



City of Grande Prairie 2021 Q1 Financial Report

May 2021

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Unconsolidated Statement of Financial Position

As of March 31, 2021

	Period Ending March 31, 2021	Period Ending March 31, 2020	Year Ending December 31, 2020
	(unaudited)	(unaudited)	(unaudited)
Financial Assets			
Cash and Cash Equivalents	\$17,449,485	\$12,807,301	\$5,996,221
Accounts Receivable	\$20,152,518	\$6,761,019	\$39,231,786
Taxes and Grants in Lieu of Taxes	\$7,261,973	\$5,935,562	\$9,422,840
Land Held for Sale	\$1,590,027	\$606,250	\$1,590,027
Agreements Receivable	\$15,298,998	\$16,575,345	\$15,298,998
Portfolio Investments	\$121,149,000	\$124,623,667	\$137,502,863
Investment in Government Business Enterprise	\$117,175,808	\$108,517,010	\$117,175,808
	\$300,077,809	\$275,826,153	\$326,218,543
Financial Liabilities			
Accounts Payable and Accrued Liabilities	\$28,656,227	\$17,110,634	\$17,880,611
Prepaid Property Taxes (TIPPS Program)	\$15,589,944	\$15,273,375	-
Trust Accounts	\$4,969,217	\$1,964,929	\$6,148,211
Deferred Revenue	\$41,315,032	\$58,932,903	\$45,816,934
Long Term Debt	\$122,867,998	\$130,633,876	\$124,675,032
	\$213,398,417	\$223,915,716	\$194,520,788

Net Financial Assets	\$86,679,391	\$51,910,437	\$131,697,755
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Non-Financial Assets			
Tangible Capital Assets	\$674,513,593	\$642,686,308	\$662,902,630
Inventories of Supplies	\$800,223	\$737,826	\$798,946
Prepaid Expenses	\$1,057,182	\$1,120,515	\$622,507
	\$676,370,998	\$644,544,649	\$664,324,083

Accumulated Surplus	\$763,050,390	\$696,455,086	\$796,021,838
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Unconsolidated Statement of Operations by Object

For the Period Ending March 31, 2021

	Period Ending March 31, 2021	Period Ending March 31, 2020	Year Ending December 31, 2020
	(unaudited)	(unaudited)	(unaudited)
Revenues			
Net Municipal Taxes	(\$6,904,382)	(\$6,005,608)	\$118,309,492
User Fees and Sale of Goods	\$1,193,093	\$3,084,809	\$6,274,317
Operating Government Transfers	\$2,054,337	\$1,118,880	\$20,687,489
Interest and Investment Earnings	\$2,031,893	\$2,939,403	\$8,069,291
Penalties and Cost of Taxes	\$558,411	\$441,517	\$1,030,622
Franchise Fees	\$2,133,058	\$2,472,069	\$12,860,099
Fines, Rentals, Licenses and Permits	\$1,788,725	\$1,827,155	\$5,407,529
Court Fines	\$1,335,491	\$1,513,774	\$3,867,348
Transfers from Other Organizations	\$137,352	\$99,390	\$264,934
Other Operating Revenues	\$463,413	\$513,505	\$1,097,246
	\$4,791,392	\$8,004,893	\$177,868,368

Expenditures			
Salaries, Wages and Benefits	\$17,887,078	\$16,428,641	\$80,991,083
Contracted and General Services	\$8,593,467	\$8,144,200	\$28,834,359
Materials, Goods and Utilities	\$3,171,450	\$4,177,026	\$16,544,981
Provision for Allowances	\$365	\$6,729	\$287,127
Transfers to Other Organizations	\$4,723,016	\$4,545,604	\$13,157,682
Bank Charges and Short Term Interest	\$25,089	\$50,278	\$263,049
Interest on Long Term Debt	\$399,148	\$385,836	\$4,422,972
Amortization	\$6,672,266	\$6,311,508	\$26,689,063
	\$41,471,879	\$40,049,821	\$171,190,316

Annual Surplus (Deficit) Before Other Items	(\$36,680,487)	(\$32,044,928)	\$6,678,052
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Other Items			
Contributed Tangible Capital Assets	-	-	\$9,778,906
Capital Government Transfers	\$3,494,822	\$4,254,136	\$28,181,839
Developer Levies	\$214,218	\$158,198	\$1,125,876
Gain (Loss) on Disposal of Tangible Capital Assets	-	-	(\$2,762,830)
Increase in Investment in Government Business Enterprise	-	-	\$8,658,798
	\$3,709,039	\$4,412,334	\$44,982,590

Annual Surplus (Deficit)	(\$32,971,448)	(\$27,632,594)	\$51,660,642
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Accumulated Surplus at Beginning of Year	\$796,021,838	\$724,087,680	\$724,087,680
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Accumulated Surplus at End of Year	\$763,050,390	\$696,455,086	\$796,021,838
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Operating Variances

For the Period Ending March 31, 2021

Area	Description	Total
City Manager		
Council/Legislative General	Surplus from vacant council position, no per diem, travel, and event costs due to Covid restrictions.	\$177,900
Corporate Efficiency & Strategic Initiatives	Surplus due to vacancy savings.	\$150,000
Legal Services	Surplus anticipated due to less spending on legal costs.	\$234,400
Others	All other departments forecasting close to budget.	(\$11,200)
Infrastructure & Economic Development		
Director	Surplus due to replacement savings and reduced travel, meetings and supplies due to Covid restrictions.	\$37,400
Engineering Services	Surplus mostly due to greater revenues than expected.	\$36,300
Inspection Services	Surplus due to vacancy savings.	\$110,700
Planning & Development	Surplus due to vacancy savings, reduced by lost revenue with less activity due to Covid.	\$257,600
Parks	Small surplus anticipated with expected salary savings.	\$29,200
Transportation	Deficit expected due to less revenue from less high load traffic (pole turns) and additional salary costs than budgeted.	(\$186,600)
Others	All other departments forecasting close to budget.	\$12,000
Protective & Social Services		
Mobile Outreach	Deficit expected due to more salaries than budgeted.	(\$247,000)
Community Social Development	Surplus expected due to grant funds covering partial salaries and other eshort vacancies.	\$58,100
Emergency & Disaster Planning	Deficit expected due to Covid costs and vaccination site support costs.	(\$287,400)
Enforcement Services	Deficit expected mostly as a result of less court fine revenue.	(\$419,200)
Fire Department	Surplus expected due to turnover and vacancy savings.	\$153,800
RCMP	Surplus expected as a result of crime prevention savings (being invested in Mobile Outreach), net of less court fine revenue and reduced prisoner hour revenue.	\$85,000
Community Services		
Director	Surplus expected due to travel, meeting and supply costs due to Covid restrictions.	\$11,700
Community Knowledge Campus	Surplus expected as a result of Covid restrictions and facility closures. Layoffs and redeployment savings, utility savings and general expense savings, net of lost revenue.	\$169,700
Events & Entertainment	Surplus expected as a result of Covid restrictions and facility closures. Layoffs and redeployment savings, utility savings and general expense savings, net of lost revenue.	\$188,500
Fleet	Surplus expected due to vacancies, as well as less activity meaning less costs.	\$384,200
Corporate Facility Management	Surplus expected due to vacancies and less operating costs with no ELC shut-down required this year.	\$511,100
Sports, Development, Wellness & Culture	Surplus due to Covid restrictions and resulting vacancies and operating expense savings.	\$724,300
Transit & Accessible Transit	Surplus due to service reductions as a result of Covid.	\$259,000
Corporate Services		
Director	Surplus expected due to vacant SEA position.	\$47,900
Communications & Marketing	Deficit expected due to addition of Government Relations position, net of vacancies and operating expense savings from Covid restrictions.	(\$34,600)
Assessment & Taxation	Surplus expected mostly due to one vacant position.	\$97,300
Financial Management	Surplus expected due to leave replacement at lower cost than budgeted salary.	\$55,700
Human Resources	Surplus expected due to vacancies and operating expense savings due to Covid restrictions.	\$213,700
GIS & ITS	ITS expected on budget, with small surplus expected in GIS due to salary savings.	\$18,800
Fiscal Services		
Fiscal Services	Surplus expected due to budgeted COLA for OOS held off for 2021 and additional GovDeals revenue than budgeted, reduced by vacancy savings budgeted here, but forcasted in departments.	\$228,900
Total Operating Surplus		\$3,067,200

Salary Variances

For the Period Ending March 31, 2021

	Actual to Date	Budget to Date	Variance to Date
Salaries	\$14,585,439	\$15,656,528	\$1,071,089
Benefits	\$2,919,920	\$3,346,876	\$426,956
Elected Officials Salaries	\$139,869	\$153,187	\$13,318
Per Diem	-	\$9,497	\$9,497
Overtime	\$241,850	\$364,583	\$122,733
	\$17,887,078	\$19,530,671	\$ 1,643,593

Unconsolidated Supplemental Breakdown of Accumulated Surplus

For the Period Ending March 31, 2021

	Opening Balance 2020	Additions 2021	Reductions 2021	Closing Balance March 31, 2021
	(unaudited)	(unaudited)	(unaudited)	(unaudited)
Unrestricted Surplus (Deficit)	\$26,069,909	-	(\$4,636,720)	\$21,433,189

Restricted Surplus				
Cemetery Perpetual Care	\$3,531,763	\$28,484	-	\$3,560,247
Facility Renewal	\$7,507,735	\$3,329,618	(\$5,528,814)	\$5,308,539
Financial Stabilization	\$16,877,008	\$84,385	-	\$16,961,393
Fleet Reserve	\$11,281,661	\$2,087,925	(\$3,736,600)	\$9,632,986
Future Expenditures	\$50,361,342	\$837,035	(\$10,719,315)	\$40,479,062
Pinnacle Ridge Special Tax	\$33,175	\$166	-	\$33,341
Public Art	\$161,912	\$15,809	-	\$177,721
Public Housing	\$295,749	\$1,478	-	\$297,227
Public Reserve	\$3,054,192	\$15,271	-	\$3,069,463
Transportation System Levy	\$10,355,488	\$393,142	(\$945,481)	\$9,803,149
	\$103,460,025	\$6,793,313	(\$20,930,210)	\$89,323,128

Equity in Investments	\$117,175,808	-	-	\$117,175,808
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Equity in Tangible Capital Assets	\$549,316,097	\$1,807,034	(\$16,004,866)	\$535,118,265
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Total Accumulated Surplus	\$796,021,838	\$8,600,347	(\$41,571,795)	\$763,050,390
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Note: Included in the Future Expenditures Reserve balance of \$40,479,062 is \$32,773,833 of funds restricted for future use.

Summary of Capital Projects

For the Period Ending March 31, 2021

	Opening Balance	Approved Capital Budget & Grants	YTD Expenditures	Transfers within Capital Projects	Surplus Funds to Reserves	Closing Balance
Community Services						
Community Knowledge Campus	\$951,428	\$1,285,000	(\$173,397)	-	-	\$2,063,031
Events & Entertainment	\$652,097	\$540,000	(\$79,079)	-	-	\$1,113,018
Corporate Facilities Management	\$5,701,980	\$1,000,000	(\$431,355)	-	-	\$6,270,625
Fleet	-	\$3,736,600	(\$1,392,803)	-	-	\$2,343,797
Sports Dev., Wellness & Culture	\$361,020	\$4,991,500	(\$435,581)	-	-	\$4,916,939
Transit	\$3,136,176	\$125,000	-	-	-	\$3,261,176
Corporate Services						
GIS & ITS	\$3,122,326	\$1,017,000	(\$3,010)	-	-	\$4,136,316
Corporate Efficiency & Strategic Initiatives	\$879,630	\$2,000,000	(\$69,668)	-	-	\$2,809,962
Infrastructure & Economic Development						
Economic Development	\$2,706,412	\$250,000	(\$36,897)	-	-	\$2,919,515
Energy & Environmental Services	\$1,035,800	\$25,000	(\$720,000)	-	-	\$340,800
Engineering	\$30,917,450	\$33,010,558	(\$972,251)	-	-	\$62,955,757
Parks	\$1,535,701	\$1,748,820	(\$4,800)	-	-	\$3,279,721
Planning & Development	\$412,596	-	-	-	-	\$412,596
Transportation	\$0	\$75,000	-	-	-	\$75,000
Protective & Social Services						
Community Social Development	\$897,540	\$300,000	(\$500)	-	-	\$1,197,040
Enforcement Services	\$92,506	\$150,000	(\$32,898)	-	-	\$209,608
Fire Department	\$1,409,697	\$461,200	(\$64,776)	-	-	\$1,806,121
GPREP	\$166,433	-	-	-	-	\$166,433
RCMP	-	\$164,500	-	-	-	\$164,500
Total Capital Projects	\$53,978,792	\$50,880,178	(\$4,417,015)	-	-	\$100,441,955

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, 2021

Breakdown of Capital Project Balance by Funding Source	
Capital Tax Levied	\$27,255,676
Reserve Funded Projects	\$19,551,468
Grant Funded Projects	\$18,255,251
Municipal Sustainability Initiative	\$25,101,939
Federal Gas Tax	\$10,277,621
Total Funding within Capital Projects	\$100,441,955

Supplemental Breakdown of Capital Funding Carryforward	
Grant Funded Projects	
Allocated Funding Included in Capital Projects Carryforward (by Department)	
Transit - GTRIP/PTIF Funding	\$3,046,735
Fire Department - 911 Call Grant	\$616,043
Community Social Development - Rotary Club Grant	\$10,314
Engineering - MSP Grant	\$7,205,681
Corporate Facilities Management - MSP Grant	\$722,530
Enforcement - ICIP Grant	\$101,000
Engineering - ICIP Grant	\$1,333,849
Parks Operations - ICIP Grant	\$1,110,100
Community Knowledge Campus - ICIP Grant	\$634,247
Sports Development, Wellness & Culture - ICIP Grant	\$3,156,864
Events & Entertainment - ICIP Grant	\$157,888
Corporate Facilities Management - ICIP Grant	\$160,000
	\$18,255,251
Municipal Sustainability Initiative	
Allocated Funding Included in Capital Projects Carryforward (by Department)	
Engineering	\$24,057,810
Energy & Environment Services	\$305,000
Corporate Facilities Management	\$739,128
	Allocated Funding
	\$25,101,938
	Unallocated Funding
	\$8,287,360
	\$33,389,298
Federal Gas Tax	
Allocated Funding Included in Capital Project Carryforward (by Department)	
Engineering	\$10,138,541
Parks Operations	\$139,080
	Allocated Funding
	\$10,277,621
	Unallocated Funding
	\$415,450
	\$10,693,071

Note: Unallocated funding for Municipal Sustainability Initiative and Federal Gas Tax will be allocated in 2022 Capital Plan.

Long-Term Debt and Debt Servicing

For the Period Ending March 31, 2021

Opening Balance December 31, 2020	\$124,675,041
Less: Principal portion of debt payments	(\$1,807,034)
Plus: Additional debt taken	-
Ending balance March 31, 2021	\$122,868,007

Interest Paid on Long-Term Debt	
January 1, 2021 - March 31, 2021	\$1,280,022

Contribution Room	
Legal debt limit December 31, 2020	\$ 269,688,351
Ending debt balance December 31, 2021	\$ 122,868,007
Remaining debt limit	\$ 146,820,344

Debt Limit at 80% (per policy)	\$ 117,456,275
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Q4 2020 – Procurement Activity

For the Period of January 1, 2021 – March 31, 2021 (Awards > \$250,000)

Description	Status	Awarded Vendor	Number of Bids	Awarded Value	Awarded Date
Geometric Upgrades and Traffic Signals (108 Ave at 96 St)	Awarded **	Wapiti Gravel Suppliers	4	\$597,026.93	01/15/2021
Maskwoteh Park Pedestrian Bridge	Awarded **	JMS Construction	7	\$945,950.52	02/08/2021
2021 Trail Program	Awarded **	Knelsen Sand & Gravel Ltd.	3	\$636,185.62	01/22/2021
Sidewalk Construction Phase 1 (2021)	Awarded **	Knelsen Sand & Gravel Ltd.	4	\$1,038,040.00	01/29/2021
Road Rehabilitation and Overlay Program 2021 Phase 1	Awarded **	Knelsen Sand & Gravel Ltd.	3	\$1,957,451.72	03/01/2021
Sidewalk Construction Phase 2 (2021)	Awarded **	Wapiti Gravel Suppliers	4	\$1,127,498.72	02/04/2021
Local Road Rehabilitation 2021 Phase 1	Awarded **	Wapiti Gravel Suppliers	3	\$1,703,329.64	03/12/2021
Road Rehabilitation and Overlay Program 2021 Phase 2	Awarded **	Knelsen Sand & Gravel Ltd.	3	\$1,219,544.65	03/26/2021
108 Street & 100 Street Road Rehab & Upgrades	Awarded **	Wapiti Gravel Suppliers	3	\$3,137,298.46	03/22/2021
103 Ave Rehab and Slope Repair	Awarded **	Wapiti Gravel Suppliers	4	\$434,483.97	03/22/2021
Mountview Stormwater Management	Awarded **	Reco Construction	6	\$476,461.10	03/29/2021
Eight (8) Cutaway Transit Buses	Awarded *	Kirkman Bus	4	\$1,442,442.00	03/21/2021
Two (2) 35' Transit Buses	Awarded *	New Flyer Bus	2	\$1,132,002.00	02/10/2021
Supply on (1) Fire Engine	Awarded ***	Safetek	1	\$1,071,553.00	03/29/2021

* Awarded on highest evaluated proposal

**Awarded on lowest cost meeting specifications

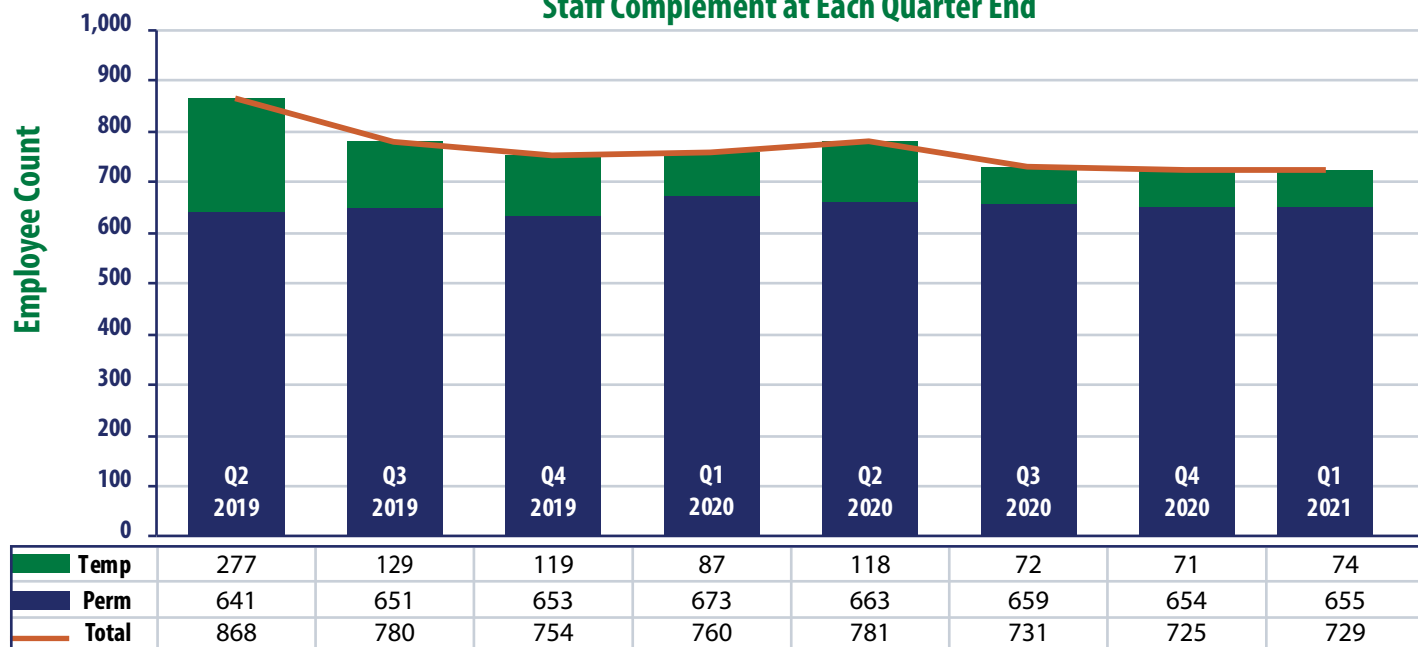
***Direct Award - Group Purchasing Program

Note 1: RFT does not include the cost related to: pre and post-engineering costs, streetlights, contingency, City representation, communication and marketing support, and charging station costs.

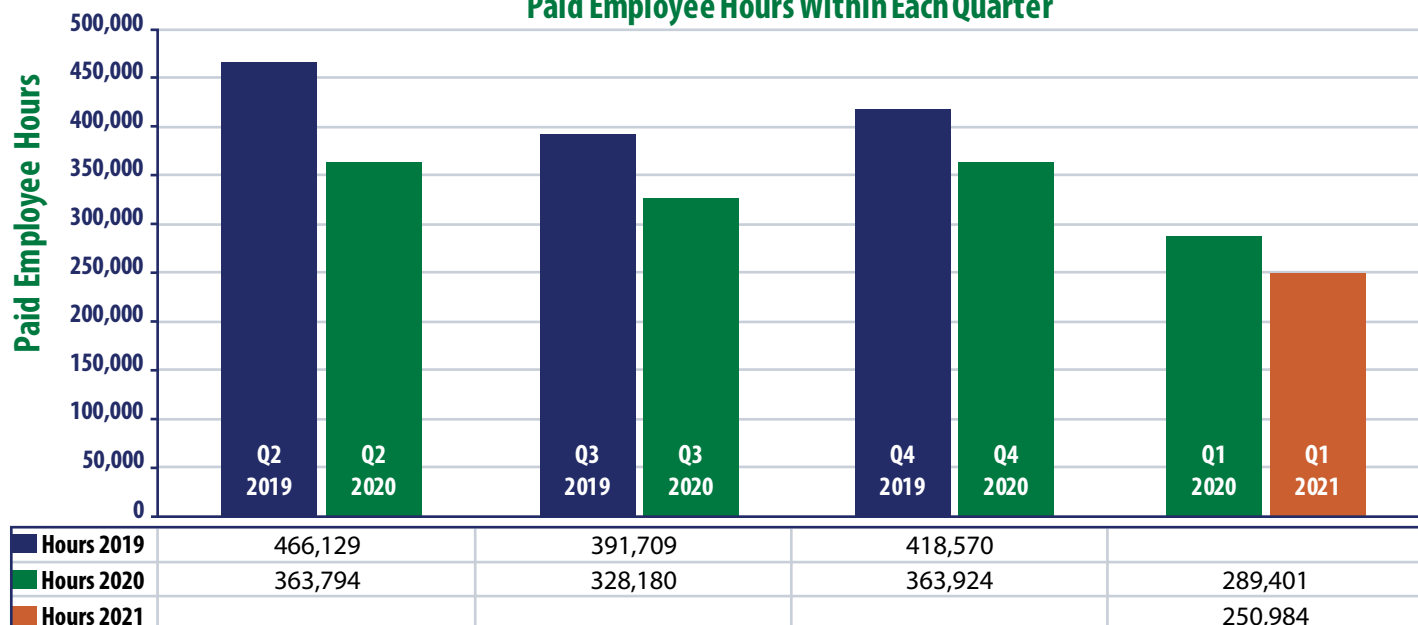
Staff Complement and Paid Employees Hours By Quarter

For the Period Ending March 31, 2021

Staff Complement at Each Quarter End



Paid Employee Hours Within Each Quarter



Note: Paid employee hours include the following categories of employee pay codes:

- Regular hours worked and statutory holiday hours
- Sick time and paid approved medical leave
- Overtime hours paid or taken as time in lieu
- Vacation hours and paid approved leave hours utilized

Paid employee hours does not include hours related to additional pay amounts such as: crew chief, shift differential, or standby pay.

Travel Expense Reimbursement to Council

January 1, 2021 – March 31, 2021

Council Member	Discretionary Expenditures
Blackburn, Clyde	\$199.00
Bressey, Dylan	(\$342.97)
Clayton, Jackie	\$20.00
Friesen, Eunice	\$199.00
Minhas, Yad	-
O'Toole, Kevin	\$276.94
Pilat, Wade	\$15.75
Thiessen, Chris	-
Total	\$367.72

Mandatory Expenses	\$9,878.21
Q1 Total	\$10,245.93

Mandatory: Includes travel, subsistence, accommodations and per diems related to City Business.

Discretionary: Includes tickets and any other costs related to public relations or education/training events

2021 Q1 Standing Committees and Council Meetings Record of Attendance

Date	Type of Meeting	Chair	Council Alternate	Mayor Clayton	Councillor Blackburn	Councillor Bressey	Councillor Friesen	Councillor Minhas	Councillor O'Toole	Councillor Pilat	Councillor Thiessen
LEGEND: P = PRESENT A = ABSENT O = OBSERVED DC = DEPUTY CHAIR DM = DEPUTY MAYOR CB = CITY BUSINESS											
04-Jan	Special City Council (via telecom)	Mayor Clayton	As scheduled	P	P	P	P	P	P	P	P
11-Jan	City Council (via telecom)	Mayor Clayton	As scheduled	P	P	P	P	P	P	P	P
25-Jan	City Council (via telecom)	Mayor Clayton	As scheduled	P	P	P	P	P	P	P	P
08-Feb	City Council (via telecom)	Mayor Clayton	As scheduled	P	P	P	P	P	P	P	P
22-Feb	City Council (via telecom)	Mayor Clayton	As scheduled	P	P (arr. 6:00)	P	P	P	P	P	P
08-Mar	City Council (via telecom)	Mayor Clayton	As scheduled	P	P	P	P	P	P	P	P
22-Mar	City Council (via telecom)	Mayor Clayton	As scheduled	P	P	P	P	A	P	P	P
31-Mar	Special City Council (via telecom)	Mayor Clayton	As scheduled	P	P	P	P	P (arrived at 3:44)	P	P	P

05-Jan	Community Services (via telecom)	Blackburn	Bressey / Pilat / Clayton (ex-officio)	P	P	P	O	O	O	P	
19-Jan	Community Services (via telecom)	Blackburn	Bressey / Pilat / Clayton (ex-officio)	P	A	DC	O	O	O	P	O
02-Feb	Community Services (via telecom)	Blackburn	Bressey / Pilat / Clayton (ex-officio)	P	P	P	O	O		P	O
16-Feb	Community Services (via telecom)	Blackburn	Bressey / Pilat / Clayton (ex-officio)	P	P	P	O	O	O	P	
02-Mar	Community Services (via telecom)	Blackburn	Bressey / Pilat / Clayton (ex-officio)	P	A	DC	O	O	O	P	O
16-Mar	Community Services (via telecom)	Blackburn	Bressey / Pilat / Clayton (ex-officio)	P	P	DC	O	O	O	P	O
30-Mar	Community Services (via telecom)	Pilat	Bressey / Blackburn / Clayton (ex-officio)	P (arrived at 9:25)	P	P	O	O	O	P	O

2020 Q4 Standing Committees and Council Meetings Record of Attendance Con't

Date	Type of Meeting	Chair	Council Alternate	Mayor Clayton	Councillor Blackburn	Councillor Bressey	Councillor Friesen	Councillor Minhas	Councillor O'Toole	Councillor Pilat	Councillor Thiessen
LEGEND: P = PRESENT A = ABSENT O = OBSERVED DC = DEPUTY CHAIR DM = DEPUTY MAYOR CB = CITY BUSINESS											
05-Jan	Corporate Services (via telecom)	Minhas	O'Toole / Friesen / Clayton (ex-officio)	P	O	O	P	P	P	O	
19-Jan	Corporate Services (via telecom)	Minhas	O'Toole / Friesen / Clayton (ex-officio)	P		O	P	P	P	O	O
02-Feb	Corporate Services (via telecom)	Minhas	O'Toole / Friesen / Clayton (ex-officio)	P	O	O	P	P	A	O	O
16-Feb	Corporate Services (via telecom)	Minhas	O'Toole / Friesen / Clayton (ex-officio)	P	O	O	P	P	P	O	
02-Mar	Corporate Services (via telecom)	Minhas	O'Toole / Friesen / Clayton (ex-officio)	P		O	P	P	P	O	O
16-Mar	Corporate Services (via telecom)	Minhas	O'Toole / Friesen / Clayton (ex-officio)	P		O	P	P	P	P	O
30-Mar	Corporate Services (via telecom)	Minhas	O'Toole / Friesen / Clayton (ex-officio)	P		O	P	P	P	O (left at 11:35)	O

05-Jan	IED (via telecom)	Bressey	Thiessen / Blackburn / Clayton	P	P	P	O (left at 10:57)	O	O (left at 10:48)	O (left at 10:41)	A
19-Jan	IED (via telecom)	Bressey	Thiessen / Blackburn / Clayton	P	A	P	O	O	O	O	P
02-Feb	IED (via telecom)	Bressey	Thiessen / Blackburn / Clayton	P	P	P	O	O	O (left at 10:05)	O	P
16-Feb	IED (via telecom)	Bressey	Thiessen / Blackburn / Clayton	P	P	P	O	O	O	O	P
02-Mar	IED (via telecom)	Bressey	Thiessen / Blackburn / Clayton	P	A	P	O	O	O	O	P
16-Mar	IED (via telecom)	Bressey	Thiessen / Blackburn / Clayton	P	A	P	O	O	P (left at 12:38)	O	P
30-Mar	IED (via telecom)	Bressey	Thiessen / Blackburn / Clayton	P	P (left at 10:45)	P	O	O	P	O	P

05-Jan	PSS (via telecom)	Pilat	O'Toole / Friesen / Clayton (ex-officio)	P	O	O	P	O	P	P	
19-Jan	PSS (via telecom)	Pilat	O'Toole / Friesen / Clayton (ex-officio)	P		O	P	O	P	P	O
02-Feb	PSS (via telecom)	Pilat	O'Toole / Friesen / Clayton (ex-officio)	P	O	O	P	O (left at 1:12)	A	P (left at 2:00)	O (left at 1:12)
16-Feb	PSS (via telecom)	Pilat	O'Toole / Friesen / Clayton (ex-officio)	P	O	O	P	O	P	P	O
02-Mar	PSS (via telecom)	Pilat	O'Toole / Friesen / Clayton (ex-officio)	P		O	P	O	P	P	O
16-Mar	PSS (via telecom)	Pilat	O'Toole / Friesen / Clayton (ex-officio)	P	O	O	P	O	P	P	O
30-Mar	PSS (via telecom)	O'Toole	Pilat / Friesen / Clayton (ex-officio)	P		O	P	O	P	P	O

