



Agenda

PADBID Board Meeting

January 30th, 2023

- Call to Order
- Approval of Agenda
- Adoption of Minutes
- Welcome to New Members
- Resignation of Board Member
- Vacancy
- Mini – Façade Grant – Addition of Cameras
- Downtown Beautification
- Financial General Ledger 2022 COPA
- Budget of Street Fair - Discussion
- Renewal of Capstone Community Marketing
- Strategic Plan Review 2023 - 2026
- Annual Meeting Date
- Executive Director Report



Agenda

Addition of Exterior Cameras to

Mini-Façade Grant

January 30th, 2023

It is my recommendation to add to the criteria of the Mini – Façade Grant application the ability for businesses to purchase interior and/or exterior cameras for safety and security.

There will be an inspection of said camera(s) to ensure that the application process is being followed and that appropriate signage is visible and following the criteria of public videoing.

Rhonda Trusty

Executive Director



Agenda

Beautification Project

January 30th, 2023

It is my intention to work with the City of Prince Albert's Community Resource Department to help beautify our Downtown with flowers and vegetables.

I have reached out to the St. Mary High School horticulture teacher, Deanna Barrett, to partner on starting seeds of flowers & vegetables for our downtown planters.

Initially I had contacted the businesses along Central Avenue asking for their support in ensuring that if planters were placed in front of their business that they would water/weed the planters.

Unfortunately, at this point, the City of Prince Albert does not have enough of the planters that we were hoping for. When canvassing the business community, the "Adopt – A – Planter" response was positive, but I will need to scale my immediate expectations and work with what the City will be providing.

A "Maintenance Agreement" will need to be signed regarding the responsibilities of maintenance but I am excited and encouraged by the response of our business community. If the project proves to be successful and is supported by the business community the city is willing to consider purchasing future additional planters for the Downtown.

The students of the horticulture program will assist with planting and I may put out a community call out for volunteers – either to help with planting and/or supply seeds for direct grow. Any vegetables that are grown will be donated to Moose Lodge, Food Bank, Salvation Army, PAGC. I feel this is important as food security is an important issue in our City.

It is my hope to encourage a partnership with PAGC regarding this beautification program and that is in early stages of development.

Kind regards,

Rhonda Trusty, Executive Director

Ranges: From: To:
Date: 1/1/2022 12/31/2022
Account: 1-1-45501-048 1-1-45505-094

Include: Posting, Unit

Subtotal By: Period Fund
Sorted By:

| Account: 1-1-45505-085 | | | | | Description: PADBID-Projects-Donations | | | Beginning Balance: | | |
|------------------------|-----------|-------------------|------------------------|---------------------|--|-------------|----------------|--------------------|------------|--------|
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Net Change | Ending Balance | Debit | Credit | |
| 5/26/2022 | 1,323,800 | CMTRX00027874 | Bank Transaction Entry | IAJ000070411 | PADBID REVENUE | | | | | \$0.00 |
| Entries: 1 | | | | | | | | | | |
| Account: 1-1-45505-085 | | | | Period 5 | Subtotals: | -\$3,500.00 | -\$3,500.00 | \$0.00 | \$3,500.00 | |
| | | | | Totals: | | -\$3,500.00 | -\$3,500.00 | \$0.00 | \$3,500.00 | |

| Account: 1-1-45505-094 | | | | | Description: PADBID-Projects-Non-Taxable Revenue | | | Beginning Balance: | | |
|------------------------|-----------|-------------------|------------------------------|---------------------|--|-------------|----------------|--------------------|------------|------------|
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Net Change | Ending Balance | Debit | Credit | |
| 4/7/2022 | 1,313,756 | CRREC00006757 | Daily Cash April 7, 2022 D8 | | | | | | | \$238.10 |
| 4/7/2022 | 1,314,232 | CMTRX00027582 | Bank Transaction Entry | | | | | | | \$952.39 |
| 4/12/2022 | 1,314,050 | CRREC00006761 | Daily Cash April 12, 2022 D9 | IAJ000069854 | PADBID REVENUE | | | | | \$119.05 |
| 4/13/2022 | 1,314,365 | CRREC00006762 | Daily Cash April 13, 2022 D8 | | | | | | | \$119.05 |
| 4/19/2022 | 1,315,428 | CRREC00006766 | Daily Cash April 19, 2022 D8 | | | | | | | \$119.05 |
| 4/26/2022 | 1,316,995 | CMTRX00027652 | Bank Transaction Entry | IAJ000069988 | PADBID REVENUE | | | | | \$285.72 |
| Entries: 6 | | | | | | | | | | |
| | | | | Period 4 | Subtotals: | -\$1,833.36 | -\$1,833.36 | \$0.00 | \$1,833.36 | |
| 5/2/2022 | 1,317,015 | CRREC00006778 | Daily Cash May 2, 2022 D9 | | | | | | | \$71.43 |
| 5/9/2022 | 1,321,662 | CMTRX00027804 | Bank Transaction Entry | DAJ000070309 | Chargeback - Optimist Club | | | \$71.43 | | |
| 5/13/2022 | 1,321,069 | CRREC00006790 | Daily Cash May 13, 2022 D8 | | | | | | | \$71.43 |
| 5/13/2022 | 1,323,121 | CMTRX00027839 | Bank Transaction Entry | IAJ000070369 | PADBID REVENUE | | | | | \$2,023.81 |
| 5/17/2022 | 1,321,635 | CRREC00006793 | Daily Cash May 17, 2022 D8 | | | | | | | \$119.05 |
| 5/17/2022 | 1,323,122 | CMTRX00027840 | Bank Transaction Entry | | | | | | | \$761.90 |
| 5/19/2022 | 1,323,130 | CMTRX00027841 | Bank Transaction Entry | IAJ000070370 | PADBID REVENUE | | | | | \$452.38 |
| 5/20/2022 | 1,323,131 | CMTRX00027842 | Bank Transaction Entry | IAJ000070371 | PADBID REVENUE | | | | | \$1,600.00 |
| 5/26/2022 | 1,323,800 | CMTRX00027874 | Bank Transaction Entry | IAJ000070372 | PADBID REVENUE | | | | | \$214.29 |
| 5/30/2022 | 1,326,006 | CMTRX00027907 | Bank Transaction Entry | IAJ000070411 | PADBID REVENUE | | | | | \$1,142.86 |
| 5/31/2022 | 1,326,005 | CMTRX00027906 | Bank Transaction Entry | IAJ000070494 | PADBID REVENUE | | | | | \$547.62 |
| Entries: 11 | | | | | | | | | | |
| | | | | Period 5 | Subtotals: | -\$6,933.34 | -\$8,766.70 | \$71.43 | \$7,004.77 | |

| | | | | | | | | | | |
|------------|-----------|---------------|--------------------------------|------------------|----------------|-------------|--------------|--------|------------|------------|
| 6/2/2022 | 1,324,833 | CRREC00006805 | Daily Cash June 2, 2022 D9 | | | | | | | \$119.05 |
| 6/3/2022 | 1,324,835 | INVCE00008561 | CIBCC1-ST. FAIR SPONSORSHIP/2 | INVOICE000112662 | CIBC | | | | | \$476.19 |
| 6/3/2022 | 1,325,997 | CRREC00006806 | Daily Cash June 3, 2022 D8 | | | | | | | \$119.05 |
| 6/7/2022 | 1,327,878 | CMTRX00027972 | Bank Transaction Entry | IAJ000070671 | PADBID REVENUE | | | | | \$1,023.81 |
| 6/13/2022 | 1,327,884 | CRREC00006816 | Daily Cash June 13, 2022 D8 | | | | | | | \$119.05 |
| 6/14/2022 | 1,328,514 | CRREC00006817 | Daily Cash June 14, 2022 D9 | | | | | | | \$119.05 |
| 6/21/2022 | 1,330,465 | CMTRX00028058 | Bank Transaction Entry | IAJ000070838 | PADBID REVENUE | | | | | \$785.71 |
| 6/23/2022 | 1,331,269 | CMTRX00028106 | Bank Transaction Entry | IAJ000070931 | PADBID REVENUE | | | | | \$238.10 |
| Entries: 8 | | | | | | | | | | |
| | | | | Period 6 | Subtotals: | -\$3,000.01 | -\$11,766.71 | \$0.00 | \$3,000.01 | |
| 8/9/2022 | 1,347,443 | CMTRX00028412 | Bank Transaction Entry | IAJ000071612 | PADBID | | | | | \$3,571.43 |
| Entries: 1 | | | | | | | | | | |
| | | | | Period 8 | Subtotals: | -\$3,571.43 | -\$15,338.14 | \$0.00 | \$3,571.43 | |
| 11/22/2022 | 1,380,579 | CMTRX00029019 | Bank Transaction Entry | IAJ000073017 | PADBID REVENUE | | | | | \$150.00 |
| Entries: 1 | | | | | | | | | | |
| | | | | Period 11 | Subtotals: | -\$150.00 | -\$15,488.14 | \$0.00 | \$150.00 | |
| 12/5/2022 | 1,382,356 | CRREC00006992 | Daily Cash December 5, 2022 D9 | | | | | | | \$1,250.00 |

| Entries: | 1 | | | | | |
|----------|---------------|-----------|------------|--------------|----------------|-------------|
| | | Period 12 | Subtotals: | Net Change | Ending Balance | |
| | | | | -\$1,250.00 | -\$16,738.14 | \$0.00 |
| Account: | 1-1-45505-094 | | Totals: | -\$16,738.14 | -\$16,738.14 | \$71.43 |
| | | | | | | \$16,809.57 |

| | Accounts | Beginning Balance | Net Change | Ending Balance | Debit | Credit |
|---------------|----------|-------------------|--------------|----------------|---------|-------------|
| Grand Totals: | 2 | \$0.00 | -\$20,238.14 | -\$20,238.14 | \$71.43 | \$20,309.57 |

Ranges:
Date: 1/1/2022
Account: 1-2-45500-111

To:
12/31/2022
1-2-45500-896

Subtotal By:
Sorted By:

No Subtotals
Fund

Include:

Posting, Unit

| Account: 1-2-45500-211 | | | | Description: PA Bus. Imp. District-Travel | | Beginning Balance: | |
|------------------------|-----------|-------------------|------------------------|---|-------------------|--------------------|--------|
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
| 8/31/2022 | 1,351,766 | PMTRX00018925 | Purchases | CCIMP000000000615914 | Facebook Inc. | \$23.23 | |
| Account: 1-2-45500-211 | | | | Totals: | Net Change | Ending Balance | \$0.00 |
| | | | | | \$23.23 | \$23.23 | \$0.00 |

| Account: 1-2-45500-213 | | | | Description: PA Bus. Imp. District-Telephone | | Beginning Balance: | |
|------------------------|-----------|-------------------|--------------------------------|--|-------------------|--------------------|--------|
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
| 1/31/2022 | 1,298,329 | PMTRX00018676 | SKTE002 - 8064827-1 JAN 13/22 | 8064827-1 | SaskTel | \$149.31 | |
| 2/28/2022 | 1,304,692 | PMTRX00018710 | SKTE002 - 8064827-1 FEB 13/22 | 8064827-1 | SaskTel | \$151.94 | |
| 3/30/2022 | 1,309,895 | PMTRX00018737 | SKTE002 - 8064827-1 MAR 13/22 | 8064827-1 | SaskTel | \$149.39 | |
| 4/30/2022 | 1,317,284 | PMTRX00018769 | SKTE002 - 8064827-1 APR 13/22 | 8064827-1 | SaskTel | \$149.58 | |
| 5/30/2022 | 1,323,190 | PMTRX00018803 | SKTE002 - 8064827-1 MAY 13/22 | 8064827-1 | SaskTel | \$149.54 | |
| 6/30/2022 | 1,333,165 | PMTRX00018842 | SKTE002 - 8064827-1 JUNE 13/22 | 8064827-1 | SaskTel | \$149.56 | |
| 7/29/2022 | 1,342,500 | PMTRX00018887 | SKTE002 - 8064827-1 JULY 13/22 | 8064827-1 | SaskTel | \$149.61 | |
| 8/31/2022 | 1,348,330 | PMTRX00018914 | SKTE002 - 8064827-1 AUG 13/22 | 8064827-1 | SaskTel | \$149.61 | |
| 9/28/2022 | 1,355,380 | PMTRX00018950 | SKTE002 - 8064827-1 SEPT 13/22 | 8064827-1 | SaskTel | \$149.60 | |
| 10/31/2022 | 1,373,955 | PMTRX00018990 | SKTE002 - 8064827-1 OCT 13/22 | 8064827-1 | SaskTel | \$149.53 | |
| 11/30/2022 | 1,381,901 | PMTRX00019021 | SKTE002 - 8064827-1 NOV 13/22 | 8064827-1 | SaskTel | \$149.62 | |
| 12/30/2022 | 1,389,305 | PMTRX00019056 | SKTE002 - 8064827-1 DEC 13/22 | 8064827-1 | SaskTel | \$149.59 | |
| Account: 1-2-45500-213 | | | | Totals: | Net Change | Ending Balance | \$0.00 |
| | | | | | \$1,796.88 | \$1,796.88 | \$0.00 |

| Account: 1-2-45500-221 | | | | Description: PA Bus. Imp. District-Advertising | | Beginning Balance: | |
|------------------------|-----------|-------------------|------------------------|--|--|--------------------|---------|
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
| 3/11/2022 | 1,307,393 | PMTRX00018722 | Purchases | 48 | Prince Albert Regional Economic Dev Alli | \$350.00 | |
| 4/30/2022 | 1,319,846 | PMTRX00018777 | Purchases | CCIMP000000000598804 | Facebook Inc. | \$4.41 | |
| 5/31/2022 | 1,327,661 | PMTRX00018820 | Purchases | CCIMP000000000603130 | Facebook Inc. | \$7.59 | |
| 6/23/2022 | 1,332,702 | PMTRX00018837 | Purchases | 429349 | Pattison Media Ltd | \$500.00 | |
| 6/30/2022 | 1,335,508 | PMTRX00018858 | Purchases | REIMBURSE 2022 | Rhonda Trusty | \$72.55 | |
| 7/31/2022 | 1,342,214 | PMTRX00018886 | Purchases | CCIMP000000000610333 | Facebook Inc. | \$70.00 | |
| 7/31/2022 | 1,342,216 | PMTRX00018886 | Purchases | CCIMP000000000610337 | Facebook Inc. | \$70.00 | |
| 7/31/2022 | 1,342,217 | PMTRX00018886 | Purchases | CCIMP000000000610339 | Facebook Inc. | \$100.00 | |
| 7/31/2022 | 1,342,218 | PMTRX00018886 | Purchases | CCIMP000000000610341 | Facebook Inc. | \$84.45 | |
| 7/31/2022 | 1,344,240 | PMTRX00018890 | Purchases | 24514 | Folio Jumpline Publishing Inc. | \$500.00 | |
| 9/30/2022 | 1,368,021 | PMTRX00018967 | Purchases | CCIMP000000000618986 | Facebook Inc. | \$70.77 | |
| 10/31/2022 | 1,374,607 | PMTRX00018991 | Purchases | CCIMP000000000623101 | Kijiji Canada Ltd | \$41.59 | |
| 10/31/2022 | 1,374,608 | PMTRX00018991 | Purchases | CCIMP000000000623103 | Facebook Inc. | \$7.04 | |
| 10/31/2022 | 1,374,609 | PMTRX00018991 | Purchases | CCIMP000000000623105 | Indeed Ireland Operations Ltd | \$26.20 | |
| 10/31/2022 | 1,374,610 | PMTRX00018991 | Purchases | CCIMP000000000623107 | Facebook Inc. | \$150.00 | |
| 10/31/2022 | 1,374,611 | PMTRX00018991 | Purchases | CCIMP000000000623109 | Indeed Ireland Operations Ltd | \$167.02 | |
| 11/24/2022 | 1,381,417 | PMTRX00019017 | Purchases | 22102601 | CTV Television Inc. | \$350.00 | |
| 11/24/2022 | 1,381,418 | PMTRX00019017 | Purchases | 25835 | Folio Jumpline Publishing Inc. | \$238.10 | |
| 11/24/2022 | 1,381,419 | PMTRX00019017 | Purchases | 25915 | Folio Jumpline Publishing Inc. | \$142.86 | |
| 11/24/2022 | 1,381,419 | PMTRX00019017 | Purchases | 447908-1 | Pattison Media Ltd | \$350.00 | |
| 11/30/2022 | 1,382,171 | PMTRX00019023 | Purchases | CCIMP000000000628186 | Facebook Inc. | \$82.70 | |
| 11/30/2022 | 1,384,236 | PMTRX00019026 | Purchases | CCIMP000000000628188 | Indeed Ireland Operations Ltd | \$7.07 | |
| 11/30/2022 | 1,384,237 | PMTRX00019026 | Purchases | CCIMP000000000630534 | Facebook Inc. | \$26.77 | |
| 12/30/2022 | 1,389,214 | PMTRX00019055 | Purchases | | | | \$50.00 |

Account: 1-2-45500-221

Net Change Ending Balance
\$3,399.12 \$3,399.12 \$3,449.12 \$50.00

Account: 1-2-45500-222 Description: PA Bus. Imp. District-Publications & Subscriptions Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|------------|-----------|-------------------|-----------------------------|----------------------|------------------------|----------|--------|
| 4/30/2022 | 1,319,842 | PMTRX00018777 | Purchases | CCIMP000000000598796 | Microsoftstore. Com | \$83.74 | |
| 4/30/2022 | 1,319,843 | PMTRX00018777 | Purchases | CCIMP000000000598798 | Wondershare Technology | \$93.80 | |
| 4/30/2022 | 1,319,844 | PMTRX00018777 | Purchases | CCIMP000000000598800 | Adobe Systems | \$254.28 | |
| 4/30/2022 | 1,319,925 | GLTRX00173032 | RemPST March22 MC R.Trustey | | | \$5.63 | |
| 5/31/2022 | 1,327,660 | PMTRX00018820 | Purchases | CCIMP000000000603128 | Wondershare Technology | \$24.10 | |
| 12/30/2022 | 1,389,215 | PMTRX00019055 | Purchases | CCIMP000000000603536 | Microsoft 365 | \$139.92 | |

Account: 1-2-45500-222 Net Change Ending Balance
\$601.47 \$601.47 \$601.47 \$0.00

Account: 1-2-45500-238 Description: PA Bus. Imp. District-Computer Services Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|-----------|-----------|-------------------|------------------------|----------------------|------------------------------|----------|--------|
| 1/31/2022 | 1,300,200 | PMTRX00018680 | Purchases | 0000072533 | Image Computer Services | \$90.10 | |
| 1/31/2022 | 1,300,301 | PMTRX00018682 | Purchases | REFUND 2022 | Capstone Community Marketing | \$206.65 | |
| 4/26/2022 | 1,316,557 | PMTRX00018765 | Purchases | INV-223 | Media Made Simple | \$198.75 | |
| 5/31/2022 | 1,327,662 | PMTRX00018820 | Purchases | CCIMP000000000603132 | Varial Technologies Inc. | \$129.30 | |

Account: 1-2-45500-238 Net Change Ending Balance
\$624.80 \$624.80 \$624.80 \$0.00

Account: 1-2-45500-239 Description: PA Bus. Imp. District-Consulting Services Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|-----------|-----------|-------------------|------------------------------|---------------------|------------------------------|------------|------------|
| 1/31/2022 | 1,300,300 | PMTRX00018682 | Purchases | 002-2022 | Capstone Community Marketing | \$3,263.74 | |
| 7/31/2022 | 1,347,134 | GLTRX00175585 | Reallocated to 1-2-45500-295 | | | | \$3,263.74 |

Account: 1-2-45500-239 Net Change Ending Balance
\$0.00 \$0.00 \$3,263.74 \$3,263.74

Account: 1-2-45500-263 Description: PA Bus. Imp. District-Rentals-Build Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|-----------|-----------|-------------------|------------------------|---------------------|---|------------|--------|
| 1/4/2022 | 1,291,613 | PMTRX00018639 | Purchases | JANUARY 2022 | Dove Holdings Inc | \$1,000.00 | |
| 2/1/2022 | 1,296,026 | PMTRX00018664 | Purchases | FEBRUARY 2022 | Dove Holdings Inc | \$1,000.00 | |
| 3/3/2022 | 1,303,578 | PMTRX00018708 | Purchases | MARCH 2022 | Dove Holdings Inc | \$1,000.00 | |
| 4/4/2022 | 1,312,090 | PMTRX00018746 | Purchases | APRIL 2022 | Dove Holdings Inc | \$1,000.00 | |
| 5/2/2022 | 1,316,543 | PMTRX00018764 | Purchases | MAY 2022 | Dove Holdings Inc | \$1,000.00 | |
| 6/1/2022 | 1,324,114 | PMTRX00018807 | Purchases | JUNE 2022 | Dove Holdings Inc | \$1,000.00 | |
| 7/1/2022 | 1,330,482 | PMTRX00018835 | Purchases | JULY 2022 | Dove Holdings Inc | \$1,000.00 | |
| 8/2/2022 | 1,341,153 | PMTRX00018885 | Purchases | AUGUST 2022 | Dove Holdings Inc | \$1,000.00 | |
| 9/1/2022 | 1,347,954 | PMTRX00018911 | Purchases | SEPTEMBER 2022 | Dove Holdings Inc | \$1,000.00 | |
| 10/1/2022 | 1,355,178 | PMTRX00018948 | Purchases | OCTOBER 2022 | Dove Holdings Inc | \$1,000.00 | |
| 11/1/2022 | 1,373,497 | PMTRX00018988 | Purchases | NOVEMBER 2022 | Avison Young ITF 1540709 Ontario Limite | \$1,145.26 | |
| 12/1/2022 | 1,381,297 | PMTRX00019016 | Purchases | DECEMBER 2022 | Avison Young ITF 1540709 Ontario Limite | \$1,145.26 | |

Account: 1-2-45500-263 Net Change Ending Balance
\$12,290.52 \$12,290.52 \$12,290.52 \$0.00

Account: 1-2-45500-267 Description: PA Bus. Imp. District-Rentals-Specialized Equipmen Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|-----------|-----------|-------------------|------------------------|---------------------|--------------------------------|----------|--------|
| 2/28/2022 | 1,307,371 | PMTRX00018721 | Purchases | 85170 | UniTech Office Solutions. Ltd. | \$51.87 | |
| 3/31/2022 | 1,311,955 | PMTRX00018744 | Purchases | 83391 | UniTech Office Solutions. Ltd. | \$38.46 | |
| 3/31/2022 | 1,311,956 | PMTRX00018744 | Purchases | 83814 | UniTech Office Solutions. Ltd. | \$187.56 | |
| 3/31/2022 | 1,311,957 | PMTRX00018744 | Purchases | 84011 | UniTech Office Solutions. Ltd. | \$37.10 | |

2022

City of Prince Albert

| | | | | | | |
|------------|-----------|---------------|-----------|-------|--------------------------------|---------|
| 3/31/2022 | 1,311,958 | PMTRX00018744 | Purchases | 84380 | UniTech Office Solutions, Ltd. | \$37.10 |
| 3/31/2022 | 1,311,959 | PMTRX00018744 | Purchases | 84504 | UniTech Office Solutions, Ltd. | \$39.09 |
| 3/31/2022 | 1,311,960 | PMTRX00018744 | Purchases | 84770 | UniTech Office Solutions, Ltd. | \$53.32 |
| 4/30/2022 | 1,321,818 | PMTRX00018791 | Purchases | 85929 | UniTech Office Solutions, Ltd. | \$39.90 |
| 4/30/2022 | 1,321,819 | PMTRX00018791 | Purchases | 85756 | UniTech Office Solutions, Ltd. | \$58.72 |
| 5/31/2022 | 1,326,618 | PMTRX00018814 | Purchases | 86520 | UniTech Office Solutions, Ltd. | \$49.45 |
| 8/26/2022 | 1,347,425 | PMTRX00018907 | Purchases | 87061 | UniTech Office Solutions, Ltd. | \$77.80 |
| 9/22/2022 | 1,355,023 | PMTRX00018946 | Purchases | 87542 | UniTech Office Solutions, Ltd. | \$41.34 |
| 10/25/2022 | 1,371,734 | PMTRX00018976 | Purchases | 87865 | UniTech Office Solutions, Ltd. | \$46.27 |
| 11/15/2022 | 1,379,916 | PMTRX00019010 | Purchases | 88142 | UniTech Office Solutions, Ltd. | \$37.29 |
| 11/30/2022 | 1,382,194 | PMTRX00019023 | Purchases | 88457 | UniTech Office Solutions, Ltd. | \$38.55 |
| 12/30/2022 | 1,392,091 | PMTRX00019064 | Purchases | 88881 | UniTech Office Solutions, Ltd. | \$43.08 |

| | | | | | |
|------------------------|--|------------|--|----------------|--|
| Totals: | | Net Change | | Ending Balance | |
| Account: 1-2-45500-267 | | \$876.90 | | \$876.90 | |

| | | | | | |
|------------------------|--|--------------------|------------------------|---------------------|-------------------|
| Account: 1-2-45500-295 | Description: PA Bus. Imp. District-Self-Employed Contractors | Beginning Balance: | | \$0.00 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name |

| | | | | | | |
|------------|-----------|---------------|-----------------------------|----------------------|--|------------|
| 3/31/2022 | 1,314,450 | PMTRX00018752 | Purchases | 003 | Capstone Community Marketing | \$4,973.63 |
| 4/30/2022 | 1,321,789 | PMTRX00018791 | Purchases | 004 | Capstone Community Marketing | \$4,973.63 |
| 5/18/2022 | 1,321,977 | PMTRX00018797 | Purchases | MAY 21/22 | Lorne Oliver | \$150.00 |
| 5/20/2022 | 1,322,922 | PMTRX00018801 | Purchases | MAY 21/2022 | Vicki Gauthier | \$100.00 |
| 5/31/2022 | 1,326,537 | PMTRX00018812 | Purchases | 005 | Capstone Community Marketing | \$4,973.63 |
| 6/23/2022 | 1,332,700 | PMTRX00018837 | Purchases | 56 | 102139847 Sask Ltd o/a Prince Albert Sei | \$212.00 |
| 6/23/2022 | 1,332,701 | PMTRX00018837 | Purchases | 79 | 102139847 Sask Ltd o/a Prince Albert Sei | \$424.00 |
| 6/30/2022 | 1,335,284 | PMTRX00018853 | Purchases | 006 | Capstone Community Marketing | \$4,973.63 |
| 7/21/2022 | 1,339,087 | PMTRX00018873 | Purchases | 95 | 102139847 Sask Ltd o/a Prince Albert Sei | \$6,020.80 |
| 7/31/2022 | 1,344,238 | PMTRX00018890 | Purchases | 007 | Capstone Community Marketing | \$4,973.63 |
| 7/31/2022 | 1,344,257 | PMTRX00018890 | Purchases | 98 | 102139847 Sask Ltd o/a Prince Albert Sei | \$212.00 |
| 7/31/2022 | 1,344,258 | PMTRX00018890 | Purchases | 108 | 102139847 Sask Ltd o/a Prince Albert Sei | \$4,833.60 |
| 7/31/2022 | 1,345,655 | PMTRX00018897 | Purchases | 597171 | Special Event Tents | \$304.75 |
| 7/31/2022 | 1,347,134 | GLTRX00175585 | Executive Director Contract | | | \$3,263.74 |
| 8/31/2022 | 1,348,976 | PMTRX00018915 | Purchases | 129 | 102139847 Sask Ltd o/a Prince Albert Sei | \$4,833.60 |
| 8/31/2022 | 1,349,042 | PMTRX00018916 | Purchases | 008 | Capstone Community Marketing | \$4,973.63 |
| 8/31/2022 | 1,351,765 | PMTRX00018925 | Purchases | CCIMP000000000615912 | The Backyard | \$977.06 |
| 9/15/2022 | 1,352,838 | PMTRX00018934 | Purchases | 140 | 102139847 Sask Ltd o/a Prince Albert Sei | \$4,833.60 |
| 9/30/2022 | 1,357,445 | PMTRX00018961 | Purchases | 474 | Bandet Holdings Ltd. | \$4,000.00 |
| 9/30/2022 | 1,357,447 | PMTRX00018961 | Purchases | 009 | Capstone Community Marketing | \$4,973.63 |
| 9/30/2022 | 1,366,994 | PMTRX00018964 | Purchases | 151 | 102139847 Sask Ltd o/a Prince Albert Sei | \$4,833.60 |
| 10/6/2022 | 1,370,125 | PMTRX00018971 | Purchases | 165 | 102139847 Sask Ltd o/a Prince Albert Sei | \$1,920.72 |
| 10/25/2022 | 1,371,729 | PMTRX00018976 | Purchases | 23043 | Share | \$300.00 |
| 10/27/2022 | 1,373,306 | PMTRX00018983 | Purchases | 397257 | Special Event Tents | \$129.85 |
| 10/27/2022 | 1,373,432 | PMTRX00018985 | Purchases | 010 | Capstone Community Marketing | \$4,973.63 |
| 11/24/2022 | 1,381,412 | PMTRX00019017 | Purchases | 011 | Capstone Community Marketing | \$4,973.63 |
| 11/24/2022 | 1,381,422 | PMTRX00019017 | Purchases | 100 | Dove Holdings Inc | \$212.00 |
| 11/30/2022 | 1,384,639 | PMTRX00019027 | Purchases | 110 | JamFam Apparel and Designs | \$371.00 |
| 12/16/2022 | 1,387,350 | PMTRX00019047 | Purchases | 012 | Capstone Community Marketing | \$4,973.63 |

| | | | | | |
|------------------------|--|-------------|--|----------------|--|
| Totals: | | Net Change | | Ending Balance | |
| Account: 1-2-45500-295 | | \$87,668.62 | | \$87,668.62 | |

| | | | | | |
|------------------------|---|--------------------|------------------------|---------------------|-------------------|
| Account: 1-2-45500-299 | Description: PA Bus. Imp. District-Other General Services | Beginning Balance: | | \$0.00 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name |

| | | | | | | |
|-----------|-----------|---------------|-----------|--------------|-----------------------------------|----------|
| 5/12/2022 | 1,321,920 | PMTRX00018795 | Purchases | MAY 21, 2022 | Don Bendig | \$150.00 |
| 5/12/2022 | 1,321,921 | PMTRX00018795 | Purchases | MAY 21, 2022 | Wanda Scissons | \$150.00 |
| 5/12/2022 | 1,321,922 | PMTRX00018795 | Purchases | MAY 21, 2022 | Alyssa Vandevord | \$150.00 |
| 5/27/2022 | 1,324,219 | PMTRX00018808 | Purchases | JUNE 2022 | Prince Albert Dance Company | \$250.00 |
| 5/27/2022 | 1,324,220 | PMTRX00018808 | Purchases | JUNE 2022 | Relan Meeks | \$150.00 |
| 5/27/2022 | 1,324,221 | PMTRX00018808 | Purchases | JUNE 2022 | Off The Cuff Improv & Interactive | \$200.00 |
| 5/27/2022 | 1,324,222 | PMTRX00018808 | Purchases | JUNE 2022 | Ben Myo | \$300.00 |

| | | | | | | |
|------------|-----------|---------------|--------------------------------|-----------|-----------------------|------------|
| 5/27/2022 | 1,324,223 | PMTRX00018808 | Purchases | JUNE 2022 | Gary Ostafichuk | \$800.00 |
| 5/27/2022 | 1,324,224 | PMTRX00018808 | Purchases | JUNE 2022 | Donny Corrigan | \$150.00 |
| 5/27/2022 | 1,324,225 | PMTRX00018808 | Purchases | JUNE 2022 | Shaun Hunko | \$150.00 |
| 5/27/2022 | 1,324,226 | PMTRX00018808 | Purchases | JUNE 2022 | Alex Chisholm | \$150.00 |
| 5/27/2022 | 1,324,227 | PMTRX00018808 | Purchases | JUNE 2022 | Samantha Bournof | \$150.00 |
| 5/27/2022 | 1,324,228 | PMTRX00018808 | Purchases | JUNE 2022 | Mike Moog | \$175.00 |
| 5/27/2022 | 1,324,229 | PMTRX00018808 | Purchases | JUNE 2022 | Scott Roos | \$125.00 |
| 5/27/2022 | 1,324,230 | PMTRX00018808 | Purchases | JUNE 2022 | William Yammacoulias | \$125.00 |
| 5/27/2022 | 1,324,231 | PMTRX00018808 | Purchases | JUNE 2022 | Kirk Pilon | \$250.00 |
| 5/31/2022 | 1,326,625 | PMTRX00018814 | Purchases | 56 | 102139847 Sask Ltd | \$212.00 |
| 6/1/2022 | 1,324,127 | PMTRX00018807 | Purchases | JUNE 2022 | Rotche Laserna | \$150.00 |
| 6/1/2022 | 1,324,128 | PMTRX00018807 | Purchases | JUNE 2022 | Maya Duffield | \$50.00 |
| 6/1/2022 | 1,324,129 | PMTRX00018807 | Purchases | JUNE 2022 | Stephanie Turner | \$150.00 |
| 6/1/2022 | 1,324,130 | PMTRX00018807 | Purchases | JUNE 2022 | Kelly Kawula | \$100.00 |
| 6/1/2022 | 1,324,131 | PMTRX00018807 | Purchases | JUNE 2022 | Melissa Cournoyer | \$150.00 |
| 6/1/2022 | 1,324,132 | PMTRX00018807 | Purchases | JUNE 2022 | Doyle Ironstand | \$175.00 |
| 6/1/2022 | 1,324,133 | PMTRX00018807 | Purchases | JUNE 2022 | Joel Miedema | \$1,500.00 |
| 6/1/2022 | 1,324,134 | PMTRX00018807 | Purchases | JUNE 2022 | Dillon Gazandier | \$75.00 |
| 6/1/2022 | 1,324,135 | PMTRX00018807 | Purchases | JUNE 2022 | Taya Lebel | \$50.00 |
| 6/1/2022 | 1,324,136 | PMTRX00018807 | Purchases | JUNE 2022 | Mercy Glover | \$50.00 |
| 6/1/2022 | 1,324,137 | PMTRX00018807 | Purchases | JUNE 2022 | Samantha Burnouf | \$50.00 |
| 6/1/2022 | 1,324,138 | PMTRX00018807 | Purchases | JUNE 2022 | Joshua Stumpf | \$50.00 |
| 6/1/2022 | 1,324,139 | PMTRX00018807 | Purchases | JUNE 2022 | Nancy Hagen | \$100.00 |
| 6/1/2022 | 1,324,140 | PMTRX00018807 | Purchases | JUNE 2022 | Blake Kawula | \$100.00 |
| 6/1/2022 | 1,324,141 | PMTRX00018807 | Purchases | JUNE 2022 | Dennis Adams | \$400.00 |
| 6/1/2022 | 1,324,142 | PMTRX00018807 | Purchases | JUNE 2022 | Mick Gratias | \$400.00 |
| 6/1/2022 | 1,324,143 | PMTRX00018807 | Purchases | JUNE 2022 | Dean Kushneryk | \$400.00 |
| 6/1/2022 | 1,324,144 | PMTRX00018807 | Purchases | JUNE 2022 | Kim Villeneuve | \$175.00 |
| 6/1/2022 | 1,324,145 | PMTRX00018807 | Purchases | JUNE 2022 | Mike Zapaniuk | \$1,000.00 |
| 6/1/2022 | 1,324,146 | PMTRX00018807 | Purchases | JUNE 2022 | Mike Zapaniuk | \$200.00 |
| 6/1/2022 | 1,324,147 | PMTRX00018807 | Purchases | JUNE 2022 | Lauren Lohnels | \$75.00 |
| 6/1/2022 | 1,324,148 | PMTRX00018807 | Purchases | JUNE 2022 | Dave Arsenault | \$100.00 |
| 6/1/2022 | 1,324,149 | PMTRX00018807 | Purchases | JUNE 2022 | Tri Sonic Sound | \$2,667.00 |
| 6/1/2022 | 1,324,150 | PMTRX00018807 | Purchases | JUNE 2022 | Madelyn Ouellett | \$775.00 |
| 6/1/2022 | 1,324,151 | PMTRX00018807 | Purchases | JUNE 2022 | Bethany Leachman | \$750.00 |
| 6/1/2022 | 1,324,152 | PMTRX00018807 | Purchases | JUNE 2022 | Joel L Rohs | \$1,000.00 |
| 6/1/2022 | 1,324,153 | PMTRX00018807 | Purchases | JUNE 2022 | Yu Ling Li | \$500.00 |
| 6/1/2022 | 1,328,777 | PMWVR00001056 | Purchases | JUNE 2022 | Shaun Hunko | \$1,000.00 |
| 6/1/4/2022 | 1,328,778 | PMTRX00018825 | Purchases | JUNE 2022 | Calvary United Church | \$1,000.00 |
| 6/1/4/2022 | 1,328,779 | PMTRX00018825 | Purchases | JUNE 2022 | Red Wolf Boxing Club | \$100.00 |
| 6/1/4/2022 | 1,328,779 | PMTRX00018825 | Purchases | JUNE 2022 | Jerry Demeria | \$742.00 |
| 6/23/2022 | 1,332,707 | PMTRX00018837 | Purchases | 397160 | Special Event Tents | \$267.50 |
| 6/30/2022 | 1,333,164 | GLTRX00174428 | Barricade Services PA downtown | | | |
| 9/19/2022 | 1,353,331 | CRREC00005919 | DAILY CASH SEPTEMBER 19, 2022 | | | \$212.00 |

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|------------------------|-----------|-------------------|------------------------|--|-----------------------------------|--------------------|-------------|----------|
| Account: 1-2-45500-299 | | | | Totals: | | \$17,576.50 | \$17,938.50 | \$362.00 |
| Account: 1-2-45500-511 | | | | Description: PA Bus. Imp. District-Meeting Incidentals | | Beginning Balance: | | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit | |
| 1/28/2022 | 1,297,014 | PMTRX00018667 | Purchases | 213101 | Funky Fresh Bistro | \$195.88 | | |
| 4/30/2022 | 1,319,848 | PMTRX00018777 | Purchases | CCIMP00000000598808 | Prince Albert Chamber of Commerce | \$240.00 | | |
| 5/31/2022 | 1,326,823 | PMTRX00018814 | Purchases | 4506 | My Place Catering | \$182.85 | | |
| 5/31/2022 | 1,326,624 | PMTRX00018814 | Purchases | 4491 | My Place Catering | \$182.85 | | |
| 10/27/2022 | 1,373,302 | PMTRX00018983 | Purchases | 4786 | My Place Catering | \$164.57 | | |
| Net Change | | | | | | Ending Balance | | |
| Totals: | | | | | | \$966.15 | \$966.15 | \$0.00 |
| Account: 1-2-45500-511 | | | | | | | | |

| Account: 1-2-45500-541 | | | | | Description: PA Bus. Imp. District-Operating Supplies | | Beginning Balance: | | \$0.00 | |
|------------------------|-----------|-------------------|--------------------------------|-----------------------|---|----------------|-------------------------------|-------------|------------|------------|
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit | | | |
| 3/31/2022 | 1,311,698 | GLTRX00172354 | MasterCard Accrual - March | CCIMP0000000000598806 | The Backyard | \$1,751.99 | | | | |
| 4/1/2022 | 1,311,698 | GLREV00172354 | MasterCard Accrual - March | | | | | | \$1,751.99 | |
| 4/23/2022 | 1,317,688 | GLTRX00172969 | MasterCard Accrual - April | | | | | \$168.68 | | \$1,751.99 |
| 4/30/2022 | 1,319,847 | PMTRX00018777 | Purchases | | | | | \$1,000.00 | | |
| 5/1/2022 | 1,317,688 | GLREV00172969 | MasterCard Accrual - April | | | | | | | \$168.68 |
| 6/23/2022 | 1,332,688 | PMTRX00018837 | Purchases | | | 0000297930 | Greenland Waste Disposal Ltd. | \$1,482.72 | | |
| 6/23/2022 | 1,332,706 | PMTRX00018837 | Purchases | | | 30352 | Scenitments Floral Ltd. | \$460.64 | | |
| 6/30/2022 | 1,333,151 | GLTRX00174415 | MasterCard Accrual - June | | | | | \$540.82 | | |
| 6/30/2022 | 1,335,507 | PMTRX00018858 | Purchases | | | REIMBURSE | Rhonda Trusty | \$488.18 | | |
| 6/30/2022 | 1,335,508 | PMTRX00018858 | Purchases | | | REIMBURSE 2022 | Rhonda Trusty | \$190.80 | | \$540.82 |
| 7/1/2022 | 1,333,151 | GLREV00174415 | MasterCard Accrual - June | | | | | | | |
| 7/8/2022 | 1,335,413 | PMTRX00018857 | Purchases | JULY 23/22 | Don Bendig | \$300.00 | | | | |
| 7/8/2022 | 1,335,414 | PMTRX00018857 | Purchases | JULY 23/22 | Wanda Scissons | \$150.00 | | | | |
| 7/31/2022 | 1,341,502 | GLTRX00175149 | MasterCard Accrual - July | | | | | | | |
| 7/31/2022 | 1,341,502 | GLTRX00175149 | MasterCard Accrual - July | | | \$1,400.17 | | \$8.02 | | |
| 7/31/2022 | 1,342,212 | PMTRX00018886 | Purchases | | | | | | | |
| 7/31/2022 | 1,342,213 | PMTRX00018886 | Purchases | CCIMP0000000000610329 | Wholesale Club | | | | | |
| 7/31/2022 | 1,342,215 | PMTRX00018886 | Purchases | CCIMP0000000000610331 | Dollarama | \$54.06 | | | | |
| 8/1/2022 | 1,341,502 | GLREV00175149 | MasterCard Accrual - July | CCIMP0000000000610335 | Canadian Tire | \$50.01 | | | | |
| 8/1/2022 | 1,349,576 | GLTRX00175883 | MasterCard Accrual - August | | | \$8.02 | | \$1,400.17 | | |
| 8/31/2022 | 1,351,762 | PMTRX00018925 | Purchases | | | | | | | |
| 8/31/2022 | 1,351,763 | PMTRX00018925 | Purchases | CCIMP0000000000615906 | Canadian Tire | \$244.37 | | | | |
| 8/31/2022 | 1,351,767 | PMTRX00018925 | Purchases | CCIMP0000000000615908 | Dollarama | \$36.32 | | | | |
| 8/31/2022 | 1,351,767 | PMTRX00018925 | Purchases | CCIMP0000000000615916 | Dollarama | \$9.54 | | | | |
| 8/31/2022 | 1,351,768 | PMTRX00018925 | Purchases | CCIMP0000000000615918 | Dollarama | \$76.06 | | | | |
| 8/31/2022 | 1,351,769 | PMTRX00018925 | Purchases | CCIMP0000000000615918 | Michael's Store | \$70.48 | | | | |
| 9/1/2022 | 1,349,576 | GLREV00175883 | MasterCard Accrual - August | CCIMP0000000000615920 | Wal-Mart Canada Corp. | \$63.30 | | \$244.37 | | |
| 9/15/2022 | 1,353,728 | PMTRX00018941 | Purchases | SEPTEMBER 24/22 | Dennis Adams | \$700.00 | | | | |
| 9/15/2022 | 1,353,729 | PMTRX00018941 | Purchases | SEPTEMBER 24/22 | Dave Arsenault | \$150.00 | | | | |
| 9/15/2022 | 1,353,730 | PMTRX00018941 | Purchases | SEPTEMBER 24/22 | Leanne Bear | \$100.00 | | | | |
| 9/15/2022 | 1,353,731 | PMTRX00018941 | Purchases | SEPTEMBER 24/22 | Melissa Cournoyer | \$150.00 | | | | |
| 9/15/2022 | 1,353,732 | PMTRX00018941 | Purchases | SEPTEMBER 24/22 | Lauren Lohnels | \$75.00 | | | | |
| 9/15/2022 | 1,353,733 | PMTRX00018941 | Purchases | SEPTEMBER 24/22 | Mike Zaparaniuk | \$200.00 | | | | |
| 9/29/2022 | 1,355,457 | PMTRX00018951 | Purchases | SEPTEMBER 24/2022 | Don Bendig | \$150.00 | | | | |
| 9/30/2022 | 1,355,780 | GLTRX00176522 | MasterCard Accrual - September | | | \$463.94 | | | | |
| 9/30/2022 | 1,368,019 | PMTRX00018967 | Purchases | CCIMP0000000000618982 | Party City | \$71.79 | | | | |
| 9/30/2022 | 1,368,020 | PMTRX00018967 | Purchases | CCIMP0000000000618984 | Wal-Mart Canada Corp. | \$90.61 | | | | |
| 10/1/2022 | 1,355,780 | GLREV00176522 | MasterCard Accrual - September | | | \$94.26 | | \$463.94 | | |
| 10/31/2022 | 1,374,913 | GLTRX00177329 | MasterCard Accrual - October | | | | | \$94.26 | | |
| 11/1/2022 | 1,374,913 | GLREV00177329 | MasterCard Accrual - October | | | \$174.63 | | | | |
| 11/30/2022 | 1,382,256 | GLTRX00177960 | MasterCard Accrual - November | | | | | \$174.63 | | |
| 12/1/2022 | 1,382,256 | GLREV00177960 | MasterCard Accrual - November | | | | | | | |
| 12/19/2022 | 1,387,153 | PMTRX00019045 | Purchases | REIMBURSE 2022 | Capstone Community Marketing | \$741.97 | | | | |
| Account: 1-2-45500-541 | | | | | Totals: | Net Change | Ending Balance | \$4,846.88 | | |
| | | | | | | \$6,972.58 | \$6,972.58 | \$11,819.46 | \$4,846.88 | |

| Account: 1-2-45500-544 | | | | Description: PA Bus. Imp. District-Office Supplies | | Beginning Balance: | | \$0.00 |
|------------------------|-----------|-------------------|------------------------|--|------------------------------|--------------------|-------|--------|
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Cred | |
| 1/31/2022 | 1,300,302 | PMTRX00018682 | Purchases | 0001070388 | Capstone Community Marketing | \$30.74 | | |
| 1/31/2022 | 1,300,303 | PMTRX00018682 | Purchases | REFUND-2022 | Capstone Community Marketing | \$85.80 | | |
| 1/31/2022 | 1,300,304 | PMTRX00018682 | Purchases | REFUND/2022 | Capstone Community Marketing | \$63.80 | | |
| 4/30/2022 | 1,319,845 | PMTRX00018777 | Purchases | CCIMP0000000000598802 | Wal-Mart Canada Corp. | \$40.98 | | |
| 6/30/2022 | 1,340,356 | PMTRX00018880 | Purchases | CCIMP0000000000080803 | HBI Brennan Office Plus Inc. | \$37.10 | | |
| 8/31/2022 | 1,351,247 | PMTRX00018925 | Purchases | CCIMP0000000000614876 | Microsoft 365 | | \$7.6 | |
| 8/31/2022 | 1,351,764 | PMTRX00018925 | Purchases | CCIMP00000000000815910 | Dollarama | \$38.43 | | |

Account: 1-2-45500-544 Net Change \$289.19 Ending Balance \$289.19 \$296.85 \$7.66

Account: 1-2-45500-552 Description: PA Bus. Imp. District-Heating Fuels Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|----------|-----------|-------------------|---------------------------|---------------------|-------------------|---------|---------|
| 1/1/2022 | 1,289,601 | GLREV00169825 | Mthly Nat Gas Accrual-Dec | | | | |
| 1/1/2022 | 1,301,291 | GLTRX00171098 | Mthly Nat Gas Accrual-Dec | | | \$70.00 | \$70.00 |
| Totals: | | | | | | \$70.00 | \$70.00 |

Account: 1-2-45500-553 Description: PA Bus. Imp. District-Electricity Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|------------|-----------|-------------------|-------------------------------|---------------------|-------------------|------------|----------|
| 1/1/2022 | 1,289,602 | GLREV00169826 | Mthly Electricity Accrual-Dec | | | | |
| 1/1/2022 | 1,301,290 | GLREV00171097 | Mthly Electricity Accrual-Dec | | | \$30.00 | \$30.00 |
| 2/28/2022 | 1,305,053 | PMTRX00018711 | Purchases | JANUARY 2022 | SaskPower | \$36.34 | |
| 4/30/2022 | 1,334,073 | PMTRX00018847 | Purchases | MARCH 2022 | SaskPower | \$36.31 | |
| 4/30/2022 | 1,334,701 | GLTRX00174562 | Mthly Electricity Accrual-Apr | | | \$70.00 | \$70.00 |
| 5/1/2022 | 1,334,701 | GLREV00174562 | Mthly Electricity Accrual-Apr | | | | |
| 5/31/2022 | 1,334,264 | PMTRX00018848 | Purchases | APRIL 2022 | SaskPower | \$36.31 | |
| 5/31/2022 | 1,334,703 | GLTRX00174564 | Mthly Electricity Accrual-May | | | \$70.00 | |
| 6/1/2022 | 1,334,703 | GLREV00174564 | Mthly Electricity Accrual-May | | | | |
| 6/30/2022 | 1,334,573 | PMTRX00018851 | Purchases | MAY 2022 | SaskPower | \$790.08 | |
| 7/1/2022 | 1,334,705 | GLREV00174567 | Mthly Electricity Accrual-Jun | | | \$70.00 | \$70.00 |
| 7/1/2022 | 1,339,772 | PMTRX00018879 | Purchases | FEBRUARY 2022 | SaskPower | \$776.94 | |
| 7/30/2022 | 1,334,708 | GLTRX00174569 | Mthly Electricity Accrual-Jul | | | \$70.00 | |
| 8/1/2022 | 1,334,708 | GLREV00174569 | Mthly Electricity Accrual-Jul | | | \$562.45 | |
| 8/31/2022 | 1,348,321 | GLTRX00175769 | Mthly Electricity Accrual-Aug | JUNE 2022 | SaskPower | \$70.00 | |
| 8/31/2022 | 1,349,804 | PMTRX00018922 | Purchases | JULY 2022 | SaskPower | \$487.24 | |
| 9/2/2022 | 1,348,321 | GLREV00175769 | Mthly Electricity Accrual-Aug | | | | |
| 9/30/2022 | 1,356,922 | PMTRX00018960 | Purchases | AUGUST 2022 | SaskPower | \$442.15 | |
| 10/31/2022 | 1,373,234 | PMTRX00018982 | Purchases | SEPTEMBER 2022 | SaskPower | \$478.18 | |
| 12/31/2022 | 1,390,125 | PMTRX00019061 | Purchases | NOVEMBER 2022 | SaskPower | \$425.21 | |
| Totals: | | | | | | \$4,071.21 | \$380.00 |

Account: 1-2-45500-553 Net Change \$4,071.21 Ending Balance \$4,071.21 \$4,451.21 \$380.00

Account: 1-2-45500-716 Description: PA Bus. Imp. District-Grants to Organizations Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|------------|-----------|-------------------|------------------------|---------------------|----------------------------|------------|--------|
| 4/29/2022 | 1,317,857 | PMTRX00018773 | Purchases | SIGNAGE 2022 | Moth Vintage | \$1,000.00 | |
| 6/24/2022 | 1,332,770 | PMTRX00018840 | Purchases | GRANT 2022 | Plaza 88 Event Centre Inc. | \$1,000.00 | |
| 10/17/2022 | 1,369,798 | PMTRX00018970 | Purchases | GRANT | Shari Ilinsky | \$350.00 | |

Account: 1-2-45500-716 Net Change \$2,350.00 Ending Balance \$2,350.00 \$2,350.00 \$0.00

Account: 1-2-45500-896 Description: PA Bus. Imp. District-Insurance Premiums Beginning Balance: \$0.00

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Debit | Credit |
|-----------|-----------|-------------------|-------------------------|---------------------|-------------------|--------|--------|
| 1/31/2022 | 1,302,698 | GLTRX00171326 | Monthly Ins. Allocation | | | \$1.50 | |
| 2/25/2022 | 1,302,699 | GLTRX00171327 | Monthly Ins. Allocation | | | \$1.50 | |
| 3/24/2022 | 1,309,488 | GLTRX00172064 | Monthly Ins. Allocation | | | \$1.50 | |
| 4/30/2022 | 1,324,842 | GLTRX00173675 | Monthly Ins. Allocation | | | \$1.50 | |
| 5/31/2022 | 1,324,843 | GLTRX00173677 | Monthly Ins. Allocation | | | \$1.50 | |
| 6/20/2022 | 1,329,582 | GLTRX00174070 | Monthly Ins. Allocation | | | \$1.50 | |
| 7/31/2022 | 1,345,115 | GLTRX00175332 | Monthly Ins. Allocation | | | \$1.50 | |
| 8/31/2022 | 1,353,339 | GLTRX00176206 | Monthly Ins. Allocation | | | \$1.50 | |

| | | Net Change | | Ending Balance | | | |
|------------------------|--|---------------|--|-------------------|--|--------------|--|
| Account: 1-2-45500-896 | | Totals: | | \$18.00 | | \$18.00 | |
| | | | | | | | |
| | | Accounts | | Beginning Balance | | Net Change | |
| | | 17 | | \$0.00 | | \$139,525.17 | |
| | | | | Ending Balance | | Debit | |
| | | | | \$139,525.17 | | \$148,505.45 | |
| | | Grand Totals: | | | | \$8,980.28 | |



January 10, 2023

Brent MacDonald, Chairperson
Prince Albert Downtown Business Improvement District (PADBID)

We, Capstone Community Marketing, are proposing the following with respect to the position of Executive Director with the Prince Albert Business Improvement District:

- A one-year contract, reviewed yearly, at the agreed upon amount of \$50,000.00 a year plus applicable taxes.
- Capstone Community Marketing will invoice monthly (prorated).
- The Board can terminate with one month's notice and Capstone Community Marketing may end the contract with one month's notice.
- Start date of January 01, 2023 and proposing four (4) weeks vacation with mutually agreed dates.
- Agreed upon hours are Monday to Friday – 9:00 – 4:00pm with the exception of statutory holidays and lunch breaks.
- Capstone Community Marketing recognizes that flexible hours are required during certain time periods. When working evenings and weekend events, time-in-lieu will be considered at straight time.
- Capstone will ensure they have a City business license, WCB and Liability Insurance of \$2m.
- Capstone Community Marketing's partner, Rhonda Trusty, is the primary contact representing the PABID.

Perry & Rhonda Trusty
Capstone Community Marketing

Brent MacDonald,
Chairperson PADBID



Agenda

Executive Director

Year End Report, January 30, 2023

I want to thank the Board for your support over the past year. I believe we have achieved many successful events and added some new components to downtown that will benefit business owners.

In synopsis, here are some highlights:

Street Fair

Estimates of as high as 18,000 people attended. The weather cooperated to help make it a success. We were able to attract vendors from across the province and the entertainment was well supported by the public. Many downtown businesses took part in the event and some off Central Avenue business took part as well.

Street Fair marketing was focused on the artists and vendors combined with general promotion. The marketing was on social media and with local downtown partners such as radio and newspaper. Over \$7,000 in sponsorship was found through downtown business support plus a \$5000.00 NLCDG grant using the City of Prince Albert's non-profit number. In-kind came from the Exhibition Association and the City of Prince Albert.

Santa Clause Parade

Estimate of attendance is between 6,000 - 8,000 people attend and 40 float entrants. Promotion was on social media and through radio, newspaper, and television.

Sidewalk Sales

Minimal participation from the business community. The highlight was the Downtown Bike Derby and it will be repeated this July.

Security Pilot Project

The project was a success from feedback from the business community. PADBID requested \$80,000 support from City Council for 6 months service. We were not successful in our bid for funding consideration so dollars will come out of PADBID'S reserves. Contract for security services will be for the period of mid-April until mid-October. Long term funding for this program must come from City General Revenue Fund as current format of using PADBID Reserves is not sustainable.

Business Incentives

Council referred this initiative to Craig Guidinger, Director of Planning and Development for review but no report has gone to Council with Administration's recommended changes. If City Council approves this Business Incentive program for the Downtown, I will be proactive with marketing. This incentive is important for the growth of the Downtown and to encourage entrepreneurs to consider our reasonable prices when looking at location for their start up.

Advertising/Social Media

Our advertising dollars for events this year has been broken down into:

Daily Herald - \$850.00 (Street Fair & Santa Parade)

paNOW - \$867.50 (Street Fair & Santa Parade)

Bell Media - \$367.50 (Santa Parade)

Facebook - \$760.00 Boosted ads

Total: \$2845.00

Our marketing of the Downtown has garnered a total of **772** new likes/followers in Facebook and **178** new followers for Instagram.

Our Santa Parade Map ad on Facebook generated a reach of **31,274** people without boosting. Instagram numbers are **370**.

The Grinch Christmas marketing campaign reached **84,408** people with the last Grinch post generating over **10, 209** people.

Facebook is clearly the more effective method of promoting our businesses and our events.

I put together 6 Shop Talk videos and 438 posts. Shop talk ads were a positive way to re-introduce our business owners to the public. Our focus has been on the businesses and we will continue to promote the Downtown in this manner.

I recommend that we continue with the current format of boosting during event times and special marketing events.

Thank you,
Rhonda Trusty
Executive Director