



City of Humboldt
October 24, 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 - Discretionary Use Application**
 - 4.1 Suspend Council Meeting
 - 4.2 Public Hearing - Discretionary Use - Daycare Centre - 113 14th Street
 - 📎 Report - Discretionary Use - Daycare Centre - 113 14th Street
 - 4.3 Resume Meeting
- 5 Approve Minutes**
 - 5.1 Regular Meeting of Council held September 26, 2022
 - 📎 Minutes of the Regular Meeting of Council held September 26, 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 Vacated Chair
 - 8.2 Executive Committee
 - 📎 Minutes of the Executive Committee Meeting held October 11, 2022
 - 8.3 Reid-Thompson Public Library
 - 📎 Minutes of the Reid Thompson Library Board meeting September 12, 2022
 - 8.4 Humboldt & District Museum & Gallery Board
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board meeting for October 13, 2022
- 9 Bylaws**
 - 9.1 Recommendation - Traffic Bylaw Update - Marked Crosswalk Parking Setbacks
 - 📎 Report - Traffic Bylaw Update - Marked Crosswalk Parking Setbacks
 - 📎 Bylaw No 07/2022 Traffic Bylaw Amendment
 - 9.2 Bylaw No. 07/2022 - Traffic Bylaw - Amendment
 - 9.3 Bylaw No. 07/2022 - Traffic Bylaw - Amendment

- 9.4 Bylaw No. 07/2022 - Traffic Bylaw - Amendment
- 9.5 Bylaw No. 07/2022 - Traffic Bylaw - Amendment
- 9.6 Resumed Chair
- 10 New Business**
- 10.1 Proclamation - Multicultural Week
- 📎 Proclamation - Multicultural Week November 19-27, 2022
- 10.2 Recommendation - Planning Coordinator - Proposed Road - SE 1/4 Section 30-37-22-W2M
- 📎 Report - Proposed Plan of Division (Reference: SUB-000506-2022) Proposed Road - SE 1/4 Section 30-37-22-W2M 1
- 10.3 Recommendation - Planning Coordinator - Discretionary Use - Humboldt Public School Childcare Centre 113 14th Street
- 📎 Report - Discretionary Use - Humboldt Public School Childcare Centre 113 14th Street
- 10.4 Recommendation - City Clerk - Humboldt Transit Services Study
- 📎 Report - Humboldt Transit Services Study
- 10.5 Recommendation - Leisure Service Director - St. Augustine Cemetery Columbarium
- 📎 Report - St. Augustine Cemetery Columbarium
- 10.6 Recommendation - Director of Public Works - 2022 Heavy Truck Tender
- 📎 Report - 2022 Heavy Truck Tender
- 11 Enquiries**
- 12 Committee of the Whole**
- 13 Adjourn**

CITY OF HUMBOLDT REPORT

TITLE: Public Notice– Discretionary Use Application – Daycare Centre – 113 14th Street

PREPARED BY: Lori Yaworski, City Clerk/Director of Corporate Services

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: October 24, 2022

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The Planning and Development Act Section 24 (1) (c) requires that the City have a Public Notice policy in respect to applications for a discretionary use. The City of Humboldt does have a Public Notice Policy that sets out the minimum notice requirements, the methods of notice to be followed, and the minimum time for giving notice.

Pursuant to the City’s Zoning Bylaw No. 4/2016 the proposed “Daycare Centre is considered as a discretionary use in a R2- Medium Density Residential District. Therefore; a public hearing, and the related public notice, is required prior to Council making its decision as to whether to allow the development.

The Notice to the general public and affected parties require:

- Notice of the matter shall be posted at City Hall for at least 10 days prior to the Council meeting.
- Notice shall be posted on the City’s web site at least 10 days prior to the Council meeting.
- Property owners within seventy-five meters of the subject area be sent a Notice of Intention letter.

CURRENT SITUATION

The City has received an application from the Humboldt Public School Child Care Centre to operate a Daycare Centre in a R2-Medium Density Residential District. The discretionary use application is for a Daycare Centre at the property located at 113 14th Street legally described as Block/Parcel A, Plan No. 101954886.

Property owners within seventy-five meters of the subject property were provided a letter of Notice of Intention via mail dated October 12th, 2022.

- The Public notice was posted on the City's website and on City Hall's bulletin board for at least ten days.

Those wishing to submit their comments on this proposal or were interested in appearing before Council were asked to submit their request by email to cityclerk@humboldt.ca, mail or by contacting the City Clerk prior to noon on Thursday, October 20, 2022.

At the time of writing this report there were no submissions received with respect to the public hearing to consider the discretionary use.

OPTIONS

None

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

There is no requirement for further public notice or public communication with respect to this discretionary use application.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The discretionary use application for the Daycare Centre at 113 14th Street required Public Notice to be provided to the general public and the affected parties who are property owners within seventy-five meters of the subject property. The Planning Coordinator and the City Clerk have ensured that all public notification requirements have been met and there has been no response from the public or affected property owners in this matter.



**City of Humboldt
Meeting Minutes
Regular Council Meeting September 26, 2022 - 05:30 PM**

PRESENT:

Mayor Michael Behiel	
Councillor Roger Korte	
Councillor Larry Jorgenson	
Councillor Amanda Klitch	
Councillor Rob Muench	
City Manager	Joe Day
Director of Corporate Services/City Clerk	Lori Yaworski
Communication Manager	Penny Lee
Fire Chief/Director of Protective Services	Mike Kwasnica
Leisure Services Director	Michael Ulriksen
Director of Public Works	Peter Bergquist
Planning Coordinator	Frank Carpentieri
Finance Manager	Jace Porten
Via Zoom	
Councillor Kelly Herperger	

1 Call To Order

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

Resolution:
2022.284

2 Adopt Agenda

Moved By: Councillor Amanda Klitch
Seconded By: Councillor Roger Korte

That the agenda be adopted as amended.

That the following items be added to the agenda:

New Business:

10.9 Recommendation - Planning Coordinator -Proposed Lot Consolidation (CW Storage)

In Camera:

11.7 Legal Advice

11.8 Advice from Officials on Occupancy

CARRIED

2.1 Conflict of Interest

Mayor – Michael Behiel

City Clerk – Lori Yaworski

3 Public Acknowledgement

Mayor Behiel acknowledged the Big Brothers and Big Sisters annual awards recognition for volunteers and mentors held last week. He stated there is currently 21 children looking for Big Brothers and Big Sisters and encouraging anyone interested in being a positive influence for a child to contact the organization.

Mayor Behiel recognized that National Truth and Reconciliation Day will be held September 30th and honors the Indigenous children that never returned home and survivors of the residential schools.

Councillor Herperger wanted to thank the Director of Public Works and Councillor Jorgenson for their work with negotiating the settlement with React.

4 Public Hearing – No Public Hearing

5 Approve Minutes

Resolution:
2022.285

5.1 Regular Meeting of Council held August 22, 2022

Moved By: Councillor Kelly Herperger
Seconded By: Councillor Larry Jorgenson

That the Minutes of the Regular Meeting of Council held August 22, 2022, be approved as recorded, and circulated.

CARRIED

Resolution:
2022.286

5.2 Special Meeting of Council held September 12, 2022

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

That the Minutes of the Special Meeting of Council held September 12, 2022, be 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

Resolution:
2022.287

8.1 Executive Committee

Moved By: Councillor Roger Korte
Seconded By: Councillor Amanda Klitch

That the Minutes of the Executive Committee Meeting held September 22, 2022, be accepted for information.

CARRIED

Resolution:
2022.288

8.2 Reid Thompson Public Library Board

Moved By: Councillor Rob Muench
Seconded By: Councillor Amanda Klitch

That the minutes of Reid Thompson Public Library Board meeting held June 13, 2022, be accepted for information.

CARRIED

Mayor – Michael Behiel

City Clerk – Lori Yaworski

Resolution: 2022.289 **8.3 Humboldt & District Museum & Gallery Board**
Moved By: Councillor Roger Korte
Seconded By: Councillor Kelly Herperger

That the minutes of the Humboldt & District Museum and Gallery Board dated September 8, 2022, be accepted for information.

CARRIED

9 Bylaws

Resolution: 2022.290 **9.1 Report – Cart Program Utility Rates**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Kelly Herperger

That City Council accept this report for information.

CARRIED

Resolution: 2022.291 **9.2 Bylaw 06/2022 – Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw – Amendment**
Moved By: Councillor Roger Korte
Seconded By: Councillor Rob Muench

Resolved that Bylaw No. 06/2022, being a bylaw to amend the Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw be introduced and read a first time.

CARRIED

Resolution: 2022.292 **9.3 Bylaw 06/2022 – Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw – Amendment**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

Resolved that Bylaw No. 06/2022, being a bylaw to amend the Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclables Materials Bylaw be read a second time.

CARRIED

Resolution: 2022.293 **9.4 Bylaw 06/2022 – Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw – Amendment**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

Resolved that Bylaw No. 06/2022, being a bylaw to amend the Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclables Materials Bylaw be given three readings at this meeting.

CARRIED UNANIMOUSLY

Resolution: 2022.294 **9.5 Bylaw 06/2022 – Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw – Amendment**
Moved By: Councillor Roger Korte
Seconded By: Councillor Kelly Herperger

Resolved that Bylaw No. 06/2022, being a bylaw to amend the Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclables Materials Bylaw be read a third time and be now adopted.

CARRIED

Mayor – Michael Behiel

City Clerk – Lori Yaworski

10 New Business

Resolution:
2022.295

10.1 Recommendation - Proclamation - Agriculture Month
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Rob Muench

That the City of Humboldt proclaim the month of October 2022, as "Agriculture Month" in the City of Humboldt.

CARRIED

Resolution:
2022.296

10.2 Recommendation - Finance Manager - Payment Authorization Policy
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Kelly Herperger

That the Payment Authorization Policy be adopted, and administration be directed to increase the Royal Bank daily limit to \$1,000,000.

CARRIED

Resolution:
2022.297

10.3 Recommendation -Leisure Service Director - Humboldt Campground - Transfer of Assets
Moved By: Councillor Roger Korte
Seconded By: Councillor Rob Muench

That the City purchase, from the Humboldt and District Chamber of Commerce, assets related to the Historical Campground and Mini Golf course in the amount of \$35,000 as negotiated by Administration.

CARRIED

Resolution:
2022.298

10.4 Recommendation - Director of Public Works - Custom Work Rate Policy
Moved By: Councillor Rob Muench
Seconded By: Councillor Larry Jorgenson

That policy 6070 Custom Work Rates as amended be adopted.

CARRIED

Resolution:
2022.299

10.5 Recommendation - Director of Public Works - REACT Cart Program Service Update
Moved By: Councillor Roger Korte
Seconded By: Councillor Amanda Klitch

That the City pay approximately \$195,912 to REACT to conclude the retroactive cart service payment disputes from 2020, 2021 and 2022.

CARRIED

Resolution:
2022.300

10.6 Recommendation - Director of Public Works - Natural Infrastructure Fund
Moved By: Councillor Rob Muench
Seconded By: Councillor Kelly Herperger

That City Council authorize administration to apply to the Natural Infrastructure Fund for the Carl Schenn Park Detention Pond Project which is valued at \$1,535,000.

CARRIED

Mayor – Michael Behiel

City Clerk – Lori Yaworski

Resolution: 10.7 **Recommendation - Director of Public Works - Urban Highway Connector Program Application**
 2022.301
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

That City Council support the Urban Highways Connector Program Expression of Interest application to the Ministry of Highways and Infrastructure for:

1. Highway 20 railway crossing replacement - Cost Estimate: \$200,000; Ministry Contribution Requested: \$140,000 (70%).
2. Kruse Road & Andreason Road Repaving - Cost Estimate: \$443,000; Ministry Contribution Requested: \$443,000 (100%).
3. Hwy 20 between 8th and 9th Avenue - Cost Estimate: \$636,200; Ministry Contribution Requested: \$147,700 (70% of the related road works).

CARRIED

Resolution: 10.8 **Recommendation - City Manager - Employer's Bargaining Committee Appointees**
 2022.302
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Korte

That City Manager, Joe Day, Director of Community and Leisure Services, Mike Ulriksen, and Director of Corporate Services, Lori Yaworski be named as appointees to the City's Bargaining Committee for the CUPE 2359 Collective Agreement.

CARRIED

Resolution: 10.9 **Recommendation - Planning Coordinator - Proposed Lot Consolidation (CW Storage Solutions)**
 2022.303
Moved By: Councillor Rob Muench
Seconded By: Councillor Larry Jorgenson

That Information Services of Saskatchewan (ISC) be advised that the City of Humboldt supports the proposed surface consolidation of Lot 14A, Block 91, Plan 102208238 and Lot 13, Block 91, Plan 101962829 (located at 2108 4th Ave and 1728 3rd Ave, Humboldt, SK).

CARRIED

Resolution: 11 **Committee of the Whole**
 2022.304
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Roger Korte

That we sit in a private session as Committee of the Whole, the time being 6:01 p.m.

CARRIED

11.1 Present in the Committee of the Whole

Mayor Michael Behiel, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Kelly Herperger, Councillor Roger Korte, Councillor Amanda Klitch, City Manager Joe Day, Corporate Services Director/City Clerk Lori Yaworski, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, Fire Chief/ Director of Protective Services Mike Kwasnica, and Communication Manager Penny Lee

11.2 Authority

The Committee met under Section 5(3)(4) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.

 Mayor – Michael Behiel

 City Clerk – Lori Yaworski

Resolution: 11.3 **Revert**
 2022.305
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Larry Jorgenson

That Council revert to the Regular Meeting, the time being 7:34 p.m.

CARRIED

Resolution: 11.4 **Recommendation - City Clerk - CN Parking Lot**
 2022.306
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That the parking lot east of the old CN Stationhouse that the City leases from the CN Rail be offered for sublease to the Business Improvement District (BID) to provide parking for the downtown businesses.

CARRIED

11.5 Verbal Update - City Manager - FCM 2023

Resolution: 11.6 **Verbal update - City Manager - Humboldt Job Fair**
 2022.307
Moved By: Mayor Michael Behiel
Seconded By: Councillor Kelly Herperger

That the City provide the Uniplex Room Rental - Jubilee Hall free of charge to the Humboldt & District Chamber of Commerce for the Humboldt Job Fair in return the City be given a table rental and appropriate sponsorship advertising.

CARRIED

11.7 Verbal - Legal Advice

11.8 Verbal - Advice from Officials on Occupancy

12 Enquiries

Resolution: 13 **Adjourn**
 2022.308
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That we do now adjourn, the time being 7:36 p.m.

CARRIED

 Mayor – Michael Behiel

 City Clerk – Lori Yaworski



**City of Humboldt
Meeting Minutes**

Executive Committee meeting October 11, 2022 - 05:30 PM

Present
Mayor: Michael Behiel
Councillors: Larry Jorgenson
Roger Korte
Kelly Herperger
Rob Muench
Amanda Klitch

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 Services	Mike Kwasnica
Planning Coordinator:	Frank Carpentieri

Via Zoom
Councillor Roger Nordick

1 Call To Order

Councillor Jorgenson called the meeting to order at 5:32 p.m.

2 Adopt Agenda

Moved By: Councillor Kelly Herperger

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Delegations

3.1 RCMP - Sergeant Rielly Knock

Sergeant Rielly Knock was in attendance to discuss the quarterly statistics and the current operations of the detachment. The detachment is fully staffed with no current vacancies. The month of September is typically the busiest month for criminal record checks and extra attention has been given to stunting, speeding and patrolling Water Ridge Park.

4 Correspondence

4.1 Government of Saskatchewan - Minister of Government Relations

Moved By: Mayor Michael Behiel

That this correspondence be accepted for information.

CARRIED

Acting Chairperson – Larry Jorgenson

City Clerk – Lori Yaworski

4.2 Humboldt District Hospital Foundation

Moved By: Councillor Rob Muench

That this correspondence be accepted for information and filed.

CARRIED

4.3 Humboldt & District Chamber of Commerce

Moved By: Councillor Amanda Klitch

That this correspondence be accepted for information and file.

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

5.2 City Clerk/Corporate Services Director's Report

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED

5.3 Finance Manager's Report

Moved By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED

5.4 Cultural Services Director's Report

Moved By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

5.5 Communications Manager's Report

Moved By: Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED

5.6 Leisure Services Director's Report

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED

5.7 Works & Utilities Director's Report

Moved By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED

6 New Business

6.1 Recommendation- Planning Coordinator - Discretionary Use Briefing for Daycare Centre

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

Acting Chairperson – Larry Jorgenson

City Clerk – Lori Yaworski

6.2 Recommendation - Leisure Service Director - Project Summary Report

Moved By: Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED

6.3 Recommendation - Leisure Service Director - St. Augustine Cemetery Columbarium

Moved By: Councillor Kelly Herperger

That Administration sole source the purchase of six columbarium units from Nelson Granite at a cost of \$170,100 and that Administration be approved to spend up to \$30,000 on pavement, concrete pads for the columbarium and furnishings to complete the St. Augustine columbarium circle.

CARRIED

6.4 Recommendation - Director of Public Works - Crosswalk No-Parking Updates

Moved By: Mayor Michael Behiel

That staff proceed with the preparation of the bylaw amendments to the Traffic bylaw for applicable no-parking signs as per the Pedestrian Crossing Control Guidelines.

CARRIED

7 Enquiries

8 Committee of the Whole

Moved By: Councillor Kelly Herperger

That we sit in a private session as Committee of the Whole, the time being 7:02 p.m.

CARRIED

8.1 Present in the Committee of the Whole

Mayor Michael Behiel, Councillor Rob Muench, Councillor Larry Jorgenson Councillor Kelly Herperger, Councillor Roger Korte, Councillor Nordick, Councillor Amanda Klitch, City Manager Joe Day and City Clerk Lori Yaworski

Mayor Behiel left the chambers at 7:46 p.m.

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 Verbal Update - City Manager - 2023 Budget

8.4 Revert

Moved By: Councillor Kelly Herperger

That Council revert to the Regular Meeting, the time being 9:00 p.m.

CARRIED

9 Next Meeting

It was noted that the next Executive Committee Meeting will be held November 14th at 5:30 p.m.

10 Adjourn

Moved By: Councillor Amanda Klitch

That we do now adjourn, the time being 9:01 p.m.

CARRIED

Acting Chairperson – Larry Jorgenson

City Clerk – Lori Yaworski



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 September 12, 2022

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

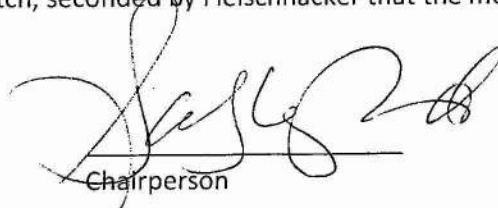
Absent: Sharen Graf

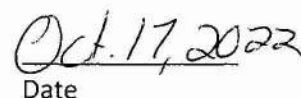
Recording Secretary: Kate Lucyshyn (Branch Librarian)

Call to order by Weyland at 3:30pm

- 1) Agenda was unanimously approved.
- 2) Review and Approval of Minutes: Moved by Nordick, seconded by Fleischhacker that the minutes be adopted as presented. Carried.
- 3) Correspondence:
Bayshore Home Health: Moved by Nordick, seconded by Jenkins that the program room is offered for use to Bayshore Home Health for use at the hourly rate of \$25 per hour. Carried.
Moved by Fleischhacker, seconded by Theissing that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by Nordick, seconded Buttinger that the Financial Reports be adopted as presented. Carried.
- 5) Branch Librarian's Report: Adopted as presented. Carried.
- 6) Action List: Update presented.
- 7) Repairs/Maintenance Report: Presented.
- 8) Business Arising:
 - a) Item Cataloguing/Processing – Update presented.
 - b) Block Books – After more than 35 years the block book service is not being provided by Wapiti to Humboldt any longer. An effort is being made to have a discussion with Wapiti about the removal of this valuable service, including the rationale for the decision and the process to over turn the operational decision.
 - c) Library Purchases - Moved by Fleischhacker, seconded by Theissing that a screen and screen mount be purchased using the Reid-Thompson Public Library reserves.
Moved by Nordick, seconded by Buttinger that the Reid-Thompson Public Library fines account be used to purchase chair dollies, book containers, a book truck, and a paperback spinner for up to \$7,500.
 - d) Library Emergency Preparedness and Response Plan – Board to review. Tabled until next meeting.
 - e) Fines Account Financial Statement for Year Ending December 31, 2021 – Moved by Fleischhacker, seconded by Malmsten that the Reid-Thompson Public Library Fines Account Financial Statement for the Year Ending December 31 prepared by Behiel Tax and Accounting, be accepted as presented. Carried.
- 9) Next meeting: Monday, October 17, 2022 at 3:30 pm.
- 10) Adjournment: Moved by Klitch, seconded by Fleischhacker that the meeting be adjourned at 4:40 pm. Carried.


Secretary


Chairperson


Date



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on October 13, 2022 commencing at 9:00 am at the Gallery.



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Barrie Broad (Via Zoom)
Ivan Buehler
Susan Bellamy
Aaron Lukan
Jennifer Fitzpatrick – Director
- REGRETS:** Karen Siermachesky sent her 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/Bellamy:
That the agenda of October 13, 2022, Humboldt & District Museum & Gallery be adopted.

Motion Carried
- ACKNOWLEDGEMENTS:** Carol congratulated Jennifer on her involvement in the Canadian Museums Association project on ‘Motivation Action - Activating UNDRIP in Canadian Museums’.
- ADOPT MINUTES:** Buehler/Bellamy:
That the minutes of September 8, 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 application for the pilot project with Heritage Saskatchewan, maintenance projects, and new community programming.

Jennifer provided an update on the 2023 budget process. The board reviewed the proposed increases in revenue and the reductions in operating areas. The board requested that any additional updates on the budget be communicated to ensure they have an active role in budget development.

Jennifer reviewed the Broncos Memorials Donations report. Barrie reported that the Memorials Committee supported the direction to remove the exhibit from the gallery. A report on options at the Uniplex is currently in development, which Barrie volunteered to assist with.

The report was received for information.
- FINANCIAL STATEMENT:** The Director presented the financial statement, which was received for information.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** Jennifer noted that minor repairs were completed on the Cenotaph.

Chairperson’s initials

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NEW BUSINESS:

FRIENDS OF THE MUSEUM REPORT: Jennifer reported on the launch of the 2023 Festival of Wreaths, and the support from the volunteers.

FOUNDATION REPORT: There was nothing to report at this time.

ORIGINAL HUMBOLDT REPORT: Jennifer reported that the storage shed from the Heritage Garden was relocated to the site, with improvements by the volunteers.

SPORTS HALL OF FAME REPORT: Aaron reported on their plans for events and exhibits.

PUBLIC ART COMMITTEE REPORT: Barrie gave an update on the Sense of Place project, which has had great community response thus far.

WATER TOWER COMMITTEE REPORT: Jennifer reported on the proposed sound art project in 2023, and on preliminary research for exterior painting.

COUNCIL REPORT: Councillor Jorgenson was not present, therefore no report.

OTHER BUSINESS: The board self-evaluation will be compiled for the next meeting.

NEXT MEETING: The next meeting date will be November 10, 2022 at 9:00 AM at the Gallery.

ADJOURNMENT: McLaren/ Broad
That the meeting adjourn at 9:45 AM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary

CITY OF HUMBOLDT REPORT

TITLE: Traffic Bylaw Update – Marked Crosswalk Parking Setbacks
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Lori Yaworski, Acting City Manager
PREPARED FOR: City Council
DATE: October 24, 2022

RECOMMENDATION

That this report be accepted for information and file.

BACKGROUND

Staff reviewed marked pedestrian crossing locations in the City in relation to the Transportation Association of Canada (TAC) - Pedestrian Crossing Control Guidelines from June 2018. These guidelines are referred to by Municipalities across Canada for the purpose of consistent application.

No-Parking areas are regulated under the traffic bylaw which require council approval for amending.

CURRENT SITUATION

The TAC guidelines focus on the line types, pedestrian counts for warranted of marked crossing, signs, and parking setbacks.

Staff do not have pedestrian counts for most of the existing crosswalk locations so review of the warrant analysis was not performed. Staff identified many locations that were marked with lines however did not have pedestrian signs with them as noted in the guidelines. Pedestrian signs are recommended for all marked crosswalks that have through-traffic. The pedestrian signs are not required or recommended at stop signs or traffic signal locations.

Staff have implemented several signs since the review however staff became concerned about on-street parking setback needs as some business or residential properties would be impacted. The locations reviewed were presented at the October 11, 2022, Executive Committee where instruction was given to prepare a bylaw amendment. The guidelines recommend the practice to have a stopping prohibition for a minimum of 15m on each approach to the crossing, and 10m following the crossing so pedestrians are visible, and motorists can react sufficiently at posted

speeds. The bylaw amendment reflects the intent of the guidelines to allow staff to implement no parking areas at applicable locations.

Existing Traffic Bylaw No. 05/2016; Section 5.13 (j) – Parking at Intersection and Sidewalk Crossing: No person shall park a vehicle within six (6.0) meters of any street crossing or intersection or within 3.05 meters on either side of any sidewalk crossing.

The amendment will add: “No person shall park a vehicle within a minimum of 15m on each approach to a crosswalk marking, and a minimum of 10m following the crosswalk marking. This restriction applies to through-roads only that do not have stop control devices.”

Modifications to existing signs and/or parking prohibitions would include:

- 6th St and 8th Avenue
- 7th St and 2nd Avenue
- 7th St and 5th Avenue
- 7th St and 6th Avenue
- 7th St and 7th Avenue
- 7th St and 8th Avenue
- 9th St and 8th Avenue
- 11th St and 8th Avenue
- 11th St and 9th Avenue
- 16th Street and 9th Avenue
- 16th St and Jubilee Drive
- 17th Street and 7th Ave
- Main St and 2nd Ave
- Main St and 3rd Ave
- Main St and 4th Ave
- Main St and 5th Ave
- Main St and 7th Ave
- Main St and 9th Ave
- Main St and 10th Ave
- Main St and 11th Ave
- Main Street and 12th Avenue
- Ogilvie Avenue – Mid-block

OPTIONS

- Approve the bylaw amendment
- Not approve the bylaw amendment

COMMUNICATION AND ENGAGEMENT

The PW staff will erect signs and place the parking restrictions in the highest priority locations first then continue to lower usage areas as time allows. The full implementation will continue into 2023. Staff will attempt to notify/inform adjacent property owners of the changes that appear to be the most impacted.

ATTACHMENTS

- Proposed Traffic Bylaw Amendment 07/2022

FINANCIAL IMPLICATION

Costs range from \$200 to \$1000 per intersection for signs, posts and additional paint. Most of these costs are one-time for the life of the signs and posts. The costs would be captured within the public works annual operating budget. Completing the work in 2023 will spread installation costs into the next budget year as well.

CONCLUSION

Staff are recommending proceeding with the bylaw amendment to improve the pedestrian-motorist visibility at marked crosswalks to be consistent with the Transportation Association of Canada - Pedestrian Crossing Control Guidelines from June 2018.

CITY OF HUMBOLDT

BYLAW NO. 07/2022

A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO TRAFFIC BYLAW NO. 05/2016

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

1. That Section 5.13(j) – **Parking at Intersection and Sidewalk Crossing** be amended as follows:
 - (a) by adding “No person shall park a vehicle within a minimum of 15m on each approach to a crosswalk marking, and a minimum of 10m following the crosswalk marking. This restriction applies to through-roads only that do not have stop control devices.”
2. This Bylaw shall come into full force and take effect immediately on the final passing thereof.

Mayor: Michael Behiel

City Clerk: Lori Yaworski

INTRODUCED and read a first time this 24th day of October, 2022.

READ a second time this 24th day of October, 2022.

READ a third and final time this 24th day of October, 2022.



CITY OF HUMBOLDT

PROCLAMATION

Saskatchewan Multicultural Week

“Together we Make Saskatchewan Strong”

- WHEREAS:** the province of Saskatchewan has enacted multicultural legislation to recognize the diversity of Saskatchewan people with respect to race, cultural heritage, religion, ethnicity, ancestry and place of origin is a fundamental characteristic of Saskatchewan society that enriches the lives of all Saskatchewan people.
- AND WHEREAS:** the Multicultural Council in Saskatchewan is committed to promoting, fostering, improving and developing Multiculturalism in the economic, cultural, and political life of Saskatchewan while working to achieve equality of residents;
- AND WHEREAS:** Saskatchewan Multicultural Week is celebrated annually to acknowledge the benefits of multiculturalism as seen in the enrichment and contributions of many individuals, groups and communities in Saskatchewan.
- AND WHEREAS:** we encourage residents to engage in conversations that focus on our diversity, collective strength and contributions, as well as our challenges because respectful relationships and addressing contemporary issues are essential for everyone to be valued for all aspects of their identities.
- NOW THEREFORE:** the City of Humboldt does hereby proclaim the week of November 19-27, 2022 as Multicultural Week in the City of Humboldt.

Mayor – Michael Behiel

CITY OF HUMBOLDT REPORT

TITLE: Proposed Plan of Division (Reference: SUBD-000506-2022):
Proposed Road –SW ¼ Section 30-37-22-W2M

PREPARED BY: Frank Carpentieri, Planning Coordinator

REVIEWED BY: Lori Yaworski, City Clerk

PREPARED FOR: City Council

DATE: October 24, 2022

RECOMMENDATION

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.

BACKGROUND

- The City has received an application to subdivide land legally described as Parcel A, Plan No. 101813385 intended solely for the purposes of creating a roadway
- The application submitted by the property owners, The Agricultural Machinery Institute ("PAMI"), was received by the City through Community Planning (the planning authority in this instance) on September 15, 2022
- Community Planning request the City provide a response in the form of a resolution recommending approval or refusal of the application, and whether a Servicing Agreement for this particular subdivision is required.

CURRENT SITUATION

In accordance with *The Subdivision Regulations, 2014*, Community Planning ask that the City provide a certified copy of a resolution recommending the subdivision's approval or refusal 40 days from the receipt of the application.

Once this resolution to recommend or refuse has been provided, Community Planning will continue to work with the applicant until all conditions are met (including conditions of other government agencies being consulted) prior to issuance of a Certificate of Approval.

OPTIONS

- Recommend that Community Planning approve the subdivision application
- Recommend that Community Planning Deny the subdivision application

ATTACHMENTS

- Proposed Plan of Subdivision (Community Planning reference: SUBD-000506-2022)

COMMUNICATION AND ENGAGEMENT

Community Planning will be advised of Council direction.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

PAMI's land currently separates 12th Avenue into two parts. The proposed subdivision creating this road right of way will provide the City with better continuity of 12th Avenue, and much improved connectivity to potential future uses to the west of the City.

CITY OF HUMBOLDT REPORT

TITLE: Discretionary Use – Humboldt Public School Childcare Centre
113 14th Street (Parcel A, Plan No. 101954886)

PREPARED BY: Frank Carpentieri, Planning Coordinator

REVIEWED BY: Lori Yaworski, City Clerk

PREPARED FOR: Mayor Behiel and City Council

DATE: October 24, 2022

RECOMMENDATION

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

BACKGROUND

The City has received a discretionary use application to operate a Daycare Centre at 113 14th Street – legally described as Parcel A, Plan No. 101954886. If supported, this site will be the *third* childcare centre operated by ‘Humboldt Public School Child Care Centre’ (HPSCCC).

HPSCCC:

- Is a non-profit registered charity and is run by a volunteer board
- An Executive Director is responsible for all staff, finances, day to day operations and any reporting to the board of directors
- Other sites currently being operated by HPSCCC are leased spaces from their respective school divisions.

“Daycare Centre: a facility for the non-parental care of over four preschool age children on a daily basis and may be licensed under The Child Care Act.”

S.3.10.3 of the Zoning Bylaw requires that a Discretionary Use be reviewed using the following evaluation criteria:

- i) Conformance with the Official Community Plan and applicable sections of the Zoning Bylaw;

- ii) Serviceability by community infrastructure including roadways, water & sewer services, etc.;
- iii) The potential effect of noise, odour, dust, lighting, glare, vibrations, emissions, hazardous substances, etc. to the health, safety, convenience or general welfare of persons residing or working within the vicinity or injurious effects to property, or potential development in the vicinity of the project;
- iv) Landscaping and screening, and, wherever applicable, the preservation existing vegetation;
- v) Potential traffic generation by the use, and the ability for existing roadways to accommodate for the use, as well as the adequate provision of parking accommodations;
- vi) Presence of activities located in the area and on the site, and effects to the surrounding urban environment.
- vii) Pedestrian safety and convenience both within the site, and in terms of the relationship to the road network in and around the adjoining area;
- viii) All operations shall comply with all regulations of Saskatchewan Environment and Saskatchewan Labour which govern their operation and development; and
- ix) Traffic entrances and exits to or from major roadways and truck routes.

CURRENT SITUATION

- The property, which is zoned R2 – Medium Density Residential District, is located where daycare centres are considered discretionary uses
- HPSCCC has recently been granted approval to operate an additional location for 40 x licensed spaces (HPSCCC's current waitlist is for over 150 x children)
- HPSCCC seeks to convert the 1750 square foot home (circa 2010) to accommodate the new proposed daycare centre
- The existing dwelling on this site has (to date) been used as a single family home
- The application complies with all applicable sections of the Zoning Bylaw, including parking requirements, where 5 stalls are required for this use
- No exterior alterations to the existing dwelling are being proposed that may be inconsistent with any existing residential character
- HPSCCC would also be required to provide 130m² (1,400ft²) of fenced outdoor play space which at this time has not been identified. Adequate green space exists on-site to meet this requirement
- Further to the recent interest by the Executive Committee regarding "Snow Clearing", this portion of 14th Street is currently designated 'Priority 3' (i.e. approximately 1 business day). This is a higher priority than "local roads" and is similar to areas with the uses alike.

OPTIONS

As with any Discretionary Use Application, Council will be able to approve, deny or approve the application with further development standards.

ATTACHMENTS

- Attachment A – Location Plan
- Attachment B – Site Plan

COMMUNICATION AND ENGAGEMENT

Land owners within 75 meters of the subject property have been advised of this application and the related public hearing for October 24, 2022.

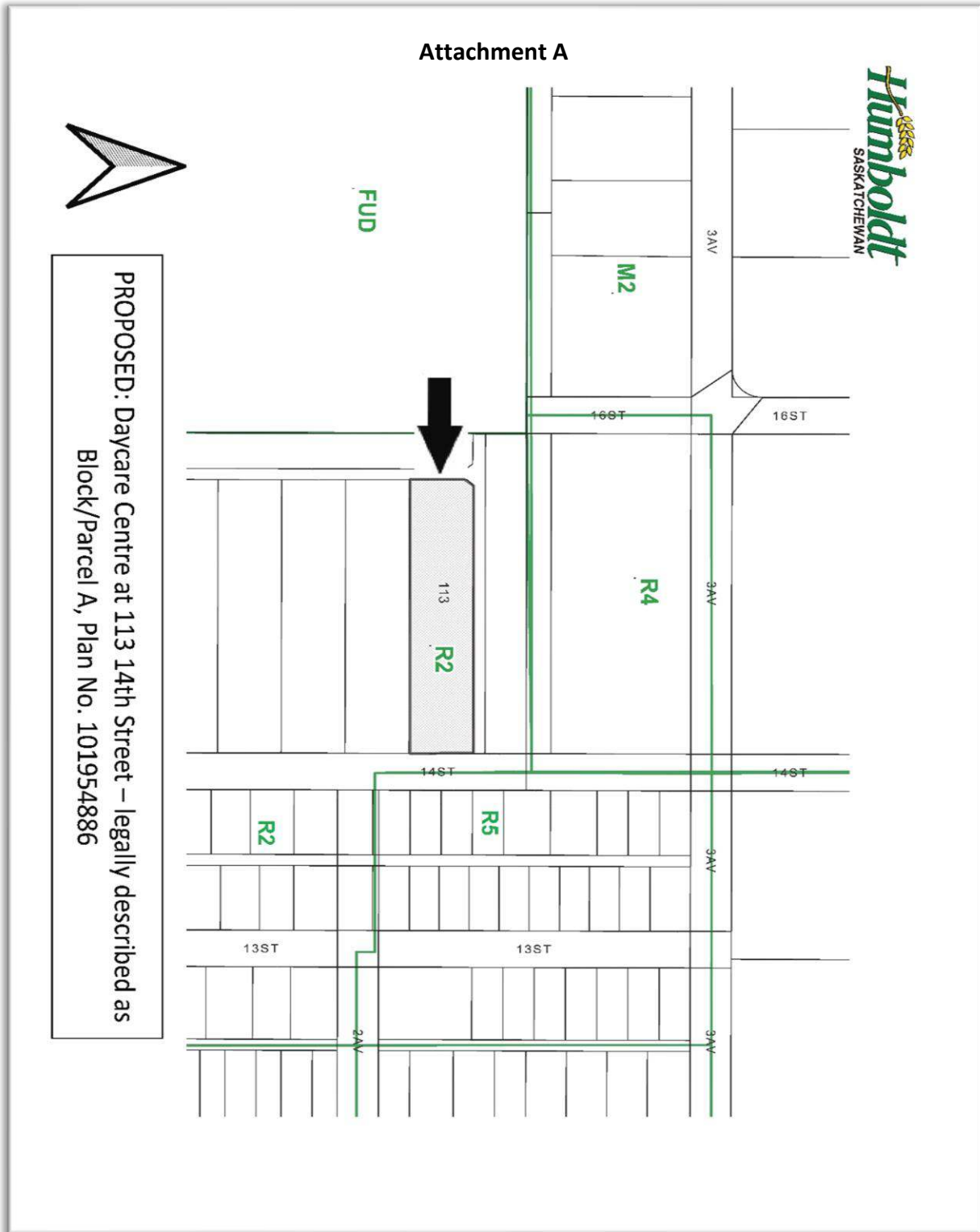
FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

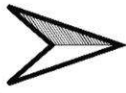
CONCLUSION

The proposed development meets all of the provisions of the Zoning Bylaw; however, a fenced outdoor area will need to be identified prior to the issuance of a development permit.

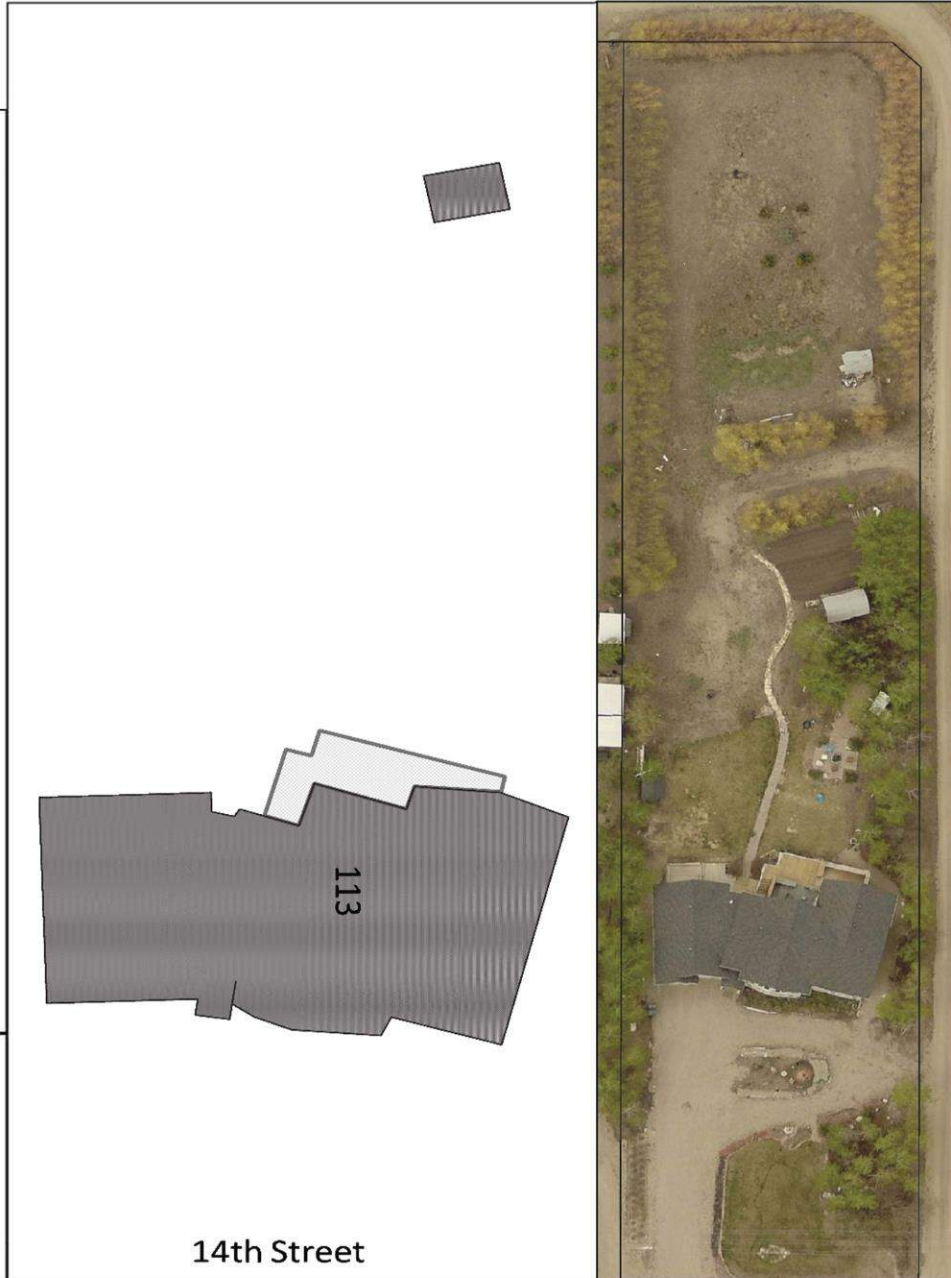
The proposed use is not expected to negatively affect neighboring properties with such a use generating activity that is mostly limited to indoors (or within the confines of the proposed 1.15 acres of private property). It is also considered that any “drop-off” activity, parking or traffic concerns can be adequately managed and accommodated by this site.



Attachment B



PROPOSED: Daycare Centre at 113 14th Street – legally described as Block/Parcel A, Plan No. 101954886





CITY OF HUMBOLDT REPORT

TITLE: Humboldt Transit Service Study
PREPARED BY: Lori Yaworski, Director of Corporate Services/City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: October 24, 2022

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The City of Humboldt received approval of \$50,000 in federal funding from the Rural Transit Solution grant. The Director posted a request for proposal and the City of Humboldt signed an agreement with Dillon Consulting to complete the Humboldt Transit Service study. The consultants will conduct a needs assessment/ feasibility study, contact community organization, residents and other stakeholders and provide Council with options for our community transportation issues. The anticipated completion of this project is the end of February 2023 which would allow for the completion of grant funding for suggested capital purchases.

CURRENT SITUATION

The Director of Corporate Services and Leisure Service Director met with Dillon Consulting on October 12th to review the scope of the project, discuss timelines and the phases of the work. In the initial phase Dillon has requested that administration provide available data of the Mobility Van operations, names of key community stakeholders and any current transportation services available in the community. Administration anticipates that this information will be compiled and provided to the consultants by the end of October 2022.

The second phase of the study will include a needs assessment and engagement with members of the community and key stakeholders. The intention is for the consultants to get a better understanding of the transportation demands and needs within the City and the surrounding area. This will include an assessment of existing transportation operations, a review of the community and its population, and an assessment of community values and needs through engagement with community

members and stakeholders. The tasks included in this phase are scheduled to be completed by December 2022:

- Collect and Review Background Data
- Benchmark Review – compare similar service delivery, ridership and cost of transit for communities of similar size.
- Stakeholder Meeting – arrange for six in-person or virtual meetings of stakeholder’s and community organizations and the consultants.
- Online Survey – development of an on-line survey distributed to contacts including members of Council, community groups and to the general public on the City’s website.
- Public/Council working session – a presentation to Council and the public on the role and benefit of transit in smaller communities, as well as the expectation in terms of service levels, ridership and cost.
- Estimate Potential Transit Demand – identify key trip generators based on data sources, demographic and information obtained from the community engagement on daily and weekly travel patterns.
- Needs Assessment Summary – provide a summarized report of the needs assessment to be presented to Council.

The first phase of the Transit study will need assistance from administration to provide information and data, and the second stage will require community involvement from individuals, organizations and the general public. After these phases it will be the responsibility of the consultant to take the data collected in the previous stages and use it to assess the feasibility of a preferred public transportation solution for the City of Humboldt. The final stage will take these recommendations and identify the steps the City would need to implement the service and assist with capital funding applications.

OPTIONS

1. Approve the recommendation.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Administration is promoting the Transit study on the website and social media asking individuals, organizations and service providers that have transportation concerns to contact the City Clerk to be included in the consultation with Dillion Consulting.



FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The City is currently in the initial phase of the Humboldt Transit Service study with administration collecting data for the operation of the Mobility Van operation, compiling a list of community organizations and services that may have transportation needs and transportation services available within the community and surrounding area. The next phase of the study will include a needs assessment and community engagement which will begin in early November.



CITY OF HUMBOLDT REPORT

TITLE: St. Augustine Cemetery Columbariums
PREPARED BY: Michael Ulriksen, Director of Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: October 24, 2022

RECOMMENDATION

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.

BACKGROUND

The St. Augustine Cemetery currently has two columbariums, with a third on the way this fall. This is part of a long term plan for completing a columbarium circle that will include the existing cross, 9 columbariums, seating and landscaping. The initial plan came out of a growing demand for columbarium interments over traditional full burials.

CURRENT SITUATION

Rather than continuing the current pace of purchasing columbariums on an as needed basis every couple of years, Administration is proposing to fast track the completion of the columbarium circle in 2023. The columbariums have proven to be a cost-effective means of interning remains and the popularity of the columbariums continues to grow. This is why Administration believes that both fiscally and logistically, it makes sense to complete the entire columbarium area.

In order to complete the area, Administration would purchase 5 additional curved 60-niche columbariums and one larger square 144-niche columbarium to place at the center of the circle. In addition, the project would include the installation of concrete pads for the columbariums, paved surface to improve mobility, furnishings and landscaping.

Administration is requesting that this be a sole-source purchase, as has been approved for the previous two columbarium purchases, from Nelson Granite. This would ensure consistency in look and quality. We have been extremely satisfied with their products received to date, the service we have received from the company and the discounts applied to our purchases.

By taking advantage of current pricing offered by Nelson Granite, Administration estimates that the City will save roughly \$50,000 - or \$112 per niche - compared to purchasing the units one by one over the course of several years. These savings are significant, as they will contribute to the long term maintenance of the St. Augustine Cemetery.

OPTIONS

- Authorize Administration to proceed with the sole-source purchase of the remaining columbariums and approve funding of up to \$30,000 to complete the columbarium circles
- Authorize Administration to proceed with the sole-source purchase of the remaining columbariums but not approve funding for additional work of the columbarium circle at this time.
- Authorize Administration to invest up to \$30,000 in prepping the columbarium circle but not approve the sole-source purchase of the remaining columbariums at this time.
- Provide alternative direction to Administration.

COMMUNICATION AND ENGAGEMENT

NA

ATTACHMENTS

1. St. Augustine Cemetery – Columbarium Site Plan

FINANCIAL IMPLICATION

Nelson Granite has provided a quote of \$170,100 for the remaining 6 columbariums, if ordered before the end of 2022. The purchase itself will take place once the columbariums are delivered, which would be some point in mid to late 2023. Including the \$30,000 for completing the remainder of the area, the total project cost is estimated at \$200,100.

Administration is proposing that the project be funded through the Cemetery Reserve, which at the end of 2022 is projected to have a balance of roughly \$50,000. The draw of \$200,100 in 2023 will put the reserve in a deficit of about \$150,000. Based on the previous year's operation surpluses and the current pace of niche sales, we estimate the reserve to return to positive balance in 3-5 years. The remaining columbarium niches will generate a net profit of over \$300,000 at today's purchase price.

CONCLUSION

As space for in ground full burial plots becomes more restricted, the ability to transition interments to columbariums will help to extend the life of our cemeteries. The increased revenues generated by the columbariums will also ensure a higher quality of perpetual care in the future over the next several decades.



St. Augustine RC Cemetery - Columbarium Circle
Proposed Site Plan



CITY OF HUMBOLDT REPORT

TITLE: 2022 Heavy Truck Tender

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

REVIEWED BY: Lori Yaworski, Acting City Manager

PREPARED FOR: City Council

DATE: October 24, 2022

RECOMMENDATION

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 2 existing trucks through an online public process.

BACKGROUND

The city’s fleet replacement program identified the need to replace the two tandem trucks (2007 and 2010) and one 3-ton truck (2007). These trucks are used for hauling gravel, fill, concrete, asphalt, snow, excavation material, etc. The 3-ton is outfitted with the salt/sander unit in the winter.

CURRENT SITUATION

The tender was placed on the Sasktenders website from September 29th to October 17th. The following tenders were received:

Tandem Truck Bids (per truck)

Supplier Name	Bid Price (Including PST)	Delivery	Year/Brand
Diamond Truck Centre	\$193,615.74	75-90 weeks	2024 International
Commercial Truck Eq. Co.	\$219,849.33	8-10 weeks	2023 Freightliner

Single Axle 3-ton Truck Bids (per truck)

Supplier Name	Bid Price (Including PST)	Delivery	Year/Brand
Diamond Truck Centre	\$175,227.77	75-90 weeks	2024 International
Commercial Truck Eq. Co.	Could not Supply	-	-

Diamond trucks intended to provide the cab and chassis and then CIM of Humboldt, Sk. would supply and install the gravel boxes. The trucks appear to be made with quality components and Cummins Engines. Concerns were raised about the very long delivery time of the units from Diamond Trucks Centre. The 75-to-90-week delivery is approximately 1 year and 5 months to 1 year and 9 months wait time for new units. In addition, the supplier noted conditions as follows:

- “The Manufacturer at its discretion may impose a material surcharge up to build date to recoup costs.”
- “Delivery cannot be guaranteed, and Diamond cannot be held responsible for delays”
- “The manufacturer may impose a material surcharge prior to order being placed.”

These conditions open the City up to potential add-ons closer to the build-date which is well over a year away. Staff anticipate additional costs would be charged due to market conditions.

Commercial Truck Equipment Co. provides the cab and chassis as well as the box installed and supplied by Cancade Company Limited of Brandon MB. The City’s mechanic confirmed the box manufacturer is a reputable brand and can likely complete warranty repairs locally if needed. The trucks appear to be made with quality components and Cummins Engines. The delivery of the two tandem trucks is 8 to 10 weeks as the trucks are scheduled to be built in November of 2022 and then have the box added. This is exceptional timing considering the market however the cost of the truck is higher than the lowest bid.

Staff were initially concerned about the limited number of tenders submitted, however after searching online and talking to those in the industry, the current state of the market is driving exceptionally high demand with various manufacturers pushing deliveries into 2024. Used trucks are near impossible to find. Trucks listed online appear to be very old and have high mileage with the sellers wanting inflated values for them.

City’s existing Tandem truck conditions:

The City’s existing tandems will need new tires in the near future. Both trucks will need new boxes and lift cylinders soon. Administration believes the existing boxes and lift cylinders were transferred onto these trucks from older trucks when these trucks were purchased. One of the tandems boxes recently cracked so severely that it was taken out of service and rewelded in places as a temporary repair. Both have electrical and mechanical issues at times. One of the trucks engines may need a rebuild soon which is very costly. The other tandem is hard starting which may be related to fuel pressures. Considering the costs for a new truck and box vs the used market, staff recommend purchasing a new unit because of the high cost of used units along with the risk of expenditures associated with older equipment.

City’s existing Single Axle (3-ton) truck condition:

This truck was purchased used. It has been used for many years as the salt/sander, pothole patching and small project dump truck. The truck has a manual transmission and the frequent start/stops for salt/sand spreading typically requires a clutch replacement every year. The Box is in very poor condition due to corrosion. The chassis also has significant rust from corrosion and the truck does have various leaks. The wiring also needs to be gone through which adds up future costs. After reviewing pricing and delivery, staff are considering a lighter duty truck with the ability to accommodate the salt/sander. Staff are evaluating the future truck to be outfitted with a small stainless steel dump box and chassis undercoating to reduce future corrosion.

OPTIONS

- Approve a tender
- Not Approve the tenders
- Approve the purchase of certain vehicles from a vendor

COMMUNICATION AND ENGAGEMENT

The bidders will be made aware of Council’s decision.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

The fleet replacement program had initially estimated that each of the tandems would cost \$150,000 and the trade-in value of the used units would be \$15,000 for a net cost of \$135,000 each.

By going with the Commercial Truck bid, the truck costs are almost \$220,000 each but the trade-in estimate is also higher at \$40,000 each for a net cost of value for the replacement of the tandem trucks estimated at \$180,000 each. Although these costs are much higher than previously estimated, the previous estimates and all previous fleet purchases were “pre-COVID.”

Tandem Truck Bids (per truck)

Supplier Name	Bid Price (Including PST)	Adjusted Fleet Plan Repl. Estimate	Difference
Diamond Truck Centre	\$193,615.74	\$160,000	\$33,615.74 over
Commercial Truck Eq. Co.	\$219,849.33	\$160,000	\$59,849.33 over

Single Axle 3-ton Truck Bids (per truck)

Supplier Name	Bid Price (Including PST)	Adjusted Fleet Plan Repl. Estimate	Difference
Diamond Truck Centre	\$175,227.77	\$105,000	\$70,227.77 over
Commercial Truck Eq. Co.	Could not Supply	-	-

Considering delivery and build-cost uncertainty, the lowest bid no longer appears appealing. The City’s mechanic and PW department management believe that the replacement should occur sooner than the long wait times for the International Trucks.

CONCLUSION

Staff do not support proceeding with the 3-ton replacement truck at this time as the costs associated are too high. Staff are considering downsizing to a lighter duty truck to lower the costs associated. As the 3-ton carries the salt/sander unit, corrosion occurs quickly. Therefore, staff need to consider the life span of this truck with the intent to minimize costs associated with corrosion.

Staff are recommending proceeding with the two (2) Freightliner Tandem Trucks for a cost of \$439,698.66 (including PST) provided by Commercial Truck Equipment Co.