



City of Grande Prairie 2020 **Q1 Financial Report**

May 2020

Table of Contents

Unconsolidated Statement of Financial Position	1
Unconsolidated Statement of Operations by Object	2
Operating Variances	3
Impacts of COVID-19	4
Unconsolidated Supplemental Breakdown of Accumulated Surplus	5
Summary of Capital Projects	6
Reconciliation of Capital Projects by Funding Source	7
Long-Term Debt and Debt Servicing	8
Q1 2020 - Procurement Activity	9
Staff Complement	10
Travel Expense Reimbursement to Council	11
2020 Q1 Standing Committees and Council Meetings Record of Attendance	12

Unconsolidated Statement of Financial Position

For the Period Ending March 31, 2020

	Period Ending March 31, 2020	Period Ending March 31, 2019	Year Ending December 31, 2019
	(unaudited)	(unaudited)	(unaudited)
Financial Assets			
Cash and Cash Equivalents	\$12,807,301	\$759,362	\$14,882,477
Accounts Receivable	\$6,761,019	\$4,517,204	\$11,491,012
Taxes and Grants in Lieu of Taxes	\$5,935,562	\$6,369,000	\$7,511,163
Land Held for Sale	\$606,250	\$752,300	\$606,250
Agreements Receivable	\$16,575,345	\$17,554,144	\$16,584,468
Portfolio Investments	\$124,623,667	\$120,837,277	\$138,030,177
Investment in Government Business Enterprise	\$108,517,010	\$102,171,162	\$108,517,010
	\$275,826,153	\$252,960,447	\$297,622,557
Financial Liabilities			
Accounts Payable and Accrued Liabilities	\$17,110,634	\$13,652,071	\$20,587,951
Prepaid Property Taxes (TIPPS Program)	\$15,273,375	\$9,363,154	-
Trust Accounts	\$1,964,929	\$2,169,191	\$1,964,929
Deferred Revenue	\$58,932,903	\$54,201,455	\$63,674,228
Long Term Debt	\$130,633,876	\$138,021,805	\$132,371,803
	\$223,915,716	\$217,407,676	\$218,598,911

Net Financial Assets	\$51,910,437	\$35,552,771	\$79,023,647
-----------------------------	---------------------	---------------------	---------------------

Non-Financial Assets			
Tangible Capital Assets	\$642,686,308	\$624,733,313	\$643,734,375
Inventories of Supplies	\$737,826	\$835,259	\$727,957
Prepaid Expenses	\$1,120,515	\$921,659	\$601,703
	\$645,064,034	\$626,490,232	\$645,064,034

Accumulated Surplus	\$696,455,086	\$662,043,003	\$724,087,680
----------------------------	----------------------	----------------------	----------------------

Unconsolidated Statement of Operations by Object

For the Period Ending March 31, 2020

	Period Ending March 31, 2020	Period Ending March 31, 2019	Year Ending December 31, 2019
	(unaudited)	(unaudited)	(unaudited)
Revenues			
Net Municipal Taxes	(\$6,005,608)	(\$7,314,284)	\$115,798,133
User Fees and Sale of Goods	\$3,084,809	\$3,473,769	\$13,292,153
Operating Government Transfers	\$1,118,880	\$1,887,403	\$12,657,177
Interest and Investment Earnings	\$2,939,403	\$1,080,279	\$7,023,705
Penalties and Cost of Taxes	\$441,517	\$563,838	\$2,047,603
Franchise Fees	\$2,472,069	\$1,909,647	\$12,774,515
Fines, Rentals, Licenses and Permits	\$3,340,929	\$3,440,707	\$12,427,787
Transfers from Other Organizations	\$99,390	\$17,080	\$169,005
Other Operating Revenues	\$513,505	\$715,064	\$3,341,371
	\$8,004,893	\$5,773,502	\$179,531,449
Expenditures			
Salaries, Wages and Benefits	\$16,428,641	\$16,133,422	\$87,632,211
Contracted and General Services	\$8,144,200	\$7,719,480	\$32,426,279
Materials, Goods and Utilities	\$4,177,026	\$4,539,557	\$19,877,344
Provision for Allowances	\$6,729	\$1,196	\$915,642
Transfers to Other Organizations	\$4,545,604	\$4,361,036	\$13,590,207
Bank Charges and Short Term Interest	\$50,278	\$54,909	\$192,121
Interest on Long Term Debt	\$385,836	\$5,255,428	\$9,532,132
Amortization	\$6,311,508	\$6,375,139	\$25,500,554
	\$40,049,821	\$44,440,167	\$189,666,489
Annual Surplus (Deficit) Before Other Items	(\$32,044,928)	(\$38,666,665)	(\$10,135,039)
Other Items			
Contributed Tangible Capital Assets	-	-	\$16,094,124
Capital Government Transfers	\$4,254,136	\$5,336,258	\$16,428,172
Developer Levies	\$158,198	\$92,038	\$772,770
Gain (Loss) on Disposal of Tangible Capital Assets	-	-	(\$699,628)
Increase in Investment in Government Business Enterprise	-	-	\$6,345,908
	\$4,412,334	\$5,428,295	\$38,941,347
Annual Surplus (Deficit)	(\$27,632,594)	(\$33,238,370)	\$28,806,307
Accumulated Surplus at Beginning of Year	\$724,087,680	\$695,281,373	\$695,281,373
Accumulated Surplus at End of Year	\$696,455,086	\$662,043,003	\$724,087,680

Operating Variances

For the Period Ending March 31, 2020

Area	Description	Total
City Manager		
Council/Legislative General	Savings expected in conferences, travel, advertising and general goods and services.	\$51,000
City Manager	Savings expected in travel, public relations, advertising and general goods and services.	\$ 21,000
City Clerk	Savings expected due to cancellation of 2020 Municipal Census.	\$ 204,000
Legal Services	Net savings anticipated due to vacant solicitor position less additional spending on external legal fees.	\$72,000
Risk Management	Small travel savings anticipated	\$ 2,000
Community Services		
Director	Savings due to layoff and salaries applied to GPREP, as well as travel savings.	\$45,000
Community Knowledge Campus	Overall deficit expected; lost revenues are essentially being net by expense savings from layoffs, utilities and less spending on general goods and services.	(\$90,000)
Events & Entertainment	Overall deficit expected from lost revenue, cancelled events, facility closures.	(\$685,000)
Fleet	Surplus from vacancy savings and lower fuel prices.	\$101,000
Corporate Facility Management	Surplus based on historical spending and vacancy in the department.	\$317,000
Sports, Development, Wellness & Culture	Surplus from cancelled events and programs, facility closures, causing salary savings from layoffs and less spending on general expenses.	\$610,000
Transit & Accessible Transit	Combined deficit expected; lost revenue offset by salary savings from layoffs and lower fuel costs.	(\$175,000)
Corporate Services		
Director	Surplus expected from delayed hiring of Corporate Asset Manager.	\$77,000
Corporate Efficiency & Strategic Initiatives	Surplus from vacancy savings and less spending on general goods and supplies.	\$54,000
Marketing	Deficit expected due to lost revenue and layoff costs.	(\$171,000)
Assessment & Taxation	Deficit due to less revenue from cancellation of TIPPS sign up fees, less searches and closure of City Hall.	(\$39,000)
Financial Management	Surplus expected due to delayed hiring resulting vacancy savings and less spending in general goods and services.	\$189,000
Human Resources	Surplus due to salary costs less than budget from prior year restructure, net of small deficit in legal costs.	\$143,000
GIS & ITS	Surplus expected due to delayed hiring resulting vacancy savings and less spending in general goods and services.	\$316,000
Procurement	Surplus from utility savings at City Hall due to work from home, as well as short vacancy and less spending on general goods and services.	\$58,000
Fiscal Services	Net surplus due to cancellation of 3 tax penalty dates, 0% tax increase, rather than 1.25% as planned (net with reduction to planned Financial Stabilization Reserve transfer), surplus on investment earnings, employee benefit estimates and restructure in late 2019.	\$416,000
Infrastructure & Economic Development		
Director	Savings in general operating costs in effort to save costs.	\$18,000
Economic Development	Savings due to vacant positions and reduction in general goods and services.	\$138,000
Energy Management & Environmental	Savings due to re-hire at a lower rate than budget.	\$38,000
Engineering Services	Savings due to vacancies, layoff and redeployment.	\$195,000
Inspection Services	Savings due to revenue still on target as construction deemed essential, plus vacancy savings and layoffs.	\$86,000
Planning & Development	Savings from an expected revenue deficit due to less searches, certificates and application fees, net with vacancy savings, layoff and redeployments. General goods and services costs expected lower than budget.	\$322,000
Parks	Savings expected from salary efficiencies, net of redeployment costs, less vehicle rentals expected and general goods and services savings.	(\$62,000)
Transportation	Savings due to redeployment (in and out), resulting in differences from budget, expecting below budget in roads, street cleaning and concrete costs, net with anticipated deficit for snow clearing from a late spring.	\$15,000
Protective and Social Services		
Director	Savings anticipated as 80% of salaries has been applied to GPREP response	\$90,000
Community Social Development	Savings anticipated due to vacancies, delayed opening of daytime shelter, inability to provide home support service during COVID and salaries applied to GPREP response.	\$344,000
Emergency & Disaster Planning	Anticipating a potential deficit of a portion of response costs potentially unrecoverable.	(\$485,000)
Enforcement Services	Deficit anticipated due to postponement of parking lot project, reduced court fine revenue during COVID, net with savings in general goods and services.	(\$1,987,000)
Fire Department	Savings due to increased revenue from grants and landlines, salary and OT savings applied to GPREP response for flooding and COVID, and general goods and services savings.	\$224,000
RCMP	Deficit due to less provincial prisoners and court fine revenue.	(\$132,000)
Total Operating Surplus (Deficit)		\$320,000

Impacts of COVID-19

The City of Grande Prairie has seen impacts as a result of the COVID-19 pandemic, all City facilities have been closed, many staff are working from home or have been temporarily or permanently laid off. Although this has reduced costs in many areas, it has also reduced non-tax revenue for the City. Additionally, emergency response requirements have increased spending in addition to what was planned for the operating budget in 2020.

To date, actual impacts to the City have been estimated at \$1.06M, broken down as follows:

Lost Revenue	\$698,000
Unable to work from home	\$698,000
Temp and Casual Layoffs	(\$142,000)
Total Impact	\$1,059,000

This impact includes lost revenue from closed facilities, wages for those sent home, but unable to work from home, as well as layoffs of temporary and casual staff. We are continuing to incur benefit costs for laid off employees to support them through this time. Note that the impact of those unable to work from home is not a variance from budget, as these employees were in the 2020 operating budget, however they were unable to perform their duties from home and therefore considered a productivity impact. This makes bottom line impact at \$556,000.

Subsequent to this analysis, more layoffs were done. These cost savings have been included in the operating variances reported, along with the estimated future expense savings, net with lost revenue expectations.

At the time of forecasting City variances, an assumption was made that facilities could reopen in the summer. Information has since changed, and we are now looking at impacts of closures right through until the fall, specifically in Community Services. Administration is actively taking measures to reduce costs to ensure that lost revenue will not put City operations into a deficit position by year end. However, if a deficit were to occur, the financial stabilization reserve could be accessed to cover what is needed. As of March 31, 2020, the balance in the Financial Stabilization Reserve was \$17.3M.

Other measures taken include securing short-term credit in the form of an operating line of credit to a maximum of \$35M with CIBC, at a rate of bank prime, less 0.25%. As of this time, the City has not had to access these funds, but anticipates beginning drawing from it during the month of May. Based on preliminary cash flow estimates, it is estimated at this point assuming that interest on this could be as much as \$250,000 during 2020.

At this point, we are faring well. We have increased our cash monitoring frequency, as well as closer monitoring and taking a strategic approach to weekly cheque runs. Cost saving measures, such as layoffs and spending reductions are helping reduce the impacts of lost revenue.

At Council's request, we have analyzed a tax increase of 0% for 2020, rather than the planned 1.25%. To achieve this, we have proposed less investment in the Financial Stabilization Reserve and further operating cost reductions for travel and training of City staff.

Unconsolidated Supplemental Breakdown of Accumulated Surplus

For the Period Ending March 31, 2020

	Opening Balance 2019	Additions 2020	Reductions 2020	Closing Balance March 31, 2020
	(unaudited)	(unaudited)	(unaudited)	(unaudited)
Unrestricted Surplus	\$25,188,700	\$21,608,280	(\$43,493,929)	\$3,303,051

Restricted Surplus				
Cemetery Perpetual Care	\$3,197,329	\$20,082	-	\$3,217,411
Facility Renewal	\$3,696,044	\$3,562,339	(\$5,153,812)	\$2,104,570
Financial Stabilization	\$14,041,395	\$3,285,130	-	\$17,326,525
Fleet Reserve	\$12,779,733	\$1,789,378	(\$4,644,122)	\$9,924,989
Future Expenditures	\$17,476,120	\$61,263	(\$5,498,838)	\$12,038,545
Pinnacle Ridge Special Tax	\$22,985	\$115	-	\$23,100
Public Art	\$94,367	\$472	-	\$94,839
Public Housing	\$260,887	\$1,304	-	\$262,192
Public Reserve	\$2,950,483	\$14,752	-	\$2,965,235
Transportation System Levy	\$8,106,566	\$198,731	-	\$8,305,297
	\$62,625,908	\$8,933,567	(\$15,296,773)	\$56,262,703

Equity in Investments	\$108,517,010	-	-	\$108,517,010
------------------------------	---------------	---	---	---------------

Equity in Tangible Capital Assets	\$527,756,062	\$6,927,768	(\$6,311,508)	\$528,372,323
--	---------------	-------------	---------------	---------------

Total Accumulated Surplus	\$724,087,680	\$37,469,615	(\$65,102,209)	\$696,455,086
----------------------------------	----------------------	---------------------	-----------------------	----------------------

Summary of Capital Projects

For the Period Ending March 31, 2020

	Opening Balance	Approved Capital Budget & Grants	YTD Expenditures	Transfers within Capital Projects	Surplus Funds to Reserves	Closing Balance
Community Services						
Community Knowledge Campus	\$752,484	\$250,000	(\$60,500)	-	-	\$941,984
Events & Entertainment	\$505,121	\$315,000	(\$58,698)	-	-	\$761,423
Corporate Facilities Management	\$5,943,991	\$5,106,000	(\$344,834)	\$150,000	-	\$10,855,157
Fleet	-	\$4,644,122	(\$2,887,687)	-	-	\$1,756,435
Sports Dev., Wellness & Culture	-	\$526,750	(\$161,750)	-	-	\$365,000
Transit	\$4,516,777	-	(\$38,949)	-	-	\$4,477,828
Corporate Services						
GIS & ITS	\$4,960,947	\$812,000	(\$143,801)	-	-	\$5,629,146
Procurement	-	-	-	-	-	-
Corporate Efficiency & Strategic	\$450,282	\$50,000	(\$34)	-	-	\$500,248
Communications	-	-	-	-	-	-
Infrastructure & Economic Development						
Economic Development	\$2,099,538	\$250,000	(\$88,146)	-	-	\$2,261,392
Energy & Environmental Services	-	\$20,000	-	-	-	\$20,000
Engineering	\$33,475,424	\$14,394,807	(\$424,595)	-	-	\$47,445,636
Parks	\$842,103	\$513,750	(\$170,930)	(\$150,000)	-	\$1,034,923
Planning & Development	\$472,763	\$75,000	(\$28,055)	-	-	\$519,707
Transportation	\$48,500	-	-	-	-	\$48,500
Protective & Social Services						
Community Social Development	\$175,934	\$1,000,000	(\$989,686)	-	-	\$186,248
Enforcement Services	\$44,676	\$305,000	-	-	-	\$349,676
Fire Department	\$1,215,364	\$813,700	(\$1,101,600)	-	-	\$927,464
GPREP	\$166,433	-	-	-	-	\$166,433
RCMP	-	-	-	-	-	-
Total Capital Projects	\$55,670,336	\$29,076,129	(\$6,499,265)	-	-	\$78,247,200

Note: Transfer within capital projects relates to one capital project moving between departments

Reconciliation of Capital Projects by Funding Source

For the Period Ending March 31, 2020

Breakdown of Capital Project Carryforward by Funding Source	
Capital Tax Levied	\$24,112,114
Reserve Funded Projects	\$16,253,963
Grant Funded Projects	\$10,455,814
Municipal Sustainability Initiative	\$16,645,321
Federal Gas Tax	\$10,779,988
Total Funding within Capital Projects	\$78,247,200

Supplemental Breakdown of Capital Funding Carryforward	
Grant Funded Projects	
Allocated Funding Included in Capital Projects Carryforward (<i>by Department</i>)	
Transit - GTRIP/PTIF Funding	\$4,328,973
Engineering - Alberta Community Resilience Funding	\$626,841
Engineering - Old HWY 43 Bypass Internally Restricted Funds	\$5,500,000
	\$10,455,814
Municipal Sustainability Initiative	
Allocated Funding Included in Capital Projects Carryforward (<i>by Department</i>)	
Engineering	\$14,058,321
Corporate Facilities Management	\$2,587,000
	Allocated Funding \$16,645,321
	Unallocated Funding \$20,035,259
	\$36,680,580
Federal Gas Tax	
Allocated Funding Included in Capital Project Carryforward (<i>by Department</i>)	
Engineering	\$10,779,988
	Allocated Funding \$10,779,988
	Unallocated Funding \$1,049,995
	\$11,829,983

Note: Unallocated funding for Municipal Sustainability Initiative and Federal Gas Tax includes the projected 2020 allocation per Municipal Affairs website April 2020.

Long-Term Debt and Debt Servicing

For the Period Ending March 31, 2020

Opening balance January 1, 2020	\$132,371,803
Less: Principal portion of debt payments	(\$1,737,927)
Plus: Additional debt taken	-
Ending balance March 31, 2020	\$ 130,633,876

Interest Paid on Long-Term Debt	
January 1, 2020 - March 31, 2020	\$1,349,120
Less: Accrued interest at Dec 31, 2019	(\$963,284)
Interest Expenses per Financial Statements	\$385,836

Contribution Room	
Legal debt limit December 31, 2019	\$281,836,428
Ending debt balance March 31, 2020	\$130,633,876
Remaining debt limit	\$ 151,202,552

Q1 2020 - Procurement Activity

(Awards > \$250,000)

Description	Status	Awarded Vendor	Number of Bids	Awarded Value	Awarded Date
2020 Road Rehab - Phase 1	Awarded **	Wapiti Gravel	3	\$2,419,878.86	1-Jan-20
2020 Road Rehab - Phase 2	Awarded **	Wapiti Gravel	3	\$2,406,274.12	18-Feb-20
2020 Road Rehab - Phase 3	Awarded **	Wapiti Gravel	3	\$2,151,329.93	18-Mar-20
ERP Framework and Implementation	Awarded *	MNP LLP	7	\$543,125.00	12-Feb-20
Design/Build-Parks Storage Garage	Awarded *	TurCon Construction	3	\$294,004.00	27-Feb-20
Design/Build-Museum Storage Addition	Awarded *	TurCon Construction	3	\$398,525.00	27-Feb-20
Road Rehab and Overlay	Awarded *	WSP Canada	6	\$359,227.50	3-Mar-20
Aggregate Crushing Program	Awarded *	Edco Aggregate Ltd.	1	\$500,000.00	25-Mar-20

* Awarded on highest evaluated proposal

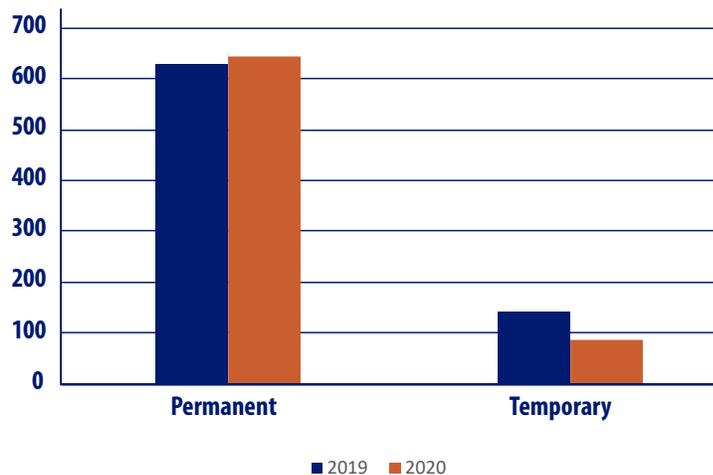
**Awarded on lowest cost meeting specifications

Staff Complement

As at March 31, 2020

Area	Q1 - 2019	Q1 - 2020
City Manger		
Permanent	17	10
Temporary	3	0
Corporate Services		
Permanent	88	89
Temporary	1	3
Community Services		
Permanent	196	231
Temporary	91	64
Infrastructure & Economic Development		
Permanent	131	144
Temporary	22	4
Protective & Social Services		
Permanent	198	199
Temporary	15	16
Totals		
Permanent	630	673
Temporary	132	87

Staff Complement Q1 2019 vs. Q1 2020



Travel Expense Reimbursement to Council

January 1 - March 31, 2020

Council Member	Discretionary Expenditures
Given, Bill	\$1,390.13
Blackburn, Clyde	-
Bressey, Dylan	\$3,093.73
Clayton, Jackie	\$1,295.92
Friesen, Eunice	-
Minhas, Yad	\$350.00
O'Toole, Kevin	\$3,974.24
Pilat, Wade	\$500.00
Thiessen, Chris	\$3,492.16
Total	\$14,096.18

Mandatory Expenses	\$20,159.79
Q4 Total	\$34,255.97

2020 Q1 Standing Committees and Council Meetings Record of Attendance

2019 Standing Committees and Council Meetings - Record of Attendance												
Date	Type of Meeting	Chair	Council Alternate	Mayor Given	Councillor Blackburn	Councillor Bressey	Councillor Clayton	Councillor Friesen	Councillor Minhas	Councillor O'Toole	Councillor Pilat	Councillor Thiessen
LEGEND: P = PRESENT A = ABSENT O = OBSERVED DC = DEPUTY CHAIR DM = DEPUTY MAYOR												
05-Feb	Arts Development	Councillor Friesen	O'Toole / Thiessen					P	O (left at 1:07)	P		P
18-Feb	Bylaw & Policy Review	O'Toole	Bressey / Pilat			DC				A	P	
31-Mar	CCW	Mayor Given	as scheduled	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom; left at 11:28)	P (via telecom)
13-Jan	City Council	Mayor Given	as scheduled	P	A	P	P	P	P	P	P	P
27-Jan	City Council	Mayor Given	as scheduled	P	A	P	A	P	P	P	A	A
10-Feb	City Council	Mayor Given	as scheduled	P (arrived at 3:14; left at 6:18)	P	P	P (left at 6:18)	P	P (left at 5:02)	P	P (left at 6:18)	P
24-Feb	City Council	Mayor Given	as scheduled	P	P	P	P	A	P	P	P	P
09-Mar	City Council	Mayor Given	as scheduled	A	P	P	DM	A	P	P	P	A
18-Mar	Special City Council	Mayor Given	as scheduled	P	P (via telecom)	P (via telecom)	P	P (via telecom)	P (via telecom)	P (via telecom)	P	P (via telecom)
23-Mar	City Council	Mayor Given	as scheduled	P	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)	P (via telecom)
21-Jan	Community Services	E. Friesen	Clayton / Pilat / Given (ex-officio)	P		O	A	P	O	O	A	O
04-Feb	Community Services	E. Friesen	Clayton / Pilat / Given (ex-officio)	P		O	P	A	O	O	P	O
18-Feb	Community Services	E. Friesen	Clayton / Pilat / Given (ex-officio)	CB	O	O	P	P	O		P	O
03-Mar	Community Services	E. Friesen	Clayton / Pilat / Given (ex-officio)	P	O	O	P	A	O	O	P	

2020 Q1 Standing Committees and Council Meetings

Record of Attendance Con't

2019 Standing Committees and Council Meetings - Record of Attendance												
Date	Type of Meeting	Chair	Council Alternate	Mayor Given	Councillor Blackburn	Councillor Bressey	Councillor Clayton	Councillor Friesen	Councillor Minhas	Councillor O'Toole	Councillor Pilat	Councillor Thiessen
LEGEND: P = PRESENT A = ABSENT O = OBSERVED DC = DEPUTY CHAIR DM = DEPUTY MAYOR												
21-Jan	Corporate Services	Minhas	O'Toole / Friesen / Given (ex-officio)	P		O		P	P	P		O
04-Feb	Corporate Services	Minhas	O'Toole / Friesen / Given (ex-officio)	P		O	O	A	P	P	O	O (arrived at 11:40)
18-Feb	Corporate Services	Minhas	O'Toole / Friesen / Given (ex-officio)	CB	O	O	DM	P	P	A	O	O
03-Mar	Corporate Services	Minhas		P	O	O	O	A	P	P	O	
21-Jan	IED	Bressey	Thiessen / Clayton / Given	P		P	A	O	O	O		P
04-Feb	IED	Bressey	Thiessen / Clayton / Given	P		P	P		O (arrived at 9:14)	O	O	P
18-Feb	IED	Bressey	Thiessen / Clayton / Given	CB	O	P	P	O	O		O	P
03-Mar	IED	Bressey	Thiessen / Clayton / Given	P	O	P	P		O (arrived at 9:06)	O	O	A
21-Jan	PSS	Pilat	Thiessen / O'Toole / Given (ex-officio)	P		O		O	O	P	A	P
04-Feb	PSS	Pilat	Thiessen / O'Toole / Given (ex-officio)	P		O	O			P	P	P
18-Feb	PSS	Pilat	Thiessen / O'Toole / Given (ex-officio)	CB	O	O	O			A	P	P
03-Mar	PSS	Pilat	Thiessen / O'Toole / Given (ex-officio)	P	O	O	O		O	P	P	A
12-Feb	Pursuit of Excellence	Pilat	Friesen / Minhas					P	A		P	