



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, FEBRUARY 27, 2023, 4:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 January 30, 2023 Executive Committee Meeting Minutes for Approval (MIN 23-9)

5. DELEGATIONS

5.1 Reduced Hours for Alcohol Sales (CORR 23-13)

Verbal Presentation: Brian Howell, Board of Directors, Prince Albert & Area Community Alcohol Strategy Steering Committee

5.2 Request to Change Zoning Bylaw regarding Number of Cannabis Stores Allowed (CORR 23-15)

Virtual Presentation: Kerri Michell, President, Farmer Jane Cannabis Co.

6. CONSENT AGENDA

- 6.1 Request to Make a Donation to the City in Lieu of Property Taxes Over a 5-Year Period 2023-2027 (CORR 23-10)
- 6.2 Consideration of Naming - Joyce Middlebrook (CORR 23-12)
- 6.3 Request for Community Sponsorship - Notice Nature 2023 (CORR 23-14)
- 6.4 Subdivision Application 143 44th Street West - RM of Prince Albert (RPT 23-73)
- 6.5 January 31, 2023 Management Committee Meeting Minutes (MIN 23-7)
- 6.6 February 6, 2023 Planning Advisory Committee Meeting Minutes (MIN 23-12)
- 6.7 February 7, 2023 Community Services Advisory Committee Meeting Minutes (MIN 23-14)
- 6.8 February 14, 2023 Destination Marketing Levy Advisory Committee Meeting Minutes (MIN 23-15)

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 Waste Water Treatment Plant Detail Design Update (RPT 23-69)
 - 7.1.1 Proposed Treatment Technology - Prince Albert Wastewater Treatment Plant Upgrade (CORR 23-11)

PowerPoint Presentation: Ryan King P.L. Eng. and Anna Cleaver P. Eng., AECOM
- 7.2 Midtown Community Centre Playground and Spray Park Replacement (RPT 23-70)

Verbal Presentation: Timothy Yeaman, Parks and Open Space Manager
- 7.3 Usage of Kinsmen & Steuart Arenas (RPT 23-74)

Verbal Presentation: Jody Boulet, Director of Community Services
- 7.4 Long Term Debt Bylaw No. 4 of 2023 - Capital Financing (RPT 23-71)

Verbal Presentation: Melodie Boulet, Finance Manager

8. UNFINISHED BUSINESS

9. ADJOURNMENT



City of
Prince Albert

MIN 23-9

MOTION:

That the Minutes for the Executive Committee Regular and Incamera Meetings held January 30, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, JANUARY 30, 2023, 4:03 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head (Attended via video conferencing)
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Wes Hicks, Director of Public Works
Mitchell J. Holash, K.C., City Solicitor
Savannah Price, Records Coordinator
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Cody, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0021. **Moved by:** Mayor Dionne

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

0022. **Moved by:** Councillor Miller

That the Minutes for the Executive Committee Public and Incamera Meetings held January 9, 2023, be taken as read and adopted.

CARRIED

5. DELEGATIONS

5.1 Transit Extended Hours Trial (RPT 23-22)

5.1.1 Public Transit Extended Hours of Service (CORR 23-8)

PowerPoint Presentation was provided by Evan Hastings, Transportation and Traffic Manager and Verbal Presentation was provided by Carlos Correa, International Student Advisor and Rajesh Chandran, Vice President, Students Association, Saskatchewan Polytechnic.

0023. **Moved by:** Mayor Dionne

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

That the following alteration of Transit Hours be approved on a trial basis during weekdays from March 13, 2023 to March 31, 2024, subject to the awarding of the Federal and Provincial Governments' One-Time Public Transit Grant Funding:

1. To extend the Rush Hour Service every half-hour from 9:45 a.m. to 2:45 p.m.;

2. To reduce operating frequency from every half-hour to every hour for all routes between 6:15 p.m. to 7:15 p.m.; and,
3. To extend all transit routes to operate every hour from 7:15 p.m. to 10:15 p.m.

CARRIED

6. CONSENT AGENDA

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.3 Five Year Tax Relief Request – Abbeyfield Houses Society of Prince Albert Inc. (RPT 22-472)

Verbal Presentation was provided by Briane Vance, Senior Accounting Manager.

0024. **Moved by:** Councillor Ogradnick

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

1. That a seventy-five percent (75%) Tax Exemption Agreement with Abbeyfield Houses Society of Prince Albert Inc. for a five (5) year term be approved for the years 2023 to 2027 inclusive, including Municipal Taxes and Levies, except Local Improvements;
2. That a seventy-five percent (75%) Tax Exemption of Public and Separate School Taxes be approved, subject to receiving approval from the Saskatchewan Ministry of Government Relations, if required, and the Prince Albert Catholic School Division; and,
3. That the Mayor and City Clerk be authorize to execute Agreement on behalf of The City, once prepared.

CARRIED

7.7 Parcel AA Development – Metis Nation Saskatchewan (RPT 23-18)

Verbal Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

0025. **Moved by:** Mayor Dionne

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

That the proposal from Métis Nation Saskatchewan for the construction of an Office and a Child Care Centre be supported in principle, subject to receiving an Application for amendments to the Official Community Plan and Zoning Bylaw, along with the receipt of a Discretionary Use Development Permit Application to be considered at an upcoming City Council meeting.

CARRIED

7.1 Proposed Shopping Cart Procedure (RPT 23-15)

Verbal Presentation was provided by Todd Olexson, Sanitation Manager.

0026. **Moved by:** Councillor Lennox-Zepp

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

1. That Administration be directed to implement the Abandoned Shopping Carts Procedure;
2. That the Abandoned Shopping Cart Policy previously approved by City Council Resolution No. 086 dated February 27, 2006, be repealed; and,
3. That Administration bring forward an amendment to the Waste Collection and Disposal Bylaw to establish a fee for the pick-up of Shopping Carts at the landfill by business owners.

CARRIED

7.2 Utility Invoicing Options (RPT 22-486)

Verbal Presentation was provided by Natara Kulcher, Utility Services Manager.

0027. **Moved by:** Councillor Edwards

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

1. That new Water Account customers receive Utility Invoices through e-billing as the default, with an option to receive paper invoices upon request only;
2. That all new e-billing customers be entered into a Sign-Up Contest draw to win one (1) of two (2) \$50 credits on their next Utility Invoice; and,
3. That the Sign-Up Contest run for a period of three (3) months.

CARRIED

7.5 Bylaw No. 1 of 2023 – Building Fee Bylaw (RPT 23-14)

PowerPoint Presentation was provided by Michael Nelson, Chief Building Official.

0028. **Moved by:** Mayor Dionne

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

That Bylaw No. 1 of 2023 be introduced and given three (3) readings.

CARRIED

7.4 Year 2020 and 2021 Settlement Municipal Share – Housing Projects (RPT 23-12)

Verbal Presentation was provided by Briane Vance, Senior Accounting Manager.

0029. **Moved by:** Councillor Edwards

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

1. That the 2020 and 2021 Settlement Municipal Share for Housing Projects of the Prince Albert Housing Authority in the amount of \$44,598.72 and \$59,761.37 be funded in Year 2022 as follows:

2020 Operating Losses	\$44,598.72
2021 Operating Losses	\$59,761.37

Total Operating Losses	\$104,360.09
Less 2022 Budget	(\$14,990.00)
Less 2021 Unspent Budget – Fiscal Stabilization	(\$14,990.00)
Remainder to be funded from Housing Reserve	\$74,380.09

2. That the amount of \$74,380.09 be funded in Year 2022 from the Housing Reserve for the unbudgeted 2021 and 2020 operating losses for the Prince Albert Housing Authority; and,
3. That the amount of \$14,990 be funded by the unspent 2021 Budget from Fiscal Stabilization in Year 2022.

CARRIED

7.6 Bylaw No. 2 of 2023 – Zoning Bylaw Amendment (RPT 23-2)

Verbal Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

0030. **Moved by:** Councillor Lennox-Zepp

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

1. That Bylaw No. 2 of 2023 be introduced and given first reading; and,
2. That Administration provide notification to hold a Public Hearing.

CARRIED

7.8 Integrated Planning (RPT 22-483)

Verbal Presentation was provided by Sherry Person, City Manager.

0031. **Moved by:** Councillor Edwards

That RPT 22-483 be received as information and filed.

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 6:19 P.M.

0032. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

COUNCILLOR MILLER
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 27TH DAY OF FEBRUARY, A.D. 2023.



CORR 23-13

TITLE: Reduced Hours for Alcohol Sales

DATE: February 23, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION:

Verbal Presentation by Brian Howell, Board of Directors, Prince Albert & Area Community Alcohol Strategy Steering Committee.

ATTACHMENTS:

1. Letter dated February 21, 2023

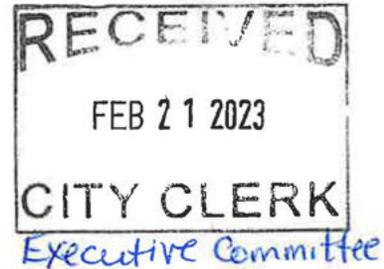
Written by: Brian Howell, Board of Directors, Prince Albert & Area Community Alcohol Strategy Steering Committee



PRINCE ALBERT & AREA
COMMUNITY ALCOHOL STRATEGY STEERING COMMITTEE

"Building Healthier Communities"

c/o 1001 – 1st Street East
Prince Albert, SK S6V 0C6
communityalcoholstrategy@gmail.com



February 21, 2023

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

**Recommended
Disposition:**

Receive as
info & file

Dear Mayor and City Council:

Re: Request to Address City Council

On behalf of the Prince Albert and Area Community Alcohol Strategy Steering Committee (CASSC), I am requesting to address City Council at Executive Meeting of February 27, 2023 on reduced hours for alcohol sales.

1. Introduction – statistics from Saskatchewan/Prince Albert
2. Reasons for reduced hours
3. Closing remarks

Respectfully submitted,

 Brian Howell
Board of Directors
CASSC



City of
Prince Albert

CORR 23-15

TITLE: Request to Change Zoning Bylaw regarding Number of Cannabis Stores Allowed

DATE: February 23, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Planning and Development Services Department.

PRESENTATION:

Virtual Presentation by Kerri Michell, President, Farmer Jane Cannabis Co.

ATTACHMENTS:

1. Email dated February 22, 2023

Written by: Kerri Michell, President, Farmer Jane Cannabis Co.

Terri Mercier

RECEIVED
FEB 13 2023
CITY CLERK
Executive Committee

From: Kerri Michell <kerri@farmerjane.ca>
Sent: Wednesday, February 22, 2023 1:56 PM
To: City Clerk
Subject: Request for bylaw change_City of Prince Albert
Attachments: PRINCE ALBERT Farmer Jane Cannabis CO.pdf

You don't often get email from kerri@farmerjane.ca. [Learn why this is important](#)

Hello,

Please find attached our letter submission for discussion at the Executive Committee meeting on Monday.

I would very much like for the City of Prince Albert to open discussions regarding this matter and hope to have the bylaw change considered to allow for additional economic development opportunities in the community.

Kind regards,
Kerri

**Recommended
Disposition:**
*Refer to
Planning & Dev.*



Kerri Michell
President
Farmer Jane Cannabis Co.
C: 306-501-9393

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

Hello,

I hope this letter finds you well. My name is Kerri Michell, President of Farmer Jane Cannabis Co and I am writing to request a change in bylaws for a retail store that we hope to open in Prince Albert. Our team is aware of the current bylaw that limits the amount of SLGA licensed cannabis stores to a maximum of three. I strongly believe that an additional store would not only help curb illicit market sales but also create jobs and boost the local economy. We are hoping to have council consider increasing the limit as we believe we can bring positive benefits to Prince Albert and the surrounding area.

Farmer Jane Cannabis Co is the largest Saskatchewan headquartered retail cannabis company and strives to have a positive impact in the communities we do business in. We own and operate 13 stores in the cities of Saskatoon, Regina and Winnipeg and employ over 100 people. All of these jobs are above minimum wage and offer unique benefits and perks.

Saskatchewan roots and values are deeply ingrained into the company brand. We strive to attract diverse talent by fostering a culture of inclusion and support where employees feel valued. A few examples of this in action is partnering with Resource Assistance for Youth (RaY Program) in Winnipeg and FHQ/Tokata HR Solutions in Regina by hiring individuals for work placements. These programs have been successful and often provide long term employment with Farmer Jane for the participants.

As part of a commitment to creating a positive impact in communities, we partner with local non-profit organisations and have been recognized for 2 years in a row for our efforts raising over 70,000 meals for Food Banks in our 3 cities. This will remain our annual flagship community event. This fall we were honoured to accept the Saskatchewan Chamber of Commerce's Achieving Business Excellence (ABEX) Award.

We would very much like to bring Farmer Jane to the community of Prince Albert. I am willing to provide any additional information or clarification that may be required. I would also be happy to meet with the council to discuss this matter in person.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

Kerri Michell

#200, 1965 Broad Street
Regina, SK S4P 1Y1



City of
Prince Albert

CORR 23-10

TITLE: Request to Make a Donation to the City in Lieu of Property Taxes Over a 5-Year Period 2023-2027

DATE: February 17, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Financial Services Department for review and report.

PRESENTATION: NONE

ATTACHMENTS:

1. Letter dated January 23, 2023

Written by: Wendy Demerais, Exalted Ruler and Grant Ursaki, Secretary/Treasurer, Prince Albert Elks Lodge No. 58

E L K S

PROMOTING AND SUPPORTING
COMMUNITY NEEDS



23 January, 2023

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

**Recommended
Disposition:**

Refer to
Finance for Review
& Report.

Dear Mr. Mayor, Councillors,

We are sending this letter to you in response to a letter from Briane Vance, Finance Manager, informing us of the expiry of our previous agreement with the City and the need to make a new request if we wished to enter into another such agreement.

To that end, we are requesting to be permitted to make a donation to the City in lieu of property taxes over the five-year period commencing with the 2023 tax year, and running until the 2027 tax year. We propose that, in lieu of our regular tax assessment, we make a donation of \$26,000.00 per year to be paid to the City on or before 31 October of each year, to be used as a contribution to the new Aquatics and Arenas Recreation Centre. Over the course of the 5-year term of the agreement, this will result in a total donation of \$130,000.00 to these facilities. In return we request that a sign be erected in a prominent location within the facilities acknowledging our contribution.

We are aware that in addition to approval by City Council, the Ministry of Education of Saskatchewan and the Catholic School division will also have to approve in relation to any education taxes.

Sincerely,

Wendy Demerais

W. Demerais
Exalted Ruler
Prince Albert Elks
Lodge #58

G.W. Ursaki
Secretary/Treasurer
Prince Albert Elks
Lodge #58



City of
Prince Albert

CORR 23-12

TITLE: Consideration of Naming - Joyce Middlebrook

DATE: February 17, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Planning and Development Services Department.

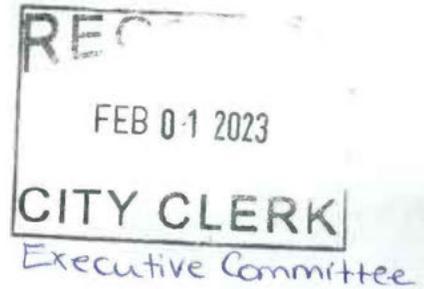
PRESENTATION: NONE

ATTACHMENTS:

1. Letter dated January 26, 2023

Written by: Ivor Middlebrook

City of Prince Albert Saskatchewan.
1084 Central Avenue
Prince Albert, Saskatchewan,
S6V 7P3.



Ivor Middlebrook,
RR 5 Site 18 Box 19,
Prince Albert Saskatchewan.
S6V 5R3

January 26 th. 2023.

Attention Mayor Greg Dionne and City Council.

I would like you to consider to name something in my wife's name.
(Joyce Middlebrook) age 84 for her contribution to the growth of our
favourite city Prince Albert.

Joyce was a Realtor in Prince Albert for 27 years

She was President a few times in the 27 years and Director many times
of the Prince Albert Real Estate board.

Also served as director many times on the Saskatchewan Real Estate
Association.

Joyce was chosen to serve on a committee to rewrite the Saskatchewan
Brokers Act to protect real estate buyers and sellers. (Very Important)

Joyce was a member of the Kyla Art group having her paintings take
Peoples Choice 2 years in a row.

Joyce taught Art classes at the Prince Albert Art Centre for about 10
years.

Realtor's are on commission so they go through some rough financial
times when recession hits.

Thank you for you considering Joyce Middlebrook age 84 to honour
her in this way.


Ivor Middlebrook
Email ivormiddlebrook@outlook.com

**Recommended
Disposition:**
Refer to
Planning &
Development Services



City of
Prince Albert

CORR 23-14

TITLE: Request for Community Sponsorship - Notice Nature 2023

DATE: February 23, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION: NONE

ATTACHMENTS:

1. Email dated February 10, 2023

Written by: Eric Durell, North Saskatchewan River Basin Council

Savannah Price

RECEIVED
FEB 10 2023
CITY CLERK
Executive Committee

From: Eric Durell <noticenaturesk@gmail.com>
Sent: Friday, February 10, 2023 9:49 AM
To: City Clerk
Subject: Notice Nature support
Attachments: New_partner_sponsor_NoticeNature_2023_intro_Pack.pdf; NSRBC_2023
_city_Prince_Albert_support_letter.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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

Hello City of Prince Albert,

The Notice Nature program was a success the past two years in getting youth involved in the great outdoors. We're seeking funding from communities, RM's, First Nations and industry to support this program's delivery across west-central Saskatchewan. Please pass this information on to council. We are thankful for all support in continuing this program for the youth in our communities.

Thank you,

Eric Durell

North Saskatchewan River Basin Council
(306) 940-8825 Box 458, Hafford
info@nsrbc.ca SK, S0J 1A0
Facebook [NSRBC](#) | **Instagram** [northsaskbasin](#) | **Twitter** [@NorthSaskBasin](#)
www.nsrbc.ca

Recommended Disposition:
Receive as Info & File



Sent from [Mail](#) for Windows

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North Saskatchewan River Basin Council

Source water protection & sustainability

Box 458 t. 306-441-3119
Hafford, SK f. 306-549-4061
www.nsrbc.ca info@nsrbc.ca

February 2023

City of Prince Albert

1084, Central Ave. Prince Albert, SK, S6V 7P3

Notice Nature 2023 support

Dear City of Prince Albert,

In 2022, the Notice Nature saw successful delivery and uptake from schools & libraries across central Saskatchewan. Program content with youth activities was provided and distributed through the Saskatchewan Rivers School Division. See attached summary review letter for 2022.

Notice Nature is our primary project for 2023. To ensure effective, meaningful distribution and administration of Notice Nature in your municipality, we are asking communities, First Nations & RM's within the region for \$1,000 financial support for **Notice Nature 2023**. Any sponsorship amount is appreciated, noting that \$1,000+ sponsorship recognizes Rural Municipalities as Bronze sponsors of this program. You can follow-up with our team by contacting our program specialist Alana Gunsch at 306-292-8987 or noticenaturesk@gmail.com.

Thank you for your support of the Notice Nature initiative. We are very excited to partner with you to successfully deliver this program to our youth across central Saskatchewan in 2023.

Sincerely,

The Notice Nature Team



**Notice
Nature**



GET OUTSIDE GET INTO NATURE



Complete nature-loving bingo cards to win prizes. While supplies last!

GET YOUR CARDS!



SCAN ME



Notice Nature

MORE INFO
www.noticenature.ca



Notice Nature

How it works

At a glance

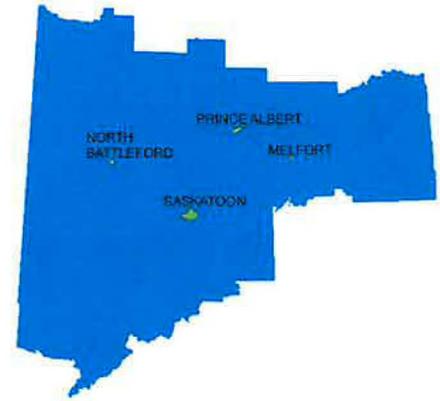




Notice Nature



Our region covers west-central Saskatchewan spanning across **5** Library Regions, with **140+** libraries, and **14** School Divisions with **350+** schools. Notice Nature will be offered this year in the blue area >>>



Notice Nature Activity Cards! There are 25 Notice Nature cards available to schools and to the public through libraries within the region. [Check out our Self-directed Notice Nature Cards!](#)

Learning Resources! We're working with stewardship-minded partners and sponsors to develop learning resources and classroom activities that are made available through the Notice Nature Activity Cards and www.noticenature.ca.



School Presentations/Workshops! We're working with stewardship-minded partners and sponsors to engage the next generation of land and water stewards! This will be done through land stewardship virtual and/or in-person workshops with fun and engaging activities that link to the School Notice Nature Activity Cards.

The Notice Nature program is coordinated by



www.nsrbc.ca | info@nsrbc.ca



Notice Nature



February, 2023

RE: Notice Nature 2023

We are excited to announce Notice Nature 2023. Notice Nature Vision is *Supporting the development of Saskatchewan's future leaders in land and water stewardship.*

In 2021 the pilot year for Notice Nature, Saskatchewan communities, schools, school divisions, libraries, library headquarters, industry partners, rural municipalities, urban municipalities, non-profit groups, and universities came together in an incredibly synergistic way. Passionate not-for-profit groups created Bingo-style cards full of nature-loving tasks; many industry partners very generously donated prizes. Major financial sponsors came to the table, including **Affinity Credit Union, Global Institute for Water Security, and SGI.**

Notice Nature 2023

In 2023, Notice Nature will continue its delivery to schools and libraries throughout west-central Saskatchewan, inclusive of Lloydminster, the Battlefords, Saskatoon, Prince Albert, Kindersley, and surrounding rural and municipal communities. [See map on page 5.](#)

As we address the need for youth to develop a voice and sense of self to be our leaders in a sustainable future, we need to continue to search for the root of engagement. If we want our youth to be connected and engaged in land and water stewardship, we need first to foster their personal development while preserving and improving mental health and enhancing youth leadership skills.

Notice Nature Needs:

1. [School Activity Card Partners](#) - Passionate groups to develop/provide youth with fun educational curriculum aligning workshops and presentations. In addition to being available for virtual and or in-person classroom school presentations if requested. These presentations/workshops will directly relate to land stewardship while prioritizing mental health and youth leadership, an important step in supporting our future generation of land stewards. [See page 4 for partnership recognition.](#)
2. [Library/Public Activity Card Partners](#) – Passionate partners to develop/provide stewardship-themed activities that are fun, self-directed and include digital resources. [See page 4 for partnership recognition.](#)

The Notice Nature program is coordinated by



www.nsrbc.ca | info@nsrbc.ca



Notice Nature



- 3. **Funding Support** - Stewardship-minded companies, communities, and organizations to provide funding to support the creation and distribution of Notice Nature. Libraries and schools will be sent resource packages, promotional materials, activity cards, and the complete Mini Notice Nature ID Guidebook Series. Additional learning resources will be made available at www.noticenature.ca. See page 4 for sponsorship recognition.

We are very excited about the opportunity to offer this meaningful and unique initiative. This year we will engage five Library Regions and fourteen School Divisions, Independent First Nations Schools, in addition to a select few schools and libraries that reside outside these areas but within the project region.

These cards will be available to schools and at library branches for public participation, also partners and sponsors who choose to print and distribute cards. Each card will have a bingo-style list of tasks to complete (i.e., The “Nature” card may have, plant a tree, help a bee, build a birdhouse, etc.). Once the required number of squares are completed, the child can turn the card into a participating library and collect their prize.

Organizations who sponsor this initiative will receive:

Logo Placement	Sponsorship Value Categories			
	Platinum (\$50k+)	Gold (\$10k+)	Silver (\$5000+)	Bronze (\$1000+)
Notice Nature Booklet Series	X			
Press Release & Newsletter	X			
Social Media Posts	X	X		
Notice Nature Cards	X	X	X	
www.noticenature.ca	X	X	X	X

It is important to note that your sponsorship also supports your local watershed organization in achieving our vision of *an environment where all life has access to clean, safe water.*

The Notice Nature program is coordinated by



www.nsrbc.ca | info@nsrbc.ca



Notice Nature



Card Content Partners of this initiative will receive:

Enhanced outreach and meet their deliverables of youth engagement and education through partnership with Notice Nature.

Logo Placement	Card Content Partner Categories	
	School Activity Card Partner	Library/Public Activity Card Partner
Social Media Posts	X	X
Back of Notice Nature Cards	X	X
www.noticenature.ca	X	X

Thank you, and we look forward to working with you on this initiative. If you have any questions or want to discuss participation, please get in touch with [Alana Gunsch at alana.gunsch@nsrbc.ca](mailto:alana.gunsch@nsrbc.ca) or 306-292-8987

Sincerely,
The Notice Nature Team

The Notice Nature program is coordinated by



www.nsrbc.ca | info@nsrbc.ca

PARTICIPANT INSTRUCTIONS

Welcome to Notice Nature, a Saskatchewan community youth initiative! This initiative is coordinated and supported by North Saskatchewan River Basin Council (NSRBC), South Saskatchewan River Watershed Stewards (SSRWS), and Carrot River Valley Watershed Association (CRVWA).

ACTIVITY CARDS

Bingo-style Notice Nature Activity Cards to complete, totalling over 300 nature-loving activities.

WHERE?

Available throughout west-central Saskatchewan at schools and libraries. See www.noticenature.ca for details.

Participating Library Locations:

- Lakeland Library Region branches
- Prince Albert Public Library
- Saskatoon Public Library locations
- Wapiti Regional Library branches
- Wheatland Library Region branches

WHY?

It's fun, engaging way to connect with your natural environment.

WHO?

- Youth can take their completed card(s) to a participating library for a prize.
- Adults can also take their cards and are eligible to collect the complete Mini Notice Nature Guidebook Set through card submissions.

WHEN?

Program runs from spring through fall.

HOW?

Get your cards from participating libraries, schools, or download and print them at www.noticenature.ca. Complete required number of activities on any card, and submit your card to a participating library. Get a prize and repeat!

Complete any or all Notice Nature Cards! There are 25 Notice Nature Cards to choose from.

WHAT ELSE?

Share your successes and adventures on your favourite social media platform by using #NoticeNatureSK

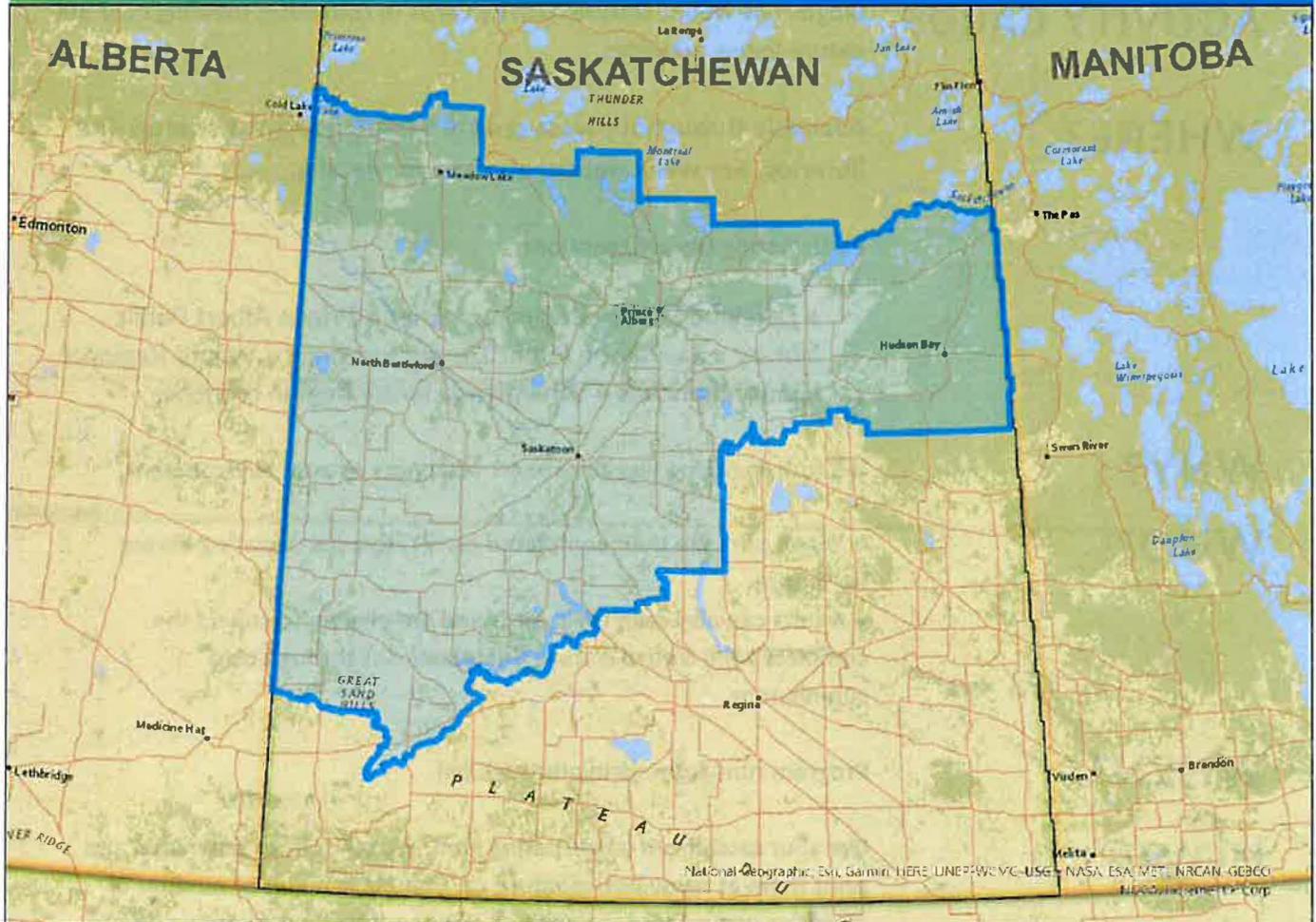
Check out the awesome groups, businesses, and communities that supported the development and distribution of Notice Nature.



Notice Nature



NOTICE NATURE REGION



The Notice Nature Region includes 5 library regions (Lakeland, Wapiti, Wheatland, Prince Albert, and Saskatoon) with 240+ libraries and 14 school divisions (Northwest, Lloydminster, Lloydminster Catholic, Sask Rivers, Living Sky, Prairie Spirit, Sun West, Northeast, Conseil des écoles francophones, Saskatoon Public, Saskatoon Catholic, Prince Albert Catholic, Light of Christ, and St. Pauls) with 350+ schools, in addition to First Nation schools, other schools, and libraries within the region that are outside previously listed areas.

The Notice Nature program is coordinated by



www.nsrbc.ca | info@nsrbc.ca

<p>This row was developed by</p> 	<p>Write down or draw one memory you have around water</p>	<p>Draw 2 things you can see, hear, smell, and touch in your water memory</p>	<p>Create a character that lives in or around water</p>	<p>Create a short story about your water character</p>
<p>This row was developed by</p> 	<p>Find water that comes from underground</p>	<p>Play with mud</p>	<p>Make an edible aquifer</p>	<p>Do a water evaporation experiment</p>
<p>This row was developed by</p> 	<p>Participate in a trash tag challenge</p>	<p>Find something made of plastic & think of another material it could have been made from</p>	<p>Spend 10 minutes with a body of water</p>	<p>Take a picture of something you find beautiful about water</p>
<p>This row was developed by</p> 	<p>Safely, go swimming</p>	<p>Safely, go fishing</p>	<p>Safely, play with water</p>	<p>Safely, dance in the rain</p>

*Remember to stay safe in and around water, such as staying indoors during thunderstorms.
Always ask your parent/guardian for permission before going out to do an activity.*

This card requires any 4 activities to be crossed off and your age and community filled in for submission to a Notice Nature participating location for prize entry.

Prizes may vary. While supplies last.

Name (optional): _____

Community: _____ Age: _____

Card activity resources



Notice Nature participating locations



Thank You!
to our

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PARTNERS &
MEMBER COMMUNITIES



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Discovery

Partners



Watershed Member Communities & Prize Contributors



www.noticenature.ca



AGRICULTURE & LAND CARD

This row was developed by  Connecting Kids and Agriculture	Find & identify a cereal crop	Find & identify 3 different livestock	Find & identify a oilseed crop	Find & identify 3 different farm implements
This row was developed by 	Find out what cattle eat in the winter	Watch Guardians of the Grasslands	Learn about how cattle can reduce wildfires	Take a tour of a Saskatchewan cattle ranch (with permission)
This row was developed by 	Have a no-screen family night	Go 2 days without using any single-use plastics	Reduce water use at home	Prepare a supper without using an oven, stove, or microwave
This row was developed by 	Visit a local, regional, or provincial park	Participate in a Saskatchewan Parks and Recreation Association activity	Build a spring/summer outdoor recreation bucket list	Play a Take the Lead! game

This card requires any 4 activities to be crossed off and your age and community filled in for submission to a Notice Nature participating location for prize entry.

Prizes may vary. While supplies last.

Name (optional): _____

Community: _____ Age: _____

Card activity resources →



Notice Nature participating locations →



Thank You!
to our

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PARTNERS &
MEMBER COMMUNITIES



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Discovery

Partners



Saskatchewan Parks and Recreation Association
Recreation
An investment for life



SASKATCHEWAN WILDLIFE FEDERATION



Watershed Member Communities & Prize Contributors



www.noticenature.ca



Notice Nature

CULTURE & NATURE CARD

<p>This row was developed by</p> 	<p>Find sticks and rocks that make cool sounds when you tap them. Use them to drum along to your favourite song.</p>	<p>Record the bird calls you hear on a hike. Use them as a basis of a song.</p>	<p>Notice and try to imitate the rhythms created by the wind, running water, and other nature sounds.</p>	<p>Watch a bird for a while, making notes about what you see, and write some lyrics based on the experience.</p>
<p>This row was developed by</p> 	<p>Make a bird's nest collage using twigs, leaves and strings</p>	<p>Paint a fallen branch with bright colours</p>	<p>Paint rocks like critters</p>	<p>Wrap twigs in yarn to make a multicoloured design</p>
<p>This row was developed by</p> 	<p>Tell a story about nature</p>	<p>Find & identify 2 fruits/berries in the wild</p>	<p>Draw or recreate a traditional First Nation dwelling</p>	<p>Observe 4 things in nature through perspectives learned from the Medicine Wheel</p>
<p>This row was developed by</p> 	<p>Observe 5 different birds</p>	<p>Safely, try geocaching</p>	<p>Take pictures of 3 birds, animals, or plants</p>	<p>Safely, go fishing with a friend!</p>

This card requires any 4 activities to be crossed off and your age and community filled in for submission to a Notice Nature participating location for prize entry.

Prizes may vary. While supplies last.

Name (optional): _____

Community: _____ Age: _____

Card activity resources



Notice Nature participating locations



Thank You!
to our

**SPONSORS
PARTNERS &
MEMBER COMMUNITIES**



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Discovery

Partners



Watershed Member Communities & Prize Contributors



www.noticenature.ca

Teacher-directed Notice Nature Activity Cards

Our Notice Nature Teacher-directed Cards are bingo-style activity cards with fun, nature-loving activities for all school-aged youth. Each card is digital with each activity square linked with online learning resources.

Available at www.noticenature.ca/cards-resources/teacher-directed-cards

NOTICE NATURE OUT ON THE LAND CARD

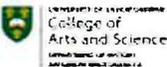
<p>This row was developed by</p> 	<p>A1 Foundations of SK Agriculture</p>	<p>A2 Let's Eat: Plants!</p>	<p>A3 Seedy Scavenger Hunt</p>	<p>A4 Amazing Invent-a-plant</p>
<p>This row was developed by</p> 	<p>A5 What are 2 super powers that beef cattle have?</p>	<p>A6 Name 3 ways ranchers care for their animals</p>	<p>A7 Learn about how cattle can reduce wildfires</p>	<p>A8 How do grazing ruminants help ensure biodiversity of grasslands</p>
<p>This row was developed by</p> 	<p>A9 Take a walk around the schoolyard to see what plants you can identify</p>	<p>A10 How many butterflies did each of you see this week? Can you identify them?</p>	<p>A11 Discuss where you saw magpies this week. What were they doing?</p>	<p>A12 What trees or bushes smell good in the spring? Where can they be found?</p>
<p>This row was developed by</p> 	<p>A13 Participate in one Saskatchewan Wildlife Federation classroom activity</p>	<p>A14 Learn to tie knots Classroom workshop available</p>	<p>A15 Participate in the Backyard Biodiversity Challenge for your schoolyard</p>	<p>A16 On your school grounds, find 3 signs of animals</p>

Teacher-directed Notice Nature Activity Cards

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Available at www.noticenature.ca/cards-resources/teacher-directed-cards

NOTICE NATURE PATH FORWARD CARD

<p>This row was developed by</p> 	<p>B1</p> <p>Workshop: The Volunteer Voyage</p>	<p>B2</p> <p>Workshop: On "Board" for Good Governance</p>	<p>B3</p> <p>Workshop: The Magical Meeting Map</p>	<p>B4</p> <p>Workshop: Navigating Your Grant "Stream"</p>
<p>This row was developed by</p> 	<p>B5</p> <p>Engage your local watershed</p>	<p>B6</p> <p>Participate In a stewardship contest</p>	<p>B7</p> <p>Build an edible aquifer</p>	<p>B8</p> <p>Brainstorm water conservation</p>
<p>This row was developed by</p> 	<p>B9</p> <p>Participate In one SES classroom activity</p>	<p>B10</p> <p>Participate In one SES Energy Lesson Plan</p>	<p>B11</p> <p>Participate in one SES Water Lesson Plan</p>	<p>B12</p> <p>Participate in one SES Waste Lesson Plan</p>
<p>This row was developed by</p> 	<p>B13</p> <p>Capture the present: Create a time capsule for the future!</p>	<p>B14</p> <p>We are the Past, Present, and Future</p>	<p>B15</p> <p>Preserve Community Knowledge</p>	<p>B16</p> <p>Investigate Community Traditions</p>



RPT 23-73

TITLE: Subdivision Application 143 44th Street West - RM of Prince Albert

DATE: February 27, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this information be received and filed accordingly.

TOPIC & PURPOSE:

The purpose of this report is provide information on the approval of the Subdivision Application put forward by Northern Elite Firearms Ltd. to subdivide 143 44th Street West for the purpose of future sale and development.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Subdivision Application for 143 44th Street West, legally described as Parcel BB, Plan 1020610411. As per section 9.1.5 and Figure 4 of the Prince Albert Planning District Official Community Plan, the subject property is located within the Future Urban Growth Area (FUGA) and requires the City of Prince Albert's comments regarding the subdivision. This proposed subdivision was previously approved in November 2022 by Prince Albert District Planning Commission.

PROPOSED APPROACH AND RATIONALE:

The purpose of this report is to provide the Rural Municipality (RM) of Prince Albert with an opportunity to receive the City of Prince Albert's comments on the future subdivision of 143 44th Street West. After conversations within the Planning and Development Department, Administration does not have comments, as there are no significant issues with the proposed subdivision that would inhibit this project from moving forward. Once this subdivision is completed, Northern Elite Firearms Ltd. will submit a Development Permit Application to the City of Prince Albert to provide additional comments on the development itself.

A letter has been provided from the RM of Prince Albert, which provides additional information on the current state of the project and justification on why this subdivision is needed. Please refer to the Additional Information Letter Attachment.

COMMUNICATION:

The applicant will be notified that Administration has no comments at this time. Administration will continue to work with the applicant to complete the subdivision in accordance with City bylaws and regulations.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Letter from the RM of Prince Albert
2. Location Plan
3. Plan of Proposed Subdivision

Written by: Darien Frantik, Planner

Approved by: Director of Planning and Development Services & City Manager



RM OF PRINCE ALBERT No.461

99 River Street East, Prince Albert SK S6V 0A1
Phone: (306) 763-2469 Fax: (306) 763-6369
Email: rm461@sasktel.net
Website: www.rmprincealbert.ca

February 10th, 2023

City of Prince Albert Council Planning Department
Attn: Craig Guidinger
City Hall - 1084 Central Avenue
Prince Albert SK S6V 7P3

**RE: Notice of Proposed Zoning Bylaw Amendment and Subdivision
Northern Elite Firearms Ltd.
Parcel BB, Plan 102061011, SW 10-48-26-W2M**

Northern Elite Firearms has submitted a subdivision application for Parcel BB, Plan 102061011 in the RM of Prince Albert. The proposal is to create a 0.69 ac parcel around the existing gun range, and a second 1.06 ac parcel to the north. The applicant has indicated they intend to sell the northern parcel to a local developer. Subsequent development permit proposals will be referred to the City Planning department for review and comments.

The property is Zoned C2 – Highway Commercial per the RM Zoning Bylaw. To accommodate this proposed subdivision, the RM Council is considering a Zoning Bylaw amendment. Bylaw 14-2022 will reduce the Minimum Site size of several commercial uses within the C2 district, from 0.4 ha (1 ac) down to 0.3 ha (0.75 ac).

Both Bylaw 14 and the proposed subdivision were reviewed and approved at the November Prince Albert District Planning Commission.

This property is within the Future Urban Growth Area (FUGA), as designated within the Prince Albert Planning District Official Community Plan 2018. Pursuant to section 9.1 of the District OCP, this proposal is being referred to the City of Prince Albert for comments.

A public hearing for Bylaw 14 is scheduled for 2:10 on Thursday, March 9th, 2023. The subdivision application will be reviewed at the March 9th Council meeting as well.

If you have questions or concerns regarding this zoning amendment and proposed subdivision, or require further information, please contact me at 306-764-2751.

Sincerely,

Teresa Hanson
Manager of Planning and Development
Rural Municipality of Prince Albert No. 461



6-12

6-12

PLANNING & DEVELOPMENT



Subject Property Identified With A Bold Dashed Line

February 16, 2023

PLAN OF PROPOSED SUBDIVISION

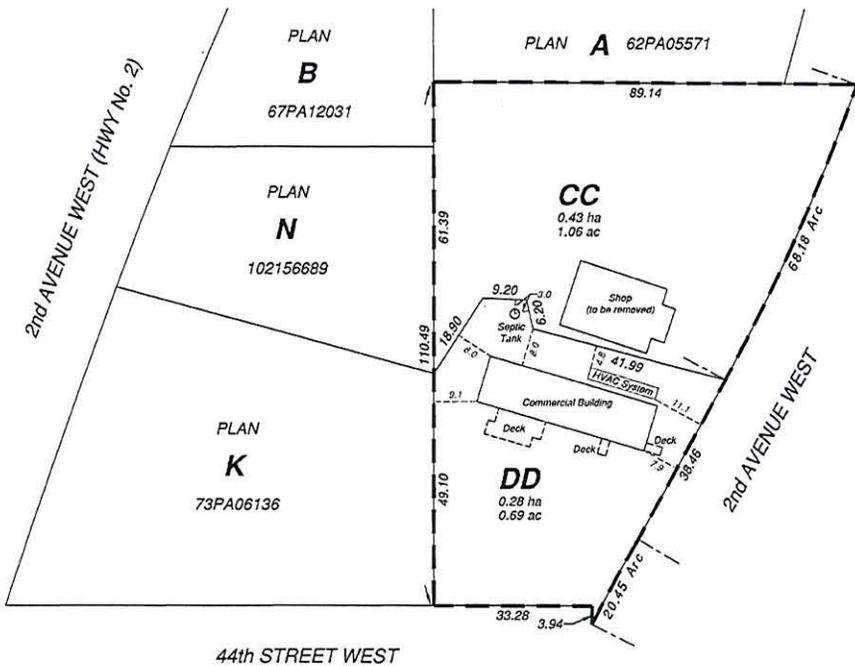
OF ALL OF
PARCEL BB - PLAN 102061011
 WITHIN
RIVER LOT 76
PRINCE ALBERT, SK
 AND WITHIN
S.W.¼ SEC.10-TWP.48-RGE.26-W.2Mer.
R.M. of PRINCE ALBERT No. 461, SK

SCALE 1:1000

NOTES

PRELIMINARY SURVEY DONE ON NOVEMBER 7, 2022.
 PORTION TO BE SURVEYED IS OUTLINED IN A HEAVY DASHED LINE, AND CONTAINS
 0.71 ha. (1.75 acres).
 MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.
 DISTANCES ARE APPROXIMATE AND MAY VARY BY ± 0.5 METRES.
 SOURCE PARCEL NUMBER IS 165287807.

Planning Authority Approval



Matt J. Rustad
 Matt J. Rustad
 Saskatchewan Land Surveyor



Heath Atwood
 Representative of Northern Elite Firearms Ltd.
 Approval: Owner PARCEL BB - PLAN 102061011

No.	REVISIONS	DATE	DR.	CH.
0	Preliminary Plan	November 30, 2022	kmh	mjr
1	Remove Parcel N - Plan 102156689	December 6, 2022	kmh	mjr

FILE: S19072 DWG.: PA2237570EV-R1





City of
Prince Albert

MIN 23-7

TITLE: January 31, 2023 Management Committee Meeting Minutes

DATE: February 2, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Regular Minutes
2. Unofficial Incamera Minutes

Written by: Management Committee



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, JANUARY 31, 2023, 3:45 P.M.
MAYOR'S BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Councillor Ted Zurakowski

Councillor Dawn Kilmer

Terri Mercier, City Clerk
Sherry Person, City Manager

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0005. **Moved by:** Councillor Zurakowski

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

0006. **Moved by:** Councillor Zurakowski

That the Minutes for the Management Committee Public and Incamera Meetings held August 22, 2022 and Incamera Meetings held October 17, 2022, November 7, 2022 and January 11, 2023, be taken as read and adopted, with the following amendment:

1. That Item No. 4.2 in the January 11, 2023 Incamera Minutes be amended.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Bylaw Enforcement – Seasonal Report for Management Committee (RPT 23-21)

Verbal Presentations were provided by Craig Guidinger, Director of Planning and Development Services, Trina Wareham, Bylaw Services Manager and Tim Maier, Bylaw Enforcement Supervisor.

0007. **Moved by:** Councillor Zurakowski

That RPT 23-21 be received as information and filed.

CARRIED

6.2 Update from Communications Subcommittee December 5, 2022 Meeting (RPT 23-3)

Verbal Presentation was provided by Councillor Kilmer.

0008. **Moved by:** Mayor Dionne

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

That members of Council be encouraged to follow Subsection 30(5) of The Procedure Bylaw as much as possible so that members of Administration can respond promptly and accurately to Council Inquiries at meetings for the benefit of the public that are watching the meetings and for the media reporting.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:10 P.M.

0009. **Moved by:** Councillor Zurakowski

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



City of
Prince Albert

MIN 23-12

TITLE: February 6, 2023 Planning Advisory Committee Meeting Minutes

DATE: February 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Planning Advisory Committee



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, FEBRUARY 6, 2023, 4:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Councillor Dawn Kilmer
Councillor Terra Lennox-Zepp
Marcel Hallé
Danielle Makari
Carmen Plaunt
Rishi Sankhla

Savannah Price, Secretary
Terri Mercier, City Clerk
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Kilmer, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Sankhla

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.

Absent: Sherry Bates, Leanne Bear and Hannah Buckie

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0002. **Moved by:** Plaunt

That the Minutes for the Planning Advisory Committee Regular Meeting held October 25, 2022, be taken as read and adopted.

Absent: Sherry Bates, Leanne Bear and Hannah Buckie

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 2023 Planning Advisory Committee Proposed Meeting Schedule (RPT 23-26)

0003. **Moved by:** Hallé

That the 2023 Planning Advisory Committee Meeting Schedule, as attached to RPT 23-26, be approved.

Absent: Sherry Bates, Leanne Bear and Hannah Buckie

CARRIED

6.2 Planning Advisory Committee 2023 Work Plan (RPT 23-25)

Verbal Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

0004. **Moved by:** Sankhla

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

That the Planning Advisory Committee 2023 Work Plan, as attached to RPT 23-55, be approved.

Absent: Sherry Bates, Leanne Bear and Hannah Buckie

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:37 P.M.

0005. **Moved by:** Hallé

That this Committee do now adjourn.

Absent: Sherry Bates, Leanne Bear and Hannah Buckie

CARRIED

COUNCILLOR DAWN KILMER
CHAIRPERSON

SAVANNAH PRICE
SECRETARY

MINUTES ADOPTED THIS 28th DAY OF MARCH, A.D. 2023.



MIN 23-14

TITLE: February 7, 2023 Community Services Advisory Committee Meeting Minutes

DATE: February 9, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Community Services Advisory Committee



CITY OF PRINCE ALBERT

COMMUNITY SERVICES ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**TUESDAY, FEBRUARY 7, 2023, 4:02 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Councillor Dennis Ogradnick
Councillor Charlene Miller
Bradley Campbell
Rajesh Chandran
Diane Kopchynski
Dawn Robins

Terri Mercier, City Clerk
Jody Boulet, Director of Community Services

1. CALL TO ORDER

Councillor D. Ogradnick, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Robins

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

1. Add the May 25, 2022 Community Services Advisory Committee Minutes to the Adoption of Minutes Section.

Absent: Cathy Crane, Emily Glasgo and Robin Wildey

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0002. **Moved by:** Kopchynski

That the Minutes for the Community Services Advisory Committee Regular Meetings held May 25, 2022 and September 7, 2022 be taken as read and adopted.

Absent: Cathy Crane, Emily Glasgo and Robin Wildey

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 2023 Community Services Advisory Committee Proposed Meeting Schedule (RPT 23-27)

0003. **Moved by:** Campbell

That the 2023 Community Services Advisory Committee Meeting Schedule, as attached to RPT 23-27, be approved.

Absent: Cathy Crane, Emily Glasgo and Robin Wildey

CARRIED

6.2 2023 Work Plan – Community Services Advisory Committee (RPT 23-33)

Verbal Presentation was provided by Jody Boulet, Director of Community Services.

0004. **Moved by:** Campbell

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

That the Community Services Advisory Committee 2023 Work Plan, as attached to RPT 23-33, be approved.

Absent: Cathy Crane, Emily Glasgo and Robin Wildey

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:50 P.M.

0005. **Moved by:** Kopchynski

That this Committee do now adjourn.

Absent: Cathy Crane, Emily Glasgo and Robin Wildey

CARRIED

COUNCILLOR DENNIS OGRODNICK
CHAIRPERSON

SAVANNAH PRICE
SECRETARY

MINUTES ADOPTED THIS 8th DAY OF MARCH, A.D. 2023.



MIN 23-15

TITLE: February 14, 2023 Destination Marketing Levy Advisory Committee Meeting Minutes

DATE: February 15, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Destination Marketing Levy Advisory Committee



CITY OF PRINCE ALBERT

DESTINATION MARKETING LEVY ADVISORY COMMITTEE REGULAR MEETING

MINUTES

TUESDAY, FEBRUARY 14, 2023, 2:05 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Mayor Greg Dionne
Councillor Dennis Ogradnick
Councillor Dawn Kilmer
Richard Ahenakew
Mona Selanders

Terri Mercier, City Clerk
Nicholas Thomas, Administrator, Destination Marketing Fund
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Selanders

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

0002. **Moved by:** Councillor Kilmer

That the Minutes for the Destination Marketing Levy Advisory Committee Regular Meeting held November 15, 2022, be taken as read and adopted.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Destination Marketing Fund Grant Application Form – 2023 Senator’s Cup – Full Contact Hockey Tournament (RPT 23-64)

Verbal Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

0003. **Moved by:** Selanders

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

1. That the Event Retention Destination Marketing Fund Grant Application from Prince Albert Grand Council Sports & Recreation for funding the 2023 Senator’s Cup – Full Contact Hockey Tournament, scheduled for April 14 – 16, 2023, in the amount of \$30,000, be approved;
2. That \$30,000 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.

CARRIED

6.2 Destination Marketing Fund Grant – Final Report Form – 2022 PAGC/NLC/NLCDC Golf Tournament (RPT 22-368)

0004. **Moved by:** Councillor Kilmer

1. That the Final Report Form from the Event of the 2022 PAGC/NLC/NLCDC Golf Tournament be approved; and,

2. That the Administrator forward the remaining sixty percent (60%) of the approved funding allocation in the amount of \$3,000 to the Host Committee.

CARRIED

- 6.3 Year 2022 Destination Marketing Levy Grants Paid to Host Committees (RPT 23-65)

0005. **Moved by:** Selanders

That RPT 23-65 be received as information and filed.

CARRIED

- 6.4 Destination Marketing Levy Funding Applications Approved by Chairperson – February 2023 (RPT 23-66)

0006. **Moved by:** Councillor Kilmer

That RPT 23-66 be received as information and filed.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 2:20 P.M.

0007. **Moved by:** Selanders

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

TERRI MERCIER
CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.

RPT 23-69

TITLE: Waste Water Treatment Plant Detail Design Update

DATE: February 23, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the AECOM Design Engineers along with the Waste Water Treatment Plant Manager, and the Assistant Environmental Manager, visit both the Calgary Alberta Fish Creek Treatment Facility and the Whitefish Montana Treatment Facility for further investigation and insight on the AquaNereda treatment process;
2. That Administration advise the Water Security Agency that the City of Prince Albert will not conduct a Phase 2 study, but will work with the WSA on implementing an action plan to ensure that the proposed Waste Water Treatment Plant meets the effluent limits of the Operational Permit; and
3. That the AECOM 50% Detail Design Presentation and the AquaNereda Treatment Process be approved and that the Engineers proceed to complete Detail Design to a Tender Ready package.

TOPIC & PURPOSE:

To get approval for the Engineering design team, including the Waste Water Treatment Plant Manager and the Assistant Environmental Manager to travel to the Calgary Fish Creek Treatment Facility and the Whitefish Montana Treatment Facility to gain insight on their AquaNereda Treatment process.

To get approval for Administration to respond to the Water Security Agency (WSA) that the City of Prince Albert will not be conducting a Phase 2 pilot study but will work with the WSA to ensure that the AquaNereda Treatment process will meet the WWTP Operational Permit.

To get approval for the Engineering design team to proceed with completing the Detail Design to a Tender Ready package.

BACKGROUND:

The existing Prince Albert Waste Water Treatment Plant is a Class IV 44 ML/day facility located at 2000 – 1st Street East. The facility was originally constructed in 1972 as a means of providing primary treatment of waste water for the City. Upgrades to the plant in 1999 included a secondary treatment expansion and in 2009, UV disinfection was added.

- The main plant is now 51 years old and badly in need of major renovations and upgrades. The 2017 Twenty Five Year WWTP Master Plan noted that following deficiencies at the plant.
- Headworks are in poor hydraulic conditions that are damaging to the pumps. The screens are overloaded at high flows, exacerbating the pumping problems.
- Grit Handling and Primary Clarifiers collects grit within the primary clarifiers which is damaging the equipment. A third Clarifier is need to reduce overloading and allow for repair shutdowns.
- Bioreactors are a Ludzack-Ettinger process with future conversion to a Modified Ludzack-Ettinger process. This would reduce oxygen requirements and total nitrogen.
- Blowers are highly inefficient, prone to failure and must be replaced.
- Secondary Clarifiers require a third Clarifier to reduce overloading and allow for repair shutdowns.
- Effluent UV Disinfection is periodically overwhelmed and both banks must run to achieve the required dosage leaving no redundancy for repair shutdowns.
- Solids Handling processing system are without redundancy and the composting practice is no longer operating. A completely new approach to the solids handing are required.
- HVAC system are inefficient and controlled with outdated equipment. New systems would reduce operating costs and remove gasses and humidity from the buildings which damage equipment and is a danger to employees.
- Electrical and Standby Power is too small to maintain operations of the plant process. Existing electrical system are prone to surcharges due to low power factor.

In 2019 the Waste Water Treatment Plant had 37 major emergency repairs incidents costing \$788,546 and resulting in 11 spills, process upsets outside permit limits or bypass discharges to the river. Operations costs were \$1,346,870. Both Operations and Maintenance are expected to increase as equipment continues to wear out or break down.

- April 6, 2020 Council awards the Modeling and Predesign to AECOM.
- April 7, 2021 WSA approves the Downstream User Impact Study and set effluent limits for the team to proceed with design.

- May 3, 2021 Council awards the Detail Design to AECOM.
- April 23, 2022 City of Prince Albert and AECOM complete 12 week AquaNereda pilot study from January 29 to April 23. Study meets all objectives.
- May 1, 2022 AECOM completes Preliminary Design Report and sends to WSA.
- June 30, 2022 AECOM reaches 50% design and must await WSA response.
- January 30, 2023, WSA response letter to the Preliminary Design Report.

PROPOSED APPROACH AND RATIONALE:

Summary of the 2021 Pre-Design findings. The engineering efforts by AECOM have included an expansive sampling and testing regime at key locations throughout the facility. This information was necessary to properly calibrate a biological model of the facility utilizing the BioWin software platform. The modelling of the facility has allowed for confident determination of the performance of the plant in comparison to existing and future effluent regulations. A condition assessment has also been undertaken to quantify and identify remaining life of facilities and equipment at the site and assist in determining the requirements for the facility to continue to operate into the future. Through the pre-design phase of the project the needs of the facility have developed into the following recommendations related to upgrade and/or expansion of major components:

- New Headworks Building
- New Surge Pond (wet weather flow buffering)
- New UV / Blower Building
- Repurposing of the existing blower room for upgraded/expanded Electrical systems
- Addition and Repurposing to existing Biosolids Building
- Implementation of Fournier Press
- Implementation of Rotary Drum Thickeners
- Implementation of Aerobic Digestion
- Additional Primary Clarifier
- Additional Bioreactor
- Additional Secondary Clarifier
- Rehabilitation to existing primary clarifier, secondary clarifier and Bioreactors
- Upgrades and replacement to major electrical Systems throughout
- Upgrades and replacement to major mechanical systems throughout

Summary of the 2022 AquaNereda Pilot Study. The objective testing sought to demonstrate the technology's ability to nitrify during cold weather operation. A pilot study protocol was submitted prior to start-up and identified the specific following objective for the study:

- Validate AGS ability to nitrify to 5 mg/l of NH₄-N or lower at temperatures less than 10°C.
- Confirm that the nitrification rate supports the full-scale design

Results of the AquaNereda AGS pilot study achieved the following results with overall performance summarized in Table 1.

- Exceptional nitrogen removal. Complete nitrification of NH₄ to 1.0 mg/L, significantly below the 5.0 mg/L study objective, at temperatures down to 6 °C
- Effluent TN of 11.6 mg/L (combined, all N-forms), significantly below the 25 m/L full-scale design target
- EBPR with a 1.0 mg/L average effluent TP concentration

Table 1. Pilot Performance Parameters	Average Design Influent	Average Pilot Influent	% of Design Influent	Design Effluent	Average Pilot Effluent
BOD (mg/L)	250	262	105%	30	12
TSS (mg/L)	260	269	103%	10	7
NH ₄ (mg/L N)	--	34	--	5.0	1.0
TKN (mg/L N)	35	44	126%	25 (TN)	11.6 (TN)
TP (mg/L P)	10	5.8	58%	1.0	1.0

The performance summarized in Table 1 clearly demonstrates that the AquaNereda technology effectively and reliably meets the city's treatment goals. TN was reduced to very low levels as an inherent part of the treatment process which allows for compliance with regulatory nitrogen requirements while the process' EBPR capabilities will save significant chemical costs over a CAS process. Along with the nutrient removal capabilities, the proven ability to carry high (greater than 8 g/L) biomass levels confirms that the AquaNereda technology will occupy a substantially lower footprint compared to CAS treatment technologies. The on-site testing confirmed nitrification rates very similar to AASI's typical design conditions at 8.0°C. As such, the study allows for confirmation that the proposed full-scale treatment system is appropriately designed and requires no modification. No additional testing would be required in order for AquaNereda to offer a full process guarantee based on these conditions.

It should be noted that it was the City's WWTP staff that operated the successful pilot study.

CONSULTATIONS:

There were monthly Project Team Meetings with the AECOM Design Team and Director of Public Works, Manager of Engineering Services, Manager of Capital Projects, Waste Water Treatment Plant Manager, and the Assistant Environmental Manager. There was also consultation with Water Security Agency which has resulted in approved effluent limits to the North Saskatchewan River.

Based on the work completed in the Modeling and Pre-design, the value engineering that carefully looked at every possible option, and the work done on the Downstream User Impact Study that has saved the City of Prince Albert over \$5 million in additional construction costs. Further consultation was done with completion of the Phase 1 AquaNereda Pilot Study that carefully monitored effluent quality to ensure that regulations would be met. The AquaNereda process eliminates the need for primary clarifier and the existing bioreactors could be repurposed into digesters for sludge stabilization saving the City of Prince Albert over \$10 million in additional construction costs.

WSA has been consulted all along the way. WSA concerns about AquaNereda being a new unproven treatment technology are unfounded. AquaNereda has 49 operational plants, plus 28 plants under construction for a total of 77 plants in 18 countries with the oldest plant now operating for 18 years. This includes cold water environment in their Osterrod Sweden plant and their Whitefish Montana plant similar to our winter water temperatures. The attached AECOM PowerPoint Presentation from the Phase 1 Pilot Study shows that AquaNereda will work in Prince Albert Saskatchewan and meet all environmental effluent regulations.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will direct the Engineers to visit the Calgary Fish Creek Treatment Facility and the Whitefish Montana Treatment Facility and complete the detail design to a Tender Ready package. Will continue to work with WSA to achieve the desired effluent regulations.

FINANCIAL IMPLICATIONS:

The Utility Budgets allocated as follows:

	Budget	Expenditures
2020 Pre-design	\$ 370,000	\$ 165,637
2021 Detail Design	\$1,100,000	\$ 909,565
2022 Detail Design	<u>\$1,300,000</u>	<u>\$ 491,411</u>
Total Design	\$2,770,000	\$1,566,613
2023 Carryover		\$1,203,387

Note: A Phase 2 full 12 month pilot plant study has been quoted and would incur an additional \$720,629 expenditure that has not been budgeted.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

A goal of the 2015 City of Prince Albert Five Year Strategic Plan is for the replacement of the aging infrastructure in the City. An additional goal is to complete the detailed design on the Waste Water Treatment Plant so that the City is in a "Shovel Ready" position when the next Investing in Canada Infrastructure Program is announced as this project will required higher level government funding to proceed to construction.

This project also meets the goal of the 2023 City of Prince Albert Three Year Strategic Plan for Investing in Infrastructure and ensuring necessary water treatment is built, maintained and replaced as necessary.

OFFICIAL COMMUNITY PLAN:

Section 10.3 Protection of Forests, Rivers, Watershed and Environmentally Sensitive Water Bodies. Upgrade water and waste water treatment facilities to reduce contaminant sources and impacts.

OPTIONS TO RECOMMENDATION:

Proceeding to a Phase 2 full-scale pilot study as suggested by WSA. This option is not recommended as the Phase 1 Pilot Study met all of the objectives that the design team were seeking to learn. A Phase 2 full-scale pilot study would put the design process on hold of 12 months, cost the City \$720,269 and not produce any additional information that was already learned in the 12 week Phase 1 pilot study.

PUBLIC NOTICE:

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

PRESENTATION:

PowerPoint Presentation by AECOM; Ryan King P.L. Eng. and Anna Cleaver P. Eng.

ATTACHMENTS:

1. WWTP Detail Design AECOM PowerPoint Presentation

Written by: Wes Hicks, Director of Public Works

Approved by: City Manager

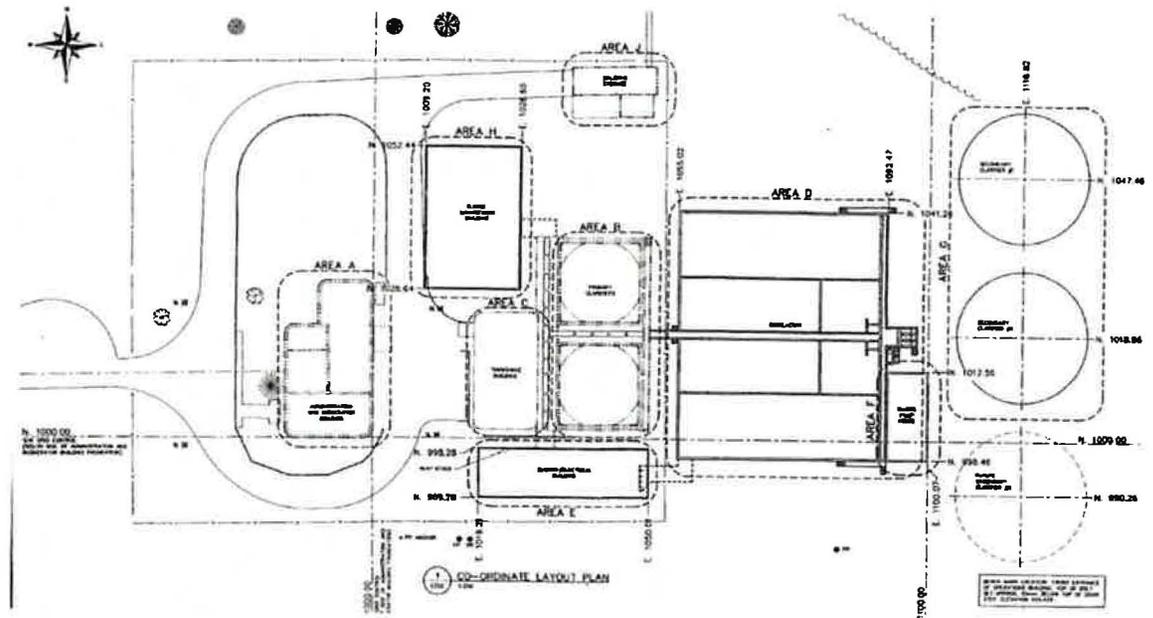


Prince Albert
J.W. Oliver Wastewater Treatment Plant

AECOM

Background

- PA retained AECOM to design an expansion of the existing facility (April 2020)
- Project goals
 - Replace aging infrastructure
 - Improve treatment quality
 - Provide climate change resiliency
 - Reduce plant bypasses (2 spills annually)



AECOM

AquaNereda® Evaluation

- Benefits

- Reduced footprint, eliminates the need for 5 new tanks
- No requirement to pump recycle flows; reduces energy usage
- Improves hydraulic limitations in the plant
- Can accommodate future upgrades for more stringent effluent requirements without internal pumping
- Required tank height will provide flood protection
- Proven performance under toxic and saline influent
- \$10M+ Capital Expenditure savings as fewer components and less tank volume required



Aerial view of the AquaNereda® Aerobic Granular Sludge technology at the Wolf Creek WWTP in Foley, Alabama, in operation since January 2020

Nereda Evaluation

• Concerns

1. No installations in Canada

- Numerous operating facilities in the USA, Illinois, Montana, Alabama, Kansas
- Moving forward in Calgary / Vancouver
- Cold water installations in Poland, Sweden, Netherlands, Scotland, and Ireland

2. Proprietary technology, sole sourced

- AquaNereda® will provide a performance guarantee
- Aqua Aerobic is a reputable equipment supplier in the North American wastewater industry

3. Increased instrumentation maintenance

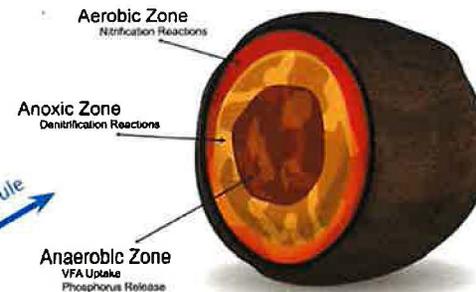
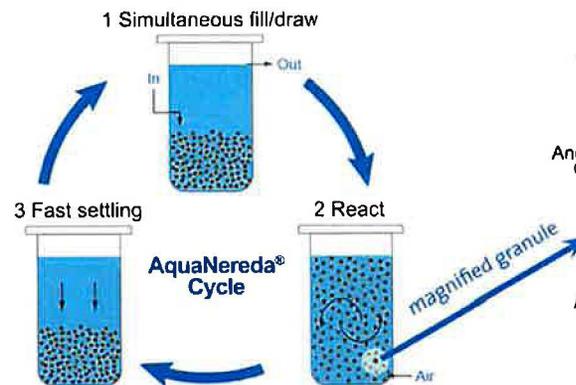
- Prince Albert WWTP currently has one full time staff for instrumentation maintenance
- Less in-house lab testing will be required

AECOM



How Nereda Works

- The same biological treatment occurs in Nereda as in conventional BNR
- Conventional BNR is a continuous flow system
- Nereda is a batch system
- Feast/famine cycles are controlled within a single tank to create great settling sludge, reducing the process footprint
- Can withstand fluctuations in chemical spikes, pH, load, salt and toxic shocks



AECOM

Nereda in Cold Water – Nitrogen Removal

- Nitrification is greatly influenced by temperature
- Prince Albert wastewater can get as cold as 5°C for short periods
- North American Test Plant in Rockford Illinois treats at 10°C
- AquaNereda® system being used in Whitefish, Montana
- <10°C full scale operations in Europe: Poland, Netherlands, Scotland, Sweden
- Prince Albert completed a Phase 1 pilot to determine the appropriate nitrification rate for water temperature below 10°C
- The BNR process will also need to nitrify at low temperatures

AECOM



Relevant Operating Nereda Facilities

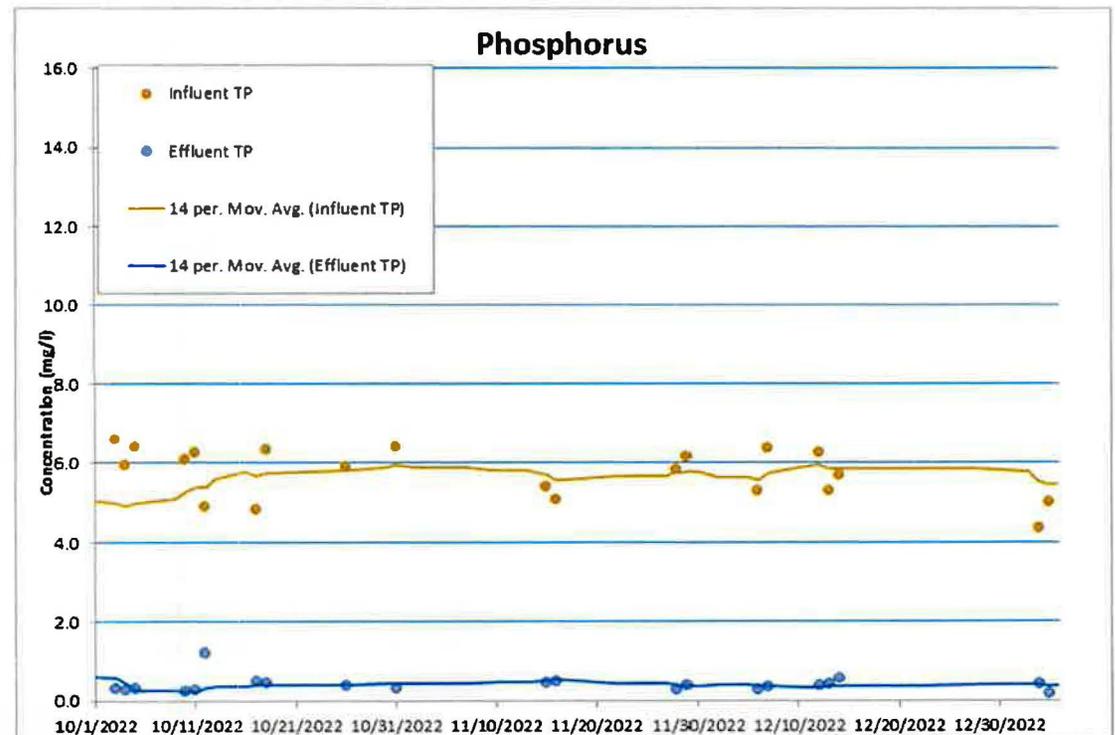
Location	Country	MLD	Age
Sappi Lanaken	Belgium	17	2018
St Gilles Criox-de-Vie	France	14	2022
Altena	Germany	10	2021
Cork, Lower Harbour	Ireland	17	2017
Carrigtwohill	Ireland	8	2016
Clonakilty	Ireland	6	2015
Garmerwolde	Netherlands	23	2014
Zutphen	Netherlands	12	2019
Dodewaard	Netherlands	11	2020
Epe	Netherlands	9	2011
Panheel	Netherlands	8	2021
Vroomshoop	Netherlands	3	2013
Ryki	Poland	7	2015
Frielas	Portugal	14	2014
Gansbaai	South Africa	6	2008
Hartebeestfontein	South Africa	6	2021
Wemmershoek	South Africa	6	2014
Österröd	Sweden	4	2018
Kloten Opfikon	Switzerland	23	2021
Alpnach	Switzerland	16	2018

Location	Country	MLD	Age
Kendal	United Kingdom	22	2018
Morecambe	United Kingdom	14	2019
Dungannon	United Kingdom	9	2019
Inverurie	United Kingdom	8	2019
Wolf Creek, Alabama	USA	15	2020
Greenville, Michigan	USA	13	2022
Whitefish, Montana	USA	9	2021
South Sioux City, Nebraska	USA	9	2022
Wolcott, Kansas	USA	9	2021
Idaho Springs, Colorado	USA	4	2021



Nereda in Cold Water – Phosphorus Removal

- Phosphorus removal is not as sensitive to temperature
- Whichever process is selected Phosphorus removal is the driver
- AECOM is working with Operations staff to monitor phosphorus removal ability
- Biological mechanism of phosphorus removal in Nereda is the same as the Westbank system, which is proven under cold water temperatures in Canada
- Rockford Illinois plant can consistently achieve TP below 1.0 with similar influent concentrations as Prince Albert WWTP



Rockford Illinois Plant TP Influent and Effluent Oct-Dec 2022

Communication with WSA

- September 2021 – Engaged WSA to establish piloting requirements
- November 2021 – WSA approved Pilot (Phase 2) proposal
 - This date was too late to capture the 2022 cold weather operation as there was no longer a pilot unit available
- January 2022 – WSA approved Aqua Nereda Phase 1 pilot, a modified SBR to test the site-specific nitrification rate in 2022 cold water season
 - As this unit did not have the design depth to meet phosphorus removal, it was agreed a deficient phosphorus removal performance would not eliminate the technology as a viable option
- June 2022 – pilot summary results were sent to WSA showing good nitrogen **and** phosphorus removal for the duration of the Phase 1 pilot

WSA Approval

- AquaNereda has a pilot unit which was proposed at the Prince Albert WWTP from January-May 2022
- At the time of approval there was no unit with CSA approval or suitable provisions for cold weather operation available
- To move the project forward, nitrification only could be tested through Phase 1
 - Phase 1 performed better than the Prince Albert WWTP during Phase 1
 - Phase 1 established:
 - appropriate reaction rates for nitrification at low water temperatures
 - sufficient carbon is available for nitrification and phosphorus removal
- Phase 2 pilot unit proposed plan includes testing:
 - Hydraulic fluctuations in the feed (established through existing installations and biological model)
 - Nitrogen removal (established in Phase 1 pilot)
 - Phosphorus removal (observed in Phase 1 testing and established through existing installations)

Phase 1 Pilot Summary

- Determined appropriate nitrification rate under site specific conditions
- Phosphorus limits were met
- Performance exceeded the design model prediction

Pilot Performance Parameters	Average Pilot Influent	Average Pilot Effluent	Current Permit Limits
BOD ₅ (mg/L)	262	12	25
Total Suspended Solids (mg/L)	269	7.0	25
NH ₄ (mg/L)	34	1.0	3.0 / 8.0
TP (mg/L)	5.8	1.0	1.0

AECOM



WSA Phase 2 Pilot Dialogue

Concern	Resolution
Process does not have a Canadian installation. Full scale pilot would determine if treatment is appropriate for site-specific conditions.	Phase 1 established site-specific conditions. Although full treatment to effluent criteria was not the goal, it was achieved.
Limited operating and design information provided from the Phase 1 pilot to determine if the DUIS would be met.	Effluent from the pilot was tested at a greater frequency than the plant permit requirements. Pilot out-performed the plant for the duration of the pilot.
No site-specific information is available for the waste sludge characteristics.	Sludge production is based on the influent loading. The contaminant loading will not change from the existing sludge. Variation in sludge volume will be accounted for in the thickening and dewatering design.
Site-specific full-scale engineering design parameters which are influenced by temperature variations, peak weather/wet flow conditions have not been tested with confidence.	Phase 2 will not provide full-scale information. Nitrification rate information collected in Phase 1 will be used to update the biological model to design the full-scale conditions.

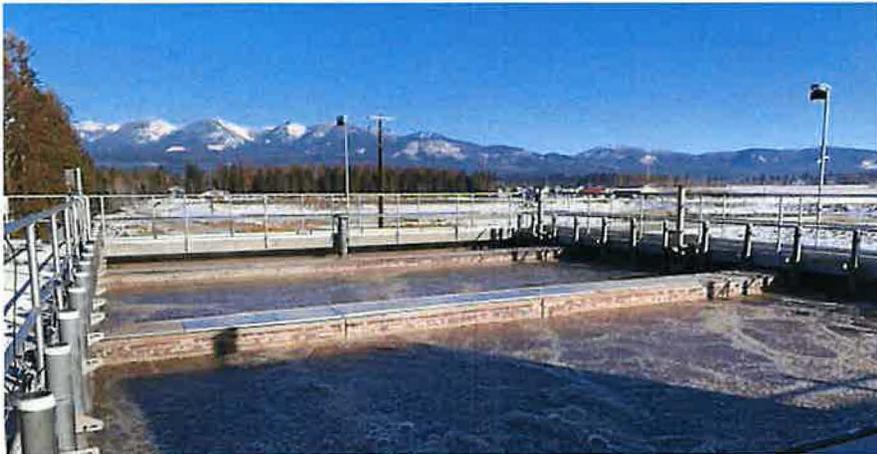
AECOM

Phase 2 Pilot Impact

Pros	Cons
Will have additional data to support the validity of the technology	Additional cost to the City (\$700K+)
	Will not provide absolute certainty for a full-scale application
	WWTP aged headworks will likely cause interruptions to pilot testing
	Design delayed by 12+ months

Summary

- AECOM staff has conducted studies with AquaNereda evaluating the technology
 - Shallow depth, 4.8m (16ft) trial in San Francisco Bay Area 2017
 - Operation of plant, Hong Kong 2018
 - Commissioning of plant in Truro, United Kingdom 2020
- Prince Albert WWTP staff operated the Phase 1 pilot
- Nereda is an acceptable technology for the Prince Albert WWTP



AECOM





City of
Prince Albert

CORR 23-11

TITLE: Proposed Treatment Technology - Prince Albert Wastewater Treatment Plant Upgrade

DATE: February 17, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

Suggested disposition:

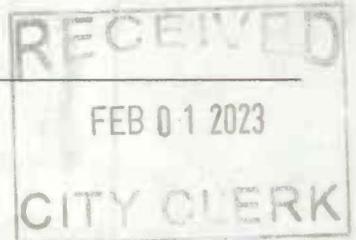
That the Correspondence be received and referred to the Public Works Department.

PRESENTATION: NONE

ATTACHMENTS:

1. Letter dated January 30, 2023

Written by: O.S. (Arasu) Thirunavukkarasu, Manager, Standards Sections, Science and Licensing Division, Water Security Agency



Executive Committee

January 30, 2023

File: 21050-50/WWW/Con/Mun/Prince Albert

Mayor and Council
City of Prince Albert
1084 Central Avenue
PRINCE ALBERT SK S6V 7P3

**Recommended
Disposition:**

Refer to
Public Works

Dear Mayor and Council:

Re: Proposed Treatment Technology - Prince Albert WWTP Upgrade

This letter contains the Water Security Agency's (WSA) observations and recommendations of the proposed Wastewater Treatment Plant (WWTP) upgrade at City of Prince Albert.

In October 2021, the City of Prince Albert and AECOM submitted a proposal to pilot AASI's AquaNereda technology as a potential stand-alone secondary treatment method at the Prince Albert WWTP. A two-phase piloting program was proposed:

Phase 1: Pilot-scale feasibility study to verify if the nitrification (ammonia-N removal) can be achieved at low temperatures (less than 5 °C) with AquaNereda technology; and

Phase 2: Full-scale pilot study with AquaNereda technology to demonstrate if the downstream use and impact study limits (wastewater quality limits approved by the WSA) can be achieved at full-scale design conditions.

WSA accepted the proposal for the two-phase pilot study, providing an acceptance letter in January 2022 to conduct the Phase 1 study. In October 2022, the pilot-scale feasibility study report was submitted for review. The Phase 1 pilot-scale feasibility study was deemed to meet its objective.

The Phase 1 study was not a performance demonstration study at the Prince Albert WWTP and was not designed to demonstrate if the downstream use and impact study (DUIS) limits can be achieved at full-scale design conditions. The Phase 2 study was proposed to demonstrate this. Through discussions with the City of Prince Albert and AECOM, it is WSA's understanding that the City of Prince Albert would like to move forward with the AquaNereda technology without conducting the Phase 2 full-scale pilot study.

WSA strongly recommends the City of Prince Albert conduct a Phase 2 full-scale pilot study with the AquaNereda technology for the following reasons:

- The AASI's AquaNereda technology for wastewater treatment is a new treatment technology to Canada, and first-of-a-kind to Saskatchewan. No design, operational or performance data for regulatory compliance in Saskatchewan or Canada has been provided nor is available for this technology. A full-scale pilot study would provide the opportunity to evaluate the performance of the AquaNereda Technology under site-specific conditions. A full-scale pilot study offers more complete

10-3904 Millar Avenue Saskatoon SK S7P 0B1 Canada ph: 306.536.5123 fax:
306.933.6820

wsask.ca

design understanding, a refined cost estimate, and an accurate understanding of the applicability of the AquaNereda technology.

- There is limited operational and design information from the Phase 1 pilot-scale feasibility study to validate if the DUIS limits will be achieved using the AquaNereda technology.
- No site-specific information relevant to Prince Albert WWTP is available for the waste sludge characteristics produced through this technology. Sludge characteristics determine how the sludge will be handled and any environmental concerns; and
- Site-specific full-scale engineering design parameters (hydraulic retention time, batch sequence times etc.), which are influenced by temperature variations, and peak weather/wet flow conditions, have not been tested to achieve confidence with the technology.

WSA encourages the City of Prince Albert to reach out to the City of Calgary to discuss the applicability of the AquaNereda technology as Calgary is currently considering this technology at its Fish Creek WWTP. In discussions with Alberta Environment and the City of Calgary regarding the Fish Creek WWTP, WSA understands that a full-scale pilot study is still being considered for the AquaNereda technology. To achieve redundancy, and withstand unforeseen conditions, the City of Calgary's Fish Creek WWTP's current status of the treatment design is to incorporate tertiary treatment/clarification process after the AquaNereda technology, if chosen.

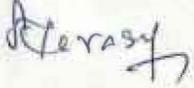
A Phase 2 full-scale pilot study at City of Prince Albert WWTP would demonstrate if the proposed Nereda technology can meet the DUIS limits, identify any design or operational risks, and provide decision makers and downstream users greater confidence in the technology. Should Prince Albert choose to conduct a Phase 2 pilot study, WSA will work with the city and AECOM to establish the requirements for the study.

Should the City of Prince Albert choose not to conduct a Phase 2 study, WSA will work with the City of Prince Albert on implementing the following action plan, along with permit to operate compliance requirements for the proposed upgrade, as part of the approval process:

- The proposed technology is a critical component of the wastewater treatment process at the Prince Albert WWTP and is new to Saskatchewan. WSA recommends the City of Prince Albert request a process warranty and performance guarantee for the Nereda technology as a stand-alone process to consistently achieve the DUIS limits for a time that is mutually agreed upon by the parties;
- Increased monitoring frequency and compliance inspections for the first two years after commissioning, or as deemed necessary;
- Quarterly report submission, for the first two years after commissioning, on the performance of the Prince Albert WWTP; and,
- If the proposed WWTP fails to meet the effluent limits, the City of Prince Albert will be responsible for process optimization or system upgrades depending on the reason of non-compliance. WSA will establish a precise timeline for achieving compliance with effluent limits and may issue an environmental protection order if deemed necessary.

Thank you for the opportunity to review and comment on the pilot study. WSA is willing to discuss and explain in further detail, if required. If you have any questions, please feel free to call me at 306.536.5123 or o.tarasu@wsask.ca

Yours Sincerely,



O.S. (Arasu) Thirunavukkarasu, Ph.D., FEC, P.Eng.,
Manager
Standards Section, Science and Licensing Division
Water Security Agency

cc: Ryan King, AECOM Ltd., Saskatoon
Thon Phommavong, Water Security Agency, Regina
Jeff Paterson, Water Security Agency, Regina
Lindsay Freistadt, Water Security Agency, Regina
Greg Holovach, Water Security Agency, Saskatoon
Justin Hay, Water Security Agency, Regina
Sandeep Raja Dangeti, Water Security Agency, Regina
Kerry Desjarlais, Water Security Agency, Prince Albert

RPT 23-70

TITLE: Midtown Community Centre Playground and Spray Park Replacement

DATE: February 14, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That \$250,000 in matching funding in support of the Midtown Community Centre Playground and Spray Park Replacement be funded through the Future Infrastructure Reserve.
2. That the Community Services Department proceed with providing a deposit in the amount of \$395,570 plus applicable taxes for the Playground and Spray Park equipment components and Blue Rubber Surfacing Product from Playgrounds-R-Us.

TOPIC & PURPOSE:

The purpose of the report is to update Council on the partnership achieved in support of the Midtown Community Centre and Spray Park Replacement Project and outline the funding necessary to proceed with the project.

BACKGROUND:

The City had identified Midtown Community Centre on the Playground Replacement Plan for 2023. RPT 22-345 delivered to the 2023 Budget Committee for consideration noted that the City also had a spray park at the Midtown Community Centre that is limited in amenities and deteriorating condition. The report also identified one paddling pool remaining for replacement in the Hazeldell Community Centre with the playground being identified for replacement in the 2024 operating year.

Within the body of that RPT 22-345 under the Financial Implications, Community Services brought forward for consideration during the 2023 budgeting process:

- That the current source of funding of \$130,000 be increased an additional \$20,000 bringing the total Capital playground investment to \$150,000 and that the \$70,000 in Operating remain the same. This would provide opportunity to continue with creating a single new play structure along with lighting improvements, furniture (garbage can, bench, bike rack, picnic table), and a security camera if required; and,

- That new capital investment from the City into spray pad & paddling pool replacement of \$200,000 be considered with a commitment from the Department to seek out matching dollars through partnerships, grant dollars and other funding opportunities to help make these projects a reality.

Community Services is committed to seeking out external funding opportunities to assist with future playground and spray park opportunities whether that be refurbishment or replacement strategies. As a result of the budgeting process, City Council approved and increased the playground capital investment from \$130,000 to \$150,000.

The Department is happy to provide Council with an update on this development noting that partnership has been achieved. This report is to provide further insight into the recommendations before you and to also provide some realistic expectations and timelines regarding the Midtown Community Centre project and future projects as we do our best to hone in on supply chain concerns, price increases, construction delays, etc.

The world continues to experience delays and cost increases when it comes to the ordering of materials and equipment. In 2022, Canada exited the pandemic, contractors were eager to take on work, in many cases those contractors had committed to but fell short on delivery of some projects due to ongoing supply chain issues as well as staffing shortages leading to an industry backlog. As a result, projects not delivered in 2022 have now been designated priority in 2023, creating a longer wait for project scheduling and completion.

The changes in the world and the playground industry will impact how we move ahead in 2023. Currently, we are being informed by many suppliers of playground equipment orders that, if received in March of this year, receiving those orders is taking anywhere from 6-8 months and in some extreme cases up to a year to manufacture and deliver. We have also noted that contractors working with those suppliers are seeing backlogs of 8-plus months for installation due to the back log on equipment orders. This is a change from 3-4 years ago where you could order your equipment in February/March and expect delivery and installation of that equipment in June/July of the same year.

The department has as well, reached out to its counterparts throughout the province to hear from them, their experiences and they too are experiencing similar delays.

The industry is changing and as a result of this, the department will need to pivot as well, as it plans projects moving forward to ensure delivery.

PROPOSED APPROACH AND RATIONALE:

We recognize that we are in an ever-changing world and that the need to pivot and ensure that projects committed to are being delivered in a timely and professional manner. As a result of ongoing professional consultation in the industry and noting the current climate of the world in 2023, the department is seeking to clarify timelines for delivery of the Midtown Spray and Play project brought to council for consideration during the 2023 budget process.

The facts are as follows:

- Due to delays within the manufacturing industry related to the Play and Spray Park at Midtown as presented, the project would not see construction and completion until the 2024 season.
- Community Services would work to deconstruct the Midtown site such as the old Spray Park and Playground after the operating season in 2023 has come to a conclusion (late fall) helping to reduce time constraints and costs in 2024.
- The Department would work to find a reasonable solution to donate or provide at a nominal fee any or all of the playground components to a private entity if they can be deemed to be safely used, saving them from the landfill.
- Community Services has worked with the preferred vendor on this project to book construction and installation of the Midtown Spray and Play for first thing in the spring of 2024 with a potential completion date of late July with a focus on striving for the end of June.
- Once approved by Council, the Department would work to place an order for components immediately in March 2023, with the earliest expected delivery of those components for storage by the City in late September/October of 2023. Space at the Old City Yards would be made to store the items over the winter.
- Realizing the situation we are faced with in 2023 with industry delays, consideration for and planning for Hazeldell will take place immediately. The Department would work to re-locate the new playground site closer to the community center and closer to the future site of the new Spray Park. The Department will continue to work on potential partnerships for the replacement of the paddling pool and Community Center Improvements.
- Upon achieving the necessary partnerships, the Department will bring a report to Council to approve the new site layout, playground concepts and project funding recommendations for consideration as part of the 2024 budget.

Being able to thoughtfully budget moving forward will allow the Community Services Department to plan for functional, well maintained Playgrounds and Spray Park options that offer something for everyone.

Public parks are an important place for formal and informal play. Especially amongst children, play is a foundational method for developing a number of skills like socialization, coordination, imagination and cognition that are necessary for later life.

If we want to have play environments we are proud of and that offer children, families, users the opportunity to experience play in a fun, unique and safe environment, we believe steps continue to be taken ensuring that these city spaces are around for the long term. By investing in today we will all reap the benefits of that investment tomorrow and years to come.

Further information is available within the attachments and body of this report including a breakdown of the confirmed costs and renderings of the proposed Midtown Spray and Play Park.

Project overview (Alfred's Adventurous Island Spray and Play):

1. Splash Pad Area – 66'-0" Long X 36'-0" Wide
2. Concrete Apron – 5'-0"
3. Components to include: Aim N Spray Bobber, AquaArc with Acrylic, Curvy Jet Manifold, Flora Swirl, Splash Pack Fish, Stream Jet, Triple Arch Jet, Uniflow, Verso Splash, Whirl Pad
4. Domestic (Drain to Waste) System
5. Supply and Freight (Aqautix)
6. Install (includes excavation, base prep, concrete pad, surfacing and components) Turn Key.
7. System Flow Rate 71.5 GPM
8. Infrastructure work
9. Playground Area – 4,239 Sq Ft.
10. Custom Ship, Ship Bow, Ship Mast, Sail w/Crowsnest, Ship Wheel, Cliff Climber, Porthole, Wave Graphics, Hole Panel, Periscope Panel, Chimney Climber, Zoo Panel, Double Swoosh Slide, Slide Winder, Ship Bow Chain Climber, Custom Flag, 3-Bay Arch Swing, Log Stepper, Symbol Communication Signage, Rubber Paving/Fibar Installation , Welcome Signage.
11. Install (includes excavation, base prep, concrete, ACQ wooden 6X6, surfacing and components) Turn Key.
12. Benches, Picnic Tables, Garbage Bins, Lighting, Security Cameras, Fencing Changes to existing site.

CONSULTATIONS:

The Department has consulted with the City Solicitor in the past on similar projects and will work to develop an agreement between the donor and the City.

Upon approval of the project funding the Department would work with the 'funding partner' to confirm the necessary recognition requirements and agreement(s).

The Department will consult with and reach out to the immediate community and the Community Club on the proposed construction, sharing the information on the spray park and the coming development.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department will work the Communication Department to provide updates/announcements on the project and plan for a successful opening of the Spray and Play Park during and upon completion to the community.

The Department will work with the Communication Department to share information and reach out to the Community on the 2023 years delays and how the project is expected to move forward and proceed in the 2024 year.

FINANCIAL IMPLICATIONS:

The Future Infrastructure Reserve was established during the 2011 budget deliberations. The intent of the reserve is to allocate annual funds in support of large Capital projects.

Below is a summary of projected costs for the Midtown Community Center for consideration:

Total Project Budget: **\$650,000.00**

The City has committed through the 2023 budgeting process **\$150,000** towards the development of a playground at the Midtown Community Centre as identified in the State of the Playgrounds report RPT 21-392.

Partnership

Mr. Malcom Jenkins has offered his support in development and construction of this Spray and Play Park, pledging \$250,000 with the following conditions:

1. That the City contribute matching funds of \$250,000.00 towards the project
2. That the City agree to the preferred vendor(s) Playgrounds-R-Us (PRU) and MTE Excavating LTD.
3. Agree to the scope and implementation of the project as outlined.

Mr. Jenkins has also expressed his desire to see his financial contribution used in the development and construction of the project in 2024.

The funding breakdown would be as follows:

- Malcom Jenkins funding partner (Spray Park): **\$250,000.00**
- City matching dollars to be funded from The Future Infrastructure Reserve:
\$250,000.00
- City approved 2023 funding (Playground): **\$150,000.00**
- Total Financial Contribution required: **\$650,000.00**

The Future Infrastructure Reserve balance as of December 2023 is projected to be **\$985,759** as of December 31, 2023, therefore sufficient funds are available to support the proposed project.

Future Infrastructure Reserve

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(2,347,859)	(729,759)
Budgeted Transfer to Reserve - City Taxation	(75,000)	(320,000)
2021 C/F - Pedestrian Bridge Replacement	1,438,100	
2022 Capital - Pedestrian Bridge Replacement	35,000	
2022 Capital - Crescent Heights Spray Park	120,000	
2022 Capital - James Isbister Park Improvements	100,000	
2023 Capital - Concrete Sidewalk Replacement		65,000
Ending Balance	(729,759)	(984,759)

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications.

STRATEGIC PLAN:

The proposed project(s) align with the Strategic Goal(s) within the City's 2023-2025 Strategic Plan as follows:

Investing in Infrastructure through 'Nature Area Planning' with continued prioritization and support of recommendations identified through the annual reporting of the State of the Parks & Playgrounds Improvement Plan, Little Red River Park Master Plan, and the Urban Forestry Management Plan.

And,

Delivery Professional Governance through 'Engaged Government' by 'Identifying' sensitive issues in advance and implement thorough quality communication as well as 'Strengthen' relationships with external organizations to share information and collaborate on project and services.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain the natural and built environments. Our connection to the natural works is important and must be, considered in the delivery of community services.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal - Timothy Yeaman, Parks Manager

ATTACHMENTS:

1. RPT 21-392
2. RPT 22-345
3. Playground Quote
4. Quote Spray Park
5. Site Design
6. Spray Park Playout
7. Spray Play One
8. Spray Play Two
9. Spray Play Three
10. Spray Play Four
11. Spray Play Five
12. Spray Play Six

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

RPT 21-392

TITLE: State of the Playgrounds 2021

DATE: **August 23, 2021**

TO: Community Services Advisory Committee

PUBLIC: X **INCAMERA:**

RECOMMENDATION:

That the State of the Playgrounds report be forwarded to the 2022 Budget Committee deliberations for consideration.

TOPIC & PURPOSE:

This report is to provide the Budget Committee with an update into the State of the Playgrounds Report and the accomplishments to date within the 2021 year. As well for the Budget Committee to review a proposed funding level increase in the 2022 budget year for playground/amenity replacement.

BACKGROUND:

The City of Prince Albert owns and maintains 29 playground structures and these playground structures come in all types throughout the neighborhood parks.

While some playgrounds tend to be elaborate with fully themed playground units, climbers, spring toys and multi-level play houses other, playgrounds are age appropriate, designed and enjoyed by smaller children.

The report to Council is to outline the current state of playgrounds and current investments within the city and continues to look at the ongoing maintenance and possibilities of refurbishment/replacement. Community Services over the past 4 years began this journey by providing Council with a comprehensive State of the Playgrounds Report in 2019 outlining objectives to refurbishment/replacement. Prioritizing those objectives through a systematic inspection process continues to identify priority locations and those that have the ability to wait.

The Parks Department tasked in 2018 with maintaining all twenty nine-playground structures with an annual operational budget investment of \$20,000 or \$645 per playground and no capital investment. This changed in the 2019 budgeting process when Council approved an additional \$50,000 in operational support and an additional \$100,000 in capital Investment. Funding levels thru the 2021 budgeting season remains at total operational dollars of \$70,000 and capital investment dollars of \$130,000 helping us to achieve a brand new playground installation within AC Howard Park and safety improvements to a number of playgrounds.

PROPOSED APPROACH AND RATIONALE:

What has happened since this report was developed helps to provide a window into what is possible when planning is thoughtful and steps taken to see it through to inception.

2019

1. A total of \$219,782 was reinvested into 19 playgrounds in the form of surfacing material improvements, edging/border, bench(s), picnic table(s), bike rack(s) and garbage can(s).
2. Southwood Playground had seen a total investment of \$49,000 in the way of a new swing set and surfacing material installed.
3. Muzzy Drive Park had seen a total investment \$128,969 thru partnership with the Crescent Acres Community Club and the City into new playground equipment, fencing and trees.
4. Alfred Jenkins Field House saw a total investment of just over a \$1,000,000 dollars into the new inclusive playground through the partnership of Canadian Tire (Malcolm Jenkins), Jumpstart and the City.
5. For a total investment in playgrounds in 2019 of \$1,348,751 dollars.

2020

1. A total investment of \$17,205 reinvested into 25 of 29 playgrounds to improve upon safety measures on playground equipment.
2. Lions Park Playground had seen a total investment of \$140,884.69 in the way of a new playground equipment, surfacing material, new park pathways, lighting and security camera installation.
3. Lions Park also benefitted from partnership between Canadian Tire (Malcolm Jenkins) and the City to see improvements such as a spray park expansion and new spray features added for total investment of \$166,280.

4. For a total investment in 2020 of \$1,024,370 dollars.

2021

- AC Howard Park benefitted from a capital budget Investment in the way of \$130,000 to build out a new playground structure, expand the footprint of the playground and make improvements to the existing playground site. The site will benefit as well with new park lighting, furniture and plans to plant trees in the very near future to help enhance and create some additional natural shaded areas.
- An additional \$70,000 in improvements across a number of playgrounds in 2021 also continues with surfacing material, swing seats, structural defects, hardware, and component replacement. These improvements are made based on observations through monthly playground in-house inspection and third party inspection reports.
- Total investment in playgrounds for 2021 of \$200,000.

In the early days, of the report we had noted that 75% of our playgrounds; were identified as being obsolete, what did that actually mean? Other than the playground supplier was no longer in business it also meant that parts for the playgrounds would be difficult but not impossible to obtain. Over the past five years (2017 – 2021), we have been able to continually review and assess our playground improvement opportunities, prioritizing that work with just over \$2,697,165 reinvested through important partnerships, grants and increased funding provided through council. We continue to recognize that playground replacement priorities do change and will change from year to year and have identified three potential playgrounds that fall into the lowest levels for replacement and ranked at a level 1 moving into 2022. Those playgrounds//amenities are as follows:

- Carlton Community Club – Funding partnership with the Community Club to bring asphalt surfacing improvements to the outdoor rink which will allow for a basketball court and pickle ball court option to be installed for use by the immediate and surrounding community
- James Isbister – Improvements being considered will include the potential conversion of this space to a portable skate park location for the spring and summer months. Consideration to resurfacing of the existing basketball court, replacement of basketball poles, backboards, hoops, lining of the court surface, etc. As well as the addition of lighting/security cameras to make this a useable space. The Department is currently working on securing partnership/grant funding opportunities to make the necessary investment(s) into this space for 2022.

- Little Red River Park – Priority for 2022 with a committed partnership between the Rotary Club and City to build a Little Red Adventure Park. This project is planned to begin construction in the spring of 2022 with anticipated completion expected for July of 2022.

Being able to thoughtfully budget moving forward will allow the Community Services to plan for a functional, well maintained playground system that offers something for everyone.

Public parks are an important place for formal and informal play. Especially amongst children, play is a foundational method for developing a number of skills that are necessary for later life. Through play, children develop skills associated with socialization, coordination, imagination, and cognition.

If we want to have a playground environment, we are proud of, that offers children, families, users the opportunity to experience play in a fun, unique and safe environments we believe steps have been, taken, ensuring that the City playgrounds are around for the long term by investing in today and reaping the benefits of that investment tomorrow.

CONSULTATIONS:

The City is committed to ongoing engagement, with the community in decisions about parks and playgrounds. Documents like the Community Services Master Plan and tools such as 'Let's Talk Prince Albert' can be used to help guide and direct the City on how and when we engage the public for their feedback as well as how we can encourage users to take an active role in planning the future of our parks.

The Community Services Advisory Committee can also provide feedback and direction and be that voice for the community throughout this process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Decisions based on future playground development and funding will flow through our Communication Department.

FINACIAL IMPLICATIONS:

Community Services would like to make the following options available to the Budget Committee for consideration in the 2022 budgeting process.

- That the current source of funding of \$130,000 in Capital and \$70,000 in Operating as provided in the 2021 budget be maintained in the 2022 budget. This would provide opportunity to continue with creating a single new play structure only along with lighting

improvements, furniture (garbage can, bench, bike rack, picnic table), and a security camera if required; or,

- That consideration for an increase in Capital to \$260,000 to fund two (2) playground structure replacements which reflects the cost of equipment replacement, lighting improvements, furniture (garbage can, bench, bike rack, picnic table) and security cameras

Community services is committed to seeking out external funding opportunities to assist with future playground opportunities whether that be refurbishment or replacement strategies.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

This report supports the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable, operating with efficiency, mitigating risk, and utilizing transparent and realistic costing.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain natural and built environments. Our connection to the natural world is important and must be, considered in the delivery of community services.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation – Timothy Yeaman, Parks Manager

ATTACHMENTS:

1. Park Report fully merged
2. 2021 Playground Report Overview Power Point

Written by: Timonty Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

systematic inspection process continues to identify priority locations and those that have the ability to wait.

Funding levels in the 2022 budgeting season provided for \$70,000 in operational dollars used to help maintain and improve current play space and capital investment dollars of \$130,000 helping us to achieve a brand new development of a basketball court and pickle ball court installation within the Carlton Community Club outdoor ice rink.

Partnerships have also continue to play an important part in seeing projects or enhancements to park space completed in 2022. The City was happy to partner with the Carlton Community Club through fundraising efforts on the Club's side to help raise approximately an additional \$30,000 to put towards the development as noted above.

Other important partnerships in 2022 allowed opportunity for the City to partner with Mr. Jenkins through his Family Foundation to bring an enclosed skate board park and enhanced basketball courts to the James Isbister Park located near West View Public School, and a brand new Water Spray Park in the Crescent Heights area.

Partnership with the Rotary Club of Prince Albert, Mr. Jenkins and the City were also achieved to bring the Rotary Adventure Park to Little Red River Park. The Rotary Adventure Park slated for opening in 2022 and by far one of the largest projects in this operating year is still under construction. The project certainly has presented its challenges and is currently behind schedule for opening in 2022. Do to delays at times beyond the city's control we continue to monitor and reset timelines to ensure we are being as realistic as possible to deliver a great product that will enhance the Little Red River Park system for years to come.

Partnerships and funding opportunities have and continue to be very important to the City in achieve milestones in playground and spray park development. These partnerships give the City of Prince Albert a competitive edge in providing newcomers and those looking for a place to invest and live a reason to look seriously at reasons why Prince Albert is a great investment for business, family and play.

PROPOSED APPROACH AND RATIONALE:

Through Capital funding and partnerships the following was accomplished or in the process of being accomplished in the 2022 budget season.

2022

Carlton Community Club

Has benefitted from a City capital budget investment in the amount of \$130,000 and an additional \$30,000 in fundraising/partnership by the Community Club to add to this designated project. These dollars allowed for the conversion of an unpaved outdoor rink surface to a paved surface to accommodate for year round useable space. The surfacing improvements

have allowed for the accommodation of 3 outdoor Pickle Ball Courts as well as two basketball courts, new puck board, new netting above the rink boards, netting to divide the rink in half, garbage/recycle bins, picnic tables, player's benches, basketball poles, backboards, hoops, and basketballs.

This was a unique project as it did not require the need for a playground as space was limited and it was important to consult within the community to discuss ideas that fit with the space to bring a source of play for all ages.

James Isbister Park

Has benefitted from a City capital budget investment in the amount of \$100,000 and a partnership investment from Mr. Jenkins of \$200,000 to add to this designated project. These dollars allowed for a unique project seeing a first for the City with the introduction of a Musco Mini-Pitch to house a skate park and also the much needed improvement to the existing basketball court taking the space from 2 useable baskets to 6, increasing the playability of the site. Both projects were the recipients of new asphalt work and will see lighting upgrades, picnic tables, garbage/recycle bins, player's benches, new basketball poles, backboards, hoops and basketballs.

This unique project allowed for an out of the box strategy as West View School within close proximity already had a well laid out playground accessible to the community. This one of a kind project will serve as an opportunity to review how we use space moving forward, looking for those one of a kind projects to help in planning practices of how park space can be redesigned to help meet the needs of community.

Crescent Heights Spray Park

Benefitted from a City capital budget investment in the amount of \$120,000 and a partnership investment from Mr. Jenkins of \$230,000 to add to this designated project. These dollars allowed for a brand new spray park just north of the Crescent Heights Community Hall and West of the old paddling pool. The project has allowed for the install of some new spray park features not seen within the City before such as the Flash Flood, Mini Flash Flood, Aqua Gather Station, Whirl Flex, Tot Wellspring and Acrylic Tot Shower Dome.

These types of projects continue to help the City during the planning process to push the boundaries of water play can and could look like bringing hours of fun and inclusive play in a spray park setting.

Rotary Adventure Park

Has benefitted from a City capital budget investment in the amount of \$280,000 and partnership investments from the Rotary Club of Prince Albert in the amount of \$520,000 and Mr. Jenkins in the amount of \$400,000 to add to this designated project. These dollars are allowing for a one of a kind project to bring play like we have never seen before to the Little

Red River Park. Once complete this park will see the installation of swings, a parkour area, adult work-out center, children's play area, climbing equipment, accessible swings and zip line, (4) 100' zip lines, GSX challenge equipment, pathways, lighting, and a new camp kitchen.

This project has seen delays pushing back what we had hoped was a completion date within July. We continue to monitor this project working with the installer to ensure projected timelines moving forward are realistic and in-line with bringing a quality legacy building project to the park in which visitors can enjoy for years to come.

In the early days of the report we had noted that 75% of our playgrounds; were identified as being obsolete, what did that actually mean? Other than the playground supplier was no longer in business it also meant that parts for the playgrounds would be difficult to find but not impossible to obtain. Over the past five years (2017- 2022), we continually review and assess our playground improvement opportunities, prioritizing that work with an amazing \$4,357,165 in playground/play space dollars reinvested through important partnerships, grants and increased funding provided through council year-to-date. Through this same process we have seen an amazing investment in our spray parks from (2015-2022) totalling \$1,077,613. We continue to recognize that playground replacement priorities do change and will change from year-to-year and have identified a change in priorities for 2023 with one identified project being moved to the top of the list.

Midtown Park

After much review and consultation and taking into consideration many safety factors around this particular play space we believe moving Midtown up in the rankings by a year is necessary. Over the last 3-years we have been monitoring the space and have noted several concerning factors that make this play space difficult to access and increasing safety concerns for those that use it. Those concerns are as follows:

- Large poplar trees that line the East side of the park and the roots from those trees invading the play/spray park space, compromising safe play.
- The play space and spray pad sit directly next and within very close proximity (3 meters) to 6th Avenue East noting the higher flow and higher speed of traffic that utilizes this stretch of roadway.
- The play/spray park equipment, due to its close proximity to 6th Avenue East have been the recipient of overspray of salt and sand products during the winter months for several years. The efforts of snow clearing and products used have been large contributors to wear and tear and breakdown within some areas of the concrete surfacing and play equipment within the area.

- The play and spray park equipment are noted to be declining at a faster rate due to some of the challenges within the current location.

The plan for the 2023 operating year is to look at completing both the Spray Park and Playground development through grant funding and partnership. The department would like to see the play space pulled back to the West of its current development opening the new potential development to a broader range of ideas and considerations on how the space is to be reimagined.

Noting the state of the world we currently operate within and how that has resulted in increases across the board for materials and labor, the department is anticipating in pre-planning conversation with suppliers that we could see pricing for 2023 as follows:

- Removal of old spray pad and playground equipment - \$25,000
- Construction of a new Spray Pad - \$350,000 - \$400,000
- Construction of a new Playground - \$150,000 - \$200,000 (this would include consideration for new garbage cans, bench seating, picnic tables, lighting, security)
- \$20-\$30,000 asphalt pathway consideration

The department is working to obtain a visual concept and estimated pricing involved to bring this project forward during the 2023 budget deliberations. The Department is committed to sourcing additional funding partnerships, grants and funding opportunities to help support this important project.

By replacing the Spray Park at Midtown in 2023 this would leave for consideration the replacement of the paddling pool at Hazeldell Community Club resulting in all Spray Park and paddling pools being replaced by the end of 2024. A review of the status of the main building at the Hazeldell Community Club is required to determine the long term strategy for this site.

Being able to thoughtfully budget moving forward will allow Community Services to plan for a functional, well maintained playground system that offers something for everyone.

Public parks are an important place for formal and informal play. Especially amongst children, play is a foundational method for developing a number of skills that are necessary for later life. Through play, children develop skills associated with socialization, coordination, imagination, and cognition.

If we want to have a playground environment, we are proud of, that offers children, families, users the opportunity to experience play in a fun, unique and safe environments we believe steps have been, taken, ensuring that the City playgrounds are around for the long term by investing in today and reaping the benefits of that investment tomorrow.

CONSULTATIONS:

The City is committed to ongoing engagement with the community in decisions about parks and playgrounds. Documents like the Community Services Master Plan and tools such as 'Let's Talk Prince Albert' can be used to help guide and direct the City on how and when we engage the public for their feedback as well as how we can encourage users to take an active role in planning the future of our parks.

The Community Services Advisory Committee can also provide feedback and direction and be that voice for the community throughout this process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Decisions based on future playground development and funding will flow through our Communication Department.

FINANCIAL IMPLICATIONS:

Community Services would like to make the following options available to the Budget Committee for consideration in the 2023 budgeting process.

- That the current source of funding of \$130,000 be increased an additional \$20,000 bringing the total Capital playground investment to \$150,000 and that the \$70,000 in Operating remain the same. This would provide opportunity to continue with creating a single new play structure along with lighting improvements, furniture (garbage can, bench, bike rack, picnic table), and a security camera if required; and,
- That new capital investment from the City into spray pad & paddling pool replacement of \$200,000 be considered with a commitment from the Department to seek out matching dollars through partnerships, grant dollars and other funding opportunities to help make these projects a reality.

Community services is committed to seeking out external funding opportunities to assist with future playground and spray park opportunities whether that be refurbishment or replacement strategies.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

This report supports the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable, operating with efficiency, mitigating risk, and utilizing transparent and realistic costing.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain natural and built environments. Our connection to the natural world is important and must be, considered in the delivery of community services.

PUBLIC NOTICE:

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

PRESENTATION:

PowerPoint Presentation – Timothy Yeaman, Parks Manager

ATTACHMENTS:

1. Parks Report Fully Merged
2. Playground PowerPoint Overview
3. Midtown Aerial Overview

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager



250 Transport Road
 Box 7, Grp 582, RR #5
 Winnipeg, MB R2C 2Z2
 Tel: (204) 632-7000 Fax : (204) 632-7421
 Toll Free: 1-800-889-4305
 Internet: www.pru.ca

QUOTATION

#230212S

Customer: City of Prince Albert **Date:** February 2, 2023
 1084 Central Ave **Valid Until:** 30 Days
 Prince Albert, Sk S6V 7P3 **Phone:** 306-953-4802
Attention: Tim Yeaman **E-Mail:** tyeaman@citypa.com

Project: New Playground for Midtown Community Centre by LSI.

WE HEREBY SUBMIT OUR SPECIFICATIONS AND PRICES AS FOLLOWS:

TO SUPPLY ONLY AS PER DRAWING #230212S		
1 - Only	Custom Ship, Ship Bow, Ship Mst 2 - Sail w/Crownsnest. Ship wheel post mount above deck custom. Comonents include: Cliff Climber, Deck Link w/Handrails. Vertical Ascent, Vertical Ladder, Wiggle Ladder, Porthole Panel w/Wave Graphics. Hole Panel, Periscope Panel, Chimney Climber, Zoo Panel, Double Swoosh Slide, Slide Winder, Ship Bow Chain Climber, with Custom Canadian Tire Flag	98,965.00
1 - Only	PlayBooster Station connecting to ship. Accessible Panel, Hexagon Deck w/Roof, and accessible ramp.	28,480.00
1 - Only	3 Bay Arch Swing, 5" OD Aluminum Posts, 4 x Belt Seats, Accessible Molded Bucket Seat with Harness, and 1 x Half Bucket Seat.	12,250.00
3 - Only	Model #173907A Log Stepper 8" Height DB Only (GFRC)	3,270.00
1 - Only	Model #298208A Symbol Communicatin Sign w/2 Posts DB	2,515.00
1 - Only	Model #247179A Curva Spinner DB Only	2,895.00
1 - Only	Model #182503C Welcome Sign Ages 5-12	No Charge
3,210	SQFT of Fibar System 312. c/w Fibar Felt, Fibar Drains. 25 Year Warranty and IPEMA Certificaton.	22,800.00
1,125	SQFT of Prarie Rubbers Playground System. Meets CSA Z614 Standards HIC and G-Max fall height for 8'.	34,670.00
-	Freight of Playground Equipment from Delano, MN to Prince Albert, SK	8,835.00
	Sub Total	214,680.00
	PST 6%	12,880.80
	GST 5%	N/A
	Supply Total	227,560.80
LABOUR:		
-	Excavate/Level/Bring up area to desired height - 4,239 SQFT	7,368.00
-	Install Above Playground equipment to manufacture spec, c/w concrete	25,830.00
-	Supply/Install 2 Tier 264' ACQ wooden 6x6 to (Saskatoon) spec.	6,720.00
3,210	SQFT - Install Fibar Protective surfacing to allow for 12' Fall Height	4,288.00
-	1,200 SQFT of Base Prep compacted @ 6" Min 98% Proctor Testing	3,290.00
-	Mobilization/Demob, site fencing, and cleanup to be included in above	12,673.00
	Landscaping, paths, tree removal - site development By Others Please reach out for quote if needed	By Others
	Sub Total	60,169.00
	PST 6%	3,610.14
	GST 5%	N/A
	Labour Total	63,779.14
	GRAND TOTAL:	\$291,339.94

Delivery: As per project schedule **F.O.B.:** Prince Albert, Sk
Terms: With Purchase Order, Net 30 Days

" Thank you for this opportunity "

Per: Serge Gette
 Serge Gette, Playground Consultant

Proposal

MTE Excavating Ltd

Client Name: PRU
Project Name: Midtown Spray Park
Jobsite Address: 540 9 St East Prince Albert, Saskatchewan S6V 0Y3
Estimate ID: EST3521344
Date: Oct 18, 2022
Billing Address: 250 Transport Rd Springfield, Manitoba R5R 0J5

Mobilization & Demobilization **\$12,921.46**

Demolition Existing Spray Pad **\$8,583.90**

- Demolition and removal of existing spray park and timber edging around sand area.
- Existing power pole to be removed by others.
- Existing playground removal not included at this stage

Excavation & Base Preparation 2,376 ft2 **\$20,061.30**

- Excavation 17" to allow for 6" sand and 6" base.
- Rebar tied at 12" O.C
- Forming of concrete slab.

Concrete Pad **\$23,017.60**

- Concrete pad to be 5" thick 32MPA medium broom finish.
- Control joints to be every 10' x 10' all joints to be caulked.

Regrading of Existing Site **\$12,232.20**

- Regrading of existing landscaping to create positive drainage away from playground and splash pad areas.
- Sod installation not included

Component Installation **\$41,243.76**

- Installation of all features.
- Inclusive of electrical and plumbing.

Product Supply & Shipping

\$195,499.50

- Supply of splash pad features including manifold and controller inclusive of all shipping.

Subtotal	\$313,559.72
Taxes	\$15,294.11
Estimate Total	\$328,853.83

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____



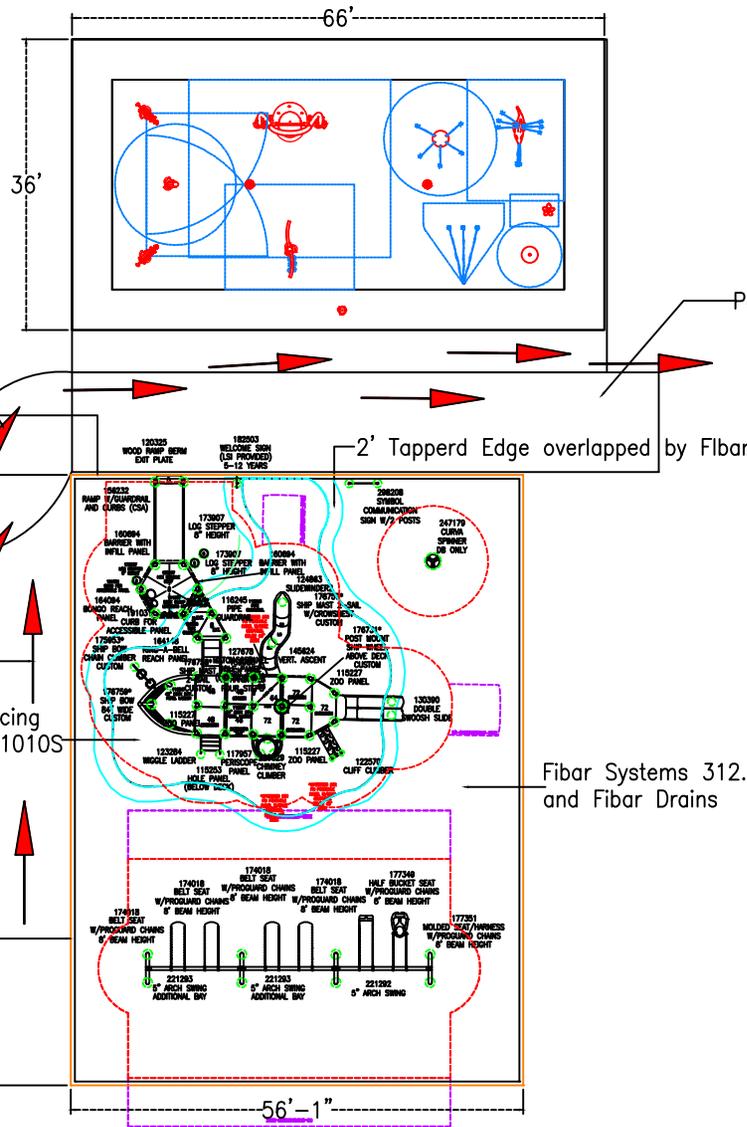
Swale with water flow

Top of Timber flush with path

Swale with water flow

Blue Optional Surfacing
Priced in Quote 221010S

Swale edge to level off with top of 6 x 6 timber



Pathway By Others

2' Tapered Edge overlapped by Fibar

Fibar Systems 312. Installed over Fibar Felt, and Fibar Drains

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The play components identified on this plan are IPMA certified. (Unless otherwise noted) The use and layout of these components conform to the Canadian Standards Association (CSA) Standard CM/CSA-2814. To verify product certification, visit www.ipma.org.

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 UNLESS OTHERWISE NOTED ON PLAN.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US, PRIOR TO CONSTRUCTION. DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISIONS). THE SUBSURFACE MUST BE WELL DRAINED IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

ACCESSIBLE/PROTECTIVE SURFACING TO BE A COMBINATION OF UNITARY AND LOOSE FILL MATERIALS.

DESIGNED BY:
SLG

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LANDSCAPE STRUCTURES, INC.
601 7th STREET SOUTH - P.O. BOX 106
DELAND, MINNESOTA 55338
Ph: 1-855-358-0035 Fax: 1-763-872-6061

Date Previous Drawing # Initials

Total Playground SQFT 4,239

Main Structure
PlayBooster®
(5-12 years)
Max Fall Height: 112 Inches

Midtown Community Centre
Prince Albert, Saskatchewan

PLAYGROUNDS-R-US
Serge Gette

SYSTEM TYPE:

DRAWING #:
230212S

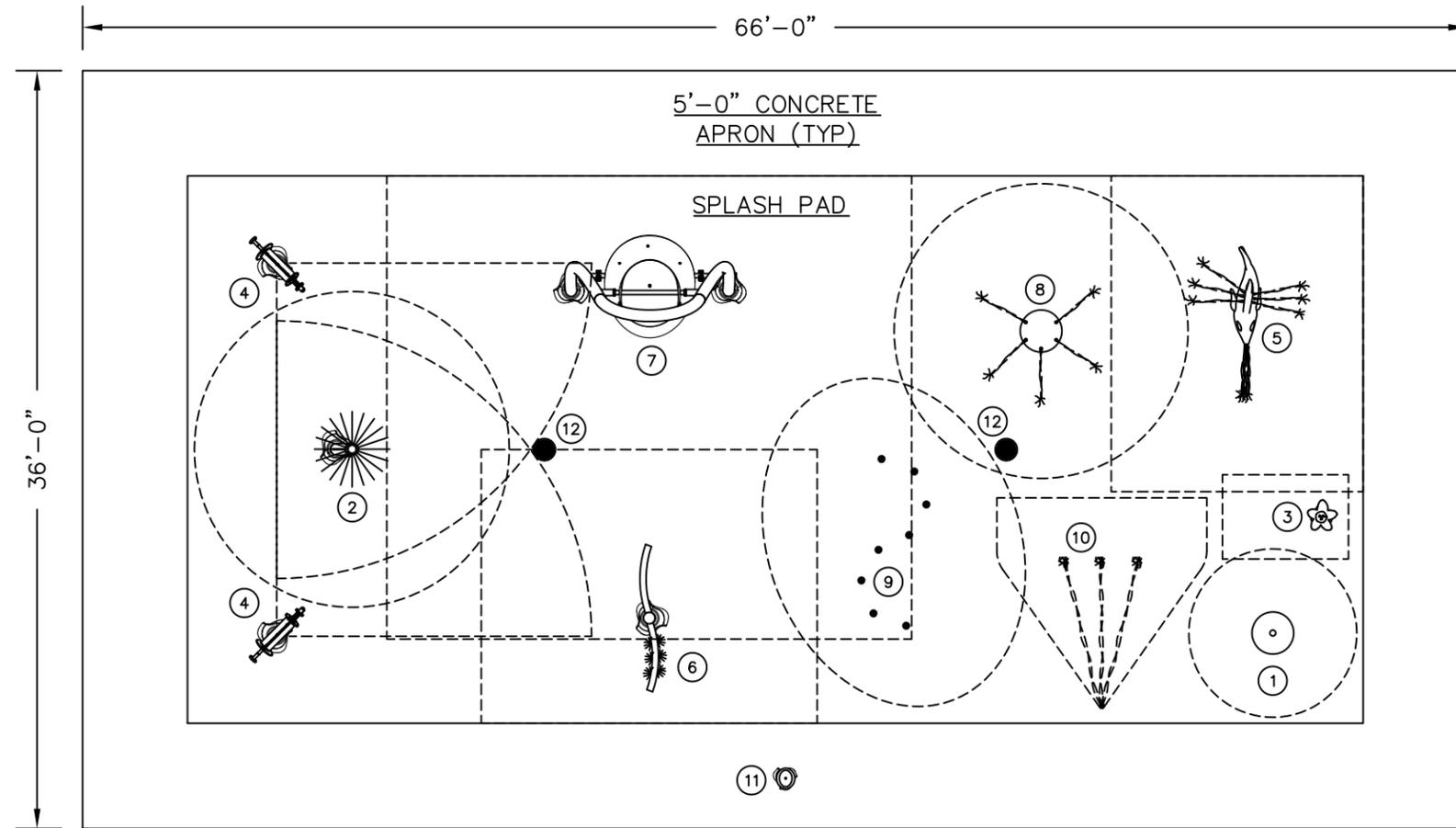
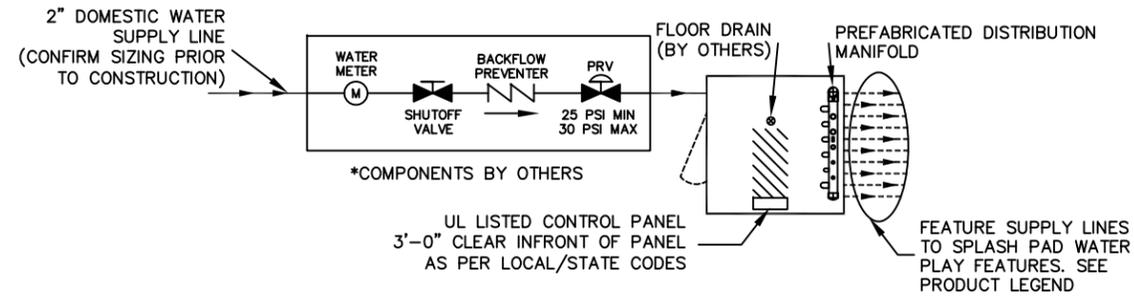


NO	PRODUCT	QTY	GPM	LINE SIZE
1	ACRYLIC TOT SHOWER DOME	1	5	1"
2	AQUAARC W/ACRYLIC	1	5	1"
3	FLORASWRL	1	3	1"
4	JET STREAM	2	5 EA	1" EA
5	SPLASHPACK FISH	1	7	1.5"
6	UNIFLOW	1	5	1"
7	THEMED VERSOSPLASH	1	20	1.5"
8	WHIRLPAD	1	6	1"
9	CURVY JET MANIFOLD	1	8	1"
10	TRIPLE ARCH JET	1	2.5	1"
11	AQUAVATOR	1	-	-
12	DRAIN BOX	2	-	-

PRELIMINARY
FOR BID ONLY

NOT FOR
CONSTRUCTION

EQUIPMENT ROOM (BY OTHERS, NTS)
LOCATION TO BE DETERMINED



- NOTE:
- ALL CONCRETE SLOPES TO BE 1/8"/FT MIN. AND 1/4"/FT MAX.
 - SITE ELEVATIONS OF SPLASH PAD AND CONCRETE APRON TO BE VERIFIED BY OTHERS. AQUATIX ELEVATION REFERENCE IS 0'-0" FOR TOP OF DRAIN BOX. ALL OTHER NOTED ELEVATIONS ARE REFERENCED FROM THAT POINT.
 - REFER TO SPEC SHEET AND INSTALLATION DRAWING FOR EACH PRODUCT.
 - ACTUAL SIZE, SHAPE, AND LOCATION OF SPLASH PAD TO BE FIELD DETERMINED BY OTHERS. ALL DIMENSIONS OF SIZE AND SHAPE OF SPLASH PAD FOR REFERENCE ONLY.
 - THE INTENT OF A SPLASH PAD IS TO BE A DRY DECK WITH NO STANDING WATER. THE WATER IS TO BE CONTAINED WITHIN THE PERIMETER OF THE SPLASH PAD AND ALL WATER IS TO DRAIN INTO THE DRAIN BOXES. THE CONCRETE IS TO BE FORMED AND SLOPED TO ACCOMMODATE THIS DRAIN PATTERN.
 - ALL TREATED SPLASH PAD WATER IS INTENDED TO REMAIN WITHIN DESIGNATED SPLASH PAD DECK. UNDER NO CIRCUMSTANCES SHOULD SLOPE OF SPLASH PAD ALLOW WATER TO DRAIN OFF PAD.
 - UNDER NO CIRCUMSTANCES SHALL THE SURROUNDING HARDSCAPE AREA BE SLOPED TO ALLOW WATER TO BE DRAINED INTO THE SPLASH PAD DECK.
 - ALL CONCRETE SURFACES TO HAVE A MEDIUM BROOM FINISH.
 - COORDINATE EXPANSION JOINT AND SAW CUT LOCATIONS WITH PLAY EQUIPMENT LOCATIONS.
 - DRAWINGS ARE FOR DESIGN/LAYOUT PURPOSES ONLY. PLEASE SEE AQUATIX BY LANDSCAPE STRUCTURES FOR INCLUDED STRUCTURES, EQUIPMENT, SERVICES, AND EXCLUSIONS.
 - INDICATES SPLASH ZONE.
 - SPLASH ZONES ARE APPROXIMATE. ACTUAL SPLASH ZONE MAY VARY BASED ON VARIOUS ENVIRONMENTAL CONDITIONS, FLOW RATES, SLOPE OF THE SPLASH PAD, SUBMERGENCE DEPTH AND WIND.
 - DRAWINGS ARE SCHEMATIC ONLY.
 - 18" OF GRANULAR FILL RECOMMENDED, OR AS SOIL CONDITIONS AND/OR LOCAL CODE REQUIRES WITH A MINIMUM OF 2500 PSF SOIL BEARING CAPACITY
 - THERE IS TO BE A MINIMUM OF 6" OF GRANULAR FILL AROUND ALL PIPING
 - CONSTRUCTION OF SPLASH PAD CONCRETE TO BE 5" THICK, 4,000 PSI CONCRETE WITH #4 BARS SPACED 12" O.C. EACH WAY. CONCRETE PAD TO HAVE REQUIRED EXPANSION JOINTS EVERY 20' X 20', SAW-CUT JOINTS EVERY 10' AND THICKEN PROFILES AT EDGE OF PAD AND AT EACH STRUCTURE/EMBED.
 - CONSTRUCTION OF 5' APRON AROUND PERIMETER OF SPLASH PAD TO BE 4" THICK, WIRE MESH REINFORCED, 3500 PSI CONCRETE. APRON TO INCLUDE EXPANSION JOINT AT PERIMETER EDGE OF SPLASH PAD AND NEEDED SAW-CUT JOINTS.
 - SCHEDULE 80 PVC TO BE UTILIZED FOR ALL SPLASH PAD MECHANICAL SYSTEM PIPING.

SPLASH PAD AREA: 1,456 SQ FT.
TOTAL AREA: 2,376 SQ FT.
TOTAL FEATURE FLOW RATE: 71.5 GPM

DATE							
REVISION							
NO.							
101 MICHAEL PARKWAY DELANO, MN 55328 651-291-4444 aquatix.com							
 by landscape structures							
JOB TITLE				JOB NO.			
MIDTOWN COMMUNITY CENTER				1168153-01-03			
SPLASH PAD				PROPOSED SPLASH PAD			
LOCATION				SCHEMATIC LAYOUT			
PRINCE ALBERT, SK							
DATE	10/17/22	DWG. FILE		CHECKED		DRAWN	GPC
SCALE	NOT TO SCALE	SHEET TITLE		PROPOSED SPLASH PAD SCHEMATIC LAYOUT			
<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> 1 OF 1 </div>							



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Midtown Community Centre

PLAYGROUNDS-R-US
A DIVISION OF MFC CONCRETE LTD.

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TITLE: Usage of Kinsmen & Steuart Arenas

DATE: February 21, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following be approved upon the opening of the new Twin Pad Arenas:

1. That the Kinsmen Arena remain in operation as an Ice Arena from September – March each season to accommodate Minor Hockey & Private Rental demand.
2. That the Kinsmen Arena be available beginning in April each season to accommodate the Prince Albert Box Lacrosse demand.
3. That the Dave G. Steuart Arena discontinue operations as an Ice Arena.
4. That the Community Services Department prepare a follow up report that outlines alternate options for the future utilization of the Dave G. Steuart Arena Facility.

TOPIC & PURPOSE:

The purpose of the report is to outline the usage of the Kinsmen & Steuart Arenas.

BACKGROUND:

With the construction of the new Twin Pad Arenas underway, it is necessary to consider the current and future status of the Kinsmen & Steuart Arenas.

This report provides the following for consideration:

- Facility Construction
- Facility Status

- Current Usage
- Operating Budget
- Prime Time Ice Demand in Prince Albert

PROPOSED APPROACH AND RATIONALE:

Kinsmen Arena

1. Facility Construction

The Kinsmen Arena was originally constructed in 1963. The construction includes a wood truss roof structure complete with wood decking, asphalt shingles, structural steel decking, SBS membrane as well as conventional roofing. The exterior walls are masonry complete with brick veneer exterior.

The original construction was followed by the below additions:

- Construction of the Concession & Lobby areas in 1965.
- Main level Dressing Rooms & Zamboni Room in 1974.
- Ice Plant Room Addition in 2008.
- Main Lobby Multi-purpose Meeting Room & Accessible Washrooms in 2012.

2. Facility Status

The overall structure of the facility and status of the Mechanical Equipment is in good condition. The facility will require regular structural and mechanical equipment maintenance planning in the future. The addition of LED Lighting in 2019 has also served as a major improvement to the facility user environment.

The addition of Air Conditioning remains a future consideration to improve the use of the facility during the Spring and Summer months that could be completed in partnership with the user groups and other external funding partnerships.

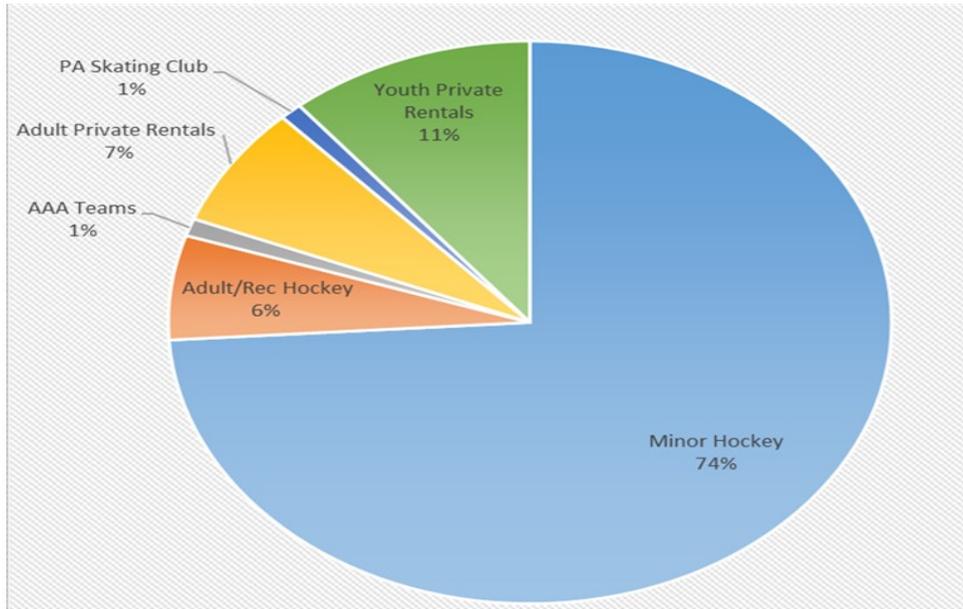
Other benefits of the Kinsmen Arena:

- The facility contains the mechanical equipment controls for the Kinsmen Water Park.
- Sufficient sized dressing rooms
- Lobby Meeting Room & Accessible washrooms.

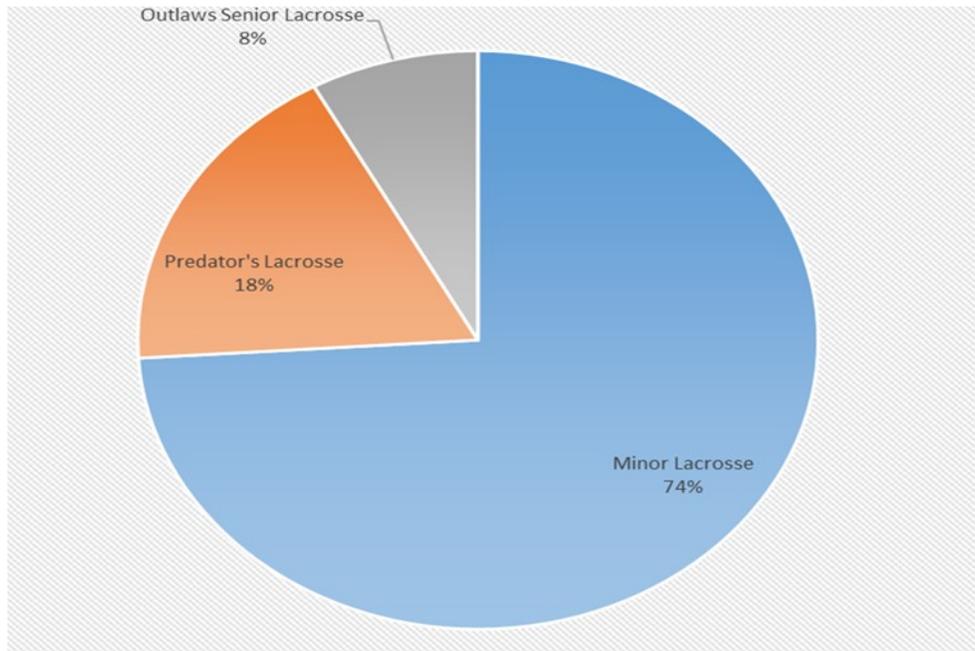
3. Summary of Current Facility Usage

The main users of the Kinsmen Arena from September – March includes Minor Hockey, Adult Recreational Hockey and Private rentals. There is also some limited usage by the AAA teams and the Skating Club on occasion.

A breakdown of the facility usage during the Ice Arena Season is as follows:



Lacrosse serves as the main user of the Kinsmen Arena from April – August. A breakdown of the facility usage during the Spring & Summer Season is as follows:



If the facility were to remain in operation as recommended, it is anticipated that the future usage would resemble the current usage with some minor exceptions from season to season.

4. Operating Budget Review

The 2023 Operating Budget is approved as follows:

Revenues:

User Charges & Fees	(\$332,420)
Sundry	(\$6,090)
Total Revenues	(\$338,510)

Expenses:

Salaries Wages & Benefits	\$286,300
Contracted & General Services	\$2,700
Financial Charges	\$7,030
Utilities	\$144,160
Fleet	\$26,210
Materials & Supplies	\$66,750
Insurance	\$9,170
Total Expenses	\$542,320
Total (Surplus) Subsidy	\$203,810
Cost Recovery	62%

Dave G. Steuart Arena

1. Facility Construction

The Dave G. Steuart Arena was originally constructed in 1977. The Construction includes concrete foundations, concrete slabs, block walls at all locations, bow trusses over the rink portion complete with asphalt shingles, steel trusses on the lower flat roof portion complete with conventional built up roof. No additions have been made to the exterior structure since the original construction.

2. Facility Status

The mechanical equipment components remain in good condition through a regular preventative maintenance and replacement schedule. This ensures annual quality ice conditions for the Ice Arena season.

The exterior wall structures remain in good condition however the roof structure is in need of significant repair. The Community Services Department has remained in consultation with Prakash Engineering regarding the on-going status of the roof structure over the arena portion of the facility. The consultation process commenced in 2011 and has been inspected on an annual basis.

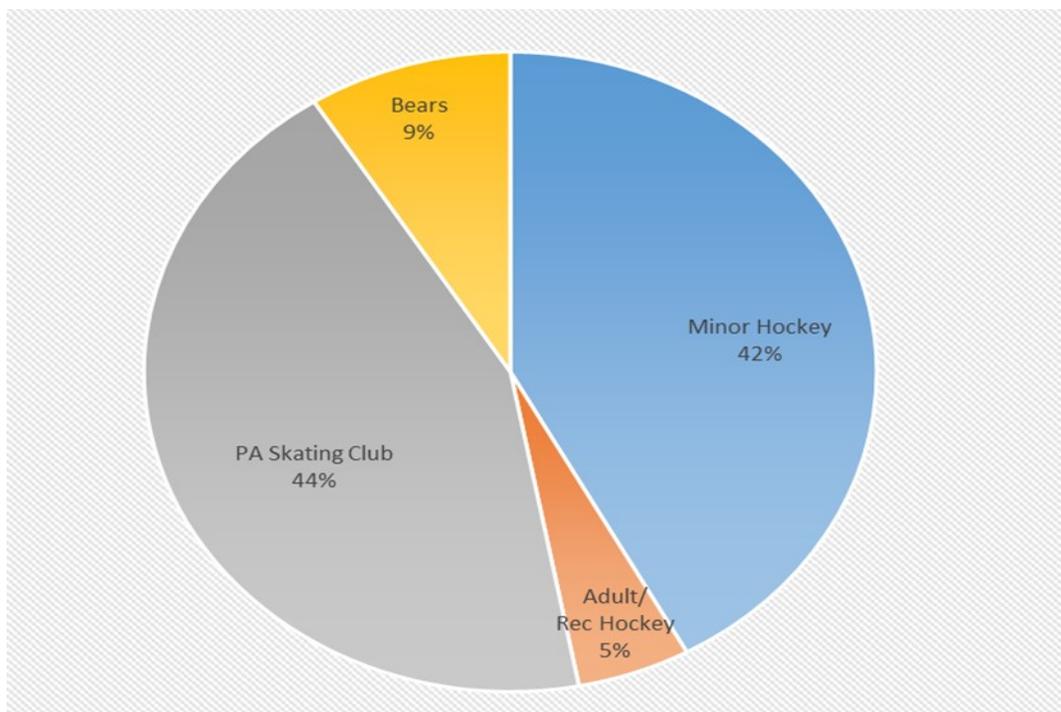
The ridging within the roof structure has become more pronounced over time with numerous areas in the SBS membrane & shingled roof exhibiting degranulation. A number of soft spots have also been encountered. The shingle portion of the roof has deteriorated to a point where shingles are curling and severe loss of granulates are evident. Significant leaking has been experienced with further deterioration progressing on an annual basis.

The roof will require a corrective fix if it continues to serve a purpose for the City. Options to achieve a corrective fix have been considered ranging in cost from approximately \$500,000 - \$600,000. Other limitations of the facility for the purpose of an arena operation include small dressing rooms, lobby and concession areas.

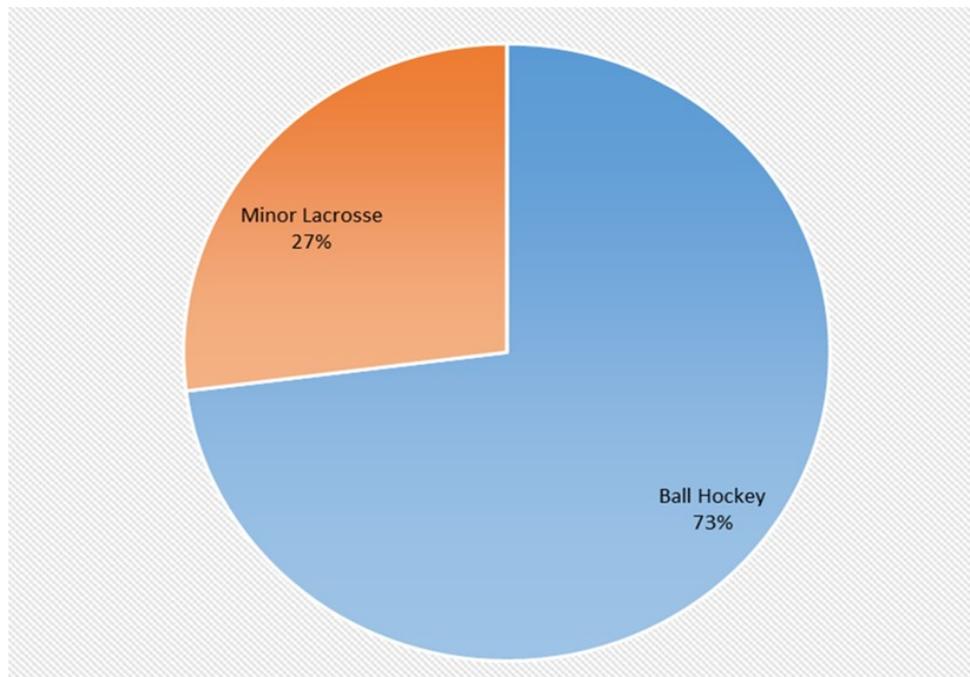
3. Summary of Current Usage

The main users of the Steuart Arena from October - March include the PA Skating Club, Minor Hockey, AAA Bears and Adult Recreational Hockey.

A breakdown of the facility usage during the Arena Ice Season is as follows:



The main users of the Steuart Arena from April – June includes the Prince Albert Ball Hockey League and Minor Lacrosse. A breakdown of the facility usage during the Spring and Summer season is as follows:



It is noted that the Prince Albert Exhibition Association has utilized the Facility on occasion during the annual Summer Exhibition.

4. Operating Budget Review

The 2023 Operating Budget is approved as follows:

Revenues:

User Charges & Fees	(\$215,270)
Rental Surcharge	(\$3,530)
Total Revenues	(\$218,800)

Expenses:

Salaries Wages & Benefits	\$218,620
Contracted & General Services	\$4,100
Financial Charges	\$5,560
Utilities	\$103,620
Fleet	\$20,000
Materials & Supplies	\$30,560
Insurance	\$4,700
Total Expenses	\$387,160
Total (Surplus) Deficit	\$168,360
Cost Recovery	57%

Prime Time Ice Requirements in Prince Albert

Utilizing the timeframe from September – March, there is a total of 1,498 hours of Prime Time ice available at each of our 3 artificial ice arenas. Prime Time ice is available from 5-10:30 p.m. on weekdays and 8 a.m.-10:00 p.m. on Saturdays and Sundays.

<u>Location</u>	<u>Hours</u>
Art Hauser Centre	1,498
Kinsmen Arena	1,498
Dave G. Steuart Arena	1,498
Total	4,494

Average Prime Time User Group Usage each season:

Minor Hockey	2,100
PA Skating Club	710
Recreation Hockey	600
Private Rentals	450
Mintos	225
Raiders	180
Bears	160
Speed Skating	60
Total	4,485

Prime Time ice at the City's 3 Artificial Ice Arenas is booked to maximum capacity on an average annual basis. This leads to local teams and organizations booking artificial ice in the surrounding Prince Albert region. Conditions typically allow for the 4 indoor Community Club Natural Ice Arenas to begin taking bookings by mid December until mid March. These 4 Natural Ice Arenas include the East End Community Club, East Hill Community Club, Crescent Heights Community Club and West Hill Community Club. The availability of these four locations for approximately 3 months provides some relief to the demand for Prime Time ice.

Through our review it is estimated that 1,622 hours of ice are booked in the Prince Albert region from September – March. With 1,498 hours of Prime Time Ice available at an artificial ice arena during this same timeframe, there is demand to justify a 4th Artificial Ice Arena in Prince Albert.

A combination of factors lead to the recommendation for the Kinsmen Arena to remain in operation as an Ice Arena from September – March each season. The current Facility Status and Condition of the Kinsmen Arena and the local demand for artificial ice makes the Kinsmen Arena a viable option to fulfill this demand for a 4th artificial Ice Arena. This will also benefit our local teams and organizations by reducing the requirement to travel out to the region to secure available artificial ice.

Demand for a 5th artificial Ice Arena in Prince Albert would need to be justified. The current usage at the Steuart Arena will shift to the new Twin Pad Arenas. Operating a 5th artificial ice arena would also create competition for our 4 volunteer driven Community Club Natural Ice Arenas and add to the City's annual Operating Subsidy for Arenas. Therefore it is recommended that the Dave G. Steuart Arena discontinue the operations as an Ice Arena following the construction of the new Twin Pad Arenas.

Future Options for the Dave G. Steuart Arena

It is recommended that a further report be provided to consider alternate options for the future of the Steuart Arena. As outlined above regarding the facility's status, the roof structure will require significant repair if it is to remain under the City's ownership and utilized for an alternate purpose.

Examples of the options that can be considered include, but are not limited to:

- Re-purpose the Facility for an Alternate Use
- Sale of the Facility
- Asbestos Mitigation, Decommissioning & Demolition

CONSULTATIONS:

Consultation to date was completed in conjunction with the Sport & Recreation Division and Facilities Division. Consultation with Financial Services will be completed in order to provide further information related to the Sale of the Facility.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A Communications Plan will be developed upon receiving direction and input from members of Council. It is anticipated that the Plan will involve ongoing communication with the user groups regarding the future booking requirements of the Facilities. The Plan will also include further information related to the option selected for the future of the Steuart Arena. Each option under consideration will have implications that will need to be communicated to the public and interested stakeholders.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options for financial implications for consideration in addition to the preliminary financial implications listed above. Further financial implications will be included in the follow up report that will consider future options for the Steuart Arena. Additionally, there are no policy or privacy implications at this time.

STRATEGIC PLAN:

The consideration of the future of the Kinsmen & Steuart Arenas aligns with the Investing in Infrastructure Strategic Priority of the City's Strategic Plan. More specifically, the Infrastructure Management Area of Focus within this Strategic Priority. Cross-departmental planning and consultation will be required in order to prepare the follow up report regarding the future of the Dave G. Steuart Arena.

OFFICIAL COMMUNITY PLAN:

The review of the usage of the Kinsmen and Steuart Arenas 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 the re-development of 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 – Jody Boulet, Director of Community Services

ATTACHMENTS:

1. Dave G. Steuart Arena Roof #1 - Fall 2022
2. Dave G. Steuart Arena Roof #2 - Fall 2022
3. Dave G. Steuart Arena Roof #3 - Fall 2022
4. Leaking in Dave G. Steuart Arena Lobby
5. Leaking in Dave G. Steuart Arena Corridor
6. Leaking in Dave G. Steuart Arena Mechanical Room

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager















City of Prince Albert

RPT 23-71

TITLE: Long Term Debt Bylaw No. 4 of 2023 - Capital Financing

DATE: February 15, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That Bylaw No. 4 of 2023, a Bylaw to provide for the creation of debt not payable within the current year, be forwarded to City Council for consideration of readings; and,
2. That Administration be authorized to proceed with Public Notice for the Long Term Debt Bylaw No. 4 of 2023.

TOPIC & PURPOSE:

To forward the Long Term Debt Bylaw No. 4 of 2023 for review prior to forwarding for Public Notice.

BACKGROUND:

A report was forwarded to the June 13, 2022 City Council Meeting with an Updated Funding Model for the Aquatic and Arenas Recreation Centre. At that time, City Council Resolution No. 0215 dated June 13, 2022 was approved as follows:

- “1. That Administration proceed with the borrowing of an additional \$30 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre;*
- 2. That Administration increase the City’s debt limit to \$120,000,000;*
- 3. That the External Capital Financing in the amount of \$3,997,443.40, be reallocated to fund the construction costs of the Aquatic and Arenas Recreation Centre; and,*

4. *That the taxation from the Yard Development fund the remaining costs of the principle and interest payments for the borrowing of the additional funds not funded from the Civic Facilities Levy annually.”*

PROPOSED APPROACH AND RATIONALE:

The attached proposed Long Term Debt Bylaw No. 4 of 2023 will be forwarded to the March 27, 2023 City Council Meeting to coincide with the approval of the Request for Proposal for Capital Financing of \$30.0 million dollars.

City's Debt Limit

The City submitted an application to the Saskatchewan Municipal Board to increase the City's Debt Limit from \$75.0 million to \$120.0 million as approved by City Council on June 13, 2022.

The City received a certified copy of the Saskatchewan Municipal Board Resolution dated November 7, 2022, approving the increase for the City's Debt Limit to \$120.0 million.

Request for Proposal #9/23

As per attached Request for Proposal #9/23 – Capital Financing, the City of Prince Albert is requesting Proposals from qualified financial institutions to provide the City with financing options to meet our borrowing requirement of \$30.0 million dollars for the construction of the Aquatic and Arenas Recreation Centre.

The preference is a loan over the term of thirty-five years.

Below is an outline of Request for Proposal (RFP) milestones:

RFP Release Date: Monday, February 13, 2023.

RFP Closing Date: Thursday, March 9, 2023.

Approval by City Council: Monday, March 27, 2023.

Intention to Award Proposal: Tuesday, March 29, 2023.

A report will be forwarded for the March 27th City Council Meeting to consider awarding the Request for Proposal for the borrowing of \$30.0 million.

The Request for Proposal includes the following Evaluation of the submitted Proposals:

It is the intent of the City to select the most qualified proposer to provide the best value to the City. Best Value is based not only on cost, but also includes the ability to provide quality services and support.

After the closing date, City Administration will begin evaluation of all proposals submitted. The selected Bidder may be requested to conduct an oral presentation of their proposal. These Bidders may be notified to arrange an oral review meeting.

The City will accept the proposal, which it, in its sole discretion, determines to be most favorable to the interests of the City. The RFP Evaluation Committee will evaluate each proposal for completeness based on the following criteria:

	Maximum Points
Completeness of Proposal	10
Rate structure, term of financing, structure flexibility, and total financing cost of debt placement, including legal fees	75
Financial strength and capacity of the banking/financial institution	10
Rating based on demonstration of positive customer service to the City of Prince Albert over the previous 5 years, this includes community participation.	5
Total Points	100

Long Term Debt Bylaw No. 4 of 2023

The attached Long Term Debt Bylaw No. 4 of 2023 is to provide for the creation of debt not payable within the current year and is scheduled to be forwarded to the March 27, 2023 City Council meeting for consideration of 3 readings.

The Bylaw is required to be updated to reflect the \$30.0 million borrowing, as provided in Section 134 of The Cities Act.

The Bylaw includes the following clause: "That the funds are authorized to be borrowed from the Financing Corporation that is awarded the capital financing by City Council through Request for Proposal No. 9 of 2023."

In early 2022, Council awarded the Capital Financing Request for Proposal #4/22 to the Municipal Financing Corporation of Saskatchewan in the amount of \$16,000,000 for the Aquatic and Arenas Recreation Centre to be payable over a period of 35 years, at interest rate of 3.45%.

Since this initial borrowing, there have been many shifts in the economic climate which has caused rates to shift. Administration received updated borrowing rates in January of 2023 from Municipal Financing Corporation of Saskatchewan which indicated an estimated rate of 4.40%. In comparison to the 3.45% interest rate of the \$16.0 million borrowing, this would be an increase in annual payments of \$206,291.42 as follows:

	35 Years
\$1,489,408.58	3.45%
\$1,695,700.00	4.40%
\$206,291.42	

The Long Term Debt Bylaw for consideration at the March 27th City Council meeting will include a range for approval of interest rates based on the award of the Request for Proposal.

CONSULTATIONS:

As noted, Finance Administration reached out to Saskatchewan Municipal Corporation in January of 2023 for updated interest rates. Administration also reached out to other Financial Institutions to discuss rates and projections.

Administration also consulted with the City Clerk regarding the Public Notice and Long Term Debt Bylaw.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

As per Section 4 of the Public Notice Bylaw No. 24 of 2015, Public Notice in accordance with this Part shall be given before Council initially considers the following matters:

- borrowing money, lending money or guaranteeing the repayment of a loan.

Public Notice must be given in the following manners at least seven (7) days prior to the Council meeting at which the matter will be considered;

- a. published in a local newspaper;
- b. posted on the City Hall bulletin board; and,
- c. posted on the City’s website.

The attached Public Notice will be posted on Monday, March 6, 2023. That will allow the sufficient seven (7) days of Public Notice.

FINANCIAL IMPLICATIONS:

In June 2022, City Council awarded the Contract of Construction for the Aquatic and Arenas Recreation Centre to Graham Construction LP in the amount of \$105,268,000, plus applicable taxes. City Council Resolution No. 0215 dated June 13, 2022 approved that Administration proceed with the borrowing of an additional \$30 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre.

Through the Request for Proposal #9/23, the City will consider financing option repayment terms, with a preference of thirty-five (35) years. The results of that Request for Proposal will be forwarded to the March 27th City Council meeting for award.

City's Outstanding Debt

The City had debt outstanding at December 31st, 2021 of \$19.1 million as per the audited financial statements.

The City's debt at December 31, 2022 is estimated to be \$58.4 million, **unaudited** as follows:

Outstanding Debt ending December 31, 2022

Project Name	Outstanding Debt Amount	Debt Due (Year)
Transit Buses	\$1,370,000	2027
Irrigation at Cooke Municipal Golf Course	\$1,905,000	2042
West Hill Development	\$1,211,000	2027
Aquatic and Arenas Recreation Centre	\$16,000,000	2057
New Raw Water Pump House	\$12,803,000	2057
Marquis Road West Extension - Roadway Construction	\$3,400,000	2047
Landfill Expansion	\$6,260,000	2032
Waste Water Treatment Plant Upgrade - Detailed Design	\$2,400,000	2057
Water Reservoir on River Street	\$6,036,000	2042
Upgrades to Water Reservoirs on 2nd Avenue West and Marquis Road	\$5,648,000	2042
Upgrades at the Water Treatment Plant	\$1,355,590	2024
Unaudited Outstanding Debt ending Dec 31, 2022	\$58,388,590	

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy, policy or official community plan implications at this time.

STRATEGIC PLAN:

This recommendation aligns with the strategic goal of organizational effectiveness – develop timely and relevant internal financial reporting. The approval of the Long Term Debt Bylaw is required for the additional borrowing of \$30.0 million dollars for the Aquatic and Arenas Recreation Centre.

PUBLIC NOTICE:

As outlined above, Public Notice is required for consideration of this matter, pursuant to Section 4 (c) of Public Notice Bylaw No. 24 of 2015.

PRESENTATION: Verbal Presentation by Melodie Boulet, Finance Manager

ATTACHMENTS:

1. Long Term Debt Bylaw No. 4 of 2023
2. Copy of Public Notice to be Posted
3. Request for Proposal #9/23 – Capital Financing.

Written by: Melodie Boulet, Finance Manager

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

CITY OF PRINCE ALBERT

BYLAW NO. 4 OF 2023

A Bylaw of The City of Prince Albert to provide for the creation of debt not payable within the current year

WHEREAS the Council of The City of Prince Albert deems it desirable and necessary to create debt not payable within the current year, in the amount of Thirty Million dollars (\$30,000,000), for the purpose of funding capital investments for the Aquatic and Arenas Recreation Centre;

AND WEREAS the amount of existing unaudited long term debt of The City of Prince Albert as at December 31, 2022 is the sum of Fifty Eight Million, Three Hundred and Eighty-Eight Thousand, Five Hundred and Ninety dollars (\$58,388,590), no part of which is in arrears;

AND WHEREAS The City of Prince Albert has an approved debt limit of One Hundred and Twenty Million dollars (\$120,000,000).

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

1. This Bylaw may be cited as “Long Term Debt Bylaw No. 4 of 2023”.
2. That pursuant to Section 134 of The Cities Act, a debt not payable within the current year shall be created in the amount of Thirty Million dollars (\$30,000,000).

3. That the amount of said debt shall be payable as follows:
 - a. Thirty Million dollars (\$30,000,000) for the construction of an Aquatic and Arenas Recreation Centre to be payable in annual or semi-annual payments of principal and interest over a period of 30 to 35 years from the General Fund.

4. That the funds are authorized to be borrowed from the approved Financing Corporation via a loan document as awarded by City Council for Request for Proposal No. 9 of 2023.

5. That the fixed interest rate for the loan will not exceed 5.5%.

6. That Mayor and City Clerk be authorized to sign all agreements, contracts and documents necessary to carry out the transaction.

7. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS DAY OF , AD 2023.
 READ A SECOND TIME THIS DAY OF , AD 2023.
 READ A THIRD TIME AND PASSED THIS DAY OF , AD 2023.

 MAYOR

 CITY CLERK



City of Prince Albert

Public Notice Long Term Debt Bylaw No. 4 of 2023

The City of Prince Albert hereby gives notice, pursuant to Section 4(c) of The City of Prince Albert Public Notice Bylaw No. 24 of 2015, of its intention to pass a Long-Term Debt Bylaw.

Reason for Notice: City Council will consider passing Long-Term Debt Bylaw No. 4 of 2023 for a total amount of Thirty Million Dollars (\$30 Million), to be used to finance the construction of the Aquatic and Arenas Recreation Centre.

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

Monday, March 27, 2023 at 5:00 p.m.
Council Chamber, City Hall, 1084 Central Avenue, Prince Albert SK

If any person wishes to appear before City Council regarding this matter, please provide your submission to the City Clerk by 4:45 p.m. on Tuesday, March 21, 2023. Please visit www.citypa.ca or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

Information regarding the proposed amendments may be directed to the Financial Services Department at 306-953-4303.

Issued at the City of Prince Albert this 6th day of March, 2023.
Terri Mercier, City Clerk



City of Prince Albert

Request for Proposal #9/23

Capital Financing

1 Objective(s)

The City of Prince Albert is requesting Proposals from qualified financial institutions to provide the City with financing options to meet our borrowing requirement as indicated in this Request for Proposal (RFP).

2 Instructions to Bidders

Proposals must be received by **2:00pm, Saskatchewan Time, Thursday, March 9, 2023.**

Your Proposal must be submitted in two (2) clearly marked files with Company Name and RFP number indicated in the title.

File “A” will contain your Cover Letter, Company Profile, Project Team, Company Experience, Proposed Scope of Work | Project Approach, and References.

File “B” will contain pricing being offered and all financial considerations.

The two (2) file must be submitted through the VendorPanel software. If for some reason you are unable to submit through VendorPanel contact Jerri @ 306-953-4316.

File “A” will be opened by the Purchasing Department and a *List of Proposers* recorded.

File “B” with File “A” will be forwarded to the selection committee for evaluation.

3 Inquiries

Inquiries, interpretations, and questions regarding this Request for Proposal (RFP) are to be directed through the VendorPanel software. If for some reason you are unable to submit through VendorPanel contact Jerri @ 306-953-4316.

4 RFP Process

Request for Proposals received by the Purchasing Department **after 2:00pm, Saskatchewan Time, Thursday, March 9, 2023** will not be considered.

Upon closing, the City of Prince Albert will review all proposals for completeness and compliance to the requirements of this Request for Proposal (RFP).

5 Schedule

The Proposal will run from **Monday, February 13, 2023** until **Thursday, March 9, 2023**. Below is an outline of Request for Proposal (RFP) milestones:

RFP Release Date: Monday, February 13, 2023.

RFP Closing Date: Thursday, March 9, 2023.

Approval by City Council: Monday, March 27, 2023.

Intention to Award Proposal: Tuesday, March 29, 2023.

6 Background

The City's annual budgeted operating revenue for 2023 is approximately \$103.3 million.

The City had debt outstanding at December 31st, 2021 of \$19.1 million as per the audited financial statements. (*The audited financial statements for the City of Prince Albert are available on the City's website at <http://citypa.ca>.*)

In Year 2022, City Council awarded Capital Financing in the amount of \$40.9 million as follows:

Awarded Request for Proposal #4 of 22 - Capital Financing	
Aquatic and Arenas Recreation Centre	\$16,000,000
New Raw Water Pump House	\$12,803,000
Marquis Road West Extension - Roadway Construction	\$3,400,000
Landfill Expansion	\$6,260,000
Waste Water Treatment Plant Upgrade - Detailed Design	\$2,400,000
Total Capital Financing	\$40,863,000

The City's debt at December 31, 2022 is estimated to be \$58.4 million, **unaudited**:

Outstanding Debt ending December 31, 2022

Project Name	Outstanding Debt Amount	Debt Due (Year)
Transit Buses	\$1,370,000	2027
Irrigation at Cooke Municipal Golf Course	\$1,905,000	2042
West Hill Development	\$1,211,000	2027
Aquatic and Arenas Recreation Centre	\$16,000,000	2057
New Raw Water Pump House	\$12,803,000	2057
Marquis Road West Extension - Roadway Construction	\$3,400,000	2047
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Water Reservoir on River Street	\$6,036,000	2042
Upgrades to Water Reservoirs on 2nd Avenue West and Marquis Road	\$5,648,000	2042
Upgrades at the Water Treatment Plant	\$1,355,590	2024
Unaudited Outstanding Debt ending Dec 31, 2022	\$58,388,590	

City's Debt Limit

In 2022, the Province of Saskatchewan, through the Saskatchewan Municipal Board, has authorized a debt limit of **\$120,000,000 for the City**.

Capital Financing Request

The City intends to borrow an additional **\$30,000,000** for the construction of the Aquatic and Arenas Recreation Centre.

Further details for the project is identified below.

Aquatic and Arenas Recreation Centre

The City of Prince Albert has been approved through the Canada Infrastructure Program to construct a new City of Prince Albert Aquatic and Arenas Recreation Centre. The facility is a 150,000 ft² Aquatic Centre with twin pad hockey rinks.

A new aquatic facility will provide recreational opportunities such as:

- Swimming lessons - basic and advanced for all ages
- Fitness activities - lane swimming, aquasize, etc.
- Competitive swimming - swim and triathlon clubs
- Aqua therapy and wellness
- Lifeguard training
- Public Swimming Sessions
- Special Event Rentals - children's parties, staff parties, etc.
- Event hosting

In June 2022, City Council awarded the Contract of Construction for the Aquatic and Arenas Recreation Centre to Graham Construction LP in the amount of \$105,268,000, plus applicable Goods and Services Tax and Provincial Sales Tax.

The request is an additional \$30,000,000 for this project. The City would like to consider financing option repayment terms, with a preference of thirty-five (35) years.

7 Requirements | Scope of Work

7.1 Project Goal

The request is **\$30,000,000** for this project. The City would like to consider financing option repayment terms, with a preference of thirty-five (35) years.

The City has made every effort to include enough information within this RFP for a banking or financial institution to prepare a responsive Proposal. The City encourages Bidders to submit a Proposal that is comprehensive, clear and concise.

A cover letter must be included, dated and signed by an official authorized to negotiate and make commitments and provide any clarifications with respect to the Proposal on behalf of the Bidder. The cover letter should include an understanding of the RFP, and any indication of deviations or exceptions to the information outlined in this RFP document, including *Schedule* milestones.

Presentation of Financing Options

The City would like to consider, but is not limited to, the following financing options. The financing will be secured by the full faith and credit of the City.

The City is interested in a financing option with a **fixed interest rate** over the term of the financing. The City will consider financing options where the full financing amount is provided up front or disbursements as required over 12 months.

In order to simplify the quotation process and in order for the City to be in a position to assess each offer appropriately, rather than ask for quotations on each financing, the City will request a generic quotation for a series of terms. In addition, the Bidder must recognize that the actual structure and final amount to be financed may be different from the quotations requested below. Please provide quotations in your response utilizing the following format:

Each Bidder should please confirm they can provide the following:

1. The financing amount of \$30,000,000 requested over different loan terms.	Yes / No
2. Maximum amortizations from twenty (20) years to thirty-five (35) years.	Yes / No
3. The ability to do interest only for the balance of 2023 and begin loan amortization in January 2024.	Yes / No
4. The ability to forward fix the rate.	Yes / No

Quotation Grid

Please quote the following assuming a full draw-down of the funds on the quotation date and time (**1:00pm, Saskatchewan Time, Monday, March 6, 2023**) – Spot Pricing.

For proposals including a Banker’s Acceptance (BA) loan and interest rate swap:

Swap Term	Amortization	BA Loan Facility		Swap Rate	All-in Rate
		Term	Credit Spread		
20 years	20 years	5 years	x.xx%	x.xx%	x.xx%
		10 years	x.xx%		x.xx%
		15 years	x.xx%		x.xx%
		20 years	x.xx%		x.xx%
25 years	25 years	5 years	x.xx%	x.xx%	x.xx%
		10 years	x.xx%		x.xx%
		15 years	x.xx%		x.xx%
		20 years	x.xx%		x.xx%
		25 years	x.xx%		x.xx%
30 years	30 years	5 years	x.xx%	x.xx%	x.xx%
		10 years	x.xx%		x.xx%
		15 years	x.xx%		x.xx%
		20 years	x.xx%		x.xx%
		25 years	x.xx%		x.xx%
		30 years	x.xx%		x.xx%

Swap Term	Amortization	BA Loan Facility		Swap Rate	All-in Rate
35 years	35 years	5 years	x.xx%	x.xx%	x.xx%
		10 years	x.xx%		x.xx%
		15 years	x.xx%		x.xx%
		20 years	x.xx%		x.xx%
		25 years	x.xx%		x.xx%
		30 years	x.xx%		x.xx%
		35 years	x.xx%		x.xx%

For proposals including a fixed rate term loan:

Fixed Rate Term Loan Rate (Cost of Funds Term)	Amortization	All-In-Rate
20 years	20 years	x.xx%
25 years	25 years	x.xx%
30 years	30 years	x.xx%
35 years	35 years	x.xx%

As mentioned, the City is looking for creative proposals that will provide the best value to the City. Please feel free to present additional financing options that may provide value to the City.

Please provide the following details in the Proposal:

1. Effective annual interest rate and specified compounding factor for each financing option. Bidders should confirm what period the rate is fixed for;
2. Indicate the type of financing (i.e. interest rate swap, fixed rate loan, etc.);
3. Indicate whether the all-in rates quoted are based on monthly, quarterly, or annual blended payments of principal and interest;
4. Please provide details of any Terms and Conditions that your financial institution would require on early redemption, prepayment terms and/or penalties;
5. The City requires that all transaction charges (legal or otherwise) are included in the fixed interest charge over the amortization period;
6. The City requests, where possible, that quarterly/annual repayments of principal and interest follow the fiscal period. If this can be accommodated please factor into the financing options provided and clearly identify this; and
7. The City requires that the Bidder indicate for each financing option the length of time that the proposed interest rate is valid.
8. Proposals for the existing debt would be considered with options clearly identifying the differentiation for both new and existing debt.
9. Any other Terms and/or Conditions.

If Bidders include interest rate swap arrangements in their response, they are still encouraged (but not required) to include proposals for fixed term loans. Proposals for interest rate swap arrangements must clearly and separately indicate the swap rate and credit spread / stamping fee built into the all-in rate for each of the indicated term options.

Given that interest rates will fluctuate as time goes on and in order to form a fair basis of comparison, the City is requesting that all rates be quoted as of **1:00pm, Saskatchewan Time, Monday, March 6, 2023.**

7.2 Experience

- It is important that the successful Bidder has established experience and the staff available to carry out the requirements of the Request for Proposal (RFP) within the given timeframe. The successful Bidder must be able to demonstrate their ability to provide deliverable requirements.

8 Proposal Response Guidelines

To ensure your Proposal is considered for evaluation, you are required to present a Proposal that includes the following (please be sure to submit your Proposal in two (2) files as outlined in *Instructions to Bidders* and below. If your Proposal is sent or received unmarked and not sealed it will not be considered.

8.1 File “A”

Cover Letter

A cover letter, dated and signed by an official authorized to negotiate and make commitments and provide any clarifications with respect to the Proposal on behalf of the Bidder. The cover letter should include an understanding of the RFP, and any indication of deviations or exceptions to the information outlined in this RFP document, including *Schedule* milestones.

8.2 File “B”

Pricing

File “B” will contain pricing being offered and all financial considerations.

9 Evaluation

It is the intent of the City to select the most qualified proposer to provide the best value to the City. Best Value is based not only on cost, but also includes the ability to provide quality services and support.

After the closing date, City Administration will begin evaluation of all proposals submitted. The selected Bidder may be requested to conduct an oral presentation of their proposal. These Bidders may be notified to arrange an oral review meeting.

There is no obligation for the City to reimburse respondents for any expenses incurred in preparing the proposal/oral presentations in response to this request.

During the evaluation process the City reserves the right, where it may serve the City's interest, to request additional information or clarification from the respondents, or to permit corrections, errors or omissions, regarding the submitted proposals.

The City will accept the proposal, which it, in its sole discretion, determines to be most favorable to the interests of the City.

The RFP Evaluation Committee will evaluate each proposal for completeness based on the following criteria:

	Maximum Points
Completeness of Proposal	10
Rate structure, term of financing, structure flexibility, and total financing cost of debt placement, including legal fees	75
Financial strength and capacity of the banking/financial institution	10
Rating based on demonstration of positive customer service to the City of Prince Albert over the previous 5 years, this includes community participation.	5
Total Points	100

10 Terms and Conditions

1. The Request for Proposal (RFP) provides for the **Receipt of Proposals for: Capital Financing No. 9/23** standard features included in the pricing. Separate pricing for all optional features listed must be provided in accordance with the Terms and Conditions of this Request for Proposal.
2. Financial considerations, including fees and pricing, must be submitted in File “B”. However, in extenuating circumstances Proposals will be received via email submission. Only the Purchasing Manager or their Appointee may approve and accept the email submission. All unit prices must be clearly indicated.

The Proposal must not be restricted by any statement added or by a covering letter. Adjustments to a Proposal already submitted will not be considered.

3. Prices quoted are to be net prices and are to remain firm during the effective dates of this Request for Proposal. All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties and fees at the time of closing, where applicable and shall be F.O.B. any point in the City of Prince Albert.
4. The City of Prince Albert reserves the right to accept all or part of this Proposal.
5. The City of Prince Albert reserves the right to cancel any order or Proposal if the goods or services are unsatisfactory.
6. The obligations and rights of the Bidder shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict, or in any way vary the written Terms and Conditions of this RFP. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
7. The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
8. Any Bidders not responding to this RFP may be removed from the Bidder’s list only for the specific product/service covered in this RFP.

9. With respect to Tendering or Bids, Request for Proposals and Multi-year Contracts, in all cases where it does not contravene Federal or Provincial Legislation governing the City, the City reserves the right to refuse any or all Tenders, Bids or Proposals where the City deems it to be in the best interest of the City to do so having regard, but not limited to questions of quality, supply and service, timelines, performance trustworthiness, solvency, monies owing or due to the City and the existence or potential of legal disputes or conflicts with the City of Prince Albert.
10. The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the *Request for Proposal* process, including executed Contracts and Agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

Section 91(1)(a) of the Cities Act states the following:

“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:

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

11. The Proposal shall be open and irrevocable for forty-five (45) calendar days from the Proposal closing time and date.
12. The City of Prince Albert reserves the right to delete any portion of the work from the Agreement should it be deemed in the interest of the City to do so.
13. Any Proposal is not necessarily accepted.
14. The City reserves the right to give preference to the Bidder whose Proposal includes any material, specifications, or methods of execution that are deemed by the City of Prince Albert to be superior to those of any other Bidder.
15. City determination of the successful Proposal shall be final.
16. The conditions outlined herein shall be part of the RFP.

17. The City of Prince Albert publishes Proposal opportunities on Sasktenders. Once awarded after the closing time and date the published opportunity will be updated.
 18. Should a dispute arise from the Terms and Conditions of this RFP regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.
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