



City of Humboldt
September 26, 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 August 22, 2022
 - 📎 Minutes of the Regular Meeting of Council held August 22, 2022
 - 5.2 Special Meeting of Council held September 12, 2022
 - 📎 Minutes of the Special Meeting of Council held September 12, 2022
- 6 Delegations**
- 7 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 September 12, 2022
 - 8.2 Reid Thompson Public Library Board
 - 📎 Minutes of the Reid Thompson Library Board meeting June 13, 2022
 - 8.3 Humboldt & District Museum & Gallery Board
 - 📎 Humboldt & District Museum & Gallery Board Minutes dated September 8, 2022
- 9 Bylaws**
 - 9.1 Report - Cart Program Utility Rates
 - 📎 Report - Cart Program Utility Rates
 - 9.2 Bylaw 06/2022 - Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw - Amendment
 - 9.3 Bylaw 06/2022 - Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw - Amendment
 - 9.4 Bylaw 06/2022 - Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw - Amendment
 - 9.5 Bylaw 06/2022 - Regulating the Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw - Amendment

10 New Business

10.1 Recommendation - Proclamation - Agriculture Month

 Proclamation - Agriculture Month - October 2022

10.2 Recommendation - Finance Manager - Payment Authorization Policy

 Report - Finance Manager - Payment Authorization Policy


10.3 Recommendation -Leisure Service Director - Humboldt Campground - Transfer of Assets

 Report - Humboldt Campground - Transfer of Assets


10.4 Recommendation - Director of Public Works - Custom Work Rate Policy

 Report - Custom Work Rate Policy

10.5 Recommendation - Director of Public Works - REACT Cart Program Terms of Service Update

 Report - REACT Retroactive Cart Service Payments

10.6 Recommendation - Director of Public Works - Natural Infrastructure Fund

 Report - Natural Infrastructure Fund

10.7 Recommendation - Director of Public Works - Urban Highway Connector Program Application

 Report - Urban Highway Connector Program Application

10.8 Recommendation - City Manager - Employer's Bargaining Committee Appointees

 Report - Employer's Bargaining Committee Appointees

11 Enquiries

12 Committee of the Whole

13 Adjourn

City of Humboldt
Meeting Minutes
Regular Council Meeting August 22, 2022 - 05:30 PM

PRESENT:

- Mayor Michael Behiel
 - Councillor Roger Korte
 - Councillor Larry Jorgenson
 - Councillor Amanda Klitch
 - City Manager
 - Director of Corporate Services/City Clerk
 - Communication Manager
 - Fire Chief/Director of Protective Services
 - Leisure Services Director
 - Cultural Services Director
 - Director of Public Works
 - Via Zoom
 - Councillor Kelly Herperger
 - Councillor Roger Nordick
- Joe Day
 - Lori Yaworski
 - Penny Lee
 - Mike Kwasnica
 - Michael Ulriksen
 - Jennifer Fitzpatrick
 - Peter Bergquist

1 Call To Order

Mayor Behiel called the meeting to order at 5:31 p.m.

Resolution:
2022.268

2 Adopt Agenda

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

That the agenda be adopted as amended to item

10.4 Finance Manager - External Audit Services RFP be moved to 10.6

CARRIED

2.1 Conflict of Interest

Councillor Herperger declared a conflict of interest in item :

10.4 Finance Manager - External Audit Services RFP

3 Public Acknowledgement

4 Public Hearing - No Public Hearing

5 Approve Minutes

Resolution:
2022.269

5.1 Regular Meeting of Council held July 25, 2022

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

That the Minutes of the Regular Meeting of Council held July 25, 2022, be approved as recorded and circulated.

CARRIED

Mayor – Michael Behiel

City Clerk – Lori Yaworski

- 6 Delegations - No delegations
- 7 Correspondence - No Correspondence
- 8 Committee Reports

Resolution: 2022.270 **8.1 Executive Committee**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

That the Minutes of the Executive Committee Meeting held August 8, 2022, be accepted for information. **CARRIED**

- 9 Bylaws - No Bylaws
- 10 New Business

Resolution: 2022.271 **10.1 Proclamation - Big Brothers Big Sisters Month**
Moved By: Councillor Roger Korte
Seconded By: Councillor Amanda Klitch

That the City of Humboldt does hereby proclaim the month of September 2022 as "Big Brothers Big Sisters Month" in the City of Humboldt. **CARRIED**

Resolution: 2022.272 **10.2 Proclamation - Welcoming Week**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger

That the City of Humboldt does hereby proclaim the week of September 11 - 17, 2022, as "Welcoming Week" in the City of Humboldt. **CARRIED**

Resolution: 2022.273 **10.3 Proclamation - Rail Safety Week**
Moved By: Councillor Roger Korte
Seconded By: Councillor Kelly Herperger

That the City of Humboldt proclaim the week of September 19th to 25th as "Rail Safety Week" in the City of Humboldt. **CARRIED**

Resolution: 2022.274 **10.4 City Clerk - Displaced Ukrainians in Saskatchewan**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Nordick

That this report be accepted for information. **CARRIED**

Resolution: 2022.275 **10.5 City Manager - Westwood Development - Off-site Levies Agreement**
Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

That the City of Humboldt include provisions within the Westwood Development Corporation (Westwood) servicing agreement to allow Westwood to pay the lower of the existing off-site levy rate or the next rate adopted by City Council for off-site levies. **CARRIED**

Councillor Herperger left Council Chamber at 5:45 p.m.

Resolution: 2022.276 **10.6 Finance Manager - External Audit Services RFP**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That the MNP LLP proposal for External Audit Services for years' 2022 to 2026 be accepted at an estimated cost of \$42,750 annually. **CARRIED**

11 Enquiries

12 Committee of the Whole

Resolution:
2022.277

13 Adjourn

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Amanda Klitch

That we do now adjourn, the time being 5:50 p.m.

CARRIED

Mayor – Michael Behiel

City Clerk – Lori Yaworski



**City of Humboldt
Meeting Minutes**

Special Council Meeting September 12, 2022 - 05:00 PM

- PRESENT:
- Mayor Behiel
 - Councillor Roger Nordick
 - Councillor Amanda Klitch
 - Councillor Larry Jorgenson
 - Councillor Roger Korte
 - Councillor Rob Muench
 - Councillor Kelly Herperger
 - City Manager
 - Acting City Clerk
 - Communication Manager
 - Finance Manager
 - Director of Public Works
 - Cultural Service Director
 - Joe Day
 - Donna Simpson
 - Penny Lee
 - Jace Porten
 - Peter Bergquist
 - Jennifer Fitzpatrick

1 Call To Order

Mayor Behiel called the meeting to order at 4:59 p.m.

Resolution:
2022.278

2 Adopt Agenda

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

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 New Business

Resolution:
2022.279

3.1 Recommendation - City Clerk - Humboldt Transit Services Study RFP

Moved By: Councillor Kelly Herperger
Seconded By: Councillor Rob Muench

That the Humboldt Transit Services study be awarded to Dillon Consulting in the amount of \$41,115.00 plus applicable taxes.

CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

Resolution: 3.2 **Recommendation - Director of Public Works - MHI UHCP Fixed Cost Agreement**
2022.280

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Roger Korte

That the Mayor and Administration be authorized to sign the Urban Fixed Cost Custom Work Agreement with the Ministry of Highways and Infrastructure.

CARRIED

Resolution: 3.3 **Recommendation - Communication Manager - 1313-8th Avenue - Parcel 113877007**
2022.281

Moved By: Councillor Roger Nordick

Seconded By: Councillor Kelly Herperger

That Administration be authorized to accept the bid of \$26,000.00 for the property known as 1313-8th Avenue, Lot 46, Block 10, Plan 99H00626, Parcel 113877007 and that Administration be directed to utilize reasonable efforts for a period not to exceed 2 weeks to try to locate the previous owner.

CARRIED

Resolution: 3.4 **Recommendation - Tax Assessor - Assessment & Tax Concerns**
2022.282

Moved By: Councillor Kelly Herperger

Seconded By: Councillor Roger Nordick

That the City of Humboldt confirm that the taxes invoiced and paid regarding the subject property (roll number 51512050001) for the years prior to 2022 will not be refunded due to any possible assessment errors that occurred in previous years.

CARRIED

Resolution: 4 **Adjourn**
2022.283

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Roger Korte

That we do now adjourn, the time being 5:16 p.m.

CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

City of Humboldt

Meeting Minutes

Executive Committee Meeting September 12, 2022 - 05:30 PM

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

City Manager:	Joe Day
Acting City Clerk:	Donna Simpson
Cultural Service Director:	Jennifer Fitzpatrick
Leisure Services Director:	Mike Ulriksen
Director of Public Works:	Peter Bergquist
Communication Manager:	Penny Lee
Finance Manager:	Jace Porten

1 Call To Order

Chairperson Roger Nordick called the meeting to order at 5:27 p.m.

2 Adopt Agenda

Moved By: Mayor Michael Behiel

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Delegations

4 Correspondence

Moved By: Councillor Roger Korte

That the following correspondence be accepted for information:

- 1. Lanigan Creek Dellwood Brook Watershed Association Board

CARRIED

5 Reports From Administration

5.1 Fire Chief/Protective Services Director's Reports

Moved By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

Chairperson – Roger Nordick

Acting City Clerk – Donna Simpson

5.2 Finance Manager's Report

Moved By: Councillor Rob Muench

That this report be accepted for information and filed.

CARRIED

5.3 Cultural Services Director's Report

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED

5.4 Communications Manager's Report

Moved By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

5.5 Community & Leisure Services Director's Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

5.6 Works & Utilities Director's Report

Moved By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

6 New Business

6.1 Recommendation - Finance Manager - Payment Authorization Policy

Moved By: Councillor Amanda Klitch

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

CARRIED

6.2 Recommendation - Leisure Service Director -Leisure Service Project Summary Report

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED

6.3 Recommendation - Director of Public Works - Public Works and Utilities Project Tracking Report

Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

6.4 Recommendation - Director of Public Works - Leak Monitoring Technology

Moved By: Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED

6.5 Recommendation - Director of Public Works - Custom Work Rate Policy

Moved By: Councillor Roger Korte

That the changes proposed to the Custom Work Rate Policy be approved.

CARRIED

**6.6 Recommendation - City Manager - IPTI Report on Options for Assessment Changes in Saskatchewan
Moved By:** Councillor Rob Muench

That the City of Humboldt receive and file the reports:

- IPTI Report for SUMA – Final – April 2022
- IPTI Report for SUMA – Appendices – April 2022
- Attachment C – IPTI Update Note for SUMA – April 2022 SUMA,

And further that the City of Humboldt support advocacy efforts to have the following changes made to the Saskatchewan property assessment system in order of priority as listed:

Priority 1 - Remove the percentage of value by the province,
Priority 2 - Shorten the four year revaluation cycle,
Priority 3 - Change the base date of valuation,
Priority 4 - Move to using true market valuations,
Priority 5 - Reform the appeals system,
Priority 6 - Move agricultural properties out of regulated property category,
Priority 7 - Change the assessment timetable,
Priority 8 - Provide better training to all stakeholders.

CARRIED

7 Enquiries

8 Committee of the Whole

Moved By: Mayor Michael Behiel

That we sit in a private session as Committee of the Whole, the time being 6:32 p.m.

CARRIED

8.1 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, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, and Communication Manager Penny Lee

8.2 Authority

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

8.3 Revert

Moved By: Councillor Kelly Herperger

That Council revert to the Regular Meeting, the time being 7:55 p.m.

CARRIED

8.4 Recommendation - Leisure Service Director - Humboldt Campground

Moved By: Councillor Kelly Herperger

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

Mike Ulriksen and Penny Lee left the Council Chambers.

8.5 Recommendation - Director of Public Works - REACT Cart Program Terms of Service Update
Moved By: Mayor Michael Behiel

That administration be authorized to present REACT with the rates for 2022:

- \$3/Recycle cart/month
- \$11/Waste cart/month
- Fuel Surcharge (approximately \$1.30/set/month)
- Carbon Tax
- Retroactive payment of the 2020 and 2021 cart fees equaling \$50,174.

CARRIED

8.6 Recommendation - Director of Public Works - Cart Program Utility Rates
Moved By: Mayor Michael Behiel

That administration be authorized to prepare a bylaw amendment to proceed with Option 2 for the remainder of 2022 starting in October. Further that the 2023 plans be debated during budget deliberations.

Amended to:

That administration be authorized to prepare a bylaw amendment to proceed with Option 2 for residential properties for the remainder of 2022 starting in October. Further that the 2023 plans be debated during budget deliberations.

CARRIED

Peter Bergquist left the Council Chambers.

8.7 Recommendation - Finance Manager - 2023 Budget Schedule and Overview
Moved By: Councillor Amanda Klitch

That Council approve the recommendation to proceed with the proposed Budget Schedule and provide Administration further budget direction.

CARRIED

8.8 Recommendation- Employer's Bargaining Committee Appointees
Moved By: Councillor Larry Jorgenson

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

8.9 Verbal - Personnel Matters

9 Next Meeting

It was noted that the next Executive Committee Meeting will be held October 11, 2022 at 5:30 p.m.

10 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 8:00 p.m.

CARRIED

Chairperson – Roger Nordick

Acting City Clerk – Donna Simpson



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

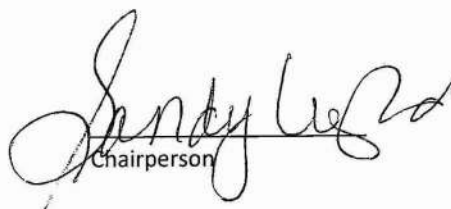
Reid Thompson Public Library Board Minutes for Meeting on June 13, 2022

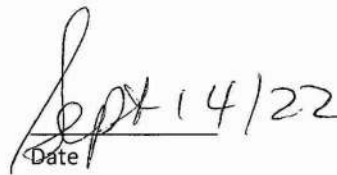
Attendance: Sharen Graf, Sandy Weyland, Amanda Klitch, Marliss Fleischhacker, Sheila Nordick, Rosemarie Buttinger, Jennifer Malmsten, Rita Theissing, and Colleen Jenkins
Recording Secretary: Kate Lucyshyn (Branch Librarian)

Call to order by Graf at 2:00pm

- 1) Agenda was unanimously approved.
- 2) Review and Approval of Minutes: Moved by Fleischhacker, seconded by Nordick that the minutes be adopted as presented. Carried.
- 3) Correspondence: Moved by Jenkins, seconded by Buttinger that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by Theissing, seconded Jenkins 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) Flooring (Capital Budget Item) – Tabled.
 - c) Scanners – Moved by Nordick, seconded by Malmsten that two new scanners be purchased using funds from the Reid-Thompson Schedule of Operations Wapiti Regional Library budget reserves provided the new scanners Wapiti quoted for purchase meet the scanner requirement of being able to read mobile phones.
 - d) TD Summer Reading Club – Update presented.
 - e) Library Emergency Preparedness and Response Plan Review – Nordick to review.
- 9) Next meeting: Monday, September 12, 2022 at 3:30 pm in the Reid-Thompson Public Library program room.
- 10) Adjournment: Moved by Weyland, seconded by Buttinger that the meeting be adjourned at 3:15 pm. Carried.


Secretary


Chairperson


Date



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on September 8, 2022 commencing at 9:00 am at the Gallery.



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Barrie Broad
Ivan Buehler
Karen Siermachesky
Larry Jorgenson
Jennifer Fitzpatrick – Director
- REGRETS:** Susan Bellamy and Aaron Lukan 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/Siermachesky:
That the agenda of September 8, 2022, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- ACKNOWLEDGEMENTS:** Carol acknowledged the efforts of the staff for all the great work and programming over the summer.
- ADOPT MINUTES:** Broad/Jorgenson:
That the minutes of July 7, 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 potential partnership with Heritage Saskatchewan, art appraisals, and recent maintenance work.

The board discussed proposed capital items, public usage of the programs, and their expected levels of services for the department in development of the budget for 2023.

The board requested information on the proposed plan for the second floor of the gallery.

The report was received for information.
- DEPARTURE:** Larry Jorgenson left the meeting at 9:40 am.
- FINANCIAL STATEMENT:** The Director presented the financial statement, which was received for information.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** Jennifer noted that the approved work on the CourtHouse is complete.
- NEW BUSINESS:**
- FRIENDS OF THE MUSEUM REPORT:** Jennifer noted that meetings of this group will be planned for the fall.
- FOUNDATION REPORT:** There was nothing to report at this time.

Museum Minutes for September 8, 2022, Page 2

ORIGINAL HUMBOLDT REPORT: Jennifer provided an update on the archaeological work and programming.

SPORTS HALL OF FAME REPORT: Aaron was not present, therefore no report.

PUBLIC ART COMMITTEE REPORT: Barrie gave an update on the Sense of Place project, which will be launched soon.

WATER TOWER COMMITTEE REPORT: Jennifer provided an update on the summer season.

COUNCIL REPORT: Councillor Jorgenson had discussed the upcoming budget process before his departure.

OTHER BUSINESS: The board self-evaluation was reviewed for members to complete and return by the end of September.

NEXT MEETING: The next meeting date will be October 13, 2022 at 9:00 AM at the Gallery.

ADJOURNMENT: Buehler/ Broad
That the meeting adjourn at 10:30 AM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary



CITY OF HUMBOLDT REPORT

TITLE: Cart Program Utility Rates
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: September 26, 2022

RECOMMENDATION

That City Council accept this report for information.

BACKGROUND

At the September 12, 2022, executive committee, staff was given instructions to draft a bylaw revision for the waste and recycle cart service provided by REACT. On September 21st, 2022, the REACT board accepted the negotiated terms of service that has been outstanding since the beginning of 2020. The resulting terms will require an adjustment to the rates in order to recover costs for the service.

CURRENT SITUATION

The City has historically invoiced waste and recycle cart customers through utility bills as follows:

Existing Cart Rates on Utility Bills:

- \$9/Recycle & waste carts/month
- \$6/month for Capital & Operating Levies

Total \$15.00/set/month

The Proposed Rates on Utility Bills:

- \$3/Recycle cart/month
- \$11/Waste cart/month
- \$1.30/month (approximately) Fuel Surcharge & Carbon Tax
- \$5.20/month for Capital & Operating Levies

Total \$20.50/set/month



OPTIONS

- Approve the new rates
- Not approve the new rates

COMMUNICATION AND ENGAGEMENT

The new rates will be shared publicly through the City’s media channels and will in effect on the October billing period.

ATTACHMENTS

- Existing Schedule “A”
- Proposed Schedule “A” Bylaw Amendment

FINANCIAL IMPLICATION

The monthly fuel surcharges are estimated, and the proposed fees are intended to recover costs paid to REACT for the services. As the negotiations with REACT are concluded; the city has only the October, November, and December utility bills to recover some funds for the new cart pricing. As noted at the September 12th executive committee, the 2022 budget is anticipated to be unfavorable by \$232,262 due to backpay disputes dating back to January 2020. If the new rate is applied, the City would recover approximately \$36,350. Therefore, the unfavorable position at the end of the year would be approximately \$195,912.

CONCLUSION

The rate changes will allow the City to recover some of the funds for the remaining months of 2022.



Existing Schedule "A"

City of Humboldt Bylaw No. 05/2017		
Schedule "A"		
Service		
1. Monthly Waste & Recycling Fee (on Utility Bill): Per Unit Cost for Household & Apartment/Condo Buildings of three or less units (waste and recycling carts)	\$15.00	
Additional Waste or Recycling Cart	\$7.50	
2. Residential Cart Replacement Fees		
Residential Cart Replacement (damaged or stolen carts)	\$110.00	
3. Overdue Bill Charges		
3.0% per month compounded		



Proposed Schedule "A" Bylaw Amendment

SCHEDULE "A" TO BYLAW NO. 05/2017

City of Humboldt Bylaw No. 05/2017		
Schedule "A"		
Service		
1. Monthly Waste & Recycling Fee (on Utility Bill): Per Unit Cost for Household & Apartment/Condo Buildings of three or less units (waste and recycling carts)	\$20.50	
Additional Waste or Recycling Cart	\$10.25	
2. Residential Cart Replacement Fees		
Residential Cart Replacement (damaged or stolen carts)	\$110.00	
3. Overdue Bill Charges		
	3.0% per month compounded	

CITY OF HUMBOLDT

BYLAW NO. 06/2022

A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO THE COLLECTION, REMOVAL AND DISPOSAL OF SOLID WASTES, REFUSE AND RECYCLABLE MATERIALS NO. 05/2017

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

1. Pursuant to Section 4.26 (c) of The Collection, Removal and Disposal of Solid Wastes, Refuse and Recyclable Materials Bylaw No. 05/2017, Schedule "A" 1. Monthly Waste & Recycling Fee is hereby deleted, and the attached Schedule "A" inserted thereon.
2. This Bylaw shall come into full force and take effect reflective of the October 14, 2022, Utility Billing.

Mayor: Michael Behiel

City Clerk: Lori Yaworski

INTRODUCED and read a first time this 26th day of September 2022.

READ a second time this this 26th day of September 2022.

READ a third and final time this this 26th day of September 2022.



CITY OF HUMBOLDT

PROCLAMATION

- WHEREAS:** The Minister of Agriculture has proclaimed the month of October as Agriculture Month in Saskatchewan to recognize and raise awareness of the importance of agriculture to our community.
- AND WHEREAS:** this proclamation provides an opportunity to celebrate the industry that contributes to a key economic driver both in Saskatchewan and across Canada.
- AND WHEREAS:** the Ministry will be working hard all month to engage the entire Province in sharing their food stories with friends, family and consumers.
- AND WHEREAS:** citizens of Humboldt are encouraged to celebrate the people along the agricultural value chain who deliver healthy, affordable and safer products in a sustainable manner every day.
- NOW THEREFORE:** the City of Humboldt does hereby proclaim the month of October 2022 as Agriculture Month in the City of Humboldt.

Mayor – Michael Behiel



CITY OF HUMBOLDT REPORT

TITLE: Payment Authorization Policy
PREPARED BY: Jace Porten, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: September 26, 2022

RECOMMENDATION

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

BACKGROUND

In 2020, administration began testing EFT payments as a form of paying vendors. Throughout 2021 the testing grew and as we entered the new year more vendors came on to be paid through EFT, creating a need to develop a policy to establish a uniformed set of authorizations for all forms of payment made by the City of Humboldt.

The current payment process has all cheques signed by the Mayor, or another member of council in their place and a member of administration that is listed as a signing authority. That control is not in place for any other payment method, such as EFT, pre-authorized debit, or online bill payment, and the authorization is completed by administrations signing officers.

CURRENT SITUATION

The Payment Authorization Policy will ensure the checks and balances are in place to limit any potential risk of fraud while allowing administration to maintain an efficient process with a more uniformed set of controls for all payment methods.

The new policy ensures a segregation of duties exists so that no individual alone can approve an invoice, create a payment, approve, and release a payment from start to finish. The complete process will require at least three, and usually four, separate employees throughout the entirety of the process, requiring two separate signing authorities to approve release any fund from the bank account.

EFT payments are a secure and streamlined way for organizations or individuals to make payments. The City's employees are reimbursed solely through EFT payments and the

benefits of using EFT as a form of payment outweigh the potential risks by increasing efficiencies and decreasing smaller administrative costs that are associated with cheques.

The cost of processing, stale-dating, re-issuing, and mailing cheques are all costs that are no longer necessary with credit card or EFT payment methods, there is also an increased risk of fraud when using cheques as a possibility exists that a cheque may be stolen. Ideally, all vendors would eventually be on board as an EFT vendor and the City would issue minimal cheques usually to one-time vendors.

With the segregation of duties in place, the largest remaining risk with EFT payments would be fraudulent bank vendor changes. Under the policy, should the City be contacted that a vendor is changing banking information they would be treated as a new vendor and the vendor enrollment form will be required to be completed and a test EFT payment would be sent. No further payments will be released to that individual or organization until the City receives confirmation of the \$.01 test payment.

While the new policy would no longer require the mayor, or council, to sign each individual cheque, they would remain a signing authority and in the case of two signing authority members of administration being absent, the mayor or a councilor would be called in to be a signing authority on either a cheque, EFT, or online bill payment.

The City has averaged approximately \$20 million in payments on an annual basis over the past 5 years, with the majority being through payroll and vendor payments that are both made later in the week and often on the same day. An obstacle administration currently runs into with the processing EFT payments is the daily limit, which is set at \$150,000. Bi-weekly pay-roll batches can be anywhere from \$100,000 to \$130,000 leaving minimal room for vendor payments on those weeks, requiring a heavier reliance on cheques.

Large capital project payments, up to \$700,000, or a school division tax payment, as high as \$500,000, causes issues with staying under the daily limit and we cannot offer those vendors to be paid through the EFT process. While the daily limit is in place to limit fraud, administration believes there are sufficient controls put in place with the adoption of this policy.

With Council no longer approving every payment, administration will provide a report monthly that will provide a Payment Listing of all vendors that were paid during the previous month. The report will not cover individual employee payroll payments but rather the complete batch.

OPTIONS

- Approve the recommendation as presented.
- Approve the recommendation with an amended daily limit.
- Reject the recommendation.

ATTACHMENTS

- Payment Authorization Policy
- Payment Listing – July 2022

COMMUNICATION AND ENGAGEMENT

Contact Royal Bank to increase the daily limit on transactions to be \$1 million.

FINANCIAL IMPLICATION

There are no financial implications of accepting this recommendation, in fact there is possibly a small amount of savings as the City moves away from issuing cheques and moving to more digital payment methods.

CONCLUSION

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

Policy Title:		Adopted By:	Policy Number:	
Payment Authorization Policy				
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt		1 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		

1.0 Purpose:

This policy establishes the responsibilities, controls, and authorizations for the accurate and timely payments processed by the City of Humboldt including procedural controls to minimize the risk of error and fraud.

1.1 This policy applies to all payments made to external organizations, individuals, and government agencies as well as all employee expense claim re-imburements.

2.0 Definitions:

2.1 “City” refers to the City of Humboldt.

2.2 “Council” refers to City Council for the City of Humboldt.

2.3 “EFT” refers to Electronic Funds Transfer.

2.4 “Signing Officer” refers to an individual within the Corporate Services department and members of City Council who have approved signing authority with the bank.

2.4.a Typically, the Signing Officers will hold the positions of:

- City Manager
- Director of Corporate Services/City Clerk
- Finance Manager
- Mayor
- City Councillor

3.0 Policy:

3.1 Only invoices, expense claims, and payment claims that are approved in accordance with the City's Purchasing Policy #1380, will be processed for payment.

3.2 Cheques will only be issued to “cash” if it is being used to replenish the petty cash fund. Those cheques are to be issued to “Petty Cash”.

3.3 All employees / departments submitting an invoice, expense claim, or payment claim for processing must ensure that all necessary paperwork is provided to the Accounts Supervisor in a timely manner to meet the payment terms and internal processing deadlines.

3.4 The Accounts Supervisor is responsible for reviewing the payment request paperwork, entering payment information into the finance software, printing cheques, creating EFT payment files, and controlling the blank cheque stock, all in accordance with the City’s policies.

Policy Title:		Adopted By:	Policy Number:	
Payment Authorization Policy				
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt		2 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		

3.5 The Human Resources Coordinator is responsible for ensuring timesheets and payroll processes are in accordance with the Collective Bargaining Agreement and Out of Scope Policy #1280 and the Employment Standards of Saskatchewan. The Human Resource Coordinator is also responsible for entering payroll information into the finance software and creating the EFT payment file, uploading it to the bank, and remitting all subsequent taxes to the Canadian Revenue Agency.

4.0 Segregation of Duties:

- 4.1** The assignment of separate roles and responsibilities to different employees is intended to ensure that every payment requires the review and approval from multiple individuals.
 - 4.1.a** The Accounts Supervisor will not be permitted to create purchase orders or be a signing approver on invoices and cannot approve or release any payment batches and cannot sign cheques.
 - 4.1.b** The Human Resource Coordinator cannot be a signing approver on timesheets and cannot approve or release payment batches or sign cheques.
 - 4.1.c** Signing Officers cannot input payment request information into the financial software system.
 - 4.1.d** Approval from two Signing Officers is required to approve and release payment batches. Two signing officers are required on each cheque.
 - 4.1.e** In the case of absence by the Accounts Supervisor or the Human Resource Coordinator, an alternate may fill in on a temporary basis. To ensure that a segregation of duties remains, a signing officer cannot be an alternate.

5.0 Invoice Approval

- 5.1** Invoices received by the City will be date-stamped and then forwarded to the appropriate department for review and authorization to pay.
- 5.2** Each Department should promptly review each invoice for accuracy, identify the general ledger (GL) account that should be debited, attach a copy of the purchase order (PO) and/or other supporting documents, and obtain Department Head, Manager, or Supervisor signature. The Department Head, Manager, or Supervisor who signs-off must have knowledge of the transaction and authority to approve the purchase subject to the City’s Purchasing Policy.
- 5.3** Invoices shall be returned to accounts payable, approved, and coded, within 10 business days of the Department receiving the invoice.

Policy Title:		Adopted By:	Policy Number:	
Payment Authorization Policy				
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt		3 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		

- 5.4** The Director of the Department is responsible to ensure that invoices processed by that Department are appropriate, accurate and charged to the correct General Ledger account.
- 5.5** The City of Humboldt generally processes cheques and EFT payments regularly on a weekly basis, and all approved invoices must be received by the Accounts Supervisor by 10am Tuesday morning to be included in that week’s payment batch.

6.0 Timesheet Approval

- 6.1** Pay period schedules and timelines must comply with Employment Standards for Saskatchewan and the City’s Collective Bargaining Agreement and Out of Scope Policy #1280.
- 6.2** The Director of the Department is responsible to ensure that timesheets information such as hours of work, time code and cost centre are appropriate and accurate.

7.0 Payment Method Approval

7.1 Petty Cash

7.1.a This method is intended to be used for small, incidental purchases. Petty Cash is not to be used to reimburse staff for expenses purchased and should not be used for purchases of more than \$10.

7.2 Credit Card

7.2.a Credit cards may be issued to employees if the operational need can be substantiated based on need and convenience. A list of approved credit card holders and controls associated is within the Purchase Card Policy #4290.

7.3 Electronic Funds Transfer

7.3.a This method of payment is an accepted payment option so long as the vendor agrees to comply with the City’s requirements.

7.3.a.1 Banking information must be provided by a vendor on the City’s vendor enrollment form and will be entered into the finance software by the Accounts Supervisor and will be verified and approved by a Signing Officer.

7.3.a.2 The vendor enrollment form will represent a \$.01 invoice and a test EFT payment will be sent to the vendor to confirm the banking information is correct and all subsequent invoices from that vendor

Policy Title:		Adopted By:	Policy Number:	
Payment Authorization Policy				
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt		4 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		

shall be paid through EFT. If a vendor changes banking information, the City will repeat the full EFT enrollment process.

- 7.3.b** EFT payments are the preferred method for processing employee pay.
- 7.3.c** EFT payments for invoice payments will be created and uploaded by the Accounts Supervisor. EFT payments for employee pay will be created and uploaded by the Human Resource Co-ordinator. The approval from two separate signing officers is required for payments to be approved and released.

7.4 Cheques

- 7.4.a** Cheques will continue to be an acceptable payment method in instances when a vendor does not provide the City banking information for EFT payment.
- 7.4.b** Cheque batches will be created and uploaded by the Accounts Supervisor and will require the approval of two separate signing officers prior to issuance.

7.5 Online Bill Payment

- 7.5.a** Online bill payments are an acceptable payment method for payments to a School Division, the Ministry of Finance, the Canadian Revenue Agency, or any other government authority where the payment can be processed online.
- 7.5.b** Any amounts payable through online bill payments will be calculated by the respective City staff with knowledge of the transaction, uploaded by a delegated Corporate Services employee, and subjected to dual authorisation by two signing officers.

7.6 Pre-Authorized Payment

- 7.6.a** This payment type is unique to the payment of utility bills, credit card statements, or loans. For these payments, the City has authorized external organizations to withdraw an amount from the City’s bank account on an on-going scheduled basis.
- 7.6.b** The setup of this payment type must be approved by two signing officers.

8.0 Reporting

- 8.1** On a monthly basis the Finance Manager shall provide Executive Committee of Council a monthly expenditure report.
 - 8.1.a** This report will include all payments made via Cheque, EFT, Online Bill Payment, and Pre-Authorized Payments.

July 2022 Payment Listing

Date	Payment Number	Vendor Check Name	# of Invoices	Amount Paid
2022-07-04	BMO CC 0622	BMO MasterCard	14	\$23,121.89
2022-07-04	Pre-Authorized	Chamber of Commerce - Group Benefit Plan	1	\$19,141.60
2022-07-05	Pre-Authorized	Elavon	1	\$556.39
2022-07-06	41024	Avon Security Products	1	\$386.40
2022-07-06	41025	Michael Behiel	1	\$367.24
2022-07-06	41026	Bella Vista Inn	1	\$127.60
2022-07-06	41027	Megan Brooks	1	\$21.42
2022-07-06	41028	Deb Burkart	1	\$7.50
2022-07-06	41029	Joe Day	1	\$182.23
2022-07-06	41030	Greater Saskatoon Catholic Schools	1	\$280,481.34
2022-07-06	41031	Handy Special Events	1	\$2,709.77
2022-07-06	41032	Horizon Fertilizers Ltd.	1	\$890.78
2022-07-06	41033	Johnson Controls #C3039	2	\$2,371.32
2022-07-06	41034	Amanda Klitch	1	\$174.31
2022-07-06	41035	M & H Engele Special Events	1	\$980.00
2022-07-06	41036	Municode Services Ltd.	5	\$2,037.01
2022-07-06	41037	Brooke Niekamp	1	\$54.53
2022-07-06	41038	POSSBERG TAYLOR	1	\$21.42
2022-07-06	41039	Purolator Courier Ltd.	1	\$44.77
2022-07-06	41040	The Stew	1	\$120.00
2022-07-06	41041	WALKER BRENT	1	\$82.29
2022-07-06	41042	WIEST RAY	1	\$28.44
2022-07-06	41043	DAVIS DOROTHY#####	1	\$55.73
2022-07-06	41044	KUIPERS JAKE	1	\$49.46
2022-07-06	41045	REITSMA BRENNON	1	\$78.30
2022-07-06	41046	HOHMANN SHARON	1	\$90.18
2022-07-06	41047	FALK DARREN	1	\$205.58
2022-07-06	41048	PARISH OF HUMBOLDT	1	\$68.35
2022-07-06	41049	MENZ CLARENCE	1	\$129.35
2022-07-06	41050	SOLUCH ARTUR	1	\$151.97
2022-07-06	41051	STEINER LANA	1	\$78.63
2022-07-06	41052	DOLAN KEVIN & STEPHANIE	1	\$197.64
2022-07-06	41053	ALLEN CARLEY	1	\$214.29
2022-07-06	41054	VERANOVA PROPERTIES LTD	1	\$101.63
2022-07-06	41055	TK Elevator (Canada) Limited	1	\$947.54
2022-07-07	Pre-Authorized	Royal Bank	1	\$494.81
2022-07-07	Pre-Authorized	Ministry of Finance	1	\$199,731.34
2022-07-07	Payroll Batch	Public Works Payroll	1	\$25,150.74
2022-07-07	Payroll Batch	Administration Payroll	1	\$37,301.50
2022-07-07	Payroll Batch	Fire Department Payroll	1	\$9,849.11
2022-07-07	Payroll Batch	Leisure Services Payroll	1	\$38,614.30
2022-07-11	EFT01555	1st Stop Auto Parts & Industrial Supply	6	\$1,338.46
2022-07-11	EFT01556	Alpine Storage	1	\$1,375.84
2022-07-11	EFT01557	Brockman Enterprises Ltd.	1	\$7,289.28
2022-07-11	EFT01558	Colony Chevrolet GMC Buick Ltd.	2	\$1,435.46
2022-07-11	EFT01559	Flocor	1	\$256.05
2022-07-11	EFT01560	Golden West Broadcasting Ltd.	14	\$5,199.36
2022-07-11	EFT01561	Grain Bags Canada	3	\$516.07
2022-07-11	EFT01562	Gregg Distributors LP	4	\$362.96
2022-07-11	EFT01563	HBI Office Plus Inc.	3	\$666.42
2022-07-11	EFT01564	Humboldt Journal	2	\$341.25
2022-07-11	EFT01565	Canadian Tire 638 Humboldt	4	\$1,582.10
2022-07-11	EFT01566	Municipal Employees Pension Plan #13035	1	\$23,845.00
2022-07-11	EFT01567	Nelson Granite Limited	1	\$603.29

2022-07-11 EFT01568	Prairie Meats	1	\$207.09
2022-07-11 EFT01569	Quality Tire Service, Humboldt	1	\$35.41
2022-07-11 EFT01570	Rawlco Radio Ltd.	1	\$1,209.60
2022-07-11 EFT01571	REACT Waste Management	1	\$25.00
2022-07-11 EFT01572	Ricoh Canada Inc.	1	\$682.69
2022-07-11 EFT01573	Strueby Plumbing & Heating	2	\$1,164.11
2022-07-11 EFT01574	Toshiba Business Solutions	1	\$31.50
2022-07-11 EFT01575	Wheeler's Wholesale Ltd.	4	\$849.50
2022-07-12 6738928	Flocor	1	\$409.23
2022-07-13 41056	Airmaster Sales Ltd	1	\$577.46
2022-07-13 41057	AltaWest Group Ltd	1	\$1,575.00
2022-07-13 41058	Bella Vista Inn	4	\$1,276.00
2022-07-13 41059	Alanna Bergquist	1	\$50.00
2022-07-13 41060	Cuyler Brooks	1	\$21.42
2022-07-13 41061	Carfac Sask	1	\$80.00
2022-07-13 41062	Yang Chen	1	\$250.00
2022-07-13 41063	Danish Oven Limited	2	\$144.00
2022-07-13 41064	DCG Philanthropic Services Inc.	2	\$39,620.79
2022-07-13 41065	Hergott Farm Equipment Ltd.	2	\$919.32
2022-07-13 41066	Homefield	3	\$4,260.18
2022-07-13 41067	Humboldt Broncos	1	\$3,000.00
2022-07-13 41068	Husky Oil Marketing Company	1	\$2,886.00
2022-07-13 41069	Minister of Finance	1	\$1,198.80
2022-07-13 41070	MLT Aikins LLP	2	\$875.24
2022-07-13 41071	Pepsi Bottling Group (Canada)	1	\$506.86
2022-07-13 41072	Purolator Courier Ltd.	1	\$47.51
2022-07-13 41073	Receiver General of Canada	2	\$45,239.79
2022-07-13 41074	Keziah Rung	1	\$65.00
2022-07-13 41075	SaskCulture	1	\$75.00
2022-07-13 41076	SASKATOON MEDIA GROUP	1	\$525.00
2022-07-13 41077	SGI	1	\$222.00
2022-07-13 41078	Robin Sheldon	1	\$65.00
2022-07-13 41079	Sobeys Humboldt	12	\$257.88
2022-07-13 41080	The Stew	3	\$522.00
2022-07-13 41081	JOSEPHINE ROETTGER	1	\$56.69
2022-07-13 41082	The Horse's Mouth	1	\$250.00
2022-07-13 41083	Zilkowsky, Joanne	1	\$890.00
2022-07-15 EFT01576	Brandt Tractor Ltd.	1	\$609.67
2022-07-15 EFT01577	Brockman Enterprises Ltd.	1	\$1,120.54
2022-07-15 EFT01578	Cleartech Industries Inc.	2	\$4,488.71
2022-07-15 EFT01579	Colony Chevrolet GMC Buick Ltd.	1	\$10.61
2022-07-15 EFT01580	Graphic Ad	1	\$53.28
2022-07-15 EFT01581	Grain Bags Canada	1	\$73.16
2022-07-15 EFT01582	Gregg Distributors LP	1	\$348.93
2022-07-15 EFT01583	HBI Office Plus Inc.	2	\$155.61
2022-07-15 EFT01584	Hergott Electric Ltd.	1	\$427.35
2022-07-15 EFT01585	Humboldt Home Hardware	3	\$10,685.97
2022-07-15 EFT01586	Humboldt Lumber Mart	1	\$199.30
2022-07-15 EFT01587	Humboldt Fire Department Social Club	1	\$625.00
2022-07-15 EFT01588	KMK Sales Ltd.	1	\$156.91
2022-07-15 EFT01589	Millsap Fuel Distributors Ltd.	3	\$18,225.99
2022-07-15 EFT01590	Nelson Granite Limited	1	\$603.29
2022-07-15 EFT01591	Office Experts	1	\$208.62
2022-07-15 EFT01592	REACT Waste Management	1	\$350.00
2022-07-15 EFT01593	Redhead Equipment	2	\$1,397.89
2022-07-15 EFT01594	Saskatchewan Research Council	1	\$29.14

2022-07-15	EFT01595	Saskatchewan Health Authority	2	\$46.00
2022-07-15	EFT01596	Success Office Systems	1	\$111.00
2022-07-15	EFT01597	Toshiba Business Solutions	2	\$1,401.21
2022-07-15	EFT01598	WestCrete Curb and Landscape	1	\$44,915.76
2022-07-19	41084	Acklands Grainger	1	\$76.05
2022-07-19	41085	C&F Installations	1	\$1,627.24
2022-07-19	41086	Chambers Sound Studio	1	\$530.00
2022-07-19	41087	Everguard Fire and Safety	1	\$1,970.20
2022-07-19	41088	Hergott Farm Equipment Ltd.	1	\$10.14
2022-07-19	41089	Jennifer Fitzpatrick	1	\$111.72
2022-07-19	41090	Humboldt & District Chamber of Commerce	1	\$1,576.00
2022-07-19	41091	Kemway Lanes	1	\$817.11
2022-07-19	41092	Landscape Saskatchewan	1	\$2,000.00
2022-07-19	41093	Maverick Construction	1	\$2,100.00
2022-07-19	41094	Steven McLaren	1	\$119.87
2022-07-19	41095	Leroy M. Meyer	1	\$750.00
2022-07-19	41096	Olynick Water & Sewer Ltd.	5	\$6,185.01
2022-07-19	41097	Petty Cash - Library	1	\$99.10
2022-07-19	41098	Purolator Courier Ltd.	2	\$53.64
2022-07-19	41099	SaskWater	1	\$190,478.67
2022-07-19	41100	SUMA	1	\$1,345.71
2022-07-19	41101	Star Diamond Tools, Inc.	1	\$1,500.56
2022-07-19	41102	Kaitlin Suer	1	\$65.00
2022-07-19	41103	WOODS SANDRA LOUISE	1	\$61.33
2022-07-19	41104	BLACKBEARD CHRIS	1	\$63.27
2022-07-19	41105	WILSON ALLAN	1	\$52.98
2022-07-19	41106	MUELLER WILFRED	1	\$62.66
2022-07-19	41107	Evan & Michelle Thompson	1	\$950.00
2022-07-19	41108	Van Houtte Coffee Services Inc.	2	\$521.37
2022-07-19	41109	Rachel Wormsbecher	1	\$2,000.00
2022-07-19	41110	Zilkowsky, Joanne	1	\$520.00
2022-07-20	Pre-Authorized	Ministry of Finance	1	\$1,172.83
2022-07-21	035-166131	Gregg Distributors LP	1	\$38.17
2022-07-21	Payroll Batch	Administration Payroll	1	\$37,820.84
2022-07-21	Payroll Batch	Public Works Payroll	1	\$24,479.61
2022-07-21	Payroll Batch	Leisure Services Payroll	1	\$42,968.96
2022-07-22	EFT01599	1st Stop Auto Parts & Industrial Supply	8	\$1,360.80
2022-07-22	EFT01600	Brandt Tractor Ltd.	2	\$1,024.06
2022-07-22	EFT01601	Brockman Enterprises Ltd.	2	\$2,994.82
2022-07-22	EFT01602	Centrix Control Solutions LP	1	\$0.01
2022-07-22	EFT01603	Cleartech Industries Inc.	1	\$13,322.33
2022-07-22	EFT01604	Colony Chevrolet GMC Buick Ltd.	1	\$55.49
2022-07-22	EFT01605	Discovery Ford Sales Ltd.	1	\$1,445.39
2022-07-22	EFT01606	Flocor	2	\$4,399.26
2022-07-22	EFT01607	Grain Bags Canada	2	\$452.24
2022-07-22	EFT01608	Gregg Distributors LP	3	\$822.93
2022-07-22	EFT01609	HBI Office Plus Inc.	5	\$562.05
2022-07-22	EFT01610	Hergott Electric Ltd.	5	\$1,394.67
2022-07-22	EFT01611	Humboldt Lumber Mart	2	\$217.22
2022-07-22	EFT01612	Humboldt Golf Club	1	\$1,000.00
2022-07-22	EFT01613	ICONIX Waterworks	1	\$0.01
2022-07-22	EFT01614	KMK Sales Ltd.	2	\$380.63
2022-07-22	EFT01615	Office Experts	2	\$244.22
2022-07-22	EFT01616	Pleasureway Sales	4	\$4,938.10
2022-07-22	EFT01617	Quality Tire Service, Humboldt	1	\$532.87
2022-07-22	EFT01618	REACT Waste Management	1	\$60.00

2022-07-22	EFT01619	Redhead Equipment	3	\$767.38
2022-07-22	EFT01620	Ricoh Canada Inc.	1	\$1,058.62
2022-07-22	EFT01621	Saskatchewan Research Council	5	\$1,668.32
2022-07-22	SK ENERGY 0622	Sask Energy	1	\$5,723.07
2022-07-22	EFT01622	SaskWest Mechanical LTD	2	\$34,794.70
2022-07-22	EFT01623	Source Atlantic	1	\$121.15
2022-07-22	EFT01624	Strueby Plumbing & Heating	2	\$1,032.00
2022-07-22	EFT01625	Vinyl Expressions	1	\$66.05
2022-07-27	41141	Acklands Grainger	1	\$70.55
2022-07-27	41170	Brockman Enterprises Ltd.	1	\$251,623.73
2022-07-27	41142	Garrett Brown	1	\$21.42
2022-07-27	41143	City of Humboldt	16	\$9,933.18
2022-07-27	41144	Cloverdale Paint Inc.	1	\$6,322.94
2022-07-27	41145	Direct Drive Taxi	1	\$4,777.50
2022-07-27	41146	James & Chantelle Dunne	1	\$1,050.00
2022-07-27	41147	Dzinehaus Computers Inc	1	\$610.50
2022-07-27	41148	Miles Engele	1	\$51.05
2022-07-27	41149	Reynold Fortowsky	1	\$28.00
2022-07-27	41150	Humboldt Plumbing & Heating Ltd.	1	\$942.34
2022-07-27	41151	Humboldt Theatre Club	1	\$2,000.00
2022-07-27	41152	Jet Ice	1	\$2,910.05
2022-07-27	41153	Johnson Controls #C3039	1	\$2,639.13
2022-07-27	41154	Leroy M. Meyer	1	\$1,500.00
2022-07-27	41155	Northland Recreation Supply	1	\$36,461.91
2022-07-27	41156	Onstage Dance Festival	1	\$1,000.00
2022-07-27	41157	Pepsi Bottling Group (Canada)	1	\$404.23
2022-07-27	41158	Petty Cash - Library	1	\$91.95
2022-07-27	41159	Receiver General of Canada	2	\$42,247.51
2022-07-27	41160	Rocky Mountain Phoenix	3	\$26,806.50
2022-07-27	41161	Rubicon Pharmacies	1	\$86.64
2022-07-27	41162	Safe Community Humboldt & Area	1	\$2,000.00
2022-07-27	41163	SaskTel	1	\$5,451.28
2022-07-27	41164	Sobeys Humboldt	8	\$116.84
2022-07-27	41165	South 20 Dodge Chrysler Ltd.	1	\$546.79
2022-07-27	41166	Lana Steiner	1	\$113.64
2022-07-27	41167	KWASNICA AUSTIN###	1	\$140.00
2022-07-27	41168	STADNYK JAZMINE	1	\$5.71
2022-07-27	41169	Clarence Wittig	1	\$450.00
2022-07-29	EFT01626	Brockman Enterprises Ltd.	2	\$5,714.95
2022-07-29	EFT01627	Centrix Control Solutions LP	1	\$998.99
2022-07-29	EFT01628	Discovery Ford Sales Ltd.	1	\$63.00
2022-07-29	EFT01629	Enercon Water Treatment Ltd.	1	\$1,569.21
2022-07-29	EFT01630	Grain Bags Canada	1	\$812.89
2022-07-29	EFT01631	Hergott Electric Ltd.	1	\$218.56
2022-07-29	EFT01632	Humboldt Home Hardware	23	\$3,592.30
2022-07-29	EFT01633	ICONIX Waterworks	1	\$714.83
2022-07-29	EFT01634	KSP Technology	1	\$299.70
2022-07-29	EFT01635	Municipal Employees Pension Plan #13035	1	\$23,867.36
2022-07-29	EFT01636	Office Experts	1	\$207.79
2022-07-29	EFT01637	Pleasureway Sales	1	\$519.06
2022-07-29	EFT01638	Prairie Meats	1	\$808.90
2022-07-29	EFT01639	REACT Waste Management	1	\$172.47
2022-07-29	EFT01640	Ricoh Canada Inc.	1	\$671.33
2022-07-29	EFT01641	Success Office Systems	1	\$15.75
2022-07-29	EFT01642	Wheeler's Wholesale Ltd.	4	\$2,419.21
2022-07-29	Payroll Batch	Council Payroll	1	\$8,252.52

2022-07-31 SK POWER 0622	SaskPower	1	\$39,104.53
2022-07-31 Pre-Authorized	First Data	1	\$10.91



CITY OF HUMBOLDT REPORT

TITLE: Humboldt Campground – Transfer of Assets
PREPARED BY: Michael Ulriksen, Director of Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: September 26, 2022

RECOMMENDATION

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.

BACKGROUND

Following the end of the 2022 camping season, the Humboldt and District Chamber of Commerce will no longer be operating the community campground. In addition to operating the campground, the Chamber also invested in the campground assets, of which they are seeking to sell to the City in order for those assets to remain in the campground and serving future campers.

CURRENT SITUATION

The following are a breakdown of the assets currently owned by the Chamber of Commerce. Administration has been actively negotiating with the Chamber of Commerce over the course of the last several weeks to come to an agreement that is acceptable and fair to both parties. Upon ratification of the agreement by both parties, the following assets will transfer to the City of Humboldt:

1. Campground Assets: The City will take possession of a number of non-fixed campground furnishings including picnic tables, fire pits/BBQs, WIFI system, storage sheds and miscellaneous maintenance equipment. Administration determined that these assets purchased by the Chamber are basic components necessary for any successful campground should remain with the property.
2. Mini-Golf: The mini golf course located directly to the west of the Visitor Information Center building has been included in the negotiated price with the Chamber of Commerce. The City will take possession of this fixed asset with the expectation that the City or a third party

operator will keep the recreational activity available to residents and campers in the years ahead.

3. Welcome Sign: The sign was the final Chamber of Commerce asset included in the agreement. While the sign is not an integral component of the operation of the campground, there is a small potential revenue stream from advertising that the Chamber has realized over the past number of years. This was a small component in the overall agreement.

The Chamber of Commerce will relocate some of their office assets to their new offices. The small dog run located next to the mini-golf course has been offered to the SPCA by the Chamber and is expected to be relocated in the spring. The remaining infrastructure in the campground is already City owned including the buildings and underground assets.

OPTIONS

1. Approve Administration to formalize the purchase of campground assets from the Chamber at the negotiated price of \$35,000.
2. Direct Administration to further negotiate with the Chamber of Commerce
3. Provide alternative direction to Administration as it pertains to the campground assets.

COMMUNICATION AND ENGAGEMENT

Communication between the City and the Chamber has been positive throughout the course of these negotiations. Both parties have approached this process with a desire to determine an outcome that is in the best interests of both parties and the future operations of the campground.

ATTACHMENTS

NA

FINANCIAL IMPLICATION

This expense was not anticipated in the 2022 budget and will therefore need to be funded through operational savings realized in 2022. If an operational surplus is unable to fund the purchase of these assets, the funds would need to be drawn from reserves.

CONCLUSION

With the City responsible for determining the future operations of the campground upon the expiration of the Chamber of Commerce current lease agreement, it is in the best interests of the City to attain the assets as described within this report. Administration believes that given the type and quality of the assets in question, that the offer of \$35,000 is fair and acceptable.

CITY OF HUMBOLDT REPORT

TITLE: Custom Work Rate Policy
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: September 26, 2022

RECOMMENDATION

That policy 6070 Custom Work Rates as amended be adopted.

BACKGROUND

The last update to the Custom work rates policy was in 2014. The Public Works and Utilities department provides periodic custom work which may include water/sewer service replacements, grass cutting, sweeping, and sanding for various locations. At times, custom work may be needed on an emergency basis which is billed to a private or public organization. The custom work rate sheet provides staff with charge-out rates to reference.

CURRENT SITUATION

The proposed policy was updated referencing the 2022 Equipment Rental Rates Guide from the Saskatchewan Heavy Construction Association. Rates that were not in the guide were increased by an average of 15% which was relatable to other increases observed in the guide.

Many of these activities are provided by private contractors. Staff support private contractors servicing private companies or property's needs. These rates are in place in the event that those services are not available, or work needs to be completed in an emergency or urgent timeline.

The service replacement information was updated with current rates and more accurate time that it takes to complete the work. These rates increased the most in comparison to the 2014 custom work rate policy however are in line with rates performed by contractors in the industry.

OPTIONS

- N/A

COMMUNICATION AND ENGAGEMENT

- N/A

ATTACHMENTS

- 2014 Custom Work Rates
- Updated Proposed Policy #6070 Custom Work Rates

FINANCIAL IMPLICATION

The financial implications of the new rates are anticipated to be minimal to annual budgets as most services are provided by private industry.

CONCLUSION

The proposed rates provide staff with charge-out rates if needed. They are in line with industry practice and are not intended or anticipated to affect local contractor services.



**CITY OF HUMBOLDT
CUSTOM WORK RATES FOR 2014
HOURLY RATE**

DESCRIPTION	MAKE	MODEL	YEAR	CITY RATE WITH OPERATOR & ADMIN
Motor Grader	Volvo	G720B	2004	\$205.00
Loader	Case	721C	1999	\$158.00
Skid Steer with attachments	JCB	185	2000	\$110.00
Excavator	Hyundai	ROLEX 170W-3	1998	\$163.00
Track Excavator	Case	CX210B	2011	\$190.00
Backhoe	Case	580 SM	2006	\$102.00
½ Ton Truck				\$75.00
¾ Ton Truck				\$78.00
1 Ton Truck				\$89.00
Tandem Truck (Unit 112)	Sterling	Acterra	2007	\$130.00
Tandem Truck (Unit 138)	International		2010	\$130.00
2 WD Tractor (Includes IHC 275 & 444)				\$61.00
4 WD Tractor				\$100.00
Sweeper	Elgin	Pelican Series P	2006	\$108.00
Sewer Jetter				\$153.00
Snow Blower			2013	\$135.00
Cube Van				\$75.00
Steamer/Thawer				\$139.00
Sand Spreader (includes materials)				\$185.00
Pothole Patching				\$250.00
Additional Staff (Per Person)				\$40.00
Sign/Barricade Delivery and Setup Charge				\$115.00
(Pickup and return to Works and Utilities yard only)		Barricades (each/day)		\$7.50
		Cones (each/day)		\$3.00
		Signs (each/day)		\$10.00

No charge for Not-For-Profit events except for delivery and setup if requested.



**OTHER RATES INCLUDING ADMINISTRATION
SUMMER RESIDENTIAL SERVICE MAY 1 TO OCT 31
(25mm Water and 100mm Sanitary Sewer, Public side apx 13m, Private side apx 7.62m)**

Installation of both Water and Sanitary Services

COMPLETE INSTALLATION/REPALCEMENT (Water and sanitary mains to house)	\$6,789.00
Cost per meter for longer of shorter lengths	\$330.00
PRIVATE SIDE (From property line to house) ----- (City SW Incl.)	\$3,087.00
Cost per meter for longer of shorter lengths	\$406.00
PUBLIC SIDE (From City water main to property line) ----- (City SW, AC, Curbing Incl.)	\$5,587.00
Cost per meter for longer of shorter lengths	\$430.00

Water Service Only

COMPLETE INSTALLATION/REPALCEMENT (Water main to house)	\$6,142.00
Cost per meter for longer of shorter lengths	\$298.00
PRIVATE SIDE (From property line to house) ----- (City SW Incl.)	\$2,685.00
Cost per meter for longer of shorter lengths	\$353.00
PUBLIC SIDE (From City water main to property line) ----- (City SW, AC, Curbing Incl.)	\$4,865.00
Cost per meter for longer of shorter lengths	\$375.00

Sanitary Sewer Lateral Only

COMPLETE INSTALLATION/REPALCEMENT (Sanitary main to house)	\$6,318.00
Cost per meter for longer of shorter lengths	\$307.00
PRIVATE SIDE (From property line to house) ----- (City SW Incl.)	\$2,913.00
Cost per meter for longer of shorter lengths	\$383.00
PUBLIC SIDE (From City sanitary main to property line) ----- (City SW, AC, Curbing Incl.)	\$5,291.00
Cost per meter for longer of shorter lengths	\$407.00

- PUBLIC SIDE PRICES INCLUDE REPAIR TO EXISTING STREETS, SIDEWALKS, AND CURBS.

REDUCTIONS IF NOT REQUIRED:	Asphalt	\$900.00
	Curbing	\$750.00
	Sidewalk	\$720.00

POTENTIAL ADDITIONS: Insulation \$30/m - \$60/m (depends on amount needed)

- PRICES DO NOT INCLUDE COSTS FOR ANY REMOVAL OR REPLACEMENT OF TREES, CONCRETE OR LANDSCAPING ON PRIVATE PROPERTY. OWNER TO COMPLETE AT OWN COST.
- SERVICES ARE INSTALLED 1m AWAY FROM BASEMENT/FOUNDATION, OWNER TO ARRANGE FINAL CONNECTION AT OWN COST.
- OVERSIZED SERVICE PRICES WILL BE ADJUSTED BY THE COST OF MATERIALS. A DETAILED



QUOTE CAN BE PROVIDED UPON REQUEST

- FOR REPAIRS LESS THAN 5 METERS THE WORK WILL BE CHARGED AT THE HOURLY RATE OF \$280 PLUS THE COST OF ANY MATERIALS REQUIRED.

- BACKFILL TAMPING IS INCLUDED IN PRICING

- PRICES DO NOT INCLUDE ANY PST OR GST

- MULTIPLY BY 1.5 FOR RATES FROM NOV 1 TO APR 31 (WINTER RATES)

- MINIMUM CALLOUT TIME OF 1 HOUR

Policy Title:		Adopted By:	Policy Number:	
Custom Work Rates - PW		CITY Council	6070	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Public Works and Utilities	City of Humboldt		1 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Executive Committee		N/A		

1.0 PURPOSE:

The Public Works and Utilities department provides periodic custom work which may include water/sewer service replacements, grass cutting, sweeping, and sanding for various locations. At times, custom work may be needed on an emergency basis which is billed to a private or public organization. The custom work rate sheet provides staff with charge-out rates to reference.

2.0 POLICY:

- 2.1** Upon receipt of a request for work, the department will evaluate the scope and recommend pursuing or declining the work. In most cases, the work will be deferred to the private sector so staff can focus on City projects as the highest priority.
- 2.2** A quote and agreement in writing will be completed prior to the work.
- 2.3** Equipment and Personnel used for the project will be tracked then invoiced.
- 2.4** All City equipment will only be operated by trained City Staff.
- 2.5** Any equipment that the department does not have available but is required to do the job will be rented from other sources and will be charged to the customer at the current rental rate of that equipment plus a 15% administration and handling fee.
- 2.6** A minimum rate of one (1) hour will be charged for staff and equipment per request, plus applicable taxes. Any request that exceeds (1) hour will be rounded to the next ½ hour.
 - 2.6.a** Exceptions: Sweeping, Mowing and Sanding which will be ½ hour (30mins) minimum and then rounded to the next ½ hour (30mins).
- 2.7** Rates for the installation of water service, sanitary service, and combined water and sewer service including material have been established for a typical installation (Tables 2 to 4).
- 2.8** Changes to be invoiced to private contractors or property owners for the replacement of asphalt or concrete related to their private excavation are established within this policy (Table 5).

Policy Title:		Adopted By:	Policy Number:	
Custom Work Rates - PW		CITY Council	6070	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Public Works and Utilities	City of Humboldt		2 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Executive Committee		N/A		

Table 1 – Hourly Custom Work Rates

DESCRIPTION	MAKE	MODEL	YEAR	CITY RATE WITH OPERATOR & ADMIN
Motor Grader	Volvo	G960B	2013 - P450	\$250.00
Loader	John Deere	524	2010 - P410	\$174.00
Loader	Case	721G	2021 - P401	\$191.00
Skid Steer	Case	TR270	2014 - P245	\$138.00
Track Excavator	Case	CX210B	2011 - P430	\$237.00
Backhoe	John Deere	210SL	2015 - P265	\$138.00
1/2 & 3/4 Ton Truck				\$85.00
1 Ton Truck				\$110.00
3 Ton Truck	Chevrolet	C7500	2007 - P320	\$123.00
Tandem Truck	Sterling	Acterra	2007 - P340	\$147.00
Tandem Truck	International		2010 - P350	\$147.00
Small Tractor	Kubota	BX2680	2019 - P255	\$94.00
Small Tractor w/Mower/Blower/Broom	Kubota	BX2680	2019 - P255	\$105.00
Large Tractor	New Holland	T7030	2010 - P270	\$144.00
Large Tractor w/Mower/Blower	New Holland	T7030	2010 - P270	\$165.00
Street Sweeper	Global	M3	2019 - P290	\$190.00
Sewer Jetter	Hino		2008 - P330	\$175.00
Steamer/Thawer			P213/P216	\$160.00
Sand Spreader (includes materials)	Buyers	Saltlogg		\$210.00
Pothole Patching				\$290.00
Additional Staff (Per Person)				\$50.00
Sign/Barricade Delivery and Setup Charge				\$120.00
(Pickup and return to Works and Utilities yard only)			Barricades (each/day)	\$8.00
			Cones (each/day)	\$3.25
			Signs (each/day)	\$11.50

No charge for Not-For-Profit events except for delivery and setup if requested.

Policy Title:		Adopted By:	Policy Number:	
Custom Work Rates - PW		CITY Council	6070	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Public Works and Utilities	City of Humboldt		3 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Executive Committee		N/A		

OTHER RATES INCLUDING ADMINISTRATION
SUMMER RESIDENTIAL SERVICE - MAY 1 TO OCT 31
WINTER RATES - NOV 1 TO APR 31 – Tables 2-4 are Multiplied by 1.5
(25mm Water and 100mm Sanitary Sewer, Public side apx 13m, Private side apx 7.62m)

Table 2 – Installation of both Water and Sanitary Services

COMPLETE INSTALLATION/REPALCEMENT (Water and sanitary mains to house)	\$11,010
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$534
PRIVATE SIDE (From property line to house) ----- (City Sidewalk Replacement Included)	\$4,201
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$552
PUBLIC SIDE (From City water main to property line) ----- (City SW, AC, Curbing Incl.)	\$9,473
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$729

Table 3 - Water Service Only

COMPLETE INSTALLATION/REPALCEMENT (Water main to house)	\$10,075
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$489
PRIVATE SIDE (From property line to house) ----- (City Sidewalk Replacement Included)	\$3,712
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$488
PUBLIC SIDE (From City water main to property line) ----- (City SW, AC, Curbing Incl.)	\$8,362
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$644

Table 4 - Sanitary Sewer Lateral Only

COMPLETE INSTALLATION/REPALCEMENT (Sanitary main to house)	\$10,539
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$512
PRIVATE SIDE (From property line to house) ----- (City Sidewalk Replacement Included)	\$4,027
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$529
PUBLIC SIDE (From City sanitary main to property line) ----- (City SW, AC, Curbing Incl.)	\$9,176
Cost per meter for longer of shorter lengths (minimum 5 meters)	\$706

Policy Title:		Adopted By:	Policy Number:	
Custom Work Rates - PW		CITY Council	6070	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Public Works and Utilities	City of Humboldt		4 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Executive Committee		N/A		

Table 5 - Private Contractor or Property Owner Utility Cut Charges

ASPHALT REPLACEMENT (20m² Replacement Area, Extra for larger area)	\$1,680
CONCRETE CURBING REPLACEMENT (4 meter replacement, Extra for longer sections)	\$1,000
CONCRETE SIDEWALK REPLACEMENT (4.8m² replacement area, Extra for larger areas)	\$960
CITY STAFF TO CONDUCT WATER AND SEWER TAPPING - As per above rates	

REDUCTIONS IF NOT REQUIRED:	Asphalt	\$1,680	
	Curbing	\$1,000	
	Sidewalk	\$960	
POTENTIAL ADDITIONS:	Insulation	\$35/m - \$70/m	(depends on service depth)

- PRICES DO NOT INCLUDE COSTS FOR ANY REMOVAL OR REPLACEMENT OF TREES, CONCRETE OR LANDSCAPING ON PRIVATE PROPERTY. OWNER TO COMPLETE AT OWN COST.
- SERVICES ARE INSTALLED 1 METER AWAY FROM BASEMENT/FOUNDATION, OWNER TO ARRANGE FINAL CONNECTION AT OWN COST.
- OVERSIZED SERVICE PRICES WILL BE ADJUSTED BY THE COST OF MATERIALS. A DETAILED QUOTE CAN BE PROVIDED UPON REQUEST
- FOR REPAIRS LESS THAN 5 METERS, THE WORK WILL BE CHARGED AT THE HOURLY RATE PLUS THE COST OF ANY MATERIALS REQUIRED.
- BACKFILL TAMPING IS INCLUDED IN PRICING
- PRICES DO NOT INCLUDE ANY PST OR GST
- MULTIPLY BY 1.5 FOR RATES FROM NOV 1 TO APR 31 (WINTER RATES)

CITY OF HUMBOLDT REPORT

TITLE: REACT Retroactive Cart Service Payments
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: September 26, 2022

RECOMMENDATION

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

BACKGROUND

In 2020, REACT had approached the City with a model change to the cart program. At the time, the City contested the new costs and supported that the organization complete a Long-Term Sustainable Funding and Fee Model so the city as well as other partners could transparently understand the situation. An agreement with REACT was made that the 2020 and 2021 cart fees would be frozen until the review was complete.

The REACT Long-Term Sustainable Funding and Fee Model study was completed at the end of 2021. The City Manager, Board Member, and Director of PW&U exchanged many emails, phone conversations, calculation exchanges, and meetings discussing the matters. A report was presented on September 12, 2022, to the Executive Committee and direction was given for how to settle the outstanding issue with REACT. On September 21st, 2022, the REACT board accepted the negotiated terms of service that has been outstanding since the beginning of 2020.

CURRENT SITUATION

The terms will result in a retroactive payment for the waste and recycling cart service for 2020, 2021 and 2022. These payments will place the 2022 Waste Management budget in an unfavorable position. To recapture some of the funds prior to the end of the year, a separate report and bylaw is being presented at this Council meeting.

COMMUNICATION AND ENGAGEMENT

Administration will complete the retroactive payments as per Council's decision.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

	2022 Budget	2022 Budget Implications	Difference
Cart Program	\$235,200 (\$9/set/month)	\$349,800 (\$13.25/set/month in ECO Study)	\$(-114,600)
Cap & Op Levies	\$152,590 (\$26/person/year)	\$165,908 (\$27.50/person/year)	\$(-13,318)
Additional Trips & Inflation		\$19,800 (apx. 0.75/set/month)	\$(-19,800)
Fuel Surcharge		\$34,370 (apx. 1.30/set/month)	\$(-34,370)
Carbon Tax Recovery		Unknown	
2020 & 2021 Retroactive Payment		\$50,174	\$(-50,174)
***Additional 2022 Cart Revenue for Oct, Nov, Dec.		\$-36,350 (\$5.50/set/month for 3 months)	\$36,350
Totals	\$387,790	\$583,702	\$(-195,912)

***Additional revenue assumes that bylaw 05/2017 is amended with bylaw 06/2022 at the September 26, 2022, City Council meeting which increases the Waste and Recycling rate from \$15.00 to \$20.50/set/month for the remaining 3 months of 2022 (October, November, December).

The unfavorable position at the end of the year will be approximately \$195,912 funded from other operational savings or reserves.

CONCLUSION

The discussions and negotiations have been very long and complicated. The payments resolve outstanding disputes between the City of Humboldt and the REACT Organization.



CITY OF HUMBOLDT REPORT

TITLE: Natural Infrastructure Fund
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: September 26, 2022

RECOMMENDATION

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.

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 \$1,535,000 with intentions of constructing in 2023 pending budget approval.

CURRENT SITUATION

The natural Infrastructure Fund is a federal program which closes on September 27th. The dry pond appears to fit some of the criteria to obtain grant funding for the project.

COMMUNICATION AND ENGAGEMENT

Administration will complete the application if approved by Council.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

The grant could cover up to 80% up to \$1,000,000. Administrations intentions would be to apply up to the maximum \$1,000,000 contribution (65% of the project costs). The city has \$1,508,000 in reserves as of 2021 from the annual contributions of the Storm Water Levy charge on utility invoices. Obtaining the grant would allow staff to plan and potentially built the 2nd priority project (6th Avenue Ditching and Piping - \$2.33 million) sooner than currently planned.

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: Urban Highway Connector Program Applications
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: September 26, 2022

RECOMMENDATION

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).

BACKGROUND

The Ministry of Highways and Infrastructure (MHI) requests applications for Expressions of Interest (EOI) from Municipalities to apply for roadway projects related to the Urban Highway Connector Program (UHCP) roads. Humboldt's UHCP roads are Hwy 20 and Hwy 5. The Ministry funds up to 70% of capital projects. Having Council resolutions for the projects increases the chances of the application being approved. The most recent UHCP application which was successful was the resurfacing of Hwy 5 sections as well as the rebuilding the portion of Hwy 20 south of 2nd Avenue.

CURRENT SITUATION

Staff did submit projects on behalf of the City to meet the deadline of July 29, 2022. Staff are requesting a Council resolution to support the applications. The projects submitted are as follows in priority.

Priority 1 – Hwy 20 Railway Crossing – Between 4th and 5th Avenue. Replace old wooden planks with precast concrete. This would also include some roadworks in the area. This would

significantly improve the ride, increase the capacity of the road crossing, and reduce the frequency of maintenance required at this location. There would be improved safety through the crossing due to less deceleration/acceleration and deviations through the crossing to avoid road hazards. Cost Estimate: \$200,000; Ministry Contribution Requested: \$140,000 (70%).

Priority 2 - Kruse Road & Andreason Road - Milling 50mm of AC and placing 60mm of AC. These service roadways are outstanding obligations from the Ministry of Highways from the original UHCP agreement signed back in 2009. After this is completed, the roads would then be 100% the City's responsibility moving forward. Cost Estimate: \$443,000; Ministry Contribution Requested: \$443,000 (100%).

Priority 3 – Hwy 20 between 8th and 9th Avenue - Project includes milling 50mm of asphalt and placing 100mm of asphalt to improve the crown of the roadway. This would also slightly increase the capacity of Highway 20. The city will also be replacing the existing watermain & services the year before to reduce the chance of emergency road closures due to watermain breaks. Cost Estimate: \$636,200; Ministry Contribution Requested: \$147,700. This project would require watermain replacements outside of what the Ministry contributes to. The Ministry Contribution assumes 70% of the related roadwork obligations.

COMMUNICATION AND ENGAGEMENT

If approved, administration will send the resolution to the Ministry of Highways and Infrastructure to attach to the application.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

The projects are not planned to be in the 2023 budget. Staff have less confidence that the projects will be approved in 2023 because the MHI recently completed significant paving through Humboldt in 2022. However, if 1 or more projects were approved, staff would approach City Council with the request to proceed.

CONCLUSION

The grants may not be successful however any attempt to obtain the provincial funding for these important capital projects are desired to limit the financial burdens on ratepayers and improve our infrastructure.

CITY OF HUMBOLDT REPORT

TITLE: Employer's Bargaining Committee Appointees
PREPARED BY: Joe Day, City Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: September 26th, 2022

RECOMMENDATION

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.

BACKGROUND

The current collective agreement is nearing the end of its three-year term. It has an expiry date of December 31st, 2022.

Pursuant to Article 8.01 of the Collective Agreement:

A bargaining committee of three (3) shall be appointed by the City as appointees of the City, and the Union shall also appoint a bargaining committee of three (3) as appointees of the Union. The Union will advise the City of the Union Nominees to the Committee and the City will notify the Union of Council's Nominees to the Committee. Committee membership may be changed at any time by the respective parties.

The previous round of negotiations covered the term of January 1, 2020, to December 31, 2022, and it was these same three managers who represented the employer in those negotiations.

CURRENT SITUATION

Mike Ulriksen, Lori Yaworski, and Joe Day are all willing to represent the employer for the upcoming round of negotiations. All three members are familiar with the process and issues.

OPTIONS

1. Approve the recommendation.
2. Refer the matter back to Administration for reconsideration

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Following City Council's approval of the appointees to the Bargaining Committee, the names will be provided to the Union.

FINANCIAL IMPLICATION

There is no direct financial impact from selecting the City appointees to the Bargaining Committee.

CONCLUSION

The Collective Agreement requires City Council to name three appointees to represent the Employer for the purpose of the next collective agreement negotiations. Administration is recommending the appointment of Mike Ulriksen, Lori Yaworski, and Joe Day. Committee membership may be changed at a later date if desired.