



City of Humboldt
April 16, 2025 - Executive Committee Meeting - 03:30 PM

- 1 **Call To Order**
- 2 **Land Acknowledgement**
- 3 **Adopt Agenda**
 - 3.1 Conflict of Interest
- 4 **Delegations**
- 5 **Correspondence**
- 6 **Reports From Administration**
 - 6.1 Director of Protective Services' Reports
 - 📎 Report - Director of Protective Services
 - 6.2 City Controller's Report
 - 📎 Report - City Controller
 - 6.3 Director of Cultural Services' Report
 - 📎 Report - Director of Cultural Services
 - 6.4 Director of Leisure Services' Report
 - 📎 Report - Director of Leisure Services
 - 6.5 Director of Public Works' Report
 - 📎 Report - Director of Public Works
 - 6.6 Planning Coordinator's Report
 - 📎 Report - Planning Coordinator
 - 6.7 Leisure Services Project Summary Report
 - 📎 Report - Leisure Services Project Summary
 - 6.8 Public Works Project Summary Report
 - 📎 Report - Wastewater Treatment Facility Project Summary
- 7 **New Business**
 - 7.1 Recommendation - City Controller - 2024 Year-End Reserve Update
 - 📎 Report - 2024 Year-End Reserve Update
 - 7.2 Recommendation - Director of Leisure Services - Transition to Reusable White Ice Mesh at Elgar Petersen Arena
 - 📎 Report - Transition to Reusable White Ice Mesh at Elgar Petersen Arena
 - 7.3 Recommendation - Planning Coordinator - South Area Sector Plan
 - 📎 Report - South Area Sector Plan

- 7.4 Recommendation - Director of Public Works - Aerodrome Ownership & Operations
Request for Proposal Results
- ✍ Recommendation - Director of Public Works - Aerodrome Ownership & Operations
Request for Proposal Results 1
- 8 **Enquiries**
- 9 **Committee of the Whole**
- 10 **Next Meeting**
- 11 **Adjourn**



CITY OF HUMBOLDT REPORT

TITLE: Director of Protective Services Report
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the protective services for the month of March 2025.

CURRENT SITUATION

Notable information and updates:

1. Fire Department -

- In City Area: 4 responses
 - 2 - Fire alarm response.
 - 1 – Stars Landing at HDH
 - 1 – Report of structure fire – cooking incident
- Weekend Standbys: 0
 - 0
- Fire Department Practice:
 - Vehicle extrication procedures
 - Reviewed wildland fire response equipment
- HDFPA Area: 3 responses
 - 1 – 2 vehicle motor vehicle collision
 - 1 – Snowmobile accident with injuries
 - 1 – Single vehicle rollover
- Conducted 19 Fire inspections in March.

2. Emergency Measures Operations

Ongoing, communicate with Ray as he continues to gather information for our regional group. A meeting is scheduled for early April for an update.

3. Occupational Health and Safety

- Safe Work Procedure Revision/Development
 - Violence Policy and Prevention Plan Development
 - Developed Workplace Violence Report and Follow up Report
 - Revising Onboarding Documentation/Checklist for all Departments
 - Developed Monthly Checklist for Directors/Managers
 - Site Visits/Audits/Discussions
-
- Safety Orientations for Employees and Contractors
 - Violence Policy and Prevention Plan Development
 - Safe Work Procedure Revision/Development
 - Worksite Inspections/Site Visits

OPTIONS

1. Approve the recommendation.
2. Not approve of the recommendation.

ATTACHMENTS

CSO Report for March
RCMP Report for March.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

FINANCIAL IMPLICATION

N/A

CONCLUSION

All areas within Protective Services continue to see increases in service.



CITY OF HUMBOLDT REPORT

TITLE: CSO Report for March 2025
PREPARED BY: Justin Tarrant, Community Safety Officer
REVIEWED BY: Mike Kwasnica, Director of Protective Services
PREPARED FOR: Executive Committee
DATE: April 4, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the CSO for the month of March 2025.

CURRENT SITUATION

March saw a continuation of complaints regarding two moose near the King Crescent, 11th Ave area. There continues to be a cow and calf in the area that are refusing to leave. The next steps with the conservation officers are to tranquilize and remove the animals. We are working with the conservation officers and will assist them as they need. With the spring warm up traffic is beginning to increase; drivers are getting more antsy. We have seen an increase in speed as well as failing to yield or stop.

There are two vehicles that remain in our impound lot, they are coming to their mandatory 90-day hold, the owners will be receiving their notices towards the end of April.

The CSO attended court 4 days in March.

The CSO addressed the following violations/concerns:

Traffic/Parking Bylaw:

During the month of March 7 bylaw tickets were issued and 6 warnings/conversations. The CSO also worked the evening of the final Bronco game to enforce parking and traffic. All members of the public parked respectfully and abided by the signage at the Uniplex.

Traffic Safety Act:

During the month of March there were approximately 13 traffic stops completed, resulting in 9 summary offence tickets.

Tickets for February included:

- 1 – 39(1)(A) – Fail to provide drivers license
- 1 – 57(1)(a) – Operate an unregistered vehicle
- 3 – 140(5) – Drive while suspended
- 1 – 199(1)(b) – exceed posted speed limit
- 3 – 241.1(2) – use electronic communications device

Property Maintenance:

March had 3 complaints or concerns.

- One order was executed and complied with
- One remains in partnership with the RCMP

Animal Control:

March had 5 concerns for animal control

- Three were for dogs at large. All animals were either caught and taken to SPCA or returned to owners.
- Still several calls and emails regarding moose in the City.

RCMP Assists:

March had 4 assists

These included a property maintenance complaint, serving Summary Offence tickets, and an assist with an intoxicated woman walking barefoot outside.

OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation.

ATTACHMENTS

None.

COMMUNICATION AND ENGAGEMENT

The CSO continues to field complaints as they come in, finding acceptable conclusions in a timely manner. In situations where there is nothing illegal, or against any City bylaws, the CSO provides suggestions for resolutions. This can often come in the form of Humboldt Alternative Measures Program (HAMP), which we have begun using for situations that are typically civil matters.

FINANCIAL IMPLICATION

N/A



CONCLUSION

Continued communication and proactive measures are essential in maintaining and enhancing community safety. The CSO program is committed to addressing community concerns and complaints both through communication and enforcement.

NCO i/c RCMP
Box 1480
Humboldt, Sask.
S0K 2A0

April 1, 2025

City of Humboldt
Box 640
Humboldt, Sask.
S0K 2A0

City of Humboldt – Updated Police Report for the Month of March, 2025.

Please find the attached Police Report for the month of March 2025.

Reported incidents are up this month (119) as compared to last month (104), and up from March 2024 (116). Traffic charges are down this month (9) compared to last month (21) and down from March 2024 (42).

There were (7) reported False Alarms this month. This is down from last month (9), and up from March 2024 (4).

Criminal Record Checks are completed on a walk-in basis on Tuesday, Wednesday and Thursday of every week. No appointments are needed. The total number of record checks completed this month was 91.

If you have any questions or concerns, please feel free to contact us at your convenience.

Yours truly,



S/Sgt Rod Rudnisky
Detachment Commander - Humboldt RCMP



HUMBOLDT CITY DETACHMENT

FALSE ALARM REPORT

MONTH OF MARCH 2025

	DATE	HOURS	LOCATION	OVERTIME	ATTENDED
1	2025-03-07	11:28	735 15 Street – A&W	N	Y
2	2025-03-11	18:48	740 Main Street – 7 Eleven	N	Y
3	2025-03-17	13:17	915 9 Street	N	N
4	2025-03-20	06:40	1919 8 Avenue – Vaping the Way	N	N
5	2025-03-20	21:39	10315 6 Avenue	N	Y
6	2025-03-22	12:36	312 Main Street – Humboldt Dental Associates	N	Y
7	2025-03-27	09:47	1314 4 Street	N	Y



HUMBOLDT CITY DETACHMENT

POLICING STATISTICS

MONTH OF MARCH 2025

HUMBOLDT MUNICIPAL 2024	HUMBOLDT MUNICIPAL 2025	OFFENCE CATEGORY
1	2	MVA's (Fatal/injury/Property Damage)
42	9	Traffic Offences (Charges Laid)
17	20	Traffic Offences (No Charges Laid)
0	0	Traffic Offences (Criminal Code)
0	1	Impaired Operation of Motor Vehicle
0	1	Dangerous Driving (Criminal Code)
15	15	Provincial Statues
1	0	Municipal Bylaws
3	11	Other Criminal Code/Federal
0	0	Offensive Weapons
0	0	Drug Trafficking
1	1	Drug Possession
0	1	Sexual Offences
7	4	Robbery/Extortion/Harassments/Threats
6	6	Assaults
2	4	Theft Under \$5,000/Possess Stolen Prop.
1	0	Theft Over \$5,000/Theft of motor vehicle
10	14	Mischief
4	4	Frauds
2	2	Break, Enter and Theft
4	7	False Alarms
4	17	Other (Susp vehicle, animal calls, missing person, wellbeing check)
116	119	Total Calls



CITY OF HUMBOLDT REPORT

TITLE: City Controller's Report
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report is intended to provide an update on the ongoings of the Corporate Services department, along with actual revenue and expenditure information for year-to-date operations of the City, in comparison to budgeted activities and the previous year.

CURRENT SITUATION

Corporate Services

MNP was on site March 25-27th for the fieldwork of the City's annual audit, the audit process continues with the intention of financial statements being able to be adopted at the May City Council meeting.

City Hall had a sewer backup on March 24th, restoration is underway, and the department is working with the contractor and insurance for the repairs. Administration is also intending to replace the sewer lines in the basement and exploring the possibility of an addition of two office spaces in the basement as we are outgrowing City Hall.

At the upcoming Council meeting, Administration will recommend closing a portion of 6th Avenue for the annual fundraising barbecues that are in coordination with the Cultural Services departments.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

- Finance Manager's Report

FINANCIAL IMPLICATION



There are no direct financial implications for this report.

CONCLUSION

Recommend that the City Controller's Report be accepted as presented.



CITY OF HUMBOLDT REPORT

TITLE: Finance Manager’s Report - Budget to Actual

PREPARED BY: Connor Piller, Finance Manager

REVIEWED BY: Jace Porten, City Controller

PREPARED FOR: Executive Committee

DATE: April 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report provides actual revenue and expenditure information for year-to-date operations of the City, in comparison to budgeted activities with comparison to the previous year.

CURRENT SITUATION

The attached report shows the revenues and expenditures for the first three months of 2025. Some variances exist due to timing of allocated budget, and when the expenses or revenues are recorded.

Variances greater than \$7,500 are listed below:

Cost Centre	Variance	Explanation
Taxation and Grants – Grants	(812,523)	This cost centre’s favourable position is due to the receipt of more than anticipated revenues from the ‘Investing in Canada Infrastructure Program’ relating to both the lagoon and Carl Shen projects. A total of \$3,974,140 has been received from this grant so far this year.
General Government – Information Technology	(7,907)	Due to a lack of IT Systems maintenance being required so far this year, this cost centre is in a favourable position. This variance will likely be reduced throughout the year.
General Government – Elected Officials	(10,582)	The favourable variance of this cost centre is the result of a payroll timing issue and will be resolved in the following month.

Protective Services – RCMP Policing	(8,542)	The favourable position of this cost centre is due primarily to greater than anticipated revenues from fines. There is no indication that this cost centre will revert to budget or not.
Planning and Development – Planning and Development	(10,241)	Due to a budgeted but unfilled position within this cost centre there exists this favourable variance. The longer this position remains unfilled, the less likely it is that this cost centre will return to within budget tolerances.
Leisure Services – General Recreation Administration	96,220	This cost centre’s unfavourable position is due to an unbudgeted grant from the City of Humboldt to the Humboldt Golf Course of \$100,000. This cost centre will likely remain in this state for the rest of the year.
Leisure Services – Arena	10,610	Receipt of less than anticipated fees from Humboldt Minor Hockey at this time is the primary cause for the unfavourable position within this cost centre. There also exists minor variances due to utility bill timing and staffing vacancies. This variance will likely correct itself throughout the year.
Leisure Services – Community Centre	(18,449)	Due to greater than anticipated Rental Fee revenues as well as less than anticipated Maintenance Supplies expenses, this cost centre is currently in a favourable position.
Leisure Services – Aquatic Services	(20,985)	Greater than anticipated revenues from user fees as well as less than anticipated staffing needs and utility costs have resulted in this cost centre’s favourable position.
Leisure Services – Concessions	(8,218)	The favourable position of this cost centre is primarily due to higher than expected concession sales.
Leisure Services – Parks and Play	11,555	The unfavourable variance of this cost centre is due primarily to the allocation of the Supervisor’s time being spent within parks rather than arena.
Cultural Services – Museum Building	(11,781)	The majority of the favourable variance within this cost centre is due to the timing of items such as grant revenues, utility bills, exhibit expenses, and casual workers. This cost centre will trend back towards budget with time.
Transportation – Transportation Admin	(11,839)	The favourable variance of this cost centre is due to the Public Works Manager position being vacant.
Transportation – Street Systems	(13,959)	The favourable variance of this cost centre is due to a general timing issue as most work done within it is during the summer. With time, this cost centre is likely to revert back to budget.

Transportation – Transportation Equipment	12,665	This cost centre is currently in an unfavourable position as the result of an unforeseen clutch repair expense for the grader. With time, this cost centre may return to within tolerances.
Utilities – Utility Administration	(81,396)	The favourable position of this cost centre is the result of less than anticipated water purchase expenses as well as greater than expected revenues from water and sewer base charges.
Utilities – Water Main Maintenance	32,664	Due to a water main break at the intersections of Highways 5 and 20, this cost centre is currently in a unfavourable position which will likely return to within tolerances throughout the year.
Utilities – Lagoon	(17,403)	A lack of required maintenance within the first three months of the year as well as utility bill timing and staff spending their time elsewhere have resulted in the favourable position of this cost centre.
Utilities – Lift Stations	(13,876)	The favourable position of this cost centre is due to less than anticipated utility costs as well as Public Works staff having yet to go through the lift station cleaning process. This cost centre is likely to revert to the norm as time passes.
Land Development – Land Development	(10,537)	The city has received \$16,595 in development fees as of March 31 when none were budget for, thus this cost centre is in a favourable position and will likely remain in this state throughout the year.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

- Budget to Actual for the Three Months Ending March 31, 2025.
- March 2025 Payment Listing.
- March 2025 BMO Statement.

FINANCIAL IMPLICATION

There are no direct financial implications of this report.

CONCLUSION

Recommend that the Finance Manager’s Report be accepted as presented.



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Tax and Grants In Lieu of Tax					
Property Taxes	(\$8,040)	(\$10,100)	\$2,060	(\$8,927,220)	(\$10,189)
Grants	-5,206,253	-4,393,730	-812,523	-17,170,710	-2,846,775
TOTAL TAXES AND GIL	-5,214,293	-4,403,830	-810,463	-26,097,930	-2,856,964
Administration					
General Administration	174,081	177,235	-3,154	645,230	112,235
Information Technology	50,323	58,230	-7,907	190,640	47,563
City Manager's Office	69,744	70,080	-336	225,520	69,749
Elected Officials	49,128	59,710	-10,582	188,300	48,306
Other General Administration	0	400	-400	34,330	200
TOTAL ADMINISTRATION	343,276	365,655	-22,378	1,284,020	278,053
Communications					
Corporate Communications	24,095	21,730	2,365	126,790	40,262
TOTAL COMMUNICATION AND DEV	24,095	21,730	2,365	126,790	40,262
Fire and Building Inspections					
Fire Protection Administration	150,502	151,100	-598	584,340	139,807
Fire Fleet and Equipment	-17,855	-13,620	-4,235	-117,040	-11,436
Fire Hall Building	5,489	7,460	-1,971	26,720	5,626
Building Inspection Services	17,198	11,110	6,088	6,410	5,256
TOTAL FIRE AND BLDG INSP	155,334	156,050	-715	500,430	139,253
Bylaw and Policing					
Bylaw Enforcement	36,713	41,280	-4,567	127,000	37,283
Animal Licensing & Control	-6,583	-6,030	-553	-7,950	-5,287
Business Licensing	-69,250	-69,710	460	-85,000	-62,500
RCMP Policing	-3,202	5,340	-8,542	893,110	11,001
Other Protective Services	139	7,110	-6,971	44,490	138
Health and Safety	22,550	23,320	-770	88,670	21,291
TOTAL BYLAW AND POLICING	-19,633	1,310	-20,944	1,060,320	1,926
Planning and Development					
Economic Development	6,263	9,150	-2,887	136,000	3,420
Planning and Development	17,709	27,950	-10,241	227,170	10,521
TOTAL PLANNING & DEVELOPMENT	23,972	37,100	-13,128	363,170	13,941
Leisure Services					
General Recreation Administration	220,230	124,010	96,220	1,123,240	99,036
Leisure Pass Program	-17,836	-17,700	-136	-75,700	-24,317
LED Sign	-1,594	0	-1,594	-8,000	0
Facilities Maintenance	69,446	69,440	6	339,220	86,610
Arena	127,205	116,595	10,610	457,690	166,514
Fitness Centre	1,865	3,790	-1,925	18,670	19
Community Centre	47,991	66,440	-18,449	152,880	77,301
Curling Rink	5,700	2,120	3,580	55,150	8,052
Aquatic Centre	73,085	94,070	-20,985	336,160	89,711
Concessions	-20,198	-11,980	-8,218	0	-8,191
Parks and Playgrounds	67,865	56,310	11,555	446,660	3,761
Spray Park	69	70	-1	21,790	161
Community Gardens	726	0	726	770	28
Weed and Insect Control	0	0	0	17,500	0
Urban Beautification	0	0	0	8,000	0
Urban Forest	0	0	0	38,650	0
Trail System	2,883	1,560	1,323	12,380	6,168
Historical Campground	-529	-60	-469	12,190	-610



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Recreation Special Events	27,301	25,135	2,166	158,580	24,600
Summer Sizzler	1,400	-1,000	2,400	0	0
Joint Use Administration	-10,126	-7,460	-2,666	-9,000	-7,833
Leisure Services Fleet	-21,428	-13,950	-7,478	-104,460	-18,203
TOTAL LEISURE SERVICES	574,055	507,390	66,667	3,002,370	502,807
Library					
Library Services	88,170	86,755	1,415	205,300	79,743
TOTAL LIBRARY	88,170	86,755	1,415	205,300	79,743
Cultural Services					
Museum Services	40,182	39,960	222	105,170	67,606
Museum Building	43,699	55,480	-11,781	187,900	18,989
Merchants Bank - Gallery Building	46,112	51,870	-5,758	165,200	16,989
Original Humboldt	4,240	4,040	200	8,930	0
Humboldt Public Art	12,241	13,830	-1,589	33,000	-10
Water Tower	1,315	2,660	-1,345	7,620	1,414
TOTAL CULTURAL SERVICES	147,789	167,840	-20,050	507,820	104,988
Public Health					
Waste Mangement	95,068	99,340	-4,272	50,000	97,016
Cemetery Administration	-3,259	-8,270	5,011	-24,940	-11,464
Mobility Van	15,821	18,310	-2,489	74,500	17,122
Transit Fleet	-7,577	-4,740	-2,837	-18,900	-3,752
Other Public Health	0	0	0	9,500	0
TOTAL PUBLIC HEALTH	100,053	104,640	-4,587	90,160	98,922
Transportation					
Transportation Admin	99,181	111,020	-11,839	1,882,540	81,027
Street Lighting	25,007	30,880	-5,873	154,420	37,613
Street Systems	17,481	31,440	-13,959	589,060	18,585
Street Sweeping	0	180	-180	79,580	540
Storm Water Infrastructure	25,404	27,340	-1,936	236,140	31,686
Street and Curb Painting	0	0	0	20,000	0
Public Works Shop	27,356	32,900	-5,544	123,950	30,825
Snow and Ice Control	192,965	195,300	-2,335	462,770	185,556
EmulsionTreated Roads Mtce	0	0	0	17,630	0
Gravel Road Mtce	3,000	3,000	0	88,740	-1,783
Back Lane Mtce	1,780	1,780	0	27,540	3,108
Dust Control	0	0	0	29,400	0
Transportation Equipment	-28,285	-40,950	12,665	-281,080	-58,859
Traffic Signals	3,170	10,540	-7,370	47,840	4,533
Traffic Signs	321	6,390	-6,069	26,440	6,887
Sidewalk Mtce	0	0	0	79,180	1,425
Ditch Mowing	0	0	0	41,270	74
Winter Sidewalks	6,490	9,450	-2,960	16,660	5,870
Airport	3,673	9,320	-5,647	4,690	1,796
Christmas Decorations	4,068	5,300	-1,232	18,930	3,740
TOTAL TRANSPORTATION	381,611	433,890	-52,279	3,665,700	352,623
Utilities					
Utility Administration	-762,106	-680,710	-81,396	-1,829,440	-637,320
Water Main Mtce	93,844	61,180	32,664	303,020	40,607
Water Distribution Facility	48,469	53,750	-5,281	199,370	51,219
Water Meter Reading & Billing	39,992	47,510	-7,518	211,920	90,625
Sewer Mains	31,801	29,740	2,061	195,770	36,453
Lagoon	63,827	81,230	-17,403	966,890	16,029
Lift Stations	27,684	41,560	-13,876	173,410	38,882
TOTAL UTILITIES	-456,489	-365,740	-90,748	220,940	-363,505



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Land Development					
Land Development	-85,987	-75,450	-10,537	-291,800	-296,790
TOTAL LAND DEVELOPMENT	-85,987	-75,450	-10,537	-291,800	-296,790
SUM OF OPERATIONS	-3,938,047	-2,962,660	-975,384	-15,362,710	-1,904,741
Capital					
Leisure Services Capital	63,777	0	63,777	580,000	140,121
Public Health Capital	0	0	0	265,450	25,000
Transportation Capital	45,580	0	45,580	1,515,660	0
Utilities Capital	2,836,309	0	2,836,309	1,509,340	500,838
TOTAL CAPITAL EXPENDITURES	2,945,666	0	2,945,666	3,870,450	665,959

March 2025 Payment Listing

Date	Payment Number	Vendor Name	Amount Paid
2025-03-03	CHAMBERS 0325	Chambers of Commerce Group Ins	\$24,865.74
2025-03-04	Pre-Authorized	Elavon	\$825.04
2025-03-04	BMO CC 0225	BMO MasterCard	\$16,513.62
2025-03-06	Pre-Authorized	RBC Royal Bank	\$656.40
2025-03-06	44431	Biehl, Joann	\$190.00
2025-03-06	44432	The Brick	\$220.89
2025-03-06	44433	Discreet Pest Control Inc.	\$1,559.25
2025-03-06	44434	Dosch Hood & Duct Cleaners	\$166.50
2025-03-06	44436	Humboldt & District Chamber of	\$150.00
2025-03-06	44437	Indeed Ireland Operations Ltd.	\$814.61
2025-03-06	44438	JJ Stitch Ltd.	\$1,107.23
2025-03-06	44439	Lanigan Creek-Dellwood Brook W	\$10,084.04
2025-03-06	44440	Robert Muench	\$100.00
2025-03-06	44441	R-Cam Welding	\$222.00
2025-03-06	44442	Receiver General of Canada	\$98,469.03
2025-03-06	44443	Rose Marking Devices Ltd.	\$147.63
2025-03-06	44444	HARPAUER DONNA	\$210.73
2025-03-06	44445	ANDERSON JACK	\$142.50
2025-03-06	44446	SILZER MARK	\$116.40
2025-03-06	44447	Valon Technologies Inc.	\$630.00
2025-03-06	EFT05280	1st Stop Auto Parts & Industri	\$137.74
2025-03-06	EFT05281	Accu-Sharp	\$303.03
2025-03-06	EFT05282	Brandt Tractor Ltd.	\$865.61
2025-03-06	EFT05283	Canadian Union of Public Emplo	\$3,156.63
2025-03-06	EFT05284	Canadian Linen & Uniform Servi	\$346.04
2025-03-06	EFT05285	Clark's Supply and Service Inc	\$48.53
2025-03-06	EFT05286	Coca-Cola Canada Bottling Limi	\$1,290.16
2025-03-06	EFT05287	Colony Chevrolet GMC Buick Ltd	\$124.38
2025-03-06	EFT05288	Complete Distribution Services	\$800.74
2025-03-06	EFT05289	Joe Day	\$125.93
2025-03-06	EFT05290	Direct Drive Taxi	\$4,661.00
2025-03-06	EFT05291	Earthworks Equipment Corp.	\$512.76
2025-03-06	EFT05292	Graphic Ad	\$306.25
2025-03-06	EFT05293	Gregg Distributors LP	\$265.98
2025-03-06	EFT05294	HBI Office Plus Inc.	\$19.31
2025-03-06	EFT05295	Hergott Electric Ltd.	\$169.95
2025-03-06	EFT05296	Humboldt Home Hardware	\$466.50
2025-03-06	EFT05297	KMK Sales Ltd.	\$49.61
2025-03-06	EFT05298	Lo-Cost Propane	\$1,367.60
2025-03-06	EFT05299	Millsap Fuel Distributors Ltd.	\$15,359.51
2025-03-06	EFT05300	Municipal Employees Pension Pl	\$55,953.60
2025-03-06	EFT05301	Office Experts	\$155.38
2025-03-06	EFT05302	Old Dutch Foods Ltd.	\$149.06
2025-03-06	EFT05303	Prairie Meats	\$770.21
2025-03-06	EFT05304	Pratts Wholesale Ltd.	\$1,486.20
2025-03-06	EFT05305	Purolator Courier Ltd.	\$158.30
2025-03-06	EFT05306	Quill Creek Farms	\$513.75
2025-03-06	EFT05307	Raymax Equipment Sales	\$6,452.67
2025-03-06	EFT05308	REACT Waste Management	\$34,918.32
2025-03-06	EFT05309	Redhead Equipment	\$884.40
2025-03-06	EFT05310	Ricoh Canada Inc.	\$1,205.41

2025-03-06	EFT05311	SecurTek	\$123.04
2025-03-06	EFT05312	SENDR	\$49.08
2025-03-06	EFT05313	Success Office Systems	\$71.16
2025-03-06	EFT05314	Vinyl Expressions	\$90.81
2025-03-06	EFT05315	Wolseley Canada Inc.	\$1,452.70
2025-03-06	EFT05316	Your Dollar Store With More	\$29.97
2025-03-07	EFT05317	Greater Saskatoon Catholic Sch	\$52,147.87
2025-03-10	EPT 0225	Ministry of Finance	\$45,889.87
2025-03-12	44448	CentralSquare Canada Software	\$30,860.66
2025-03-12	44449	Amanda La Plume	\$65.63
2025-03-12	44451	Pauline Rath	\$123.18
2025-03-12	44452	R J England Consulting Ltd.	\$1,722.00
2025-03-12	44453	Saskatchewan Building Official	\$150.00
2025-03-12	44454	Saskatchewan Council for Archi	\$180.00
2025-03-12	44455	SGI	\$222.00
2025-03-12	44456	The Stew	\$50.00
2025-03-12	44457	Syed, Muhammad Ahmad Naveed	\$26.50
2025-03-12	44458	Talbot Acres Mobile Petting Zo	\$170.00
2025-03-12	44459	SAAB CONSTRUCTION LTD	\$202.09
2025-03-12	44460	KAUR KULDEEP & JASHANDEEP	\$41.00
2025-03-12	44461	ZIMROZ DESIGNS LTD.	\$139.46
2025-03-12	44462	BORISKO SHIRLEY	\$96.87
2025-03-12	44463	DYCK JAMES & BARBARA	\$150.98
2025-03-12	EFT05318	CJVR	\$147.00
2025-03-12	EFT05319	CKJH	\$147.00
2025-03-12	EFT05320	Coca-Cola Canada Bottling Limi	\$876.46
2025-03-12	EFT05321	Fastrack Logistics	\$25.20
2025-03-12	EFT05322	Flaman Fitness	\$55.48
2025-03-12	EFT05323	Golden West Broadcasting Ltd.	\$1,749.30
2025-03-12	EFT05324	HBI Office Plus Inc.	\$117.98
2025-03-12	EFT05325	Hergott Electric Ltd.	\$55.94
2025-03-12	EFT05326	Receiver General for Canada	\$3,240.66
2025-03-12	EFT05327	Midland Glass Ltd.	\$81.37
2025-03-12	EFT05328	Municode Services Ltd.	\$9,337.57
2025-03-12	EFT05329	NorthEastNow	\$252.00
2025-03-12	EFT05330	Office Experts	\$225.20
2025-03-12	EFT05331	Rawlco Radio Ltd.	\$367.50
2025-03-12	EFT05332	Ricoh Canada Inc.	\$610.51
2025-03-12	EFT05333	Toshiba Business Solutions	\$364.02
2025-03-12	EFT05388	SaskTel	\$2,371.88
2025-03-12	SK IBC 0325	SaskTel	\$3,566.39
2025-03-12	SK WR 0225	SaskTel	\$273.06
2025-03-14	SK MOBILE 0225	SaskTel Mobility	\$1,130.28
2025-03-18	LOAN 0325	RBC Loan Interest	\$51,861.84
2025-03-24	44464	306 Event Management	\$2,000.00
2025-03-24	44465	9352155 Canada Inc. Focuss Can	\$503.50
2025-03-24	44466	C73 Fire Truck Mechanical Inc.	\$1,968.82
2025-03-24	44467	Con-Tech General Contractors L	\$1,493,547.80
2025-03-24	44468	Eagle Eye Sewer Inspections In	\$2,100.00
2025-03-24	44469	Brehanna Hardes	\$439.51
2025-03-24	44470	Investor's Group Trust Co. #90	\$200.00
2025-03-24	44471	Eugene Komonski	\$139.21
2025-03-24	44472	Estate of Howard Lees	\$313.03
2025-03-24	44473	Monique Martin	\$266.25

2025-03-24	44475	Receiver General of Canada	\$50,640.84
2025-03-24	44476	Reflections by Richard	\$1,221.00
2025-03-24	44477	Mark Scherbatiuk	\$250.00
2025-03-24	44478	The Stew	\$35.00
2025-03-24	44479	GOERTZ LESLIE & SANDRA	\$88.68
2025-03-24	44480	Zarazun, Reg	\$199.79
2025-03-24	EFT05334	Brandt Tractor Ltd.	\$192.65
2025-03-24	EFT05335	Brockman Enterprises Ltd.	\$57,826.74
2025-03-24	EFT05336	Canadian Linen & Uniform Servi	\$55.50
2025-03-24	EFT05337	Clark's Supply and Service Inc	\$362.61
2025-03-24	EFT05338	Commercial Industrial Manufact	\$33.30
2025-03-24	EFT05339	Fastrack Logistics	\$92.40
2025-03-24	EFT05340	Gregg Distributors LP	\$72.15
2025-03-24	EFT05341	Hergott Electric Ltd.	\$4,055.14
2025-03-24	EFT05342	Humboldt Lumber Mart	\$191.57
2025-03-24	EFT05343	Canadian Tire 638 Humboldt	\$272.83
2025-03-24	EFT05344	Millsap Fuel Distributors Ltd.	\$12,714.13
2025-03-24	EFT05345	Municipal Employees Pension Pl	\$31,236.56
2025-03-24	EFT05346	Office Experts	\$61.79
2025-03-24	EFT05347	Prairie Meats	\$1,300.83
2025-03-24	EFT05348	Pratts Wholesale Ltd.	\$837.02
2025-03-24	EFT05349	Purolator Courier Ltd.	\$27.02
2025-03-24	EFT05350	REACT Waste Management	\$45.94
2025-03-24	EFT05351	Redhead Equipment	\$23,245.21
2025-03-24	EFT05352	Ricoh Canada Inc.	\$67.93
2025-03-24	EFT05353	RM of Humboldt	\$3,000.00
2025-03-24	EFT05354	SaskWater	\$185,035.28
2025-03-24	EFT05355	Saskatchewan Research Council	\$237.05
2025-03-24	EFT05356	Saskatchewan Health Authority	\$92.00
2025-03-24	EFT05357	SENDR	\$24.54
2025-03-24	EFT05358	S & R Vac	\$356.25
2025-03-24	EFT05359	Success Office Systems	\$4,107.00
2025-03-24	EFT05360	TWA - Head Office 00	\$133.19
2025-03-24	EFT05361	Tyler Dies Forge & Fabrication	\$4,440.00
2025-03-24	EFT05362	Uline Canada Corporation	\$1,332.97
2025-03-25	SK ENERGY 0225	Sask Energy	\$29,367.49
2025-03-28	44481	Batty, Kara	\$22.31
2025-03-28	44482	Biehn, Kaitlyn	\$106.00
2025-03-28	44483	Nat's Playhouse	\$1,243.96
2025-03-28	44485	Production Lighting Ltd	\$246.95
2025-03-28	44486	Quint Service LTD	\$2,711.60
2025-03-28	44487	Marie Saretsky	\$100.00
2025-03-28	44488	Saskatchewan Parks and Recreat	\$170.00
2025-03-28	44489	Schenn's Farm Supply	\$16.65
2025-03-28	44490	Sobeys Humboldt	\$1,285.87
2025-03-28	EFT05363	1st Stop Auto Parts & Industri	\$194.68
2025-03-28	EFT05364	1st Choice Graphics	\$136.50
2025-03-28	EFT05365	Canadian Linen & Uniform Servi	\$290.54
2025-03-28	EFT05366	Coca-Cola Canada Bottling Limi	\$4,519.44
2025-03-28	EFT05367	Complete Distribution Services	\$2,724.60
2025-03-28	EFT05368	D & M Fire Safety Systems	\$149.85
2025-03-28	EFT05369	HBI Office Plus Inc.	\$587.12
2025-03-28	EFT05370	Hi-Tech Welding, Machining & F	\$1,312.02
2025-03-28	EFT05371	Humboldt Co-op	\$583.80

2025-03-28	EFT05372	Humboldt Home Hardware	\$8,378.00
2025-03-28	EFT05373	Lifesaving Society	\$1,157.52
2025-03-28	EFT05374	Wayne Monson	\$1,400.00
2025-03-28	EFT05375	Nelson Granite Limited	\$668.85
2025-03-28	EFT05376	Office Experts	\$55.49
2025-03-28	EFT05377	Old Dutch Foods Ltd.	\$253.76
2025-03-28	EFT05378	Pleasureway Sales	\$899.37
2025-03-28	EFT05379	Poulin's Pest Control	\$1,470.00
2025-03-28	EFT05380	Prairie Meats	\$2,207.23
2025-03-28	EFT05381	Pratts Wholesale Ltd.	\$3,580.68
2025-03-28	EFT05382	Quill Creek Farms	\$655.00
2025-03-28	EFT05383	Saskatchewan Health Authority	\$69.00
2025-03-28	EFT05384	SecurTek	\$179.65
2025-03-28	EFT05385	Strueby Plumbing & Heating	\$2,271.01
2025-03-28	EFT05386	Van Houtte Coffee Services Inc	\$181.09
2025-03-28	EFT05387	Wheelers Wholesale Ltd.	\$675.63
2025-03-29	PST 0225	Minister of Finance	\$3,909.66
2025-03-29	Pre-Authorized	First Data	\$59.64
2025-03-31	SK POWER 0225	SaskPower	\$56,055.10
2025-03-31	Pre-Authorized	Moneris	\$654.30



Statement

Account Name:	BILLING ACCOUNT 178859	Card Number:	xxxx-xxxx-xxxx-8859
Company Name:	CITY OF HUMBOLDT	Account Limit:	\$ 100,000.00
Employee ID:	772890000021008	Available Credit:	\$ 87,538.30
Statement Date (MM/DD/YYYY):	03/15/2025	Currency:	CANADIAN DOLLAR
Payment Due Date (MM/DD/YYYY):	04/11/2025		

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:	\$ 16,513.62
Payments:	\$ -16,513.62
Adjustments:	\$ 0.00
Net Purchases:	\$ 12,461.70
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 12,461.70

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-8859 BILLING ACCOUNT 178859					
03/04	03/04 578758174	AUTOMATIC PYMT RECEIVED	\$ -16,513.62	\$ 0.00	\$ -16,513.62

TOTAL CREDITS	xxxx-xxxx-xxxx-8859	\$ -16,513.62
TOTAL DEBITS	xxxx-xxxx-xxxx-8859	\$ 0.00

Card Number xxxx-xxxx-xxxx-2545 BERGQUIST, PETER					
02/15	02/17 575983958	TELUS MOBILITY PREAUTH CALGARY AB	\$ 63.63 088902	\$ 7.00 (e)	\$ 70.63
02/21	02/24 577024545	CANADIAN TIRE #638 HUMBOLDT SK	\$ 12.99 093021	\$ 1.43 (e)	\$ 14.42
02/24	02/25 577456613	OPERATOR CERTIFICATION REGINA SK	\$ 157.66 095859	\$ 17.34 (e)	\$ 175.00
02/26	02/27 577798246	BIS SAFETY SOFTWARE SHERWOOD PARK AB	\$ 126.83 005118	\$ 6.34 (e)	\$ 133.17
02/26	02/27 577798247	SASKATCHEWAN CONSTRUCT REGINA SK	\$ 50.00 013563	\$ 5.50 (e)	\$ 55.50

TOTAL CREDITS	xxxx-xxxx-xxxx-2545	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-2545	\$ 448.72

Card Number xxxx-xxxx-xxxx-0134 DAY, JOE					
03/07	03/10 579996418	JOHNNYS BISTRO HUMBOLDT SK	\$ 56.90 049968	\$ 6.26 (e)	\$ 63.16

03/11 03/12 ADOBE SAN JOSE CA \$ 25.99 \$ 2.86
580254541 045832

TOTAL CREDITS xxxx-xxxx-xxxx-0134 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-0134 **\$ 92.01**

Card Number xxxx-xxxx-xxxx-9885 DENOMY, VINCE

02/26	02/27	DOLLARAMA #1197 HUMBOLDT SK	\$ 13.25	\$ 1.46 (e)	\$ 14.71
	577798243		076202		
02/27	02/28	AMAZON.COM 2L3811733 VANCOUVER BC	\$ 48.55	\$ 0.00	\$ 48.55
	578102117		092057		
03/11	03/13	CANADIAN TIRE #638 HUMBOLDT SK	\$ 11.99	\$ 1.32 (e)	\$ 13.31
	580459768		065758		

TOTAL CREDITS xxxx-xxxx-xxxx-9885 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-9885 **\$ 76.57**

Card Number xxxx-xxxx-xxxx-5955 DEPT, CITY HALL

02/16	02/17	AMZN MKTP CA 5V2I15VH3 WWW.AMAZON.CA ON	\$ 19.90	\$ 2.19	\$ 22.09
	575983882		080674		
02/17	02/17	INDEED 103094239 DUBLIN	\$ 450.65	\$ 49.57 (e)	\$ 500.22
	575983881		047876		
02/18	02/19	AMZN MKTP CA ON9MR66Y3 WWW.AMAZON.CA ON	\$ 44.98	\$ 4.95	\$ 49.93
	576350809		054716		
02/20	02/21	AMAZON.CA ON5F21L33 AMAZON.CA ON	\$ 216.66	\$ 23.72	\$ 240.38
	576674613		025216		
02/25	02/28	SOBEYS HUMBOLDT #5395 HUMBOLDT SK	\$ 49.52	\$ 5.45 (e)	\$ 54.97
	578102194		099928		
02/27	02/28	ADOBE ADOBE 4085366000 CA	\$ 29.99	\$ 3.30	\$ 33.29
	578102193		058485		
03/03	03/05	SGI-MY SGI REGINA SK	\$ 1,212.00	\$ 133.32 (e)	\$ 1,345.32
	579089389		052670		
03/07	03/10	2PITNEYBOWESCA MISSISSAUGA ON	\$ 298.05	\$ 32.79	\$ 330.84
	579996416		022077		
03/09	03/10	INDEED 103470025 DUBLIN	\$ 76.89	\$ 8.46 (e)	\$ 85.35
	579996415		834580		
03/10	03/11	PRAIRIE STEEL PRODUCTS CLAVET SK	\$ 398.66	\$ 43.85 (e)	\$ 442.51
	580199392		005679		
03/10	03/12	SGI-MY SGI REGINA SK	\$ 2,477.93	\$ 272.57 (e)	\$ 2,750.50
	580254464		039780		

TOTAL CREDITS xxxx-xxxx-xxxx-5955 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5955 **\$ 5,855.40**

Card Number xxxx-xxxx-xxxx-2594 KWASNICA, MIKE

03/11	03/12	ACTIVE911 INC PHILOMATH OR	\$ 9.98	\$ 0.00	\$ 9.98
	580254465	US DOLLAR 6.75@1.478518518	016566		

TOTAL CREDITS xxxx-xxxx-xxxx-2594 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-2594 **\$ 9.98**

Card Number xxxx-xxxx-xxxx-8216 MCLEOD, CHRIS

02/20	02/21 576674612	AMZN MKTP CA WWW.AMAZON.CA ON	\$ -9.34	\$ -1.03 (e)	
03/07	03/10 579996414	MARKS STORE #367 HUMBOLDT SK	\$ 609.98 088013	\$ 67.10 (e)	\$ 677.08
03/12	03/14 580674156	BOLT SUPPLY HOUSE#3 SASKATOON SK	\$ 134.51 008226	\$ 14.80 (e)	\$ 149.31

TOTAL CREDITS xxxx-xxxx-xxxx-8216 **\$ -10.37**
TOTAL DEBITS xxxx-xxxx-xxxx-8216 **\$ 826.39**

Card Number xxxx-xxxx-xxxx-7730 MUSEUM, HUMBOLDT

02/13	02/17 575983960	SASKTEL PAYMENTS REGINA SK	\$ 161.85 008965	\$ 17.80 (e)	\$ 179.65
02/16	02/17 575983959	INTUIT MAILCHIMP EDMONTON AB	\$ 37.84 015524	\$ 4.16 (e)	\$ 42.00
02/21	02/24 577024546	YOUR DOLLAR STORE WITH HUMBOLDT SK	\$ 75.66 041849	\$ 8.32 (e)	\$ 83.98
02/21	02/24 577024547	SOBEYS HUMBOLDT #5395 HUMBOLDT SK	\$ 19.59 000366	\$ 2.15 (e)	\$ 21.74
02/27	03/03 578582630	MIDLAND GLASS HUMBOLDT SK	\$ 61.00 091416	\$ 6.71 (e)	\$ 67.71
02/28	03/03 578582631	PHARMASAVE 429 HUMBOLDT SK	\$ 10.27 098315	\$ 1.13 (e)	\$ 11.40
03/06	03/07 579658373	GDP GDP PASTPERFECT EXTON PA US DOLLAR 540.00@1.490759259	\$ 805.01 004346	\$ 0.00	\$ 805.01
03/08	03/10 579996417	HAUS OF STITCHES HUMBOLDT SK	\$ 16.84 006939	\$ 1.85 (e)	\$ 18.69

TOTAL CREDITS xxxx-xxxx-xxxx-7730 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7730 **\$ 1,230.18**

Card Number xxxx-xxxx-xxxx-9684 ULRIKSEN, MICHAEL

02/16	02/17 575983878	LANDSCAPE MANAGEMENT N MARKHAM ON	\$ 97.00 028981	\$ 10.67 (e)	\$ 107.67
02/19	02/20 576471712	TSASK REGINA SK	\$ 99.10 059300	\$ 10.90 (e)	\$ 110.00
02/20	02/21 576674611	SPOTIFY P3438F3E60 STOCKHOLM	\$ 12.69 096219	\$ 1.40 (e)	\$ 14.09
02/20	02/24 577024467	AMAZON Z74D61X82 VANCOUVER BC	\$ -4.88 000000	\$ -0.54 (e)	\$ -5.42
02/21	02/24 577024466	TSASK REGINA SK	\$ -198.20 161001	\$ -21.80 (e)	\$ -220.00
02/24	02/27 577798244	PAYPAL SASKATCHEWA 4029357733 ON	\$ 97.35 036697	\$ 12.65 (e)	\$ 110.00
02/25	02/26 577582944	AMAZON C851P64I3 VANCOUVER BC	\$ 55.49 092519	\$ 0.00	\$ 55.49
03/04	03/05 579089388	PEAVEY MART #080 HUMBOLDT SK	\$ 63.74 079122	\$ 7.01 (e)	\$ 70.75
03/05	03/07 579658297	THE ROYAL LIFE SAVING TORONTO ON	\$ 38.80 060724	\$ 5.04 (e)	\$ 43.84
03/07	03/10 579996339	PEAVEY MART #080 HUMBOLDT SK	\$ 479.99 099905	\$ 52.80 (e)	\$ 532.79

03/10	03/11 580199391	WHENIWORK.COM MINNEAPOLIS MN US DOLLAR 1,556.10@1.479789216	\$ 2,302.70 015182	\$ 0.00	\$ 2,302.70
03/13	03/14 580675339	AMAZON KL7FS5283 VANCOUVER BC	\$ 22.18 050012	\$ 0.00	\$ 22.18

TOTAL CREDITS xxxx-xxxx-xxxx-9684 **\$ -225.42**
TOTAL DEBITS xxxx-xxxx-xxxx-9684 **\$ 3,369.51**

Card Number xxxx-xxxx-xxxx-1679 WYTRYKUSZ, CHELSEA

02/14	02/17 575983880	TERRYS NO FRILLS 3608 HUMBOLDT SK	\$ 40.75 030711	\$ 4.48 (e)	\$ 45.23
02/15	02/17 575983879	HUMBOLDT CO-OP ASSN. # HUMBOLDT SK	\$ 16.77 077190	\$ 1.85 (e)	\$ 18.62
02/19	02/20 576471713	DOLLARAMA #1197 HUMBOLDT SK	\$ 21.00 033584	\$ 2.31 (e)	\$ 23.31
02/21	02/24 577024543	DOLLARAMA #1197 HUMBOLDT SK	\$ 10.93 033724	\$ 1.20 (e)	\$ 12.13
02/23	02/24 577024544	SILVERWARE SILVERWARE TORONTO ON	\$ 146.81 078094	\$ 19.09 (e)	\$ 165.90
02/26	02/27 577798245	DOLLARAMA #1197 HUMBOLDT SK	\$ 121.66 014404	\$ 13.38 (e)	\$ 135.04
03/03	03/04 578831226	TERRYS NO FRILLS 3608 HUMBOLDT SK	\$ -25.22 050211	\$ -2.77 (e)	\$ -27.99
03/03	03/04 578831225	TERRYS NO FRILLS 3608 HUMBOLDT SK	\$ 69.31 094458	\$ 7.62 (e)	\$ 76.93
03/05	03/06 579297302	DOLLARAMA #1197 HUMBOLDT SK	\$ 179.14 079098	\$ 19.71 (e)	\$ 198.85
03/08	03/10 579996340	TERRYS NO FRILLS 3608 HUMBOLDT SK	\$ 5.64 045936	\$ 0.62 (e)	\$ 6.26
03/13	03/14 580674155	DOLLARAMA #1197 HUMBOLDT SK	\$ 121.13 048438	\$ 13.32 (e)	\$ 134.45

TOTAL CREDITS xxxx-xxxx-xxxx-1679 **\$ -27.99**
TOTAL DEBITS xxxx-xxxx-xxxx-1679 **\$ 816.72**



CUSTOMER SERVICE:

Service Representatives are available to assist you 24 hours a day, seven days a week. Please have account number information ready.

BMO

Telephone Inquiries: 1-855-825-9232

Lost/Stolen cards: 1-844-316-3760

Outside Canada and USA call collect: 514-881-3808

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: bmo.com/treasuryandpayment

Diners Club

Telephone Inquiries: 1-800-363-3333

Lost/Stolen cards: 1-866-890-9552

Outside Canada and USA call collect: 1-514-881-3735

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: dinersclubnorthamerica.com



PAYMENT INFORMATION:

	BMO	Diners Club
You can mail your payment to:	BMO P.O. Box 6044, Station Centre-Ville Montreal, QC H3C 3X2	Diners Club P.O. Box 6044, Station Centre-Ville Montreal, QC H3C 3X2
You may send your payment via overnight mail to:	BMO Symcor Inc (Remittance services) 650 Bridge Street Montreal, Quebec H3K 3K9	Diners Club Symcor Inc (Remittance services) 650 Bridge Street Montreal, Quebec H3K 3K9
IMPORTANT PAYMENT INFORMATION:	For BMO accounts, please make your cheque or money order payable to: BMO Bank of Montreal	For Diners Club accounts, please make your cheque or money order payable to: Diners Club

If you are paying by mail:
Remember

- Enclose your cheque or money order, payable in the same currency as your credit card, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your cheque or money order.
- Please do not send cash.

A fee will be assessed against returned cheques.

® Registered trade-mark of Bank of Montreal.



The balance due will be automatically debited from your bank account as you authorized.



CITY OF HUMBOLDT REPORT

TITLE: Cultural Services Report
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

CURRENT SITUATION

1. Museum

- Exhibits – The *Open Road: Humboldt and the Age of Automobiles* features items from local collectors and makers Ed Drachenberg, Ron Sokolan and Wilfred Mollenbeck as well as the museum collection. It is the local connection to the *Exit the Horse* travelling exhibit from the Canadian Automotive Museum, funded through the Exhibition Circulation Fund of Canadian Heritage.
- Programs – Activities included tours for schools in the area, Floral Embroidery workshop by Bernice Keller, and a Growing Herbs presentation by Marie Saretsky.
- Collections – This month, 449 items were accessioned into the collection, 3 items were catalogued and 9 records entered into the PastPerfect database.

2. Gallery

- Exhibits – *Shapeshifter* by the Saskatoon Potters Guild opened on March 1 with 69 ceramic works by 22 artists. There were 5 pieces sold during the exhibition.
- St. Peter's College Fine Arts Department exhibit opened on March 1, and has been extended to April 12, on the second floor of the gallery. The next exhibit is a student art exhibit with HCI.
- On the main floor, *An Uncomfortable Mess* by Bonnie Conly was delivered and installed on March 26. It will open alongside *Fleeting Beauty* by Cheryl Andrist on April 1.
- Programs – The *Shapeshifter* exhibit opened with an artists talk on March 1 featuring artist talk by Paula Cooley. During the exhibition, we offered free home-made play dough made by volunteer Karen Ehry.
- On March 21, we partnered with the Humboldt Regional Newcomer Centre to put on an event for the International Day for the Elimination of Racial Discrimination. They brought in Youth Poet Laureate Dash Reimer to lead an Open Mic night, and several people read their own pieces.
- We hosted the first-ever UFO Night on March 12, that was an opportunity for crafters to bring in their Un-Finished Objects and complete them in the company of other community crafters.
- Maintenance – The wall of the second-floor gallery is leaking again, as it does in the spring, and we have asked maintenance personnel to investigate.



3. Water Tower

- The committee met on March 25 to review the 2024 financial statement and to discuss the 2025 plans, which include a visit from Montreal musician Jen Reimer during the week of May 26 - 30.
- Staff are checking the tower on a regular basis.

4. Original Humboldt

- Staff are conducting research for the Treaty 6 storyboard to accompany the art installation.
- We are planning to combine a ceremony for this new structure with Horizon School Division's National Indigenous Peoples Day program tentatively planned for June 23.

5. Public Art

- The committee is meeting in early April to review the progress of the Iron Triangle sculpture.

6. Administration

- Governance – Thanks to Carol McLaren and Karen Siermachesky for presenting the annual report, and to the committee members who attended the presentation.
- HR Development – Annual performance appraisals were completed for all staff.
- Grants – The application to the Canadian Museums Association for summer student funding through the Young Canada Works program was successful in the amount of \$12,600 and from the National Trust for Canada of \$6,000.
- The report on 2024 activities for the Museum Grant Program was submitted, as is the requirement to access the 2025 allocation of the grant.
- Reconciliation and Relationship Building – The National Trust for Canada is wanting to spotlight some of the exciting and provocative insights brought forward at their conference in a series of lunch hour webinars this spring entitled, *"Ideas Worth Sharing from Montreal 2024."* David Siebert of Heritage Saskatchewan and I will be presenting on May 8 about the Pilot Project on Reconciliation.
- Community Authenticity - Do You Know Where to Find Yours?
We will be part of a day-long session put together by SaskCulture on how to recognize and capitalize on the culture in your community – as part of the Sask Parks and Recreation Association (SPRA) conference for Recreation Professionals which is held in Humboldt.
- Foundation – Thanks to John Scott for compiling the 2024 Statement of Financial Position of the Foundation.
- Volunteers -Thanks to our volunteers who contributed 123.5 hours of their time this month.
- Engagement – To the end of the month, our programs and services have had engagement levels of approximately 2,069 people. This is higher than last year's level of 1,775.



Upcoming Events and Programs

April 17, 7:30 pm	Gallery	Every Brilliant Thing – with Humboldt Arts Council
April 23, 7:00 pm	Museum	Fossmobile – In-person and zoom presentation
April 29	Uniplex	SPRA Symposium and tours
May 6	Museum	Summer students begin work
May 6	Original Humboldt	U of S Archaeological Excavations begin
May 10	Gallery	<i>Spirit of Nature</i> exhibit opening

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

None

FINANCIAL IMPLICATIONS

There is no anticipated financial impact of the recommended action.

CONCLUSION

These programs are developed to further the goals of the Department’s strategic plan.

Connected and Creative

A woman and her two kids came and they did the craft, did a scavenger hunt, looked around the museum. As she was leaving, she put some money into the donation box. Her daughter asked her what that was for, and she said that it was for “a nice afternoon.”

Welcoming and Connected

Connecting with local organizations like the Regional Newcomers Center on conversations around racism in communities is an important aspect of the improving our municipal value of Welcoming.



CITY OF HUMBOLDT REPORT

TITLE: CLS Director’s Report
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report is a high-level summary of the Community and Leisure Services activities since the last department update and is intended to provide Executive Committee with highlights from the day-day operations of the department.

CURRENT SITUATION

General Updates

1. **Municipal Roof Condition Assessment** – The roof assessment process will begin in mid to late April and is expected to include multiple days of on site evaluation of the thirteen roofs included in the study, followed by a report detailing the condition and maintenance needs of each facility. We expect this report to be delivered by the end of June.
2. **Arena Refrigeration System** – The City’s RFI resulted in nine submissions, one engineer consultant and eight ice refrigeration manufacturers. We were extremely pleased that there is a broad range of proponents in this industry and expect a competitive process. Administration will now develop a strategy for the solicitation process, which will require a more detailed examination of our needs, based on our facility age and complexity, potential for future expansion and the ability to utilize waste heat in other areas of the facility.
3. **CPRA Green Jobs Initiative** – The department has applied for this grant for a second year in a row. In 2024 we received funding for one of our parks seasonal staff. We have opted to seek funding to support our campground operations in 2025. We expect a response within the next few weeks.

4. **Janitorial Supply Contract** – The City completed a competitive RFP process and awarded a two-year contract to Humboldt Home Hardware. They were one of seven proponents who submitted a proposal. The contract will expire at the end of April 2027, at which time Administration will once again solicit proposals.
5. **Seasonal Parks Staff** – Administration has finalized its initial seasonal staff. The Parks department will see a total of nine returning staff and has extended an offer to hire to one high school student who will primarily be utilized in July and August. We have been fortunate over the last few years to see an increase in returning staff, some of whom are entering the third or fourth year with the City. We will monitor service levels and staffing needs throughout the summer to inform future resource requests within the department.
6. **Campground** – Campground staffing levels have been largely finalized for the 2025 season, led by two returning campground staff and a full time seasonal staff member who is already familiar with the booking and administrative functions of the operations. This should result in a seamless transition in opening the facility in advance of the May long weekend.
7. **Arena Maintenance/Cleaning** – Staff are working to develop a comprehensive list of maintenance projects to complete in the arena this spring and summer. Given some staffing resource reallocation, more hours will be spent in the arena this summer, completing a deep clean of the facility and maintenance work. Typically, full time staff move out to the parks immediately after ice is removed.

Project Planning and Partnerships

1. **Bill Brecht Playground** – the playground committee has informed us that they expect the final playground component to be installed during the months of May and June, along with signage recognizing the various project sponsors.
2. **Glenn Hall Park Lighting** – a group affiliated with the high school football program has begun planning and fundraising for this project. They are making good progress and have already secured the purchase of light poles from Wynyard, leftover from their similar project at a very good price. The group is optimistic that they can complete the project in advance of their upcoming season this fall.

Upcoming Events

1. April 10-13 – OnStage Dance Festival
2. April 18-20 – Tisdale Trojans Hockey Camp

3. April 25 – Mark of Excellence Awards Banquet
4. April 27 to May 1 – SPRA Training Symposium
5. May 2-4 – Broncos Spring Camp
6. May 5 – EPA Ice Removal
7. May 3-4 – A-List Dance Recital
8. May 6-8 – Safe Communities Party Program
9. May 14-15 – Horizon School Division Celebration Day
10. May 24-25 – Impact Dance Recital
11. May 30-June 1 – T1D 4x4x48 Ultra Marathon – Banquet and Marathon Run

OPTIONS

1. Approve the recommendation to accept for information and file.
2. Provide alternative directions or recommendations pertaining to this report.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

No external communication or engagement required.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The warmer weather and disappearing snow have staff excited about the end of winter. The department will be extremely busy between the start of April and the end of June with rentals and events. Administration is also busy preparing for seasonal projects in the parks and maintenance projects within the Uniplex.



CITY OF HUMBOLDT REPORT

TITLE: Public Works Director Report for April 2025
PREPARED BY: Peter Bergquist, P.Tech.; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The public works department is responsible for the operations, maintenance, and engineering support related to water, wastewater, storm water, roads, signals, signs, lines, and airport.

CURRENT SITUATION

March:

- Continued snow removal/hauling, opening up alleys, ditches and the primary drainage channel to Humboldt Lake.
- Melting and freezing continued through March so crews dedicated significant time thawing catch basin drains.
- A Wastewater Treatment Facility Tour occurred on March 5th as the Water Security Agency desired to see the project. They were pleased to see the progress and look forward to it being commissioned. The WSA is drafting new permit requirements for the new system.
- The WSA conducted the annual Waterworks Compliance audit on March 6th.
- A water leak has been observed on the nighttime flow numbers however it doesn't appear to be where our sensors are. Staff have been dedicating significant time looking for the leak, moving sensors around, and conducting night shifts to try to visually see high clear flows during the low usage times at night. Crews continue to use equipment to find the leak and have found/addressed a few other small leaks, but the search continues for the primary issue.
- The grader clutch pack was repaired and back in service.
- A leaking service was repaired in the 900 block of 9th Street.
- Staff refurbished and repaired some damaged barricades.
- Sewer jetting occurred in various locations in the city.

- The Water Distribution Facility – Pump #1 was identified by our staff that it sounded different. We brought in a pump specialist, and they noted that we caught an early failure of a motor bearing. The motor has been removed and taken for bearing replacement. There are 4 other pumps at the WDF so having one pump down is not a concern.
- Two utility staff attended a weeklong Level 2 Operator Training in Saskatoon.
- Water Meter Replacements and other work orders continued.
- The City Hall Basement experienced a sewer backup on Saturday March 22nd. Crews called in a contracted camera and flushing contractor to explore suspect areas. Debris including Bricks, gravel and some old sewer lining tape balls appeared to have been the issue. The suspect debris was removed by the contractor. The City Hall basement is the lowest in that area so it was affected first. From what we understand, only City Hall experienced a sewer backup and the back water valve didn't activate. An insurance claim is underway. Staff are displaced until the work is completed.
- The Department is actively seeking to fill the vacant Public Works Manager position.

COMMUNICATION AND ENGAGEMENT

Continued communications with concerned residents, customers seeking clarifications or maintenance requests occur daily as needed. The department utilizes an electronic work order system to track concerns and work requests. Daily safety meetings occur in the PW department as well as on-site tailgate meetings for larger projects.

ATTACHMENTS

Non-Revenue Water Losses Update:

Year	Consumption	SaskWater Purchases	Difference	Approximate Loss Dollars at Cost	% Loss
2024 Full Year	460,419 m3	559,798 m3	-99,379 m3	-\$378,265	-17.8%
2025 Full Year Budget Projection	463,241 m3	547,600 m3	-84,359 m3	-\$321,096	-15.4%
2024 – Jan-March	103,300 m3	140,808 m3	-37,508 m3	-\$142,767	-26.6%
2025 – Jan-March	110,993 m3	131,963 m3	-20,970 m3	-\$79,820	-15.9%



CONCLUSION

The department continues to manage the operations and maintenance of the City’s water, sewer, storm, and transportation infrastructure while regularly evaluating potential risks while being accountable and responsible with public funds.



CITY OF HUMBOLDT REPORT

TITLE: Planning Coordinator’s Report
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the planning department for the month of March.

CURRENT SITUATION

Notable information and updates:

1. Permits issued in March
 - a. Residential
 - i. 2 New Single Unit Dwellings
 - ii. 1 New Accessory Building
 - b. Commercial
 - i. 2 Renovations
 - ii. 1 Accessory Building (move-in)
 - c. Signs
 - i. 1 sign
2. Inspections in March
 - a. 2 Class 1 Inspections by Deputy Fire Chief
 - b. 0 Class 2/3 Inspections by Municode
3. Major Projects in March
 - a. “East Caleb” Subdivision
 - b. Drainage Bylaw
 - c. Shipping Container Enforcement

OPTIONS

1. Receive for information and file.

ATTACHMENTS



A. Spreadsheet displaying detailed permit stats.

COMMUNICATION AND ENGAGEMENT

There were no public hearings or public engagement sessions held for Planning purposes in the month of March.

FINANCIAL IMPLICATION

The city received \$13,612.37 in permit fees in March. The fees help cover administrative costs such as review and inspection time.

CONCLUSION

Permitting increased in March despite a particularly late snowfall. Permits are expected to increase even more as the snow melts and construction season begins.

Permit No.	Issued Date	Project Address	Work Description	Type	Owner	Value of Construction
2025-02	3/19/2025	98 101st Street Humboldt	[REDACTED]	New - Single Unit Dwelling	[REDACTED]	\$ 276,150.00
2025-03	3/14/2025	Unit R80 - 1919 8th Ave. Humboldt	[REDACTED]	Renovation - Commercial	[REDACTED]	\$ 1,200,000.00
2025-04	3/19/2025	Unit 116 - 1919 8th Avenue Humboldt	[REDACTED]	Renovation - Commercial	[REDACTED]	\$ 200,000.00
SP-2025-01	3/11/2025	10564 8th Avenue Humboldt	[REDACTED]	New - Sign	[REDACTED]	Sign
2025-05	3/18/2025	907 Aspen St Humboldt	[REDACTED]	New - Single Unit Dwelling	[REDACTED]	\$ 575,000.00
2025-06	3/25/2025	232 6th Street Humboldt	[REDACTED]	New - Accessory Building	[REDACTED]	\$ 28,000.00
2024-40	3/28/2025	2108 4th Ave. Humboldt	[REDACTED]	Move-in - Accessory Building	[REDACTED]	\$ 30,000.00



CITY OF HUMBOLDT REPORT

TITLE: CLS Project Summary Report
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The following is a summarized project report of the Community and Leisure Services 2024 approved capital and operational activities. All updates to the report are highlighted in yellow. The following terms have been used to identify the status of each of the projects/purchases:

- Planning – Project is currently in the planning stages.
- Procuring – Project is currently undergoing procurement (soliciting quotes, tendering, reviewing).
- Con - % - Project is under construction and includes the estimated % of completion.
- Completed – Project has been completed in its entirety.
- Deferred – Project has been deferred to a subsequent Year.

CURRENT SITUATION

A. Carry-Over Projects

#	Project	Status	2025 Remaining Budget	Actual (YTD)
1	Bill Brecht Playground Development	Con – 85%	\$9,956	-
2	Outdoor Rink & Multi-Sport Court Surfacing	Con – 0%	\$30,000	-

1. Completion of the project is expected to take place between May and June of this spring.
2. We have confirmed that everything is good to go with the contractor hired to complete the install of the sport court pour on surfacing. We are at the top of their list to come to site as weather permits.

B. 2025 Operational Projects

#	Project	Status	Project Budget	Actual (YTD)
1	Museum Roof Repairs	Planning	\$60,000	-

C. 2025 Fleet

#	Project	Status	Project Budget	Actual (YTD)
1	General Use Dump Truck (L185)	Planning	\$75,000	
2	Ice Resurfacers (L281)	Planning	\$120,000	
4	Parks Skid Steer Replacement	Planning	\$10,000	

D. 2025 Capital Projects

#	Project	Status	Project Budget	Actual (YTD)
1	Community Event Trailer	Planning	\$15,000	-
2	Highway 20 Boulevard	Planning	\$50,000	-
3	Parks Cold Storage	Planning	\$25,000	-
4	Robotic Lawn Mower	Procuring	\$10,000	-
5	Off-Leash Dog Park	Planning	\$60,000	-
6	Aquatic Centre Flooring Replacement	Con – 0%	\$155,000	-
7	Arena Refrigeration Plant – Design Work	Planning	\$75,000	-

- 3. Administration has been soliciting quotes for roofing options. Administration is not rushing this component, as we want to make sure we secure the best option for the City.
- 6. The pool flooring is being installed at the time of this report. Administration will provide a verbal update at the meeting.
- 7. The RFI has been reviewed and Administration is working on the next steps towards the replacement of the existing refrigeration system targeted for install in the summer of 2026. We have not received a response to our Green Municipal Fund grant application and no indication as to when a response might be received was given.

E. Unbudgeted Projects/Commitments

#	Project/Purchase	Status	Est. Cost to City	Funding Source
1	Aquatic Center Hot Tub	Completed	TBD	Operational Savings/Reserves

- 1. This project was completed, however we have not yet been invoiced for the work that was completed.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The report outlines the overview of projects approved in the 2025 budget and carry-over projects from 2024. The report will become more detailed as projects progress through the various stages towards completion in 2025.



CITY OF HUMBOLDT REPORT

TITLE: Wastewater Treatment System Construction Update
PREPARED BY: Peter Bergquist, Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

- On December 18, 2023 – Council Approved the Tender Award to Con-Tech General Contractors for the Wastewater Treatment System.
- On May 27, 2024 – Council Approved the Tender Award to Con-Tech General Contractors for the Retrofit construction work of Sewage Lift Stations 1 and 4.

CURRENT SITUATION

Large Cells:

All four cells have been excavated, next stages are to install the seepage liners once weather is warm enough.

SAGR Cells:

There were some issues with the cleanliness of the rock for the SAGR Cells. The contractor and City's consultant are working through the challenges and will be further screening/cleaning the rock. Some placed rock will need to be removed and redone at the contractor's expense. The issues are not expected to impact the overall project costs.

Headworks Building (Receives and screens the raw wastewater):

The building is constructed. The following months will include the necessary equipment installation.

Operations Building (Air Blowers, Pumping and Chemical Systems):

The building is constructed and drywall/mudding underway. The following months will involve primarily electrical installation followed by pumps, piping and other electrical/electronic equipment installation



Forcemain Piping:

The end diffuser into Humboldt Lake is installed and the majority of the piping to the lake is complete. Pressure testing, connection to the new Operations Building and Landscaping will be taking place this spring/summer.

Storm Water Pipes, Ditches and Channels:

The following months will see additional shaping and landscaping.

Lift Stations 1:

The majority of the pumps and electronics have arrived and are currently stored. The following months will see the temporary pumping setup and full internal rehabilitation occurring inside the lift station. The building will remain at this location however there will be pipe modifications in 6th Avenue and a new generator placed south of the existing building.

Lift Stations 4:

The majority of the pumps and electronics have arrived and are currently stored. The following months will see the temporary pumping system setup and full demolition of the existing building structure. A new larger building will be constructed and at a higher elevation to avoid potential storm flooding in the future.

OPTIONS - N/A

ATTACHMENTS



Figure 1: Headworks Building - March 5, 2025



Figure 2: Operations Building, SAGR Rock Pile - March 5, 2025



Figure 3: Operations Building - March 5, 2025



Figure 4: Blower Room - Operations Building – March 5, 2025



Figure 5: Inside a SAGR Cell - March 5, 2025 – Will be filled with rocks.



Figure 6: Aeration Pipes in SAGR Cell Bottom - March 5, 2025

COMMUNICATION AND ENGAGEMENT – A Catterall and Wright member is on site every day to inspect, survey, record, and resolve challenges that may arise. City staff from the Public Works Shop and City Hall Communicate with the consultant at the site as well as the consultants in their Saskatoon office to resolve challenges.

The Water Security Agency attended the tour on March 5th. Preliminary testing procedures are being created for the new system.

FINANCIAL IMPLICATION

Wastewater Treatment Facility Overall Project Costs

<u>Project Component</u>	<u>Estimated Value</u>	<u>Value to Date</u>
Wastewater Treatment Facility - Land + Pipe Works	\$24,938,817	\$15,033,221
Wastewater Treatment Facility - Operations Building	\$5,365,720	\$3,453,999
Wastewater Treatment Facility - Discharge Line	\$3,495,763	\$2,527,293
Lift Station 1 Upgrades	\$3,060,632	\$568,119
Lift Station 4 Upgrades	\$2,780,568	\$349,668
Total Project Costs	\$40,101,500	\$21,932,300
Investing in Canada Infrastructure Grant	-\$24,971,100	-\$14,997,303
Net Cost to City	\$15,130,400	\$6,934,997

Change orders to date include:

1. Pipe Size Substitution – Reduction of \$133,760
2. Beam for Lifting System – Additional cost of \$14,113
3. Additional Clay Borrow Excavation – Additional cost of \$21,000
4. Manhole Barrel & Misc – Additional cost of \$13,851.84

CONCLUSION

The new wastewater project is moving along well without any major budget concerns. Lift Stations 1 and 4 will start soon and progress quickly over the summer and fall.



CITY OF HUMBOLDT REPORT

TITLE: 2024 Year-End Reserve Update
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That Council approves the 2024 Year-End Reserve Transfers and authorizes administration to contribute \$593,650 to the Contingency Reserve and further,

That the Infrastructure Levy Reserve be consolidated into the Street Redevelopment Reserve.

BACKGROUND

In the year-end process, the City of Humboldt performs a reconciliation of the Appropriated Reserves with the final cash balance. While detailed reserve transactions are not subject to audit the completion of Schedule 8, Consolidated Schedule of Accumulated Surplus, is necessary for the 2024 Audited Financial Statements.

CURRENT SITUATION

The 2024 annual budget anticipated \$4,491,370 in contributions to reserves with \$3,545,240 in draws, for a net contribution to reserves of \$946,130. It is important to note that the Wastewater Treatment Facility was not presented in the 2024 budgeted numbers.

At the conclusion of 2024, the total contributions to reserves were \$23,115,263, with the total draw from reserves being \$22,231,091, for a net contribution of \$884,172. The significant variance of the budget vs actual is due to \$16.58-million in contributions and \$17.87-million in draws related to the Wastewater Treatment Facility project.

The following tables provide tracking of all reserve transfers that net to the \$884,172 calculated contribution.

Contingency Reserve

Table with 4 columns: Activity, Budgeted, Actual, Explanation. Row 1: Contribution, 40,140, 0, At the adoption of the 2024 Budget the City was without an updated Out of Scope Policy, a placeholder was put in place to ensure the City would have funding available.

			Any impacts, would have been expended throughout the year.
Contribution	0	55,000	City received the TAPD grant for the Para-transit Van
Draw	0	(187,979)	Purchase of C301 – Para-transit Van
Contribution	0	593,650	Remainder of funds after calculating approved reserve transfers as per the 2024 budget.
Total:	40,140	460,671	Draw from Reserve

Memorial Reserve - Bronco Tribute Campaign

Activity	Budgeted	Actual	Explanation
Contribution	0	34,790	Donations received – unbudgeted
Contribution	0	72,035	Bank account interest earned – unbudgeted
Draw	0	(160,219)	Campaign Expenditures – unbudgeted
Total:	0	(53,394)	Draw from Reserve

Land Development

Activity	Budgeted	Actual	Explanation
Contribution	291,800	497,041	Proceeds on Land Development Cost Centre
Contribution	0	574,500	Housing Accelerator Funds received
Draw	0	(698,948)	Purchase of Parcel of Land – North End
Draw	0	(43,584)	Taxes Abated through Exemption Bylaw
Draw	0	(153,391)	Housing Accelerator Fund initiatives
Total:	291,800	175,618	Contribution to Reserve

Building and Equipment Refurbishment

Activity	Budgeted	Actual	Explanation
Contribution	500,000	500,000	Contribute for the future replacement or refurbishment of the City's existing buildings
Total:	500,000	500,000	Contribution to Reserve

Street Redevelopment

Activity	Budgeted	Actual	Explanation
Contribution	1,304,900	1,338,978	Canadian Community Building Fund (Gas Tax), Roadway Levy, Infrastructure Levy.
Draw	(568,040)	(378,197)	12th Ave Road (Stebbings to 21st St)
Draw	(357,000)	(328,974)	11 th St Road (6 th to 8 th Ave)
Draw	(196,300)	(145,538)	4th St Road (8th Ave to Ogilvie)
Draw	(149,100)	(100,927)	12th St Road (3rd to 4th Ave)
Draw	(81,400)	(82,399)	3rd Ave Road (11 th to 14 th St)

Draw	(566,900)	(816,260)	4th Ave Road (10th to 14th St) Roadwork
Draw	0	(88,750)	12th Ave Road (21st St to Peck Rd) Roadwork (Prev yr. Budget)
Draw	0	(3,900)	10 th St Road (2025 Budgeted)
Draw	0	(61,279)	“Burger King” Back Alley (Approved after budget)
Draw	0	(20,480)	Winter Sander Purchase
Contribution	0	702,683	Move Infrastructure Levy Balance to Street Reserve.
Total:	(613,840)	14,958	Contribution to Reserve

Stormwater Levy

Activity	Budgeted	Actual	Explanation
Contribution	339,940	385,697	Surplus of Storm Water Operations
Contribution	0	1,103,058	ICIP Reimbursement - Carl Schenn Storm Retention Pond
Draw	(670,500)	(21,174)	6 th and 7 th Avenue Storm Twinning (project didn't proceed).
Draw	0	(538,814)	Carl Schenn Storm Retention Pond (prev. yr budget)
Total:	(330,560)	928,767	Contribution to Reserve

Infrastructure Levy Reserve

Activity	Budgeted	Actual	Explanation
Draw	0	(702,683)	Move Reserve Balance to Street Development.
Total:	0	(702,683)	Draw from Reserve

Cemetery

Activity	Budgeted	Actual	Explanation
Contribution	16,750	45,329	Surplus of Cemetery Operations
Total:	0	45,329	Contribution to Reserve

Parks and Playgrounds

Activity	Budgeted	Actual	Explanation
Contribution	250,000	250,000	Contribution for future park development
Contribution	0	2,336	Bill Brecht Playground Replacement, donations received – prior yr project
Contribution	0	40,000	Unbudgeted Donation received – Outdoor Rink
Draw	(700,000)	0	North Hospital Park Development (project didn't proceed)
Draw	0	(211,000)	Outdoor Washroom/Concession – prior yr project
Draw	0	(90,789)	Outdoor Rink and Multi-Sport Court Facility – prior yr project
Draw	0	(100,000)	HGC Operations Support Payment - unbudgeted
Total:	(450,000)	(109,431)	Draw from Reserve



Uniplex

Activity	Budgeted	Actual	Explanation
Contribution	0	8,713	Donation made to Uniplex – unbudgeted
Total:	0	8,713	Contribution to Reserve

Public Art

Activity	Budgeted	Actual	Explanation
Contribution	0	12,000	Unbudgeted Donations received – Iron Triangle Art Piece
Total:	0	12,000	Contribution to Reserve

Water Tower

Activity	Budgeted	Actual	Explanation
Contribution	0	2,231	Surplus of Water Tower Operations
Total:	0	2,231	Contribution to Reserve

Original Humboldt

Activity	Budgeted	Actual	Explanation
Draw	0	2,186	Surplus of Original Humboldt Operations
Total:	0	2,186	Contribution to Reserve

Library

Activity	Budgeted	Actual	Explanation
Contribution	10,000	10,000	Yearly Contribution for Façade Replacement
Draw	0	(61,601)	Façade Replacement work – prior yr project
Total:	10,000	(51,601)	Draw from Reserve

Protective Services Fleet

Activity	Budgeted	Actual	Explanation
Contribution	77,680	84,565	Surplus of Protective Services Fleet Operations
Total:	77,680	84,565	Contribution to Reserve

Transit Fleet

Activity	Budgeted	Actual	Explanation
Contribution	5,000	5,559	Surplus of Transit Fleet Operations
Total:	5,000	6,961	Contribution to Reserve

Leisure Services Fleet

Activity	Budgeted	Actual	Explanation
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Contribution	78,350	93,299	Surplus of Leisure Services Fleet Operations
Draw	(58,000)	(65,633)	Purchase of L121 – Parks General Use
Draw	(58,000)	(65,031)	Purchase of L111 – Maintenance Service Vehicle
Draw	(42,000)	(71,020)	Purchase of L253 – Parks Utility Vehicle
Draw	0	(21,228)	Replacement of L244 – Parks Skidsteer + Attachment
Total:	(79,650)	(129,613)	Draw from Reserve

Public Works Fleet

Activity	Budgeted	Actual	Explanation
Contribution	264,180	272,150	Surplus of Public Works Fleet Operations
Draw	(63,000)	(51,822)	Purchase of P161 – PW Crew
Draw	(35,000)	0	Purchase of P207 – Snowblower (purchase proceeded in 2025)
Draw	0	(146,286)	Purchase of P321 – Medium Truck – prior yr budget
Total:	166,180	74,042	Contribution to Reserve

Utility - Contingency

Activity	Budgeted	Actual	Explanation
Contribution	445,500	528,440	Utility Operations and Taxation Surplus for Watermain Replacement
Contribution	478,600	478,600	Wastewater (Lagoon) Project contributions
Contribution	388,530	388,530	Transfer from Taxation to Utilities
Contribution	0	5,000,000	Loan Proceeds for WWTF project
Contribution	0	11,103,364	ICIP Reimbursement – WWTF Project
Draw	0	(1,500)	10th St Watermain project – 2025 budget
Draw	0	(6,501)	11 th St Watermain project – prior yr budget
Draw	0	(17,610,804)	Wastewater (Lagoon) Project
Draw	0	(264,192)	Lift Stations 1 + 4 Upgrades
Total:	1,312,630	(383,743)	Draw from Reserve

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

Draft of Schedule 8 Consolidated Schedule of Accumulated Surplus, for the year ended December 31, 2024.

FINANCIAL IMPLICATION



There are no direct financial implications for this report but contributions to and draws from reserves could impact the City's ability to fund future expenditures.

CONCLUSION

Recommend that the 2024 Year-End Reserve Update be accepted as presented.

	2023	Changes	2024
UNAPPROPRIATED SURPLUS	438,014	143,033	581,047
APPROPRIATED RESERVES			
Operating:			
Contingency Reserve	1,499,225	460,671	1,959,895
Memorial Reserve - Bronco Tribute Centre	1,357,403	(53,394)	1,304,009
Operating Reserve	2,856,627	407,277	3,263,904
Capital:			
General Government Services			
Land Development	1,596,018	175,618	1,771,636
Land Development - Pavement	192,901	-	192,901
Land Development - Municipal Reserve	155,508	-	155,508
Building and Equipment	504,128	500,000	1,004,128
General Government Reserve	2,448,554	675,618	3,124,172
Transportation Services			
Street Redevelopment	(220,875)	14,958	(205,917)
Stormwater Levy	892,358	928,767	1,821,125
Infrastructure Levy Reserve	702,683	(702,683)	-
Transportation Reserve	1,374,166	241,042	1,615,208
Environmental and Public Health Services			
Cemetery	(142,820)	45,329	(97,491)
Cemetery - SEC Capital Reserve	105,502	-	105,502
Environmental and Public Health Reserve	(37,318)	45,329	8,011
Recreation and Culture Services			
Parks and Playgrounds	(76,904)	(109,431)	(186,336)
Uniplex	100,000	8,713	108,713
Museum	25,067	-	25,067
Museum - Humboldt Public Art Committee	29,959	12,000	41,959
Museum - Water Tower	47,779	2,231	50,010
Original Humboldt	55,848	2,186	58,033
Multipurpose/Theatre	41,178	-	41,178
Library	91,649	(51,601)	40,048
Recreation and Culture Services Reserve	314,576	(135,903)	178,673
Appropriated Reserves subtotal	6,956,606	1,233,363	8,189,969

Appropriated Reserves subtotal from previous page	6,956,606	1,233,363	8,189,969
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Fleet			
Protective Services Fleet	(46,110)	84,565	38,455
Corporate Service Fleet	29,124	-	29,124
Transit Fleet	18,249	5,559	23,807
Leisure Services Fleet	(25,182)	(129,613)	(154,794)
Public Work Fleet	46,294	74,042	120,336
Fleet Reserve	22,376	34,553	56,928
Utility			
Utility - Contingency	469,288	(383,743)	85,545
Utility - Public Reserve	44,487	-	44,487
Utility Reserve	513,775	(383,743)	130,032
Off Site Fees			
Off Sites - Water	276,258	-	276,258
Off Sites - Waste Water	309,868	-	309,868
Off Sites - Storm Water	27,051	-	27,051
Off Sites - Transportation	65,580	-	65,580
Off Sites - Parks & Recreation Facilities	140,997	-	140,997
Off Site Fees Reserve	819,754	-	819,754
Total Appropriated	8,312,510	884,173	9,196,682

NET INVESTMENT IN CAPITAL ASSETS

Tangible capital assets (Schedule 6, 7)	56,080,095	18,712,733	74,792,828
Less: Related debt	(2,539,232)	(4,771,931)	(7,311,163)
Net Investment in Capital Assets	53,540,863	13,940,803	67,481,666

Accumulated Surplus (Deficit) excluding remeasurement gains (losses)	62,291,387	14,968,008	77,259,395
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CITY OF HUMBOLDT REPORT

TITLE: Transition to Reusable White Ice Mesh at Elgar Petersen Arena
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That the Executive Committee recommend the purchase a reusable white ice mesh from Goal to Goal Solutions Inc. at an estimated cost of \$42,000 plus freight and taxes.

BACKGROUND

The Elgar Petersen Arena contains an artificial ice surface that is operated seasonally, between the months of August and May of each year. The many years, the ice surface within the arena has included traditional painted white ice, a method that involves applying a layer of paint within the ice surface to achieve the desired white appearance. While largely effective, there are certainly drawbacks including environmental concerns associated with the removal of the ice each year and the labor intensive nature of the process.

CURRENT SITUATION

In an effort to improve operational efficiency and reduce overall operating costs, Administration has been actively investigating ways to reduce the utility costs for the arena. In doing so, Administration discovered an alternative reusable white ice mesh product, which eliminates the need to paint the entire ice surface annually. This solution, provided by Goal to Goal Solutions Inc., offers a more efficient and environmentally friendly option while maintaining the high-quality aesthetic of the ice surface.

Currently, the arena utilizes the traditional method of applying white paint on the ice surface. This method is labor-intensive, requiring repeated application of the paint and regular maintenance to ensure that the white surface remains visible and undisturbed. Additionally, over time, the paint can affect the quality and integrity of the ice, requiring additional maintenance. Furthermore, the process of applying and removing paint contributes to the arena's carbon footprint, as well as the use of chemicals and water in the cleaning process.

The proposed solution replaces the painted white ice process, with a high strength coated polyester mesh. The product is installed in estimated 20' x 85' lengths, that are then rolled up and reused each season. The product will cover the entire 200' x 85' ice surface, and comes with

printed on faceoff circles and center-ice logos. The purchase includes additional printed mesh overlays including the blue lines and goal lines, goal creases and neutral zone faceoff dots. These mesh overlays will be installed over the white ice mesh, along with the other sponsorship logos.

The current system takes 10 – 14 days depending on exterior heat and interior humidity. The building process requires multiple stages – building base, painting white ice, sealing white ice, installing lines and logos, sealing lines and logos, building remaining half to three-quarter inches of ice.

The new system is expected to take 7-8 days, again depending on exterior heat and interior humidity. The building process is significantly simplified as it requires minimal base floods before the white ice mesh, lines and logos are all placed and sealed. Once the mesh is frozen into the ice, the remaining ice can be built. This results in an overall savings of between two and seven days for ice installation, reducing staffing time and refrigeration system run time. In addition, the mesh being installed earlier in the building process, means that the overall thickness of the ice can be reduced, resulting in a more efficient refrigeration process, reducing utility costs.

Key benefits of the white ice mesh include:

- **Durability:** The mesh is designed to last multiple seasons, making it a long-term investment that will significantly reduce ongoing operational costs associated with painting. The first arena client of Goal to Goal Solutions Inc. is currently reusing their white ice mesh for the 20th season.
- **Environmental Impact:** By eliminating the need for paint, chemicals, and the disposal of waste materials, the mesh system helps reduce the environmental footprint of the arena's ice maintenance process.
- **Improved Ice Quality:** the mesh has a lower insulation value than painted ice. This means that heat is more easily removed from the ice slab by the refrigeration system. This should result in faster freezing times and a more efficient ice plant. This will result in energy savings as the ice plant will require less runtime to remove heat from the ice.
- **Ease of Installation:** The reusable white ice mesh is simple to install and remove, significantly reducing labor. In addition to the white ice itself, the mesh will include the center ice red line and logos as well as all of the faceoff circles and dots, significantly reducing the time spent installing those components.
- **Cost Efficiency:** While the initial cost of the mesh system is \$42,000 (excluding freight and taxes), the long-term savings in labor, paint, clean-up and utilities is significant.

With this patented, reusable, custom-printed mesh sheets, Goal to Goal Solutions Inc. has completed over 1000 installations, first with curling rinks and now a significant uptake in arenas switching to the system. The company has hundreds of customers who have been using their



product in excess of a decade and are currently selling the product worldwide as many countries are looking for recognizing the benefits of this alternative product.

OPTIONS

1. That the City purchase a reusable white ice mesh from Goal to Goal Solutions Inc. at an estimated cost of \$42,000 plus freight and taxes.
2. Provide alternative direction to Administration.

ATTACHMENTS

1. NA

FINANCIAL IMPLICATION

The recommended transition to a reusable white ice mesh system offers a significant cost-saving opportunity in the long term. The estimated cost for purchasing the reusable white ice mesh from Goal to Goal Solutions Inc. is \$42,000, exclusive of freight and taxes. The City is currently spending roughly \$1,500 annually just to purchase the white ice paint.

While the initial investment may seem substantial, the reusable ice mesh is designed to last for multiple seasons, significantly reducing the recurring costs associated with purchasing paint and the labor needed to apply and maintain the painted ice. Furthermore, the mesh product will improve the refrigeration system efficiency with the potential to significantly reduce utility costs for maintaining the ice.

While difficult to predict the total material, utility and labor cost savings, Administration believes the transition will see a payback in as little as 4 to 7 years. Administration will look to fund the purchase through operational savings in 2025 or from reserves. The purchase is expected to provide the City with significant savings on materials, utilities and labor moving forward.

CONCLUSION

In light of the need to find more efficient and cost-effective means to operate our recreational facilities, transitioning to a reusable white ice mesh system represents a forward-thinking and cost-effective solution for the Elgar Petersen Arena. The estimated cost of \$42,000 for the system, while an upfront investment, will pay off in the long term through reduced maintenance costs, increased sustainability, and improved overall ice quality.

By adopting this new system, the City not only enhances its operational efficiency but also demonstrates its commitment to sustainability, making a meaningful step toward reducing environmental impact and ensuring a high-quality user experience at the arena. Therefore, it is recommended that Council approve the transition to the reusable white ice mesh system as proposed.



CITY OF HUMBOLDT REPORT

TITLE: South Area Structure Plan
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

From the months of June, 2023 to September, 2024, the City of Humboldt (“the City”) engaged consultants Crosby Hanna to create the Northwest Area Structure Plan. This plan was adopted on September 23rd, 2024, and was one of the six initiatives approved for the City’s Housing Accelerator Fund (“HAF”) application. The plan outlined the necessary infrastructure required for development in the Northwest area of the City. Additionally, the plan outlined the development constraints that must be considered for development to occur. Through the process of creating the plan, City Administration learned the details required for future structure planning.

Around mid-February, the City submitted its annual report to demonstrate that all requirements for HAF funding had been met. While submitting the CMHC and the City recognized that the City is on pace to exceed the housing targets initially estimated in the application. As a result, the City was permitted to submit another initiative to increase the amount of funding. The new initiative was approved on March 20th, 2025.

CURRENT SITUATION

The approved initiative is the creation of a South Structure Plan. The proposed area of the structure plan is the land south of 1st Avenue North down to south city limits, east of 14th Street, and predominantly west of 101st Street (please see Attachment A).

Similar to the Northwest Area Structure Plan, the South Area Structure Plan will determine the development constraints in the area and provide a list of necessary infrastructure upgrades, if any. The plan is meant to be a guide for future concept plans as developers develop the land. Administration does not intend on designing internal roadways or lot layouts.



The City and CMHC have agreed on a final reporting date of August 29th, 2025. This date requires that Council adopt the plan by bylaw no later than the August 25th Regular Council Meeting. To provide adequate time between the completion of the report, and the deadline, Administration expects to bring the first reading of the adoption bylaw at the July 14th Executive Committee meeting.

The following is the proposed timeline for the project:

1. Initial Mapping/Scope – March to April
2. Landowner Information Letters – April
3. First Draft Finished – End of April
4. Midway Project Update to Council – May 12th
5. Landowner In-person meetings – May to June
6. Final Draft Finished – Beginning of July
7. First reading of adoption bylaw – July 14th
8. Second and third reading of bylaw – July 28th

Please keep in mind that this timeline is subject to change.

OPTIONS

1. Receive this report and file for information.

ATTACHMENTS

- A. Map of the proposed study area

COMMUNICATION AND ENGAGEMENT

Two “engagements” are proposed for this project – time permitting. The first round will be a letter sent to all property owners within the study area that explains the purpose of the plan. The second round is planned to allow for individual meetings with the landowners to provide input into the plan, keeping in mind that the plan is not meant to create any design concepts.

FINANCIAL IMPLICATION

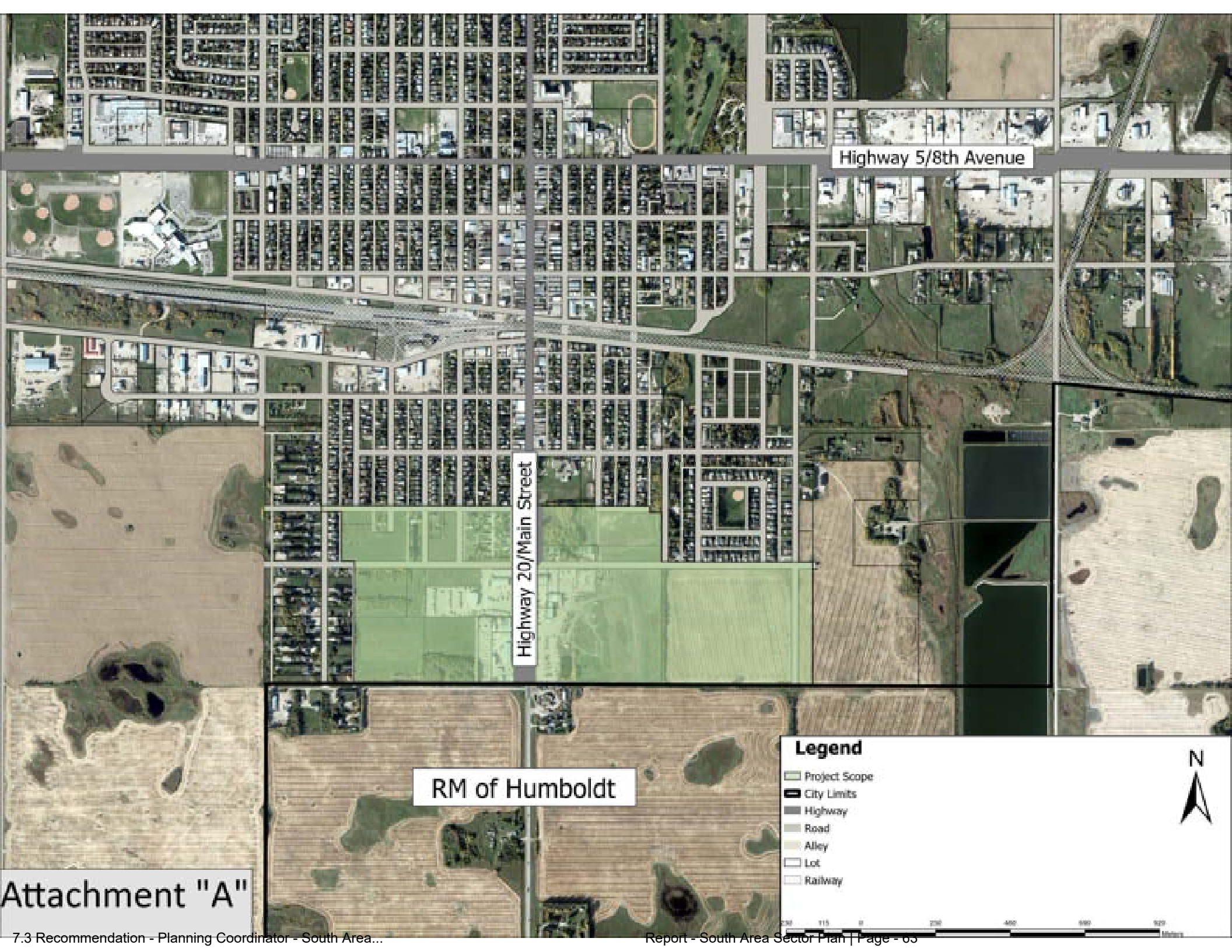
The cost to complete the plan will be low as City Administration will be completing the project internally.

CMHC has projected that this project will result in seven additional housing units, increasing the grant to the City by \$226,000 over three years.



CONCLUSION

The City is on track to exceed the initial estimated housing units created resulting from the Housing Accelerator Fund. Because of this, the City has been approved for an additional initiative to increase the grant funding. The initiative chosen is a South Area Structure Plan. The plan will be completed internally and must be approved by August 29th, 2025.



Highway 5/8th Avenue

Highway 20/Main Street

RM of Humboldt

Legend

-  Project Scope
-  City Limits
-  Highway
-  Road
-  Alley
-  Lot
-  Railway



Attachment "A"



CITY OF HUMBOLDT REPORT

TITLE: Aerodrome Ownership & Operations Request for Proposal Results
PREPARED BY: Peter Bergquist, P.Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 16, 2025

RECOMMENDATION

That the Executive Committee recommend the City proceed with the sale of the Humboldt Aerodrome to Clayton Air Services in the value of \$750,000.

BACKGROUND

Prioritizing funding to sustain public operations at the City of Humboldt's aerodrome (CJU4) have been a challenge over the last decade. The aerodrome is now at a point where significant investment is needed to maintain current expectations for a public facility.

A feasibility and planning study was completed in October 2023 which reviewed all considerations in detail. A summary of findings include:

- The aerodrome doesn't have passenger traffic. Our aerodrome is in close proximity to Saskatoon's much larger airport.
- For emergency services, air ambulances (airplanes) are rarely used as helicopters appear to be the preferred mode of transportation as they can land at the hospital.
- In the next 10 years, the report estimated about \$2,055,000 is needed to rehabilitate the existing airfield infrastructure to current day standards.
- Rural Municipalities appear to benefit the most as they hire aerial applicator services (spray planes) that fly out of the aerodrome.
- Regarding the governance of CJU4, the most beneficial position for the City, particularly as it pertains to municipal financial and risk management, is to divest itself of the public facility, if it can find an interested (motivated) party.

An attempt was made to try to obtain regional support for the capital improvements, however all municipal respondents in a 30km radius declined participation. Acknowledging present and future challenges, a decision was made to issue a Request for Proposal (RFP) for the Aerodrome Ownership and Operations. The aerodrome RFP closed on February 24th, 2025.



CURRENT SITUATION

The following proponents presented proposals.

Official Ranking of the Humboldt Aerodrome Ownership & Operations Request for Proposal Process				
Criteria	Max Score	Clayton Air	Ollerich Farms	Humboldt Flying Club
Methodology	75%	57.7%	58.5%	58.0%
Corporate Information & Experience	5%	5.0%	5.0%	5.0%
Purchase Price	20%	20.0%	11.5%	0.0%
Total Score	100%	82.7%	75.0%	63.0%
Proposed Fixed Fee		\$750,000	\$430,000	\$1
Overall Ranking		1	2	3

The proponents prepared relatively short RFP’s. As a result, follow-up questions were asked and summarized in this report. The ranking of the proposals focused heavily on methodology and less on purchase price. All proposal methodologies were within 0.8% of each other. This minimal difference in methodology itself does not clearly identify the strongest proposal. The purchase price, however, varied significantly affecting the total score.

All proposals desired private ownership. The proposals ranged with intent and clarity. Below are the director’s interpretations of each proposal:

Clayton Air:

They are an aviation and agriculture business who have been flying out of the Humboldt aerodrome since 2015 (10 years). CA has built 5 Runways, and owns 4 aerodromes. They have a contract for management of the North Battleford Airport, which their team has done for more than 15 years. Their proposal conveys that they will allow public aircraft for at least 7 years to use the aerodrome with permission. Emergency aircraft would be



allowed to use the facility. This proposal gave approximate timeline commitments where others didn't. This can be viewed both as restrictive while also being clear of intentions.

Recreational flyers will be expected to pay more from the current rates (set in 2014) – (approximately \$1,000 per year). They will be expected to pay \$2,800 + CPI per year. While this is a large increase, this is likely within the appropriate range given inflation and costs in the industry. CA has conveyed that they want to continue to support the aviation industry and there is also financial incentive to keep recreational flyers at the aerodrome to share costs. If recreational flyers desire to leave, CA will buy the hanger at what it was built for. All fuel would be sold through CA. CA may extend the runway in the future as they currently have to carry a smaller loads due to the limited length of the existing runway.

This proposal removes all risk as well as current and future financial obligations for the City. As CA owns and operates other aerodromes, this increases confidence that they can successfully continue operations at this aerodrome.

Ollerich Farms:

Have been flying out of the Humboldt aerodrome for over 10 years. Their proposal indicated that there is family history connected to the aerodrome.

The Director interprets that OF will keep the airport status-quo and will seek a silent partner with an Rural Municipality (RM) so they can get CAP. They note their proposal as private but for the grant funding, the RM will need to be the owner of the land. Through emails, if they don't get grants, this doesn't interfere with their sustainability plans.

They desire to purchase the snow dump with their proposal, but the Director advises against this as the snow dump is critically important to current winter operations and has more value to the city under ownership instead of potential lease.

OF has equipment for winter snow clearing. Their application appears more welcoming to the aviation industry as a whole. On that note however, the generalizations may not foresee all costs, obstacles and challenges related to owning an aerodrome.

Humboldt Flying Club:

The flying club has been around for many years. Most are recreational pilots that own or rent hanger space at the aerodrome. The group has advocated for the City to provide improvements/expansion at the aerodrome for many years.



Their proposal suggests that the land would be private, and they would seek silent partners. Again, the CAP grants would require a Municipality to be the owner for the CAP grants. Their plans appear to still involve the city the most. They desire to own the snow dump and desire to lease it back to the city (no lease value noted). The group is also asking for a minimum contribution of \$5,000 per year from the City. The Director advises against selling the snow dump as it is critically important to current winter operations and has more value to the city under ownership instead of potential lease.

The proposal is based heavily on volunteerism, donations and is ambitious that they can significantly grow the aviation participation at the aerodrome. The Director is concerned that the time and resources needed to maintain, expand and subdivide the lands may affect their plans. If the proposed plans are underestimated this may result in the group needing significant support to continue the operations and/or giving back the aerodrome if not sustainable.

Aerodrome Request for Proposal	Clayton Air Services Ltd.	Ollerich Farms	Humboldt Flying Club Inc.
Ownership Model	Private	Private	Private, Not for Profit
Purchase Offer	\$750,000	\$430,000	\$1
Information, Experience with Maintenance or Ownership	Has an Aerial Applicator Business. Has been at Aerodrome for many years; has built 5 runways, owns 4 aerodromes, and have a contract for management of the North Battleford Airport which their team has done for more than 15 years.	Has an Aerial Applicator Plane and Recreational Plane. Has been at the Aerodrome for the past 15 years. Plans to keep the airport status-quo.	Recreational Plane owners. Club's executives have an extensive knowledge in aviation, specifically relating to airport operations. Diverse backgrounds and experiences.
Expected Active Municipal Partner	None. Will entertain discussions with local RM's if they feel improvements are needed to the airport.	None. Will likely seek a silent partner in the future, either with the City of Humboldt or one of the surrounding RMs for CAP Grants. Plan is sustainable without partners.	City to continue with an annual budget line item - \$5,000 for the Airport. Group will seek a silent municipal partner for CAP Grants.
Commit to leaving land as aerodrome	Yes	Yes	Yes
Snow Dump	Snow dump to be subdivided out. However willing to purchase.	They desire to purchase the snow dump in offer and lease back to city, \$250/yr for 10-15 years.	They desire to purchase the snow dump in offer and lease back to city until expansion/need the area. Could offer more/other lease area for future growth snow storage.
Lessee Considerations	Yes, \$2,800/yr + CPI, for 7 years, then consider buy out for what hangers were built for.	Continue leasing, 5 Year leases like current. No details on cost. May entertain buying, but allow them to move or resell to someone else like current. May look into feasibility of selling lots at a later date.	Lease for 10+ Years, May lease or sell lots to generate funds for initial rehabilitation. May also have annual fees.
Public Use Allowed	Yes, up to 7 Years with Permission & No Taxes (RM Jurisdiction)	Yes, wants all types of aviation to utilize the Airport.	Yes. Will make proposal to RM of Humboldt for tax concessions similar to current for City.
Secure Property and Liability Insurance	Yes	Yes	Yes
Snow Clearing Plans	Will look into what's needed and/or local service providers	Has equipment - Blower, blades.	By Volunteers and/or a local contractor on a bid or donation basis.
Fuel Plans	Right to Sell all Fuel	Fuel will continue to be sold privately through Ollerich Farms. Applicators may bring their own as long as rules laid out by government agencies are followed.	Plans to upgrade to a 24/7 self-serve 100LL. Sold only by club, no external 100LL allowed. Jet-1-A will be the same as now, may be contemplated later.
Haying/Mowing	CAS will mow necessary parts, haying lease for 1-2 years, undecided after and for remaining land.	Has Equipment - Large Mower, small mower there now. Allow Hay Lease to Continue.	Continue to be mowed by current volunteer model.
Line Painting on Runway	Not Noted	By Third Party Contractor	Not Noted
Emergency/Search and Rescue Allowed to Land	Yes	Yes	Yes



OPTIONS

1. Approve the recommendation as presented
2. Not approve of the recommendation as presented
3. Choose a different proponent
4. Keep the aerodrome under the ownership of the City of Humboldt
5. Seek additional Information

ATTACHMENTS

- Airport Property Information – October 21, 2024

COMMUNICATION AND ENGAGEMENT

The proponents will be notified of the decision and plans for the project.

FINANCIAL IMPLICATION

The 2025 budget for the aerodrome is \$43,190 in expenditures, \$38,500 in revenue. The overall taxation cost difference is \$4,690 for minimal operations and maintenance at the aerodrome. No capital or major maintenance expenditures are captured in this budget.

The financial offers in the proposals range from \$1 to \$750,000 for the land noted in the RFP. The Community Airport Partnership grant was desired by two proponents (Ollerich Farms and the Humboldt Flying Club), a municipality would still need to own the asset for this to be pursued. In addition, the grant limits are not adequate for large full project capital needs nor guaranteed for multi-year funding if the project is partitioned. Clayton Air and Ollerich Farms noted that they could be sustainable without partners or grants.

Three lots currently have leases. The expiry of the 5-year leases are as follows:

- B3 – August 30, 2025
- C6 – May 15, 2025
- C7 – May 21, 2025

CONCLUSION

If this aerodrome were to remain public, the financial and liability risks should not be solely on the City of Humboldt as the study identified the limited benefit to the ratepayers of the city. The desired approach would be a shared partnership regionally with Urban and Rural Partners in the form of an “Airport Authority”. Unfortunately, regional partners do not appear interested in contributing to this facility. The situation then begs the question of whether the city still remains the best proponent to own this asset. This aerodrome competes for funding with other city owned assets that are arguably used more by the general population. Changes in emergency services (use of helicopters) as well as the minimal ratepayer usage impact the decision of whether it is worth committing future funds to upgrade and maintain the facility. Like all assets owned by the city, they consume financial resources in the form of staff time, equipment and consumables. These resources could be redirected to high usage assets or new priorities. Maintaining this asset to a sufficient condition is becoming increasingly difficult financially. Not maintaining the asset sufficiently presents risk to the City.

All proposals demonstrated that there are competent interested parties willing to take over the facility and still operate it similar to its current form. More importantly, all would continue to allow emergency/search and rescue services to use the runway. The proposals mostly or fully relieve the city of the ownership obligations which begs the question of why the city should continue to own the facility.

The Director agrees with the CJU4 Feasibility and Planning Study that the city would be best served by removing this facility from their inventory and selling it entirely to remove future financial obligations and liability for the City of Humboldt. Clayton Air appears to be the most experienced with owning/operating other aerodromes and appears to be the best prepared to continue the operations and maintenance of the asset. The sale would yield a value of \$750,000 for the runway (\$500,000) and the land (\$250,000 for 76.25 acres) after the snow dump is subdivided out.

Airport Site Plan



Date: 2025-04-10