



**City of Humboldt**  
**December 18, 2023 - Special Council Meeting - 05:30 PM**

- 1 Call To Order**
- 2 Adopt Agenda**
  - 2.1 Conflict of Interest
- 3 Committee Reports**
  - 3.1 Vacated Chair
  - 3.2 Reid Thompson Public Library Board Meeting November 13, 2023
    - 📎 Minutes of the Reid Thompson Public Library Board Meeting November 13, 2023
- 4 Bylaws**
  - 4.1 Recommendation - 2024 Water and Sewer Rates
    - 📎 Report - 2024 Water and Sewer Rates
    - 📎 Bylaw No. 07/2023 - Amend Bylaw 10/2022 - The Water and Sewer Rates Bylaw
  - 4.2 Bylaw No. 07/2023 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw
  - 4.3 Bylaw No. 07/2023 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw
  - 4.4 Bylaw No. 07/2023 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw
  - 4.5 Bylaw No. 07/2023 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw
  - 4.6 Resumed Chair
- 5 New Business**
  - 5.1 Recommendation - Leisure Services Director - Skid Steer Snow Blower Purchase
    - 📎 Report - Skid Steer Snow Blower Purchase
  - 5.2 Recommendation - Director of Public Works & Utilities - ICIP Ultimate Recipient Agreement
    - 📎 Report - ICIP Ultimate Recipient Agreement
  - 5.3 Recommendation - Director of Public Works & Utilities - Wastewater Treatment System Tender Award
    - 📎 Report - Wastewater Treatment System Tender Award
- 6 Committee of the Whole**
  - 6.1 Authority
  - 6.2 Present in the Committee of the Whole
  - 6.4 Revert
- 7 Adjourn**



## Reid-Thompson Public Library

Wapiti Regional Library

Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: [humcirc@wapitilibrary.ca](mailto:humcirc@wapitilibrary.ca) Phone: 306-682-2034 Website: [www.wapitilibrary.ca](http://www.wapitilibrary.ca)

Reid Thompson Public Library Board Minutes for Meeting on November 13, 2023

Attendance: Marliss Fleischhacker, Amanda Klitch, Susan Bradley, Rosemarie Buttinger, Sheila Nordick (via phone)

Absent: Jennifer Malmsten, Colleen Jenkins

Recording Secretary: Kate Lucyshyn (Branch Librarian)

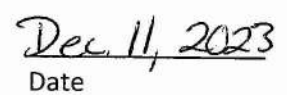
Call to order by M. Fleischhacker at 3:22 pm

- 1) Agenda: addition 9a) Regional Semi-Annual Meeting, moved by A. Klitch, seconded by S. Bradley to accept the agenda as amended. Carried.
- 2) Review and Approval of Minutes: Moved by R. Buttinger, seconded by A. Klitch that the minutes be adopted presented. Carried.
- 3) Correspondence: Discussion ensued about Beheil Tax and Accounting letter and the yearly review of Reid-Thompson Public Library Fines Account. A decision on this matter was postponed to allow time for researching options. Moved by A. Klitch, seconded by S. Bradley that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by S. Bradley, seconded by S. Nordick that the east exterior entrance light be replaced for up to but not exceeding \$500.00. Carried.  
Moved by R. Buttinger, seconded by S. Nordick that the monthly financial reports be adopted as presented. Carried.
- 5) Branch Librarian's Report: Presented.
- 6) Action List: Update presented.
- 7) Repairs/Maintenance Report: Update presented.
- 8) Business Arising:
  - a) December Decorating, Holiday hours, and Staff Appreciation – Moved by S. Bradley, seconded by R. Buttinger that Nordick purchase staff appreciation gift cards from the Humboldt Co-op with funds from the Reid-Thompson Public Library Fines account. Carried. Moved by S. Bradley seconded by R. Buttinger that extra funds be awarded to staff due to their outstanding work in 2023. Affirmative - S. Bradley, R. Buttinger and A. Klitch, Negative – S. Nordick. Majority carried.
  - b) 2024 City of Humboldt Library Budget – Moved by S. Bradley, seconded S. Nordick that the 2024 City of Humboldt Library Budget be submitted for consideration to Humboldt City Council. Carried.
  - c) 2024 5-Year Capital Budget Plan was discussed. Moved by R. Buttinger, seconded by S. Bradley that the 5-year capital budget plan be submitted to the City of Humboldt as presented. Carried.
  - d) Humboldt Good Neighbour Store funds for Makespace items - Moved by A. Klitch, seconded by S. Nordick that the library use funds obtained from the Humboldt Good Neighbour Store to purchase the following Makespace items, a Cricut, a K'Nex Education Maker's Kit and a Go-box Classroom Cardboard Construction Set. All purchases not to exceed the budgeted amount of \$1,000. Carried.

- e) Saskatchewan Aboriginal Storytelling (SAS) Month 2024 - Moved by S. Bradley, seconded by R. Buttinger that the SAS event scheduled for February 1, 2024 be paid for using the money from a SAS grant with any shortfall being paid for from the Reid-Thompson Public Library fines account up to the amount of \$1,000. Carried.
- 9) Next meeting: December 11, 2023 at 3:30 pm.
- 10) Adjournment: Moved by A. Klitch, seconded by S. Nordick that the meeting be adjourned at 5:05 pm. Carried.

  
Secretary

  
Chairperson

  
Date



## CITY OF HUMBOLDT REPORT

**TITLE:** 2024 Water and Sewer Rates  
**PREPARED BY:** Peter Bergquist, A. Sc. T; Public Works and Utilities Director  
**REVIEWED BY:** Joe Day - City Manager  
**PREPARED FOR:** City Council  
**DATE:** December 18, 2023

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### RECOMMENDATION

That this report be accepted for information and filed.

### JUSTIFICATION FOR INCAMERA

N/A

### BACKGROUND

The last revision to the water and sewer rates occurred on December 12, 2022.

Utility rates fund maintenance, operations and infrastructure replacements (Water main replacements, sewer main repairs, lift station repairs, Lagoon systems, lagoon odour control system costs).

### CURRENT SITUATION

In the proposed 2024 budget, an approximate 5.2% increase overall was approved for additional funding for the utility. Specifically, an increase of 12% is being applied to the sewer flow rates and sewer base rates to help fund the wastewater treatment upgrade which is planned to start construction in 2024. The water base rate is calculated as a 6.5% increase for inflationary costs and long-term water main replacements. The water consumption rate is proposed as a 2% increase to help offset non-revenue water losses and continued water meter replacements. SaskWater is holding their rate for 2024.



## **OPTIONS**

1. Approve the proposed rates.
2. Modify the proposed rates.
3. Maintain the same rates as 2023.

## **COMMUNICATION AND ENGAGEMENT**

Rates will take effect January 1, 2024, and be applied to the January 2024 utility bills.

## **ATTACHMENTS**

- Comparison of 2023 vs Proposed 2024 Utility Rates - Residential
- Schedule B – 2023 Existing Water and Sewer Rates
- Schedule B – 2024 Proposed Water and Sewer Rates

## **FINANCIAL IMPLICATION**

When including the Storm Levy and Waste/Recycling charge; the water and sewer rate adjustment is anticipated to increase a typical family residential bill by \$6.57/month. This is an overall increase between 3.91% to 4.05% increase depending on consumption at each property. The overall expected additional revenue is approximately \$223,900 for the utility.

## **CONCLUSION**

The additional revenue is intended to help fund the wastewater treatment upgrades (lagoon), continue water main replacements, water meter replacements, leak monitoring systems as well as address operational and maintenance inflation within the utility.

Comparison of 2023 vs Proposed 2024 Utility Rates						
2023 Residential Example						
Monthly Utilities	Rates	Single (m <sup>3</sup> )	Couple (m <sup>3</sup> )	Family (m <sup>3</sup> )		
		7.5	10	13.5		
Wtr. Consumption/m3	\$ 5.28	\$ 39.60	\$ 52.80	\$ 71.28		
Water Base	\$ 24.23	\$ 24.23	\$ 24.23	\$ 24.23		
Swr. Consumption/m3	\$ 0.85	\$ 6.38	\$ 8.50	\$ 11.48		
Sewer Base	\$ 18.03	\$ 18.03	\$ 18.03	\$ 18.03		
Strm Levy	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00		
Waste/Recycle	\$ 20.75	\$ 20.75	\$ 20.75	\$ 20.75		
	<b>Monthly Total</b>	<b>\$ 130.99</b>	<b>\$ 146.31</b>	<b>\$ 167.77</b>		
Proposed 2024 Residential Example						
Proposed Monthly Utilities	Rates	Single (m <sup>3</sup> )	Couple (m <sup>3</sup> )	Family (m <sup>3</sup> )	Increases	
		7.5	10	13.5		
<b>2.1%</b> Wtr. Consumption/m3	\$ 5.39	\$ 40.43	\$ 53.90	\$ 72.77		
<b>6.5%</b> Water Base	\$ 25.80	\$ 25.80	\$ 25.80	\$ 25.80		
<b>11.8%</b> Swr. Consumption/m3	\$ 0.95	\$ 7.13	\$ 9.50	\$ 12.83		
<b>12.0%</b> Sewer Base	\$ 20.19	\$ 20.19	\$ 20.19	\$ 20.19		
<b>0.0%</b> Strm Levy	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00		
<b>0.0%</b> Waste/Recycle	\$ 20.75	\$ 20.75	\$ 20.75	\$ 20.75		
	<b>Monthly Total</b>	<b>\$ 136.29</b>	<b>\$ 152.14</b>	<b>\$ 174.33</b>		
Average Residential Increase from 2023 to 2024						
		Single (m <sup>3</sup> )	Couple (m <sup>3</sup> )	Family (m <sup>3</sup> )		
		7.5	10	13.5		
	<b>Anticipated Monthly Increases</b>	<b>\$5.30</b>	<b>\$5.83</b>	<b>\$6.57</b>		
	<b>% Increase</b>	<b>4.05%</b>	<b>3.98%</b>	<b>3.91%</b>		





## SCHEDULE “B”

### Monthly Water and Sewer Service Charges

Meter Size	Water Base Rate		Sewer Base Rate	
Year	2024		2024	
18 mm (5/8, ¾ in )	\$25.80		\$20.19	
25 mm ( 1 in)	\$36.18		\$28.27	
40 mm ( 1.5 in)	\$57.68		\$37.80	
50 mm (2 in)	\$82.44		\$64.44	
50 mm (2 in) – Hotels & Care Fac.	\$163.79		\$117.86	
75 mm (3 in)	\$292.98		\$230.13	
100 mm ( 4 in)	\$373.07		\$295.89	
Middle Users – South City Limits to Airport	\$62.26		n/a	
South Humboldt Water Users – Year-Round	\$24.02		n/a	
South Humboldt Water Users - Seasonal	\$55.04		n/a	
Additional Unit Charge	\$4.61 per unit		\$4.85 per unit	
Additional Unit Charge – Outside City Limits	\$17.74 per unit		\$18.66 per unit	
<b>Water Consumption Rate</b>		<b>Sewer Flow Rate</b>		
For all Residential Consumers 3 Units or Less per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$5.39		\$0.95	
For all Multi-Family 4 Units or more and Commercial Consumers per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$5.39		\$1.20	
Outside City per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$7.10		n/a	
South Humboldt Water Users per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$5.54		n/a	
Middle Users – South City Limits to Airport per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$5.60		n/a	



# CITY OF HUMBOLDT

## BYLAW NO. 07/2023

### A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO THE WATER AND SEWER RATES BYLAW NO. 10/2022

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

1. Pursuant to Section 2(d) of The Water and Sewer Rate Bylaw No. 10/2022, Schedule “B” Monthly Water and Sewer Service Charges is hereby deleted, and the attached Schedule “B” inserted thereon.
2. This Bylaw shall come into full force and take effect for the January 1, 2024.

\_\_\_\_\_  
Mayor: Michael Behiel

\_\_\_\_\_  
Acting City Clerk: Donna Simpson

INTRODUCED and read a first time this 19<sup>th</sup> day of December, 2023.

READ a second time this 19<sup>th</sup> day of December, 2023.

READ a third and final time this 19<sup>th</sup> day of December, 2023.

# SCHEDULE “B”

## Monthly Water and Sewer Service Charges

Meter Size	Water Base Rate			Sewer Base Rate		
Year	2024			2024		
18 mm (5/8, 3/4 in )		\$25.80			\$20.19	
25 mm ( 1 in)		\$36.18			\$28.27	
40 mm ( 1.5 in)		\$57.68			\$37.80	
50 mm (2 in)		\$82.44			\$64.44	
50 mm (2 in) – Hotels & Care Fac.		\$163.79			\$117.86	
75 mm (3 in)		\$292.98			\$230.13	
100 mm ( 4 in)		\$373.07			\$295.89	
Middle Users – South City Limits to Airport		\$62.26			n/a	
South Humboldt Water Users – Year-Round		\$24.02			n/a	
South Humboldt Water Users - Seasonal		\$55.04			n/a	
Additional Unit Charge		\$4.61 per unit			\$4.85 per unit	
Additional Unit Charge – Outside City Limits		\$17.74 per unit			\$18.66 per unit	
		Water Consumption Rate			Sewer Flow Rate	
For all Residential Consumers 3 Units or Less per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.39			\$0.95	
For all Multi-Family 4 Units or more and Commercial Consumers per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.39			\$1.20	
Outside City per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$7.10			n/a	
South Humboldt Water Users per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.54			n/a	
Middle Users – South City Limits to Airport per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.60			n/a	

\_\_\_\_\_  
Mayor: Michael Behiel

\_\_\_\_\_  
Acting City Clerk: Donna Simpson



**CITY OF HUMBOLDT REPORT**

**TITLE:** Skid Steer Snow Blower Purchase  
**PREPARED BY:** Michael Ulriksen, Director of Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Special Council Meeting  
**DATE:** December 18, 2023

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**RECOMMENDATION**

That Administration be authorized to purchase a skid steer mounted snow blower from Earthworks Equipment for \$10,974 plus taxes.

**BACKGROUND**

The Community and Leisure Services Department utilizes a skid steer mounted snow blower to clear snow from a number of areas primarily on trails, parking lots and roadways. The existing snow blower was purchased and utilized within the parks area since purchased in 2012.

**CURRENT SITUATION**

The existing snow blower unit is not compatible with the new skid steer purchased in 2023 and has exceeded its life expectancy. The CLS department highly depends on the skid steer unit for clearing trails and other snow removal efforts throughout the winter months and no backup is in place in the event that the unit is no longer operable. Administration has completed a request for quote process in line with our purchasing policy.

We received four quotes as outlined below:

Supplier	Unit	Price (plus taxes)	Scoring
Earthworkers Equipment	Bobcat - M7045	\$10,974	90
Brandt Tractor	John Deere – SB72D	\$16,500	83
GBC Equipment	Agro Trend – 2072SS-72	\$12,500	81
Redhead Equipment	Virnig – VBW72-HF33	\$21,436	60

Our scoring process was based on three factors – Price, Specifications and Availability. Once scoring was completed, Administration is recommending the lowest priced unit, which scored the highest across the three factors.

The recommended unit is currently available and we can reasonably be expected to receive the unit by the end of 2023. Upon receipt of the new snow blower, Administration will no longer require the existing snow blower, and both it and the skid steer will be sold.

## **ATTACHMENTS**

1. NA

## **FINANCIAL IMPLICATION**

The cost of the recommended unit is \$10,974 plus taxes. We anticipate that there is still some residual value remaining in the existing unit. Administration estimates that the net cost after factoring in revenue generated from the sale of the existing unit would be roughly \$10,000.

The purchase will be funded through the 2023 operating budget for the CLS Department. If at year-end there is not a surplus sufficient to cover the cost, the unit will be funded through the existing Parks and Playground reserve.

The costs for maintaining the existing unit have steadily increased over the past few years and the reliability of the snow blower has diminished. A new unit would come with warranty, reducing maintenance and operating costs, while providing a reliable unit for the next several years.

## **CONCLUSION**

Administration would like to proceed with this purchase immediately and believe that it is an essential piece of equipment for continuing to provide the community with access to walking trails throughout the winter months. This unit will also help during major snowfalls to clear snow around our recreational facilities and park areas.

## CITY OF HUMBOLDT REPORT

**TITLE:** ICIP Ultimate Recipient Agreement  
**PREPARED BY:** Peter Bergquist A.Sc.T; Public Works and Utilities Director  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** December 18, 2023

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### RECOMMENDATION

That the Mayor and City Manager be authorized to sign the Investing in Canada Infrastructure Program (ICIP) Ultimate Recipient Agreement (URA) on behalf of the city.

### BACKGROUND

The ICIP grant was conditionally approved in 2020 for the Wastewater Treatment System upgrades. Since the project has undergone significant changes since then, we are close to completing the URA with Province and the Federal Governments as it seems feasible to proceed.

### CURRENT SITUATION

The URA needs to be accurate as all major project items need to be listed in the document so there are no issues at the time of payment submission.

The document covers higher-level commitments, compliance requirements, environmental and fiscal responsibility items typical of grants of this nature. The final document will have more specific items listed when complete.

### OPTIONS

- Approve the recommendation.
- Not approve the recommendation.

### ATTACHMENTS

N/A

### COMMUNICATION AND ENGAGEMENT

Upon approval, document completion will occur.



**FINANCIAL IMPLICATION**

This ICIP URA is specific to the Wastewater Treatment System upgrades and is for the total expenditures of \$34,053,000 of which 73% (\$24,971,065) is being reimbursed from the Provincial and Federal Governments. The City is responsible for the remaining 27% (\$9,081,935). In addition, the city is responsible for all costs exceeding that value.

**CONCLUSION**

Completion of the agreement is required prior to starting this project.

## CITY OF HUMBOLDT REPORT

**TITLE:** Wastewater Treatment System Tender Award

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

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

**PREPARED FOR:** City Council

**DATE:** December 18, 2023

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### RECOMMENDATION

That the Wastewater Treatment System tender be awarded to Con-Tech General Contractors in the value of \$30,199,999.00 plus applicable taxes.

### BACKGROUND

City staff and the City's consultant Catterall and Wright completed a pre-qualification of contractors in early 2023. Five contractors were pre-qualified and therefore bid on this project. The final designs were completed for the new wastewater system and tendering occurred throughout November and closed on December 12<sup>th</sup>. The results are now being presented for approval.

### CURRENT SITUATION

The tender was for the majority of the project including:

- Earthworks/Siteworks – Four new treatment cells with HDPE geomembrane liners
- Submerged Attached Growth Reactors (SAGR) Cells
- Operational Facilities – Headworks building and an Operations Building
- Aeration systems – Blowers, piping and diffusers
- Chemical storage and feed systems
- Water piping and Utility Connections
- Transfer Structures
- Forcemains and piping – 5.8km to Humboldt Lake as well as lift station forcemain extensions.
- Instrumentation and Control Works

The five pre-qualified tenders received for the work are as follows:

Bidder	Bid Price (Excluding PST)
<b>Con-Tech General Contractors</b>	<b>\$30,199,999.00</b>
Miners Construction	\$37,236,600.00
Allan Construction	\$39,973,354.50
Graham Construction	\$40,584,000.00
PCL Construction	\$41,650,000.00

Catterall and Wright consultants confirmed the lowest compliant bid was Con-Tech General Contractors. C&W then also confirmed Con-Tech’s bid items to ensure accuracy. The bid is within C&W’s estimates for this work.

**OPTIONS**

- Approve award
- Not award

**ATTACHMENTS**

- Letter – Bid Results and Project Cost Summary – Catterall and Wright

**COMMUNICATION AND ENGAGEMENT**

If approved, staff will notify the bidders and proceed with contract documents.



**FINANCIAL IMPLICATION**

This tender encompasses most of the project, however there are other expenses anticipated for the city that completes the entire project. The items are as follows:

Project Component	Estimated Value
New Lagoon Cells, SAGR Cells, Force mains, etc (This tender)	<b>\$30,199,999</b> (Includes \$400,000 line item for contingency) <b>\$1,812,000</b> - PST
Lift 1 & 5 Retrofitting (Estimated)	<b>\$4,450,000</b> – Construction (includes contingency) <b>\$366,000</b> - Engineering <b>\$271,490</b> - PST
Land Acquisition (Estimated)	<b>\$460,000</b>
Utility Relocation/Connections (Estimated)	<b>\$150,000</b>
Engineering – Predesign, Detailed design, tendering, construction oversight, commissioning, post construction, as built drawings. (Estimated)	<b>\$1,648,795</b> <b>\$50,607</b> - PST
Tree Shelterbelt with irrigation line (RM of Humboldt requirement for development)	<b>\$60,000</b>
<b>Grande Total (Estimated)</b>	<b>\$39,468,891</b>

**CONCLUSION**

The new wastewater treatment system will allow the city to grow in a safe and environmentally sustainable way.

December 14, 2023

City of Humboldt  
715 Main Street  
Humboldt, SK S0K 2A0

via email: peter.bergquist@humboldt.ca

Attention: Peter Bergquist, Director of Public Works and Utilities

## RE: WASTEWATER TREATMENT FACILITY – COUNCIL SUMMARY REPORT

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### BID RESULTS

We received and opened bids for this project on behalf of the City of Humboldt at 2:00 PM on December 12, 2023. All five pre-qualified general contractors submitted bids, all of which were compliant with the bidding requirements. PDF's of all bids are attached. Results are summarized as follows:

Contractor Name	Net Bid Price
Con-Tech General Contractors Ltd. Saskatoon, SK	\$30,199,999.00
Miners Construction Co. Ltd. Saskatoon, SK	\$37,236,600.00
Allan Construction Saskatoon, SK	\$39,973,354.50
Graham Construction and Engineering Inc. Saskatoon, SK	\$40,584,000.00
PCL Construction Management Inc. Saskatoon, SK	\$41,650,000.00

Note the following about the bid results:

- Bids do NOT include GST and PST.
- All bidders agree to achieve Substantial Performance of the Work no later than September 30<sup>th</sup>, 2025. Note that additional on-site Contractor work will be required beyond this date to account for remaining construction activities and seasonal work (ex. remaining cell transfer, deficiencies, etc.) which may extend full project completion into the Spring of 2026.

- There is a \$400,000.00 contingency allowance included in bid prices to allow for extra work that may be required due to changes required once construction begins. The most likely potential use of these funds would be during connections to existing infrastructure (ie: SPS force main connections), and if subsurface geotechnical conditions differ from what is expected.
- The low bid, by Con-Tech General Contractors, is notably lower than the rest of those submitted, with a difference of approximately \$7,000,000 to the next lowest bid. Con-Tech’s bid was in close alignment with our most recent internal estimate for the scope of work on this project. The magnitude of remaining bids can be somewhat explained by our understanding of general industry busyness, as well as each Contractor’s assessment of their own project risk.
- Given the spread between the low bid and the others, we reached out to Con-Tech to confirm that they believe their bid is comprehensive and covers all aspects of the project. Con-Tech subsequently completed a review of their numbers and concluded that they are satisfied with their bid and confident in their bid.

We recommend awarding the contract for the project to the low bidder, Con-Tech General Contractors. As one of the pre-qualified Contractors, Con-Tech has already received a positive evaluation regarding their capacity to complete the work. We have confirmed that they still maintain the equipment, personnel, and other related resources to complete the work in a competent and timely manner.

Bids are open for acceptance for a period of 45 days from the date of bid close, however we recommend that the City award the contract as soon as possible (subject to final signing of the Ultimate Recipient Agreement) to ensure sufficient lead time for equipment order/delivery. Upon notification of the City’s decision, we will advise the successful Contractor and prepare contract documents for execution by both parties.

## PROJECT PAYMENTS

Given the magnitude of the Wastewater Treatment Facility project costs, we wish to highlight a few key payment elements for the City.

- As work progresses, the Contractor will be entitled to progress payments on a monthly basis as outlined in the CCDC-18 contract, and each may represent a fairly significant amount.
- The timing of payments will be required to be made in accordance with the province’s Prompt Payment Legislation. This generally requires payment made to the Contractor within 28 calendar days from the date of submission of a formal, “Proper Invoice”. Specific details will be provided to the City prior to the first payment request.
- In order to meet prompt payment legislation requirements, we will conduct a timely review of the payment request, coordinate any required revisions from the Contractor, and issue a recommendation to the City for payment. We recommend City Council authorize Administration to approve payments to the Contractor that fall within the approved contract amount in order to adhere to legislation.

## PROJECT COST SUMMARY

We provide a summary of all project costs (rounded) known or estimated to date in relation to the Total Eligible Expenditures allowed under the Ultimate Recipient Agreement.

<b>Wastewater Treatment Facility Upgrades</b>	Cost Type	Construction	Engineering	PST
Cost of Construction - Tendered (Con-Tech)	<b>Actual</b>	\$ 30,199,999		\$ 1,812,000
Utilities				
Power	<b>Actual</b>	\$ -		
Gas (allowance)	<b>Estimated</b>	\$ 50,000		
Fibre Servicing & Relocation (allowance)	<b>Estimated</b>	\$ 100,000		
Engineering - To Date	<b>Actual</b>		\$ 1,254,403	\$ 50,607
Engineering - Remaining	<b>Estimated</b>		\$ 394,392	\$ -
		\$ 30,349,999	\$ 1,648,795	\$ 1,862,606
<b>Subtotal Construction + Eng + PST</b>				<b>\$ 33,861,400</b>
<hr/>				
<b>SPS 1 &amp; 4 Upgrades</b>	Cost Type	Construction	Engineering	PST
Cost of Construction - Estimated				
SPS1 Upgrades	<b>Estimated</b>	\$ 2,600,000		\$ 156,000
SPS2 Upgrades	<b>Estimated</b>	\$ 1,850,000		\$ 111,000
Engineering	<b>Estimated</b>		\$ 366,000	\$ 4,490
		\$ 4,450,000	\$ 366,000	\$ 271,490
<b>Subtotal Construction + Eng + PST</b>				<b>\$ 5,087,490</b>
<hr/>				
<b>Total Construction + Eng + PST</b>				<b>\$ 38,948,890</b>

Note the following about the summary of project costs:

- “Estimated” values are provided where costs are not yet determined.
  - Construction estimates are provided based on recent projects, our current understanding of market conditions, or a conservative allowance where data is limited.
  - As we do not have a construction schedule yet, Engineering Fees Remaining on the Wastewater Treatment Facility Upgrades are shown as our proposal fees. Once a schedule is received, a further update will be provided.
  - Engineering Fees for the SPS1 & 4 Upgrades are estimated are based on our current rates.
- Summary does NOT include land costs (purchasing, subdividing, easements).
- Construction estimates include contingency amounts (actual or estimated).

## CLOSURE

We trust that this provides you with the information that you require at this time. Please let us know if you wish to discuss any of these items further.

Yours truly,  
Catterall & Wright

Per:



Shaun McLeod, M.Sc., P.Eng.

encl.