadian Association of Fire Chiefs		\$337.05
655	Alan MacLean		\$336.00
656	Jean Vachon		\$327.02
657	Arctic Automotive and Marine Supply		\$323.01

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
658	Trina Denysuik		\$322.26
659	Sherwin Williams		\$310.42
660	Saskatchewan Building Officials Association		\$300.00
661	Bob's Custom Water Hauling		\$297.24
662	Sask Applied Science Technologists & Technicians		\$290.00
663	Custom Covers		\$289.48
664	Board of Canadian Registered Safety Professionals		\$288.75
665	Michael/Karen Klein		\$288.75
666	Dara Holsters Inc		\$280.68
667	Gordon Borrowman		\$277.28
668	Shirley McLennan		\$274.98
669	Canadian Institute for Theatre Technology Alberta		\$271.40
670	SPI Health and Safety Inc.		\$270.84
671	Tara Emily Handmade - Tara Taylor		\$262.50
672	Tash's Flooring Outlet/Window Coverings		\$259.74
673	Glen Vossen		\$249.89
674	Treadmill Factory		\$249.24
675	Mann-Northway AutoSource		\$244.32
676	Vortec Mechanical Sales Inc.		\$233.10
677	Janaya McCallum		\$225.00
678	Earl's Restaurant		\$224.03
679	Wade Connolly		\$223.50
680	Nisham Nisham		\$219.08
681	Brian Garson		\$210.89
682	Cameron Instruments Inc.		\$209.05
683	Earlscourt Legal Press		\$199.97
684	Udemy Inc		\$198.68
685	Home Inn & Suites		\$179.50
686	The F.I.R.M. Inc.		\$178.92
687	No Spill Systems Canada		\$163.46
688	Adrien Blais		\$162.50
689	Ethan Ostafichuk		\$162.50
690	Prince Albert Music Festival Association		\$150.00
691	International Association of Law Enforcement Intelligence Analys		\$142.44
692	Sky Maskwa-Bear		\$140.00
693	Morris Petruniak		\$135.80
694	Naber Ford Sales Ltd.		\$128.66

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
695	Source For Sports		\$127.65
696	Gordon Vancoughnett		\$127.50
697	Percy Cunningham		\$122.43
698	Johnston Equipment (Pacific)		\$121.64
699	GC Honey Bees - Carissa Schmidt		\$121.50
700	Prince Albert Winter Festival		\$120.00
701	Prince Albert Wand Wash		\$114.42
702	Keith Bird		\$111.00
703	Oluwasanmi Dada		\$111.00
704	Michael Gange		\$111.00
705	Phil Cholodnuik		\$105.00
706	Digi-Key Electronics		\$104.13
707	Showpass		\$100.00
708	Valvoline Quick Lube		\$100.00
709	Construction Association of Saskatchewan		\$99.90
710	Amanda Hardstaff		\$97.50
711	Honeywood Heritage Nursey Inc.		\$93.00
712	Microsoftstore. Com		\$82.14
713	Brian Bieber		\$80.38
714	Shelly Linger		\$80.00
715	The Sign Shack		\$77.70
716	Jenna Bourdon		\$61.75
717	Isabella Robichaud		\$61.75
718	Go Daddy.com Inc.		\$60.02
719	Denise Wiens		\$58.50
720	Leah M Dorion		\$55.50
721	Alberta Water & Wastewater Operations Assoc.		\$52.50
722	Teresa Tuck		\$52.50
723	Jenine Yuzik - Dabble Diva		\$52.50
724	Crescent Park Pharmacy		\$50.00
725	Sheree Zoerb		\$50.00
726	Pool Supplies Canada		\$49.34
727	Allianz Global Assistance		\$49.25
728	Sophia Beatriz Cruz		\$48.00
729	Clem & Simms Woodworks Inc		\$45.00
730	Manitoba Water & Wastewater Association		\$42.57
731	Culligan Water Conditioning		\$40.00
732	Alyssa Nagy		\$38.97
733	Bev Swaby		\$36.75

Payables Payments

Vendor ID	Vendor Name	From 2/1/2026 to 2/28/2026	From Start of Year to 2/28/2026
734	Happy Day Freeze Dried Sweet Treats-Jessica Rankel		\$33.71
735	Fresh Air Experience		\$30.19
736	Bonnie Bailey		\$30.00
737	Courtney Ross		\$28.88
738	Kelsey Pipelines Ltd.		\$24.42
739	Hillary Enzlin		\$24.00
740	Macbeeners Business Goods PA		\$21.98
741	SIGMA Assessment Systems, Ltd		\$21.37
742	Pawsitive Attitude Dog Training		\$20.98
743	Nav Canada		\$17.33
744	Lynn Crossman/Anchor of Hope Ranch		\$15.75
745	Leo Lajeunesse		\$15.00
746	Shell Canada		\$14.49
747	Winners Merchants International		\$14.42
748	Microsoft 365		\$12.77
749	Annette Henbid		\$11.25
750	Melanie Knight		\$11.25
751	Beryl Fournier		\$10.80
752	Precise ParkLink		\$10.00
753	Cindy Sand		\$7.50
754	City of Prince Albert		\$5.00
755	Michelle Gutka		\$3.75
	Total:	\$5,826,252.00	\$11,049,683.57



CITY OF PRINCE ALBERT
DESTINATION MARKETING LEVY ADVISORY COMMITTEE
MEETING MINUTES

Thursday, March 19, 2026, 3:30 p.m.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

Members Present: Mayor Bill Powalinsky
Councillor Dawn Kilmer
Mona Selanders

Members Absent: Councillor Troy Parenteau
Aditi Mahajan

Admin Present: Amber Soles, Secretary
Savannah Price, Acting City Clerk
Ellen Pearson, Economic Development Planner
Trina Bell, Administrator, Destination Marketing Fund
Jody Boulet, Director of Parks, Recreation and Culture

1. CALL TO ORDER

Mayor Powalinsky, Chairperson, called the meeting to order and stated the Land Acknowledgement for Truth and Reconciliation.

2. APPROVAL OF AGENDA

Motion No. 0014.

Moved 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.

Absent (2): Councillor Parenteau, and Aditi Mahajan

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

- 4.1 February 11, 2026 Destination Marketing Levy Advisory Committee Meeting Minutes for Approval

Motion No. 0015.

Moved by: Mona Selanders

That the Minutes for the Destination Marketing Levy Advisory Committee Regular Meeting held February 11, 2026, be taken as read and adopted.

Absent (2): Councillor Parenteau, and Aditi Mahajan

CARRIED

5. COMMUNICATIONS & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 Destination Marketing Fund Grant - 21st Annual Aboriginal Minor Hockey Championships (RPT 2026-48)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

Motion No. 0016.

Moved by: Councillor Kilmer

1. That the New Event Destination Marketing Fund Grant Application from Prince Albert Aboriginal Minor Hockey for funding the 21st Annual Aboriginal Minor Hockey Championships scheduled for April 6 - 8, 2026, in the amount of \$10,000, be approved;
2. That the \$10,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

Absent (2): Councillor Parenteau, and Aditi Mahajan

CARRIED

6.2 Destination Marketing Fund Grant - Promotional and Marketing Materials (RPT 2026-85)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

Motion No. 0017.

Moved by: Mona Selanders

1. That \$5,500 be allocated to purchase promotional and marketing materials to promote the Destination Marketing Fund Grant and Prince Albert Tourism;
2. That the \$5,500 be funded from the Destination Marketing Levy Reserve; and,
3. That the Destination Marketing Fund Administrator be authorized to purchase the promotional and marketing material on behalf of the Destination Marketing Fund Committee.

Absent (2): Councillor Parenteau, and Aditi Mahajan

CARRIED

6.3 Destination Marketing Fund Grant - Paid to Host Committees Review (RPT 2026-88)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

Motion No. 0018.

Moved by: Councillor Kilmer

That RPT 2026-88 be received as information and filed.

Absent (2): Councillor Parenteau, and Aditi Mahajan

CARRIED

6.4 Destination Marketing Levy Policy Amendment Options (RPT 2026-80)

Verbal Presentation was provided by Ellen Pearson, Economic Development Planner.

Motion No. 0019.

Moved by: Councillor Kilmer

That Administration prepare amendments to the Destination Marketing Levy Policy for consideration at an upcoming Executive Committee meeting.

Absent (2): Councillor Parenteau, and Aditi Mahajan

CARRIED

7. **UNFINISHED BUSINESS**

8. **ADJOURNMENT**

Motion No. 0020.

Moved by: Mona Selanders

That the Committee meeting be adjourned at 4:29 p.m.

Absent (2): Councillor Parenteau, and Aditi Mahajan

CARRIED

CHAIRPERSON

SECRETARY



**CITY OF PRINCE ALBERT
MANAGEMENT COMMITTEE
MEETING MINUTES**

**Tuesday, March 31, 2026, 4:00 p.m.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

Members Present: Mayor Bill Powalinsky
Councillor Blake Edwards
Councillor Dawn Kilmer

Admin Present: Savannah Price, Acting City Clerk
Craig Guidinger, Acting City Manager

1. CALL TO ORDER

Mayor Powalinsky, Chairperson, called the meeting to order and stated the Land Acknowledgement for Truth and Reconciliation.

2. APPROVAL OF AGENDA

Motion No. 0010.

Moved 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.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 January 27, 2026 Management Committee Meeting Minutes for Approval

Motion No. 0011.

Moved by: Councillor Edwards

That the Minutes for the Management Committee Meeting held January 27, 2026, be taken as read and adopted.

CARRIED

5. COMMUNICATIONS & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Discussion - Census

Verbal Presentation was provided by Bill Powalinsky, Mayor.

7. UNFINISHED BUSINESS

8. ADJOURNMENT

Motion No. 0012.

Moved by: Councillor Kilmer

That the Committee meeting be adjourned at 4:15 p.m.

CARRIED

CHAIRPERSON

SECRETARY



RPT 2026-118

TITLE: 13th Street East (1st-6th Avenue) – Speed Limit Review

DATE: April 7, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 15 of 2026 amending the Traffic Bylaw No. 35 of 2020 be given three readings and adopted.

EXECUTIVE SUMMARY:

City Council Motion No. 0027 dated January 26, 2026, prompted the Department of Public Works to undertake a speed limit review for 13th Street East between 1st Avenue East and 6th Avenue East. The review included analysis of traffic speeds, volumes, and SGI collision data.

Findings indicate that most motorists are already travelling well below the current posted speed limit of 50 km/hr. To better align with observed driver behavior and the corridors mix of residential and commercial land uses, Administration recommends reducing the speed limit to 40 km/hr. Implementation of this change will require an amendment to Traffic Bylaw No. 35 of 2020.

BACKGROUND:

13th Street East (1 – 6 Avenue East), is classified as a two-lane, two-way minor collector roadway with a posted speed limit of 50km/hr. This road segment is illustrated in orange in *Figure 1*.

Adjacent land use on this corridor is predominantly commercial on the south side and residential on the north side. Similar to 15th Street, this route also functions to link road users between 6th Avenue East and the Central Business District.



Figure 1: 13th Street East (1 - 6 Avenue East) - Map

City Council Motion No. 0027 dated January 26, 2026:

“That Administration prepare a report in regards to reducing the speed limit from 50 km/hr to 40 km/hr on 13th Street East from 1st Avenue to 6th Avenue.”

PROPOSED APPROACH AND RATIONALE:

The Department of Public Works analyzed a variety of traffic statistics along 13th Street East between 1st Avenue East and 6th Avenue East. This includes Average Annual Daily Traffic (AADT), average traffic speed, percentage of motorists travelling over 50 km/hr and SGI Collision Statistics. Traffic data was collected in two separate locations along this corridor; as a result, some reported values are presented as ranges. This data is shown below in Table 1.

Table 1: Traffic Statistics 13 Street East (1 – 6 Avenue)

Traffic Statistics	
Posted Speed Limit	50 km/hr
Average Speed	37 to 40 km/hr
85th Percentile Speed	45 to 47 km/hr
% Vehicles > 50 km/hr	7.1%
AADT	3100 to 3900
* Collisions (2014-2023)*	11

**Collisions is the total number of traffic accidents on 13th Street East (1-6 Avenue) between 2014 and 2023. Collisions in the intersection of 6th Avenue East / 13th Street and 6th Avenue East / 1st Avenue are not included as many of the collisions are not impacted by the posted speed limit on 13th Street. **

Within the corridor study it was also noteworthy that street parking was highly utilized to access residences and business on 13th Street (Image shown in Figure 2 below). This factor contributes to reduce the speed that motorists feel safe travelling on this corridor.



Figure 2: 13th Street East On-Street Parking

The Traffic Statistics reviewed indicate that most drivers already travel at 40 km/hr or less, with only 7.1% of residents travelling at a speed over 50 km/hr. These statistics indicate that residents feel safer travelling in a way more conducive to a 40 km/hr speed limit. Although, collisions are not common in this corridor, reducing the posted speed limit from 50 km/hr to 40 km/hr is anticipated to result in fewer and less severe collisions.

For these reasons, it is administrations recommendation to reduce the speed limit to 40 km/hr. This speed limit alteration requires the amendment of Schedule 46 within Traffic Bylaw No. 35 of 2020. This amendment is shown in Attachment 1 – Bylaw No. 15 of 2026.

CONSULTATIONS:

The City Clerks were consulted to ensure proper formatting and process of the creation of the Bylaw amendment.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will notify the Prince Albert Police Service of Councils decision through electronic mail to ensure that they are informed of speed limit reduction.

The Department of Public Works will install a variable messaging board on 13th Street East notifying residents of the upcoming speed limit change 2 weeks prior to implementation. The sign will specify the exact date that the speed limit change will come into effect. This allows an education period for residents prior to implementation.

BUDGET/FINANCIAL IMPLICATIONS:

Material to install the new speed limit signs will cost approximately \$300 and will be expensed within the existing Roadways Operating Budget. All labor and equipment will be completed by the Roadways division in existing budgets.

OTHER CONSIDERATIONS/IMPLICATIONS:Safety

Reducing the posted speed limit from 50 km/hr to 40 km/hr is anticipated to result in fewer and less severe collisions, better aligning with the street's commercial and residential uses.

There are no policy, privacy, legal or environmental implications to this report.

OPTIONS TO RECOMMENDATION:

1. That the speed limit on 13th Street between 1st Avenue East and 6th Avenue East remain at 50km/hr. This is not recommended, as detailed traffic statistics indicate that most road users already travel at speeds consistent with a posted speed limit of 40 km/hr.

STRATEGIC PLAN:

Reducing the speed limit of 13th Street between 1st Avenue East and 6th Avenue East reduces the likelihood of collisions on the street and supports the City of Prince Albert Value of Well-Being by prioritizing the health and safety of residents.

OFFICIAL COMMUNITY PLAN:

This report aligns with the 2017 Transportation Master Plan and supports the City's ongoing efforts to deliver a safe and efficient transportation network.

PUBLIC NOTICE:

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

PRESENTATION:

PowerPoint Presentation provided by Evan Hastings, Capital Projects Manager.

ATTACHMENTS:

1. Bylaw No. 15 of 2026
2. Bylaw No. 15 of 2026 - PowerPoint

Written by: Evan, Hastings, Capital Projects Manager

Approved by: Director of Public Works and City Manager.

CITY OF PRINCE ALBERT BYLAW NO. 15 OF 2026

*A Bylaw of The City of Prince Albert to amend the
Traffic Bylaw
Bylaw No. 35 of 2020*

WHEREAS the Council of The City of Prince Albert deems it expedient to amend Bylaw No. 35 of 2020 for the purpose of updating the Bylaw to set a defined speed of 40 km/hr on 13th Street East between 1st Avenue East and 6th Avenue East. The Bylaw formerly set the speed limit on 13th Street East between 1st Avenue East and 6th Avenue East at 50 km/hr.

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

- 1) That Schedule 64a) – Speed Limit Map be deleted and be replaced with amended Schedule 64a) – Speed Limit Map as attached.
- 2) That Schedule 64, Clause 44 be deleted.
- 3) That this Bylaw shall come into force and effect on, from and after the final passing thereof.

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

Traffic Bylaw No. 15 of 2026 Speed Limit

DATE: April 27th, 2026

Evan Hastings – Capital Projects Manager

13th Street East (1 – 6 Avenue East)

13 STREET EAST (1-6 AVENUE) – SPEED LIMIT REVIEW



Existing Site Conditions

13 STREET EAST (1-6 AVENUE) – SPEED LIMIT REVIEW



City of
Prince Albert

Traffic Statistics Review

13 STREET EAST (1-6 AVENUE) – SPEED LIMIT REVIEW

Traffic Statistics	
Posted Speed Limit	50 km/hr
Average Speed	37 to 40 km/hr
85th Percentile Speed	45 to 47 km/hr
% Vehicles > 50 km/hr	7.1%
AADT	3100 to 3900
* Collisions (2014-2023)*	11

Recommendation

13 STREET EAST (1-6 AVENUE) – SPEED LIMIT REVIEW

- That the speed limit on 13th Street East between 1st Avenue East and 6th Avenue East be reduced to 40 km/hr
- That Bylaw No. 15 of 2026 amending the Traffic Bylaw No. 35 of 2020 be given three readings and adopted.

Option to the Recommendation

- That the speed limit remain at 50 km/hr.



TITLE: Toboggan Hill Project Update

DATE: April 15, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Receive and file

EXECUTIVE SUMMARY:

This report provides Council with an update on progress related to the Toboggan Hill at Little Red River Park.

In 2024, the Department began discussions with the Prince Albert Rotary Club and the Malcolm Jenkins Family Foundation to partner on improvements to the Toboggan Hill within Little Red River Park. Through this collaboration, the Rotary Club committed \$100,000 toward the project, with matching funds of \$100,000 provided by the Malcolm Jenkins Family Foundation to support the planning and implementation of site enhancements.

The project will focus on upgrading the toboggan hill while preserving the natural character of the park. Key improvements include the installation of a dedicated snow gun and supporting power infrastructure, enhanced lighting and electrical service for the hill and parking area, cedar post-and-rail fencing to better define activity areas, and the addition of site furnishings and signage. Improvements to the base of the hill will also be completed to enhance contouring and improve drainage during spring and summer months.

These upgrades will strengthen Little Red River Park's role as a premier winter recreation destination and support its continued development as a safe, inclusive, and welcoming space for residents and visitors year-round.

PROPOSED APPROACH AND RATIONALE:

Little Red River Park is widely regarded as a "hidden gem," contributing more than 1,200 acres of parkland to the City's total green space. The park serves as a major hub for recreational, cultural, and land-based learning initiatives, including the ongoing development of dedicated ceremonial grounds that support Indigenous and non-Indigenous youth in connecting with nature and traditional knowledge in collaboration with local educators and schools.

Located along Highway 55 northeast of Prince Albert's downtown and bordering the Boreal Forest, the park is known for its natural beauty and extensive trail network, offering some of the region's premier walking, skiing, snowshoeing, and biking opportunities. The park is also home to the Kinsmen Ski and Snowboard Centre, the Prince Albert Nordic Ski Club, Rock and Road Cycling Club as well as approximately 4.5 acres of premium accessible and inclusive play space near the park entrance known as the Rotary Adventure Park and Alfred Jenkins Zip Lines.

Since 2018, the park has undergone significant transformation through strong community partnerships that continue to enhance amenities and reinforce Prince Albert's identity as the "City of Parks." These efforts have created spaces that support recreation, learning, healing, and community connection for residents and visitors alike.

As part of the Department's 2026 priorities, the next opportunity identified is the renovation and enhancement of the toboggan hill. What began as a simple vision several years ago has progressed toward realization through a successful fundraising campaign led by the Prince Albert Rotary Club. The 2025 Lobsterfest event brought together more than 300 community members and generated much of the \$100,000 commitment, with the Malcolm Jenkins Family Foundation contributing an additional \$100,000 to support completion of the project.

Next Steps

- Consultation with Public Works regarding construction specifications for the project – now complete.
- Consultation with Procurement to ensure compliance with Purchasing Policy No. 17.6
- Preparation and release of tender documents in early May 2026
- Presentation of a report to Executive Committee on June 9, outlining the finalized project budget

The Department is working toward completion of the project in advance of the 2026–2027 winter season to ensure the enhanced facility is available for public use.

BUDGET/FINANCIAL IMPLICATIONS:

Funding for the Toboggan Hill renovation project is supported through community partnership contributions totaling \$200,000, including \$100,000 from the Prince Albert Rotary Club and \$100,000 in matching funds from the Malcolm Jenkins Family Foundation. These contributions will be applied toward the planning, procurement, and construction of the identified site improvements.

The finalized project budget will be confirmed following completion of the tendering process and presented to Executive Committee on June 9, 2026. Any City financial contributions in addition to available partnership funding will be identified within the finalized project budget, along with recommended funding sources, including capital reserves or future budget considerations.

At this time, there are no direct operating budget impacts anticipated beyond routine maintenance and utility costs associated with the enhanced infrastructure, which will be accommodated within the Department's existing operational budget.

PUBLIC NOTICE:

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

PRESENTATION:

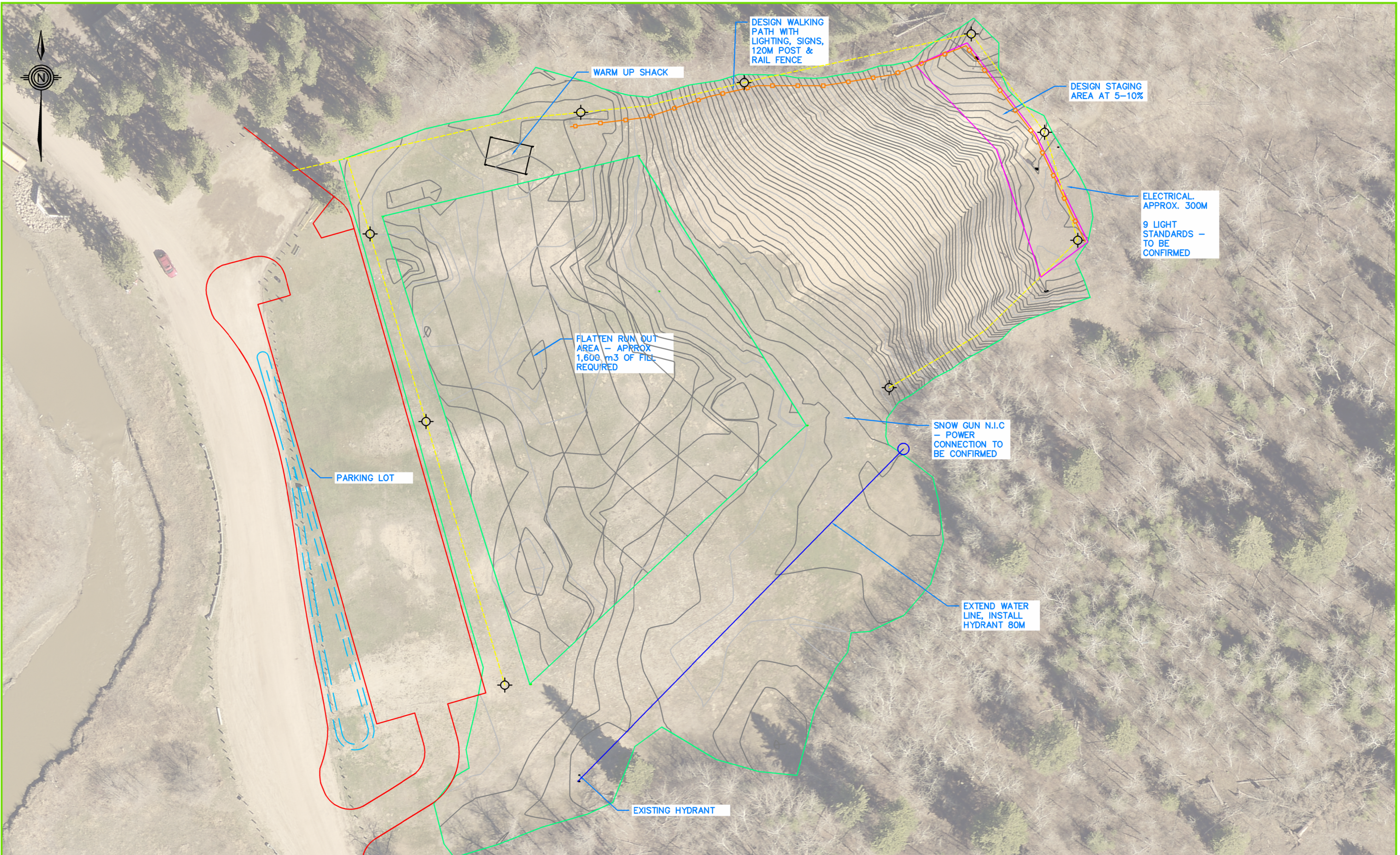
Verbal – Timothy Yeaman

ATTACHMENTS:

1. Toboggan Hill Design Drawing

Written by: Timothy Yeaman, Parks, and Open Spaces Manager

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



NO.	DATE	REVISION	BY

LITTLE RED RIVER PARK
TOBOGGAN HILL DESIGN
Page 90 of 185



CITY OF PRINCE ALBERT
PUBLIC WORKS
SURFACE PROFILE

DESIGNED	TAC	DATE	7/21/2025
DRAWN	TAC	DWG. FILE NO.	R:\Eng_Common
CHECKED		HORIZ.	NTS
APPROVED		SCALE	VERT. NTS



TITLE: Playground Maintenance, Refurbishment and Replacement Plan 2026

DATE: April 2, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Playground Maintenance and Refurbishment Plan for 2026 be received and filed.

EXECUTIVE SUMMARY:

The Parks, Recreation and Culture Department has identified priority playground and recreation projects for 2026 focused on safety, accessibility, asset lifecycle management, and service reliability.

It is noted that during the 2026 budget deliberations, the capital budget for playgrounds was reduced from \$150,000 to \$100,000, while the operational budget for playgrounds remained at \$70,000 for the fiscal year, resulting in a total budget of \$170,000.

Key initiatives include:

- **Midtown Community Centre Spray and Play:** Full insurance-funded replacement and restoration following fire damage in 2025, scheduled for completion in spring 2026.
- **Capital upgrades and playground improvements:** Lifecycle repairs, surfacing replacement, border repairs, new play features, accessibility enhancements, and lighting upgrades at multiple sites.
- **Maintenance of key destination playgrounds:** Specialized equipment repairs, pathway improvements, rototilling, and routine upkeep to extend asset lifespan.
- **Contingency:** \$52,000 allocated for emergent repairs and unforeseen costs following our annual inspection to our playground locations.

The 2026 program reflects a balanced approach to asset stewardship, risk management, and high-quality recreational service delivery.

PROPOSED APPROACH AND RATIONALE:**Capital Upgrades and Playground Improvements (2026)**

Playground / Site	Key Works	Budget
Midtown Community Centre Spray & Play	Insurance-funded replacement of main structure, garbage bin, shade sail; landscaping	Insurance-funded
Optimist Tourist (Visitor Centre)	Tree trimming; swing area surfacing replacement	\$3,000
Elks Playground	Border replacement (6x6 timbers), tires under teeter-totter, surfacing	\$4,000
Longworth Playground	Equipment touch-up, tires under teeter-totter, surfacing	\$3,500
Southwood (Myron Kowalsky)	Accessibility ramp, new play features, expand playground area and border, add surfacing.	\$20,000
Davis Playground	Timber border replacement, tires under teeter-totter, surfacing	\$6,000
Mair Playground	Timber border replacement, surfacing, 10' double-bay swing set	\$15,000
Erickson Playground	Border removal/replacement, surfacing	\$7,500
James Isbister Playground	Surfacing replacement	\$1,500
Miller Hill Playground	Border replacement, surfacing, 8' double-bay swing, furniture, LED lighting	\$31,000
Crescent Acres Spray Park	Spray Park controller replacement	\$8,500

Total Capital & Upgrades (City-funded): \$100,000

Maintenance Focus Areas (2026)

Playground / Site	Key Works	Budget
Alfred Jenkins Jumpstart	Pressure washing, "We-Go-Round" rubber repairs, accessible merry-go-round	\$5,000
Ninja Warrior Park	General repair/maintenance, shade cover replacement	\$6,000
Rotary Adventure Playground & Zipline	Zipline repair, XGen Hurricane Climber, crusher dust pathways, Fencing	\$4,500

Playground / Site	Key Works	Budget
Rototilling (Sand Areas)	Kinsmen, AC Howard, Car Guy's Ball Park, Rotary, Nordale, High Noon Optimist, Agnew, Barton Coombe	\$2,500

Total Maintenance Budget: \$18,000

Contingency Budget: \$52,000

Total 2026 City-funded Program (excluding insurance-covered Midtown project):
\$170,000

CONSULTATIONS:

The following staff were consulted and contributed to the plan:

- Jody Boulet, Director of Parks, Recreation and Culture
- Curtis Olsen, Sports and Recreation Manager
- Dan Sadlowski, Parks Operations Manager
- Erin Hurd, Recreation Programmer

Their input has informed the findings and discussions brought forward to Council.

Consultation will occur with Procurement to ensure that all items related to the listed projects comply with the requirements set out in Purchasing Policy No. 17.6.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN

The Department will implement a multi-channel communication strategy:

1. Public Awareness:

- City websites and social media updates highlight upgrades and timelines.
- On-site signage with project details and safety information.

2. Stakeholder Engagement:

- Direct notification to community associations and impacted user groups.
- Coordination with schools and recreation programs for closures.

3. Media Relations:

- Press release for major projects (e.g., Midtown Spray & Play).
- Media interviews to promote safe, accessible play infrastructure.

4. Internal Communication:

- Staff briefings on schedules, responsibilities, and contingency plans.
- Ongoing project progress updates to Council.

BUDGET/FINANCIAL IMPLICATIONS:

The 2026 playground and recreation priorities involve a combination of insurance-funded replacements, planned capital upgrades, and ongoing maintenance, with a contingency to address emergent needs. Key financial considerations include:

1. Insurance-Funded Projects

- **Midtown Community Centre Spray and Play** – Full replacement of the main play structure and associated restoration costs are covered by SGI insurance. No direct impact on the City’s operating or capital budget.

2. Capital Upgrades and Playground Improvements

- Planned investments across 10 playground sites and spray parks total **\$100,000**, including border replacement, surfacing, new equipment, accessibility features, lighting upgrades, and site furniture.
- Notable individual projects:
 - Miller Hill Playground – \$31,000 (largest single-site investment)
 - Southwood (Myron Kowalsky) Playground – \$20,000
 - Mair Playground – \$15,000

3. Maintenance and Lifecycle Work

- Routine maintenance and specialized repairs at key parks are budgeted at **\$18,000**, covering equipment repairs, pressure washing, shade replacement, pathway improvements, and rototilling of sand areas.

4. Contingency Allocation

- **\$52,000** is set aside to respond to unforeseen repairs, emergent safety issues, and potential scope adjustments throughout the year.

Overall Impact

The total 2026 allocation for City-funded projects and maintenance is approximately **\$170,000**, excluding the insurance-covered Midtown project. The budget reflects a proactive approach to asset stewardship, risk mitigation, and the ongoing provision of safe, accessible, and high-quality recreational amenities.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy implications, or other considerations.

STRATEGIC PLAN:

Strategic Direction: High Quality Public Service.

This work supports the City's commitment to delivering reliable, well-managed services that meet community expectations and strengthen public trust.

Strategic Goal: Establish a regular, sustainable cycle for the review and continuous improvement of municipal services.

This plan follows a structured process for assessing park assets, identifying priorities, and guiding ongoing improvements.

Key Initiative: Conduct a comprehensive asset condition assessment and renewal strategy.

This work advances this initiative by providing an evaluation of park conditions and a long-term plan for reinvestment.

OFFICIAL COMMUNITY PLAN

The report aligns with (Section 9.2) of the Official Community Plan.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal: Timothy Yeaman, Parks, and Open Spaces Manager

Written by: Timothy Yeaman, Parks, and Open Spaces Manager

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



RPT 2026-95

TITLE: Midtown Community Club – Expression of Interest

DATE: April 1, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Parks, Recreation & Culture Department be authorized to proceed with an Expression of Interest to formalize options for the Midtown Community Club.

EXECUTIVE SUMMARY:

The Midtown Community Club is one of nine Community Clubs in the City of Prince Albert. Located at **540 9th Street East**, the Community Club hosts the following amenities:

• **Outdoor Rinks**

- A large rink for shinny and skating
- A pleasure ice surface
- A beginner ice surface

• **Multi-Purpose Hall with Kitchen & Servery**

- Maximum capacity of 300 people

• **Basketball Court**

• **Tennis/Pickleball Courts**

- Two regulation tennis courts with adjustable nets for pickleball

• **Midtown Community Club Spray & Play Park**

• **Summer Playground Program**

The Midtown Community Club has benefited from dedicated volunteer leadership for over 45 years. Eldon Bell served as President for 30 years, followed by his son Greg Bell, who served for the past 14 years. Their long-standing commitment to the Club and the broader community is sincerely recognized and appreciated.

On November 24, 2025, Greg Bell and the Executive Committee resigned from their roles as operators of the Club. The Parks, Recreation & Culture Department has taken over operations on an interim basis, with the intention of identifying a new operator through an Expression of Interest process.

BACKGROUND:

The Midtown Community Club has been fortunate to have consistent volunteers for 45 years. In November 2025, the Community Clubs Executive resigned. The Parks, Recreation & Culture Department has taken over operations.

- All keys were provided to the City of Prince Albert.
- Midtown Community Club Executive cancelled their mailbox and co-op card.
- Midtown Community Club Executive closed their Bank Account and transferred \$32,000 over to the City of Prince Albert.
- Parks, Recreation & Culture Department installed an alarm system on the Hall, setup Maintenance checks and Garbage/Recycle services.
- Parks, Recreation & Culture Department is collaborating with the single Tenant of the Facility, CUPE Local 4195 who has leased office space.

PROPOSED APPROACH AND RATIONALE:

With the resignation of the Executive Committee, the Parks, Recreation & Culture Department believes that proceeding through an Expression of Interest process will provide an open, transparent, and fair opportunity for interested organizations and user groups to formally present proposals outlining their capacity, governance structure, and long-term commitment to the operation and sustainability of the facility.

CONSULTATIONS:

Formal proposals submitted through the Expression of Interest process will be reviewed by the Parks, Recreation & Culture Department in consultation with the City's Purchasing & Procurement Division. An opportunity will be offered to any local organizations or user groups to present their proposal to members of Council and answer any specific questions related to their commitment at an upcoming Executive Committee meeting. This process has proven to be successful when previously considering the future of other City owned and operated facilities.

Proposals will be evaluated using established criteria consistent with the City's procurement policies and governance framework to ensure a fair, transparent, and accountable process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Expression of Interest will be publicly advertised and promoted in partnership with the City's Communications Division. The Parks, Recreation & Culture Department will also work with the Purchasing Manager to notify any interested parties directly of the opportunity to submit a proposal through the process.

BUDGET/FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with initiating the Expression of Interest process.

Following the closure of the Midtown Community Club bank account, approximately \$32,000 was transferred to the City of Prince Albert. The funds have been transferred to the Community Services Building Reserve to support future capital and facility-related needs at the Midtown Community Club Facility.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

OPTIONS TO RECOMMENDATION:

There are no options to the Recommendation.

STRATEGIC PLAN:

The consideration of the future governance and operation of the Midtown Community Club aligns with the Promoting a Progressive Community Strategic Priority of the City's Strategic Plan. Continued cross-departmental planning and consultation will support the long-term sustainability and effective operation of the facility.

OFFICIAL COMMUNITY PLAN:

The review of the Midtown Community Club aligns with Section 9.2 of the Official Community Plan. This section is related to the City's Parks and Recreation Facilities. As the City grows and evolves, the need to assess and evaluate our recreation infrastructure is necessary to prioritize our existing facilities to meet the demands of the public.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Jody Boulet, Director of Parks, Recreation and Culture

ATTACHMENTS:

1. Expression of Interest – Midtown Community Club

Written by: Curtis Olsen – Sport & Recreation Manager

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

Expression of Interest

Midtown Community Club Operator

Clearly marked sealed Responses will be received by the City of Prince
Albert, Purchasing Department until **2:00pm, Saskatchewan Time,**
FRIDAY, MAY 29TH, 2026.



City of
Prince Albert



City of Prince Albert Expression of Interest #25-26

Midtown Community Club Operator

1 Objective(s)

The City of Prince Albert is requesting Proposals for:

1. A club, organization, association to manage the Midtown Community Club as a tenant and operator for purposes of delivering social, cultural, recreational and educational programming to the local community and the community at large. The successful Proponent will enter into a Lease and Operating Agreement with the City of Prince Albert.
2. The successful Proponent will utilize the facility to generate revenues to sustain the day to day operations and secure program and staff funding for future programming/operations of the facility in accordance with the following principles and objectives.
 - The facilities will be utilized to elevate the appreciation of the opportunities in and the presentation of social, cultural, recreational and educational activities for all members of the local community and community at large.
 - The facility will be accessible and affordable to the community.
3. The successful Proponent will work closely with the City of Prince Albert to allocate financial resources towards capital improvements for the facility which will facilitate the enhancement of social, cultural, recreational and educational activities for the local community and Community at large.
4. The successful Proponent will be responsible for the day-to-day operations of the Midtown Community Club and all operating and maintenance costs associated with the same.
5. The successful Proponent will establish an annual budget for the operation of the facility.

6. The successful Proponent will establish and maintain a Capital Reserve Fund for purposes of undertaking capital improvements relating to structural and mechanical systems for the facility and other future site improvements

2 Instructions to Bidders

Expressions of Interest (EOI) must be received by **2:00pm, FRIDAY MAY 29TH, 2026, Saskatchewan Time.**

Inquiries, interpretations, and questions regarding this EOI are to be directed through the VendorPanel software.

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 *Expression of Interest* 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”*

3 Process and Timelines

EOI received by the Purchasing Department **after 2:00pm, Saskatchewan Time, FRIDAY, MAY 29TH, 2026** will not be considered.

PROJECTED TIMELINES

EOI Release Date: Monday, April 13, 2026.

Site Visit: Tuesday May 12, 2:00PM Sask Time

EOI Closing Date: Friday, May 29th, 2026.

Anticipated City Council Approval: Monday, June 22nd, 2026.

Transfer of Operation: Monday, August 17th, 2026.

NOTIFICATION

Upon closing of the EOI, the City of Prince Albert may contact potential Proponents to request additional information prior to final selection. Only the selected Proponent will be notified of the award.

REJECTION OF SUBMISSIONS

The City of Prince Albert reserves the right to accept or reject in whole or in part any or all Proposals submitted.

NON-DISCRIMINATION

The City of Prince Albert does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.

4 Requirements | Scope

BACKGROUND

The City of Prince Albert has Lease & Operating Agreements with the following Community Clubs:

<u>Community Club/Centre</u>	<u>Amenities Offered</u>
Bernice Sayese Community Centre	Gymnasium, hall, meeting facility with kitchen, community preschool and playground, spray park
Carlton Park Community Club	Hall, meeting room, daycare, playground, outdoor rink and pleasure skating ice surface
Crescent Acres Community Club	Gymnasium, outdoor rink, soccer pitch, ball diamonds, concession, basketball courts, tennis
Crescent Heights Community Club	Indoor arena, outdoor rink, basketball court, playground, paddling pool
East End Community Club	Indoor arena, outdoor rink, curling rink, hall, daycare and meeting rooms
East Hill Community Club	Indoor arena, outdoor rink and hall
Hazeldell Community Club	Outdoor rink, hall, playground and paddling pool
Midtown Community Club	Outdoor rink, hall, meeting room, tennis courts, basketball court, playground, spray park
Nordale Community Club	Outdoor rink, hall, baseball diamonds, playground
West Hill Community Club	Indoor arena, outdoor rink, meeting room, playground, spray park

All Community Clubs are operated by non-profit organizations. The activities offered at each Community Club vary between locations based on the amenities that are available. Some facilities such as the Bernice Sayese Centre operate as Community Associations offering recreation and cultural outreach programming while others are more geared toward the delivery of organized sport.

Tournaments, wedding receptions, funerals, family gatherings, and special events are also hosted at the facilities and attract visitors to the City which contributes significantly to the local economy.

The City's Summer Playground Program operates from five (5) of the eleven (10) locations with the Midtown Community Club being one of these locations.

MIDTOWN COMMUNITY CLUB FACILITY INFORMATION

540 9 Street E has a legal land description of: **Lot 49, Block 10, Plan 80PA05853 Ext 0**, and that the building currently on site was constructed in 1980.

540 9th Street East

Amenities

- Outdoor Rinks
 - There is a large rink for shinny and skating, as well as a pleasure ice surface and beginner ice surface.
- Multi-Purpose Hall with Kitchen and Bar
 - Maximum capacity is 300
- Meeting Room
- Basketball Court
- Tennis/Pickleball Courts
 - 2 regulation tennis courts, with nets adjustable for pickleball
- Midtown Community Park Playground
- NEW **Midtown Community Centre Spray & Play Park.**

Programs

- Summer **Playground Program**

Lists of upcoming maintenance requirements and furniture/equipment inventories are available upon request. Please contact Curtis Olsen for further information.

TERM OF THE LEASE

The term of the lease is continuous but subject to an annual review by the City.

CITY COMMITMENTS

- To provide the Operator quiet use and enjoyment of the leased premises;
- To review the delivery of services provided by the Operator and cooperatively work with the Operator to provide assistance, leadership and resource materials to ensure that an acceptable level of service delivery is maintained at the facility;
- To work with the Operator in reviewing and setting annual rental fees with the objective of generating sufficient revenues through the facility in a manner consistent with the City's rates and fees structures at similar facilities;
- To provide regular maintenance inspections and assist with the coordination of day to day preventative maintenance within the facility;
- To assist with mechanical repairs and preventative maintenance for the Zamboni;
- To maintain the spray park and work in coordination with the Operator on repairs to the playground area, basketball courts and general site maintenance; and,
- To coordinate annual fire extinguisher and kitchen suppression system inspections.

OPERATOR COMMITMENTS

- To operate in a manner that promotes activities and initiatives relating to the provision of social, cultural, recreational and educational programs for residents of Prince Albert;
- To comply with all regulations, codes, licenses, bylaws, statutes, laws or ordinances by federal, provincial, municipal or order with respect to the condition, equipment and use of facilities;
- To keep and maintain the leased premises, at its own expense, in a clean and tidy condition and to ensure all work of a janitorial nature is properly and consistently executed;
- To keep the buildings, grounds, fixtures, installations, improvements and equipment in good and safe state of repair, normal wear and tear only excepted, and to comply with the reasonable directions from the City with respect to maintenance of such general repairs;
- To obtain prior authorization in writing by the City for any construction, remodeling, alterations, or additions of or to the said facilities, excepting repair of normal wear and tear that are deemed necessary by the Operator. All such changes shall be performed to such reasonable standards as set forth by the City;
- To comply promptly, at its own expense, with all fire and health code regulations in which mandatory inspections will be coordinated through the City as part of the insurance requirements;
- Not to, nor permit to be done upon the facilities or surrounding land anything which might reasonably be deemed to be a nuisance, annoyance, inconvenience or damage to the City, or to the owners or occupiers of any neighboring lands or premises;
- To give prompt notice of any occurrence arising from the use of operation of the facilities to the City and assist the City by every means in order to obtain payment for damages to property, or assist in the investigation of any occurrence from the use or operation of said facility, in the event of any loss or damage occurring to or arising from the use of the facilities or the complex thereon;
- Not to sublet any portion of the leased premises without prior approval of the City;
- To maintain such other agreements between the Operator and third parties relating to use of the facilities specifically including the delivery of day care services.
- To permit the City access to any and every part of the leased premises for inspection purposes subject to reasonable notice;
- To provide the City with a Community Club Facility Year End Report of their year's operation in a format provided by City administration; and,

- To maintain an incorporated status under The Non-Profit Corporation Act of Saskatchewan, as it may be amended from time to time and to provide the City with a copy of the registration of the Community Club under The Non Profit Corporation Act on an annual basis.

CITY FINANCIAL SUPPORT

- To provide the Operator with an “Operating Grant” in an amount determined annually by City Council for the operation of its facilities and programs. The current annual grant amount is \$12,750;
- To provide the Operator with a “Maintenance Grant” in an amount determined annually by City Council for the cost of annual maintenance, repair and retrofit expenses incurred by the Operator. The “Maintenance Grant” shall be payable following the submission of a fiscal year-end financial statement and Community Club year-end report. The current annual grant amount is \$5,000;
- To pay the cost of heating, light, power and water used for the Community Club provided that the Operator exercises reasonable economies in the use of the utilities so provided; and,
- To provide the “Recreation Facility Grant Program” which is available exclusively to the Community Clubs on an annual basis.

The grant has two (2) annual intakes and the criteria are as follows:

- All applications shall be subject to approval by City Council;
- Projects must occur in the calendar year of the grant application and must be accompanied by supporting documentation. (Invoices, receipts etc.);
- The cost of each qualifying project shall be shared on a 50% City / 50% Community Club basis;
- The minimum cost for any one (1) project to qualify shall be \$5,000.00; and,
- The maximum RFP Grant to any Community Club in a given year shall not exceed \$10,000.00.

The program shall be applicable for the replacement of or the repair to the following:

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

OPERATOR FINANCIAL COMMITMENTS

- To operate the facilities without cost to the City except for costs assumed by the City described above;
- To keep full and accurate accounts of all its financial transactions, cash or non-cash based, including separate accounting of the financial activities of the Operator;
- To provide the City with an annual unaudited financial statement for the Operator's year-end operations. The financial statement will consist of a statement of financial position, statement of operations, statement of changes in net assets, and a statement of cash flows and will be completed in accordance with Canadian generally accepted accounting principles;
- To provide the City other information from the Financial Statement, specifically including breakdown of revenues and expenses as may be requested;
- To provide audited financial statements within six (6) months from the date of such request in the event that the City is not satisfied with the unaudited financial statements received from the Operator;
- To not sell or dispose of any property belonging to the Operator without consent of the City, it being understood and agreed that any approved improvements or upgrades added to the facilities shall form part of the property owned by the City; and,
- To operate the Community Club without profit to the individual members thereof and to use any grants obtained or revenue generated from the said operation for maintenance to the facilities, operation of the facilities and promotion or provision of program opportunities for the residents as may be decided by the Operator.

INSURANCE COVERAGE PROVIDED BY THE CITY

- To insure all property attached to or forming part of the buildings, fixtures and chattels against loss of fire and other perils, and other coverage that may be available under its main insurance policy with such coverage extending to the Operator with respect to property claims subject to the Operator being responsible for the deductible portions on any such claims; and,
- To maintain a public liability insurance policy with respect to the City's interests as they appear in this agreement.

INSURANCE REQUIRED BY THE OPERATOR

- To maintain public liability coverage as well as Director and Officer Liability coverage for any special programming or event that is not covered by the City's liability coverage in an amount of not less than five million dollars (\$5 million) per occurrence. A Certificate of Insurance will be provided to the City annually as proof of compliance;

- To maintain tenants legal liability coverage for all facilities occupied by the Operator in an amount of not less \$500,000.00. A Certificate of Insurance will be provided to the City annually as proof of compliance; and,
- To maintain throughout the term of the agreement such insurance coverage, through an insurer or insurers satisfactory to the City, at the sole cost and expense of the Operator, for the contents owned by the Operator and located in the facility. A Certificate of Insurance will be provided to the City annually as proof of compliance.

ANNUAL TIMELINES FOR COMMUNITY CLUBS

<u>Item</u>	<u>Annual Deadline</u>
City will conduct a maintenance inspection	March 30
Submissions for 1 st Intake of Rec Facility Grant Due	June 30
City will coordinate a Kitchen Suppression System Inspection	April 30
Operator Receives Operating Grant from the City	June 30
City will coordinate fire extinguisher inspection	October 31
City will conduct a 2 nd maintenance inspection (if necessary)	October 31
Submissions for 2 nd Intake of Rec Facility Grant Due	December 31
Unaudited Financial Statement and Year End Report Due	December 31
City will coordinate a Kitchen Suppression System Inspection	December 1
Proof of Non Profit Registration	December 31
Proof of Public Liability and Director and Officer Insurance	December 31
Proof of Tenants Legal Liability Insurance (\$500,000 policy)	December 31
Proof of Insurance for Club Owned Contents	December 31
Operator Receives Maintenance Grant from the City	December 31

5 Submission Requirements

Proposals shall include ALL of the following:

1. A listing of the Executive and Board members including a detailed profile of each individual which indicates their relevant experience and roles within the organization.
2. A copy of the Constitution and Bylaws for the organization.
3. A copy of its non profit status.
4. A copy of the most recent Annual Financial Statements.

5. A conceptual plan of the proposed facility area usage and programming. The plan should include the staffing model and detailed information on the programming that is suggested as well as the proposed time periods for the programming.
6. A copy of the proposed annual operating budget for the Parkland Community Club including the amount expected to be set aside in the Capital Reserve.
7. A Proposal of potential future Capital Projects that would enhance Community access to the facility. Capital Projects should include both indoor and outdoor amenities.
8. Three (3) references that can speak to the ability of the club, organization, association ability to provide programming and/or operate a facility.

Please contact Curtis Olsen for inquiries about budgets for previous years.

6 Proposal Evaluation

	Maximum Points
Completeness of Proposal – Submission of all required documentation	25
Qualifications, Experience, and Expertise in facility operation	25
Conceptual plan of the proposed facility area usage and detailed programming information including staffing model	25
Proposal of potential future Capital Projects that would enhance Community access to the facility	15
References	10
Total Points	100

7. Terms and Conditions

1. The EOI provides for the **Receipt of Proposals for: Midtown Community Club Operator** in accordance with the Terms and Conditions of this Expression of Interest.
2. The EOI must be signed in the space provided on the *Authorization Form* with the signature of a signing officer of the Proposal.
3. The City of Prince Albert reserves the right to cancel the EOI without notice.

4. The City of Prince Albert reserves the right to delete any portion of the work from the contract should it be deemed in the interest of the City to do so.
5. The proposals shall be open and irrevocable for forty-five (45) days from the EOI closing date and time.
6. Should a dispute arise from the Terms and Conditions of this EOI regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.
7. Any EOI Proposal is not necessarily accepted.
8. The obligations and rights of Proposals shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict, or in any way vary the written terms of this EOI. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
9. The City reserves the right to give preference to the Proposal which 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.
10. 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.
11. City determination of the successful Proposal shall be final.
12. The conditions outlined herein shall be part of the EOI and future Lease and Operating Agreement.

AUTHORIZATION FORM

ORGANIZATION NAME **(please print)**

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE#

EMAIL

NAME AND TITLE **(please print)**

AUTHORIZED SIGNATURE

DATED THIS, _____ DAY OF _____, 2018



TITLE: Naming Rights Agreements

DATE: April 2, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Naming Rights Agreement between the City of Prince Albert and the Rotary Club of Prince Albert in the total amount of \$30,000 be approved for a term of ten (10) years from January 1st, 2027 to December 31st, 2036.
2. That Administration be authorized to proceed with memorial recognition of Ernie Marcotte at Kinsmen Park, including the naming of Diamonds #1 and #2 to Ernie Marcotte Field for a ten (10) year term effective January 1st, 2027 to December 31st, 2036, in accordance with the City's Naming Rights and Sponsorship Policy.
3. That the Mayor and City Clerk be authorized to execute the Naming Rights Agreements on behalf of the City of Prince Albert, once prepared.

EXECUTIVE SUMMARY:

This report recommends approval for a ten-year Naming Rights Agreement with the Prince Albert Rotary Club and proposes memorial recognition of Ernie Marcotte by renaming Kinsmen Park Diamonds #1 and #2. Both agreements have been negotiated with the assistance of the Prince Albert Minor Softball Association.

Planned upgrades to the Ball Diamonds located at Kinsmen Park, funded through legacy proceeds from the 2018 World Junior Committee and the 2024–2025 World Cup of Softball events (up to \$50,000), include new fencing, standardized youth outfield dimensions, and improved player benches. These enhancements will provide safe, high-quality softball facilities, support athlete development, encourage youth participation, and foster community pride.

Consultation has been conducted with the Prince Albert Minor Softball Association (PAMSA), the Marcotte family, and relevant City departments. All naming and memorial recognition initiatives will follow the City's Naming Rights and Sponsorship Policy to ensure transparency, consistency, and appropriate community recognition.

BACKGROUND:

Kinsmen Park and Normandy Field are important community softball facilities used for house league play and tournaments, including the Shaye Amundson Memorial Softball Tournament. Max Power Ball Park features four world-class diamonds, primarily used during the summer months. Additional facilities at Kinsmen Park provide essential capacity for youth participation and community events.

The Prince Albert Minor Softball Association (PAMSA) has reviewed improvements to the diamonds used by its programs. These improvements aim to enhance safety, functionality, and the overall player experience while aligning with standard youth softball field dimensions.

The Parks, Recreation & Culture Department presented (RPT 23-292) at the August 8, 2023 Executive Committee meeting. The following resolution was approved:

1. *A plan to improve Kinsmen Park softball diamonds in partnership with the Prince Albert Minor Softball Association; and*
2. *Recognition of Ernie Marcotte with a memorial at Kinsmen Park, with further details to be presented to Council once finalized.*

Ernie Marcotte contributed significantly to the local softball community as a coach, volunteer, and advocate. The proposed memorial recognition, including renaming Diamonds #1 and #2 at Kinsmen Park as *Ernie Marcotte Field*, is consistent with the City's Naming Rights and Sponsorship Policy and acknowledges his lasting impact.

The Prince Albert Rotary Club is a major community partner and has served as the Naming Rights partner for Rotary Field at Prime Ministers Park since it was constructed through the Project Triple Play Campaign. The initial 10-year term for the Naming Rights Agreement is set to expire and the Rotary Club is in favour of a 10-year renewal.

PROPOSED APPROACH AND RATIONALE:

PAMSA has submitted a proposal to upgrade the Kinsmen Park diamonds, including:

- Installing new fencing to improve safety and define playing areas.
- Constructing an outfield fence at 180 feet to meet youth softball standards.
- Developing a secondary field with a temporary outfield fence to accommodate multiple age divisions.
- Adding new player and staff benches for improved functionality and comfort.

Funding for these upgrades has been approved through the 2018 World Junior Proceeds Committee and legacy funding from the 2024–2025 World Cup of Softball events, up to \$50,000. PAMSA will work collaboratively with the City on design, procurement, and contractor selection, in accordance with municipal purchasing requirements.

The memorial recognition of Ernie Marcotte reinforces the City's commitment to acknowledging community contributors and aligns with established criteria within the Naming Rights and Sponsorship Policy. The combined improvements and memorial recognition support safe, high-quality facilities, promote youth engagement in sport, and foster community pride.

CONSULTATIONS:

Consultation regarding the proposal has occurred with the Prince Albert Minor Softball Association. Further consultation has occurred with the Marcotte family, the World Cup of Softball Proceeds Committee, and relevant City departments to ensure alignment with municipal policies and operational requirements.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Parks, Recreation and Culture Department has authorized the Prince Albert Minor Softball Association to proceed with the softball diamond improvements upon the availability of their contractors.

Public communication regarding the memorial recognition and naming will occur following City Council approval.

BUDGET/FINANCIAL IMPLICATIONS:

Funding for the improvements has been approved through the Prince Albert World Cup of Softball Proceeds Committee and legacy funding from the 2024 and 2025 World Cup of Softball events, with up to \$50,000 allocated for improvements to the Kinsmen Park softball diamonds.

The \$30,000 in sponsorship secured in partnership with the Rotary Club of Prince Albert will be invested toward future improvements at the Rotary Club Diamond.

OTHER CONSIDERATIONS/IMPLICATIONS:

All improvements and recognition initiatives will be implemented in accordance with applicable City policies, including the Naming Rights and Sponsorship Policy and Purchasing Policy, to ensure appropriate governance and financial oversight.

OPTIONS TO RECOMMENDATION:

There are no other options to the recommendation.

STRATEGIC PLAN:

The report aligns with the Strategic Priority of delivering Professional and High-Quality Public Service by promoting strong community partnerships, responsible stewardship of public assets, and transparent governance practices.

OFFICIAL COMMUNITY PLAN:

The report aligns with Section 9.2 of the City's Official Community Plan with respect to Parks & Recreation Facilities.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Jody Boulet, Director of Parks, Recreation and Culture

ATTACHMENTS:

1. Naming Rights Agreement – Rotary Club of Prince Albert.

Written by: Curtis Olsen – Sport & Recreation Manager

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

Naming Rights Agreement

THIS AGREEMENT made effective as of the ___ day of _____ 2026.

BETWEEN:

THE CITY OF PRINCE ALBERT, in Prince Albert in the Province of Saskatchewan, hereinafter called "**The City.**"

-and-

THE ROTARY CLUB OF PRINCE ALBERT INC.

A body corporate, having an office in Prince Albert, in the Province of Saskatchewan, (hereinafter referred to as the **Rotary Club**)

WHEREAS the City of Prince Albert has adopted a Naming Rights and Sponsorship Policy as of April 13, 2015, to advertise within City of Prince Albert owned facilities in Prince Albert, Saskatchewan.

AND WHEREAS the City has an agreement with Prince Albert Minor Softball Association to fund improvements at Prime Ministers' Park as of May 15, 2015.

AND WHEREAS the City has identified naming rights opportunities at Max Power Ball Parks within Prime Ministers' Park at a new diamond constructed in 2016 as part of the Project Triple Play Construction Plans as approved by City of Prince Albert Council on April 5, 2016.

NOW THEREFORE this agreement witnesseth that in consideration of the mutual covenants hereinafter contained the parties agree as follows:

ARTICLE 1: GRANT OF LICENSE

1.1 In accordance with Section 7.01(d) of the Naming Rights & Sponsorship Policy #71 passed April 13, 2015 by City Council, the **Rotary Club** is a corporation prepared to make a substantial financial contribution to the City as outlined in Article 3 of this agreement, in exchange for the continued naming rights of **Rotary Field**, a diamond at Max Power Ball Parks within Prime Ministers Park.

ARTICLE 2: CITY OF PRINCE ALBERT UNDERTAKINGS

2.1 In accordance with Section 8 of the Naming Rights & Sponsorship Policy #71 the City of Prince Albert will provide to the **Rotary Club**:

- a) The right to name the said diamond at Max Power Ball Park in Prime Ministers' Park as **Rotary Field** for the duration of this agreement which includes:
 - i. **Backstop Signage** – a sign will be placed on the back stop at said diamond identifying **Rotary Field**. Design and installation to be approved by the city.
 - ii. **Outfield Signage** – a sign will be created to be placed in the outfield at the said diamond identifying **Rotary Field**. Design and installation to be approved by the city.
 - iii. **Wall of Honour** – The **Rotary Club** will have a significant placing on the Wall of Honour created by Project Triple Play to recognize contributions to this community project.
- b) Reference to the facility on all City Communication platforms, including but not limited to:
 - i. News Releases
 - ii. Website
 - iii. Social Media
 - iv. Directional signage to the facility

2.2 The City of Prince Albert will coordinate the creation and installation of signage in 2(a) with the Project Triple Play Committee. The Committee will be responsible for the related expenses.

ARTICLE 3: ADVERTISING CONTENT

- 3.1 During the term of this agreement, the **Rotary Club** shall have the exclusive right to display advertising on the signage within this agreement subject to the following conditions:
- a) Compliance with the Canadian Code of Advertising Standards.
 - b) Presenting portrayals of individuals or groups in a manner which is not demeaning or derogatory.
 - c) Displaying advertising copy that is of acceptable, high moral standard and is not contrary to public order and good taste.

ARTICLE 4: DURATION

- 4.1 This agreement is for a period of ten (10) years beginning upon signing this agreement in the year 2027, throughout the period ending December 31, 2037.

ARTICLE 5: NAMING RIGHTS FEE

5.1 In consideration of the Naming Rights and signage provided in Article 2.1, the **Rotary Club** agrees to provide support in the form of financial consideration totaling Thirty Thousand Dollars (\$30,000) to the City of Prince Albert as follows:

- a) May 1, 2026 – a sum of Ten Thousand Dollars (\$10,000) plus applicable GST.
- b) May 1, 2027 – a sum of Ten Thousand Dollars (\$10,000) plus applicable GST.
- c) May 1, 2028 – a sum of Ten Thousand Dollars (\$10,000) plus applicable GST.

The City of Prince Albert will issue invoices to the **Rotary Club** thirty (30) days prior to the dates indicated above.

ARTICLE 6: RIGHT OF RENEWAL

6.1 Upon the expiration of this agreement, subject to being in good standing, the **Rotary Club** has the right to renew the agreement with the City of Prince Albert, subject to be negotiated financial considerations to the satisfaction of both parties.

ARTICLE 7: TERMINATION

7.1 Any of the following occurrences or acts shall constitute an event of default by the **Rotary Club**, and shall be considered sufficient cause to terminate the agreement, specifically:

- a) If the **Rotary Club** willfully breaks or neglects to observe or perform any of the terms of the agreement.
- b) If payments due to the City under the terms of the agreement are not processed within thirty (30) days of payment becoming due.
- c) If the rights granted shall at any time be seized or taken in execution or in attachment by any creditor of the **Rotary Club**, or if the **Rotary Club** becomes bankrupt or makes any assignment of the contract in violation of the terms of the agreement.

7.2 If sufficient cause exists to justify such action, the City may provide notice to cancel the agreement and terminate all rights of the **Rotary Club** by mailing through registered mail to the **Rotary Club** a notice in writing to that effect. Should sufficient cause continue for thirty (30) days after the City has given notice to the **Rotary Club**, all rights and privileges conferred on the **Rotary Club** shall immediately cease and terminate, without prejudice against any other rights or remedies the City may have. The City shall also be entitled to recover any monies owing and likewise provide money back to the **Rotary Club** on a pro-rata basis for

monies already paid.

- 7.3 Notwithstanding anything contained herein, the City may, at any time during the term of the agreement, upon giving thirty (30) days' notice to the **Rotary Club** (to remedy any situations) terminate the agreement if the City is of the opinion that the services supplied by the **Rotary Club** are not of a standard acceptable to the City.
- 7.4 Termination may be given by either party for any other reason by six (6) months written notice.
- 7.5 This agreement, the parties agree that the Licensee shall be responsible for the removal of the signage structures upon termination of this Agreement and the site be restored to its original condition.

ARTICLE 8: ASSIGNMENT

- 8.1 The rights and privileges of the **Rotary Club** may only be assigned upon obtaining the written consent of the City, which consent may be withheld without the giving of reasons, therefore.

ARTICLE 9: NOTICE

- 9.1 Any notices required to be delivered or given by any Party to this agreement shall be delivered to the address and to the individuals indicated below:

City of Prince Albert:

Attn: Parks, Recreation & Culture or Designate,
1084 Central Avenue, Prince Albert, SK S6V 7P3
(306) 953-4800

The Rotary Club of Prince Albert Inc.:

Attn: Brian Harris, President or Designate,
231-1061 Central Avenue, Prince Albert, SK S6V 4V4

ARTICLE 10: MODIFICATION

- 10.1 No departure or waiver of the terms of this agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obligated to continue any departure or waiver or permit subsequent departure or waiver. No alteration or modification of any of the provisions of this agreement shall be binding unless the same is in writing and signed by the parties.

ARTICLE 11: GENERAL

- 11.1 This agreement represents the entire agreement between the parties.
- 11.2 No amendment or modification of this agreement shall be effective unless it is in writing and signed by each of the parties. Either party without the prior written approval of the other shall not assign this agreement.
- 11.3 This agreement shall be interpreted in accordance with the laws of the Province of Saskatchewan.

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. 2026.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK

IN WITNESS WHEREOF **The Rotary Club of Prince Albert Inc.** has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of, _____, A.D. 2026.

**THE ROTARY CLUB OF PRINCE
ALBERT INC.**



TITLE: Destination Marketing Levy Policy Amendments

DATE: March 25, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the draft Destination Marketing Levy Policy attached to the report be approved.

EXECUTIVE SUMMARY:

The Destination Marketing Levy Policy requires some minimal housekeeping amendments to clarify various sections of the document. In addition, an opportunity to provide funding for annual city-wide events through the Destination Marketing Fund has been identified.

BACKGROUND:

In 2017, the Destination Marketing Fund was established to support event attraction and expansion in Prince Albert. Funds are generated through a levy, which is applied through a base tax to all hotels in Prince Albert based on their assessed value. The funds generated through the levy are used to support events that generate hotel stays in the City of Prince Albert.

The objectives of the policy are to:

- Attract events to the City of Prince Albert;
- Attract visitors to the City of Prince Albert, and in so doing, generate significant economic benefit for the community, specifically the hotels;
- Enhance the profile and visibility of the City, provincially, nationally, and internationally;
- Fund events that will have a positive impact on tourism visitation and spending within Prince Albert; and
- Increase occupancy at member hotels.

The Destination Marketing Levy Policy was last updated in 2024 when changes were approved to adjust the application submission and approval workflows, require event sponsorship packages to be submitted if applicable, and to increase the minimum number of hotel nights required to receive funding.

PROPOSED APPROACH AND RATIONALE:

Housekeeping Amendments

There are a few general housekeeping policy amendments that need to be completed:

- Remove reference to bed and breakfasts. Stays in residential properties that do not pay a Destination Marketing Levy do not count toward hotel room nights for events; change wording to show that events need to generate stays in hotels that pay into the Destination Marketing Reserve.
- Increase the payment for events with 851-900 hotel room nights from \$9,900 to \$10,000 to be aligned with the other accommodation ratios.
- Remove reference to evaluation metrics. The metrics were intended to be removed to keep the focus on the number of hotel room nights generated by each event.
- Remove the evaluation criteria matrix from the appendices.
- Update the procedures to reflect an accurate process for reviewing grant applications.
- Update the application forms for inclusion as appendices.

New Funding Stream for Annual City-Wide Events

During the most recent Budget Committee meetings, it was identified that an alternative way to provide Parks, Recreation and Culture support to community events was needed.

Budget Committee Resolution No. 0204 dated November 20, 2025:

“That the total 2026 Operating Budget for the Parks, Recreation and Culture Functional Area be approved at a cost of \$727,884, as amended, to include waiving of fees revenue in the amount of \$35,000 with an additional \$15,000 from overall savings.”

The Destination Marketing Fund has been suggested as a possible funding source for large annual events that were previously funded under the Waiving of Fees and In-Kind Support Policy. Events including the Prince Albert Winter Festival, Downtown Street Fair, and Prince Albert Exhibition would be potentially supported through this funding stream. In 2025, total in kind support was \$35,523.

The new funding stream would be described as follows (Section 3.01 - Category 5 in the updated policy):

Annual City-Wide Events – This category is suitable for annual events held by local nonprofit organizations that promote tourism and generate overnight stays in the City. These events require specific supports through the Department of Parks, Recreation and Culture, and this funding stream can be used to reimburse the costs of those supports.

It is proposed that these events go through a separate application process where funding is transferred internally and events continue to be supported in-kind. While the number of room nights supported for these events would be harder to track (no hotel rooms being blocked by an event organizer, for example), the proposed funding stream is still aligned with the policy objectives, specifically attracting visitors to the City of Prince Albert and supporting events that have a positive impact on tourism visitation and spending.

CONSULTATIONS:

Discussions have been ongoing with the Destination Marketing Levy Advisory Committee regarding possible changes to the existing policy, and conversations with the Parks, Recreation and Culture Department have taken place to discuss the possibility of supporting additional annual events through means other than the Waiving of Fees and In-Kind Support Policy.

Meetings with the current hotels that are paying the Destination Marketing Levy have been ongoing to discuss event tracking, the economic impact of the Destination Marketing Fund, as well as hotel concerns that have been flagged by event hosts.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A report will be forwarded to City Council regarding the amended Destination Marketing Levy Policy when changes have been finalized. Any changes to the policy will be communicated to future grant applicants.

BUDGET/FINANCIAL IMPLICATIONS:

The health of the Destination Marketing Levy Reserve is impacted by the number of events that are supported by the grant program on an annual basis. The possibility of including funding for in-kind support for annual city-wide events will further impact the reserve by approximately \$35,000 per year. For context, under the current policy, \$35,000 is the maximum grant amount a single event could expect if the number of hotel nights generated by the event exceeded 1,500.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

OPTIONS TO RECOMMENDATION:

The Committee could choose not to amend the Destination Marketing Levy Policy at this time. Given that the policy does require some minor changes to provide clarity for applicants, it is recommended that at a minimum, the housekeeping amendments be completed.

Additionally, if a new funding source for the annual city-wide events isn't approved, the community organizations that have historically relied on funding through the Waiving of Fees and In-Kind Support Policy will be required to pay for City services in 2026.

STRATEGIC PLAN:

This report is in support of the Strategic Priority identified in the City of Prince Albert's 2026-2029 Strategic Plan that speaks to 'Building a Robust Economy'. The amendments to the Destination Marketing Levy Policy are aligned with the key initiative to support the attraction of major events to Prince Albert, in partnership with local, provincial, and national organizations.

OFFICIAL COMMUNITY PLAN:

Sections 13.2 (i) and (iii) of Prince Albert's Official Community Plan provide direction on facilitating the diverse arts, culture, and tourism opportunities in the City, as well as recognizing these opportunities as social and economic drivers. The Destination Marketing Levy Policy directly supports arts, culture, and tourism opportunities by providing financial support to events.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Michael Nelson, A/Director of Community Development and Jody Boulet, Director of Parks, Recreation and Culture

ATTACHMENTS:

1. Draft Destination Marketing Levy Policy No. 89.4

Written by: Ellen Pearson, Economic Development Planner

Approved by: A/Director of Community Development; Director of Parks, Recreation & Culture; and A/City Manager



Statement of Policy and Procedure			
Department:	Community Development	Policy No.	
Section:	Tourism	Issued:	June 26, 2017
Subject:	Destination Marketing Levy Policy	Effective:	
Council Resolution # and Date:		Page:	1 of 37
		Replaces:	Policy No. 89.4
Issued by:	Trina Bell, Tourism Coordinator	Dated:	January 22, 2024
Approved by:	Craig Guidinger, Director of Community Development		

1 POLICY

1.01 Destination Marketing Levy Fund Grants - Eligibility

The Destination Marketing Levy Funds are to be utilized for events that generate hotel room night stays in the City of Prince Albert Hotels.

The funds will be considered using the following eligibility criteria:

- a) Applications are screened on a first come first served basis.
- b) Destination Marketing Fund Applications shall be provided 6 weeks before the event if funds requested are up to \$10,000, and 8 weeks if funds requested are over \$10,000, or the application may be denied.
- c) If Application is approved, payments will be allocated in one (1) or two (2) installments:
 - i. 40% upon signing the Funding Agreement; and,
 - ii. 60% upon approval of the event Final Report by the Destination Marketing Levy Advisory Committee Chairperson; or

- iii. 100% upon the approval of the event Final Report by the Destination Marketing Levy Advisory Committee Chairperson.

*** certain terms and conditions apply.*

- d) The level of profit generated by an event has no bearing on eligibility for funding.
- e) Large events that are deemed to be City wide in impact may be funded at a level that exceeds the recommendation generated by the funding model.
- f) The event shall generate overnight stays in Prince Albert at hotels that contribute to the Destination Marketing Levy Reserve.
- g) The applicant and/or host organization shall have no outstanding taxes, utility charges or other amounts owing to the City of Prince Albert, and all properties owned by the organization must be free of any City of Prince Albert Building and Safety Maintenance Orders.
- h) Funds shall be used directly and must not be channeled through another organization.
- i) Funds shall not be reinvested or used for any purposes other than stated in the application.
- j) Funds not used within twelve (12) months of the event date shall be returned to the City of Prince Albert.
- k) Event Final Report shall be submitted within sixty (60) days of the event.
- l) Funding Agreement shall be signed prior to any funds being disbursed.
- m) The Event Sponsorship Package must be included with the application when applying if pertains to the event.

The funds do not apply to the following situations:

- a) Retroactive applications are not permitted.
- b) Accommodations provided to patients or residents of a hospital, personal care home, or residential care facility.

- c) Accommodations provided to patients and/or the family of patients while attending for medical care and treatment.
- d) Accommodations provided to a student by a registered educational institution while the student is registered at and attending that institution.
- e) Accommodation supplied for a person undertaking an apprenticeship or trade certification.
- f) Accommodation supplied by employers to their employees in premises owned and/or operated by or on behalf of the employer.
- g) Accommodation provided to evacuees or as provided on a temporary basis by the provincial or federal government, or any other agency.
- h) Tent or trailer sites supplied by a campground, tourist camp or trailer park.
- i) Hospitality rooms that do not include a bed.
- j) Socials, weddings and family celebrations.
- k) Accommodations provided in residential properties that do not contribute to the Destination Marketing Levy Reserve.

1.02 Event Recruitment Initiatives

The Destination Marketing Levy Funds may be utilized to a maximum annual allocation of \$10,000 for the purpose of Event Recruitment Initiatives by City Administration, conditional upon approval by the Destination Marketing Levy Advisory Committee.

1.03 Promotional and Marketing Materials

The Destination Marketing Levy Funds may be utilized to a maximum annual allocation of \$10,000 for the purpose of purchasing materials relating to the marketing and promotion of the Destination Marketing Levy Funds, conditional upon approval by the Destination Marketing Levy Advisory Committee.

2 PURPOSE

- 2.01 The City of Prince Albert City Council is committed to investing proceeds from the levy into growing existing events, attracting new events to Prince

Albert and supporting repairs or upgrades of a capital nature that are required to host a specific event in Prince Albert.

2.02 The objectives of this Policy are to:

- attract events to the City of Prince Albert;
- attract visitors to the City of Prince Albert, and in so doing, generate significant economic benefit for the community, specifically the hotels;
- enhance the profile and visibility of the City of Prince Albert, provincially, nationally, and internationally;
- fund events that will have a positive impact on tourism visitation and spending within Prince Albert; and,
- increase occupancy at member hotels.

3 SCOPE

3.01 Funding Categories

Applicants are to select the funding category from the following five (5) categories:

1. New Event

This category is typically suitable for applicants looking to bring an existing event to Prince Albert that has not been held in the City for at least three consecutive years or create a brand new event to be held in Prince Albert.

2. Event Retention

This category is typically suitable for an event that has a history of being hosted in Prince Albert but is in jeopardy of no longer being hosted in Prince Albert or being shortened as a result of a variety of reasons, including but not limited to finances or a competitive bid from another community.

3. Growing an Existing Event

This category is typically suitable for an event that has a history of being hosted in Prince Albert but is looking to expand the event in order to attract a new market segment to the event which will result in increased room nights.

4. Capital Enhancements

This category is typically suitable for a new project that is required in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays. Capital funding will not be approved for the purposes of regular maintenance. The capital enhancement(s) will be a legacy to the City as a permanent structure or fixture to remain for future users.

5. Annual City-Wide Events

This category is suitable for annual events held by local non-profit organizations that promote tourism and generate overnight stays in the City. These events require specific supports through the Department of Parks, Recreation and Culture, and this funding stream can be used to reimburse the costs of those supports.

3.02 Funding Model for Grants

Destination Marketing Levy Funds will be funded as a Grant to Host Committees as per the confirmed hotel accommodations for the Event. The grant to be funded will be based on the following ratio criteria:

Destination Marketing Levy Committee CHAIRPERSON Approval - Grants for Funding up to \$5,000.	
Hotel Rooms	Maximum DMF Levy Funding
20-50	\$1,500
51-100	\$2,000
101-150	\$2,500
151-200	\$3,000
201-250	\$3,500
251-300	\$4,000
301-350	\$4,500
351-400	\$5,000

Destination Marketing Levy COMMITTEE Approval - Grants for Funding \$5,000 up to \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding

401-450	\$5,500
451-500	\$6,000
501-550	\$6,500
551-600	\$7,000
601-650	\$7,500
651-700	\$8,000
701-750	\$8,500
751-800	\$9,000
801-850	\$9,500
851-900	\$10,000

City Council Approval - Grants for Funding over \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding
901-1,000	\$15,000
1,001-1,200	\$25,000
1,201-1,500	\$30,000
1,501-1,999	\$35,000

Events of Significant Economic Impact - City Council Approval
<p>Events of Significant Economic Impact - Must generate a minimum of 2,000 room nights. This includes large or special events that are an important component of the tourism industry, and they attract visitors. These events have a large economic impact and significance in the local host community, since the visitors will spend money during their travel and visit to Prince Albert that bring benefits. Such events include Worlds, Championships, etc. These events are approved by City Council.</p>

4 RESPONSIBILITY

4.01 Applicant

- a) Complete the appropriate Destination Marketing Fund Grant Application Form as appended to this Policy.
- b) Forward the completed Application Form to the Administrator.
- c) Provide any further information requested by the Administrator relating to the funding request.
- d) Review and execute a Funding Agreement forwarded by the Administrator.
- e) If the funding request is over \$10,000, the Applicant will be advised of the date the funding request will appear before City Council for consideration and the process to appear as a delegation on the evening the funding request will be reviewed. **Applicants are not required to appear as a delegation**, but are encouraged to do so if they wish to raise public awareness of their event or if they desire an opportunity to speak directly to Council with regard to their event or their funding application.
- f) Ensure an event code or block code name has been arranged with the Hotels for tracking of hotel nights for the specific event, as that is required for the Final Report and final payment.
- g) Provide correspondence confirming the number of hotel rooms booked for the specific event applying for funding. The number of rooms booked is to be submitted along with the Final Report. The Final Report should also include the final revenues and expenses of the Event.
- h) Once the event has concluded, forward a completed Final Report within sixty (60) days of the event to the Administrator for endorsement prior to payment of any remaining funding. If the Applicant requires an extension to submit the Final Report, this will need to be submitted in writing to the Administrator.

4.02 Administrator

- a) Receive and process applications requesting funding from the Destination Marketing Levy.
- b) Review the application and any additional information / clarity sought. Conduct interviews with the Applicant (if necessary) to obtain or provide any additional information that may be required.

- c) Prepare report to be forwarded to the Secretary of the Destination Marketing Levy Advisory Committee. The report will attach the application being submitted.
- d) Forward a Funding Agreement to the Applicant for review and execution once a decision has been rendered.
- e) Advise the Applicant of the recommendations of the Destination Marketing Levy Advisory Committee being forwarded to City Council, if the funding request was over \$10,000.
- f) Responsible for contacting the Applicant regarding the decision rendered.
- g) Responsible for forwarding a signed Funding Agreement by the Applicant to the City Clerk for signing by the Mayor and City Clerk, and providing a fully executed Funding Agreement back to the Applicant.
- h) Responsible for payment of the funding to the Applicant which is 40% of the approved funds to be advanced to the Applicant.
- i) Responsible for forwarding the Final Report to the Applicant to be completed to qualify for payment of the remaining approved 60% and obtaining the Final Report from the Applicant.
- j) Review and issue an extension to the Final Report if requested by the Applicant in writing.
- k) Responsible for reviewing final reports submitted by the Host Committee, recommending approval or amendment of final payment of the remaining funding, and determining the final payment to be made based on confirmed hotel accommodations.
- l) Responsible for ensuring final payment is made to the Applicant once the Final Report has been approved by the Chairperson.

4.03 Destination Marketing Levy Advisory Committee Chairperson

- a) Review and evaluate reports submitted by the Administrator to ensure the following:
 - i. applications received are in accordance with the general criteria outlined in this policy; and
 - ii. application ensures that the objectives of the policy are met.

- b) Approve applications up to the amount of \$5,000, and request the Mayor and City Clerk execute the necessary Funding Agreement.
- c) Forward applications over \$5,000 to the Destination Marketing Levy Advisory Committee with a recommendation for consideration.
- d) Ensure the Administrator forwards approved Applications up to the amount of \$5,000 to the Destination Marketing Levy Advisory Committee for information of applications approved.

4.04 Destination Marketing Levy Advisory Committee

- a) Review and evaluate reports submitted by the Administrator to ensure the following:
 - i. applications received are in accordance with the general criteria outlined in this policy; and
 - ii. application ensures that the objectives of the policy are met.
- b) Approve applications in the amount of \$5,000 to \$10,000, and request the Mayor and City Clerk execute the necessary Funding Agreement.
- c) Forward applications over \$10,000 with a recommendation to City Council for consideration.
- d) Monitor and evaluate the effectiveness of the Destination Marketing Levy Funds.
- e) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

4.05 City Council

- a) Consider recommendations submitted by the Destination Marketing Levy Advisory Committee regarding applications requesting funding over the amount of \$10,000.
- b) Approve applications over the amount of \$10,000.
- c) Authorize the Mayor and City Clerk to sign all Funding Agreements with the Applicant once a decision has been rendered by City Council regarding an approved request over \$10,000.
- d) May, as required, instruct that the Administrator attach conditions to the approval of assistance under this policy which will require the recipient

to perform certain activities or provide additional information in connection with the event receiving funding.

- e) Approve the Destination Marketing Levy Policy and any changes made thereafter.

4.06 Event Recruitment Initiatives

- a) City Administration to forward a report to the Destination Marketing Levy Advisory Committee regarding any request for funding from the Destination Marketing Levy Funds relating to Event Recruitment Initiatives by City Administration, up to a maximum annual allocation of \$10,000.
- b) Request for Event Recruitment Initiatives by City Administration will be forwarded to the Destination Marketing Levy Advisory Committee for review and approval.

4.07 Promotional and Marketing Materials

- a) City Administration to forward a report to the Destination Marketing Levy Advisory Committee regarding any request for funding from the Destination Marketing Levy Funds regarding purchasing materials relating to the marketing and promotion of the Destination Marketing Levy Funds, up to a maximum annual allocation of \$10,000.
- b) Request for Promotional and Marketing Materials by City Administration will be forwarded to the Destination Marketing Levy Advisory Committee for review and approval.

5 DEFINITIONS

- 5.01 Administrator – means the City Manager, Director of Community Development or their designate.
- 5.02 Applicant – means a person on behalf of an organization who submits an Application Form for funding of the Destination Marketing Levy Funds (ex. host organization representative).
- 5.03 City - means The City of Prince Albert
- 5.04 Council – means the City Council of The City of Prince Albert.
- 5.05 Destination Marketing Levy Advisory Committee – means the Council Committee established to act as a review body for the Destination Marketing

Levy, including Policy, Guidelines, and to provide recommendations to Council.

5.06 Destination Marketing Levy Funds – Funds that have been collected as per The City’s Annual Property Tax Bylaw.

5.07 Event Recruitment Initiatives – An organizing body targeting communities for the hosting of events within their community (provincial, national or international organizations/events).

5.08 Hotel – means a use:

- a) where a building is designed and operated to provide temporary accommodation to the general public; and,
- b) which may also contain additional commercial uses, facilities or services such as a restaurant, a dining room, room service or public convention rooms.

5.09 Motel – means use:

- a) where a building or a group of buildings on a site is designed and operated to provide temporary accommodation for the general public; and,
- b) that contains separate sleeping units, each of which is provided with a separate outdoor entrance and adjoining or conveniently located parking space.

5.10 Secretary – means the City Clerk or designate appointed by the City Clerk.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Major Event Policy 6.1

7 PROCEDURE

7.01 The process to apply for funding is as follows:

Step One: Applicants are to select the funding category that best fits the criteria of the event as listed in this policy. Applicant is to complete the required Grant Application Form as per Funding Category and submit to the attention of the Administrator. The Administrator will

forward a report along with the application to the Secretary, if required.

Step Two: The Chairperson will review Applications with the Administrator up to the amount of \$5,000 and will approve the funding as per the Funding Model.

The Administrator will call an Advisory Committee Meeting to review applications requesting funding from the Destination Marketing Levy Funds in the amount of \$5,000 to \$10,000. The Advisory Committee, at its meeting, will review the application(s).

Step Three: The Destination Marketing Levy Advisory Committee will approve applications in the amount of \$5,000 to \$10,000. Applications over \$10,000, a recommendation from the Advisory Committee will go to City Council to approve the application. Funding recommendation is reviewed by City Council at a regularly scheduled meeting with a decision rendered during the Council meeting.

Step Four: The Administrator will be responsible for making contact with the Applicant, forwarding the Funding Agreement for signing.

Step Five: The Mayor and City Clerk will sign the Funding Agreement once signed by the Applicant.

Step Six: Once the Funding Agreement has been signed, the Administrator will forward 40% of the funding approved.

Step Seven: The Applicant will submit the required Final Report to the Administrator within sixty (60) days of the event, along with hotel confirmations of hotel rooms used for the event. If the Applicant requires an extension to submit the Final Report, this should be submitted in writing to the Administrator.

Step Eight: The Administrator will review final reports submitted by the Host Committee and recommend approval or amendment of final payment of the remaining funding.

Step Nine: Final report is reviewed and room nights verified. If actual room nights generated match or exceed projections, the final 60% approved grant is paid to the Applicant. If the actual room nights generated are less or more than projected, the funding model grant will be applied. If the confirmed hotel rooms generate a

recommendation for funding that is lower or higher than what was previously supported, final payment will be adjusted accordingly.

The Administrator will determine the final payment to be made based on confirmed hotel accommodations.

Step Ten: Final payment is issued to the Applicant by the Administrator following endorsement of the Final Report.

7.02 Appendixes

- 7.02.01 New Event Destination Marketing Fund Grant Application
- 7.02.02 Growing an Existing Event Destination Marketing Fund Grant Application
- 7.02.03 Event Retention Destination Marketing Fund Grant Application
- 7.02.04 Capital Enhancements Grant Funding Application and Criteria for Evaluation
- 7.02.05 Annual City-Wide Event Destination Marketing Fund Grant Application
- 7.02.06 Funding Agreement
- 7.02.07 Final Report Form – New Event, Growing an Existing Event, Event Retention and City-Wide Events
- 7.02.08 Final Report Form – Capital Enhancement

New Event Destination Marketing Fund Grant Application

Has this event been held in Prince Albert previously? Yes No

If yes, when was it last hosted in Prince Albert? Click or tap here to enter text.

If the event has been hosted in Prince Albert within the past 3 years, it is not eligible for funding under the New Event category.

Application Date: Click or tap to enter a date.

Amount of Funding Request based on Hotel Estimate: \$ Click or tap here to enter text.

Name of organization requesting funding: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text. **Email:** Click or tap here to enter text.

Mailing Address (including postal code): Click or tap here to enter text.

Type of organization (please select one):

Private Not-for-Profit Other

If other, please explain: Click or tap here to enter text.

Brief description of organization requesting funding: Click or tap here to enter text.

Organization's annual budget: \$ Click or tap here to enter text.

If approved, who should the grant be made payable to?

Click or tap here to enter text.

Event Information:

Name of Event: Click or tap here to enter text.

Event Start Date: Click or tap to enter a date. **Event End Date:** Click or tap to enter a date.

Describe the Event: Click or tap here to enter text.

Accommodations:

Estimated total number of hotel room nights generated from event: Click or tap here to enter text.

How did you estimate the number of room nights generated for this event?

Click or tap here to enter text.

What local facilities other than accommodations will be used?

Click or tap here to enter text.

Event Attendance:

Estimated participants, officials, and staff: Click or tap here to enter text.

Estimated spectators (non-residents; 80 km or more away from Prince Albert): Click or tap here to enter text.

Estimated spectators (City residents): Click or tap here to enter text.

Total estimated attendees (participants, officials, staff, spectators): Click or tap here to enter text.

This event is (please select one):

Local Provincial Regional National International

Will this event happen more than once in Prince Albert? Yes No

Please explain: Click or tap here to enter text.

What is your organization's experience in hosting this or similar events? Please include a profile of your organizing committee/working group. Click or tap here to enter text.

Please provide supporting information to aid in assessing your application. This could include a business plan, marketing plan, or rationale to support the information you provided. The strength of information provided is the basis from which funding recommendation will be made.

The following items must accompany your application:

- If the funding application is submitted for an event being run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Budget for the event.
- Most current year-end financial statements or best equivalency if available.
- Supporting information if applicable.

Privacy Policy Statement and Application Certification

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 for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations, or Public Agenda.

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;”.

The completed Grant Application with all supporting documents can be emailed to destinationlevy@citypa.com, or mailed or dropped off to Tourism Prince Albert, 3700 2nd Avenue West, Prince Albert, SK S6W 1A2.

Growing an Existing Event Destination Marketing Fund Grant Application

Has this event been held in Prince Albert previously? Yes No

How long has this event been hosted in Prince Albert? Click or tap here to enter text.

Application Date: Click or tap to enter a date.

Amount of Funding Request based on Hotel Estimate: \$ Click or tap here to enter text.

Name of organization requesting funding: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text. **Email:** Click or tap here to enter text.

Mailing Address (including postal code): Click or tap here to enter text.

Type of organization (please select one):

Private Not-for-Profit Other

If other, please explain: Click or tap here to enter text.

Brief description of organization requesting funding: Click or tap here to enter text.

Organization's annual budget: \$ Click or tap here to enter text.

If approved, who should the grant be made payable to?

Click or tap here to enter text.

Event Information:

Name of Event: Click or tap here to enter text.

Event Start Date: Click or tap to enter a date. **Event End Date:** Click or tap to enter a date.

Please describe the organization's strategy to grow the event, including but not limited to:

- What is being added to engage new attendees from outside the region?
- How do you plan to attract this new market segment?
- Are there barriers or opportunities that may arise from adding this market segment to your existing event?

- What are the incremental costs associated with growing the event? Please itemize additional expenses incurred as a result of the planned growth.

Describe the Event: Click or tap here to enter text.

Accommodations:

Estimated total number of hotel room nights generated from event: Click or tap here to enter text.

How did you estimate the number of room nights generated for this event?
Click or tap here to enter text.

What local facilities other than accommodations will be used?
Click or tap here to enter text.

Event Attendance:

Estimated participants, officials, and staff: Click or tap here to enter text.

Estimated spectators (non-residents; 80 km or more away from Prince Albert): Click or tap here to enter text.

Estimated spectators (City residents): Click or tap here to enter text.

Total estimated attendees (participants, officials, staff, spectators): Click or tap here to enter text.

This event is (please select one):

Local Provincial Regional National International

Will this event happen more than once in Prince Albert? Yes No

Please explain: Click or tap here to enter text.

What is your organization's experience in hosting this or similar events? Please include a profile of your organizing committee/working group. Click or tap here to enter text.

Please provide supporting information to aid in assessing your application. This could include a business plan, marketing plan, or rationale to support the information you provided. The strength of information provided is the basis from which funding recommendation will be made.

As per the Destination Marketing Levy Policy, increasing the number of attendees at an event without making significant changes to the event does not meet the eligibility requirements for the Growing an Existing Event funding stream.

The following items must accompany your application:

- If the funding application is submitted for an event being run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Budget for the event.
- Most current year-end financial statements or best equivalency if available.
- Supporting information if applicable.

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“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;”.

The completed Grant Application with all supporting documents can be emailed to destinationlevy@citypa.com, or mailed or dropped off to Tourism Prince Albert, 3700 2nd Avenue West, Prince Albert, SK S6W 1A2.

Event Retention Destination Marketing Fund Grant Application

Has this event been held in Prince Albert previously? Yes No

If yes, how long and how often has it been hosted in Prince Albert? (*annually, every two years for the last ten years, etc.*) Click or tap here to enter text.

Please select the type of application being submitted:

Event Viability (*event is struggling*) OR Competitive Bid Received

Application Date: Click or tap to enter a date.

Amount of Funding Request based on Hotel Estimate: \$ Click or tap here to enter text.

Name of organization requesting funding: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text. **Email:** Click or tap here to enter text.

Mailing Address (including postal code): Click or tap here to enter text.

Type of organization (please select one):

Private Not-for-Profit Other

If other, please explain: Click or tap here to enter text.

Brief description of organization requesting funding: Click or tap here to enter text.

Organization's annual budget: \$ Click or tap here to enter text.

If approved, who should the grant be made payable to?

Click or tap here to enter text.

Event Information:

Name of Event: Click or tap here to enter text.

Event Start Date: Click or tap to enter a date. **Event End Date:** Click or tap to enter a date.

Describe the Event: Click or tap here to enter text.

Accommodations:

Estimated total number of hotel room nights generated from event: Click or tap here to enter text.

How did you estimate the number of room nights generated for this event?

Click or tap here to enter text.

What local facilities other than accommodations will be used?

Click or tap here to enter text.

Event Attendance:

Estimated participants, officials, and staff: Click or tap here to enter text.

Estimated spectators (non-residents; 80 km or more away from Prince Albert): Click or tap here to enter text.

Estimated spectators (City residents): Click or tap here to enter text.

Total estimated attendees (participants, officials, staff, spectators): Click or tap here to enter text.

This event is (please select one):

Local Provincial Regional National International

Will this event happen more than once in Prince Albert, or result in other events being hosted in Prince Albert? Yes No

Please explain: Click or tap here to enter text.

What is your organization's experience in hosting this or similar events? Please include a profile of your organizing committee/working group. Click or tap here to enter text.

Assessing Need:

Please provide supporting information to aid in assessing your application. This could include a business plan, marketing plan, or rationale to support the information you provided. The strength of information provided is the basis from which funding recommendation will be made.

Why is the event in jeopardy of not being held in Prince Albert or of its duration being reduced? How crucial is the Event Retention Destination Marketing Fund Grant? Click or tap here to enter text.

Please describe efforts made by the organizing committee to retain this event in Prince Albert: Click or tap here to enter text.

Should an Event Retention Destination Marketing Fund Grant be approved, what plans have been put in place to ensure the event is sustainable moving forward? Click or tap here to enter text.

If a competitive bid from another community to host the event in their community has been received, please include details with your funding application (*include details such as was the bid solicited by your organization or unsolicited; have the appropriate decision makers indicated a willingness to relocate the event, how does the organization benefit from moving the event, etc.*): Click or tap here to enter text.

The following items must accompany your application:

- If the funding application is submitted for an event being run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Budget for the event.
- Most current year-end financial statements or best equivalency if available.
- Supporting information if applicable.

Privacy Policy Statement and Application Certification

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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;”

The completed Grant Application with all supporting documents can be emailed to destinationlevy@citypa.com, or mailed or dropped off to Tourism Prince Albert, 3700 2nd Avenue West, Prince Albert, SK S6W 1A2.

Capital Enhancements Eligibility & Guidelines Destination Marketing Fund Grant

In addition to the general guidelines, the following apply to Capital Enhancement funding applications:

- The request for capital enhancements must be directly related to a need identified to successfully host a specified event, and the specified event must generate new event-based overnight stays in hotel or motel rooms, or maintain existing overnight stays generated by the specified event.
- The capital enhancement(s) shall be a legacy to the City as a permanent structure or fixture to remain for future users.
- The applicant must provide written proof that the capital enhancements are part of a bid requirement and/or that with the addition of the capital asset, a specific event will be hosted/retained in Prince Albert. This written proof should come from an organizing body of the event.
- Only one capital application will be permitted per project (two or more organizations cannot apply for funding for the same capital project).
- Business plans that accompany a capital funding application must demonstrate sustainability of the capital asset once constructed.
- Return on Investment (ROI) will be part of the evaluation.
- Destination Marketing funding for capital projects is intended to primarily be “top up funding” for eligible capital projects not the primary funding source. There may be situations when the Destination Marketing Fund Grant is the primary funding source.
- For a one (1) year capital funding commitment, forty (40%) percent of the funds will be paid to the applicant at commencement of construction and the remaining sixty (60%) percent once construction of the capital project is complete and the Final Report form is submitted and approved.
- For multiple year capital funding commitments, a payment schedule will be determined at the time of signing the Funding Agreement.
- The event organizer, whether the same or different from the capital funding applicant, may apply for event funding under the appropriate Destination Marketing Fund Grant category.

Eligibility to apply for Capital Enhancement funding from the Destination Marketing Fund Grant:

- The event for which capital funding is required must generate overnight stays in hotels/motels.
- The capital enhancement(s) shall be a legacy to the City as a permanent structure or fixture to remain for future users.
- The capital enhancements for which funding is being requested must be necessary to secure or retain an identified event and are not intended to fund what would be considered normal/regular capital maintenance.
- The capital enhancements and the event for which capital enhancements are being completed must occur in Prince Albert.
- The applicant shall have no outstanding taxes, utility charges or other amounts owing to the municipal government and all properties owned by the Organization must be free of any City of Prince Albert Building and Safety Maintenance Orders.

Not eligible for Destination Marketing Fund Capital Funding grants:

- Retroactive applications will not be considered. Capital applications must be received, reviewed and a decision made by City Council before construction commences and before the event is hosted.

Please contact destinationlevy@citypa.com or 306-922-2000 if you have any questions regarding the funding criteria.

Capital Enhancements Grant Funding Application

Application Date: Click or tap to enter a date.

Name of organization requesting funding: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text. **Email:** Click or tap here to enter text.

Mailing Address (including postal code): Click or tap here to enter text.

Type of organization (please select one):

Private Not-for-Profit Other

If other, please explain: Click or tap here to enter text.

Brief description of organization requesting funding: Click or tap here to enter text.

Organization's annual budget: \$ Click or tap here to enter text.

If approved, who should the grant be made payable to?

Click or tap here to enter text.

Total value of capital enhancements: \$ Click or tap here to enter text.

Amount of Destination Marketing Fund Grant requested: \$ Click or tap here to enter text.

Profile of Event(s) Requiring Capital Investment:

Please describe the event for which capital enhancements are required in order to host:

Name of Event: Click or tap here to enter text.

Event Start Date: Click or tap to enter a date. **Event End Date:** Click or tap to enter a date.

Describe the Event: Click or tap here to enter text.

If this capital investment is required to host more than one event bid, include additional event information here: Click or tap here to enter text.

Accommodations:

Estimated total number of hotel room nights generated from event: Click or tap here to enter text.

How did you estimate the number of room nights generated for this event?

Click or tap here to enter text.

What local facilities other than accommodations will be used?

Click or tap here to enter text.

Event Attendance:

Estimated participants, officials, and staff: Click or tap here to enter text.

Estimated spectators (non-residents; 80 km or more away from Prince Albert): Click or tap here to enter text.

Estimated spectators (City residents): Click or tap here to enter text.

Total estimated attendees (participants, officials, staff, spectators): Click or tap here to enter text.

This event is (please select one):

Local Provincial Regional National International

Has this event been held in Prince Albert previously? Yes No

If yes, how long and how often has it been hosted in Prince Albert? (*annually, every two years for the last ten years, etc.*) Click or tap here to enter text.

Will this event happen more than once in Prince Albert, or result in other events being hosted in Prince Albert? Yes No

Please explain: Click or tap here to enter text.

What is your organization's experience in hosting this or similar events? Please include a profile of your organizing committee/working group. Click or tap here to enter text.

Capital Enhancement Information:

Critical to the evaluation of your funding application is the provision of a detailed business plan and rationale for the capital enhancements for which funding is requested. The applicant must also include a long-term plan as to how they will protect / maintain the capital assets once the investment is made. Please provide supporting information to aid in assessing your application. At a minimum, the information included with your application should speak to:

- How will the capital enhancement(s) be a legacy to the City as a permanent structure or fixture to remain for future users;
- A detailed description of the capital investments required, including associated costs;
- Rationale for making the capital investments for which funding is being requested; why are capital enhancements required for this event?
- Comprehensive Business Plan, including total capital costs, % overall capital investment being requested, other funding sources being utilized including amount per funder;
- Project timelines (start, key milestones, completion date);
- Experience in completing capital projects;
- Long-term plan for sustaining funded capital asset as well as past experience maintaining capital assets long term;
- Other events / uses made possible through the capital enhancement for which funding is being requested;
- Who will own the capital asset.

Information requested in this application may be attached separately to your application. The strength of information provided is the basis from which funding recommendations will be made.

The following items must accompany your application:

- Estimates for the capital enhancements.
- Budget for the event for which capital enhancements are being proposed.
- Comprehensive business plan and associated items listed above.
- Most current year-end financial statements or best equivalency if available.
- Supporting documents if applicable.

Privacy Policy Statement and Application Certification

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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:

(b) Any contract approved by the council, any bylaw or resolution and any account paid by the council relating to the city;”.

The completed Grant Application with all supporting documents can be emailed to destinationlevy@citypa.com, or mailed or dropped off to Tourism Prince Albert, 3700 2nd Avenue West, Prince Albert, SK S6W 1A2.

Annual City-Wide Event Destination Marketing Fund Grant Application

Application Date: Click or tap to enter a date.

Name of Event: Click or tap here to enter text.

Event Start Date: Click or tap to enter a date. **Event End Date:** Click or tap to enter a date.

Describe the Event: Click or tap here to enter text.

Is this an annual event held in Prince Albert? Yes No

If no, has it ever been hosted in Prince Albert previously? Click or tap here to enter text.

Name of organization requesting funding: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text. **Email:** Click or tap here to enter text.

Mailing Address (including postal code): Click or tap here to enter text.

Type of organization (please select one):

Private Not-for-Profit Other

If other, please explain: Click or tap here to enter text.

Brief description of organization requesting funding: Click or tap here to enter text.

Organization's annual budget: \$ Click or tap here to enter text.

Accommodations:

Estimated total number of hotel room nights generated from event: Click or tap here to enter text.

How did you estimate the number of room nights generated for this event?

Click or tap here to enter text.

What local facilities other than accommodations will be used?

Click or tap here to enter text.

Event Attendance:

Estimated participants, officials, and staff: Click or tap here to enter text.

Estimated spectators (non-residents; 80 km or more away from Prince Albert): Click or tap here to enter text.

Estimated spectators (City residents): Click or tap here to enter text.

Total estimated attendees (participants, officials, staff, spectators): Click or tap here to enter text.

This event is (please select one):

Local Provincial Regional National International

Do you charge an admission fee? Yes No

If the answer is yes, please describe: Click or tap here to enter text.

Waived Fees Requested (please check off fees to be waived):

Mobile Stage Portable Stage Amphitheatre Amphitheatre Cover
 City Utility Locates Street Sweeping Power Supply Water Supply
 Irrigation Locates Picnic Shelter Snow Removal City Concession
 Facility Signage Private Tent(s)

Please state the number required if any of the following fees are requested to be waived:

Pylons _____ Garbage Bins _____ Recycle Bins _____
 Barricades _____ Meter Bagging _____

Please provide supporting information to aid in assessing your application. This could include a business plan, marketing plan, or rationale to support the information you provided. The strength of information provided is the basis from which funding recommendation will be made.

The following items must accompany your application:

- If the funding application is submitted for an event being run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Budget for the event.
- Most current year-end financial statements or best equivalency if available.
- Supporting information if applicable.

Privacy Policy Statement and Application Certification

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(a) Any contract approved by the council, any bylaw or resolution and any account paid by the council relating to the city;”.

The completed Grant Application with all supporting documents can be emailed to destinationlevy@citypa.com, or mailed or dropped off to Tourism Prince Albert, 3700 2nd Avenue West, Prince Albert, SK S6W 1A2.

Destination Marketing Fund Grant Funding Agreement

The City of Prince Albert, having examined the application prepared to provide funding to the Applicant/Recipient, subject to the terms and conditions herein.

Therefore, in consideration of the terms and conditions set out in the agreement, the City of Prince Albert and the Applicant/Recipient agree, as follows:

Effective Date and Term:

1. The term of this Agreement is from the date of signing up to and including 60 days post event completion (as stated in the application for funding).

Funding/Sponsorship:

2. The City of Prince Albert shall agree to pay the Applicant/Recipient an amount not exceeding the sum of \$_____.
3. The Applicant/Recipient agrees to recognize the City of Prince Albert and its member hotels as sponsors of the event.

Payment Schedule:

4. The City of Prince Albert agrees to pay the Applicant/Recipient forty (40%) percent of the funding amount upon signing of the agreement. The amount not exceeding the sum of \$_____.
5. The City of Prince Albert agrees to pay the Applicant/Recipient the remaining sixty (60%) percent of the funding amount upon receipt and approval of the Final Report Form by the Destination Marketing Levy Advisory Committee. The amount not exceeding the sum of \$_____.
6. If criteria is not met, the funding amounts will be adjusted to reflect the Final Report results.

Fund Use and Repayment:

7. The funds will be used solely for the purpose described within the application(s) and the Destination Marketing Levy Policy and Funding Agreement and subject to the conditions herein.
8. If the funds are not used, they will be immediately returned to the City of Prince Albert.
9. If the Applicant/Recipient does not comply within the conditions of the Agreement, including any of the information provided by the Applicant/Recipient to obtain the grant is determined to

be false, misleading or inaccurate, the City of Prince Albert may require the Applicant / Recipient to repay all or part of the funds.

10. The Applicant/Recipient will provide proof that grant monies were used for the purposes intended.

11. The Applicant/Recipient will submit a completed Final Report Form and any other documentation of proof requested by the City of Prince Albert within sixty (60) days of the event completion.

Signed by the Applicant/Recipient this _____ day of _____, 20____.

Event Name _____

Applicant – Full Name _____

Signature

Witness

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of the proper officers in that behalf, duly authorized this _____ day of _____, A.D., 20__.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK

**AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT**

CANADA)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

I, _____, of the City of _____, in
the Province of _____, make oath and say as follows:

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

2. That the same was executed on the ____ day of _____,
A.D. 201__ at the City of _____, in the Province of
_____, and that I am the subscribing witness thereto.

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

SWORN before me at the City of)
_____, in the Province)
of Saskatchewan, this ___ day)
of _____, A.D. 201__.) _____

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

Final Report Form
New Event, Growing an Event, Event Retention, and City-Wide Events
Destination Marketing Fund Grant

Final Report Date: Click or tap to enter a date.

Organization Information:

Name of Organization:

Follow up questions should be directed to:

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text. **Email:** Click or tap here to enter text.

Event Information:

Name of Event: Click or tap here to enter text.

Estimated total number of hotel room nights generated from event (as per original application): Click or tap here to enter text.

Actual room nights generated from event: Click or tap here to enter text.

How were room nights verified? Click or tap here to enter text.

Please list or attach on a separate sheet the name of each hotel used by event attendees and how many room nights were rented at each of the establishments listed. Include documentation to show hotels verified the number of hotel rooms booked. Click or tap here to enter text.

Are there any additional events that may result or have been confirmed as a result of hosting this event in Prince Albert? Yes No

If yes, please explain: Click or tap here to enter text.

What level of media coverage was realized during the event? List the media outlets that covered the event:

Local: Click or tap here to enter text.

Provincial: Click or tap here to enter text.

National: Click or tap here to enter text.

Budget:

Please attach a final budget or financial statements that reflect actual revenue and expenses.

Comments:

If there are any lessons learned, comments, etc. that you would like to share with regards to your event or the Destination Marketing Fund Grant or application process, please feel free to do so below or on a separate sheet of paper: Click or tap here to enter text.

Privacy Policy Statement and Application Certification

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(a) Any contract approved by the council, any bylaw or resolution and any account paid by the council relating to the city;”.

Date: Click or tap to enter a date.

Signature:

Name and Title: Click or tap here to enter text.

The Final Report and supporting documents can be sent to destinationlevy@citypa.com, or mailed or dropped off to Tourism Prince Albert, 3700 2nd Avenue West, Prince Albert, SK S6W 1A2.

Final Report Form

Capital Enhancements - Destination Marketing Fund Grant

Final Report Date: Click or tap to enter a date.

Organization Information:

Name of Organization:

Follow up questions should be directed to:

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text. **Email:** Click or tap here to enter text.

Capital Enhancements budget as per original application: \$ Click or tap here to enter text.

Capital Enhancements actual costs: \$ Click or tap here to enter text.

Please include the following information with your final report:

- A copy of invoices for the capital enhancements undertaken;
- For existing capital assets, photos of the asset prior to enhancements and after enhancements;
- For new capital assets, photos of the capital asset;
- Any additional information or comments you feel are applicable, and
- Owner of the capital asset.

Privacy Policy Statement and Application Certification

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Date: Click or tap to enter a date.

Signature:

Name and Title: Click or tap here to enter text.

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RPT 2026-91

TITLE: Invest and Expand Renovation Incentive – Proposed Tax Abatement for Existing Businesses

DATE: March 11, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Invest and Expand Renovation Incentive Program be approved as attached.

EXECUTIVE SUMMARY:

Administration has proposed a three-year tax abatement incentive for renovation projects in commercial or mixed-use buildings that result in an increase in the post-renovation general municipal levy. The incentive is intended to provide some property tax stability and relief during the three years following large investments made to eligible properties.

BACKGROUND:

The City of Prince Albert has previously offered a range of development incentives. These incentives were generally limited to specific types of commercial development or focused on particular elements of a project, such as waiving outstanding infrastructure fees. Over time, these incentive programs were not renewed, and the general approach to providing incentives was to have a developer make unique individual requests to City Council.

In July 2025, City Council approved a formal incentive program with a wide scope that applies to all commercial and multi-unit residential development. This New Construction of Commercial and Multi-Unit Residential Development Incentive was the first program to be launched in the new suite of formalized incentive programs. Administration is now looking to add an additional incentive program for existing businesses looking to make major renovations to their properties.

PROPOSED APPROACH AND RATIONALE:

The Economic Development Division of Community Development has had conversations with multiple existing businesses in the City to identify the hurdles that are preventing them from expanding or renovating their properties. Every business owner made comments about high commercial property taxes, and the uncertainty about how the renovation would impact their taxes. Business owners are looking for some degree of certainty regarding their taxes so they can properly budget for a large renovation.

The proposed incentive would be a three-year tax abatement of the incremental tax increase that results after a renovation. In the first year, the difference between the post-renovation general municipal levy and the pre-renovation municipal levy would be used to determine the abatement on the property taxes for three years. This means that the property taxes would be considerably maintained at the pre-renovation amount for three years, providing some stability to the business owner. At the end of the three years, the increase in taxes due to the renovation would be included in the tax bill. The full details of the tax abatement are provided in the attached Schedule A.

The proposed incentive would apply to all commercial buildings, as well as mixed-use buildings that include commercial and residential uses. This ensures that any renovations in buildings located downtown that improved commercial spaces or created updated, livable residential spaces in upper floors would be eligible for the tax abatement.

CONSULTATIONS:

Administration reached out to multiple businesses that had previously indicated interest in expanding their business. Businesses consistently said that property tax increases reduced their ability to invest in their properties, despite wanting to do so. There is apprehension in the business community about making large renovations to properties due to the tax increases associated with them. Given this information, Administration proposed an incentive that specifically focused on trying to reduce the property tax increase associated with a renovation for a period of three years to help alleviate the impact on existing businesses.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

If the Invest and Expand Renovation Incentive Program is approved, Community Development and the Communications team will work together to distribute information to local businesses and property owners in a variety of ways.

BUDGET/FINANCIAL IMPLICATIONS:

The implementation of this renovation incentive program will result in foregone revenue for a period of three years for each eligible project. There is no way to predict how many property owners will take advantage of the incentive, so there is uncertainty regarding the amount of foregone revenue. However, for each eligible project, the foregone revenue will be equal to the amount of the abatement. Year 1 of the general municipal levy increase (the difference between post-renovation and pre-renovation) will determine the three-year abatement percentage as follows:

- Year 1: 33.34%
- Year 2: 33.33%
- Year 3: 33.33%

The total abatement will be calculated as described in the following example:

A commercial business completes a renovation to their property that results in an assessment increase which equates to a general municipal levy increase of **\$10,000**:

Year 1 Abatement	33.34%	\$3,334.00
Year 2 Abatement	33.33%	\$3,333.00
Year 3 Abatement	33.33%	\$3,333.00
Total	100.00%	\$10,000.00

The three-year abatement will total \$10,000 by Year 3. By Year 4, the property owner will be paying the full value of the general municipal levy. The size of the abatement will depend on the size and scale of each renovation project.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

Legal Implications:

Signed agreements outlining the details of the tax abatement would be required for each successful applicant to the incentive program.

OPTIONS TO RECOMMENDATION:

There is an option to duplicate the declining scale abatement that is offered through the New Construction of Commercial and Multi-Unit Residential Development Incentive Program. Although there were some business owners that have requested that renovation projects be included in the New Construction Incentive Program, it is not being recommended.

If the declining scale tax abatement (70%, 50%, 30%, 15%) were to be applied to the full general municipal levy on an existing building, the City would not collect property taxes that had previously been collected, reducing the overall amount of property tax the City gains. By focusing on reducing the increase in taxes, the City can continue to collect the pre-renovation taxes, while also providing a benefit to the property owner.

STRATEGIC PLAN:

This incentive program supports the City's 2026-2029 Strategic Plan Priority of Building a Robust Economy, specifically the key initiative about developing incentives to attract investments and business activities in strategic areas of growth.

OFFICIAL COMMUNITY PLAN:

Sections 11.3 (ii) of the City of Prince Albert Official Community Plan (OCP) speaks to the development of incentives to encourage renovations, upgrades, and infill development in the Downtown and surrounding neighbourhoods such as tax abatements and grants.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Michael Nelson, Acting Director of Community Development.

ATTACHMENTS:

1. Application Form – Invest & Expand Renovation Incentive Program
2. Schedule A – Invest & Expand Renovation Incentive Program

Written by: Ellen Pearson, Economic Development Planner

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

Invest & Expand Renovation Incentive Program

Program Criteria:

- See **Schedule A** for full program details.
- Renovations to commercial and mixed-use buildings in Prince Albert may be eligible for a tax abatement.
- Abatement will be based on the difference between the post-renovation and pre-renovation General Municipal Levy following an assessment.
- Abatement will be applied to property taxes the following year once construction and inspections are completed.
- The abatement will be applied over three years.
- Qualified applicants are required to enter into an agreement.
- This program is retroactive to January 1, 2026.
- Projects approved under this program are ineligible for any other incentive or abatement program.

Applicant Information

Applicant Name		
Mailing Address		Phone
		() -
City	Province	Postal Code
Email		

Owner Information (if different from above)

Owner Name		
Mailing Address		Phone
		() -
City	Province	Postal Code
Email		

Project Information	
Civic Address	Legal Description
Type of Project (Commercial/Mixed-Use)	Size of Renovated Building
Tender Value of Renovation Project	Proposed Date of Construction
\$	
Project Description	

I hereby declare that the above information is complete and correct, and as the applicant, I further accept and agree to the terms and conditions of the Invest & Expand Renovation Incentive Program.

Applicant's Signature: _____ Date: _____

The City of Prince Albert is committed to protecting your privacy. Personal information collected on this form is in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to *LAFOIP* and the City of Prince Albert's policies. Please contact The City Clerk's Office, 1084 Central Avenue, Prince Albert SK, via email cityclerk@citypa.com or call 306-953-4305 for questions about the access, use, and disclosure of your personal information.

Please complete and return this form to:

Community Development Department
 City Hall, 1084 Central Avenue, Prince Albert, SK S6V 7P3
solutions@citypa.com
 306-953-4884

This section to be completed by Administration	
Date Approved	Resolution #
Building Permit #	Date of Final Inspection
Abatement Start Date	Abatement Final Date

Invest & Expand Renovation Incentive

Schedule A

The purpose of the Invest & Expand Renovation Incentive is to provide an abatement of municipal taxes on renovated commercial or mixed-use properties in Prince Albert. This program is retroactive to January 1, 2026. The incentive program is an initiative that originates from City Council’s desire to build our tax base and incentivize development.

1. The calculation for the abatement will be as follows:
 - (Post-renovations general municipal levy – Pre-renovations general municipal levy) = \$XXX
 - \$XXX will be applied as an abatement on the property taxes in Year 1, Year 2, and Year 3
 - Year 1 will occur in the calendar year following the completed project.

2. The increase in pre-renovation and post-renovation taxes on the general municipal levy will be granted an abatement. Year 1 of the general municipal levy increase will determine the three-year abatement percentage as follows:
 - Year 1 – 33.34%
 - Year 2 – 33.33%
 - Year 3 – 33.33%

For example, a commercial business has an assessment increase which equates to a general municipal levy increase of \$10,000. The abatement will total \$10,000 by Year 3 by being applied accordingly:

Year 1 Abatement	33.34%	\$3,334.00
Year 2 Abatement	33.33%	\$3,333.00
Year 3 Abatement	33.33%	\$3,333.00
Total	100.00%	\$10,000.00

3. Applicants must apply for a building permit for the proposed renovations or improvements.

4. The Assessment Department will receive the building permit from Community Development relating to renovations or improvements. Once renovations are completed, the Assessment Department will complete an inspection to determine the new value of the property (assessment value).

5. The abatement will be calculated on the increase in the general municipal levy taxation, due to the increase in assessment derived from the renovations or improvements.

6. The abatement will only be granted on the General Municipal Levy.
7. The abatement will not be applied to the property taxes until the following year once construction and final inspections have been completed.
8. A change to the property does not necessarily mean there will be a change to a property assessment. Some changes made to the property could result in a decrease, or in such minor changes that the assessment does not see an increase.
9. If the property is sold, the abatement will terminate.
10. Successful applicants cannot apply for other any housing or tax incentive programs that are offered by the City of Prince Albert.
11. Completed applications will be reviewed by Administration prior to being forwarded to the City Manager for approval in principle. If approved by the City Manager, the application will be forwarded to City Council for consideration.
12. Once the appropriate approvals have been received, an agreement will be entered into between the applicant and the City.
13. If a property is in tax arrears, it is not eligible for the incentive program.
14. The applicant will be responsible for obtaining all required applications and permits for the project.
15. The abatement is specific to the General Municipal Levy taxes. The abatement excludes the following taxes that are owing:
 - Civic Facilities Levy
 - Library Levy
 - Base Tax
 - Snow Management Special Tax
 - Roadways Special Tax
 - Business Improvement District (if applicable)
 - Local Improvement Levy (if applicable)
 - School Taxes



RPT 2026-73

TITLE: City of Prince Albert Collaborative Groups Policy

DATE: April 10, 2026

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

That the draft City of Prince Albert Collaborative Groups Policy, as attached to RPT 2026-73 be approved.

EXECUTIVE SUMMARY:

This report presents the draft Collaborative Groups Policy for the City of Prince Albert. The policy establishes a consistent framework for the creation, approval, and oversight of all collaborative groups, which may include internal committees, working groups, user groups, advisory tables, forums, etc. The new policy will help enhance accountability, ensure inter-departmental coordination, and all groups must align with the City's Strategic Plan, which will require review and approval through the City Manager's Office before establishment.

BACKGROUND:

A report was considered at the January 12, 2026 Executive Committee meeting and January 26, 2026 City Council meeting regarding the Council Committees Structure Review. At that time, a motion was approved that Administration develop a Working/User Groups Policy for consideration at an upcoming meeting.

Administration has since developed a policy that expands beyond working and user groups to include all forms of collaborative groups established by Administration or Council.

PROPOSED APPROACH AND RATIONALE:

The Collaborative Groups Policy provides guidelines and a formalized process for establishing and managing collaborative groups.

The policy:

- Defines what constitutes a collaborative group, including internal and external participation;
- Establishes criteria to determine when a group is appropriate;
- Requires approval through the City Manager's Office to ensure alignment with organizational priorities and the approved Strategic Plan;
- Clarifies roles and responsibilities for group sponsors, leads, and participants;
- Supports improved tracking and reporting of active groups across the organization.

This approach ensures greater consistency, reduces duplication of efforts, and strengthens governance and accountability related to group formation and operation.

At a high level, the process to develop a group would include:

Identification of Need - Administration or Council identifies a need for a collaborative group to address a specific issue, initiative, or area of focus.

Application - The application is filled out outlining the purpose, scope, desired outcomes, and anticipated membership, including any internal staff and external stakeholders.

Review and Approval - The proposal is submitted to the City Manager's Office for review to ensure alignment with corporate priorities, avoid duplication, and confirm appropriate structure and resourcing.

Establishment and Documentation - Upon approval, the group is formally established and defined terms of reference, including roles, responsibilities, timelines (if applicable), and reporting expectations must be filled out and provided to the City Manager's Office for approval. A copy of the Terms of Reference will be housed in the City Clerk's Office for corporate records and communication to City Council, if required.

Member Identification - Members are selected based on expertise, interest, and relevance to the group's mandate. Where appropriate, the city may solicit expressions of interest from the public and maintain a database of individuals for future opportunities.

Ongoing Oversight and Reporting - The group operates in accordance with its Terms of Reference, with oversight from the responsible department and reporting mechanisms to the City Manager's Office and/or Council as required.

This structured yet flexible approach allows the city to support a wide range of group types while maintaining appropriate governance, accountability, and coordination across the organization.

CONSULTATIONS:

The draft policy and process was reviewed with the Acting City Manager and subsequently with the Mayor.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following Council approval, the policy will be communicated internally to all departments and relevant staff, as well as externally to support awareness and participation opportunities.

Key Messages:

- A standardized process is now in place for establishing collaborative groups
- All groups must be approved through the City Manager's Office
- The policy improves coordination, transparency, and accountability
- Opportunities will be created for public participation in collaborative groups

Public Engagement Initiative:

Administration will develop and promote an outreach initiative inviting members of the public to submit expressions of interest for participation in future collaborative groups.

Applicants will be asked to identify their areas of interest, experience, and expertise. Submissions will be maintained in a centralized database to support future group formation. When new collaborative groups are established, the Administration Lead may draw from this database to identify and invite individuals whose interests and expertise align with the group's purpose.

Implementation Timing:

- Immediate internal communication upon Council approval
- Public outreach initiative launched within 2 to 4 weeks of approval

BUDGET/FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with this policy. Implementation will be managed within existing administrative resources.

OTHER CONSIDERATIONS/IMPLICATIONS:Policy:

This policy strengthens corporate governance by standardizing the approach to collaborative group formation and oversight.

Operational:

The policy may require existing groups to be reviewed and aligned with the new framework, which may have minor administrative impacts.

Privacy:

All personal information collected through this process will be managed in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP). Information will be used solely for the purpose of facilitating participation in city collaborative groups and will be securely stored and accessed only by authorized personnel.

OPTIONS TO RECOMMENDATION:

Option 1: Request revisions to the policy

Council may request additional changes or clarification; however, this may delay implementation and continued inconsistencies in group governance.

Option 2: Do not approve the policy **(Not Recommended)**

This would maintain the current state, where collaborative groups may be formed without consistent oversight, potentially leading to duplication, inefficiencies, and lack of accountability.

STRATEGIC PLAN:

Promoting a Progressive Community

Review and approve the City's engagement approach and structure by conducting and implementing the recommendations of a full review of the effectiveness, structure, and mandate of the City's public engagement processes, including groups, committees, and boards.

OFFICIAL COMMUNITY PLAN:

The Decision-Making Section of the Official Community Plan – Section 5 Sustainability, outlines the goal to embrace a collaborative planning process that involves all stakeholders.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal by Savannah Price, Acting City Clerk

ATTACHMENTS:

1. Draft Collaborative Groups Policy

Written by: Savannah Price, Acting City Clerk

Approved by: Acting City Manager



Statement of Policy and Procedure			
Department:	City Clerk's Office/City Manager's Office	Policy No.	
Section:	City Clerk's Office/City Manager's Office	Issued:	
Subject:	Collaborative Groups Policy	Effective:	
Council Resolution # and Date:			
		Replaces:	
Issued by:	Savannah Price, Acting City Clerk	Dated:	
Approved by:	Craig Guidinger, Acting City Manager		

1 POLICY

- 1.01 The City of Prince Albert is committed to ensuring that Collaborative Groups (Groups) operate effectively, transparently and in compliance with relevant legislation and records management practices, while providing valuable input to support the City's strategic priorities.
- 1.02 Groups shall have no delegated authority, shall not make decisions binding on the City, shall not direct Administration, shall not commit or expend municipal funds unless approved by Council resolution.
- 1.03 Groups shall not be used to materially advance or decide matters that would normally be considered at a meeting of Council or a Council Committee.
- 1.04 Groups do not represent the official position of the City and shall not communicate recommendations, commitments, or positions on behalf of the City unless authorized by Council or the City Manager.
- 1.05 No group involving members of Council or City Administration shall be established to address municipal matters unless it has been approved in accordance with this policy.
- 1.06 Groups are not intended to replace or replicate the role of Council.

1.07 Guiding Principles

In establishing and operating groups, the City will be guided by the following principles:

- a. Groups shall have a clearly defined mandate and objective and shall be reviewed annually to confirm the group remains necessary and aligned with the City's Strategic Plan.
- b. Groups operate in an advisory capacity only.
- c. Groups should support Council priorities or administrative initiatives.
- d. Groups should avoid duplication of existing groups or governance bodies.
- e. City resources shall be used responsibly and efficiently.

2 PURPOSE

- 2.01 To establish the framework for the creation, operation and accountability of groups established by Administration or Council. The objective of this policy is to provide clear guidelines on the formation, roles, and responsibilities of these groups, which operate in an informal and advisory capacity to support the City's Strategic Plan.

3 SCOPE

- 3.01 This Policy applies to all groups established by Administration or Council that involve members of Council, City Administration, or external stakeholders.
- 3.02 Groups may be formed to support project work, consultation, collaboration, operational coordination, or stakeholder engagement related to City programs, services, facilities, or strategic priorities in alignment with the City's Strategic Plan.
- 3.03 Groups established under this policy do not constitute formal committees of Council and do not have decision-making authority.
- 3.04 This policy does not apply to:
- Committees formally established by Council resolution.
 - Boards governed by separate legislation.
 - Internal departmental meetings conducted for routine operational purposes.

4 RESPONSIBILITY

- 4.01 The City Manager, or designate, is responsible to review and approve Group Applications and Terms of Reference.
- 4.02 The City Manager's Office is responsible to maintain a register of all approved groups.
- 4.03 The City Clerk, or designate, is responsible to maintain a record of approved Terms of Reference and communicate with members of Council of any new group established.
- 4.04 The Sponsor is responsible for initiating the group, ensuring the mandate remains relevant, and acting as the liaison with the City Manager's Office.
- 4.05 The Administrative Lead coordinates meetings, ensures documentation of key outcomes, and provides updates to the Sponsor or City Manager's Office, as required.

5 DEFINITIONS

- 5.01 "**Collaborative Groups**" means a group established by Administration or Council for the purpose of collaboration, consultation, coordination, or project work related to city programs, services, facilities, or strategic initiatives. This may include working groups, advisory groups, task groups, operational user groups, tables, forums, or similar bodies.
- 5.02 "**Sponsor**" means the member of Council or Administration responsible for initiating the group and acting as the primary liaison with the City Manager.
- 5.03 "**Administrative Lead**" means the city employee assigned responsibility for coordinating the activities and reporting of the group.
- 5.04 "**External Stakeholder**" means any individual, organization, or group outside of City Council and City Administration that has an interest in, is affected by, or may provide input on city programs, services, facilities, or initiatives.
- 5.05 "**Terms of Reference**" means the formal document established following approval of a group that defines the group's finalized mandate, purpose, membership, reporting structure and term, in alignment with this policy.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Procedure Bylaw No. 24 of 2021 – Formal Committee Procedures.
- 6.02 Records and Retention Bylaw No. 2 of 2003 – Retention requirements once groups are dissolved.

7 PROCEDURE

7.01 Formation of a Collaborative Group

- a. Any request to establish a group must include a completed Application (Appendix A) and be submitted to the City Manager's Office.
- b. Groups must be formed where:
 - The matter does not require a formal Committee established by Council.
 - The work has a defined purpose or operational objective.
 - Administration resources are available to support the group.
- c. Groups must align with the intent and principles outlined in Section 1.

7.02 Approval of Collaborative Group

- a. The City Manager, or designate, reviews the Application Form and may consult with Administration or Council.
- b. Approval or denial is communicated with rationale.
- c. Upon approval of a Collaborative Group, a formal Terms of Reference (Appendix B) shall be completed by the Sponsor and Administrative Lead to confirm the group's structure, roles, and expectations. A copy of the Terms of Reference shall be sent to the City Manager's Office for approval. Once approved, the Terms of Reference will be provided to the City Clerk's Office for record-keeping and communication purposes.

7.03 Reporting

- a. Administration provides quarterly internal updates to the City Manager's Office.
- b. The City Manager, or designate, may report on groups to Council where the subject matter relates to Council priorities, strategic initiatives, or matters requiring Council awareness.
- c. Members of Council may provide updates on any group they are a part of during the Mayor and Councillors' Forum section of the Council Agenda.
- d. The City Clerk's Office shall keep all final Terms of Reference documents (Appendix B) for corporate record keeping purposes.

7.04 Communication

- a. The City Clerk's Office advises Council of any new groups formed.
- b. Groups shall not communicate positions, recommendations, or statements on behalf of the City unless authorized by Council or the City Manager.

7.05 Dissolution

- a. Each group shall be reviewed annually by the Sponsor or Administrative Lead to determine whether the group remains necessary and aligned with the Strategic Plan.
- b. Groups may continue beyond the initial mandate where an ongoing operational purpose exists.
- c. Council or Administration may dissolve a group at any time by notifying the City Manager's Office.

7.06 Membership Rules

- a. Groups may include:
 - Members of Council
 - City Administration
 - External stakeholders, if appropriate.

- b. Membership should:
- Be limited to individuals necessary to fulfil the mandate.
 - Be identified in the Terms of Reference document.
 - Include an Administrative Lead when support is required.
- c. Members of groups are expected to conduct themselves in a respectful, professional and constructive manner. Where a member's conduct is disruptive, inappropriate, or inconsistent with the expectations of the group or this policy, the Sponsor in consultation with the City Manager may remove that individual from the group.

7.07 Meetings

Groups:

- Meet on an as needed basis.
- Do not operate under formal committee procedures.
- Are not required to maintain formal meeting minutes; however, key outcomes or action items should be documented by the Administrative Lead for reporting purposes.

COLLABORATIVE GROUPS APPLICATION

APPENDIX A

Step 1: Initial Screening

Before completing this application, consider the following questions:

- Is there a clearly defined purpose and objective for the proposed collaborative group?
- Does the issue require collaboration and responsibility by multiple departments and/or work units?
- Is this a time-limited project or strategic initiative outside of routine operations?
- Would not forming a group create duplication, confusion, or lack of coordination?
- Does the group align with the City's current Strategic Plan?

Guidance:

If you answered "Yes" to the above questions, complete the below form and submit to the City Manager's Office at cmanager@citypa.com.

If you answered "No" to more than one of the above questions, the matter likely does not require a collaborative group and can be addressed through regular meetings or existing administrative processes.

Step 2: Application

1. GROUP NAME

Name of the proposed group.

2. SPONSOR

- Member of Council
- Administration

Name:

Department (if applicable):

3. PURPOSE AND MANDATE

Clearly describe the reason for the group's formation and its intended outcomes:

- The issue, opportunity, or need being addressed
- The overall objective of the group

- The desired outcomes or results

4. SCOPE

Define the boundaries and general functioning of the group:

- Key activities and responsibilities
- What is included and excluded from the group's work
- Any limitations on the group's authority
- General approach to operations (e.g., expected meeting frequency, coordination approach)

5. MEMBERSHIP

Proposed participants:

- Council members
- Administration
- External stakeholders/subject matter experts (if applicable)

6. BUDGET/FINANCIAL IMPACT

Does this group require any financial resources? (should be minimal)

No

Yes (describe)

7. ADMINISTRATIVE LEAD

Name:

Department:

8. REPORTING

How updates and outcomes will be reported (e.g., City Manager, Council).

9. TIMELINE

Start Date:

Anticipated Completion / Review Date:

10. RESOURCES

Identify any required resources:

- Staff support
- Meeting space
- Research or technical support

11. POLICY/STRATEGIC PLAN ALIGNMENT

Briefly explain how the proposed group aligns with the Collaborative Groups Policy and the City's current Strategic Plan.

12. CITY MANAGER APPROVAL

Comments:

Signature: _____

Date: _____

DRAFT

TERMS OF REFERENCE

APPENDIX B

1. GROUP NAME

Official name of group

3. PURPOSE

Provide a clear and concise statement of the group's purpose

5. MEMBERSHIP/COMPOSITION

List members by category:

- *Sponsor:*
- *Administrative Lead:*
- *Council Members (if applicable):*
- *Administration:*
- *External Stakeholders:*

Include roles and expectations of members

6. MANDATE

Describe the specific objectives of the group, key outcomes of deliverables and how success will be measured.

7. RESOURCES

Identify any approved staff support, facilities or tools.

8. REPORTING

Identify the reporting frequency and format of updates.

9. TERM AND REVIEW

Identify start date and expected end date, if applicable. Annual review requirement should also be noted.

10. CITY MANAGER APPROVAL

Signature _____

Date _____