



City of Prince Albert

RPT 2025-154

TITLE: 2024 Roadways Special Tax Surplus Allocation

DATE: March 24, 2025

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the surplus revenue generated from the 2024 Roadways Special Tax in the total amount of \$438,124.07 be credited to the Capital Works Committed Reserve to fund costs in 2025 for the roadway work, concrete sidewalk, curb and median rehabilitation program.

EXECUTIVE SUMMARY:

The Roadways Special Tax Bylaw specifies that a special tax shall be levied against all properties included in the Bylaw, which includes properties benefiting from roadways, paving, concrete sidewalk and curb rehabilitation work to be completed within the current year. The special tax funds roadway work, concrete sidewalk, curb and median rehabilitation program. The surplus at the end of 2024 from the special tax is \$438,124.07 resulting from reduced snow management costs in 2024. This report is recommending that surplus revenue generated from the 2024 Roadways Special Tax in the total amount of \$438,124.07 be credited to the Capital Works Committed Reserve to fund costs in 2025 for roadway work, concrete sidewalk, curb and median rehabilitation program.

BACKGROUND:

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

In 2024, the attached Bylaw No. 4 of 2024 – Roadways Special Tax included the estimated cost of the purpose or service at \$4,400,000, pursuant to approved Budget.

PROPOSED APPROACH AND RATIONALE:

The 2024 Roadways Recapping, Concrete Sidewalk, Curb and Median Rehabilitation Program was approved for a total budget of \$4,400,000.

The projects for the Roadways Recapping Program is based on the results obtained from the Pavement Management System compiled in 2005 and updated annually. The Program funds asphalt milling, recapping and reconstruction of the City's paved roadway network.

At the end of Year 2023, the amount of \$31,799.35 was unspent from the approved 2023 Roadways Recapping Program. That amount was credited to the Capital Works Committed Reserve ending 2023 to provide funding for additional roadway work in 2024.

City Council Resolution dated June 3, 2024 approved:

“That the surplus revenue generated from the 2023 Roadways Special Tax for year ending 2023 in the total amount of \$31,799.35, be credited to the Capital Works Committed Reserve to fund additional roadway and concrete sidewalk work in 2024.”

The total Roadways Recapping & Concrete Program Budget for 2024 was:

2024 Roadways Recapping & Concrete Program - Budget	\$4,400,000.00
C/F to Year 2024 from Year 2023 (2023 Surplus)	\$31,799.35
Total Year 2024 Roadways Recapping & Concrete Program	\$4,431,799.35

The revenue generated in 2024 from the Roadways Special Tax as per Bylaw No. 4 of 2024 is **\$4,426,094.55**.

That revenue exceeds the approved budget by the amount of **\$26,094.55** due to changes in property values throughout the year.

Attached to this Report is the breakdown of the allocated amount of \$4,019,769.83 costs spent on roadways paving and concrete rehabilitation to be funded from the Roadways Special Tax. The attachment illustrates the roads that were paved in 2024.

2nd Avenue West Paving – Urban Highway Connector Program Agreement

City Council at its meeting of March 4, 2024 approved the following recommendations:

- “1. *That the Agreements between The City and His Majesty the King in Right of the Government of Saskatchewan, as represented by the Minister responsible for the Ministry of Highways, be approved to fund the Project on these essential terms:*
 - a. The Project limits shall be 2nd Avenue West from Marquis Road to 26th Street and 2nd Avenue West from 26th Street to 17th Street; and,*
 - b. **The Ministry’s financial contribution will be seventy percent (70%) of the Project cost up to \$660,226;***
2. *That the project to be included in the 2024 or 2025 Roadways Paving Program pending Ministry approval of the year to complete the work; and,*
3. *That the Mayor and City Clerk be authorized to execute the Agreements and any other applicable documents on behalf of The City, once prepared.”*

The total cost for the paving of 2nd Avenue West was \$1,441,789.91. The City has received payment from the Ministry in the amount of \$660,226.

With the payment received from the Ministry, the spending for the Roadways Program was under budget by the amount of \$412,029.52

TOTAL CAPITAL SPENDING	\$4,019,769.83
2024 BUDGET (includes Year 2023 C/F)	\$4,431,799.35
UNSPENT BUDGET	\$412,029.52

This report will be recommending that the surplus from the Roadways Special Tax be credited to the Capital Works Committed Reserve to fund costs in 2025 for roadway work, concrete sidewalk, curb and median rehabilitation program.

CONSULTATIONS:

Finance Administration consulted with Public Works Management relating to the costs spent in 2024 for the Roadways Paving and Sidewalk Rehabilitation Program.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The City’s Audit will confirm the final audited numbers relating to the roadway paving program costs.

BUDGET/FINANCIAL IMPLICATIONS:

The surplus from the program in 2024 is \$438,124.07 as follows:

2024 Roadways Special Tax Revenue	(\$4,426,094.55)
2023 Carry Forward Funding from Reserve (2023 Surplus)	(\$31,799.35)
2024 Unaudited Roadways Recapping & Concrete Program costs	\$4,019,769.83
Surplus Revenue - Roadways Special Tax 2024	(\$438,124.07)

This report is recommending that the surplus revenue generated from the 2024 Roadways Special Tax in the total amount of \$438,124.07 be credited to the Capital Works Committed Reserve to fund costs in 2025 for roadway work, concrete sidewalk, curb and median rehabilitation program.

The 2025 Budget approved the Roadways Recapping, Concrete Sidewalk, Curb and Median Rehabilitation Program at \$4,400,000. The 2024 Surplus amount of \$438,124.07 will be allocated to fund additional roadway and concrete work in Year 2025. That will provide a total budget of \$4,838,124.07 in 2025 for the Roadways Recapping, Concrete Sidewalk, Curb and Median Rehabilitation Program.

As per the proposed 2024 Property Tax Tools, the Roadways Special Tax for Year 2024 was to fund the entire Program. That change aligns all Roadways Paving Program costs including paving, sidewalk and rehabilitation together as one Program funded by the Roadways Special Tax.

STRATEGIC PLAN:

The creation of an equitable taxation structure promotes community growth and maintains new and existing amenities and infrastructure. The Roadways Special Tax is to generate revenue to fund roadway work spent within the calendar year.

PUBLIC NOTICE:

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

- Published in local newspaper (Prince Albert Daily Herald) circulated in the City: March 28, 2025
- Posted on the bulletin board at City Hall: March 28, 2025
- Posted on the City's website: March 28, 2025

ATTACHMENTS:

1. Bylaw No. 4 of 2024 – Roadways Special Tax Bylaw.
2. 2024 Roadways Recapping Program Costs.
3. Public Notice – Roadways Special Tax for 2024.

Written by: Melodie Boulet, Finance Manager

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