



**City of Humboldt**  
**November 27, 2023 - Regular Council Meeting - 05:30 PM**

- 1 Call To Order**
- 2 Adopt Agenda**
  - 2.1 Conflict of Interest
- 3 Public Acknowledgement**
- 4 Public Hearing - No Public Hearing**
- 5 Approve Minutes**
  - 5.1 Regular Meeting of Council held October 23, 2023
    - 🔗 Minutes of the Regular Meeting of Council held October 23, 2023
  - 5.2 Special Meeting of Council held November 14, 2023
    - 🔗 Minutes of the Special Meeting of Council held November 14, 2023
- 6 Delegations**
- 7 Correspondence**
  - 7.1 "A" Items Requiring Council Resolution
    - 🔗 HDHF Invitation to Submit Letters
  - 7.2 "B" Items Received for Information Only
    - 🔗 Dolly Parton's Imagination Library
    - 🔗 Central Area Transportation Planning Committee - Minutes of the June 21, 2023 Meeting
- 8 Committee Reports**
  - 8.1 Vacated Chair
  - 8.2 Executive Committee Meeting held November 14, 2023
    - 🔗 Minutes of the Executive Committee Meeting held November 14, 2023
  - 8.3 Humboldt & District Fire Protection Association Meeting held March 30, 2023
    - 🔗 Minutes of the Humboldt & District Fire Protection Association Meeting held March 30, 2023
  - 8.4 Reid Thompson Public Library Board Meeting held October 2, 2023
    - 🔗 Minutes of the Reid Thompson Public Library Board Meeting held October 2, 2023
  - 8.5 Humboldt & District Museum Gallery Board Minutes - September 2023
    - 🔗 Minutes of the Humboldt & District Museum Gallery Board Meeting held September 14, 2023
  - 8.6 Humboldt & District Museum Gallery Board Minutes - October 2023

📎 Minutes of the Humboldt & District Museum Gallery Board Meeting held October 12, 2023

## 9 Bylaws

9.1 Recommendation - Amend Bylaw 08/2018 The Cemetery Bylaw

📎 Report - Amend Bylaw 08/2018 The Cemetery Bylaw

📎 Bylaw 06/2023 - Amend Bylaw 08/2018 The Cemetery Bylaw

9.2 Bylaw No. 06/2023 - Amend Bylaw 08/2018 The Cemetery Bylaw

9.3 Bylaw No. 06/2023 - Amend Bylaw 08/2018 The Cemetery Bylaw

9.4 Bylaw No. 06/2023 - Amend Bylaw 08/2018 The Cemetery Bylaw

9.5 Bylaw No. 06/2023 - Amend Bylaw 08/2018 The Cemetery Bylaw

9.6 Resumed Chair

## 10 New Business

10.1 Proclamation - International Day of Person's with Disabilities

📎 Proclamation - International Day of Person's with Disabilities

10.2 Recommendation - Leisure Services Director - Uniplex Rental and Rates Policy Revisions

📎 Report - Uniplex Rental and Rates Policy Revisions

10.3 Recommendation - Acting City Clerk - 2024 Executive Committee & Council Meeting Schedule

📎 Report - 2024 Executive Committee & Council Meeting Schedule

10.4 Recommendation - Finance Manager - Risk Management and Insurance Brokerage RFP Award

📎 Report - Risk Management and Insurance Brokerage RFP Award

10.5 Recommendation - Director of Public Works & Utilities - Snow Clearing Policy #6340 Update

📎 Report - Snow Clearing Policy #6340 Update

10.6 Recommendation - Director of Public Works & Utilities - Sidewalk Snow Clearing Policy #6320 Update

📎 Report - Sidewalk Snow Clearing Policy #6320 Update

10.7 Recommendation - City Manager - Donation to Laurent Mougeot Memorial Scholarship

📎 Report - Donation to Laurent Mougeot Memorial Scholarship

10.8 Recommendation - City Manager - Golf Course Operations Update

📎 Report - Golf Course Operations Update

## 11 Enquiries

## 12 Committee of the Whole

12.1 Authority

12.2 Present in the Committee of the Whole

12.6 Revert

## 13 Adjourn



**City of Humboldt**  
**Meeting Minutes**  
**Regular Council Meeting October 23, 2023 - 05:30 PM**

PRESENT: Mayor Michael Behiel  
Councillor Roger Korte  
Councillor Larry Jorgenson  
Councillor Roger Nordick  
Councillor Amanda Klitch  
Councillor Kelly Herperger  
Councillor Rob Muench  
City Manager Joe Day  
Acting City Clerk Donna Simpson  
Marketing and Development Manager Penny Lee  
Fire Chief/Director of Protective Services Mike Kwasnica  
Director of Public Works Peter Bergquist  
Leisure Services Director Mike Ulriksen

**1 Call To Order**

Mayor Behiel called the meeting to order at 5:30 p.m.

Resolution:  
2023.225

**2 Adopt Agenda**  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Kelly Herperger

That the agenda be adopted as amended:

Add Item to New Business:

10.2 Proclamation - Futuristic Day

**CARRIED**

**2.1 Conflict of Interest**

**3 Public Acknowledgement**

Mayor Behiel wanted to acknowledge the Humboldt & District Chamber of Commerce Mark of Excellence Awards. He attended on behalf of the City to present an award and noted that it was a great event put on by the Chamber, with a large turnout and very deserving businesses being recognized.

Mayor Behiel also wanted to acknowledge that the Saskatchewan International Film Festival was hosted by Reel Attractions Ltd. in Humboldt from October 14 - 17, 2023. Mayor Behiel thanked the Saskatchewan International Film Festival for allowing Humboldt to be the host this year and he also thanked Mike and Shannon Yeager of Reel Attractions for opening up their theatre for the screening of the films, they were excellent hosts. He also noted that the proceeds from the Gala ticket sales went to Arts Humboldt, so it was nice that it was donated back into the community.

\_\_\_\_\_  
Mayor – Michael Behiel

\_\_\_\_\_  
Acting City Clerk – Donna Simpson

Councillor Jorgenson acknowledged the work of the Humboldt Museum -

Jennifer Fitzpatrick and her board, specifically the Public Arts Committee for bringing some recognition to our community. The Reconciliation Mural on City Hall that was painted by Kevin Pee-ace won the Creative City Network's Public Art Sustainability Award. Congratulations to Jennifer and the museum, all the volunteers and everyone involved with making this happen!

	<b>4</b>	<b>Public Hearing - Discretionary Use Application</b>	
<b>Resolution:</b> 2023.226	<b>4.1</b>	<b>Suspend Council Meeting</b> <b>Moved By:</b> Councillor Roger Korte <b>Seconded By:</b> Councillor Amanda Klitch  That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:34 p.m.	<b>CARRIED</b>
<b>Resolution:</b> 2023.227	<b>4.2</b>	<b>Public Hearing - Discretionary Use - Family Child Care Home, Type II</b> <b>Moved By:</b> Councillor Amanda Klitch <b>Seconded By:</b> Councillor Roger Nordick  That this report be accepted for information and filed.	<b>CARRIED</b>
<b>Resolution:</b> 2023.228	<b>4.3</b>	<b>Resume Meeting</b> <b>Moved By:</b> Councillor Rob Muench <b>Seconded By:</b> Councillor Kelly Herperger  That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:35 p.m.	<b>CARRIED</b>
	<b>5</b>	<b>Approve Minutes</b>	
<b>Resolution:</b> 2023.229	<b>5.1</b>	<b>Regular Meeting of Council held September 25, 2023</b> <b>Moved By:</b> Councillor Roger Korte <b>Seconded By:</b> Councillor Larry Jorgenson  That the Minutes of the Regular Meeting of Council held September 25, 2023 be approved as recorded and circulated.	<b>CARRIED</b>
<b>Resolution:</b> 2023.230	<b>5.2</b>	<b>Special Meeting of Council held October 10, 2023</b> <b>Moved By:</b> Councillor Kelly Herperger <b>Seconded By:</b> Councillor Larry Jorgenson  That the Minutes of the Special Meeting of Council held October 10, 2023 be approved as recorded and circulated.	<b>CARRIED</b>
	<b>6</b>	<b>Delegations - No Delegations</b>	
	<b>7</b>	<b>Correspondence</b>	
	<b>7.1</b>	<b>"A" Items Requiring Council Resolution</b>	
<b>Resolution:</b> 2023.231	<b>7.2</b>	<b>"B" Items Received for Information Only</b> <b>Moved By:</b> Councillor Roger Nordick <b>Seconded By:</b> Councillor Roger Korte  That this report be accepted for information and filed.	<b>CARRIED</b>

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

	8	<b>Committee Reports</b>	
	8.1	<b>Vacated Chair</b>  Mayor Behiel vacated the Chair and Deputy Mayor Herperger presided at 5:37 p.m.	
Resolution: 2023.232	8.2	<b>Executive Committee Meeting</b> <b>Moved By:</b> Mayor Michael Behiel <b>Seconded By:</b> Councillor Larry Jorgenson  That the Minutes of the Executive Committee Meeting held October 10, 2023 be accepted for information.	<b>CARRIED</b>
Resolution: 2023.233	8.3	<b>Reid Thompson Public Library Board</b> <b>Moved By:</b> Councillor Roger Korte <b>Seconded By:</b> Councillor Roger Nordick  That the minutes of the Reid-Thompson Public Library Board meeting held June 12, 2023 be accepted for information.	<b>CARRIED</b>
Resolution: 2023.234	8.4	<b>Reid Thompson Public Library Board</b> <b>Moved By:</b> Councillor Rob Muench <b>Seconded By:</b> Mayor Michael Behiel  That the minutes of the Reid-Thompson Public Library Board meeting held September 11, 2023 be accepted for information.	<b>CARRIED</b>
	8.5	<b>Resumed Chair</b>  Mayor Behiel resumed the Chair, the time being 5:38 p.m.	
	9	<b>Bylaws</b>	
	10	<b>New Business</b>	
Resolution: 2023.235	10.1	<b>Proclamation - Multicultural Week - November 18 - 26, 2023</b> <b>Moved By:</b> Councillor Amanda Klitch <b>Seconded By:</b> Councillor Kelly Herperger  That the City of Humboldt does hereby proclaim the week of November 18-26, 2023 as "Multicultural Week" in the City of Humboldt.	<b>CARRIED</b>
Resolution: 2023.236	10.2	<b>Proclamation - Futuristic Industries Day - November 3, 2023</b> <b>Moved By:</b> Councillor Roger Korte <b>Seconded By:</b> Councillor Roger Nordick  That the City of Humboldt does hereby proclaim Friday, November 3, 2023 as "Futuristic Industries Day" in the City of Humboldt.	<b>CARRIED</b>
Resolution: 2023.237	10.3	<b>Recommendation - Community Development Coordinator - Discretionary Use Application - Family Child Care Home, Type II - 818 17th St</b> <b>Moved By:</b> Councillor Roger Korte <b>Seconded By:</b> Councillor Kelly Herperger  That the Discretionary Use Application to allow for the operation of the proposed <i>Family Child Care Home – Type II</i> at 818 17th St., legally described as Lots 10, 11 & 12, Block 63, Plan No. G247, with the condition that a maximum of 12 children may be cared for at one time be approved.	<b>CARRIED</b>

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

**Resolution:**        **10.4**        **Recommendation - Public Works & Utilities Director- Preparation Expense Requests for 2024 Projects**  
2023.238  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Rob Muench

That administration be authorized to proceed with design work for:

- 4th Avenue Lane W of 10th St to 14th St Road Project - \$44,200
- 6th Avenue Storm Channel Improvements Project - \$40,000

**CARRIED**

**Resolution:**        **10.5**        **Recommendation - Public Works & Utilities Director - Community Airport Partnership Grant Application**  
2023.239  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Larry Jorgenson

That we not apply to the CAP grant at this time and direct staff to further explore funding and ownership opportunities.

**CARRIED**

**Resolution:**        **10.6**        **Recommendation - Public Works & Utilities Director - Urban Highway Connector Program Application**  
2023.240  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Kelly Herperger

That we apply to the Urban Highway Connector Program for a traffic study of Hwy 5 and 20 at a cost of \$110,000.

**CARRIED**

**Resolution:**        **10.7**        **Recommendation - Leisure Services Director - Arena Needs Assessment**  
2023.241  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Roger Korte

That administration be authorized to proceed with stakeholder engagement and the design of a second ice surface for the community.

**CARRIED**

**11**        **Enquiries**

**12**        **Committee of the Whole**

**Resolution:**        **13**        **Adjourn**  
2023.242  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Roger Nordick

That we do now adjourn, the time being 5:59 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor – Michael Behiel

\_\_\_\_\_  
Acting City Clerk – Donna Simpson



**City of Humboldt**  
**Meeting Minutes**  
**Special Council Meeting November 14, 2023 - 05:30 PM**

PRESENT: Deputy Mayor Herperger  
Councillor Roger Korte  
Councillor Roger Nordick  
Councillor Larry Jorgenson  
Councillor Amanda Klitch  
Acting City Manager  
Acting City Clerk  
Marketing and Development Manager  
Finance Manager  
Director of Public Works  
Leisure Service Director  
Community Safety Officer  
Director of Cultural Services  
VIA ZOOM: Community Planning Coordinator

Lori Yaworski  
Donna Simpson  
Penny Lee  
Jace Porten  
Peter Bergquist  
Mike Ulriksen  
Justin Tarrant  
Jennifer Fitzpatrick  
Tanner Zimmerman

**1 Call To Order**  
Deputy Mayor Herperger called the meeting to order at 5:27 p.m.

**Resolution:** **2 Adopt Agenda**  
2023.243 **Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Amanda Klitch  
That the agenda be adopted as presented.

CARRIED

**2.1 Conflict of Interest**  
**3 Public Hearing - Discretionary Use Application**

**Resolution:** **3.1 Suspend Council Meeting**  
2023.244 **Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Roger Korte  
That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:27 p.m.

CARRIED

**Resolution:** **3.2 Public Hearing - Discretionary Use - Day Care Centre**  
2023.245 **Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Larry Jorgenson  
That this report be accepted for information and filed.

CARRIED

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Deputy Mayor – Kelly Herperger

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Acting City Clerk – Donna Simpson

<b>Resolution:</b> 2023.246	<b>3.3</b>	<b>Resume Meeting</b> <b>Moved By:</b> Councillor Amanda Klitch <b>Seconded By:</b> Councillor Roger Korte  That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:31 p.m.  <b>CARRIED</b>
	<b>4</b>	<b>New Business</b>
<b>Resolution:</b> 2023.247	<b>4.1</b>	<b>Recommendation - Community Development Coordinator - Discretionary Use Application - Day Care Centre - 840 Water Ridge Cr.</b> <b>Moved By:</b> Councillor Roger Nordick <b>Seconded By:</b> Councillor Roger Korte  That the Discretionary Use Application be approved to allow for the operation of a Day Care Centre at 840 Water Ridge Cres., legally described as Lot 4, Block 200, Plan 85H11697 Ext 0.  <b>CARRIED</b>
<b>Resolution:</b> 2023.248	<b>4.2</b>	<b>Recommendation - Director of Community and Leisure Services - Outdoor Flex Space Lighting - Contract Award</b> <b>Moved By:</b> Councillor Roger Korte <b>Seconded By:</b> Councillor Roger Nordick  That the contract for supplying and installing a lighting system for the Centennial Park Outdoor Flex Space be awarded to Tremblay Electric at a price of \$78,873 plus applicable taxes.  <b>CARRIED</b>
<b>Resolution:</b> 2023.249	<b>5</b>	<b>Adjourn</b> <b>Moved By:</b> Councillor Amanda Klitch <b>Seconded By:</b> Councillor Larry Jorgenson  That we do now adjourn, the time being 5:35 p.m.  <b>CARRIED</b>

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Deputy Mayor – Kelly Herperger

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Acting City Clerk – Donna Simpson





**CT Scanner Placements in Saskatchewan**



Humboldt District  
Hospital Foundation Inc.

## INVITATION TO SUBMIT LETTERS OF SUPPORT FOR FUTURE PLACEMENT OF CT SCANNER AT HDHC

*Working to provide exceptional health care  
close to home!*

## Invitation to Provide Letters of Support

**November 20, 2023**

**Subject:** Request to Saskatchewan Health Authority to include Humboldt District Health Complex for CT Scanner Placement in the Next Provincial Diagnostic Imaging Plan

The Humboldt District Hospital Foundation is developing a request to submit to the Saskatchewan Health Authority for the Humboldt District Health Complex to be included for a CT scanner in the next Provincial Diagnostic Imaging Plan. The Saskatchewan Ministry of Health and local MLA's will receive a copy of our request.

CT Imaging has experienced significant growth in clinical use and has become routine in medical imaging today. Over the last two years, we have heard first hand experiences from patients, families and health care professionals about the multiple trips being made to Melfort and Saskatoon for a CT scan, some who have struggled to find transportation to travel. These trips continue to increase and will only continue to increase.

We estimate our catchment area to be around 28,000 people. Saskatchewan's newest potash mine, BHP Jansen, will increase our population significantly over the next four years.

The Humboldt District Health Complex opened its doors on April 1, 2011. The facility was designed and built to house a CT scanner, if and when the time came that there would be a need for the service. Health care workers, patients and families are expressing there is a need now.

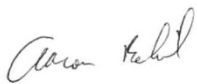
The Humboldt District Hospital Foundation has approved the funding to upgrade one out of two x-rays to digital with an estimated cost of \$500,000.00. Our Foundation has recently funded a new ultrasound and a new portable ultrasound. We welcome the opportunity to fundraise for a CT scanner!

We feel strongly that if a collaborative effort is made to house CT in Humboldt, we will reduce significant travel for patients and their families, reduce patient wait times in other hospitals, take some pressures off our EMS and strengthen our enhanced health care services in a growing rural Saskatchewan region.

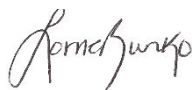
Thank you for taking the time to review our invitation and consideration to submit a letter of support to strengthen our request. We look forward to sharing our progress with you.

Please send the letter of support by Friday, December 8, 2023 to:  
Humboldt District Hospital Foundation  
PO Box 1740  
Humboldt, SK S0K 2A0  
Email: [bunkol@hdhfoundation.ca](mailto:bunkol@hdhfoundation.ca)

Sincerely,

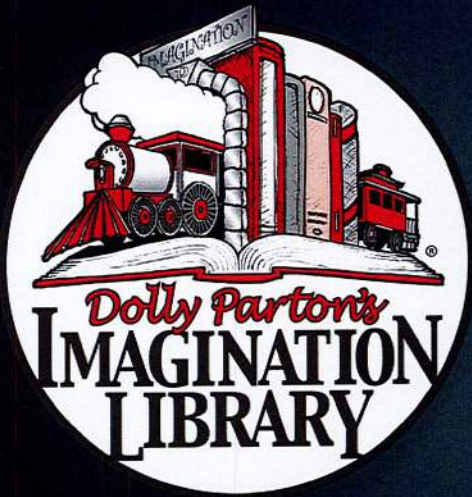


Aaron Behiel, HDHF Chair



Lorrie Bunko, HDHF Executive Director





"YOU CAN NEVER GET ENOUGH  
**BOOKS**  
INTO THE HANDS  
OF ENOUGH  
**CHILDREN**"  
*Dolly*



Research shows that 90% of a child's brain is developed before they enter Kindergarten. Reading to babies and young children helps lay the neurological groundwork for effective language use and literacy. The sensory experience of being read to is also important for brain development. Reading to children is beneficial even before they're able to communicate verbally.

**COST PER REGISTERED CHILD IS \$47/YEAR FOR 12 BOOKS**

Dolly Parton's Imagination Library is dedicated to inspiring a love of reading by gifting books free of charge to children from birth to age five, through funding shared by Dolly Parton and local community partners in the United States, United Kingdom, Canada, Australia and Republic of Ireland.



To graciously donate or for more information, please contact:

Kelly McLarty, HEYFRC Program Designer at  
306-231-5971 or [kelly.mclarty@horizonsd.ca](mailto:kelly.mclarty@horizonsd.ca)



**Central Area Transportation Planning Committee  
Meeting Minutes**

**Harbour Golf Community Centre, Elbow, SK.**

June 21, 2023

**Call to order**

The June 21, 2023 regular meeting of the Central Area Transportation Planning Committee was called to order at 10:17 a.m. at the Harbour Golf Community Centre in Elbow, Sk.

**Present**

Darin Pedersen, Larry Sommerfeld, Brian Ford, Alan Thomarat, Grant Berger, Grant McIntosh, Iv-Lee Kane, Alan Lindsay, Ministry of Highways, and Sheri Pedersen, Convention Organizer

**Regrets:** Bryan Matheson, SUMA and Cody Jordison, SARM

**Declarations of Conflict of Interest:** None

**Approval of the meeting agenda**

**2023-027:** Grant Berger moved that the agenda, for the June 21, 2023 regular meeting of the Central Area Transportation Planning Committee be approved as amended.

**CARRIED.**

**Approval of Minutes from last meeting:**

**2023-028:** Larry Sommerfeld moved that the minutes of the April 26, 2023 regular meeting of the CATPC be approved.

**CARRIED.**

**Business arising from the minutes of the last meeting:**

**Correspondence**

- a) Alan Lindsay, MoH – Copy of letter from Deputy Minister Blair Wager to Darin Pedersen
  - Iv-Lee Kane – Emailed to EWC 2023.05.01

- b) Alan Lindsay, MoH – Copy of Ministry Presentation at CATPC AGM and project slides
  - Iv-Lee Kane – Emailed to ECW, SARM and SUMA 2023.05.01
- c) Sheri Pedersen, Convention Organizer – BHP \$25,000. Title Sponsorship
  - Alan Thomarat – reply
  - Grant Berger - Reply
  - Larry Sommerfeld - Reply
- d) Iv-Lee Kane – Alan Lindsay – 2023-2024 Signed Codes of Conduct
- e) Iv-Lee Kane – Sheri Pedersen – Online banking information
- f) Iv-Lee Kane – Alan Thomarat – CATPC Expense form
- g) Alan Lindsay MoH – Request for EWC contact information
  - Iv-Lee Kane – Draft copy of updated contact sheet
- h) Iv-Lee Kane – Cody Jordison – SARM – Welcome & CATPC Information Package
- i) Iv-Lee Kane – Grant McIntosh - Rural A Subdivision – Welcome & CATPC Information Package
- j) Iv-Lee Kane – Darin Pedersen – Draft Letter of Request to attend Council Meeting
  - Darin Pedersen – reply
  - Alan Lindsay – more information needed
  - Iv-Lee Kane – reply
  - Alan Lindsay – reply
  - Iv-Lee Kane – reply
  - Iv-Lee Kane – Revised Letter of Request
  - Alan Lindsay – Letter approved by Executive
  - Iv-Lee Kane – Darin Pedersen Revised Letter of Request
  - Darin Pedersen – request to remove formatting changes
  - Iv-Lee Kane – reply
- k) Brian Ford – Elbow meeting room booked and lunch reservations made
  - Darin Pedersen – Reply
- l) Sheri Pedersen, Convention Organizer - Grant Berger -Sask Power \$10,000. Platinum Sponsor



- m) Sheri Pedersen, Convention Organizer – Bryan Matheson - SUMA \$500 Sponsor
- n) Sheri Pedersen, Convention Organizer – Larry Sommerfeld & Alan Thomarat - Triple S Transport \$5,000. Sponsor
- o) Iv-Lee Kane – Alan Lindsay, MoH, - Final ECW Contact List
  - Alan Lindsay – reply
- p) Iv-Lee Kane – Bryan Matheson, SUMA and Cody Jordison, SARM, - Membership information
  - Brian Matheson – Reply
  - Iv-Lee Kane – Joint Member information
- q) Iv-Lee Kane – Urban Non-Members – Request to attend Council
- r) Iv-Lee Kane – Rural Non-Members – Request to attend Council
- s) Iv-Lee Kane – First Nation Non-Members – Request to attend Council
- t) Iv-Lee Kane – CATPC Members and AGM attendees – Copy of MoH Presentation at AGM by Jonathan Kodylak
- u) Alan Lindsay, MoH - Request for AGM attendee sheet
  - Iv-Lee Kane – Sent
- v) Alan Lindsay, MoH – Darin Pedersen - 2023-2024 CATPC Agreement for signature
- w) Alan Lindsay, MoH – Darin Pedersen – 2023 – 2024 Conference Agreement for signature
- x) Alan Lindsay, MoH – Weekly Highway Construction Update – May 31, 2023
- y) Iv-Lee Kane – Request for Written Reports for June 21, 2023 meeting of CATPC

**2023-029: Brian Ford** moved that the correspondence be filed.

**CARRIED.**

## **Reports**

**Chairman’s Report:** **Darin Pedersen** provided an electronic version of his report – attached to minutes.

**Regional Reports:** **Larry Sommerfeld**, **Alan Thomarat**, **Brian Ford** and **Grant Berger** each submitted electronic reports, copies of which are attached to the minutes. **Alan Thomarat** reported the RM of Dundurn may join the CATPC. They have seen the improvements instituted by the Ministry of Highways. They feel these are positive improvements and have value. Alan noted that their RIRG Road project has been approved. Alan also told the Committee that the Municipality and a local Colony are in

disagreement regarding the colony's livestock location and number of animal units which are having a negative effect on future development plans in the municipality. Alan closed with information about his meeting with the Minister of their Federal Constituency regarding the #11 to #219 connector road. Minister Cockrill will be writing a letter of support to the DND. **Grant McIntosh** reported that on Highway 12 at the Patricia Bridge someone hit the right, East-side, cable about 3 months ago. Grant also brought to the attention of the Committee that travel between Outlook and Watrous on Highway 15 is not ideal with poor visibility due to dust from construction. More dust control is needed. Grant mentioned that they are coring on 291 to see if it is suitable for primary weight. In closing Grant spoke of the intersection at Highways 15 and 219 noting that there has been one death and 5 close calls. They have tried flashing lights and rumble strips already, and last year \$128,000. in fines were served. Regarding the dust control situation Alan Lindsay said he will inform the District Operations Manager.

**Ministry of Highways:** Alan Lindsay spoke to the Committee about the need for earlier notification to the Ministry when municipalities are expecting future development in their areas. He noted that municipal leaders have been bound by non-disclosure agreements in the past, but he suggested one possible solution is for the municipalities to provide future businesses and entities with Ministry of Highways contact information. He provided each Committee Member with Ministry business cards for distribution, adding that is in the best interests of developers to come to the Ministry sooner for impact assessment etc. and will provide for the best possible result. Alan informed the Committee that the Chairs Fly-in Tour will be on August 28. They will fly into Stoney Rapids. The tour will include Black Lake, Hachet Lake, Fond du Lac, and Wollaston Lake flying back to Saskatoon on August 29<sup>th</sup>. A quick Chairs meeting and debriefing session will be held on August 30<sup>th</sup>. Alan then spoke to the Committee about the new reporting structure noting the reporting will begin September 1<sup>st</sup> adding that the Call for Projects form is being revised and is changing Sept 1<sup>st</sup> as well. The Ministry will be looking for more qualitative information rather than quantitative. There will be more "Why?" question and it will be important to have answers to the "Why?" questions. Alan went on to recap the expectations of the reporting structure:

**Activity 1 - Quarterly scan of Planning Area**

- Quarterly scan of Planning Area for developments or investments in the area that will impact traffic demand
- Deliverable: Creation of a quarterly report, delivered to MoH, documenting new or expansions of existing developments within your planning area.
- Review will be conducted four times per fiscal year (every 3 months)

**Activity 2 – Strategic Investment requests**

- Strategic Investment requests reporting system
- Deliverable: A one-page submission form, developed by MoH, for ATPC EWC members who identify strategic investments across the transportation network – to be filled out and submitted by the EWC member.

- Delivered as the recommendations arise (no limits)

### **Activity 3 – Semi-annual Plan review**

- Semi-annual reports on changes across the ATPC since the last Transportation Plan update
- Deliverable: Creation of a document that outlines the changes across the transportation network within your ATPC, using the table of contents from your ATPC Transportation plan as a guide for this review.
- Review will be conducted twice per fiscal year (every 6 months)

### **Activity 4 – Yearly Network Corridor Evaluation**

- Yearly Network Corridor Evaluation
- Deliverable: list of ten (10) most important corridors to the user of the transportation network within your ATPC – including a needs assessment of what each of those corridors provides for the region.
- Review to be conducted once per fiscal year

**SUMA Report:** Bryan Matheson provided an electronic version of his report – attached to minutes.

### **SARM Report:**

### **Financial Reports:**

Iv-Lee Kane provided the Bank Reconciliations and Statement of Receipts and Expenditures for the months ending April 30, 2023 and May 31, 2023

**2023-030 Grant Berger** moved that we accept the financial reports for the months ending April 30, 2023, and May 31, 2023 as presented.

**CARRIED.**

### **Old Business:**

- a) Call for Projects
- b) Call for Segment Improvements –



## **New Business:**

- a) **Convention Update** - Sheri Pedersen provided an electron report and noted that BHP has signed on as Title Sponsor with a sponsorship of \$25000. SUMA, and SARM have each committed \$500. Sask Power has committed \$10,000 and the RM of Blucher has sponsored in the amount of \$5,000. And further that Triple S will be sending \$5,000. Sheri created a registration link and has given it an initial trial. Sheri provided Committee members with a To-Do-List and asked that tasks be finalized and reporting back to her be completed by July 5, 2023. Sheri will set up ZOOM planning meeting for September 20, 2023 at 8:30 a.m., sending out a ZOOM link to the Committee prior to the meeting

**2023-031** **Brian Ford** moved that we approve payment of agreed upon installments to Saskatoon Inn and Conference Centre as presented by Sheri for the Convention or Iv-Lee for the Partner Program.

**CARRIED.**

## **Next Meeting:**

The next meeting of the CATPC be held Wednesday, October 25, 2023 at 10:00 a.m. in Central Butte.

## **Adjournment:**

**2023-032:** **Brian Ford**, moved that the June 21, 2023 regular meeting of the Central Area Transportation Planning Committee be adjourned.

**CARRIED.**



**City of Humboldt**  
**Meeting Minutes**  
**Executive Committee Meeting November 14, 2023 - 05:35 PM**

- Present:

Chairperson: Kelly Herperger

Councillors: Roger Nordick  
Amanda Klitch  
Larry Jorgenson  
Roger Korte
- Acting City Manager:

Lori Yaworski
- Acting City Clerk:

Donna Simpson
- Leisure Services Director:

Mike Ulriksen
- Director of Public Works:

Peter Bergquist
- Finance Manager:

Jace Porten
- Community Safety Officer:

Justin Tarrant
- Marketing and Development Manager:

Penny Lee
- Director of Cultural Services

Jennifer Fitzpatrick

- 1

Call To Order

Chairperson Herperger called the meeting to order at 5:37 p.m.
- 2

Adopt Agenda

Moved By: Councillor Roger Korte

That the agenda be adopted as presented.

CARRIED
- 2.1

Conflict of Interest
- 3

Delegations - No Delegations
- 4

Correspondence

Moved By: Councillor Roger Korte

That the following correspondence be accepted for information:

1.

Central Area Transportation Planning Committeee - Minutes of the April 26, 2023 meeting.

2.

SaskEnergy - TransGas Limited Saskatoon East Expansion Project and the TransGas Limited Aspen Supply Project Open House Invitation

CARRIED
- 5

Reports From Administration
- 5.1

Fire Chief/Protective Services Director’s Reports

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED
- 8.2 Executive Committee Meeting held November 14, 2023

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Chairperson – Kelly Herperger

Acting City Clerk – Donna Simpson

- 5.2

**Finance Manager’s Report**  
**Moved By:** Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED
- 5.3

**Cultural Services Director's Report**  
**Moved By:** Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED
- 5.4

**Marketing & Development Manager’s Report**  
**Moved By:** Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED
- 5.5

**Community & Leisure Services Director's Report**  
**Moved By:** Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED
- 5.6

**Director of Public Works & Utilities Report**  
**Moved By:** Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED
- 6

**New Business**
- 6.1

**Recommendation - Director of Community and Leisure Services - Cemetery Bylaw No. 09/2021 Review**  
**Moved By:** Councillor Larry Jorgenson

That the amendments to the City’s Cemetery Bylaw be approved, effective January 1, 2024.

CARRIED
- 6.2

**Recommendation - Director of Community and Leisure Services - Project Summary Report**  
**Moved By:** Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED
- 6.3

**Recommendation - Director of Community and Leisure Services - Uniplex Rental & Rates Policy Review**  
**Moved By:** Councillor Roger Nordick

That the changes proposed to the Uniplex Rental and Rates Policy be approved.

CARRIED
- 6.4

**Recommendation - Director of Public Works & Utilities - Snow Clearing Policy #6340 Update**  
**Moved By:** Councillor Roger Nordick

That the City of Humboldt adopt the updated Snow Clearing Policy #6340 as attached.

CARRIED

---

Chairperson – Kelly Herperger

---

Acting City Clerk – Donna Simpson

- 6.5

**Recommendation - Director of Public Works & Utilities - Sidewalk Snow Clearing Policy #6320 Update**  
**Moved By:** Councillor Roger Korte

That the City of Humboldt adopt the updated Sidewalk Snow Clearing Policy #6320 as attached.

CARRIED
- 6.6

**Recommendation - City Manager - Donation to Laurent Mougéot Memorial Scholarship**  
**Moved By:** Councillor Roger Nordick

That the City of Humboldt donate \$1,000 to the Laurent Mougéot Memorial Scholarship.

CARRIED
- 6.7

**Recommendation - Marketing & Development Manager - Business Encroachments onto Road-right-of-ways**  
**Moved By:** Councillor Roger Korte

That this report be received as information and filed.

CARRIED
- 7

**Enquiries**

Councillor Nordick mentioned that he's had calls regarding the Convention Centre's door on the southeast side not being handicap accessible. Mike Ulriksen said he would look into this and see what needs to be done and look at possibly installing signs directing handicap access to the main entrance.

Councillor Nordick also mentioned in the wake of the tragedy out at Humboldt Lake if the City should look at putting up signs at Water Ridge Park regarding the ice. Mike Ulriksen said he will discuss what should be done with the Director of Protective Services.

Councillor Nordick also inquired if there is any way to control traffic on the new trail behind Peavey Mart. He said vehicles are driving on the trail because it's so wide. Mike Ulriksen said he would look into this.
- 8

**Committee of the Whole**  
**Moved By:** Councillor Larry Jorgenson

That we sit in a private session as Committee of the Whole, the time being 6:37 p.m.

CARRIED
- 8.1

**Authority**

The Committee met under Section 5(3) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.
- 8.2

**Present in the Committee of the Whole**

Deputy Mayor Kelly Herperger, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Roger Korte, Councillor Amanda Klitch, Acting City Manager Lori Yaworski, Acting City Clerk Donna Simpson, and Finance Manager Jace Porten.
- 8.3

**City Manager - Museum and Gallery Benchmarking Study**
- 8.4

**Revert**  
**Moved By:** Councillor Roger Korte

That Council revert to the Regular Meeting, the time being 6:50 p.m.

CARRIED

8.5

**Recommendation - City Manager - Museum and Gallery Benchmark Study**  
**Moved By:** Councillor Roger Nordick

That the City initiate discussions with the Humboldt & District Museum and Gallery Board to clarify roles respecting operations and budgets as well as options to bring overall costs down.

CARRIED

9

**Adjourn**  
**Moved By:** Councillor Larry Jorgenson

That we do now adjourn, the time being 6:51 p.m.

CARRIED

\_\_\_\_\_  
Chairperson – Kelly Herperger

\_\_\_\_\_  
Acting City Clerk – Donna Simpson

RECEIVED NOV 16 2023

**MEETING OF THE BOARD OF DIRECTORS OF THE HUMBOLDT & DISTRICT FIRE  
PROTECTION ASSOCIATION HELD IN THE MUNICIPAL OFFICE AT HUMBOLDT, SK  
ON FRIDAY, MARCH 30<sup>TH</sup>, 2023 @9:00AM.**

---

**Present:** Roger Nordick, Pat Pomedli, Doug Hogemann, Michael Kane, Doug Hushagen,  
Blaine Possberg and Corinne Richardson.

President Doug Hogemann called the meeting to order @ 9:05am.

**Adopt the Agenda**

Roger Nordick: "That we adopt the agenda"  
Seconded by:  
Pat Pomedli

**Minutes – November 22<sup>nd</sup>, 2022**

Michael Kane: "That the minutes of the November 22<sup>nd</sup>, 2022 Humboldt & District  
Seconded by: Fire Protection Association Meeting be accepted as presented.  
Roger Nordick

CARRIED....."

**Secretary Treasurers Report**

Pat Pomedli: Corinne Richardson gave a report on the miscellaneous items that have  
Seconded by: been brought up since the last meeting.  
Blaine Possberg

CARRIED....."

9:18am – Brother Basil entered the meeting

**Adopt 2022 Financial Statements**

Brother Basil: "That we approve of the attached 2022 audited Annual Financial Statements  
Seconded by: from Behiel Tax and Accounting."  
Michael Kane

Adjourn

Pat Pomedli: "That the meeting be adjourned at 9:35pm.

CARRIED....."

-----  
Vice-President: Doug Hogemann

-----  
Secretary-Treasurer: Corinne Richardson



## Reid-Thompson Public Library

Wapiti Regional Library

Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: humcirc@wapitilibrary.ca

Phone: 306-682-2034

Website: www.wapitilibrary.ca

### Reid Thompson Public Library Board Minutes for Meeting on October 2, 2023

Attendance: Marliss Fleischhacker, Amanda Klitch, Colleen Jenkins, Rosemarie Buttinger, Sheila Nordick

Absent: Jennifer Malmsten, Susan Bradley

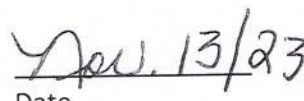
Recording Secretary: Kate Lucyshyn (Branch Librarian)

Call to order by M. Fleischhacker at 3:35 pm

- 1) Agenda: Moved by S. Nordick, seconded by R. Buttinger to accept the agenda as presented. Carried.
- 2) Review and Approval of Minutes: Moved by C. Jenkins, seconded by A. Klitch that the minutes be adopted presented. Carried.
- 3) Correspondence: Moved by S Nordick, seconded by R. Buttinger that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by R. Buttinger, seconded by A. Klitch that the monthly financial reports be adopted as presented. Carried.
- 5) Branch Librarian's Report: Moved by S. Nordick, seconded by C. Jenkins that the Branch Librarian is authorized to use funds from the Reid-Thompson Public Library fines account to pay for expenses incurred for a six-week Air Chair Fitness program up to a maximum of \$900.00. Carried.
- 6) Action List: Update presented.
- 7) Repairs/Maintenance Report: Update presented.
- 8) Business Arising:
  - a) Capital purchase – Moved by S. Nordick, seconded by C. Jenkins that funds from the 2023 Library City of Humboldt budget be used to pay for an accessibility door up to the budgeted amount. Carried.
  - b) Discussion about grant requests took place.
  - c) Carpet Cleaning - Moved by A. Klitch, seconded by R. Buttinger that the library carpet is cleaned using funds from the 2023 Library City of Humboldt budget at a cost of \$1,200 plus taxes. Carried.
  - d) First Aid course – Moved by A. Klitch, seconded by S. Nordick that the staff receive first aid training from Shaun Parfitt at the price quoted. The library may be closed to the public to allow for the training at a mutually beneficial time. Carried.
- 9) Next meeting: November 13, 2023 at 3:30 pm.
- 10) Adjournment: Moved by R. Buttinger, seconded by A. Klitch that the meeting be adjourned at 4:37 pm. Carried.

  
Secretary

  
Chairperson

  
Date





# CITY OF HUMBOLDT

## Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on September 14, 2023 commencing at 9:00 am at the Gallery.



<b>PRESENT:</b>	Chairperson: Carol McLaren Board Members: Karen Siermachesky Kevin Garinger Susan Bellamy Aaron Lukan Larry Jorgenson – City Council Rep Jennifer Fitzpatrick – Director
<b>REGRETS:</b>	Ivan Buehler sent his regrets.
<b>CALL TO ORDER:</b>	Carol called the meeting to order at 9:00 AM.
<b>LAND ACKNOWLEDGEMENT:</b>	Carol read the municipal land acknowledgement to open the meeting.
<b>ADOPT AGENDA:</b>	Lukan / Bellamy: That the agenda of September 14, 2023, Humboldt & District Museum & Gallery be adopted.  Motion Carried
<b>ACKNOWLEDGEMENTS:</b>	Karen acknowledged Geneva for her great tour of the water tower. Carol acknowledged the great work of the staff in handling Jennifer’s absence and the Water Tower music project. Jennifer also acknowledged her staff for covering the operations.
<b>ADOPT MINUTES:</b>	Siermachesky / Bellamy: That the minutes of July 17, 2023, Humboldt & District Museum & Gallery be adopted as presented.  Motion Carried
<b>BUSINESS ARISING:</b>	The board inquired about the Broncos Tribute Center progress, in relation to the exhibit on the second floor. Karen asked if the exhibit could be downsized. Larry said he would make this request to the Memorials Committee.  Jennifer distributed copies of the benchmarking survey and shared the information from the City manager about the survey.
<b>DIRECTOR’S REPORT:</b>	Jennifer highlighted areas of the report including current exhibits, programs, pilot program, upcoming events.  The Director’s report was received for information.
<b>FINANCIAL STATEMENT:</b>	Jennifer presented the financial statement, which was received for information.
<b>BUDGET 2024:</b>	Jennifer reviewed the first draft of the 2024 budget for the board’s consideration. The board discussed options for increasing revenues through various mechanism, and the development of the budget in alignment with the current strategic plan.  Jennifer will draft an assessment of the plan to date and send out a doodle poll with options for a separate meeting to discuss.
<b>MUNICIPAL HERITAGE ADVISORY COMMITTEE:</b>	There was nothing to report at this time.

---

Chairperson’s initials

- FRIENDS OF THE MUSEUM REPORT:

Karen noted that the preparations for the Festival of Wreaths are underway.
- FOUNDATION REPORT:

Carol noted that the preparation for the Santa Visits will begin shortly.
- ORIGINAL HUMBOLDT REPORT:

Jennifer reported on site maintenance and the Sk Arts grant project.
- SPORTS HALL OF FAME REPORT:

Aaron noted that there have been personnel changes at the Saskatchewan Sports Hall of Fame, and provided an update on their project funding.
- PUBLIC ART COMMITTEE REPORT:

Jennifer invited the Board to the announcement of awards through the Creative City Network of Canada on October 5.
- WATER TOWER COMMITTEE REPORT:

Susan reported on the painting project, summer tours and the Jen Reimer musical residency.
- COUNCIL REPORT:

Larry did not have anything further to report at this time.
- OTHER BUSINESS:

There was no other business at this time.
- NEXT MEETING:

The next regular meeting for the Board is October 12 at 9 am at the Gallery.
- ADJOURNMENT:

Garinger / Jorgenson:  
That the meeting adjourn at 10:15 AM.

Motion Carried

Carol McLaren - Chairperson

Jennifer Fitzpatrick – Secretary



# CITY OF HUMBOLDT

## Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on October 12, 2023 commencing at 9:00 am at the Gallery.



<b>PRESENT:</b>	Chairperson: Carol McLaren Board Members: Karen Siermachesky Susan Bellamy Aaron Lukan Jennifer Fitzpatrick – Director
<b>REGRETS:</b>	Ivan Buehler, Kevin Garinger, and Larry Jorgenson sent their regrets.
<b>CALL TO ORDER:</b>	Carol called the meeting to order at 9:00 AM.
<b>LAND</b>	
<b>ACKNOWLEDGEMENT:</b>	Carol read the municipal land acknowledgement to open the meeting.
<b>ADOPT AGENDA:</b>	Jennifer requested that Hamon Fafard donation be added under business arising. Lukan / Siermachesky: That the agenda of October 12, 2023, Humboldt & District Museum & Gallery be adopted as amended. <div>Motion Carried</div>
<b>ACKNOWLEDGEMENTS:</b>	Susan acknowledged the recent public programs and events around Reconciliation that had a good community response. Carol acknowledged the value of hearing from Indigenous peoples and the recent work of the study group. The Board acknowledged the National Award for Public Art – Sustainability from the Creative Cities Network of Canada received on October 5. It was noted that there has not yet been a municipal media release about the award yet, but the coverage through Discover Humboldt was appreciated.
<b>ADOPT MINUTES:</b>	Bellamy / Lukan: That the minutes of September 14, 2023, Humboldt & District Museum & Gallery be adopted as presented. <div>Motion Carried</div>
<b>BUSINESS ARISING:</b>	There was no update from the City Manager about the benchmarking study.  Jennifer read an update from Councillor Larry Jorgenson about the Memorials Committee’s approval of the board’s request to downsize the Broncos Memorials Exhibit on the second floor.  Jennifer updated the board on the plan to combine the retrieval of the Hamon Fafard collection near Lumsden with the large mural project from Regina. Specialty frames will be created to move this collection of art.
<b>DEPARTURE:</b>	Jennifer departed from the meeting at 9:52 am.
<b>RETURN:</b>	Jennifer returned to the meeting at 10:00 am. Bellamy / Siermachesky: That the honourarium to Brent Fitzpatrick for the art transport be \$500. <div>Motion Carried</div>
<b>DIRECTOR’S REPORT:</b>	Jennifer highlighted areas of the report including current exhibits, grant reports, maintenance, programs, strategic planning session, pilot program, and upcoming events such as the Volunteer Reception.  The Director’s report was received for information.
<b>FINANCIAL STATEMENT:</b>	Jennifer presented the financial statement, which was received for information.

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Chairperson’s initials

<b>BUDGET 2024:</b>	Jennifer reviewed a draft of the request for capital funding for a two-year plan for the museum roof. Lukan / Bellamy That the 2024 capital request for two-year funding for work on the museum roof be submitted to City Council for their review.	Motion Carried
<b>MUNICIPAL HERITAGE ADVISORY COMMITTEE:</b>	There was nothing to report at this time.	
<b>FRIENDS OF THE MUSEUM REPORT:</b>	Karen updated the Board on the Festival of Wreaths, and encouraged donations to this community event.	
<b>FOUNDATION REPORT:</b>	Carol noted that the planning for the Santa Visits is underway.	
<b>ORIGINAL HUMBOLDT REPORT:</b>	Jennifer reported on success of the land-based learning program at the site this week, and the tours with teachers from Horizon School Division.	
<b>SPORTS HALL OF FAME REPORT:</b>	Aaron noted that their next induction event will be spring 2024.	
<b>PUBLIC ART COMMITTEE REPORT:</b>	Jennifer noted the fantastic community response to the award from the Creative Cities Network of Canda for the Reconciliation Mural.	
<b>WATER TOWER COMMITTEE REPORT:</b>	Susan reported on the recent raffle contest.	
<b>COUNCIL REPORT:</b>	Larry was not present, therefore, no report.	
<b>OTHER BUSINESS:</b>	There was no other business at this time.	
<b>NEXT MEETING:</b>	The next regular meeting for the Board is November 9 at 9 am at the Gallery.	
<b>ADJOURNMENT:</b>	Siermachesky / Bellamy : That the meeting adjourn at 10:38 AM.	Motion Carried

\_\_\_\_\_  
Carol McLaren - Chairperson

\_\_\_\_\_  
Jennifer Fitzpatrick – Secretary



## CITY OF HUMBOLDT REPORT

**TITLE:** Cemetery Bylaw Revisions

**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** Council

**DATE:** November 27, 2023

---

### RECOMMENDATION

That the amendments to the City's Cemetery Bylaw be adopted, effective January 1, 2024.

### BACKGROUND

Historically the City's Cemetery Bylaw is reviewed every three years. The last review was completed in late 2021 and changed implemented for January 1<sup>st</sup>, 2022. In 2022, Administration moved away from a rate structure that focused on industry averages and instead used a rate structure that was focused on actual costs.

### CURRENT SITUATION

In 2023, Administration completed the purchase of six (6) additional columbarium units for the St. Augustine Cemetery, completed the placement of nine (9) units for the columbarium circle. Following the delivery and installation of these units, Administration deemed it valuable to review the cemetery bylaw one year in advance of its anticipated review, prior to opening up the new columbarium niches for purchase.

The rate structure introduced in 2022 has been retained. The charges for interments have been increased to cover the increased costs associated with equipment, labor and administrative costs associated with these activities.

The sales of burial plots and columbarium niches generate the revenues needed for perpetual care and capital improvements to the cemeteries. The rates for columbarium niches are set at two (2) times the estimated costs associated with the upfront capital expenses and interments. Full burial plots are set at 60% of the rate for a standard columbarium niche.

Upon the completion of our rate review, Administration is recommending the introduction of a premium rate for columbarium niches that are expected to be in higher demand. This is in line with other communities, most of whom price the rows in their columbarium units differently. The rate for the bottom two rows of niches will remain unchanged for 2024, while the rate for

the remaining niches will be set at twenty (20) percent higher. The premium charge will ensure that the revenue generated through niche sales will be sufficient for the perpetual care of the cemeteries well into the future.

All revenues and expenses associated with the cemeteries are coded to the 6150 Cemeteries cost center. According to the Cemetery Reserve Policy #4283, any net surplus of these operations is to be transferred to a cemetery reserve. Likewise, any operational deficit or capital expenditure associated with the cemeteries is funded from the reserve. This ensures that all revenues generated by cemetery operations are placed into a perpetual care reserve for future years.

## **COMMUNICATION AND ENGAGEMENT**

No external communications or engagement required.

## **ATTACHMENTS**

1. Cemetery Bylaw No. 06/2023 – Proposed Revisions

## **FINANCIAL IMPLICATION**

The changes proposed will ensure that the cemetery operations remain self-sustaining and that sufficient revenue is generated to manage the rising costs of perpetual care, both now and into the future.

At the time of this report there are a total of 507 columbarium niches available for sale in the St. Augustine Cemetery, including both the existing and newly purchased units. Of these, 195 are located on the bottom two rows and would remain priced at the lower rate. The remaining 312 niches would see a price increase of twenty (20) percent.

Of the initial 117 niches already sold in the St. Augustine Cemetery, 63 are occupied, while the other 57 are reserved. We anticipate that once the new columbarium niches are made available for sale, we will see a significant number reserved, which will speed up the repayment of the columbarium investment to the cemetery reserve.

There is also one columbarium unit at the Public Cemetery, with very little sales to date.

## **CONCLUSION**

At this time Administration feels that the Cemetery Bylaw continues to provide the regulations and direction required to administer the cemeteries effectively, therefore apart from rates, no other changes to the bylaw have been proposed. The proposed changes to the rates will ensure that the City can provide quality perpetual care to the cemeteries for the foreseeable future.

# CITY OF HUMBOLDT

## BYLAW NO. 06/2023

### A BYLAW TO AUTHORIZE AMENDMENTS TO BYLAW NO. 08/2018, BEING A BYLAW TO PROVIDE FOR THE CONTROL AND TO REGULATE THE OPERATION OF THE CEMETERIES WITHIN THE CITY LIMITS

---

The Council of the City of Humboldt, in the Province of Saskatchewan, enacts as follows:

1. **Schedule B: - Cemetery Fee Schedule** is amended by changing the rates as below:

<u>Lot Purchase</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Lot with Foundation	\$1,200.00	\$1,320.00	\$1,450.00
Cemetery Lot with Foundation & 18" headstone height restriction area	\$800.00	\$875.00	\$960.00
Infant Plots for Stillborn	\$200.00	\$220.00	\$240.00

#### Grave Opening & Closing

Regular Lot/Vault	\$880.00	\$970.00	\$1065.00
Cremation Lot	\$550.00	\$605.00	\$665.00

#### Columbarium Fees

Bottom Two Rows	\$2,000.00	\$2,200.00	\$2,420.00
All Remaining Rows	\$2,400.00	\$2,640.00	\$2,760.00

Note: All columbarium niches may have up to two (2) urns interred. First interment and a bronze plaque are included with the price of niche. A second interment is subject to a \$150.00 opening and closing fee. Bronze plaques are arranged and ordered strictly by the City of Humboldt.

<u>Memorial Plaque:</u>	\$400.00	\$420.00	\$440.00
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Note: There are designated areas for placing memorial plaques. Memorial plaques are arranged and ordered strictly by the City of Humboldt.

#### Disinterment:

Removal of Remains/Cremated Remains	Cost plus 10% Administration Fee
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\*\* GST to be added to the above rates.

2. This Bylaw shall come into full force and take effect January 1, 2024.

---

Mayor Michael Behiel

---

Acting City Clerk Donna Simpson

INTRODUCED AND READ A FIRST TIME THIS 27<sup>th</sup> DAY OF NOVEMBER, 2023.  
READ A SECOND TIME THIS 27<sup>th</sup> DAY OF NOVEMBER, 2023.  
READ A THIRD AND FINAL TIME THIS 27<sup>th</sup> DAY OF NOVEMBER, 2023



## INTERNATIONAL DAY OF PERSON'S WITH DISABILITIES PROCLAMATION

**WHEREAS** recognition of the contributions of persons with disabilities is an effective way to overcome negative stereotypes and eliminate physical and attitudinal barriers to full participation in all aspects of community life, including education, recreation, and employment;

**AND WHEREAS** people with disabilities are an important, vital part of our community as valued workers, business owners, veterans, family members, and friends, and they are innovative and valued contributors in the workplace, the classroom, and the community;

**AND WHEREAS** the City of Humboldt is committed to ensuring that City programs and employment practices effectively serve and benefit persons of all abilities in order to support individual dignity, self-reliance and productive lives for all people;

**AND WHEREAS** the City of Humboldt is proud to renew its dedication to fostering equal access and demonstrating commitment to full inclusion of people with disabilities;

**NOW THEREFORE:** I, Michael Behiel, Mayor of the City of Humboldt, on behalf of City Council, do hereby proclaim Sunday, December 3, 2023 as **"INTERNATIONAL DAY OF PERSON'S WITH DISABILITIES"** in the City of Humboldt to encourage all citizens to recognize the accomplishments and contributions of persons with disabilities throughout our community

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the City of Humboldt to be affixed this 27th day of November, 2023.

---

Mayor – Michael Behiel



## CITY OF HUMBOLDT REPORT

**TITLE:** Uniplex Rental and Rates Policy Revisions  
**PREPARED BY:** Michael Ulriksen, Director of Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Council  
**DATE:** November 27, 2023

---

### RECOMMENDATION

That the proposed revisions to the Uniplex Rental and Rates Policy be adopted.

### BACKGROUND

The Uniplex Rental and Rates Policy #10000 is the City's comprehensive policy governing the use of all areas within the Uniplex. This includes all regulations pertaining to bookings, cancellations, billing, refunds, insurance, food and beverage, and equipment use of the facility. The policy also includes all rates associated with the facility's room rentals, general admissions, and programming.

### CURRENT SITUATION

The proposed changes to this policy are once again focused on the rates charged for use of the Uniplex facility. The proposed changes are intended to encourage greater use of the facilities in order to grow the user base and improve our cost recovery for the facility. In some cases this means freezing or reducing rates to encourage more usage and in others it means increasing rates in areas where demand warrants.

The following is a summary of the proposed changes as detailed in the attached document:

#### 1. Appendix A: Arena and Curling Rink Rates

Administration is recommending that the rates for hourly usage of the Elgar Petersen Arena ice continue to increase at the rate it has been over the past number of years, as the demand continues to be strong and the rates are still in line with other communities our size.

Administration is proposing to align the local usage rates for both the curling rink and the arena. While the curling rink has seen an uptick in event rentals over the past few years, both facilities are still significantly underutilized during the off-season months. With the

lower rate we hope to encourage more local organizations and businesses to utilize our facilities for annual events and improve our overall cost recovery of both facilities.

Lastly, Administration is recommending that we eliminate all drop-in rates associated with public skating, something that roughly half of the arenas in the province have done. Currently residents have very little access to public skating times with only 75 minutes of prime ice time allocated per week. The revenue generated by public skating is minimal and administration believes that we can cover this cost through existing grant programs and sponsorships.

## 2. Appendix B: Aquatic Centre Rates

Administration is proposing to maintain the 2024 rate increases already approved by Council, with the exception of increasing the private lesson rates slightly as we believe the rates are lower than they should be for this service. We are also proposing the elimination of locker rental fees, as we no longer see a demand from users for rental lockers.

At this time, we are proposing continued rate increases to both our swimming lessons and pool rental fees through 2025 and 2026, as we seek to increase our cost recovery within the Aquatic Center in the areas where demand continues to be strong.

With regard to drop-in rates, we are proposing no rate increases for 2025 and 2026 across all areas including the aquatic center, fitness room and leisure passes. Administration believes that any further rate increase at this time will limit those who are able to access these drop-in opportunities. By freezing the rates and with anticipated population growth, we anticipate that our overall revenues in 2025 and 2026 should continue to increase.

## 3. Appendix C: Fitness Room

No changes apart from the rate freeze for 2025 and 2026 as detailed above.

## 4. Appendix D: Convention Centre Rates

Administration has removed the Board Room from the rental options. This space is rarely utilized and as such it has been repurposed for use by staff to meet with clients and to use as their staff room. The room was previously an office and functions better in this way than as a meeting space.

Administration has opted not to propose any rate changes to the ones already approved by Council for 2024. At this time, Administration has also not proposed any rate increases for 2025 and 2026. While reviewing the policy and rates, Administration determined that a more in-depth review of the usage patterns and rates associated with the convention center

was needed before any recommendations can be made. This will take place over the next few months.

5. Appendix E: Leisure Pass Rates

No changes apart from the rate freeze for 2025 and 2026 as detailed earlier in the report.

6. Appendix F: Uniplex Rental Equipment

No changes proposed for this section; however Administration will include a review of facility equipment when we complete our comprehensive review of the Convention Center rates to determine if any other equipment needs to be added to this list.

The goal is to continue to improve the overall cost recovery percentage within our recreational facilities. With the increasing expenses associated with these spaces and the rising cost of living, it is evident that this will only be achieved by increasing the total user base, not by simply increasing our rental rates. Administration is continuing to find ways to increase the overall usage of our facilities.

## ATTACHMENTS

1. 10000 Uniplex Rental and Rates Policy – Proposed Revisions

## FINANCIAL IMPLICATION

The proposed rate changes for 2024 are minimal and are expected to result in a net positive financial impact for the City.

As always, Administration will monitor the revenue generated within the Uniplex on a regular basis through 2024. The rates proposed for 2025 and 2026 are projected rates and Council has the ability to amend those as they deem necessary. At this time Administration is confident its' recommendation of rate freezes in some areas in those two years, however if circumstances change or at Council's request, the policy will be brought back for review in advance of 2025.

## CONCLUSION

Administration believes that the proposed changes in this report are in the best interests of the community and of the facility. Administration will continue to monitor our revenue streams and usage patterns, while continuing to promote our facilities both locally and abroad.

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<b>Community and Leisure Services</b>	<b>#10150; #10885</b>	<b>N/A</b>	

**1.0 PURPOSE:**

This is a comprehensive policy governing all rental spaces within the Humboldt Uniplex facility. The policy provides general expectations of rental groups utilizing the facility, as well as policies governing specific spaces within the facility. The policy is intended to address the expectations of renters utilizing the facility and the rates associated with each.

**2.0 DEFINITIONS:**

In this Policy:

- 2.1** “City” refers to the City of Humboldt and/or its designated employees.
- 2.2** “City Employees” refers to individuals employed by the City of Humboldt
- 2.3** “Patrons” refers to all individuals within the facility not employed by the City of Humboldt.
- 2.4** “Renter” refers specifically to the individual, group, organization, business or other entity who has entered into a contract with the City of Humboldt to rent a specific area within the Uniplex for a defined period of time.
- 2.5** “Uniplex” refers to the entire public owned facility located at 619 – 17<sup>th</sup> Street and includes the Aquatic Center, Curling Rink, Convention Center, Elgar Petersen Arena, Fitness Room and all other common spaces located under the same roof.

**3.0 GENERAL POLICY:**

- 3.1** The City reserves the right to establish facility rules and regulations in line with this policy and with any other Municipal, Provincial and Federal regulations or laws as applicable to the facility and renters are required to adhere to such.
- 3.2** All patrons, regardless of age, agree to use the Uniplex facilities and equipment at their own risk. As such all patrons should know their physical ability and consult a doctor before participating in events or activities if they have any health issues or concerns.
- 3.3** In the event of an incident, accident or loss, all appropriate emergency processes are to be followed and all necessary documentation will be filled out and forwarded to the Uniplex Administration desk.

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- 3.4** The renter shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the renter or anyone in attendance on the invitation of the renter.
- 3.5** Security and crowd-control is the responsibility of the renter.
- 3.6** Renters are responsible for the procurement and payment of all licenses, permits and taxes that may be required by virtue of Municipal, Provincial or Federal statute or regulations.
- 3.7** Patrons accessing City provided programming or drop-in usage of the Uniplex must display a valid leisure pass or pay the associated charge prior to beginning the activity.

#### **4.0 BOOKINGS**

- 4.1** All bookings within the Uniplex will be coordinated through the Uniplex Administration and are subject to availability and approval by the City.
- 4.2** The City reserves the right, due to emergencies or weather conditions, to postpone or reschedule any activity without notice.
- 4.3** The City reserves the right to cancel programs or close a portion or all of the Uniplex as deemed necessary for maintenance or other circumstances without notice.
- 4.4** The City reserves the right to revoke any rental privileges without previous notice when the public interest so requires, when the character of use is deemed objectionable to the City, or in cases of strikes or acts of God.
- 4.5** For the purpose of determining day rates for rentals, a day is defined as any consecutive fifteen (15) hour period. If additional time is required beyond the fifteen (15) hours, the renter will be charged the hourly rate associated with the room being rented.
- 4.6** For the purpose of set-up and take-down rates for rentals, a day is defined as any consecutive seven (7) hour period. If additional time is required beyond the seven (7) hours, the renter will be charged the hourly rate associated with the space being rented.
- 4.7** Statutory Holiday Surcharge – All pool rentals booked on a Statutory Holiday will be billed at one and one half (1.5) times the posted rate to offset the added cost of lifeguard expenses.
- 4.8** Rental rates include the set-up, take-down of equipment supplied by the Uniplex for each rental. Rates also include on-site staffing during rentals and facility clean-up.

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## 5.0 BOOKING FEES

- 5.1** A non-refundable booking fee based on rental value (see chart below) is required within seven (7) days of a booking. If the fee remains unpaid after seven (7) days without prior arrangement, the booking will be removed from the system. When, at the time of booking, the rental date is less than seven (7) days away, the booking fee will be required at time of booking.

Invoice Total	Non-Refundable Booking Fee Required
\$30.00 - \$100.00	\$25.00
\$100.01 - \$200.00	\$50.00
\$200.01 - \$400.00	\$75.00
\$400.01 - \$700.00	\$100.00
\$700.01 - \$1000.00	\$200.00
\$1000.01 - \$5000.00	\$500.00
\$5000.01 - & Up	25% of Total Rental

- 5.2** The City reserves the right to exempt selected groups from paying non-refundable booking fee as determined by the Director of Community and Leisure Services.

## 6.0 CANCELLATIONS

- 6.1** All cancelled rental times for all facilities within the Uniplex revert back to the City for rental purposes. Subletting is not permitted by any facility user, unless permission is provided in writing from City.
- 6.2** Bookings in the arena can be cancelled without penalty if done so in writing to the City prior to 5:00pm of the deadline day. Cancellations past the deadline dates will be charged the full rate of the rental. The deadlines for ice cancellations are as follows:
- 6.2.a** 10 days in advance for Special Events
- 6.2.b** 5 days in advance for regular bookings
- 6.2.c** 2 days in advance for playoff games
- 6.3** Any requests for cancellation of non-arena rentals must be received at least seven days in advance of the rental date.

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### 7.0 BILLING

- 7.1 All rates outlined in the appendixes of this policy are listed as before tax pricing and are subject to the addition of applicable taxes.
- 7.2 The renter agrees to pay any outstanding balance owing to the City within thirty (30) days and understands that the City reserves the right to add interest of two percent (2%) per month on all outstanding accounts after thirty (30) days.
- 7.3 Renters have the right to dispute rental charges within thirty (30) days of the completion of the rental. All disputes must be made in writing and addressed to the Community and Leisure Services Administration.
- 7.4 Any damage to the facility, its equipment or surrounding areas and/or any time needed for excessive cleaning or maintenance will be the financial responsibility of the renter and will be invoiced accordingly.

### 8.0 REFUNDS

- 8.1 Non-Refundable booking fees are required to rent the Uniplex Facility. The only case in which these fees are refunded is in the event that the City cancels the rental due to maintenance, emergency or other circumstances where the renter is not at fault.
- 8.2 The City reserves the right to provide pro-rated refunds on Leisure Passes or to extend the expiration date of passes as a result of prolonged closures or restricted access to facilities or activities.
- 8.3 Refunds for program withdrawals will be provided for all cancellations made seven (7) days prior to the program start date. A \$15 admin fee will be charged on all refund or transfer requests. Refunds requested within seven days of the start of a program will be charged the admin fee and refunded fifty (50) percent of the program fee. No refunds will be issued after the start date of a program, except for medical reasons (doctor note required).

### 9.0 INSURANCE:

- 9.1 Depending on the nature of the rental, groups may be required to provide proof of insurance prior to the date of their rental. This includes all rentals deemed to pose a higher risk to participants, spectators and/or the facility itself.



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**9.2** Organized sporting groups utilizing the facility will be required to provide proof of General Liability Insurance.

**9.3** The City reserves the right to require the renter list the City of Humboldt as an additional insured.

## **10.0 FOOD AND BEVERAGE**

**10.1** The City reserves the right to govern food and beverage services throughout the Uniplex by any means deemed appropriate by the Community and Leisure Services Department.

**10.2** All renters, individuals, groups, caterers providing food and beverage services must ensure that they comply with all local, provincial and federal guidelines and regulations pertaining to consumption of food and beverage in public facilities, including temporary food permits, liquor permits and any other safe food handling guidelines.

**10.3** It is the responsibility of users, renters and caterers to inquire about the availability of equipment and materials available for the preparation and provision of food and beverage services within the Uniplex.

**10.4** All renters of the Uniplex will be required to sign, as part of their rental agreement, acknowledging that they understand that they are responsible for all the health and safety associated with all food and beverage provided by the renter and not purchased from the City.

## **11.0 DISCIPLINE:**

**11.1** Consequences for individuals or groups acting in a manner that is deemed unacceptable or unlawful within the Uniplex will be governed by #10150 Customer Code of Conduct Policy.

## **12.0 UNIPLEX EQUIPMENT**

**12.1** The use of Uniplex equipment (including audio/video, staging, chairs/tables, coolers, curtaining, linens, etc.) are included in the room rental rates outlined within this policy.

**12.2** Administration reserves the right to restrict the use of specific equipment to specific areas within the facility to ensure operations where inventory restrictions require.

**12.3** Equipment requested for use outside of the Uniplex will be restricted to the assets listed in Appendix F: Uniplex Rentable Equipment, at the rates outlined.



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- 12.4** The City intends to only list rentable equipment that is otherwise unavailable or not easily accessible within the community. The City wishes to encourage local providers to develop and maintain such rental services within the community.
- 12.5** Equipment not listed on the Uniplex Rentable Equipment appendix will only be permitted for use outside of the Uniplex Facility if it is authorized by the Director of Community and Leisure Services.

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## APPENDIX A: ARENA AND CURLING RINK RATES

<b>ARENA (Ice Rentals)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Youth/Minor Sports	\$142/hour	\$150/hour	\$160/hour
Adult Sports	\$195/hour	\$200/hour	\$205/hour
Out-of-Town Users	\$245/hour	\$250/hour	\$255/hour
<b>ARENA (Ice Covering)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Daily Arena Rental	\$2000/day	\$2100/day	\$2250/day
Cost of laying/picking up flooring/event	\$1750	\$1750	\$1850
<b>ARENA (Dry Floor Rentals)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Dry Floor Sports Activities	\$50/hour	\$50/hour	\$50/hour
Out-of-Town Dry Floor Sports Activities	\$80/hour	\$80/hour	\$85/hour
Out-of-Town Rentals	\$1650/day	\$1750/day	\$1650/day
Out-of-Town Rentals (Set-Up/Take-Down)	\$775/day	\$875/day	\$825/day
Local Rentals	\$650/day	\$670/day	\$680/day
Local Rentals (Set-Up/Take-Down)	\$325/day	\$325/day	\$340/day
<b>ARENA (Public Skating Rates)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Pre-School (0-6 years)	Free	Free	Free
Children (7-11 years)	Free	Free	Free
Student (12-18 years)	Free	Free	Free
Adult (19+ years)	Free	Free	Free
Group Rate (up to 4 patrons – any age)	Free	Free	Free
Additional Patrons with Group	Free	Free	Free
Drop-In Shinny (All Ages)	\$4.76	\$4.76	\$4.76

<b>CURLING RINK (Dry Floor Rentals)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Local Sports Activities	\$50/hour	\$50/hour	\$55/hour
Non-Local Sports Activities	\$80/hour	\$85/hour	\$90/hour
Out of Town Rentals	\$1200/day	\$1250/day	\$120/day
Out of Town (Set-Up/Take-Down)	\$600/day	\$625/day	\$610/day
Local Rentals	\$650/day	\$670/day	\$680/day
Local Rentals (Set-Up/Take Down)	\$325/day	\$335/day	\$340/day

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## APPENDIX B: AQUATIC CENTER RATES

<b>DROP-IN RATES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Pre-School (0-6 years)	FREE	FREE	FREE
Children (7-11 years)	\$7.62	\$7.62	\$7.62
Youth (12-18 years)	\$8.57	\$8.57	\$8.57
Adult (19+ years)	\$9.52	\$9.52	\$9.52
Group Rate (up to 4 patrons – any age)	\$22.86	\$22.86	\$22.86
Additional Patrons with Group Rate	\$4.76	\$4.76	\$4.76
<b>POOL RENTAL FEES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Hourly Pool Rate	\$115/hour	\$125/hour	\$135/hour
Extra Lifeguard	\$45/hour	\$50/hour	\$55/hour
<b>LESSON RATES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
30 Minute Lessons	\$68/session	\$75/session	\$80/session
45 Minute Lessons	\$75/session	\$80/session	\$85/session
60 Minute Lessons	\$80/session	\$85/session	\$90/session
Private Lessons (30 mins)	\$57/session	\$62/session	\$67/session

## APPENDIX C: FITNESS ROOM

<b>DROP-IN RATES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Drop-In (12-18 years)	\$8.57	\$8.57	\$8.57
Drop-In (19+ years)	\$9.52	\$9.52	\$9.52

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## APPENDIX D: CONVENTION CENTRE RATES

<b>RENTAL RATES (Hourly)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Jubilee Hall	\$220.00	\$220.00	\$220.00
Jubilee A	\$58.00	\$58.00	\$58.00
Meeting Room #1	\$48.00	\$48.00	\$48.00
Meeting Room #2	\$52.00	\$52.00	\$52.00
Meeting Room #3	\$57.00	\$57.00	\$57.00
Large Meeting Room (#1,2 & 3)	\$135.00	\$135.00	\$135.00
Multi-Purpose Room	\$57.00	\$57.00	\$57.00
Curling Rink Lounge	\$90.00	\$90.00	\$90.00
<b>RENTAL RATES (Daily Use)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Jubilee Hall	\$1100.00	\$1100.00	\$1100.00
Jubilee A	\$200.00	\$200.00	\$200.00
Meeting Room #1	\$170.00	\$170.00	\$170.00
Meeting Room #2	\$180.00	\$180.00	\$180.00
Meeting Room #3	\$200.00	\$200.00	\$200.00
Large Meeting Room (#1,2 & 3)	\$450.00	\$450.00	\$450.00
Multi-Purpose Room	\$200.00	\$200.00	\$200.00
Curling Rink Lounge	\$320.00	\$320.00	\$320.00
<b>RENTAL RATES (Set-Up/Take-Down)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Jubilee Hall	\$550.00	\$550.00	\$550.00
Jubilee A	\$100.00	\$100.00	\$100.00
Meeting Room #1	\$85.00	\$85.00	\$85.00
Meeting Room #2	\$90.00	\$90.00	\$90.00
Meeting Room #3	\$100.00	\$100.00	\$100.00
Large Meeting Room (#1,2 & 3)	\$225.00	\$225.00	\$225.00
Multi-Purpose Room	\$100.00	\$100.00	\$100.00
Curling Rink Lounge	\$160.00	\$160.00	\$160.00

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## APPENDIX E: LEISURE PASS RATES

<b>PASSES (1 Month Pass)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Children (7-11 years)	\$38.33	\$38.33	\$38.33
Youth (12-18 years)	\$42.86	\$42.86	\$42.86
Adult (19+ years)	\$47.38	\$47.38	\$47.38
Family	\$94.76	\$94.76	\$94.76
<b>PASSES (6 Month Pass)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Child (6-11 years)	\$191.67	\$191.67	\$191.67
Youth (12-18 years)	\$214.29	\$214.29	\$214.29
Adult (19+ years)	\$236.90	\$236.90	\$236.90
Family	\$473.81	\$473.81	\$473.81
<b>PASSES (12 Month Pass)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Child (6-11 years)	\$345.00	\$345.00	\$345.00
Youth (12-18 years)	\$385.71	\$385.71	\$385.71
Adult (19+ years)	\$426.43	\$426.43	\$426.43
Family	\$852.50	\$852.50	\$852.50
<b>REPLACEMENT CARD</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Replacement Pass	\$5.00	\$5.00	\$5.00

## APPENDIX F: UNIPLEX RENTAL EQUIPMENT

<b>AVAILABLE EQUIPMENT</b>		<b>2024</b>	<b>2025</b>	<b>2026</b>
Staging – Local Non-Profit Use	Per 4'x8' Piece	\$35.00	\$35.00	\$35.00
Staging – Other Local Use	Per 4'x8' Piece	\$50.00	\$50.00	\$50.00
Staging – Out of Town Use	Per 4'x8' Piece	\$70.00	\$70.00	\$70.00



## CITY OF HUMBOLDT REPORT

**TITLE:** 2024 Executive Committee & Council Meeting Schedule

**PREPARED BY:** Donna Simpson, Acting City Clerk

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** City Council

**DATE:** November 27, 2023

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### RECOMMENDATION

That the Council and Executive Committee meeting schedule for 2024 be as follows:

	Executive Committee	Council Meeting
January	January 8 @ 5:30 p.m.	January 22 @ 5:30 p.m.
February	February 12 @ 5:30 p.m.	February 26 @ 5:30 p.m.
March	March 11 @ 5:30 p.m.	March 25 @ 5:30 p.m.
April	April 8 @ 5:30 p.m.	April 22 @ 5:30 p.m.
May	May 13 @ 5:30 p.m.	May 27 @ 5:30 p.m.
June	June 10 @ 5:30 p.m.	June 24 @ 5:30 p.m.
July	July 8 @ 5:30 p.m.	July 22 @ 5:30 p.m.
August	August 12 @ 5:30 p.m.	August 26 @ 5:30 p.m.
September	September 9 @ 5:30 p.m.	September 23 @ 5:30 p.m.
October	Tuesday, October 15 @ 5:30 p.m.	October 28 @ 5:30 p.m.
November	Tuesday, November 12 @ 5:30 p.m.	November 25 @ 5:30 p.m.
December	December 9 – Cancelled	December 23 - Cancelled

### Special Council Meetings:

Budget Meeting	December 2 @ 9:30 a.m.
Special Council Meeting	December 9 @ 5:30 p.m.

### BACKGROUND

In 2019, Council Procedure Bylaw was passed to establish the meeting schedule with Executive Council meeting the 2<sup>nd</sup> Monday of the month and Council Meeting on the 4<sup>th</sup> Monday of the month. A Council resolution is required to make changes to the meeting schedule.

### **CURRENT SITUATION**

The 2024 Council meeting schedule is being provided to Council and Senior Leadership to confirm the schedule for the year. The changes to the schedule would be to cancel the December Regular Council meeting which falls during the holiday season and to change the December Executive Committee meeting to a Special Council meeting. This change would allow Council resolutions and approvals to be completed for the month of December. A Special Council meeting would be called for the 2025 Budget meeting on December 2, 2023.

### **OPTIONS**

1. Approve the recommendation.
2. Reject the recommendation and request administration make changes to the proposed schedule.

### **COMMUNICATION AND ENGAGEMENT**

Public Notification will be provided for cancelled Regular Council meeting and Notice of Special Council meetings.

### **ATTACHMENTS**

*None*

### **FINANCIAL IMPLICATION**

There is no anticipated financial impact of the recommended action.

### **CONCLUSION**

The 2024 Council meeting schedule be changed to cancel the December scheduled meetings and call Special Council meetings for the 2025 Budget and December Council meeting.

## CITY OF HUMBOLDT REPORT

**TITLE:** Risk Management and Insurance Brokerage Services RFP Award

**PREPARED BY:** Jace Porten, Finance Manager

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** City Council

**DATE:** November 27, 2023

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### RECOMMENDATION

That SUMAssure Insurance Reciprocal proposal for Risk Management and Insurance Brokerage Services for years' 2024 to 2026 be accepted.

### BACKGROUND

With a nearly 20% increase in insurance premium costs in 2022, the City of Humboldt notified SUMAssure with the necessary 12-month notice of intention to withdraw at the end of 2023. The City planned to issue a Request for Proposal and go to market to secure favourable pricing while ensuring our insurances needs are being met without impacting service levels.

In September, Administration issued a Request for Proposal for the 2024-26 Risk Management and Insurance Brokerage Services with the deadline for submissions being October 27<sup>th</sup> and the plan to award the insurance services to the winning proposal by the end of November, leaving time to ensure work could be completed to have an insurance policy in place for 2024.

The RFPs term was for the City's Insurance policy for year's 2024 to 2026 with the option of extending for two additional 3-year terms at City Councils discretion.

### CURRENT SITUATION

In total, five responses were received, and administration evaluated and scored each proposal on a 100-point system used to evaluate all proposals.

The RFP evaluation was broken down by:

- Company Overview & Qualifications – 15
- Project Team Experience – 25
- Transition/Implementation Plan – 25
- Response to Service Requirements – 10



- References/Past Performances – 10
- Quality and Completeness of Proposal – 5
- Pricing – 10

All five submissions were received by the deadline and range from approximately \$187,749 - \$250,000 in annual premiums.

Based on the evaluation process, the proposals were ranked.

1. SUMAssure Insurance Reciprocal – score of 91
2. Lakeview Insurance Brokers – score of 83
3. BFL CANADA Risk and Insurance Services – score of 77
4. Marsh – score of 77
5. Western Financial Group – score of 67

#### **OPTIONS**

- Accept SUMAssure Insurance Reciprocal's proposal
- Accept one of the other proposals
- Reject all proposals

#### **COMMUNICATION AND ENGAGEMENT**

The Finance Manager will contact the successful broker to inform them their proposal was accepted and notify the unsuccessful proposals.

#### **FINANCIAL IMPLICATION**

The annual implications of accepting the proposal will be approximately \$199,547 (plus applicable taxes) annually, based upon the December 31<sup>st</sup>, 2022 Property Value and Equipment listings.

#### **CONCLUSION**

Although administration felt all five submissions would be capable of being the City's Insurance Broker, SUMAssure lead the scoring in all methods of the evaluation process, except for pricing, but received nearly full marks in that category.

## CITY OF HUMBOLDT REPORT

**TITLE:** Snow Clearing policy #6340 Update

**PREPARED BY:** Peter Bergquist A.Sc.T; Public Works and Utilities Director

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** Executive Committee

**DATE:** November 27, 2023

### RECOMMENDATION

That the City of Humboldt adopt the updated Snow Clearing Policy #6340 as attached.

### BACKGROUND

City public works operations staff along with hired contracted services plow streets as per the snow clearing policy. The policy is used to convey intent, timing, and level of service to the public. The last revision was in 2017.

The roadway snow and ice fleet typically include:

Equipment	City Units	Contracted Units
Motor Grader w/gate	1	1
Loaders w/blades	2	-
Haul Trucks	2 (Tandems)	2-4 (Long Tridems)
Sanding Truck	1	1 *
Snow Blower/Loader	1	1 **

\* Only when city sander breaks down.

\*\* Only when city blower breaks down or piles too hard for existing blower.

PW full-time field staff:

	# of Staff
Equipment Operators (Includes Supervisor)	4
Skilled Labourers	1
Utility Operators/Technician (Includes Supervisor)	5

Typically, 3-4 of the total 10 field staff are placed on a midnight shift for several days following a heavy snowfall. In winter operations, the utility operators support the roadways crews by driving trucks, operating the snow blower and sanding amongst their other duties. Likewise, when a water main breaks or other utility related issue occurs.

Members also support sidewalk clearing activities (separate policy). Starting November 15<sup>th</sup> of each year, 2 crew members start at 6am to street sand busy intersections prior to morning traffic. This then ends April 1<sup>st</sup> and crews resort back to regular hours starting at 8am.

### CURRENT SITUATION

All proposed changes are noted in the attachments. The below chart notes the total additions/removals to each road priority. These changes better reflect the city's current snow clearing procedures.

	+/- Plowing	+/- Snow Removal
Priority 1	+3,709m	+330m
Priority 2	+114m	+330m
Priority 3	+1048m	+714m

Highlights (see attachment "Proposed Changes to the Snow Clearing Policy For details"):

#### Priority 1's

- Changes to the Urban Highway Connector Program (UHCP) means that the city is now responsible for an additional 2,737m of Highways 5 and 20 under P1 that the Ministry of Highways cleared in the past.
- The downtown was added as this needs to be done at night due to traffic. This modification better conveys what happens in the field.
- New for the 2023/2024 winter, staff will send out letters at the beginning of the season to everyone on the P1 routes asking to move their cars after a snow fall. Temporary signs may also be used to assist this in high street parking areas. This will be a first attempt to limit parked cars on the roads rather than implementing bylaws, installing permanent signs, and ticketing at this time.

#### Priority 2's

- Added several roadways which have higher density buildings and parking competition. Additional removal is also noted and being proposed.
- Uniplex is now being cleared by contracted services due to timing, so the work has been removed from the snow clearing map.
- 12<sup>th</sup> Ave was added to this list as this section of roadway has moderate traffic volumes and 2 senior care facilities are accessed from this roadway.

### Priority 3's

- Added several new roadways to the listing as earlier plowing better helps relieve the areas and is practical with plowing route practices.
- Additional removal is also noted and being proposed.

### Alleys, Parking Lots and Bus Pickup Locations

These assets were not on previous map versions but were cleared by operations crews. These assets were added but not given priority and timing commitments. Clearing is dependent on how much snow was received, staffing levels, equipment availability, priority demands (drifting or other buildup), combined with what is most effective for the crews at that time.

Timing: As the map added significantly more P1's, the anticipated days to clear both P1's and P2's is being proposed to be 3 days instead of the 2 days as previously noted.

At the November 14<sup>th</sup> EC meeting, members requested we look at 4<sup>th</sup> Ave, b/w Main St and 5<sup>th</sup> St as well as Bruce Street. Staff later received a concern about access into condos on 9<sup>th</sup> St north of 12<sup>th</sup> Ave. All are being recommended except Bruce Street at this time due to its very low density. It will receive clearing, just not in the policy 1-3 priority system.

### **OPTIONS**

- Approve the proposed policy
- Not approve the policy
- Change specific policy items.

### **ATTACHMENTS**

- Current Snow Clearing Map – Dated October 11, 2017
- Proposed Snow Clearing Map – Dated November 22, 2023
- Proposed Snow Clearing Policy #6340
- Proposed Changes to the Snow Clearing Policy

## COMMUNICATION AND ENGAGEMENT

If approved, staff will release the information online for public viewing. In areas where parked cars can be challenging in P1 areas, property owners will receive a letter as noted earlier in the report.

## FINANCIAL IMPLICATION

The majority of the changes in this proposed policy reflect the current practices on the roadways for the last several years. The changes have improved previous challenges and concerns in areas and staff desire to continue the practices. The last few years have seen more snow than years before that in which the city set budgets to reflect. Plowing with the city's grader and a contract grader are lower cost items in comparison to hauling snow. The contract grader made a significant improvement to the timeliness of the priority routes and is recommended to continue. Hauling snow has a significant impact on the city's budgets, however if not hired, and the city was to haul all the snow with existing equipment and staff levels, the time to haul all snow would likely become unacceptable to the public expectation. Crews balance when to hire contractual services with the intent to maximize city forces in balance with weather forecasts and other departmental work. In recent years, the snowfall amounts have led to significant hauling which has driven up the overall costs of the snow clearing budgets. In addition, when equipment unexpectedly breaks down; contracted services are needed to maintain road safety (like sanders, trucks, grader, etc.), this also has an impact on budgets until the equipment is repaired.

<b>Snow and Ice Control</b>	<b>2023 Actuals to Date</b>	<b>2023 Budget</b>	<b>2022 Actuals</b>	<b>2022 Budget</b>	<b>2021 Actuals</b>	<b>2021 Budget</b>
<b>Wages and Benefits</b>	\$93,868	\$109,220	\$144,498	\$78,340	\$65,750	\$83,220
<b>Contractual</b>	\$69,820	\$82,500	\$174,670	\$46,000	\$46,839	\$46,000
<b>Supplies</b>	\$7,544	\$13,000	-\$10,442	\$13,000	\$2,412	\$13,000
<b>Fleet</b>	\$120,310	\$120,310	\$50,630	\$50,630	\$49,150	\$49,150

## CONCLUSION

The department anticipates that the updates to the snow clearing policy are anticipated to meet and slightly exceed the basic expectations of the public for a community the size of Humboldt.

Snow Clearing Priority Map

Policy # 6340  
Map Revision Date: October 11, 2017

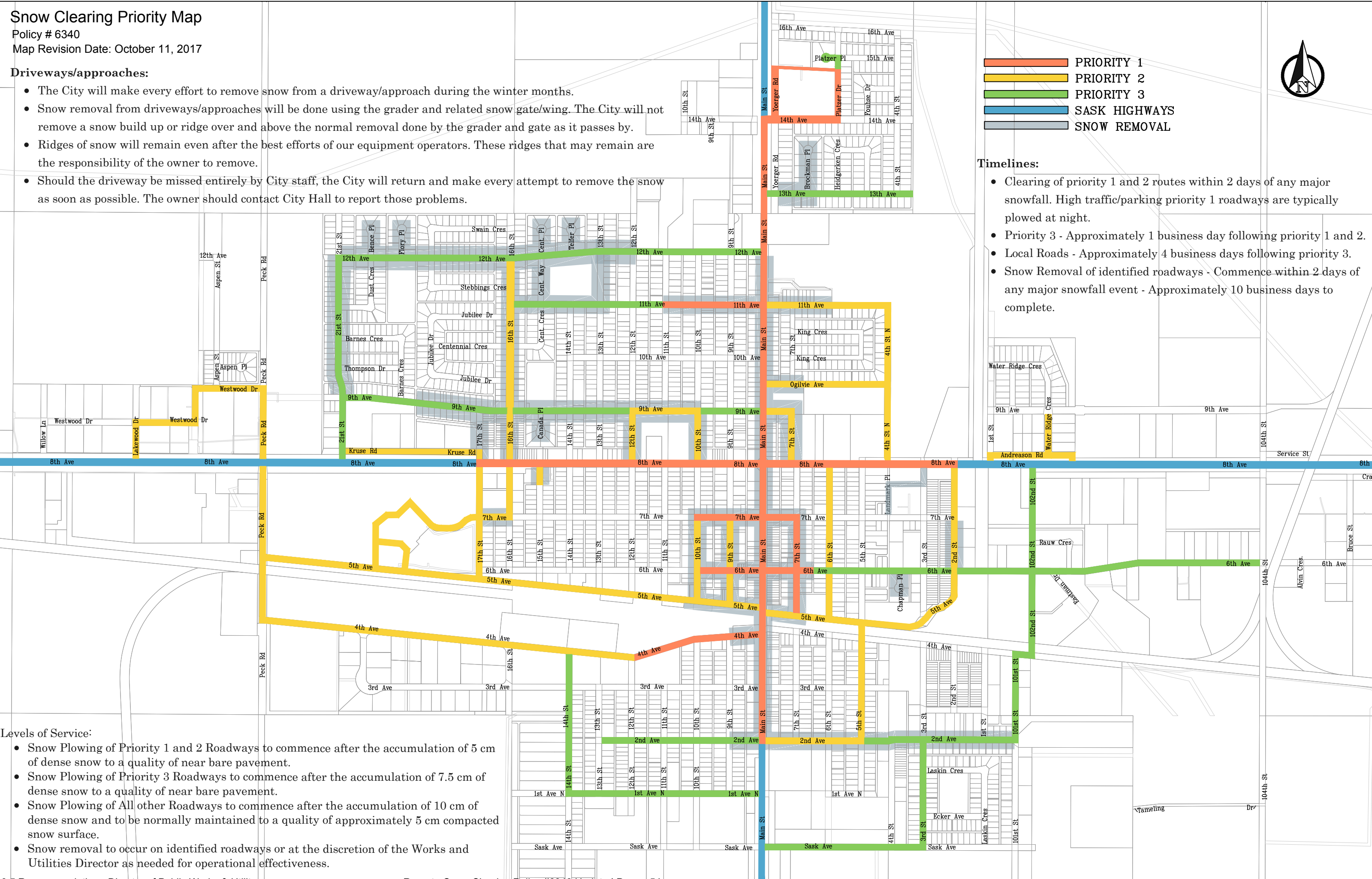
Driveways/approaches:

- The City will make every effort to remove snow from a driveway/approach during the winter months.
- Snow removal from driveways/approaches will be done using the grader and related snow gate/wing. The City will not remove a snow build up or ridge over and above the normal removal done by the grader and gate as it passes by.
- Ridges of snow will remain even after the best efforts of our equipment operators. These ridges that may remain are the responsibility of the owner to remove.
- Should the driveway be missed entirely by City staff, the City will return and make every attempt to remove the snow as soon as possible. The owner should contact City Hall to report those problems.

- PRIORITY 1
- PRIORITY 2
- PRIORITY 3
- SASK HIGHWAYS
- SNOW REMOVAL

Timelines:

- Clearing of priority 1 and 2 routes within 2 days of any major snowfall. High traffic/parking priority 1 roadways are typically plowed at night.
- Priority 3 - Approximately 1 business day following priority 1 and 2.
- Local Roads - Approximately 4 business days following priority 3.
- Snow Removal of identified roadways - Commence within 2 days of any major snowfall event - Approximately 10 business days to complete.



Levels of Service:

- Snow Plowing of Priority 1 and 2 Roadways to commence after the accumulation of 5 cm of dense snow to a quality of near bare pavement.
- Snow Plowing of Priority 3 Roadways to commence after the accumulation of 7.5 cm of dense snow to a quality of near bare pavement.
- Snow Plowing of All other Roadways to commence after the accumulation of 10 cm of dense snow and to be normally maintained to a quality of approximately 5 cm compacted snow surface.
- Snow removal to occur on identified roadways or at the discretion of the Works and Utilities Director as needed for operational effectiveness.



Snow Clearing Priority Map

Policy # 6340 - DRAFT REVISION  
Map Revision Date: October 30, 2023



Driveways/approaches:

- The City will make every effort to remove snow from a driveway/approach during the winter months.
- Snow removal from driveways/approaches will be done using the grader and related snow gate/wing. The City will not remove a snow build up or ridge over and above the normal removal done by the grader and gate as it passes by.
- Ridges of snow will remain even after the best efforts of our equipment operators. These ridges that may remain are the responsibility of the owner to remove.
- Should the driveway be missed entirely by City staff, the City will return and make every attempt to remove the snow as soon as possible. The owner should contact City Hall to report those problems.

PRIORITY 1


PRIORITY 2

PRIORITY 3

SASK HIGHWAYS


ALLEYS / OTHER

SNOW REMOVAL



P

SCHOOL BUS PICKUP LOCATIONS



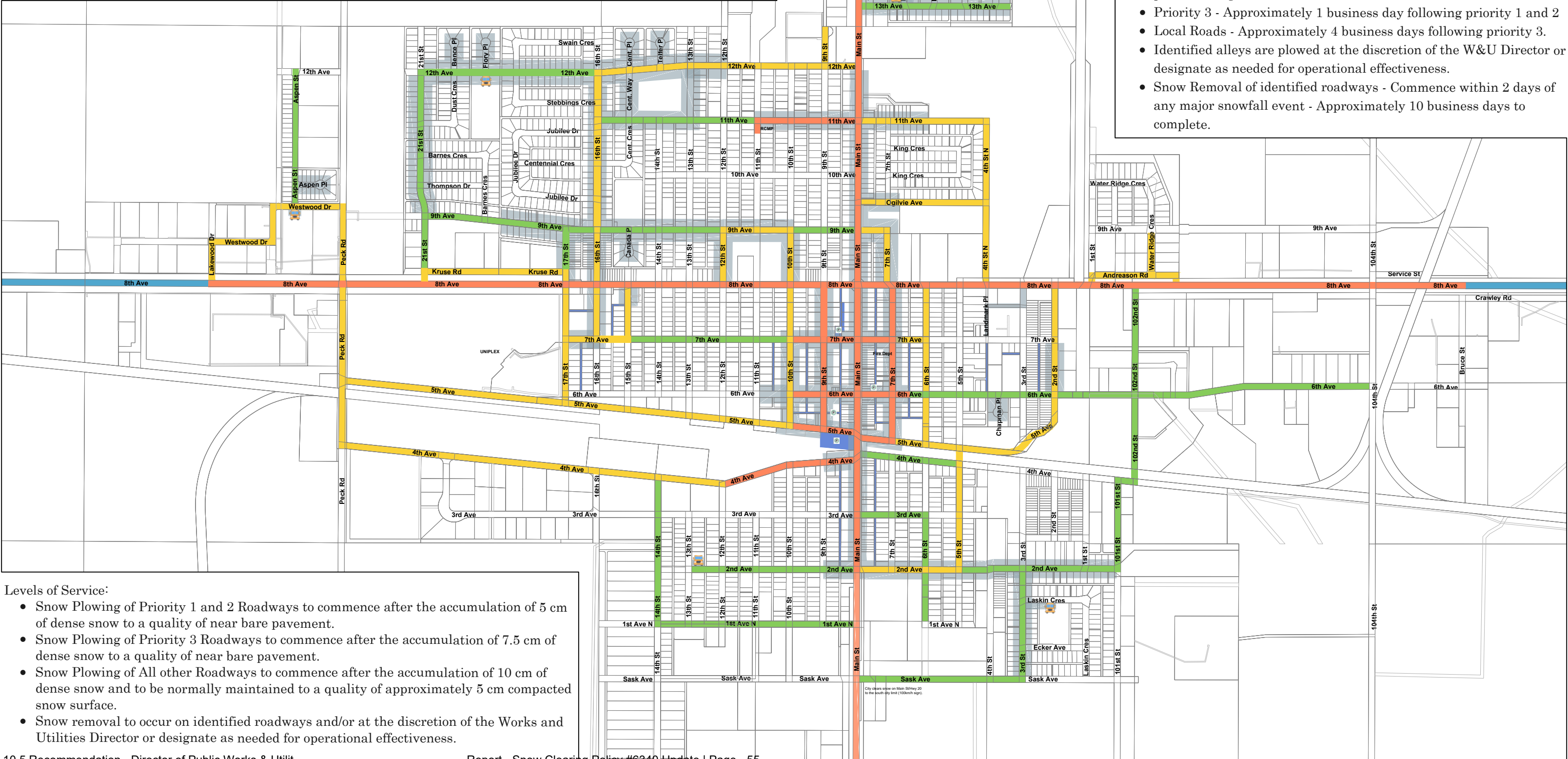
P

CITY PARKING LOTS



Timelines:

- Clearing of priority 1 and 2 routes within 3 days of any major snowfall. High traffic/parking priority 1 roadways are typically plowed at night.
- Priority 3 - Approximately 1 business day following priority 1 and 2
- Local Roads - Approximately 4 business days following priority 3.
- Identified alleys are plowed at the discretion of the W&U Director or designate as needed for operational effectiveness.
- Snow Removal of identified roadways - Commence within 2 days of any major snowfall event - Approximately 10 business days to complete.



Levels of Service:

- Snow Plowing of Priority 1 and 2 Roadways to commence after the accumulation of 5 cm of dense snow to a quality of near bare pavement.
- Snow Plowing of Priority 3 Roadways to commence after the accumulation of 7.5 cm of dense snow to a quality of near bare pavement.
- Snow Plowing of All other Roadways to commence after the accumulation of 10 cm of dense snow and to be normally maintained to a quality of approximately 5 cm compacted snow surface.
- Snow removal to occur on identified roadways and/or at the discretion of the Works and Utilities Director or designate as needed for operational effectiveness.

Policy Title:		Adopted By:	Policy Number:	
<b>Snow Clearing Priority Program</b>			<b>6340</b>	
Origin/Department/Authority:	Jurisdiction:		Approval Date:	Page(s):
<b>Public Works and Utilities</b>	<b>City of Humboldt</b>		<b>Oct. 24, 2017</b>	<b>1 of 9</b>
Reviewed By:	Related Documents/Legislation:		Revision/Effective Date:	
<b>Peter Bergquist – PW&amp;U Dir</b>				

**1.0 Purpose:**

The purpose of the policy is to outline the expected level of service and locations for roadway snow clearing. The policy will outline which roads are to be plowed, have snow removed and their priority in the program.

**2.0 Definitions:**

- **“Priority 1”** – Emergency Routes, Highways, Downtown Business Area.
- **“Priority 2”** – School Zones, Higher Traffic Collector Roadways and Higher Density Locations.
- **“Priority 3”** – Residential Collector Roadways, Residential Bus Pickup Locations
- **“Snow Plowing”** – Pushing snow to the side of the street or plowing to the centre for eventual removal.
- **“Windrow”** – Pile of snow typically in the centre of the street intended to be removed.
- **“Snow Removal”** – Moving the snow by truck to a snow dump or other area. Option is costly and selectively used in areas where the snow accumulation hinders areas significantly.
- **“Local Roads”** – Residential streets or low traffic volume roadways.
- **“Alley”** – narrow road between two properties, also known as back lanes.
- **“Parking Lot”** – City owned parking lots for facilities.

**3.0 Policy:****3.1 Levels of Service:**

- Snow Plowing of Priority 1 and 2 Roadways to commence after the accumulation of 5 cm of dense snow to a quality of near bare pavement.
- Snow Plowing of Priority 3 Roadways to commence after the accumulation of 7.5 cm of dense snow to a quality of near bare pavement.
- Snow Plowing of All other Roadways to commence after the accumulation of 10 cm of dense snow and to be normally maintained to a quality of approximately 5 cm compacted snow surface.
- Snow removal to occur on identified roadways or at the discretion of the Works and Utilities Director as needed for operational effectiveness.



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<b>Peter Bergquist – PW&amp;U Dir</b>				

**3.2 Timelines:**

- Clearing of priority 1 and 2 routes within 3 days of any major snowfall. High traffic/parking priority 1 roadways are typically plowed at night.
- Priority 3 – Approximately 1 business day following priority 1 and 2.
- Local Roads – Approximately 4 business days following priority 3.
- Snow Removal of identified roadways – Commence within 2 days of any major snowfall event – Approximately 10 business days to complete.
- Identified alleys are plowed at the discretion of the W&U Director or designate as needed for operational effectiveness.

**3.3 Street Sanding:**

To commence as needed daily. Prioritization of roadways remains the same. Remedy of slippery intersections is to be addressed as needed when requested by members of the public or emergency services.

**3.4 Driveways/approaches:**

The city will make every effort to remove snow from a driveway/approach during the winter months.

Snow removal from driveways/approaches will be done using the grader and related snow gate/wing. The city will not remove snow build up or ridge over and above the normal removal done by the grader and gate as it passes by.

Ridges of snow will remain even after the best efforts of our equipment operators. These ridges that may remain are the responsibility of the owner to remove.

Should the driveway be missed entirely by City staff, the city will return and make every attempt to remove the snow as soon as possible. The owner should contact City Hall to report those problems.

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<b>Peter Bergquist – PW&amp;U Dir</b>				

**4.0 Responsibility:**

The Public Works and Utilities Director – shall be responsible for administering and updating this policy.

**5.0 Procedure:****Priority 1 – Emergency Routes, Highways, Downtown Business Area**

Street	From	To	Remarks
7th St	5 <sup>th</sup> Ave	8 <sup>th</sup> Ave	Windrow & Haul Away – Open Windrow at Fire Hall
9 <sup>th</sup> St	5 <sup>th</sup> Ave	8 <sup>th</sup> Ave	Windrow & Haul Away
Main St	S City Limits	2 <sup>nd</sup> Ave	
Main St	2 <sup>nd</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away
Main St	12 <sup>th</sup> Ave	14 <sup>th</sup> Ave	
Main St	14 <sup>th</sup> Ave	N City Limits	Ministry of Highways Plow - UHCP
4 <sup>th</sup> Ave	Main St	9 <sup>th</sup> St	Windrow & Haul Away
4 <sup>th</sup> Ave	9 <sup>th</sup> St	12 <sup>th</sup> St	Public Works Access
6 <sup>th</sup> Ave	Lane E of 7 <sup>th</sup> St	10 <sup>th</sup> St	Windrow & Haul Away
5 <sup>th</sup> Ave	7 <sup>th</sup> St	10 <sup>th</sup> St	Windrow & Haul Away
7 <sup>th</sup> Ave	7 <sup>th</sup> St	10 <sup>th</sup> St	Windrow & Haul Away
8 <sup>th</sup> Ave	E City Limits	Bruce St	Ministry of Highways Plow - UHCP
8 <sup>th</sup> Ave	Bruce St	Lakewood Dr	
8 <sup>th</sup> Ave	Lakewood Dr	W City Limits	Ministry of Highways Plow - UHCP

# CORPORATE POLICY

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<b>Peter Bergquist – PW&amp;U Dir</b>				

11 <sup>th</sup> Ave	Main St	11th St	Windrow & Haul Away – Priority for RCMP & Ambulance
11 <sup>th</sup> St	11 <sup>th</sup> Ave	40m S of 11 <sup>th</sup> Ave	RCMP Parking Lot Access Point
14 <sup>th</sup> Ave	Main St	Platzer Dr	Hospital
Platzer Dr	14 <sup>th</sup> Ave	Lane S of 15 <sup>th</sup> Ave	Hospital
Yoerger Rd	14 <sup>th</sup> Ave	Lane N of 14 <sup>th</sup> Ave	Hospital
Lane N of Hospital	Platzer Dr	Yoerger Rd	Hospital

## Priority 2 – School Zones, Higher Traffic Collector Roadways and Higher Density Locations

Street	From	To	Remarks
Wtr Rdg Cres	Andreason Rd	9 <sup>th</sup> Ave	
1 <sup>st</sup> St	8 <sup>th</sup> Ave	Andreason Rd	
2 <sup>nd</sup> St	3 <sup>rd</sup> St	8 <sup>th</sup> Ave	Heavy Truck Route – Windrow and Remove the 600 Block. Plow to the east side where practical.
4 <sup>th</sup> St	8 <sup>th</sup> Ave	11 <sup>th</sup> Ave	Leave W Sidewalk Open, Plow to east side where necessary
5 <sup>th</sup> St	2 <sup>nd</sup> Ave	5 <sup>th</sup> Ave	School Connection
6 <sup>th</sup> St	5 <sup>th</sup> Ave	8 <sup>th</sup> Ave	School Connection
7 <sup>th</sup> St	8 <sup>th</sup> Ave	9 <sup>th</sup> Ave	Windrow & Haul Away – School
9 <sup>th</sup> St	12 <sup>th</sup> Ave	114m North	

# CORPORATE POLICY



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10 <sup>th</sup> St	5 <sup>th</sup> Ave	8 <sup>th</sup> Ave	Windrow & Haul Away, Notify condo on the 600 Block (cars)
10 <sup>th</sup> St	8 <sup>th</sup> Ave	9 <sup>th</sup> Ave	Windrow & Haul Away – School
12 <sup>th</sup> St	8 <sup>th</sup> Ave	9 <sup>th</sup> Ave	Windrow & Haul Away – School
15 <sup>th</sup> St	7 <sup>th</sup> Ave	8 <sup>th</sup> Ave	Between 8 <sup>th</sup> Ave and lane S of 8 <sup>th</sup> Ave - Windrow & Haul Away
16 <sup>th</sup> St	7 <sup>th</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away
17 <sup>th</sup> St	5 <sup>th</sup> Ave	8 <sup>th</sup> Ave	Leave E sidewalk open - Plow to W Side – School/Uniplex Access
17 <sup>th</sup> St	8 <sup>th</sup> Ave	Kruse Rd	Windrow & Haul Away
21 <sup>st</sup> St	8 <sup>th</sup> Ave	Kruse Rd	
Peck Rd	4 <sup>th</sup> Ave	Westwood Dr	
Lakewood Dr	8 <sup>th</sup> Ave	Westwood Dr	
2 <sup>nd</sup> Ave	5 <sup>th</sup> St	Main St	Windrow & Haul Away – School
4 <sup>th</sup> Ave	12 <sup>th</sup> St	Peck Rd	
5 <sup>th</sup> Ave	3 <sup>rd</sup> St	7 <sup>th</sup> St	
5 <sup>th</sup> Ave	10 <sup>th</sup> St	Peck Road	Leave sidewalk and trails open.
7 <sup>th</sup> Ave	15 <sup>th</sup> St	17 <sup>th</sup> St	1500 blk – Leave N sidewalk open; 1600 blk - Windrow & Haul Away
7 <sup>th</sup> Ave	6 <sup>th</sup> St	7 <sup>th</sup> St	
Andreason Rd	1 <sup>st</sup> St	8 <sup>th</sup> Ave	Service Road
Kruse Rd	17 <sup>th</sup> St	21 <sup>st</sup> St	Service Road

# CORPORATE POLICY

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<b>Peter Bergquist – PW&amp;U Dir</b>				

9 <sup>th</sup> Ave	7 <sup>th</sup> St	Main St	Windrow & Haul Away – School
9 <sup>th</sup> Ave	10 <sup>th</sup> St	12 <sup>th</sup> St	Windrow & Haul Away – School
Westwood Dr	Peck Rd	Lakewood Dr	
Ogilvie Ave	4 <sup>th</sup> St	House 423	Leave N Sidewalk Open – Plow all snow to south side
Ogilvie Ave	House 423	Main St	Windrow & Haul Away
11 <sup>th</sup> Ave	4 <sup>th</sup> St	House 618	Leave S Sidewalk Open – Plow all snow to north side
11 <sup>th</sup> Ave	House 618	Main St	Windrow & Haul Away
12 <sup>th</sup> Ave	16 <sup>th</sup> St	Main St	Plow to North Side
12 <sup>th</sup> Ave	16 <sup>th</sup> St	12 <sup>th</sup> St	Windrow & Haul Away

## Priority 3 – Residential Collector Roadways, Residential Bus Pickup Locations

Street	From	To	Remarks
101 <sup>st</sup> St	2 <sup>nd</sup> Ave	4 <sup>th</sup> Ave	
102 <sup>nd</sup> St	4 <sup>th</sup> Ave	8 <sup>th</sup> Ave	
3 <sup>rd</sup> St	Sask Ave	2 <sup>nd</sup> Ave	Windrow & Haul Away
6 <sup>th</sup> St	1 <sup>st</sup> Ave N	3 <sup>rd</sup> Ave	Desired School Bus Route
14 <sup>th</sup> St	1 <sup>st</sup> Ave N	4 <sup>th</sup> Ave	Leave E sidewalk open
17 <sup>th</sup> St	Kruse Rd	9 <sup>th</sup> Ave	Windrow & Haul Away
21 <sup>st</sup> St	Kruse Rd	9 <sup>th</sup> Ave	
21 <sup>st</sup> St	9 <sup>th</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away

# CORPORATE POLICY

Policy Title:		Adopted By:	Policy Number:	
<b>Snow Clearing Priority Program</b>			<b>6340</b>	
Origin/Department/Authority:	Jurisdiction:		Approval Date:	Page(s):
<b>Public Works and Utilities</b>	<b>City of Humboldt</b>		<b>Oct. 24, 2017</b>	<b>7 of 9</b>
Reviewed By:	Related Documents/Legislation:		Revision/Effective Date:	
<b>Peter Bergquist – PW&amp;U Dir</b>				

Aspen St	Westwood Dr	12 <sup>th</sup> Ave	Up to condominium access
Platzer Pl	Platzer Dr	Platzer Dr	Access to Hilda Home – Cul-de-Sac – Inc. part of Platzer Dr
Sask Ave	3 <sup>rd</sup> St	Main St	
1 <sup>st</sup> Ave N	Main St	14 <sup>th</sup> St	
2 <sup>nd</sup> Ave	101 <sup>st</sup> St	5 <sup>th</sup> St	Windrow & Haul Away
2 <sup>nd</sup> Ave	Main St	9 <sup>th</sup> St	Windrow & Haul Away
2 <sup>nd</sup> Ave	9 <sup>th</sup> St	13 <sup>th</sup> St	Leave S sidewalk open; Haul Away Wilf Chamney Park bus stop
3 <sup>rd</sup> Ave	6 <sup>th</sup> St	Main St	Desired School Bus Route
4 <sup>th</sup> Ave	101 <sup>st</sup> St	102 <sup>nd</sup> St	
4 <sup>th</sup> Ave	5 <sup>th</sup> St	Main St	
6 <sup>th</sup> Ave	104 <sup>th</sup> St	Lane W of 6 <sup>th</sup> St	
7 <sup>th</sup> Ave	10 <sup>th</sup> St	15 <sup>th</sup> St	
9 <sup>th</sup> Ave	Main St	10 <sup>th</sup> St	
9 <sup>th</sup> Ave	12 <sup>th</sup> St	Lane E of Barnes Cr	Windrow & Haul Away
9 <sup>th</sup> Ave	Lane E of Barnes Cr	21 <sup>st</sup> St	Leave N sidewalk open
11 <sup>th</sup> Ave	11 <sup>th</sup> St	13 <sup>th</sup> St	
11 <sup>th</sup> Ave	13 <sup>th</sup> St	16 <sup>th</sup> St	Windrow & Haul Away
12 <sup>th</sup> Ave	16 <sup>th</sup> St	21 <sup>st</sup> St	Windrow & Haul Away
13 <sup>th</sup> Ave	Lane E of 4 <sup>th</sup> St	Main St	Windrow & Haul Away

# CORPORATE POLICY

Policy Title:		Adopted By:	Policy Number:	
<b>Snow Clearing Priority Program</b>			<b>6340</b>	
Origin/Department/Authority:	Jurisdiction:		Approval Date:	Page(s):
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Reviewed By:	Related Documents/Legislation:		Revision/Effective Date:	
<b>Peter Bergquist – PW&amp;U Dir</b>				

## Other Snow Removal Locations – Local Roads, Alleys & Airport

Street	From	To	Remarks
Aspen Pl	Aspen St	Aspen St	Windrow & Haul Away – Cul-de-Sac
3 <sup>rd</sup> St	8 <sup>th</sup> Ave	Landmark Pl	Windrow & Haul Away
Chapman Pl	6 <sup>th</sup> Ave	6 <sup>th</sup> Ave	Windrow & Haul Away – Cul-de-Sac
Landmark Pl	3 <sup>rd</sup> St	7 <sup>th</sup> Ave	Windrow & Haul Away – Properties Fronting Lane
Laskin Cr	3 <sup>rd</sup> St	Park Bus Stop	Remove S side for bus loading area.
Brockman Pl	13 <sup>th</sup> Ave	13 <sup>th</sup> Ave	Windrow & Haul Away – Cul-de-Sac
13 <sup>th</sup> St	11 <sup>th</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away – Villa Access
6 <sup>th</sup> Ave	10 <sup>th</sup> St	11 <sup>th</sup> St	Windrow & Haul Away
Telfer Pl	12 <sup>th</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away – Cul-de-Sac
Canada Pl	9 <sup>th</sup> Ave	9 <sup>th</sup> Ave	Windrow & Haul Away – Cul-de-Sac
Centennial Way	11 <sup>th</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away – Villa Access
Centennial Pl	12 <sup>th</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away – Cul-de-Sac
Flory Place	12 <sup>th</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away – Cul-de-Sac
Bence Place	12 <sup>th</sup> Ave	12 <sup>th</sup> Ave	Windrow & Haul Away – Cul-de-Sac
Alleys E of Main St	2 <sup>nd</sup> Ave	8 <sup>th</sup> Ave	
Alleys E of 3 <sup>rd</sup> St	6 <sup>th</sup> Ave	7 <sup>th</sup> Ave	
Alleys E of 5 <sup>th</sup> St	6 <sup>th</sup> Ave	7 <sup>th</sup> Ave	

## CORPORATE POLICY

Policy Title:		Adopted By:	Policy Number:	
<b>Snow Clearing Priority Program</b>			<b>6340</b>	
Origin/Department/Authority:	Jurisdiction:		Approval Date:	Page(s):
<b>Public Works and Utilities</b>	<b>City of Humboldt</b>		<b>Oct. 24, 2017</b>	<b>9 of 9</b>
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<b>Peter Bergquist – PW&amp;U Dir</b>				

Alleys E of 7 <sup>th</sup> St	5 <sup>th</sup> Ave	7 <sup>th</sup> Ave
Alleys E of 9th St	2 <sup>nd</sup> Ave	8 <sup>th</sup> Ave
Alleys E of 10th St	5 <sup>th</sup> Ave	7 <sup>th</sup> Ave
Alleys E of 11th St	6 <sup>th</sup> Ave	7 <sup>th</sup> Ave
Alleys E of 16th St	7 <sup>th</sup> Ave	8 <sup>th</sup> Ave
Alleys E of 17 <sup>th</sup> St	6 <sup>th</sup> Ave	8 <sup>th</sup> Ave
City Hall Parking Lot	Main St	9 <sup>th</sup> St
5 <sup>th</sup> Ave Parking Lot	Main St	5 <sup>th</sup> Ave
Museum Parking Lot	7 <sup>th</sup> St	Main St
9 <sup>th</sup> St Parking Lot	5 <sup>th</sup> Ave	6 <sup>th</sup> Ave
Airport Runway		Windrow & Snow Blow

### 6.0 Snow Clearing Priority Map: On Next Page



## Proposed Changes to the Snow Clearing Policy #6340

### Priority 1 Changes

7<sup>th</sup> Street – Added the 700 block for efficiency and fire truck access to 8<sup>th</sup> Ave. Added 165m & Snow Removal

9<sup>th</sup> Street – Converted 5<sup>th</sup> Ave to 7<sup>th</sup> Ave from P2 to P1. Added the 700 block for plowing efficiency & Snow Removal (165m). This area was plowed along with other P1's at night. Adjusting to suite current practice. Added 447m

Main Street – MHI Cleared to 2<sup>nd</sup> Ave, now city clears to south city limits. Added 347m

5<sup>th</sup> Ave – Converted from P2 to P1 – 7<sup>th</sup> St to 10<sup>th</sup> St. Added 320m

8<sup>th</sup> Ave – City used to clear from 2<sup>nd</sup> St to 17<sup>th</sup> Street, now has to clear from Bruce St to Lakewood Drive. Added 2,390m

11<sup>th</sup> Ave – Added priority access to police department parking lot on 11<sup>th</sup> St. Added 40m

**Total: +3,709m; Snow Removals Added: +330m**

### Priority 2 Changes

9<sup>th</sup> Street – Changed 5<sup>th</sup> Ave to 7<sup>th</sup> Ave from P2 to P1 – Removed 274m from P2 list.

9<sup>th</sup> Street – Changed to P2 as it currently serves 44 condominium properties and will eventually service 88. Added 114m

10<sup>th</sup> Street – Added the 700 block to match current practice of plowing efficiency. Added 165m for plowing and Removal

15<sup>th</sup> Street – Added more 700 block – Added 106m

16<sup>th</sup> Street – Added Windowing and Hauling to the 700 block – 165m

21<sup>st</sup> Street – Added section for when clearing Kruse Service Road – Added 39m

5<sup>th</sup> Ave – Converted from P2 to P1 – 7<sup>th</sup> St to 10<sup>th</sup> St. Removed 320m

7<sup>th</sup> Ave – Added the 1500 block to P2's due to housing density in area. Added 95m

7<sup>th</sup> Ave – Added the 600 block to P2's for clearing efficiency. Added 95m

Leo Parker Way (uniplex) Removed as it is now coordinated by Leisure Services and being completed by contractors. Removed 716m

12<sup>th</sup> Avenue – Changed from P3 to P2 – from main Street to 16<sup>th</sup> St. Primarily for access to 2 senior care facilities. Added 810m

**Total Difference: +114m; Snow Removals Added: +330m**

### Priority 3 Changes

Aspen Street – Added Westwood Dr to 12<sup>th</sup> Ave – Roadway affected by severe blowing snow & drift build up, access to condo limited and area becoming busier with development. Added 424m

3<sup>rd</sup> Street – from Sask Ave to 2<sup>nd</sup> Avenue – changed from regular plowing to Windrow and Haul Away due to the amount of pedestrian and vehicle traffic. Snow storage areas are limited. Added 342m of snow removal.

6<sup>th</sup> St – Added 1<sup>st</sup> Ave N to 3<sup>rd</sup> Ave – Desired school bus route when plowing catches up. Added 332m

17<sup>th</sup> St – Added Kruse Rd to 9<sup>th</sup> Ave – Busier Road, effective to plow when in the area. Added 127m

2<sup>nd</sup> Ave – At Wilf Chamney Park bus stop – haul away snow. – Added 40m of snow removal.

3<sup>rd</sup> Ave – Added 6<sup>th</sup> St to Main St – Desired school bus route when plowing catches up. Added 205m

4<sup>th</sup> Ave – Added 5<sup>th</sup> St to Main St – Alternative route when train is blocking the main street crossing. Added 304m

13<sup>th</sup> Ave – Added snow removal from Brockman place to 4<sup>th</sup> Street (332m) due to traffic volume and pedestrian activity to bus stop.

7<sup>th</sup> Ave – Added to P3 – 10<sup>th</sup> St to 15<sup>th</sup> St – Connection from downtown to uniplex and traffic volume. Added 505m

21<sup>st</sup> Street – Removed section for when clearing Kruse Service Road – Remove 39m

12<sup>th</sup> Avenue – Changed from P3 to P2 – from main Street to 16<sup>th</sup> St. Primarily for access to 2 senior care facilities. Remove 810m

**Total Difference: +1048m; Snow Removals Added: +714m**

**Alleys, Bus Stops and Parking Lots** were added in locations. These alleys are cleared by crews currently and were added for clarity. The timing of alley clearing is dependent on how much snow was received; priority demands combined with what is most effective for the crews at that time.

Laskin Cres Bus Stop – Added removal of snow to S side.



## CITY OF HUMBOLDT REPORT

**TITLE:** Sidewalk Snow Clearing Policy #6320 Update

**PREPARED BY:** Peter Bergquist A.Sc.T; Public Works and Utilities Director

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** City Council

**DATE:** November 27, 2023

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### RECOMMENDATION

That the City of Humboldt adopt the updated Sidewalk Snow Clearing Policy #6320 as attached.

### BACKGROUND

City Public Works operations staff as well as the Leisure Services Department staff clear sidewalks and trails over the winter season. This policy identifies the sidewalks and trails that the city will clear and by which department.

The Public Works Department uses a small tractor with a broom and blower attachment on the front. The Leisure Services Department is now using the Ventrac Sidewalk machine for around the Uniplex operated by their staff.

### CURRENT SITUATION

All proposed changes are noted in the attachments. The below chart notes the total additions/removals to each road priority. These changes better reflect the city's current sidewalk snow clearing procedures.

**Sidewalks and Trails**

	+/- Plowing
Priority 1 - Downtown sidewalks completed by the Public Works Department	0m
Priority 2 - High traffic sidewalks completed by the Public Works Department.	+620m
Priority 3 - Sidewalks or Trails – Completed by the Community and Leisure Services	+4,808m

Highlights (see attachment “Proposed Changes to the Sidewalk Snow Clearing Policy For details”):

Priority 1 Sidewalks – No Changes

Priority 2 Sidewalks

- Added several sidewalks which were constructed since the last revision as well as added some segments in areas with higher pedestrian traffic.

Priority 3’s

- Moved the Uniplex sidewalks to the Leisure Services Department as well as added many new trails that were constructed since the last revision of the policy.

**OPTIONS**

- Approve the proposed policy
- Not approve the policy
- Change specific policy items.

**ATTACHMENTS**

- Current 6320 - Sidewalk Clearing Policy Map
- Policy #6320 - Sidewalk Clearing Map - Proposed Nov 2023
- Proposed Sidewalk Snow Clearing Policy # 6320
- Changes to the Sidewalk Snow Clearing Policy - Nov 2023

**COMMUNICATION AND ENGAGEMENT**

If approved, staff will release the information online for public viewing.

**FINANCIAL IMPLICATION**

The majority of the changes in this proposed policy reflect the current practices on the sidewalks and trails. Sections have been added to improve the walkability around the community for destination bound and recreational walking.

Public Works annual budgets range from \$23,000 to \$34,000 annually including wages and fleet. The Community and Leisure Services department tacks general trails costs however the department is still refining accurate costs for winter clearing.



## **CONCLUSION**

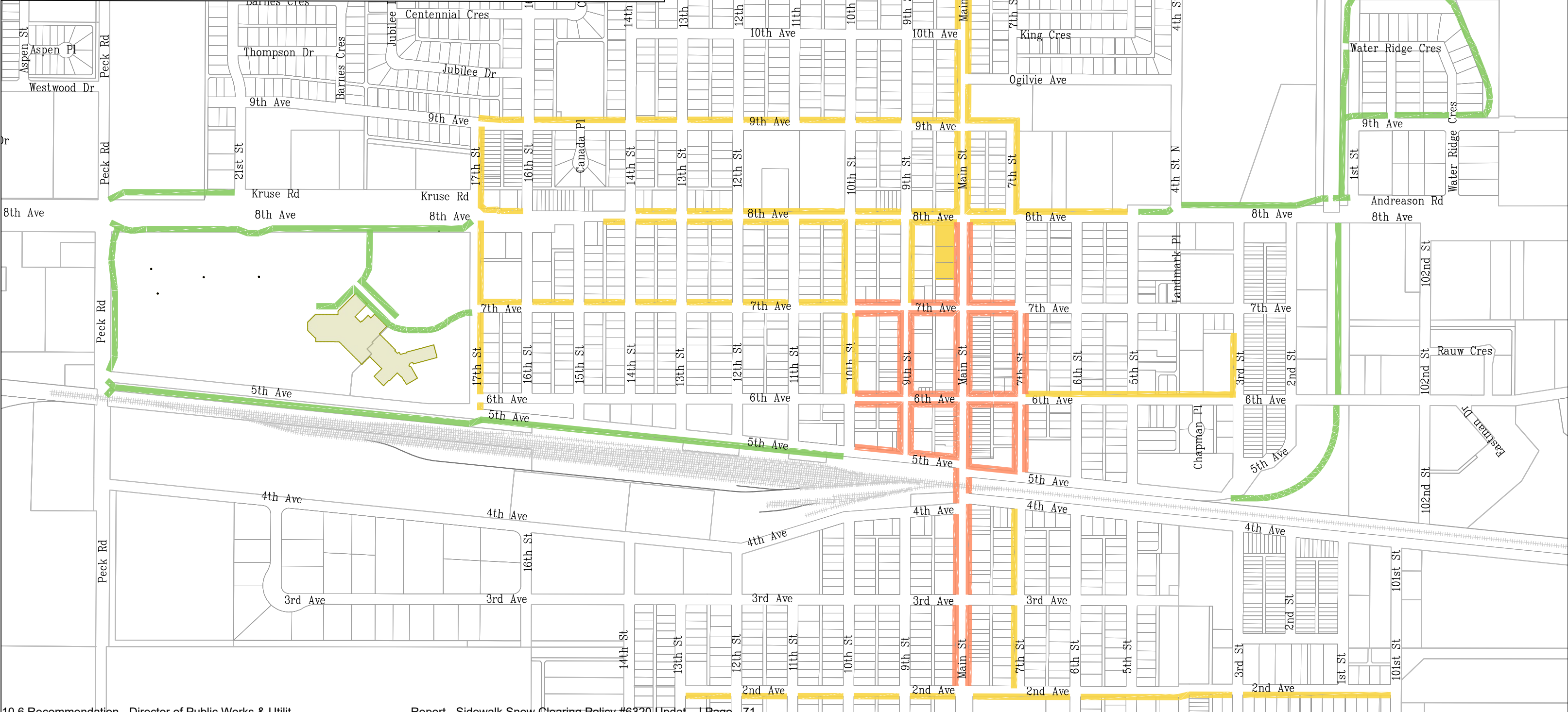
The department anticipates that the updates to the sidewalk snow clearing policy are anticipated to meet and slightly exceed the basic expectations of the public for a community the size of Humboldt.



- Priority 1 - Public Works and Utilities
- Priority 2 - Public Works and Utilities
- Priority 3 - Community & Leisure Services

**Weekday Procedure:**  
Clearing of priority areas to commence within 24 hours of the snowfall ending. Priority 1 sidewalks are cleared if the visual snow accumulation is a minimum of 15mm. Priority 2 sidewalks follow priority 1. Priority 3 trails to be cleared at the discretion of the Community and Leisure Services Department. Sidewalks will be cleared with broom or snow blower depending on accumulation. Uneven surfaces may remain.

**Weekend Procedure:**  
Clearing of priority area to commence within 24 hours of the snowfall ending. Only Priority 1 sidewalks are cleared if the visual snow accumulation is a minimum of 25mm. Priority 2 sidewalks will cleared on regular weekdays unless crews are required to clear the roadways. Then priority 1 and 2 sidewalks will also be cleared. Sidewalks will be cleared with broom or snow blower depending on accumulation. Uneven surfaces may remain.





Policy Title:		Adopted By:	Policy Number:	
<b>Sidewalk Snow Clearing Program</b>			<b>6320</b>	
Origin/Department/Authority:	Jurisdiction:	Approval Date:		Page(s):
<b>Public Works and Utilities</b>	<b>City of Humboldt</b>	<b>May 23, 2017</b>		<b>1 of 4</b>
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
<b>Peter Bergquist – PW&amp;U Dir</b>				

**1.0 Purpose:**

The purpose of the policy is to outline the expected level of service and locations for the sidewalk snow clearing policy. The policy will outline where, and which City Department are responsible for clearing the sidewalks identified in the policy.

**2.0 Definitions:**

- **“Priority 1”** – Downtown sidewalks completed by the Public Works Department.
- **“Priority 2”** – High traffic sidewalks completed by the Public Works Department.
- **“Priority 3”** – Sidewalks or Trails – Completed by the Community and Leisure Services Department.
- **“Sidewalks”** – Concrete sidewalks for pedestrian use in varying degrees of condition.
- **“Trails”** – Gravel or paved paths for pedestrian use in varying degrees of condition.
- **“Granular Material”** – May be sand, gravel, ice melter or combination of.
- **“Broom”** – Rotating broom that is attached to the snow clearing equipment.
- **“Snow Blower”** – Front attachment to the snow clearing equipment.

**3.0 Policy:****3.1 Levels of Service for Weekdays:**

Clearing of priority areas to commence within 24 hours of the snowfall ending. Priority 1 sidewalks are cleared if the visual snow accumulation is a minimum of 15mm. Priority 2 sidewalks follow priority 1. Priority 3 trails to be cleared at the discretion of the Community and Leisure Services Department. Sidewalks will be cleared with broom or snow blower depending on accumulation. Uneven surfaces may remain.

**3.2 Levels of Service for Weekends or Holidays:**

Clearing of priority area to commence within 24 hours of the snowfall ending. Only Priority 1 sidewalks are cleared if the visual snow accumulation is a minimum of 25mm. Priority 2 sidewalks will be cleared on regular weekdays unless crews are required to clear the roadways. Then priority 1 and 2 sidewalks will also be cleared. Sidewalks will be

## CORPORATE POLICY

Policy Title:		Adopted By:	Policy Number:	
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Origin/Department/Authority:	Jurisdiction:	Approval Date:		Page(s):
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<b>Peter Bergquist – PW&amp;U Dir</b>				

cleared with broom or snow blower depending on accumulation. Uneven surfaces may remain.

#### 4.0 Responsibility:

The Public Works and Utilities Director – shall be responsible for administering the program related to the sidewalks and updating this policy. The Community and Leisure Services Director shall be responsible for administering the program related to trails.

#### 5.0 Procedure:

##### Priority 1 - Public Works & Utilities Department

Street	From	To	Remarks
7th St	5th Ave	7th Ave	Both Sides
Main St	2nd Ave	8th Ave	Both Sides
9th St	5th Ave	7th Ave	Both Sides
5th Ave	7th St	10th St	North Side
6th Ave	7th St	10th St	Both Sides
7th Ave	7th St	10th St	Both Sides

# CORPORATE POLICY



Policy Title:		Adopted By:	Policy Number:	
Sidewalk Snow Clearing Program			<b>6320</b>	
Origin/Department/Authority:	Jurisdiction:		Approval Date:	Page(s):
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Peter Bergquist – PW&U Dir				

## Priority 2 - Public Works & Utilities Department

Street	From	To	Remarks
7th St	2nd Ave	4th Ave	West Side
7th St	8th Ave	9th Ave	East Side
Main St	8th Ave	12th Ave	Both Sides
Main St	12th Ave	13th Ave	East Side
10th St	6th Ave	7th Ave	Both Sides
10th St	7th Ave	8th Ave	West Side
17th St	5th Ave	9th Ave	East Side
2nd Ave	101st St	13th St	South Side
7th Ave	10th St	17th St	North Side
8th Ave	5th St	7th St	North Side
8th Ave	7th St	14th St	Both Sides
8th Ave	14th St	West of 14th ST	South Side
8th Ave	16th St	17th St	North Side
9th Ave	7th St	17th St	North Side
City Hall			Entrance & Sides
Civic Park			All Sidewalks Within

# CORPORATE POLICY

Policy Title:		Adopted By:	Policy Number:	
Sidewalk Snow Clearing Program			6320	
Origin/Department/Authority:	Jurisdiction:		Approval Date:	Page(s):
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Peter Bergquist – PW&U Dir				

## Priority 3 - Community and Leisure Services Department

Street	From	To	Remarks
1 <sup>st</sup> St	8 <sup>th</sup> Ave	Water Ridge Park	West Side
5 <sup>th</sup> Ave	3 <sup>rd</sup> St	8 <sup>th</sup> Ave	Trail Along Old Rail bed
5th Ave	E of 11th St	Peck Rd	South Side
8th Ave	1 <sup>st</sup> St	5th St	North Side
8th Ave	21st St	Peck Rd	Both Sides
8 <sup>th</sup> Ave	17 <sup>th</sup> St	21 <sup>st</sup> St	South Side
9 <sup>th</sup> Ave	1 <sup>st</sup> St	Water Ridge Pond	North Side
12 <sup>th</sup> Ave	Main St	12 <sup>th</sup> St	North Side
Leo Parker Way	17th St	East Corner of Uniplex Building	South Side
Leo Parker Way	Uniplex Entrance	East Corner of Uniplex Building	Both Sides
Leo Parker Way	8 <sup>th</sup> Ave	End of Sidewalk at Uniplex	East Side
Peck Road	5 <sup>th</sup> Ave	8 <sup>th</sup> Ave	East Side
St Elizabeth Park			Trails Within
Water Ridge Park			Trails Within

## 6.0 Sidewalks Snow Clearing Map: On Next Page

## Proposed Changes to the Sidewalk Snow Clearing Program #6320

### Priority 1 Changes

None

**Total Difference: 0m**

### Priority 2 Changes

3<sup>rd</sup> Street – Added west side of 6<sup>th</sup> Ave to north end of sidewalk - Multifamily, Humboldt housing and Futuristic locations. Added 122m

9<sup>th</sup> Street – 7<sup>th</sup> Ave to 8<sup>th</sup> Ave – Added east sidewalk section as it accesses multi-family and a church. Has downtown pedestrian traffic. Added 152m

10<sup>th</sup> Street – 6<sup>th</sup> Ave to 7<sup>th</sup> Ave – Added the east side. Added 152m

17<sup>th</sup> Street – Added small section between 5<sup>th</sup> Ave and 6<sup>th</sup> Ave. Was constructed since last policy update – Added 15m

6<sup>th</sup> Ave – 3<sup>rd</sup> St to 7<sup>th</sup> St – Added north side as this is a connection to Multifamily, Humboldt housing and Futuristic locations. Added 392m

7<sup>th</sup> Ave – Moved 17<sup>th</sup> St to End of Sidewalk at Uniplex to P3 as LS is using Ventrac for sidewalks at their facilities. Removed 347m

8<sup>th</sup> Ave – Removed south half of the 1400 block – correction to map. Removed 36m

8<sup>th</sup> Ave – 16<sup>th</sup> St to 17<sup>th</sup> St – Added north section that was constructed since las policy update. Added 84m

9<sup>th</sup> Ave – 16<sup>th</sup> St to 17<sup>th</sup> St – Added north section as it is effective for operations and pedestrians coming from 16<sup>th</sup> St. Added 86m

**Total Difference: +620m**

### **Priority 3 Changes (Primarily Trail Networks)**

Leo Parker Way – Moved the south side of 17<sup>th</sup> St to End of Sidewalk at Uniplex to P3 as LS is using Ventrac for sidewalks at their facilities. Also added new north entrance and sidewalk on the north side of the Uniplex Entrance - Added 544m

1<sup>st</sup> St – Added 8<sup>th</sup> Ave to Water Ridge Park – West Side – Added 376m

5<sup>th</sup> Ave – Added 17<sup>th</sup> St to Peck Road - Was constructed since last policy update – Added 740m

8<sup>th</sup> Ave – Added south side from 17<sup>th</sup> St to Peck Rd – Added 693m

9<sup>th</sup> Ave – Added 1<sup>st</sup> St to Water Ridge Pond – North side – Added 243m

12<sup>th</sup> Ave – Added from Main St to 12<sup>th</sup> St – New Trail since last revision – Added 393m

Peck Rd – Added from 5<sup>th</sup> Ave to 8<sup>th</sup> Ave – New trail since last revision – Added 276m

St. Elizabeth Park – Added 399m

Water Ridge Park Trails – Added 1,144m

**Total Difference: +4,808m**

## CITY OF HUMBOLDT REPORT

**TITLE:** Donation to Laurent Mougeot Memorial Scholarship  
**PREPARED BY:** Joe Day, City Manager  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** November 27, 2023

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### RECOMMENDATION

That the City of Humboldt donate \$1,000 to the Laurent Mougeot Memorial Scholarship.

### BACKGROUND

Saskatchewan Polytechnic's School of Business is launching its new Municipal Administration Specialty for the Business diploma program. Graduates with the new specialty will be trained to successfully manage the day-to-day operations of a municipality in an administrative capacity. This specialty is operated virtually, making it even more accessible to students.

The Municipal Administration specialty has been developed in partnership with SUMA and other leading organizations in Saskatchewan.

SUMA is establishing a scholarship to honour the memory and lifelong work of Laurent Mougeot, who spent much of his life furthering municipal interests. The Laurent Mougeot Memorial Scholarship will empower students in the Municipal Administration diploma to strive for success during their journey in the program.

### CURRENT SITUATION

There has been discussion among the 16 City Managers about the need for Saskatchewan to have, and to support, education for municipal administration. Also, it has been identified that if each City was to donate \$1,000 to the Laurent Mougeot Memorial Scholarship fund, the fund will be fully funded and able to begin issuing scholarships.

### ATTACHMENTS

1. None

### **FINANCIAL IMPLICATION**

The one-time donation to the Laurent Mougeot Memorial Scholarship can be funded from Cost Centre 3050 – City Council – Special Initiatives. The annual budget for this GL account is \$5,000, with \$1,500 being expensed to the account thus far.

### **CONCLUSION**

SUMA, SARM and others have worked with Saskatchewan Polytechnic to develop the Municipal Administration specialty within the Saskatchewan Polytechnic Business Admin program. SUMA has also initiated the Laurent Mougeot Memorial Scholarship program to assist students pursuing that program. A one-time donation of \$1,000 from each of the 16 cities will ensure that the fund is fully funded and that students can begin receiving the scholarship.





## CITY OF HUMBOLDT REPORT

**TITLE:** Golf Course Operations Update  
**PREPARED BY:** Joe Day, City Manager  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** November 27, 2023

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### RECOMMENDATION

That the City of Humboldt provide financial support to the Humboldt Golf Club over the next several months, and only to the extent necessary, to ensure that the golf course is able to re-open in the spring of 2024.

### BACKGROUND

At the December 12<sup>th</sup>, 2022 Special Council Meeting, representatives from the Humboldt Golf Club (HGC) made a presentation to City Council, in camera, about the financial plight that they are in, and they requested financial support from the City. The essence of the resolution of Council was:

*"That the City of Humboldt provide the Humboldt Golf Club with funding of \$40,000.00 and that the Golf Club and City form a committee to bring recommendations for a long-term solution for Council to consider."*

Through further resolutions of Council, by spring of 2023 the City of Humboldt had advanced \$130,000 to the HGC to ensure that the golf course would open for 2023.

The Golf Course Governance Committee has met approximately monthly since January 2023. The discussion items in the earlier meetings were predominantly based on finding a one-time solution to the \$130,000 advanced to the Golf Club and discussing if there are opportunities for the Club to be self-sufficient on a go-forward basis. Following the initial few meetings, each subsequent meeting provided more clarification on the current and prospective financial situation of the Golf Club.

### CURRENT SITUATION

As the meetings progressed through the summer of 2023 and further information was shared about the state of not only the annual operations, but also the mid-term commitments such as capital leases, and the longer-term commitments such as mortgages, it became clear that any

one-time solution would not be of an amount to address \$130,000 to \$200,000 but instead would require much more than that.

The following headings cover the main topics that impact the financial viability of the HGC:

### **1. Clubhouse Mortgage**

The HGC took out a mortgage with Conexus Credit Union many years ago, and have continued to pay it down, and then borrow against it as needed, to the extent that there remains approximately \$380,000 owed on that mortgage, with payments of approximately \$31,000 annually.

### **2. Lease payments and lease buyouts**

Because the HGC has had no opportunity to save for the replacement of its machinery and equipment, it has typically had to resort to purchasing these items through lease-finance plans. Subject to changes that have occurred in 2023, the lease payments are as follows:

2023	\$191,318
2024	\$140,048
2025	\$ 86,676
2026	\$ 62,127
2027	\$ 46,938

Then, assuming that there is more residual value in the piece of machinery than the buyout cost, there will be a further \$100,750 in lease buyout costs over this period in order to retain the machinery.

### **3. Ongoing Capital Requirements**

The lease costs and lease buyouts are essentially the annual cost of replacing capital items. Although the lease costs above are showing a diminishing expenditure over time, that will only be possible if there is a freeze on any new capital purchases. It is unrealistic to believe that there won't be a need to renew capital over the next five years. The annual funding for capital replacements is estimated at somewhere around \$150,000 per year.

### **4. Borrowing for Event Tent**

The construction of the Event Tent required borrowing in the form of a mortgage (backed by the City of Humboldt) as well as a loan from the City (\$150,000 repayable over 5-years), as well as a lease on the tent itself and some equipment. When all "non-operational" financial obligations are summed, for the first five years the special events tent revenues must generate \$78,600 in profit to cover these obligations. The 2023

budget is for the Event Tent to generate \$69,000 in profit, leaving a \$10,000 shortfall. So although the concept behind the tent is still a justifiable investment, the pace of repaying the mortgages and loans is perhaps too aggressive and adversely impacting cashflow.

### **5. Operating Revenue and Expenses**

The 2023 budget for Golf Course revenues is \$1,141,200. The budgeted expenses, not including leases, loans, etc. are \$1,030,000. The resulting \$111,200 operating profit is then quickly used to cover the costs of mortgages, leases, and loans as shown above.

For 2023 the cost of these mortgages, leases, loans and lease buyouts sums to \$363,000, leaving a projected 2023 shortfall of approximately \$252,000.

The year-to-date reports are indicating that operations are in a significant favorable position (+/- \$100,000) compared to the budget, meaning a potential reduction of the shortfall down to approximately \$150,000 by the end of the season.

### **The next Five to Ten Year Projections**

There is optimism that there will be growth in the number of rounds of golf played which will correspond with the overall growth of the City's population. This amount of growth could be meaningful enough that, after about seven years, the golf course will be covering all its operating and capital expenditures. The next 5 – 7 years of being unable to cover all of the operating and capital expenditures will however result in the need for external funding to keep the golf course operational.

### **The Option to Liquidate Assets**

The City owns the land upon which the Golf Course has been developed. The development of the land into the 18-hole golf course is due almost entirely to the work over the years by the Humboldt Golf Club. The question has arisen about whether a business case can be made to sever off parts of the land from the golf course and sell those portions of land to pay down some of the debts.

Administration has investigated at least four different options related to liquidating land assets, however the reality is that all options had an adverse impact on the playability of the golf course and came with substantial costs to remedy the impact to the golf course playability, as well as risks and costs associated with servicing and selling the land for development. The options can be revisited again at a later date once there is more certainty around usage and control of the golf course.

## Relative Costs of Recreation and Cultural Venues in Humboldt

The City of Humboldt owns all the land that the golf course is situated upon, and in multiple other Saskatchewan communities, the municipality either financially supports the local golf course, or directly runs the golf course itself just like any other recreational facility.

If the City was to annually support golf course operations and if the annual net cost is \$150,000 per year with all operating and capital obligations included, this recreational venue would be one of the least costly in the City. The following six recreational / cultural amenities all cost more annually than \$150,000; the museum, the gallery, the arena, the swimming pool, the library or our network of parks.

## Future Outlook for the Humboldt Golf Course:

By around 2030 it is possible that the golf course will have paid off all its short-term debts and with growth in the community will be able to produce revenue in excess of its operating, capital, and administrative costs. In other words, it could be breaking even or possibly even profitable. The rising costs of equipment, capital and building improvements or building replacements will all adversely impact this forecast.

## Administration's Perspective:

- The golf course is an attractive amenity to our community and the City has been fortunate that it has not had to be financially involved with its operations before now.
- There is promise of strong population growth over the next decade, and it does not seem to make sense to allow the golf course to shut down on the cusp of this growth.
- If a golf course shuts down and not maintained for a season, it can take another season or two to get back to proper operating condition.
- The community deserves to know that the golf course operations are in financial trouble and the sustainability of the course is in jeopardy.

## **OPTIONS**

- Move the recommendation to provide Humboldt Golf Club with the funding necessary to ensure it can re-open in the Spring of 2024.
- Amend the recommendation to stop any further funding to the Humboldt Golf Club or make the funding conditional upon specific actions.
- Table this report to a future date to enable the production of further information.

## **COMMUNICATION AND ENGAGEMENT**

Nothing at this time.

## **ATTACHMENTS**



None.

#### **FINANCIAL IMPLICATION**

By passing the recommendation the City is committing to funding an additional amount of approximately \$130,000 to \$150,000 to the Humboldt Golf Club.

#### **CONCLUSION**

It appears that because the HGC has made financial decisions for many years without receiving any meaningful financial support from the City, they have pushed their financial problem “down-the-road” to the point where it has now become an almost insurmountable obstacle. That financial obstacle will require an estimated \$140,000 to \$200,000 investment per year over the next 5 to 7 years before the operation becomes profitable enough to cover the annual costs. Ideally the Humboldt Golf Club and its members will be able to identify ways to save costs, increase revenues, or address the long-term debt to resolve this problem itself.

Many existing and prospective residents in a community the size of Humboldt with its current growth potential will expect the community to have an operational golf course in the area. If the golf course is shut down for a season or more, it will compound the cost of re-opening.