




City of Humboldt
November 28, 2022 - 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 24, 2022
 - 📎 Minutes of the Regular Meeting of Council held October 24, 2022
 - 5.2 Special Meeting of Council held November 14, 2022
 - 📎 Minutes of the Special Meeting of Council held November 14, 2022
- 6 Delegations**
- 7 Correspondence - No Correspondence**
 - 7.1 "A" Items Requiring Council Resolution
 - 7.2 "B" Items Received for Information Only
- 8 Committee Reports**
 - 8.1 Executive Committee
 - 📎 Minutes of the Executive Committee Meeting held November 14, 2022
 - 8.2 Humboldt Bronco Memorial Committee
 - 📎 Minutes of the Humboldt Bronco Memorial Committee meeting held September 27, 2022
 - 📎 Minutes of the Humboldt Bronco Memorial Committee meeting held October 25, 2022
 - 8.3 Reid Thompson Public Library Board
 - 📎 Minutes of the Reid Thompson Public Library Board meeting held October 17, 2022
 - 8.4 Humboldt & District Museum & Gallery Board
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board meeting held November 10, 2022
 - 8.5 Humboldt & District Fire Protection Association
 - 📎 Minutes of the Humboldt & District Fire Protection Association meeting held November 30, 2022
- 9 Bylaws**

10 New Business

10.1 Recommendation - Director of Protective Services -Community Safety Officer Program

 Report - Community Safety Officer Program

10.2 Recommendation - Planning Coordinator - Proposed Lot Consolidation (304 & 308 7th Avenue)

 Report - Proposed Lot Consolidation (304 & 308 7th Avenue)

10.3 Recommendation - City Clerk - 2023 Executive Committee & Council Meeting Schedule

 Report - 2023 Executive Committee & Council Meeting Schedule

10.4 Recommendation - Leisure Service Director - Community Buildings Retrofit Grant Application

 Report - Community Buildings Retrofit Grant Application


10.5 Recommendation - Leisure Service Director - Event Services Manager

 Report - Leisure Service Director - Event Services Manager

10.6 Recommendation - Leisure Service Director - Leisure Pass Rate Changes

 Report - Leisure Pass Rate Changes

10.7 Recommendation - Director of Public Works - ICIP Grant Application - Carl Schenn Park Detention Pond

 Report - ICIP Grant Application - Carl Schenn Park Detention Pond

10.8 Recommendation - City Manager - Results of "City of Humboldt 2023 Budget and City Service" Survey

 Report - Results of "City of Humboldt 2023 Budget and City Service" Survey

11 Enquiries

12 Committee of the Whole

13 Adjourn

City of Humboldt
Meeting Minutes
Regular Council meeting October 24, 2022 - 05:30 PM

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

1 Call To Order
Mayor Behiel called the meeting to order at 5:29 p.m.

Resolution: **2 Adopt Agenda**
2022.309 **Moved By:** Councillor Kelly Herperger
 Seconded By: Councillor Rob Muench

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Public Acknowledgement

4 Public Hearing - Discretionary Use Application

Resolution: **4.1 Suspend Council Meeting**
2022.310 **Moved By:** Councillor Roger Nordick
 Seconded By: Councillor Larry Jorgenson

That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:29 p.m.

CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

4.2 Public Hearing - Discretionary Use - Daycare Centre - 113 14th Street

Resolution:
2022.311

4.3 Resume Meeting

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:30 p.m.

CARRIED

5 Approve Minutes

Resolution:
2022.312

5.1 Regular Meeting of Council held September 26, 2022

Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

That the Minutes of the Regular Meeting of Council held September 26, 2022 be approved as recorded and circulated.

CARRIED

6 Delegations

7 Correspondence - No correspondence

7.1 "A" Items Requiring Council Resolution

7.2 "B" Items Received for Information Only

8 Committee Reports

8.1 Vacated Chair

Mayor Behiel vacated the Chair and Deputy Mayor Nordick presided at 5:31 p.m.

Resolution:
2022.313

8.2 Executive Committee

Moved By: Mayor Michael Behiel
Seconded By: Councillor Roger Korte

That the Minutes of the Executive Committee Meeting held October 11, 2022 be accepted for information.

CARRIED

Resolution:
2022.314

8.3 Reid-Thompson Public Library

Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

That the minutes of the Reid-Thompson Public Library Board meeting held September 12, 2022 be accepted for information and filed.

CARRIED

Resolution:
2022.315

8.4 Humboldt & District Museum & Gallery Board

Moved By: Councillor Rob Muench
Seconded By: Councillor Roger Korte

That the minutes of the Humboldt & District Museum & Gallery Board meeting on October 13, 2022 be accepted for information.

CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

9 Bylaws

Resolution: 2022.316 **9.1 Recommendation - Traffic Bylaw Update - Marked Crosswalk Parking Setbacks**

Moved By: Mayor Michael Behiel
Seconded By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

Resolution: 2022.317 **9.2 Bylaw No. 07/2022 - Traffic Bylaw - Amendment**

Moved By: Councillor Roger Korte
Seconded By: Councillor Larry Jorgenson

Resolved that Bylaw No. 07/2022, being a bylaw to amend the Traffic Bylaw be introduced and read a first time.

CARRIED

Resolution: 2022.318 **9.3 Bylaw No. 07/2022 - Traffic Bylaw - Amendment**

Moved By: Councillor Rob Muench
Seconded By: Mayor Michael Behiel

Resolved that Bylaw No. 07/2022, being a bylaw to amend the Traffic Bylaw be read a second time

CARRIED

Resolution: 2022.319 **9.4 Bylaw No. 07/2022 - Traffic Bylaw - Amendment**

Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

Resolved that Bylaw No. 07/2022, being a bylaw to amend the Traffic Bylaw be given three readings at this meeting.

CARRIED UNANIMOUSLY

Resolution: 2022.320 **9.5 Bylaw No. 07/2022 - Traffic Bylaw - Amendment**

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

Resolved that Bylaw No. 07/2022, being a bylaw to amend the Traffic Bylaw be read a third time and be now adopted.

CARRIED

9.6 Resumed Chair

Mayor Behiel resumed the Chair, the time being 5:39 p.m.

10 New Business

Resolution: 2022.321 **10.1 Proclamation - Multicultural Week**

Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Nordick

That the City of Humboldt does hereby proclaim the week of November 19-27, 2022 as "Multicultural Week" in the City of Humboldt.

CARRIED

Resolution: 2022.322 10.2 Recommendation - Planning Coordinator - Proposed Road - SE 1/4 Section 30-37-22-W2M

Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

That the Ministry of Government Relations (Community Planning) be advised that the City of Humboldt supports the approval of subdivision application SUBD-000506-2022 resulting in the creation of a road right of way on land legally described as Parcel A, Plan No. 101813385 (with the remainder of 'Parcel A' to remain designated as "C2 – Medium Density Commercial" zoning) - and that such an application will not require a Servicing Agreement with the City of Humboldt.

CARRIED

Resolution: 2022.323 10.3 Recommendation - Planning Coordinator - Discretionary Use - Humboldt Public School Childcare Centre 113 14th Street

Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

That 'Humboldt Public School Child Care Centre' be approved to operate a Daycare Centre at the property located at 113 14th Street – legally described as Parcel A, Plan No. 101954886, subject to:

- Issuance of a Development Permit
- Issuance of a Building Permit

CARRIED

Resolution: 2022.324 10.4 Recommendation - City Clerk - Humboldt Transit Services Study

Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED

Resolution: 2022.325 10.5 Recommendation - Leisure Service Director - St. Augustine Cemetery Columbarium

Moved By: Councillor Rob Muench
Seconded By: Councillor Roger Korte

That Administration sole source the purchase of six columbarium units from Nelson Granite at a cost of \$170,100.

That Administration be approved to spend up to \$30,000 on pavement, concrete pads for the columbariums and furnishings to complete the St. Augustine columbarium circle.

CARRIED

Resolution: 2022.326 10.6 Recommendation - Director of Public Works - 2022 Heavy Truck Tender

Moved By: Councillor Roger Nordick
Seconded By: Councillor Larry Jorgenson

That administration be authorized to purchase the 2 Freightliner Tandem Trucks with gravel boxes for a cost of \$439,698.66 (including PST) provided by Commercial Truck Equipment Co.

Further, upon receiving the new trucks, staff be authorized to sell the two existing trucks through an online public process.

CARRIED

11 Enquiries

Councillor Jorgenson had an enquiry regarding the lights at Peck Road from someone who hauls grain into the City. It was mentioned that the 60 km/hr zone starts at 17th Street and there are only warning lights coming into the City from the west and none on the east side of the intersection for drivers heading west out of the City, which makes it difficult for a semi to come to a stop in that small area. Councillor Jorgenson asked if there have been any other similar concerns brought to Administration.

The Director of Public Works said he hasn't received any other concerns regarding this but that he would look into it.

Councillor Jorgenson asked if 60 km/hr is appropriate in that area now that there are turning lanes at the EPA and also at 21st Street, or if the 40 km/hr should continue in that area.

The Director of Public Works said that 40 km/hr would be quite slow in that area and said at this point in time they are not looking to change it.

12 Committee of the Whole

Moved By: Councillor Kelly Herperger

Seconded By: Councillor Larry Jorgenson

That we sit in a private session as Committee of the Whole, the time being 5:59 p.m.

CARRIED

12.1 Present in the Committee of the Whole

Mayor Michael Behiel, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Roger Korte, Councillor Amanda Klitch, City Manager Joe Day, Acting City Clerk Donna Simpson, and Community & Leisure Services Director Mike Ulriksen

12.2 Authority

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

12.3 Verbal - Uniplex Collections Display Options

Director of Leisure Services Mike Ulriksen left the meeting.

12.4 Verbal Update - Personnel

Resolution:
2022.327

12.5 Revert

Moved By: Councillor Kelly Herperger

Seconded By: Councillor Roger Nordick

That Council revert to the Regular Meeting, the time being 6:29 p.m.

CARRIED

Resolution:
2022.328

13 Adjourn

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Roger Korte

That we do now adjourn, the time being 6:29 p.m.

CARRIED

City of Humboldt
Meeting Minutes
Special Council Meeting November 14, 2022 - 05:00 PM

PRESENT: Mayor Behiel
Councillor Roger Nordick
Councillor Amanda Klitch
Councillor Larry Jorgenson
Councillor Roger Korte
City Manager Joe Day
City Clerk Lori Yaworski
Communication Manager Penny Lee
Finance Manager Jace Porten
Director of Public Works Peter Bergquist
Leisure Service Director Mike Ulriksen
Cultural Service Director Jennifer Fitzpatrick
Director of Protective Services Mike Kwasnica
Via Zoom
Councillor Kelly Herperger

1 Call To Order
Mayor Behiel called the meeting to order at 4:58 p.m.

CARRIED

Resolution: **2 Adopt Agenda**
2022.229 **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**
2022.330 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Kelly Herperger
That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 4:59.m.

CARRIED

Mayor – Michael Behiel

City Clerk – Lori Yaworski

3.2 Public Hearing - Discretionary Use - Commercial Recreational Facility - 2420 Westwood Drive

Resolution:
2022.331

3.3 Resume Meeting
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Larry Jorgenson

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:01 p.m.

CARRIED

4 New Business

Resolution:
2022.332

4.1 Recommendation - Planning Coordinator - Discretionary Use - Commercial Recreational Facility
Moved By: Councillor Roger Korte
Seconded By: Councillor Kelly Herperger

That Council approve the discretionary use application for the operation of a Commercial Recreation Facility (limited to indoors uses) at the property located at 2420 Westwood Drive – legally described as Parcel G, Plan No. 102045103, subject to:

- i. Issuance of a Development Permit
- ii. Issuance of a Building Permit

CARRIED

Resolution:
2022.333

5 Adjourn
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

That we do now adjourn, the time being 5:03 p.m.

CARRIED

Mayor – Michael Behiel

City Clerk – Lori Yaworski

City of Humboldt

Meeting Minutes

Executive Committee November 14, 2022 - 05:30 PM

Present:
Chairperson: Roger Nordick
Mayor: Michael Behiel
Councillors: Roger Korte
Amanda Klitch
Larry Jorgenson
Via Zoom Kelly Herperger

City Manager:	Joe Day
City Clerk:	Lori Yaworski
Cultural Service Director:	Jennifer Fitzpatrick
Leisure Services Director:	Mike Ulriksen
Director of Public Works:	Peter Bergquist
Communication Manager:	Penny Lee
Finance Manager:	Jace Porten
Director of Protective Service:	Mike Kwasnica

Call To Order

1 Chairperson Nordick called the meeting to order at 5:30 p.m.

2 Adopt Agenda

Moved By: Councillor Larry Jorgenson

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Delegations

3.1 Delegation - Concerned Citizens of Discretionary Use approval of daycare at 113 14th Street

Moved By: Mayor Michael Behiel

That this presentation be accepted for information.

Robin Sheldon spokesperson for the concerned citizens of the discretionary use approval of a daycare at 113 14th Street; provided a presentation that focused on three areas of concern:

- Discretionary Use Hearing Process
- Child Care Act
- Zoning Bylaw

The spokesperson voiced concerns in regard to the requirements that are specified under The Planning and Development Act for providing public notification. Concerns that the residency may not meet the specifications for a daycare under the Child Care Act. And finally, the concerns of parking for staff and daycare users, waste disposal, roadway and snow removal, pedestrian safety and increased noise in this area from the daycare.

Councillor Nordick thanked the spokesperson for her presentation as it provided Council with a lot of information for the concerns of the residents. He also, thanked Robin for making her presentation available for the Council to review.

Delegate Terry Simoneau voiced her concerns of increased traffic and safety issues. Maury Simonneau requested that Council provide a date of response for the request for Council re-consideration from the delegation. The City Manager confirmed that a response will not be available before Council meets on November 28, 2022.

CARRIED

4 Correspondence - No Correspondence

5 Reports From Administration

5.1 Fire Chief/Protective Services Director's Reports

Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

5.2 City Clerk/Corporate Services Director's Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

5.3 Finance Manager's Report

Moved By: Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED

5.4 Cultural Services Director's Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

5.5 Communications Manager's Report

Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

5.6 Community & Leisure Services Director's Report

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED

5.7 Director of Public Works Report

Moved By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

6 New Business

6.1 Recommendation - Leisure Service Director - Event Services Manager

Moved By: Mayor Michael Behiel

That the Event Services Manager position be created and placed at the O-7 level of the Out of Scope pay grid and that that the out-of-scope policy #1280 be updated accordingly; and further that the City fill the Event Services Manager position as soon as practical, and that the Recreation & Event Coordinator position remain vacant

CARRIED

6.2 Recommendation - Leisure Service Director - Project Summary Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

6.3 Recommendation - Leisure Service Director - Community Buildings Retrofit Grant Application

Moved By: Mayor Michael Behiel

That Administration be authorized to prepare and submit a grant application to the Green Municipal Fund's Community Buildings Retrofit Program for the completion of a Community Building Monitoring and Analysis; and further that if approved the City is willing to cover the portion not covered by the grant, 20%, estimated at \$5,000.

CARRIED

6.4 Recommendation - Director of Public Works - Snow Clearing Priority Map – Policy #6340 Revision Draft

Moved By: Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED

6.5 Recommendation - City Manager - Results of "City of Humboldt 2023 Budget and City Services" Survey

Moved By: Councillor Roger Korte

That Administration be directed to bring recommendation to the 2023 Budget meeting to address some of the more notable concerns identified by the survey.

CARRIED

7 Enquiries

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 7:15 p.m.

CARRIED

8.1 Present in the Committee of the Whole

Mayor Michael Behiel, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Roger Korte, Councillor Amanda Klitch, City Manager Joe Day, Corporate Services Director/City Clerk Lori Yaworski, and Communication Manager Penny Lee

8.2 Authority

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

8.3 SUMAssure Insurance Policy

8.4 Revert

Moved By: Councillor Larry Jorgenson

That Council revert to the Regular Meeting, the time being 7:28 p.m.

CARRIED

8.5 Recommendation - City Clerk - SUMAssure Insurance Policy

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED

9 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 7:30 p.m.

CARRIED

Chairperson – Roger Nordick

City Clerk – Lori Yaworski

HUMBOLDT BRONCOS MEMORIAL COMMITTEE

Minutes: September 27th, 2022, 5:00 pm Council Chambers (and via Zoom)

Present: Carol Brons (arrived at 5:12), Ed Tobin, Kurt Leicht, Barrie Broad, Laurie Warford, Rob Muench, Larry Jorgenson, Joe Day, Mike Ulriksen, Penny Lee (arrived at 5:12), Gregg Sauter (DCG), Kim Kroll-Goodwin (DCG)

Regrets: Christina Haugan, Joanne Koski, Ivan Buehler

1. Welcome Rob Muench welcomed everyone and called the meeting to order at 5:03 pm.

2. Agenda – The proposed agenda was circulated via email prior to the meeting.

Motion: Larry/Laurie – that the agenda be approved as amended. Carried

3. Minutes – The minutes of August 30th meeting were circulated via email prior to the meeting. There were no errors or omissions.

Motion: Barrie/Kurt – that the minutes of August 30th, 2022 be approved as presented.
Carried

4. Business Arising – there was no business arising out of the minutes.

5. Fundraising Campaign - Update from DCG Philanthropic Services

Greg emphasized the need to get some communication out to the fundraising committees. He continued to stress the difficulty in landing a lead sponsor for the project, without which it will be a struggle to hit a larger target fundraising goal. DCG is encouraging the committee to review the scope of the project and a possible phase in approach to assist with gaining back some traction on the fundraising side.

The committee discussed the possibility of focusing the fundraising attention onto the memorial site while the decision on how to proceed with the Tribute Facility is determined.

DCG (Kim and Greg) exited the meeting at 5:23pm.

6. Update on Current Projects

a) Memorial Site – The primary focus is the clean-up of the site, but the group is having a difficult time finding a storage facility for the items over the winter. The committee discussed some options for supporting the short term storage of items to assist with the process. The initial concept design is still being worked on with the engineers with further discussions required.

b) HUGS Garden – Mike provided a brief update that the majority of the work is complete, but some of the site furnishings including benches and the pergola still remain to be installed.

c) Collections – Joe advised the committee on the request from the Director of Cultural Services to relocate the Broncos memorial display out of the second floor of the gallery, in order to be able to begin using the space once again for programming. The committee understands the rationale for the request and discussed what options might exist, including spaces within the Uniplex facility. The committee has tasked Administration to report back to the committee with a list of alternative options for displaying the collection.

d) Tribute Facility Project – The committee discussed what the next steps should be, recognizing that in not being approved through the ICIP program, the scope and or timing of the project would need to be altered. The Committee decided that:

- Administration would reach out to DCG to discuss re-scoping the project, to see if we can bring the project cost lower, while still maintaining the key components originally envisioned for the project.

- Chair, Rob Muench, along with Carol Brons and Laurie Warford would work together to advocate to the provincial and federal governments on behalf of the project. Administration will sit with the group to strategize the best approach to take with the governments and who the group should be reaching out to.

The committee also discussed the importance of connecting directly with the local fundraising group to get a better sense of where the local businesses are at with respect to supporting the project.

7. Other Business

a) Committee Members – the committee agreed to review the group's terms of reference in order to determine if they still meet the objectives of the committee and provide committee members with the opportunity to evaluate their position with the group.

8. Next Meeting – October 25, 2022 @ 5:00pm

9. Adjourn – Rob thanked everyone for attending.

Motion: Larry/Laurie – that the meeting be adjourned at 6:46 pm.

Carried

HUMBOLDT BRONCOS MEMORIAL COMMITTEE

Minutes: October 25th, 2022, 5:00 pm Council Chambers (and via Zoom)

Present: Carol Brons, Ed Tobin, Kurt Leicht, Barrie Broad, Laurie Warford, Rob Muench, Larry Jorgenson (arrived at 5:02), Joe Day, Mike Ulriksen, Penny Lee, Kim Kroll-Goodwin (DCG), Joanne Koski (arrived at 5:09pm)

Regrets: Christina Haugan, Gregg Sauter (DCG), Ivan Buehler

1. Welcome Rob Muench welcomed everyone and called the meeting to order at 5:01 pm.

2. Agenda – The proposed agenda was circulated via email prior to the meeting.

Motion: Barry/Laurie – that the agenda be approved as amended. Carried

3. Minutes – The minutes of September 27th, 2022 meeting were circulated via email prior to the meeting. There were no errors or omissions.

Motion: Kurt/Barrie – that the minutes of Sept. 27th, 2022 be approved as presented. Carried

4. Business Arising:

a. Terms of Reference: Joe asked that the terms of reference discussion be deferred to the next meeting and that a copy of the document will be circulated to the group.

5. Fundraising Campaign - Update from DCG Philanthropic Services

Kim provided a brief update on two items related to the DCG fundraising efforts:

- 1) The Canadian Trucking Association has provided a donation of \$160,000 to be used as the committee sees fit. The donation came from contributions received from the trucking associations of SK, ON, BC, AB and MB. They are not seeking any publicity for the donation or recognition, other than a photo op that they can share with their members. Kim will look to schedule the in person photo in Humboldt on November 8th.
- 2) DCG has engaged with a potentially significant philanthropic donor who has shown interest in funding the project. They will be forwarded a formal proposal to the individual in the coming days and are hopefully that the donor could be the lead contributor on the project. They will follow up with a meeting once the proposal has been received and reviewed by the donor.

Kim exited the meeting at 5:14pm.

6. Update on Current Projects

a) HUGS Garden – Mike provided a brief update. The City has received a request for a sidewalk ramp for the garden so public works is reaching out to the hospital about that request. The irrigation in the park was blown out by City staff to winterize the garden. There are still some components left to be completed.

Rob noted that we may need to look at adding additional lighting to the space as it is fairly dark and Kurt noted that this could be integrated into the pergola that still needs to be installed.

b) Memorial Site – Carol reported that herself, Kurt and Ed met with the department of highways and that there appears to be some positive movement forward in paving the way for the development of the site. Sask Power has a finalized plan to relocate their power lines away from the site. Clean-up of the site will take place on October 29th, with items returned to Humboldt to be stored by the City over the winter. The next steps will be to further engage Catterall & Wright to move the design planning forward.

c) Collections – Larry provided an update from Council's discussion on relocating the collection from the second floor of the gallery so that the space can return to previous programming. Council's primary concern is that any move out of the gallery to another temporary location may be perceived as diminishing the importance of the collection. Council's opinion is that it would be best to remain in the current location until a more concrete plan for a permanent display is developed. The committee agreed that the collection should remain in the current location at least for the next few months until more information is known about a future permanent location.

d) Tribute Facility Project – Joe noted that there was nothing new to report to the committee. The committee discussed the importance of keep pursuing discussions with the governments for potential funding. The committee was informed that DCG would be remaining on the project but at this time they are doing so without invoicing the committee. The committee also discussed the need to ensure that all in-kind offers for the tribute facility project be documented so that they are available to us when we are at that stage in the process.

7. Other Business – there was no other business to discuss.

8. Next Meeting – November 29, 2022 @ 5:00pm (tentative)

9. Adjourn – Rob thanked everyone for attending.

Motion: Larry/Laurie – that the meeting be adjourned at 5:46 pm.

Carried



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 17, 2022

Attendance: Sandy Weyland, Amanda Klitch, Marliss Fleischhacker, Rosemarie Buttinger, Jennifer Malmsten, and Colleen Jenkins

Absent: Sharen Graf, Sheila Nordick, Rita Theissing

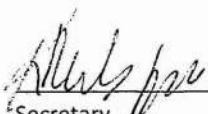
Recording Secretary: Kate Lucyshyn (Branch Librarian)


Call to order by Weyland at 3:33pm

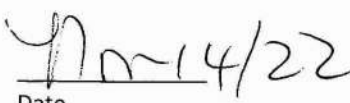
- 1) Agenda: Moved by Malmsten, seconded by Buttinger to accept the agenda with the following addition to communication 3 d) Friends of the Museum and Gallery Festival of Wreaths 2022. Carried.
- 2) Review and Approval of Minutes: Moved by Fleischhacker, seconded by Buttinger that the minutes be adopted as corrected. Carried.
- 3) Correspondence: Friends of the Museum and Gallery, Festival of Wreaths Donation request – Purchase a donation with the funds from the Reid-Thompson Public Library Fines Account. Moved by Jenkins, seconded by Fleischhacker. Carried.
- 4) Financial Reports: Moved by Klitch, seconded by Malmsten that the Financial Reports be adopted as presented. Carried.
- 5) Branch Librarian's Report: Adopted as presented. Carried.
- 6) Action List: Update presented by Weyland, and Klitch. A brief discussion was held about the block books and Wapiti's removal of this resource to Humboldt.
- 7) Repairs/Maintenance Report: Presented.
- 8) Business Arising:
 - a) Item Cataloguing/Processing – Update presented.
 - b) Block Books – Meeting with Wapiti personnel and Wapiti Board Chair to take place in October.
 - c) Library Emergency Preparedness and Response Plan: Moved by Klitch, seconded by Jenkins that discussion on the Emergency Preparedness and Response Plan be postponed until November 14, 2022.
 - d) Library Use by Groups – Issue was discussed. Moved by Jenkins, seconded by Klitch that a decision on the issue of library use by groups is postponed until November 14, 2022.
 - e) Proposed Budgets – A motion to approve the 2023 Wapiti Area Resource Centre Services Humboldt Public Library Budget option B which includes a 2% reduction of the library grant was made by Fleischhacker, seconded by Buttinger. The motion was passed by the board. A motion to pass the 2023 City of Humboldt Public Library Budget option B which includes a 2% reduction of the library grant was made by Klitch, seconded by Malmsten. The motion was passed by the board.
 - f) Moved by Fleischhacker, seconded by Klitch that the Reid-Thompson Public Library fines account be used to purchase shelving for the library storage room. The motion was passed by the board.

9) Next meeting: Monday, November 14, 2022 at 3:30 pm.

10) Adjournment: Moved by Buttinger, seconded by Fleischhacker that the meeting be adjourned at 5:15 pm. Carried.


Secretary


Chairperson


Date



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on November 10, 2022 commencing at 9:00 am at the Gallery.



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Barrie Broad
Ivan Buehler
Aaron Lukan
Larry Jorgenson
Jennifer Fitzpatrick – Director
- REGRETS:** Karen Siermachesky and Susan Bellamy sent their regrets.
- CALL TO ORDER:** Carol called the meeting to order at 9:00 AM.
- LAND ACKNOWLEDGEMENT:** Carol read the municipal land acknowledgement to open the meeting.
- ADOPT AGENDA:** Buehler/Broad:
That the agenda of November 10, 2022, Humboldt & District Museum & Gallery be adopted.

Motion Carried
- ACKNOWLEDGEMENTS:** Carol acknowledged Jennifer and the staff for the great work on the Festival of Wreaths, Santa Visits and volunteer recruitment. Carol thanked Barrie for advocating for the gallery programming space.
- ADOPT MINUTES:** Broad/Jorgenson:
That the minutes of October 13, 2022, Humboldt & District Museum & Gallery be adopted as presented.

Motion Carried
- BUSINESS ARISING:** There was no business arising.
- DIRECTOR'S REPORT:** Jennifer highlighted areas of the report including the museum redesign research work, new programs, Members Show, Reconciliation programs and volunteer recruitment.

Jennifer provided an overview of the recommendation concerning the second-floor exhibit. Larry shared City Council's decision to keep the exhibit in place for the time being, and options for community programming.

Jennifer provided an overview of the proposed 2023 budget document that was circulated to members, which has been reduced from 2022 levels. The board discussed the community survey, and the next steps in the budget process.

The board discussed the results of the board self-evaluation and identified areas and mechanisms for improvement.

The report was received for information.
- FINANCIAL STATEMENT:** The Director presented the financial statement, which was received for information.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.

NEW BUSINESS:

FRIENDS OF THE MUSEUM REPORT: Jennifer reported on the substantial community donations for the Festival of Wreaths. There is great support to help with the setup of the event from existing and new volunteers for the opening on November 17.

FOUNDATION REPORT: The Santa Visits are planned, thanks to the support of community volunteers.

ORIGINAL HUMBOLDT REPORT: The committee is meeting this month to discuss the 2022 operations and 2023 plans.

SPORTS HALL OF FAME REPORT: Aaron reported on their plans for the grant program.

PUBLIC ART COMMITTEE REPORT: Barrie noted that the committee is meeting soon to discuss the 2022 operations and 2023 plans. The board discussed the current appointments from the Public Art Committee to the Memorials Committee and future recommendations of a Museum Board liaison.

WATER TOWER COMMITTEE REPORT: The committee is meeting this month to discuss the 2022 operations and 2023 plans.

COUNCIL REPORT: Councillor Jorgenson did not have anything further to report.

OTHER BUSINESS: Jennifer noted some new conversations around Reconciliation.

NEXT MEETING: The next meeting date will be December 8, 2022 at 9:00 AM at the Museum.

ADJOURNMENT: McLaren/ Broad
That the meeting adjourn at 10:15 AM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary

RECEIVED NOV 21 2022

**MEETING OF THE BOARD OF DIRECTORS OF THE HUMBOLDT & DISTRICT FIRE
PROTECTION ASSOCIATION HELD IN THE MUNICIPAL OFFICE AT HUMBOLDT, SK
ON TUESDAY, NOVEMBER 30TH, 2021 @ 12:00 P.M.**

Present: Glen Korte, Roger Nordick, Darryl Wickenhauser, Sandy Flory, Pat Pomedli, Doug Hogemann, Justin Korte, Mike Kwasnica, Michael Kane and Corinne Richardson.

President Doug Hogemann called the meeting to order @ 12:00pm.

Adopt the Agenda

Justin Korte: "That we adopt the agenda"

Minutes – February 17th, 2021

Sandy Flory: "That the minutes of the February 17th, 2021 Humboldt & District
Seconded by: Fire Protection Association Meeting be accepted as presented.
Brother Basil

CARRIED....."

Elect President

Nominations were called for President for 2021.

Justin Korte: "That we hereby nominate Doug Hogemann."
Seconded by:
Roger Nordick

Glen Korte: "That nominations now cease."

Doug Hogemann was declared President for the Humboldt & District Fire Protection Association for 2022.

Elect Vice-President

Nominations were called for Vice-President for 2022.

Doug Hogemann: "That we hereby nominate Roger Nordick."

Seconded by:
Glen Korte

Glen Korte: "That nominations now cease."

Roger Nordick was declared Vice-President for 2022.

Elect Secretary/Treasurer

Nominations were called for Secretary/Treasurer for 2022.

Doug Hogemann: "That Corinne Richardson be nominated."

Seconded by:
Glen Korte

Roger Nordick: "That nominations now cease."

Corinne Richardson was declared Secretary/Treasurer for 2022.

2022 Remunerations

Pat Pomedli: "That the following remunerations be set for 2022:

Seconded by:	- President -	\$85/meeting
Roger Nordick	- Vice-President -	\$85/meeting
	- Directors -	\$70/meeting
	- Secretary/Treasurer -	\$2,100/year

CARRIED....."

Financial Statements and

Statement of Receipts and Payments:

Justin Korte: "That the Statement of Receipts and Payments for the period ending October
Seconded by: 31st, 2021, in the amount of \$252,173.61 cash being used, represented by
Sandy Flory cheque numbers 2007 through 2079 be accepted as presented, and accounts
receivable in the amount of \$5,388.89 be accepted.

CARRIED....."

2022 Levy

Roger Nordick: "That we approve of the attached 2022 Levy, with a base amount of \$2,700,
Seconded by: and a \$17.51 per capita which is a 3% increase, with the exception of the
Justin Korte Order of St. Benedict, and the City of Humboldt.

CARRIED....."

Fire Chief's Report

Roger Nordick: "That the Fire Chief's report for the period November 1st, 2020 to October 31st,
Seconded by: 2021 be accepted as presented.
Brother Basil

CARRIED....."

Adjourn

Justin Korte: "That the meeting be adjourned at 12:25am^{pm}

CARRIED....."

Vice-President: Doug Hogemann

Secretary-Treasurer: Corinne Richardson

CITY OF HUMBOLDT REPORT

TITLE: Community Safety Officer Program
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: November 28, 2022

RECOMMENDATION

That the City of Humboldt formally approve the creation of the Community Safety Officer (CSO) program with a targeted start date of December 1, 2022, and further,

that the City Manager be appointed as “Chief of Police” and the Director of Protective Services be appointed as “Supervisor” as per requirements of the CSO program, and further,

that the City establish an Out-of-scope position titled Community Safety Officer at the O-6 level to be included and subject to the Out-of-Scope policy #1280, and further,

that Administration be authorized to sign a Memorandum of Understanding (MOU) / Standard Operating Procedure (SOP) with the local RCMP detachment to document the understanding that both the City and the RCMP have about the intended scope of the CSO with respect to matters relevant to the local RCMP.

BACKGROUND

The City of Humboldt has taken the steps to expand its municipal service from strictly Bylaw enforcement to now also include duties under the authority of the Community Safety Officer (CSO) Program. Over the past six months the Bylaw Officer has completed all requirements set out by the Province of Saskatchewan for the designation of the CSO program.

CURRENT SITUATION

The Director of Protective Services along with the Bylaw Officer have met with the RCMP to discuss and fine tune the list of powers the CSO Officer will have, and these have been relayed to the province to be included in the designation.

The City of Humboldt has developed a memorandum of understanding (MOU) between the RCMP and the City for the RCMP’s use of the CSO Officer in relation to RCMP duties.

Community Safety Officers are appointed as special constables through the provincial government under the Police Act, 1990 but employed by Municipalities. Through this

designation CSO’s can enforce numerous provincial acts, such as Traffic Safety, Highways and Transportation, All Terrain Vehicles, Snowmobiles, Alcohol and Gaming, Cannabis, and Trespass to Property, as well as select Criminal Code charges. The ticket enforcement is also supplemented by Summary Offence Tickets. With this added enforcement power, it gives an officer discretion as to whether they issue a bylaw ticket or a summary offence ticket.

COST COMPARISSON BETWEEN BYLAW, CSO, AND RCMP

The following is a cost comparison of the yearly costs, services received, benefits, and downsides of each Bylaw Enforcement, CSO, and an RCMP Officer.

Position	Bylaw	CSO	RCMP – Under Municipal Contract
Employer	Municipality	Municipality, but oversight is a shared responsibility between the Municipality and the Province.	Federal employee, with Municipal and Federal oversight
Enforcement	Municipal Bylaws	Municipal Bylaws and any provincial statutes or criminal code in individuals’ appointment	All Municipal Bylaws, Provincial and Federal Statutes as well as the Criminal Code
Traffic	Limited to municipal bylaws.	Can enforce the Traffic Safety Act – allows for traffic stops	Can enforce the Traffic Safety Act – allows for traffic stops
Sworn Statements	Cannot take sworn statements	Can take sworn statements	Can take sworn statements
Arrest	No power of arrest	Power of arrest	Power of Arrest
Equipment	None	Pepper spray, baton, handcuffs, and ballistic vest. All pieces of equipment must be qualified on through the Saskatchewan Police College	All levels of equipment, from intermediate weapons to lethal force.
Jurisdiction	City of Humboldt as well as any RM that the City contracts services to.	City of Humboldt as well as any RM that the City contracts services to, pending provincial approval.	Anywhere in Canada
Security Checks	Not Mandatory – Criminal record check with vulnerable sector	Must swear Oath of Office. Criminal record check with vulnerable sector. Fingerprinting for CPIC access.	Level 2 Secret
Summons	Cannot issue, but can serve	Can have Summons issued and served	Can have Summons issued and served
Lights (Red & Blue)	Not Permitted	Lights pursuant to the Traffic Safety Act and its regulations	Lights pursuant to the Traffic Safety Act and its regulations
Yearly Cost	Last 3-year average \$92,001.51 (Wages, equipment, animal control, vehicle, etc.)	(Approximate forecasted cost) \$125,000 (Everything that bylaw covers, with the addition of provincial contracts & report software)	Last 3-year average \$139,895. In 2022 the RCMP received a large pay increase. The projected yearly cost for 2022 is \$156,147.00 (including building rental costs)

BYLAW

The Bylaw position is currently an in-scope position and will remain a position within the City's approved list as part of the collective agreement, however there are no plans to immediately re-fill this position.

CSO

Due to a number of factors, the CSO will be placed in out-of-scope grid at the O-6 level and will be subject to the terms of the Out-of-scope policy #1250. In summary this recommendation is based upon:

- Most other CSO positions in the province are not in-scope,
- Provides the flexibility necessary to comply with the complexities of also being subject to Provincial oversight and Provincial requirements
- Will routinely have access to confidential personal information, and
- Will routinely need to use discretion to diffuse sensitive and emotional situations.

RCMP

It is recommended that the City enter into an MOU with the RCMP so that both the City and the local RCMP detachment have clarity on the use of the CSO Officer for the RCMP duties that fall within the scope of a CSO.

Example would be scene security, speeding/seatbelt blitz, public education in schools, etc.

OPTIONS

1. Approve the recommendation to implement a CSO Program for the City of Humboldt.
2. Provide recommendation to Administration for further direction.

COMMUNICATION AND ENGAGEMENT

Once the program has been approved and the designation has been given by the province, a full advertising campaign will take place with our Communication Department to ensure the residents of Humboldt are aware of the new program and the powers of a CSO.

FINANCIAL IMPLICATION

The total estimated up front cost of implementing the CSO program in the City of Humboldt was originally set at \$37,000.

As of today, all the personnel equipment has been ordered and picked up, the vehicle has undergone all its modifications, we have signed on with Provincial Dispatch, and signed up with MRF Geosystems for our records management and E-Ticketing. We were fortunate enough to find some more economical options and the total cost input is \$23,780

The total estimated ongoing annual cost of the CSO program including provincial dispatch, reporting software, salary and benefit increase is \$125,000 a year compared to the current bylaw program at \$92,000 a year.

ATTACHMENTS

- Draft Memorandum of Understanding with the RCMP

CONCLUSION

As the City continues to grow and evolve so must our approach to providing the community with a safe and reliable way of addressing their concerns. Establishing a CSO program is a unique community driven initiative addressing local community safety concerns while providing support to local police agencies. The CSO program provides the City of Humboldt with another tool that can be utilized as to how they deem necessary in educating and enforcing municipal bylaws as well as provincial acts. As The City has already invested in training and other assets, the next course of action is to implement the program.

F DIVISION STANDARD OPERATING PROCEDURES (SOP) COMMUNITY SAFETY OFFICER (CSO) PROGRAM

BETWEEN:

HUMBOLDT RCMP

-and-

CITY OF HUMBOLDT

1. Preamble
2. Purpose
3. General
4. Relationship Building
5. Call Taker (RCMP)
6. CSO Employer and CSO(s)
7. Supervisor/Investigating Member (RCMP)
8. Detachment Commander
9. CPIC
10. Approved Screening Device (ASD)

1. Preamble

- 1.1. The Community Safety Officer (CSO) Program is a Provincial initiative. The Program has been implemented at the request of the City of Humboldt to expand resources to address local concerns, further develop police/community contact and to enhance existing services.
- 1.2. The CSO Program provides Municipalities and First Nation Communities the option to enhance existing community safety services through the employment of CSOs. CSOs deliver high priority/low risk to harm community safety services and provide communities with additional uniformed presence.
- 1.3. The alternative service delivery model was developed by the Ministry of Corrections, Policing and Public Safety (the "Ministry") in partnership with the Saskatchewan Association of Rural Municipalities (SARM), Saskatchewan Urban Municipalities Association (SUMA), Royal Canadian Mounted Police (RCMP), and the Saskatchewan Association of Chiefs of Police (SACP), to provide municipalities and First Nations the opportunity to deliver supplemented uniformed presence in their communities, and to address local community safety concerns and support local police agencies.

2. General

- 2.1. CSOs have been appointed Special Constables under Part V of The Police Act, 1990 and have peace officer status in Saskatchewan subject to the limitations of their appointments.
- 2.2. The CSO is hired and managed by the City of Humboldt.
- 2.3. The CSO is accountable to the City of Humboldt.
- 2.4. City of Humboldt is to ensure that all information is shared with the Humboldt RCMP in an effective manner, so each employee (PSE/RM/Guard) is aware of the powers and limitations of the CSO program.
- 2.5. Subject to their appointments, CSOs are required to wear soft body armor, carry OC spray, a police defensive baton, handcuffs and drive a marked enforcement vehicle. They do not have the authority to carry firearms. The City of Humboldt CSO's may be wearing a body camera when on duty, if equipped.
- 2.6. CSOs are neither Auxiliary Constables nor Reserve Constables.
- 2.7. CSO authority, responsibility and duties are limited to what their appointment includes and will be specified in their appointments. This may vary from community to community.
- 2.8. CSOs have limited territorial jurisdiction which will be specified in their appointments.
- 2.9. City of Humboldt CSOs have the authority to enforce:
 - The Traffic Safety Act;
 - The Alcohol and Gaming Regulation Act;
 - The Highways and Transportation Act;
 - The All-Terrain Vehicles Act;
 - The Snowmobile Act; The Municipalities Act;
 - The Trespass to Properties Act,
 - The Environmental Management and Protection Act,
 - The Tobacco and Vapour Products Control Act,
 - The Cities Act,
 - The Cannabis Control (Saskatchewan) Act
 - The Animal Protection Act, 2018
 - The Pawned Property (Recording) Act,
 - The Mental Health Services Act in the (CSO Location) as indicated in the Community Safety Officer Program Policy Manual 2021, and
 - Other acts on employer request and training may also be added i.e. First Nation Laws

- 2.10. City of Humboldt CSO's may encounter circumstances where the commission of a criminal offence is occurring. In these instances, CSO(s) must follow the Criminal Occurrence Procedures in Part XV, Section 2(c) of the CSO Policy Manual 2017.
- 2.11. City of Humboldt CSOs do not have delegated authority to respond to complaints of a criminal nature other than **not in progress** Theft Under \$5000 Section 334 (b) CC and **not in progress** Mischief Under \$5000 Section 430(1) CC as indicated in the CSO Policy Manual 2017.
- 2.12. City of Humboldt CSOs do not have the authority to approach, confront or arrest suspects in the above designated offences listed in section 2.11.
- 2.13. For ALL OTHER Criminal Code offences, the City of Humboldt CSOs should not handle or process evidence of an offence and should immediately take steps to preserve the evidence and notify the RCMP Detachment.
- 2.14. City of Humboldt CSOs can respond to complaints that may resemble criminal disturbances but are infractions under Provincial Statutes/Acts/By-Laws. In these instances, the CSO does have delegated authority to respond as long as it falls in their designation.
- 2.15. The phone # is XXX-XXX-XXXX for the City of Humboldt CSO's.
- 2.16. Humboldt RCMP will bear no responsibility for dispatching, monitoring, or documenting complaints for the CSOs.
- 2.17. Any complaints made to the RCMP about a CSO are to be referred to the Chief of Police for City of Humboldt. The Chief of Police for City of Humboldt will refer the complaint to the Public Complaints Commission where required. They are responsible for the investigation and discipline of the CSOs.

3. Relationship Building

- 3.1. In an effort to ensure there are effective working relationships between the City of Humboldt CSO's and the Humboldt RCMP, the Humboldt RCMP will engage in the following initiatives:
 - 3.1.1. The Detachment Commander will select a representative to meet with the CSO(s) upon their arrival or as soon as possible to make introductions and begin the process of relationship building.
 - 3.1.2. The Detachment representative will meet informally with the CSO(s) and complete the following:
 - a. Review the CSO Standard Operating Procedures with the RCMP;
 - b. Review CSO policy and procedure;
 - c. Invite CSO to the RCMP Detachment for an orientation of the office and meet the Detachment Commander;

- d. Plan 3-4 Police Observer Program drives with the CSO to familiarize them with the RCMP duties;
- e. Make efforts to include the CSOs in any community-based initiatives such as bike rodeo, Distracted Driving, car seat clinics, and community engagement discussions (town halls);
- f. Continue to meet informally to maintain working relationships revisiting the MOU as needed; and
- g. Identify and communicate with the supervising coordinator for the CSO program within the community.

4. Call Taker (RCMP)

- 4.1. Upon receiving a complaint in the City of Humboldt, determine if it meets the criteria set out in the City of Humboldt CSO appointment and the CSO Policy Manual 2017.
- 4.2. Notify the shift NCO or senior ranking member to confirm that the complaint meets the criteria set out in the City of Humboldt CSO appointment and the CSO Policy Manual 2017.
- 4.3. If the complaint does meet the criteria, contact the City of Humboldt CSO's to determine if they will take responsibility for the investigation.
- 4.4. If the CSO determines it is outside their designation, the RCMP will conduct the investigation.
- 4.5. Any calls received by DOCC will be dispatched to a Humboldt RCMP member as usual.
 - 4.5.1. A call received by Humboldt RCMP through DOCC may be re-directed to the City of Humboldt CSO by the dispatched member as listed in 4.1 and 4.2.
- 4.6. If no City of Humboldt CSO is on duty, the call will be dispatched to a Humboldt RCMP Detachment member as usual.
 - 4.6.1. Calls that fall within the CSO's designation that do not require an immediate response can be referred to the CSO for action on their next scheduled shift.
- 4.7. If a complaint is re-directed to the City of Humboldt CSO and does not require RCMP follow up, create a file on PROS showing assistance to outside agency, the type of call and include Divisional PROS Survey Code XXXX-XXXX – F Division – Community Safety Officer related calls. Link Humboldt Community Safety Officer as assisting agency under the involved tab. Assign the PROS file to an on-shift member for updating and conclusion.
- 4.8. If a complaint requires retention by Humboldt RCMP, but the City of Humboldt CSO can assist in the initial response and investigation of as outlined in 2.11, create a file on PROS with the appropriate file type and include Divisional PROS Survey Code XXXX-XXXX – F Division – Community Safety Officer related calls. Link Humboldt Community Safety Officer as assisting agency under the involved tab. Assign the PROS file to an on-shift member for follow up.

5. CSO Employer and CSO(s)

- 5.1. City of Humboldt CSO's duties are assigned by the City of Humboldt in scope of the City of Humboldt CSO's appointment and CSO Policy Manual 2017.
- 5.2. In the spirit of working together for the safety of the community, City of Humboldt will keep Humboldt RCMP informed regarding the focus of City of Humboldt CSO's duties inclusive of any changes as may occur.
- 5.3. City of Humboldt Chief of Police will ensure all employees affiliated with the City of Humboldt CSO program are aware of the SOP.
- 5.4. City of Humboldt will afford opportunity for the City of Humboldt CSO's to engage in relationship building initiatives with Humboldt RCMP where possible.
- 5.5. In relation to their assigned duties, City of Humboldt CSO's:
 - 5.5.1. Upon receiving a complaint that does not meet the criteria set out in City of Humboldt CSO appointment and the CSO Policy Manual 2017, the City of Humboldt CSO are to immediately notify Humboldt RCMP of the complaint and forward for their investigation.
 - 5.5.2. May receive and evaluate any forensic evidence (in relation to designated Provincial and Criminal Code offences) and when appropriate, record same (e.g., exhibits, photographs, witness statement).
 - 5.5.3. Will follow proper exhibit handling procedures (e.g., storage, movement and marked with location, date, time, name, and initials of the person who seized the exhibit).
 - 5.5.4. Exhibits for criminal matters will be turned over to the Humboldt RCMP investigator on that related Occurrence as soon as possible.
 - 5.5.5. Reports, statements, notes, and any other investigational material for any Mischief or Theft Under \$5000 Criminal Code not in progress investigations will be handed over to the Humboldt RCMP in a timely manner for final decision on investigational outcome (e.g., charges, conclusion).

6. Supervisor/Investigating Member (RCMP)

- 6.1. Ensure the complaint on PROS is modified to reflect Humboldt RCMP involvement.
- 6.2. Keep Divisional PROS Survey Code XXXX-XXXX – F Division – Community Safety Officer related calls in the scoring of the file.

- 6.3. Files involving CSOs that require investigation or retention by Humboldt RCMP are to be scored to show RCMP as lead agency. Divisional PROS Survey Code XXXX-XXXX – F Division – Community Safety Officer must also be added to the UCR scoring.
- 6.4. Follow up as necessary on any Theft or Mischief Under \$5,000 attended by the City of Humboldt CSO in a timely manner, including arrest and release of suspects.
- 6.5. Ensure that all documentation on any Theft or Mischief Under \$5,000 attended by the City of Humboldt CSO is scanned to the PROS file
- 6.6. Document reception of any exhibits from the City of Humboldt CSO and follow proper exhibit handling procedures.

7. Detachment Commander

- 7.1. Conduct a regular review of the CSO working relationship.
- 7.2. Will obtain a copy of the CSO appointment.
- 7.3. Unless otherwise advised by City of Humboldt, any problems or concerns are to be discussed with the Chief of Police of City of Humboldt.
- 7.4. Ensure all employees of Humboldt RCMP are aware of the SOP and authorities for the CSOs which includes CSO appointment and the CSO Policy Manual 2017.
- 7.5. If monthly Community Consultative Groups are functioning within the community, ensure the CSOs are invited.
- 7.6. Consider creating an administrative file to track meetings and interactions related to the CSO program.
- 7.7. When a Detachment representative is transferred, the Detachment Commander will identify a new representative and ensure the new representative is introduced to the City of Humboldt CSO's in a timely manner.

8. CPIC

- 8.1. Any warrants resulting from a Summary Offence Ticket (SOTI) issued by the City of Humboldt CSO's will be entered on CPIC and held by Humboldt RCMP.
- 8.2. The responsibility to make attempts to execute such warrants will remain with the City of Humboldt CSO's.
- 8.3. Documentation of such attempts will be the responsibility of the City of Humboldt CSO's and such documentation will be made available to the Humboldt RCMP upon request.

9. Approved Screening Device (ASD)

- 9.1. City of Humboldt will advise Humboldt RCMP should the City of Humboldt CSO's receive the ASD certificate and will be utilizing the ASD in the course of the CSO(s) duties.
- 9.2. City of Humboldt CSO's will follow Part XV, Section 3 of the CSO Policy Manual 2017 in relation to ASD use.

This SOP is entered into on this X day of XXXXXX, 2022:

Humboldt RCMP

Sgt. Rielly Knock
NCO i/c Humboldt RCMP

City of Humboldt

Joe Day
City Manager, City of Humboldt

DRAFT

CITY OF HUMBOLDT REPORT

TITLE: Proposed Lot Consolidation (304 & 308 7th Avenue)
PREPARED BY: Frank Carpentieri, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: November 28, 2022

RECOMMENDATION

That Information Services of Saskatchewan (ISC) be advised that the City of Humboldt supports the proposed surface consolidation of the following parcels of land (located at 304 and 308 7th Ave, Humboldt, SK):

- Lot 10, Block 73, Plan 65H08696;
- Lot 11, Block 73, Plan 65H08696; and
- Lot 12, Block 73, Plan 65H08696

BACKGROUND

The City has received a request from property owners S & A Earis seeking to consolidate lots 10, 11 and 12, Block 73, Plan 65H08696, all of which are adjacent to each other and under their ownership. While lots 11 and 12 include their family home being placed across the boundaries of these two parcels, lot 10 is currently vacant and used as a 'side-yard'. The three (consecutive) parcels also give the appearance of 'one' site which will continue to form part of the current streetscape of 7th Avenue.

The consolidation does not require an Application to Subdivide (or approval from Community Planning) as no property boundaries are to be altered. ISC will manage the application following Council's Resolution to support the property owner's request.

CURRENT SITUATION

The City has been working with the property owners since recently purchasing this home and has provided advice regarding how taxes may be affected if all (three) parcels were consolidated. SAMA has recently responded that in this case the assessment would differ based on the premise that if these parcels were to be consolidated that *"the applied rate per square foot declines as the parcel gets larger"*.

The Planning Branch has also provided advice regarding options for this site remaining 'as is' versus being consolidated, and what would be required if the vacant site was to be later developed. Another discussion point was how the *Zoning Bylaw* does not allow standalone accessory buildings to exist on vacant parcels (in residential zones) if the property owner ever wanted to utilize the vacant parcel for this purpose.

Lots 10, 11 and 12 are currently Zoned *R2 – Medium Density Residential*, and the required development standards under the *Zoning Bylaw 04/2016* will continue to be met with the consolidation of these parcels (as only the 'minimum site area' is regulated under *Development Standards*).

OPTIONS

1. Approve the recommendation.
2. Reject the request by the property owner for proposed surface consolidation of Lots 10, 11 and 12, Block 73, Plan 65H08696.

ATTACHMENTS

- Attachment A: Site Plan - Proposed Surface Consolidation
- Attachment B: Letter of Request

COMMUNICATION AND ENGAGEMENT

The applicant and ISC will be informed of Council's decision.

FINANCIAL IMPLICATION

While there is no anticipated financial impact of the recommended action, it should be noted that a consolidation may result in a revaluation of the property resulting in a minor change to the tax revenue being received by these properties.

CONCLUSION

The proposed surface consolidation of these lots is supported as it would continue to be within scope of the *R2 – Medium Density Residential* district and the development standards set out for this zone. The City considers this consolidation of parcels to have no impact on any existing streetscape, surrounding uses or any potential future residential uses.

Attachment A

SITE PLAN – PROPOSED SURFACE CONSOLIDATION



Attachment B

LETTER OF REQUEST

From: [Sarah-Ann Earis](#)
To: [Humboldt Planning](#)
Cc: [Redacted]
Subject: 304 7th Avenue Consolidating Lots Request
Date: Friday, November 4, 2022 1:53:19 PM

Good Afternoon Frank,

Thank you for sitting down with us this morning to discuss options we have regarding consolidating our lots.

We would like to go ahead with the process of consolidating our lots, lot 10,11, and 12-Blk/Par 73-Plan 65H08696. For the civic address of 304 7th Avenue, Humboldt.

Here is all of the information you should require, if you need any further information please don't hesitate to contact us.

Sarah Earis - [Redacted]
Aaron Earis - [Redacted]
Title Numbers - 155912294 (Lot10), 155912317 (Lot11), 155912328 (Lot12)

If you can let us know the next steps required to get our lots consolidated.
Thank you,



CITY OF HUMBOLDT REPORT

TITLE: 2023 Executive Committee & Council Meeting Schedule
PREPARED BY: Lori Yaworski, Director of Corporate Services/City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: November 28, 2022

RECOMMENDATION

That the Council and Executive Committee meeting schedule for 2023 be as follows:

	Executive Committee	Council Meeting
January	January 9 @ 5:30 p.m.	January 23 @ 5:30 p.m.
February	February 13 @ 5:30 p.m.	February 27 @ 5:30 p.m.
March	March 13 @ 5:30 p.m.	March 27 @ 5:30 p.m.
April	April 10 @ 5:30 p.m.	April 24 @ 5:30 p.m.
May	May 8 @ 5:30 p.m.	Tuesday, May 23 @ 5:30 p.m.
June	June 12 @ 5:30 p.m.	June 26 @ 5:30 p.m.
July	July 10 @ 5:30 p.m.	July 24 @ 5:30 p.m.
August	August 14 @ 5:30 p.m.	August 28 @ 5:30 p.m.
September	September 11 @ 5:30 p.m.	September 25 @ 5:30 p.m.
October	Tuesday, October 10 @ 5:30 p.m.	October 23 @ 5:30 p.m.
November	November 13 @ 5:30 p.m.	November 27 @ 5:30 p.m.
December	December 11 – Cancelled	December 27 - Cancelled

Special Council Meetings:

Budget Meeting	December 4 @ 9:30 a.m.
Special Council Meeting	December 11 @ 5:30 p.m.

BACKGROUND

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

CURRENT SITUATION

The 2023 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 2024 Budget meeting on December 4, 2022.

OPTIONS

1. Approve the recommendation.
2. Reject the recommendation and request administration make changes 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 2023 Council meeting schedule be changed to cancel the December scheduled meetings and call Special Council meetings for the 2024 Budget and December Council meeting.

CITY OF HUMBOLDT REPORT

TITLE: Community Buildings Retrofit Grant Application
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: November 28, 2022

RECOMMENDATION

That Administration be authorized to prepare and submit a grant application to the Green Municipal Fund's Community Buildings Retrofit Program for the completion of a Community Building Monitoring and Analysis; and further that if approved the City is willing to cover the portion not covered by the grant, 20%, estimated at \$5,000.

BACKGROUND

The City is currently seeking ways to reduce its greenhouse gas (GHG) emissions through optimizing the energy performance of the various systems that operate within City buildings. There is significant grant funding available to assist with the retrofitting of existing facilities, however without monitoring systems in place, it is impossible to benchmark the energy performance of existing facilities and is therefore more difficult to be approved for grant funding.

CURRENT SITUATION

The GMF's Community Buildings Retrofit Program is designed specifically to assist communities like Humboldt in establishing the benchmarks required to be approved for larger retrofit grants. The Community Building Monitoring and Analysis grant is targeted to owners of community buildings that do not have a building monitoring and analysis system in place. This system would enable the City to:

- Monitor the energy performance of our buildings, allowing for weather normalization and year-over-year comparisons
- Benchmark the energy performance of our buildings
- Identify and implement simple energy conservation measures
- Track, monitor and report energy performance after energy conservation measures are implemented
- Translate energy savings to GHG reductions

To be eligible for funding our project must include the set up and use of energy monitoring software and provide building energy benchmarking. The project may also include services to support these activities, additional services to identify energy conservation measures and procurement and installation of a sub-metering system. The application also expects the City to make a business case for ongoing building monitoring and analysis to support decision making.

FINANCIAL IMPLICATION

The grant application provides funding of 80% of eligible expenses to a maximum of \$25,000. Administration has been working with Altawest, a company that we have been using for several years on a much smaller scale to monitor and optimize the equipment associated with our arena ice plant. They have provided an estimate of \$24,900 to complete the installation of monitoring equipment and access to monitoring software for all City buildings.

If approved, the GMF grant would cover 80% of the eligible costs, leaving the City to cover roughly \$5,000 out of its existing operating budgets.

CONCLUSION

As the City does not have software in place to benchmark its current greenhouse gas emissions, this is a necessary first step. The ability to gain this data is vital to moving forward and successfully securing grant funding for building retrofits.



CITY OF HUMBOLDT REPORT

TITLE: Event Services Manager
PREPARED BY: Michael Ulriksen, Director of Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: November 28, 2022

RECOMMENDATION

That the Event Services Manager position be created and placed at the O-7 level of the Out of Scope pay grid and that that the out-of-scope policy #1280 be updated accordingly; and further that the City fill the Event Services Manager position as soon as practical, and that the Recreation & Event Coordinator position remain vacant.

BACKGROUND

Historically, the Community and Leisure Services department has been involved in community programs and events in the following ways:

- 1. Developed and Delivered:** CLS department plans and implements City-led programs and events to meet community needs and fill gaps unmet by other community organizations.
- 2. Supported:** CLS department provides support in the form of grants/sponsorships, equipment, and staffing resources to assist groups in delivering successful program and events.
- 3. Facilitated:** CLS department provides and maintains recreational and event facilities that serve as the site for a wide range of community programs and events throughout the year.

In 2022, the department sought to offer additional opportunities coming out of the COVID lockdown. While the CLS department devoted significant resources to the development and implementation of a broad range of initiatives, several factors including staffing shortages, lack of volunteer support and generally low community engagement, led to less than desired outcomes. At the same time, a slower than expected return to usage of our recreational and event spaces led to a drop in overall revenues associated with these spaces.

CURRENT SITUATION

Administration is recommending that a heavier emphasis be placed on maximizing the use of City-operated facilities and less resources allocated to the development and delivery of City-led programs and events. To meet this shift in priority, Administration has created an Event Services Manager position to replace the current Recreation and Community Event Coordinator. While

the development and delivery of programs and events can be largely carried out by community organizations, the onus for providing recreational and event facility space largely falls to the municipality. With the growing costs of operating these facilities, a greater focus needs to be placed on maximizing their usage, which Administration expects will increase traffic to the community, increase opportunities for residents and lower the tax burden associated with the operating costs of these spaces.

Included in the role of the Event Services Manager will be to:

- Engage with potential clients, both locally and abroad, to maximize the use of all recreational facilities and to increase tourism to the community.
- Actively monitor all facility schedules, ensuring that the facilities are scheduled to maximize revenue potential of the spaces.
- Coordinate with communications department on the development of marketing strategies and identify targeted demographics for external communications.
- Administer all community grants and sponsorship programs related to recreational programs and events.
- Supervise all administrative functions of the department, managing all steps along the rental process to attract and retain a broad range of rental and user groups.
- Provide support to community organizations with the goal of building capacity in the delivery of community-led recreational programs and events.

The development and delivery of city-led programs and initiatives is very labor intensive and requires a great deal of coordination and resources within the department. While in the past, this effort was essential for meeting a broad range of community needs, the growing capacity within the community means a lesser reliance on city-led programs and events. As a result, the City is able to redirect resources to maximize that use of city-operated facilities in order to increase community usage and generate increased tourism traffic to the community.

While the department will shift its focus away from City-led initiatives, the onus will still be on the department to determine the best path forward for some existing activities such as the Summer Sizzler and Canada Day events. These initiatives will not be abandoned because of this change in priority but are expected to evolve to be less dependent on City resources in the coming years.

OPTIONS

- Accept Administration's shift in priorities for program and event management within the CLS department and update the out-of-scope policy as recommended.
- Provide alternative direction to Administration on how the Community and Leisure Services Department should be investing in community programs and events.

COMMUNICATION AND ENGAGEMENT

NA

ATTACHMENTS

- None

FINANCIAL IMPLICATION

The Event Services Manager will be placed on level 0-7 on the out-of-scope grid, which is the same level that was budgeted in 2022 for the Programs and Events Manager. During 2022 the vacancy in the Programs and Events Manager position was filled at the O-8 level by the Recreation and Event Coordinator position. So, from a budget-to-budget comparison there is very little change, however it will be a cost increase compared to what was actually paid in 2022.

Administration expects to see a small positive impact to the budget in 2023 resulting from reduced program expenses. A more significant impact in the 2024 budget is expected as rental revenues from city-operated facilities are expected to increase as a result of attracting new activities and rentals to the community.

CONCLUSION

It continues to be the priority of the Community and Leisure Services department to maximize the benefits resulting from investments made in parks and recreation services within our community. The renewed focus on maximizing the use of our recreational facilities is expected to increase community usage, increase tourism activity, and reduce the cost to taxpayers for maintaining these facilities. The department will continue to assist in building capacity within community organizations to ensure that opportunities to participate in a broad range of community programs and events are still accessible to residents and visitors.



CITY OF HUMBOLDT REPORT

TITLE: Leisure Pass Rate Changes
PREPARED BY: Michael Ulriksen, Director of Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: November 28th, 2022

RECOMMENDATION

That proposed changes to the Leisure Pass rates be approved effective immediately and that the Uniplex Rental and Rates Policy #10000 be amended accordingly.

BACKGROUND

The Community Leisure Pass provides access for residents to utilize public drop-in usage of City facilities and programs by purchasing a single all-encompassing recreational pass. The rates and policies associated with the leisure pass is contained within Policy #10000.

CURRENT SITUATION

The purpose of the Leisure Pass is to encourage residents, individuals living within driving distance of Humboldt and those visiting for an extended period, to engage in recreational activities as a part of their regular routine. The passes were introduced in their current all-inclusive form in 2018 and are currently offered in durations from 2 weeks to 12 months. The rate structure for the passes is directly correlated with the price of the single admission pass which is reviewed and updated annually.

Administration is recommending the following changes to the Leisure Pass rate categories:

1. **Cancel the 2 Week Trial Memberships** – This membership was introduced as a way for new members to test out the facility, but Administration has recognized that most new users prefer the one month pass over the two week pass, to give themselves more time to try out the various opportunities the pass provides.
2. **Change Rate Calculation for 6 Month Passes** – Currently the six-month pass rate is set at five and one-half (5.5) times the rate of a one-month pass. Administration believes that the incentive for purchasing the 6-month pass is not enough to encourage people to commit beyond month to month. Administration is recommending the rate be set to 5 times the one-month pass rate, providing six months for the price of five.

3. **Change Rate Calculation for 12 Month Pass** – Similar to the six-month pass scenario, Administration believes that by increasing the incentive more users will see the value in committing to a twelve-month pass. Administration is recommending that the rate for the pass be set at nine (9) times the one-month pass, down from ten (10) times the one-month pass as it currently sits.

The following chart outlines in red the proposed changes to the Leisure Pass rates:

PASSES (2 Week Trial Pass)	2022	2023	2024
Children (7-11 years)	\$17.86	\$18.57	\$19.05
Youth (12-18 years)	\$20.24	\$20.95	\$21.43
Adult (19+ years)	\$22.62	\$23.33	\$23.81
Family	\$45.24	\$46.43	\$47.62
PASSES (1 Month Pass)	2022	2023	2024
Children (7-11 years)	\$35.71	\$36.90	\$38.09
Youth (12-18 years)	\$40.48	\$41.67	\$42.86
Adult (19+ years)	\$45.24	\$46.43	\$47.62
Family	\$90.48	\$92.86	\$95.24
PASSES (6 Month Pass)	2022	2023	2024
Child (6-11 years)	\$196.43 \$178.55	\$202.86 \$185.71	\$209.52 \$191.67
Youth (12-18 years)	\$222.62 \$202.40	\$229.05 \$208.33	\$235.71 \$214.29
Adult (19+ years)	\$248.81 \$226.20	\$255.24 \$230.95	\$261.90 \$236.90
Family	\$497.62 \$452.40	\$510.71 \$461.90	\$523.81 \$473.81
PASSES (12 Month Pass)	2022	2023	2024
Child (6-11 years)	\$357.14 \$321.39	\$369.05 \$334.29	\$380.95 \$345.00
Youth (12-18 years)	\$404.76 \$364.32	\$416.67 \$375.00	\$428.57 \$385.71
Adult (19+ years)	\$452.38 \$407.16	\$464.29 \$415.71	\$476.19 \$426.43
Family	\$904.76 \$814.32	\$928.57 \$831.43	\$952.38 \$852.50

OPTIONS

- Approve the recommendation and update Policy #10000 as proposed.
- Provide alternative direction to Administration regarding leisure pass rate structure.

COMMUNICATION AND ENGAGEMENT

NA

ATTACHMENTS

NA

FINANCIAL IMPLICATION

It is difficult to project the financial impact of this decision on the actual revenues received in 2023. The 6 month and 12 month passes account for roughly 32% of the total leisure pass revenue, both currently and pre-COVID. The proposed rate increases would recommend reducing the rate associated with these passes by 10%. Administration believes that with the added incentives and some pre- and post-Christmas promotion of the rates, the new rates will become attractive to those who have used the facility off and on as well as new users of the facility. If correct, we should see an overall increase in leisure pass revenues in 2023.

CONCLUSION

With the cost of living continuing to climb, we are being forced to look at the rates that we charge for use of our facilities to find the right balance between rate increases to combat inflationary costs without setting prices too high that we limit those that can access them. Administration believes that this recommendation is one small step in the right direction towards finding that right balance to increase overall usage of our recreational facilities and in turn increase the cost recovery associated with them.

CITY OF HUMBOLDT REPORT

TITLE: ICIP Grant Application – Carl Schenn Park Detention Pond
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Lori Yaworski, Acting City Manager
PREPARED FOR: City Council
DATE: November 28, 2022

RECOMMENDATION

That the Council of The City of Humboldt support the application for an Investing in Canada Infrastructure Program (ICIP) grant of the Carl Schenn Park Detention Pond Project valued at \$1,617,800 (PST Included) and Council agrees to meet legislated standards, to meet the terms and conditions of the ICIP program, to conduct an open tendering process, to manage the construction of the project, to fund the municipal share of the project, to fund ongoing operation and maintenance costs, and to follow any mitigation measures as required by the federal Impact Assessment Act and The Environmental Assessment Act (Saskatchewan).

BACKGROUND

The City-Wide Heavy Rainfall Stormwater Modelling Assessment identified several detention ponds for construction consideration. All projects are valued at \$13.73 Million. The first project on the list is the Carl Schenn Park Dry Pond and Piping. The estimated cost is around \$1,617,800 (including PST) with intentions of constructing in 2023 pending budget approval. In September 2022, a grant application for funding was also applied to the Natural Infrastructure Fund however no responses have been received regarding the consideration status.

CURRENT SITUATION

The last application intake for the ICIP – Green Infrastructure Stream which closes on November 29th. This is the same funding stream that the Wastewater Treatment System Upgrade Project was applied for and awarded.

COMMUNICATION AND ENGAGEMENT

Administration will complete the application if approved by Council.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

The anticipated cost of the project is \$1,617,800 including PST. Administrations intentions are to apply for the grant requesting that the federal and provincial governments fund 73% (\$1,180,992) of the costs. The remaining 27% (\$436,808) would be funded by the City of Humboldt. The City has collected the storm water levy from utility bills and has reserves adequate to fund the City's portion of the project if approved.

CONCLUSION

The grant may not be successful, however any attempt to obtain federal or provincial grants for large capital projects are desired to pursue to limit the financial burdens on ratepayers.

CITY OF HUMBOLDT REPORT

TITLE: Results of 'City of Humboldt 2023 Budget and City Services' Survey
PREPARED BY: Joe Day, City Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: November 28, 2022

RECOMMENDATION

That Administration be directed to bring recommendation to the 2023 Budget meeting to address some of the more notable concerns identified by the survey.

BACKGROUND

In earlier discussions about the 2023 budget, Council discussed options for receiving input from the community and determined that an online budget survey would be an appropriate method. The Marketing and Development Manager along with the City Manager developed a 31-question survey that was available for the public to complete electronically through SurveyMonkey, or by hardcopy that could be completed and returned to City Hall. The survey was open from October 13th to October 28th. It was promoted through the City's website, social media, the local radio station, and an insert in the October water bills.

CURRENT SITUATION

Conducting any survey will have limitations on how useful the information is when it is received, and this survey is no different. Administration would like to identify some of the benefits and limitations of the 'City of Humboldt 2023 Budget and City Services':

The observed benefits of conducting the survey are:

- Informing the public of the City's activity areas and overall costs of taxation-related activities
- Enabling the public to provide input on the budget process
- Getting an indication of public support or dissatisfaction for the identified service areas
- Receiving comments from the public on suggested changes for City operations

The observed limitations of the survey are:

- The public has very little background information when completing the survey and recommending if a service area should receive more or less resources.

- Many questions do leave “room for interpretation”
- There are no restrictions on who could participate in the survey; a participant could be from outside the City or could participate multiple times using different devices.
- There is no clear way to utilize the feedback within the budget process; Council is not obligated to follow any of the advice found within the survey results.

In reality the results seem to indicate what the public views as “High priority”, “Medium priority”, and “Low Priority” activities. The following colour-coded table was created to represent these three groupings. Green represents the operational areas where the public sees as a high priority, the orange represents areas that the public places the lowest priority, and the yellow are the remaining operational areas that are being termed as medium priority.

OPERATIONAL SERVICE AREAS

Question number	Service Area	Satisfied / Priority Area	Dissatisfied / Unimportant
3	Snow and Ice	96.76	3.24
1	Road Maintenance	94.44	5.56
19	Mobility Van	94.04	5.96
16	RCMP	89.45	10.55
9	Parks and Playgrounds	86.17	13.82
2	Sidewalks and trails	82.03	17.97
5	PW Admin	81.95	18.06
7	Uniplex Facilities	79.72	20.28
10	Facility Maintenance	79.54	20.47
15	Protective Services	76.60	23.39
17	Planning	75.93	24.07
14	Library	74.77	25.23
21	General Government External Services	70.70	29.30
4	Misc Public Works	68.67	31.34
11	LS Admin	67.74	32.26
8	City sponsored Events	66.82	33.18
18	Economic Development	66.20	33.80
13	Cultural Services	59.45	40.55
20	Corporate Services	58.98	41.01
22	City Council	50.46	49.54

Following the same “percent satisfied” ranges used for the operational activities, the capital spending categories are colour-coded below:

CAPITAL SPENDING AREAS

Question number	Service Area	Satisfied	Dissatisfied
23	Watermains and Roads	94.47	5.53
26	Storm Water	93.55	6.45
24	Lagoons and Lift Stations	91.63	8.37
27	Building Upgrades and Replacements	83.80	16.20
28	Small Capital	74.42	25.58
25	Equipment and Vehicles	63.72	36.28

There were two questions included in the survey that are referred to as: “General Governance” questions. The following shows the responses to those questions.

GENERAL GOVERNANCE QUESTIONS

Question number	Service Area	Agree	Disagree	Higher fees for non-residents
6	Do you agree that listed utilities should be "User Pay"?	66.36	33.64	
12	Council should negotiate cost sharing with surrounding communities	46.05	42.79	11.16

One of the final questions in the survey was to identify the age of the respondent. The “Census Benchmark” column identifies how many respondents should have been anticipated if the 216 respondents had proportionately represented each age group.

AGE DEMOGRAPHICS

Age Range	Questionnaire Actual	Census Benchmark
0 to 18	0	0
18 to 24	3	13
25 to 34	29	30
35 to 44	51	35
45 to 54	44	31
55 to 64	45	37
65 to 74	32	31
75 to 84	11	24
85 and up	1	15
Total	216	216

OPTIONS

- That Administration be directed to bring recommendation to the 2023 Budget meeting to address the more notable concerns identified by the survey.

Or

- That Administration be directed to do something different than the recommendation within this report.

COMMUNICATION AND ENGAGEMENT

A copy of the survey results is attached to this report and will be presented to Executive Committee and then to City Council. There is no plan for the City to publicly present the survey results, however this copy of the results will be accessible to the public if they visit the City's website and read these reports.

Administration will make some observations and conclusions of the survey responses. Those observations and conclusions will likely form part of basis for recommendations to be made as part of the budget meetings.

ATTACHMENTS

- Attachment A – 'City of Humboldt 2023 Budget and City Services Survey' results

FINANCIAL IMPLICATION

There are a no financial implications from directing administration to review the survey results and to make recommendations based on those results.

CONCLUSION

Overall, the survey results do seem to indicate what priority the public places on each service and could indicate that the City should review its spending levels on services that the public sees as low priority. Every person who reads the survey must remember that there are limitations of proceeding of a public survey of City operations and the related costs of each service.