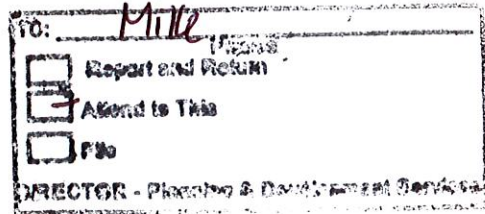




Prince Albert & District
Chamber of Commerce
est. 1887



May 21, 2024



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

Attention: Craig Guidinger, Director of Planning and Development

RE: Relocation of Prince Albert & District Chamber of Commerce

Dear Mr. Guidinger,

First, I would like to thank you for meeting with the Executive of the Prince Albert & District Chamber of Commerce on April 24, 2024. We truly appreciated the open dialogue and communication during that meeting and your support of ChamberHQ. We also expressed our sincere appreciation for the City's support and prompt attention to processing our building permit.

Our decision in our location was a strategic. We wanted a space that provided opportunity for growth, a space for co-working synergy, adequate space for Community Futures, short term office space, close proximity to City Hall, as well as assisting in the revitalization of the Downtown business core. We believe that we have accomplished that with our purchase and renovation of the building.

As discussed in our initial proposal we had several asks to help make this move possible for the Chamber. We moved forward with purchasing a location and incurred significant expenses to create the space that was required for the Chamber to relocate. As requested, I have included with this letter a summary of the expenses as well as the supporting invoices. These are the expenses that were incurred on the main level. There was a significant amount of construction and costs that were done specific to create the space for the Chamber office and has impacted our reserves and operations.

As indicated in our discussion the City was prepared to help support these costs and wanted a detailed list of expenses occurred to determine a fair and reasonable compensation. We believe our original request is fair.

Please note that we did not have to purchase a board room table but we were able to negotiate the inclusion of a board room table in our rental agreement with our tenant as well as several other shared items.

We were also able to work with our project partners who supported the renovations with donations of materials and labor. This has been outlined in the summary as there was a significant amount of in-kind value and it must be recognized as well.

In our original request we asked for the support of \$55,000 as well as property tax relief. We are proud of what we were able to do in a very short time to help accommodate the City with us relocating. I believe our ask is reasonable for the financial support as there was a significant investment on behalf of the Chamber.

I am also asking for support for property tax relief. We have secured a long-term tenant with Community Futures. This is a wonderful synergy for both organizations as well as assisting with us providing rental income to help pay the building expenses. Our intention with the ChamberHQ project is to provide a support centre for startups and small businesses. By providing very affordable short-term rental space to startups, it is an opportunity to help them be successful to eventually move out and find space in the City of Prince Albert. This is supporting economic development and fostering business growth. We are hoping that having this space will attract new entrepreneurs to our community and specifically to the Downtown. We are able to provide that space at a reasonable rate for a short term if we do not have to account for the additional expense of property taxes as part of our operation. Your support to help with fostering economic development would be greatly appreciated.

Our ask remains the same with the financial support of \$55,000 and in-kind ongoing support of property tax relief. Our investment has been significant for our small non-profit organization but the Board believes it was the right decision for our City and supporting the business community. We trust the City of Prince Albert would agree as well. We would be willing to consider various payment agreements such as an agreed amount that could be paid over the next 3 years.

Thank you for your continued support and we appreciate your consideration of our request. We feel that your support will definitely help strengthen and support the economic development in our community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Patty Hughes', with a long horizontal flourish extending to the right.

Patty Hughes
Chief Executive Officer
Prince Albert & District Chamber of Commerce

Attachment: Supporting documentation (30 pages)