



City of Humboldt
May 23, 2023 - Regular Council Meeting - 05:30 PM

- 1 **Call To Order**
- 2 **Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 **Public Acknowledgement**
- 4 **Public Hearing - Discretionary Use Application**
- 5 **Approve Minutes**
 - 5.1 Regular Meeting of Council held April 24, 2023
 - 📎 Minutes of the Regular Meeting of Council held April 24, 2023
 - 5.2 Special Meeting of Council held May 8, 2023
 - 📎 Minutes of the Special Meeting of Council held May 8, 2023
- 6 **Delegations**
 - 6.1 Delegation - MNP 2022 Audited Financial Statements
 - 6.1.1 Recommendation - MNP 2022 Audited Financial Statements
 - 📎 Report - MNP 2022 Audited Financial Statements
- 7 **Correspondence - No Correspondence**
 - 7.1 "A" Items Requiring Council Resolution
 - 7.2 "B" Items Received for Information Only
- 8 **Committee Reports**
 - 8.1 Vacated Chair
 - 8.2 Executive Committee Meeting
 - 📎 Minutes of the Executive Committee Meeting held May 8, 2023
 - 8.3 Reid Thompson Public Library Board
 - 📎 Minutes of the Reid Thompson Public Library Board meeting held April 11, 2023
 - 8.4 Humboldt & District Museum & Gallery Board
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board meeting held April 13, 2023
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board meeting held May 11, 2023
- 9 **Bylaws**
 - 9.1 Recommendation - 2023 Tax Policy Report
 - 📎 Report - 2023 Tax Policy

- 📎 Bylaw 02/2023- 2023 TAXATION RATES BYLAW
- 9.2 Bylaw No.02/2023 - 2023 Taxation Bylaw
- 9.3 Bylaw No. 02/2023 - 2022 Taxation Bylaw
- 9.4 Bylaw No. 02/2023 - 2022 Taxation Bylaw
- 9.5 Bylaw No. 02/2023 - 2023 Taxation Bylaw
- 9.6 Recommendation - City Clerk - Consolidation of Bylaws
 - 📎 Report - Consolidation of Bylaws
- 📎 Bylaw 03/2023 - Consolidation of Bylaws Authorization Bylaw
- 9.7 Bylaw 03/2023 Consolidation of Bylaws Authorization Bylaw
- 9.8 Bylaw 03/2023 Consolidation of Bylaws Authorization Bylaw
- 9.9 Bylaw 03/2023 Consolidation of Bylaws Authorization Bylaw
- 9.10 Bylaw 03/2023 Consolidation of Bylaws Authorization Bylaw
- 9.11 Resumed Chair

- 10 New Business**
- 10.1 Recommendation - Proclamation - Type 1 Diabetes Week May 29th to June 4th
 - 📎 Proclamation - Type 1 Diabetes Week May 28 to June 3, 2023
- 10.2 Recommendation - Proclamation - Recreation and Parks Month
 - 📎 Proclamation - Recreation and Parks Month
- 10.3 Recommendation - City Clerk - Remote Work Policy
 - 📎 Report - Remote Work Policy
- 10.4 Recommendation - Finance Manager - 2022 Public Accounts
 - 📎 Report - 2022 Public Accounts
- 10.5 Recommendation - Cultural Service Director - Hamo-Fafard Family Donation - Official Donation Request
 - 📎 Report- Hamon-Fafard Family Donation - Official Donation Request
- 10.6 Recommendation - Cultural Service Director - Humboldt Water Tower Painting
 - 📎 Report - Humboldt Water Tower Painting
- 10.7 Recommendation - Director of Public Works - 2023 Pavement Program Tender Award
 - 📎 Report - 2023 Pavement Program Tender Award
- 10.8 Recommendation - Director of Public Works - Aerodrome Feasibility Study RFP Award
 - 📎 Report - Aerodrome Feasibility Study RFP Award
- 10.9 Recommendation - Director of Public Works - Wastewater Treatment Project Land Purchase
 - 📎 Report - Wastewater Treatment Project Land Purchase
- 10.10 Recommendation - Director of Public Works - Pride Crosswalks
 - 📎 Report - Pride Crosswalks

- 11 Enquiries**
- 12 Committee of the Whole**
- 13 Adjourn**



**City of Humboldt
Meeting Minutes
Regular Council Meeting April 24, 2023 - 05:30 PM**

PRESENT:

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

1 Call To Order
Deputy Mayor Roger Korte called the meeting to order at 5:30 p.m.

2 Adopt Agenda
That the agenda be adopted as presented.

2.1 Conflict of Interest

3 Public Acknowledgement

4 Public Hearing - No Public Hearing

5 Approve Minutes

Resolution:
2023.069

5.1 Regular Meeting of Council held March 27, 2023
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch
That the Minutes of the Regular Meeting of Council held March 27, 2023, be approved as recorded, and circulated.

CARRIED

6 Delegations

7 Correspondence - No Correspondence

7.1 "A" Items Requiring Council Resolution

7.2 "B" Items Received for Information Only

Deputy Mayor – Roger Korte

City Clerk – Lori Yaworski

8 Committee Reports

Resolution: 2023.070 **8.1 Executive Committee Meeting held April 10, 2023**
Moved By: Councillor Rob Muench
Seconded By: Councillor Roger Nordick

That the Minutes of the Executive Committee Meeting held April 10, 2023, be accepted for information.

CARRIED

Resolution: 2023.071 **8.2 Reid Thompson Public Library Board**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

That the minutes of the Reid-Thompson Public Library Board meeting held March 13, 2023, be accepted for information.

CARRIED

Resolution: 2023.072 **8.3 Humboldt Downtown Business Improvement District**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Rob Muench

That the minutes of the Humboldt Downtown Business Improvement District meeting held in 2021, 2022, and 2023 as attached be accepted for information and filed.

CARRIED

9 Bylaws - No Bylaws

10 New Business

Resolution: 2023.073 **10.1 Proclamation - Better Together Tuesday**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Kelly Herperger

That the City of Humboldt proclaim each Tuesday of May 2023 a "Better Together Tuesday" in the City of Humboldt.

CARRIED

Resolution: 2023.074 **10.2 Recommendation - City Clerk - Humboldt Downtown Bid - Budget**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Nordick

That the City of Humboldt approve the 2023 Budget estimates from the Humboldt Downtown Business Improvement District (DBID) and direct administration to provide DBID with a budget template for annual budget submissions.

CARRIED

Resolution: 2023.075 **10.3 Recommendation - Leisure Service Director - Convention Centre Washroom Renovations**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Rob Muench

That the Convention Centre Renovation project proceeds in 2023 at an estimated cost of \$120,000, to be funded from the Uniplex Reserve.

CARRIED

Resolution: 2023.076 **10.4 Recommendation - Leisure Service Director - Curling Rink Lease Agreement**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Nordick

That the proposed one-year lease agreement with the Humboldt Curling Club for the 2023-2024 curling season be approved.

CARRIED

Deputy Mayor – Roger Korte

City Clerk – Lori Yaworski

- Resolution:** 2023.077 **10.5** **Recommendation - Leisure Service Director - Skid Steer Fleet Tender Award**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Larry Jorgenson
- That Brandt Tractor Ltd be awarded the tender for one (1) skid steer at a price of \$95,986.00, plus GST. **CARRIED**
- Resolution:** 2023.078 **10.6** **Recommendation - Leisure Service Director - Pickup Truck Fleet Tender Award**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Amanda Klitch
- That South 20 Dodge be awarded the tender for one (1) half-ton (1/2 ton) parks truck at a price of \$56,074, plus GST. **CARRIED**
- Resolution:** 2023.079 **10.7** **Recommendation - Director of Public Works - 2023 Water Main Tender Award**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Nordick
- That the City award the 2023 Water Main Tender be awarded to Brockman Enterprises Ltd. In the amount of \$1,053,316 (plus applicable taxes). **CARRIED**
- 11** **Enquiries**
- Councillor Korte asked the Public Works Director the reasons for selling the city's pothole machine as we have a number of potholes that need repairing. The Director replied that the machine is very labour intensive and using the alternative of high quality cold mix and a smooth drum packer is more efficient and effective for the same cost.
- Resolution:** 2023.080 **12** **Committee of the Whole**
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Larry Jorgenson
- That we sit in a private session as Committee of the Whole, the time being 5:58 p.m. **CARRIED**
- 12.1** **Authority**
- The Committee met under Section 5(3) (4) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.
- 12.2** **Present in the Committee of the Whole**
- Councillor Roger Korte, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Rob Muench, Councillor Amanda Klitch, City Manager Joe Day, Corporate Services Director/City Clerk Lori Yaworski, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, and Marketing and Development Manager Penny Lee

Deputy Mayor – Roger Korte

City Clerk – Lori Yaworski

12.3 Marketing & Development Manager - Marketing Proposal

12.4 Marketing and Development Manager - Offer to Purchase 336 Main Street

That Administration be authorized to decline the offer of \$15,000 for the property known as 336 Main Street, Parcel 113873654 and counteroffer with \$17,500.

Councillor Korte left the Council Chambers

12.5 Director of Leisure Services - Humboldt Campground

12.6 City Manager - Policy # 1280 - Out of Scope Policy

Resolution:
2023.081

12.7 Revert

Moved By: Councillor Roger Nordick

Seconded By: Councillor Kelly Herperger

That Council revert to the Regular Meeting, the time being 6:37 p.m.

CARRIED

Resolution:
2023.082

12.8 Recommendation - Marketing and Development Manager - Offer to Purchase 336 Main Street

Moved By: Councillor Rob Muench

Seconded By: Councillor Kelly Herperger

That Administration be authorized to decline the offer of \$15,000 for the property known as 336 Main Street, Parcel 113873654 and counteroffer with \$17,500 with the authority to accept a minimum of \$15,000. Further, that Administration notifies the Legion that the city has an offer to purchase.

CARRIED

Resolution:
2023.083

12.9 Recommendation - Marketing & Development Manager - Marketing Proposal

Moved By: Councillor Amanda Klitch

Seconded By: Councillor Kelly Herperger

That the City proceed with the proposed pilot project as set out in Attachment A.

CARRIED

Resolution:
2023.084

12.10 Recommendation - City Manager - Out of Scope Salary Recommendation - Policy #1280

Moved By: Councillor Roger Nordick

Seconded By: Councillor Amanda Klitch

That the Out-of-Scope Staff Policy #1280 be amended to include the 2023 pay grid as shown in the attachments to this report.

CARRIED

Resolution:
2023.085

13 Adjourn

Moved By: Councillor Amanda Klitch

Seconded By: Councillor Roger Nordick

That we do now adjourn, the time being 6:45 p.m.

CARRIED

Deputy Mayor – Roger Korte

City Clerk – Lori Yaworski

Resolution: 3.2 **Recommendation - Leisure Service Director - Humboldt Bronco Hockey Club Lease Agreement**
2023.87
Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

That the proposed three-year lease agreement with the Humboldt Bronco Hockey Club, effective May 1, 2023, to April 30, 2026, be approved.

CARRIED

Resolution: 3.3 **Recommendation - Director of Public Works - Concrete Tender**
2023.088
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

That Westcrete Curb and Landscaping be awarded the 2023 Concrete Program in the amount of \$192,879.00 (plus applicable taxes).

CARRIED

Resolution: 4 **Adjourn**
2023.089
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Nordick

That we do now adjourn, the time being 5:10 p.m.

CARRIED

Mayor – Michael Behiel

City Clerk – Lori Yaworski

Draft for Discussion Purposes Only

City of Humboldt
Consolidated Financial Statements
December 31, 2022

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Draft for Discussion Purposes Only

Management's Responsibility

To the Ratepayers of the City of Humboldt:

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of the consolidated financial statements.

Council is composed entirely of council members who are neither management nor employees of the City. Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the annual consolidated financial statements. Council fulfills these responsibilities by reviewing the financial information and discussing relevant matters with management. Council is also responsible for the appointment of the City's external auditors.

MNP LLP is appointed by Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with both management and Council to discuss their audit findings.

May 23, 2023

Mayor

City Manager

To His Worship the Mayor and City Council of the City of Humboldt:

Opinion

We have audited the consolidated financial statements of the City of Humboldt (the "City"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, changes in net financial assets, cash flows and the related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2022, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Humboldt, Saskatchewan

April 23, 2023

Chartered Professional Accountants

City of Humboldt
Consolidated Statement of Financial Position
As at December 31, 2022

Statement 1

	2022	2021
FINANCIAL ASSETS		
Cash and Temporary Investments (Note 2)	10,177,824	8,492,766
Taxes Receivable - Municipal (Note 3)	314,331	297,344
Other Accounts Receivable (Note 4)	619,126	528,127
Assets Held for Sale (Note 5)	800,670	899,172
Local Improvements Receivable	75,451	106,249
Long-term Investments (Note 6)	29,053	28,932
Loan Receivable (Note 7)	150,000	-
Total Financial Assets	12,166,455	10,352,590
FINANCIAL LIABILITIES		
Accounts Payable and Accrued Liabilities Payable	2,280,297	1,253,154
Deposits and Performance Bonds	428,058	438,029
Deferred Revenue (Note 8)	65,795	44,261
Long-Term Debt (Note 9)	2,760,152	2,974,151
Total Financial Liabilities	5,534,302	4,709,595
NET FINANCIAL ASSETS	6,632,153	5,642,995
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Schedule 6, 7)	52,581,508	50,618,543
Prepayments and Deferred Charges	27,445	17,524
Inventory of Materials and Supplies	299,742	345,987
Total Non-Financial Assets	52,908,695	50,982,054
ACCUMULATED SURPLUS (Schedule 8)	59,540,848	56,625,049

Contingent Liabilities (Note 10)

Commitments (Note 11)

 Mayor

 Councillor

The accompanying notes are an integral part of these consolidated financial statements

City of Humboldt
 Consolidated Statement of Operations
 For the year ended December 31, 2022

Statement 2

	2022 Budget	2022	2021
REVENUES			
Taxes and Other Unconditional Revenue (Schedule 1)	10,207,440	10,313,485	10,169,137
Fees and Charges (Schedule 4, 5)	5,925,120	5,692,942	5,698,459
Conditional Grants (Schedule 4, 5)	171,550	362,504	195,996
Tangible Capital Asset Sales - Gain (Loss) (Schedule 4, 5)	-	(24,726)	(299,610)
Land Sales - Gain (Loss) (Schedule 4, 5)	-	355,017	126,067
Investment Income and Commissions (Schedule 4, 5)	41,350	203,275	68,007
Other Revenues (Schedule 4, 5)	37,500	347,499	232,535
Total Revenues	16,382,960	17,249,996	16,190,591
EXPENSES			
General Government Services (Schedule 3)	1,273,970	1,495,886	1,775,614
Protective Services (Schedule 3)	1,586,020	1,718,792	1,421,494
Transportation Services (Schedule 3)	2,856,020	3,233,664	2,830,725
Environmental and Public Health Services (Schedule 3)	508,330	706,021	872,243
Planning and Development Services (Schedule 3)	409,110	352,322	342,431
Recreation and Cultural Services (Schedule 3)	4,365,010	4,413,445	3,963,874
Utility Services (Schedule 3)	4,148,890	4,274,072	4,144,041
Total Expenses	15,147,350	16,194,202	15,350,422
Surplus of Revenues over Expenses before Other Capital Contributions	1,235,610	1,055,794	840,169
Provincial/Federal Capital Grants and Contributions (Schedule 4, 5)	362,700	1,860,005	1,445,606
Surplus of Revenues over Expenses	1,598,310	2,915,799	2,285,775
Accumulated Surplus, Beginning of Year	56,625,049	56,625,049	54,339,274
Accumulated Surplus, End of Year	58,223,359	59,540,848	56,625,049

City of Humboldt
Consolidated Statement of Change in Net Financial Assets
For the year ended December 31, 2022

Statement 3

	2022 Budget	2022	2021
Surplus	1,598,310	2,915,799	2,285,775
(Acquisition) of tangible capital assets	(2,763,000)	(4,418,952)	(4,086,958)
Amortization of tangible capital assets	2,191,000	2,427,391	2,204,534
Proceeds on disposal of tangible capital assets	-	3,870	58,925
Loss on the disposal of tangible capital assets	-	24,726	299,610
Deficit of capital expenses over expenditures	(572,000)	(1,962,965)	(1,523,889)
Use (acquisition) of prepayments and deferred charges	-	(9,921)	1,342
Consumption (acquisition) of supplies inventory	-	46,245	(206,163)
Surplus (Deficit) of expenses of other non-financial over expenditures	-	36,324	(204,821)
Increase in Net Financial Assets	1,026,310	989,158	557,065
Net Financial Assets - Beginning of Year	5,642,995	5,642,995	5,085,930
Net Financial Assets - End of Year	6,669,305	6,632,153	5,642,995

City of Humboldt
Consolidated Statement of Cash Flow
For the year ended December 31, 2022

Statement 4

	2022	2021
Cash provided by (used for) the following activities		
Operating:		
Surplus	2,915,799	2,285,775
Amortization	2,427,391	2,204,534
Loss on disposal of tangible capital assets	24,726	299,610
	<u>5,367,916</u>	<u>4,789,919</u>
Change in assets/liabilities		
Taxes Receivable - Municipal	(16,987)	(33,950)
Other Accounts Receivable	(90,999)	87,850
Assets Held for Sale	98,502	20,245
Local Improvement Receivable	30,798	29,168
Accounts and Accrued Liabilities Payable	1,027,143	149,621
Deposits and Performance Bonds	(9,971)	2,661
Deferred Revenue	21,534	(723,003)
Inventory of Materials and Supplies	46,245	(206,163)
Prepayments and Deferred Charges	(9,921)	1,342
Cash provided by operating transactions	6,464,260	4,117,690
Capital:		
Cash used to acquire tangible capital assets	(4,418,952)	(4,086,958)
Proceeds on sale of tangible capital assets	3,870	58,925
Cash used for capital transactions	(4,415,082)	(4,028,033)
Investing:		
Proceeds on disposal of investments	-	107,166
Acquisition of investments	(121)	-
Loan receivable advances	(150,000)	-
Cash provided by (used for) investing transactions	(150,121)	107,166
Financing:		
Debt repayment	(213,999)	(366,277)
Cash used for financing transactions	(213,999)	(366,277)
Change in Cash and Temporary Investments during the year	1,685,058	(169,454)
Cash and Temporary Investments - Beginning of Year	<u>8,492,766</u>	<u>8,662,220</u>
Cash and Temporary Investments - End of Year	10,177,824	8,492,766

The accompanying notes are an integral part of these consolidated financial statements

City of Humboldt
Notes to the Consolidated Financial Statements
For the year ended December 31, 2022

1. Significant Accounting Policies

The consolidated financial statements of the City of Humboldt (the "City") have been prepared by management in accordance with Canadian public sector accounting standards (PSAS) as recommended by the Chartered Professional Accountants of Canada (CPA Canada). Significant aspects of the accounting policies adopted by the City are as follows:

- a) **Basis of Accounting:** The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting requires revenues to be recognized as they become available and measurable and expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services and the creation of a legal obligation to pay.
- b) **Reporting Entity:** The consolidated financial statements consolidate the assets, liabilities and flow of resources of the City. The entity is comprised of all of the organizations that are owned or controlled by the City and are, therefore, accountable to the Council for the administration of their financial affairs and resources.
- c) **Collection of Funds for Other Authorities:** Collection of funds by the City for the school boards are collected and remitted in accordance with relevant legislation. The amounts collected are disclosed in Note 3.
- d) **Government Transfers:** Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. Government transfers are recognized as revenue in the period that the events giving rise to the transfer occur, providing:
 - a) the transfer is authorized;
 - b) any eligibility criteria have been met; and
 - c) reasonable estimates of the amounts can be made.

Unearned government transfer amounts received but not earned will be recorded as deferred revenue.

Earned government transfer amounts not received will be recorded as an amount receivable.

- e) **Other (Non-Government Transfer) Contributions:** Unrestricted contributions are recognized as revenue in the year received or in the year the funds are committed to the City if the amount can be reasonably estimated and collection is reasonably assured. Externally restricted contributions are contributions for which the contributor has placed restrictions on the use of the resources. Externally restricted contributions are deferred until the resources are used for the purpose specified, at which time the contributions are recognized as revenue. In-kind contributions are recorded at their fair value when they are received.
- f) **Deferred Revenue: Fees and Charges:** Certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred or services performed.
- g) **Local Improvement Charges:** Local improvement projects financed by frontage taxes recognize any prepayment charges as revenue in the period assessed.
- h) **Net Financial Assets:** Net Financial Assets at the end of an accounting period are the net amount of financial assets less liabilities outstanding. Financial assets represent items such as cash and those other assets on hand which could provide resources to discharge existing liabilities or finance future operations. These include realizable assets which are convertible to cash and not intended for consumption in the normal course of operations.
- i) **Non-Financial Assets:** Tangible capital and other non-financial assets are accounted for as assets by the government because they can be used to provide government services in future periods. These assets do not normally provide resources to discharge the liabilities of the government unless they are sold.
- j) **Appropriated Reserves:** Reserves are established at the discretion of Council to designate the surplus for future operating and capital transactions. Amounts so designated are described on Schedule 8.
- k) **Property Tax Revenue:** Property tax revenue is based on assessments determined in accordance with Saskatchewan Legislation and the formulas, principles and rules in the Saskatchewan Assessment Manual. Tax mill rates are established annually by council following the guidance of the Government of Saskatchewan. Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred. Requisitions operate as a flow through and are excluded from municipal revenue.

1. Significant Accounting Policies - continued

- l) **Long-Term Investments:** Investments are valued at amortized cost, less any provisions for other than temporary impairment. Investment income is reported as revenue in the period earned. Investment income earned on funds set aside for a specific purpose by legislation, regulation, or agreement, is added to the fund balance in deferred revenues. Investments with terms longer than one year have been classified as other long-term investments concurrent with the nature of the investment.
- m) **Inventories:** Inventories of materials and supplies expected to be used by the City are valued at the lower of cost or replacement cost and net realizable value. Cost is determined by the average cost method. Net realizable value is the estimated selling price in the ordinary course of business.
- n) **Assets Held for Sale:** Assets held for sale are valued at the lower of adjusted cost or net realizable value. Adjusted cost includes amounts for land acquisition and improvements to prepare the land for sale. The City is committed to selling the asset, the asset is in a condition to be sold, the asset is publicly seen to be for sale, there is an active market for the asset, there is a plan in place for selling the asset and the sale is reasonably anticipated to be completed within one year of the financial statement date.
- o) **Tangible Capital Assets:** Tangible capital assets, which include all amounts directly attributable to acquisition, construction, development or betterment of the asset are recorded at cost. Donated tangible capital assets received, are recorded at their fair market value at the date of contribution. The tangible capital assets that are recognized at a nominal value are disclosed on Schedule 6. The cost of these tangible capital assets, less any residual value are amortized over the asset's useful life using the straight-line method of amortization. The City's tangible capital asset useful lives are estimated as follows:

<u>Asset</u>	<u>Useful Life</u>
<i>General Assets</i>	
Land	Indefinite
Land Improvements	15 Years
Buildings	40 Years
Vehicles and Equipment	
Vehicles	10 Years
Machinery and Equipment	5 to 20 Years
Leased capital assets	Lease term
<i>Infrastructure Assets</i>	
Infrastructure Assets	15 to 90 Years
Water and Sewer	75 - 90 Years
Road Network Assets	15 - 40 Years

Government Contributions: Government contributions for the acquisition of capital assets are reported as capital revenue and do not reduce the cost of the related asset.

Works of Art: Assets that have a historical or cultural significance, which include works of art, monuments and other cultural artifacts, are not recognized as tangible capital assets because a reasonable estimate of future benefits associated with this property cannot be made.

Capitalization of Interest: The City does not capitalize interest incurred while a tangible capital asset is under construction.

Leases: All leases are recorded in the consolidated financial statements as either a capital or operating lease. Any lease that transfers substantially all of the benefits and risk associated with the leased asset is classified as a capital lease and recorded as tangible capital assets. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the asset's fair market value. Assets under capital leases are amortized on a straight-line basis, over their estimated useful lives. Any other lease not meeting the before mentioned criteria is classified as an operating lease and rental payments are expensed as incurred.

- p) **Employee Benefit Plans:** The City participates in a multi-employer defined pension plan, wherein, contributions for current and past pension benefits are recorded as expenses in the year in which they become due.
- q) **Measurement Uncertainty:** The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period.

Accounts receivable are stated after evaluation as to their collectibility and an appropriate allowance for doubtful accounts is provided where considered necessary.

The measurement of materials and supplies are based on estimates of volume and quality.
Amortization is based on the estimated useful lives of tangible capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the periods in which they become known.

City of Humboldt
Notes to the Consolidated Financial Statements
For the year ended December 31, 2022

1. Significant Accounting Policies - continued

- r) **Basis of Segmentation/Segment Report:** The City follows the Public Sector Accounting Board's recommendations requiring financial information to be provided on a segmented basis. City services have been segmented by grouping activities that have similar service objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment. Interest is allocated to functions based on the purpose of specific borrowings.

The segments (functions) are as follows:

General Government Services: Provides for the administration of the City.

Protective Services: Comprised of expenses for Police and Fire protection and includes bylaw enforcement, building standards and inspections.

Transportation Services: Responsible for the delivery of public works services related to the development and maintenance of roadway systems and street lighting.

Environmental and Public Health Services: The environmental segment provides waste disposal and other environmental services. The public health segment provides for expenses related to public health services to the City.

Planning and Development: Provides for neighbourhood development and sustainability.

Recreation and Culture Services: Provides for community services through the provision of recreation and leisure services.

Utility Services: Provides for delivery of water, collecting and treating of wastewater and providing collection and disposal of solid waste.

- s) **New Standards and Amendments to Standards:
Effective for Fiscal Years Beginning On or After April 1, 2022:**

PS 1201 Financial Statement Presentation, replaces PS 1200 with revised general reporting principles and standards of presentation and disclosure in government financial statements. Requires a new statement of re-measurement gains and losses separate from the statement of operations arising from the re-measurement of financial instruments and items denominated in foreign currencies, as well as the government's proportionate share of other comprehensive income that arises when a government includes the results of government business enterprises and partnerships. Effective in the period PS 3450 and PS 2601 are adopted.

PS 2601 Foreign Currency Translation, replaces PS 2600 with revised guidance on the recognition, presentation and disclosure of transactions that are denominated in a foreign currency. Requires that monetary assets and liabilities denominated in a foreign currency and non-monetary items included in the fair value category, denominated in a foreign currency, be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses are to be presented in the statement of re-measurement gains and losses.

PS 3041 Portfolio Investments, replaces PS 3040 with revised guidance on accounting for, and presentation and disclosure of portfolio investments. Removes the distinction between temporary and portfolio investments. Upon adoption of PS 3450 and PS 3041, PS 3030, Temporary Investments, will no longer apply. Effective in the period PS 3450, PS 2601 and PS 1201 are adopted.

PS 3450 Financial Instruments, a new standard establishing guidance on the recognition, measurement, presentation and disclosure of financial instruments, including derivatives. The standard requires fair value measurement of derivatives and equity instrument that are quoted in an active market; all other financial instruments can be measured at cost/amortized cost or fair value at the election of the government. Unrealized gains and losses are presented in a new statement of re-measurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities.

PS 3280 Asset Retirement Obligations, a new standard establishing guidance on the accounting and reporting of legal obligations associated with the retirement of tangible capital assets controlled by a government or government organization. A liability for a retirement obligation can apply to tangible capital assets either in productive use or no longer in productive use. As this standard includes solid waste landfill sites active and post-closing obligations, upon adoption of this new standard, existing Solid Waste Landfill Closure and Post-Closure Liability section PS 3270 will be withdrawn.

Effective for Fiscal Years Beginning On or After April 1, 2023:

PS 3400 Revenue, a new standard establishing guidance on how to account for and report on revenue. The standard provides a framework for recognizing, measuring and reporting revenues that arise from transactions that include performance obligations and transactions that do not have performance obligations. Performance obligations are enforceable promises to provide specific goods or services to a specific payer.

The extent of the impact on adoption of these future standards is not known at this time.

City of Humboldt
Notes to the Consolidated Financial Statements
For the year ended December 31, 2022

	2022	2021
2. Cash and Temporary Investments		
Cash	10,177,824	8,492,766
Temporary Investments	-	-
Total Cash and Temporary Investments	10,177,824	8,492,766

Cash and temporary investments include balances with banks, term deposits, marketable securities and short-term investments with maturities of three months or less.

3. Taxes Receivable - Municipal		
Municipal - Current	245,380	204,077
- Arrears	68,951	93,267
	314,331	297,344
- Less Allowance for Uncollectibles	-	-
Total municipal taxes receivable	314,331	297,344
School - Current	89,116	60,878
- Arrears	20,110	28,056
Total school taxes receivable	109,226	88,934
Total taxes and grants in lieu receivable	423,557	386,278
Deduct taxes receivable to be collected on behalf of other organizations	(109,226)	(88,934)
Total Taxes Receivable - Municipal	314,331	297,344

4. Other Accounts Receivable		
Federal Government	98,466	165,556
Provincial Government	232,722	77,884
Utility	221,214	203,813
Trade	64,252	80,874
Interest	2,472	-
Total Other Accounts Receivable	619,126	528,127
Less Allowance for Uncollectibles	-	-
Net Other Accounts Receivable	619,126	528,127

5. Assets Held for Sale		
Tax Title Property	20,231	20,231
Deduct Portion Due to Other Tax Authority (School)	(1,896)	(1,896)
Allowance for Market Value Adjustment	-	-
Net Tax Title Property	18,335	18,335
Other Land	782,335	880,837
Allowance for Market Value Adjustment	-	-
Net Other Land	782,335	880,837
Total Assets Held for Sale	800,670	899,172

City of Humboldt
Notes to the Consolidated Financial Statements
For the year ended December 31, 2022

	2022	2021
6. Long-Term Investments		
Humboldt Cooperative Equity	29,053	28,932
Total Long-Term Investments	29,053	28,932

7. Loan Receivable		
Humboldt Golf Club Inc.	150,000	-
Total Loan Receivable	150,000	-

Loan issued to Humboldt Golf Club Inc. with annual instalments of \$32,666 including interest at 2.45%, due October 2027.

8. Deferred Revenue		
Conditional Federal/Provincial Grants	50,000	18,500
Prepaid Taxes	15,795	25,761
Total Deferred Revenue	65,795	44,261

9. Long-Term Debt

a) The debt limit of the City is \$15,000,000. The debit limit for the City has been established by the Saskatchewan Municipal Board (the *Municipalities Act* section 161(2)).

Transportation Services:		
RBC loan, payable in annual instalments of \$67,342 including interest at 3.70%, secured by property taxes, due December 2035	685,146	725,640
Municipal Finance Corporation debenture, payable in annual instalments of \$139,960 including interest at 2.90%, due December 2026	521,490	642,808
Utility Services:		
Municipal Finance Corporation debenture, payable in annual instalments of \$110,796 including interest at 3.65%, due November 2042	1,553,516	1,605,703
Total Long-Term Debt	2,760,152	2,974,151

Future principal payments on long-term debt are estimated as follows:

2023	220,922
2024	228,069
2025	235,451
2026	243,077
2027	110,992
Thereafter	1,721,641
Total	2,760,152

Long-term debt is subject to certain non-financial covenants with respect to the release date of the consolidated financial statements. As at December 31, 2022, the City was in compliance with RBC related to the release date of the consolidated financial statements.

City of Humboldt
Notes to the Consolidated Financial Statements
For the year ended December 31, 2022

10. Contingent Liabilities

The City, together with a number of other rural and urban municipalities, is a member of the Regional Authority of Carlton Trail - Waste Management District ("REACT"). REACT is governed by the Department of Saskatchewan Environment and Resource Management and is responsible for waste collection, landfill operations and future site restoration costs. Expenditures that relate to on-going environmental and reclamation programs are charged against revenues as incurred. Future site restoration costs are recognized based on assumptions, engineering studies and estimates to the costs of future removal and site restoration. Changes to the underlying assumptions or legislative change in the future could have material impact on the statements. As these costs are not readily determinable, the City has not provided for future site restoration costs.

11. Commitments

In 2021, the City entered into an agreement with Catterall & Wright for the consulting engineering services of the Humboldt Wastewater Treatment System Upgrade for a total cost of \$1,037,970. As at December 31, 2022, the remaining costs to complete the project are \$647,532.

In 2022, the City entered into an agreement with ISL Engineering and Land Services Ltd. for the consulting services of the Carl Schenn Park Stormwater Pond, Piping, and Landscaping Design and Tender for a total cost of \$121,323. As at December 31, 2022, the remaining costs to complete the project are \$57,233.

In October 2022, the City committed to purchasing two Freightliner Tandem Trucks with gravel boxes for a cost of \$439,699 (including PST) provided by Commercial Truck Equipment Co. for delivery in 2023.

12. Guarantees

During 2018, the City entered into an agreement with the Humboldt & District Fire Protection Association (the "Association") to guarantee a loan to a maximum amount of \$150,000. Payment under this guarantee is required upon default of loan payments by the Association. The loan balance outstanding as at December 31, 2022 is \$53,546 (2021 - \$75,298). No liability has been recorded associated with this guarantee.

During the year, the City entered into an agreement with the Humboldt Golf Club Inc. (the "HGC") to guarantee a loan to a maximum amount of \$350,000. Payment under this guarantee is required upon default of loan payments by the HGC. The loan balance outstanding as at December 31, 2022 is \$185,412. No liability has been recorded associated with this guarantee.

13. Budget

On December 6, 2021, Council approved its operating budget on planned expenses relating to the current year funding and other current year sources of revenue.

14. Pension Plan

The City is an employer member of the Municipal Employee Pension Plan ("MEPP"), which is a multi-employer defined benefit pension plan. The Board of MEPP, representing plan members employers, is responsible for overseeing the management of the pension plan, including investment of assets and administration of benefits. The City's pension expense in 2022 was \$311,684 (2021 - \$298,361). The benefits accrued to the City's employees from MEPP are calculated using the following: Pensionable years of service, highest average salary and the plan accrual rate.

Total current service contributions by the City to the MEPP in 2022 were \$311,684 (2021 - \$298,361). Total current service contributions by the employees of the City to the MEPP in 2022 were \$311,684 (2021 - \$298,361).

At December 31, 2021, the MEPP disclosed an actuarial surplus of \$312,928,000.

City of Humboldt
Schedule of Taxes and Other Unconditional Revenue
For the year ended December 31, 2022

Schedule 1

	2022 Budget	2022	2021
TAXES			
General municipal tax levy	6,669,120	6,671,292	6,512,044
Abatements and adjustments	(36,000)	(5,373)	(5,981)
Net Municipal Taxes	6,633,120	6,665,919	6,506,063
Trailer license fees	10,000	7,186	6,547
Penalties on tax arrears	50,000	49,607	52,236
Special tax levy - Infrastructure Levy	518,000	520,560	518,286
Special tax levy - Business Improvement Levy	24,000	25,025	24,986
Special tax levy - Road Levy	269,000	269,278	268,181
Special tax levy - Storm Water Levy	656,720	649,370	651,451
Total Taxes	8,160,840	8,186,945	8,027,750
UNCONDITIONAL GRANTS			
Equalization (Revenue Sharing)	1,115,200	1,091,955	1,173,144
Total Unconditional Grants	1,115,200	1,091,955	1,173,144
GRANTS IN LIEU OF TAXES			
Federal	15,700	16,105	15,755
Provincial			
S.P.C. Electrical	65,700	66,236	64,720
Other Government Transfers			
S.P.C. Surcharge	700,000	769,351	743,529
SaskEnergy Surcharge	150,000	182,893	144,239
Total Grants in Lieu of Taxes	931,400	1,034,585	968,243
TOTAL TAXES AND OTHER UNCONDITIONAL REVENUE	10,207,440	10,313,485	10,169,137

City of Humboldt
Consolidated Schedule of Operating and Capital Revenue by Function
For the year ended December 31, 2022

Schedule 2 - 1

	2022 Budget	2022	2021
GENERAL GOVERNMENT SERVICES			
Operating			
Other Segmented Revenue			
Fees and Charges			
- Property Rentals	3,100	2,950	3,225
- Other	6,500	19,097	23,201
Total Fees and Charges	9,600	22,047	26,426
- Investment income and commissions	41,350	203,275	68,007
- Other Revenues (Humboldt Bronco Memorial Donations)	-	247,222	63,644
- Tangible capital asset sales - gain (loss)	-	-	(8)
Total Other Segmented Revenue	50,950	472,544	158,069
Conditional Grants			
- Canada Summer Jobs Grant	-	1,775	2,405
Total Conditional Grants	-	1,775	2,405
Total Operating	50,950	474,319	160,474
Capital			
Conditional Grants			
- Municipal Economic Enhancement Program	-	-	557,333
Total Conditional Grants	-	-	557,333
Total Capital	-	-	557,333
Total General Government Services	50,950	474,319	717,807

PROTECTIVE SERVICES

Operating

Other Segmented Revenue			
Fees and Charges			
- Police protection	43,800	39,693	53,469
- Licenses and permits	45,400	43,818	45,510
- Business licenses	90,000	83,660	86,681
- Fire protection	45,300	67,072	59,421
- Bylaw protection	8,500	11,746	10,927
- Other (donations and custom work)	-	-	-
Total Fees and Charges	233,000	245,989	256,008
- Tangible capital asset sales - gain (loss)	-	-	-
Total Other Segmented Revenue	233,000	245,989	256,008
Total Operating	233,000	245,989	256,008
Total Protective Services	233,000	245,989	256,008

City of Humboldt
Consolidated Schedule of Operating and Capital Revenue by Function
For the year ended December 31, 2022

Schedule 2 - 2

	2022 Budget	2022	2021
TRANSPORTATION SERVICES			
Operating			
Other Segmented Revenue			
Fees and Charges			
- Custom work	-	15,363	2,235
- Air transportation	25,000	26,855	51,428
Total Fees and Charges	25,000	42,218	53,663
- Tangible capital asset sales - gain (loss)	-	(2)	29,927
- Other	-	-	10,469
Total Other Segmented Revenue	25,000	42,216	94,059
Conditional Grants			
- Provincial Traffic Safety Grant	35,000	-	8,505
- Urban Highway Connector Program	-	87,890	-
- Federal	-	-	-
Total Conditional Grants	35,000	87,890	8,505
Total Operating	60,000	130,106	102,564
Capital			
Conditional Grants			
- Urban Highway Connector Program	-	1,678,653	-
- Canada Community-Building Fund	362,700	181,352	888,273
Total Conditional Grants	362,700	1,860,005	888,273
Total Capital	362,700	1,860,005	888,273
Total Transportation Services	422,700	1,990,111	990,837

ENVIRONMENTAL AND PUBLIC HEALTH SERVICES

Operating

Other Segmented Revenue			
Fees and Charges			
- Waste and disposal fees	381,600	420,857	383,450
- Cemetery	25,000	54,100	16,768
- Other	27,500	41,313	39,427
Total Fees and Charges	434,100	516,270	439,645
Total Other Segmented Revenue	434,100	516,270	439,645
Conditional Grants			
- Disabled Transit	4,800	5,748	5,321
- Targeted Sector Support Initiative	-	95,075	-
Total Conditional Grants	4,800	100,823	5,321
Total Operating	438,900	617,093	444,966
Total Environmental and Public Health Services	438,900	617,093	444,966

City of Humboldt
Consolidated Schedule of Operating and Capital Revenue by Function
For the year ended December 31, 2022

Schedule 2 - 3

	2022 Budget	2022	2021
PLANNING AND DEVELOPMENT SERVICES			
Operating			
Other Segmented Revenue			
Fees and Charges			
- Development Revenues	13,000	7,075	7,040
- Other	-	161	1,899
Total Fees and Charges	13,000	7,236	8,939
- Land Sales - gain	-	355,017	126,067
Total Other Segmented Revenue	13,000	362,253	135,006
Total Operating	13,000	362,253	135,006
Total Planning and Development Services	13,000	362,253	135,006

RECREATION AND CULTURAL SERVICES

Operating

Other Segmented Revenue			
Fees and Charges			
- Administration	111,700	88,507	53,470
- Aquatic Center	175,000	182,136	155,945
- Uniplex Arena	229,630	239,061	231,100
- Community Center	104,000	86,265	148,167
- Curling Rink	56,160	54,939	28,565
- Concession	246,130	247,372	120,030
- Leisure Services	2,400	315	1,201
- Museum	9,050	27,661	21,519
- Parks and Playgrounds	104,000	19,798	27,042
Total Fees and Charges	1,038,070	946,054	787,039
- Tangible capital assets sales - gain (loss)	-	(2,409)	(27,870)
- Donations	4,500	80,501	105,488
- Other (special events)	33,000	19,776	52,934
Total Other Segmented Revenue	1,075,570	1,043,922	917,591
Conditional Grants			
- Provincial	101,070	94,398	79,663
- Federal	30,680	77,618	100,102
Total Conditional Grants	131,750	172,016	179,765
Total Operating	1,207,320	1,215,938	1,097,356
Total Recreation and Cultural Services	1,207,320	1,215,938	1,097,356

City of Humboldt
Consolidated Schedule of Operating and Capital Revenue by Function
For the year ended December 31, 2022

Schedule 2 - 4

	2022 Budget	2022	2021
UTILITY SERVICES			
Operating			
Other Segmented Revenue			
Fees and Charges			
- Water	3,263,270	2,987,337	3,224,506
- Sewer	904,480	888,612	850,779
- Other	4,600	37,179	51,454
Total Fees and Charges	4,172,350	3,913,128	4,126,739
- Tangible capital assets sales - gain (loss)	-	(22,315)	(301,659)
Total Other Segmented Revenue	4,172,350	3,890,813	3,825,080
Total Operating	4,172,350	3,890,813	3,825,080
Total Utility Services	4,172,350	3,890,813	3,825,080
TOTAL OPERATING AND CAPITAL REVENUE BY FUNCTION	6,538,220	8,796,516	7,467,060

SUMMARY

Total Other Segmented Revenue	6,003,970	6,574,007	5,825,458
Total Conditional Grants	171,550	362,504	195,996
Total Capital Grants and Contributions	362,700	1,860,005	1,445,606
TOTAL OPERATING AND CAPITAL REVENUE BY FUNCTION	6,538,220	8,796,516	7,467,060

Draft for Discussion Purposes Only

City of Humboldt
Consolidated Schedule of Expenses by Function
For the year ended December 31, 2022

Schedule 3 - 1

	2022 Budget	2022	2021
GENERAL GOVERNMENT SERVICES			
Council remuneration and travel	161,840	142,292	127,645
Wages and benefits	701,470	749,785	663,100
Professional/Contractual services	271,810	498,266	743,661
Occupational Health and Safety fine	-	-	133,000
Utilities	28,950	25,530	27,553
Maintenance, materials and supplies	70,700	48,477	46,474
Grants and contributions - operating	3,000	875	7,962
Amortization	27,000	22,828	18,924
Interest	7,200	7,936	7,283
Allowance for uncollectibles (recoveries)	2,000	(103)	12
Total Government Services	1,273,970	1,495,886	1,775,614

PROTECTIVE SERVICES

Police protection

Wages and benefits	62,080	63,165	62,335
Professional/Contractual services	748,400	863,948	577,833

Fire protection

Wages and benefits	527,090	512,127	466,505
Professional/Contractual services	90,480	94,381	137,851
Utilities	20,120	18,026	19,674
Maintenance, material and supplies	66,850	78,537	68,324
Amortization	71,000	88,608	88,156
Interest	-	-	816

Total Protective Services	1,586,020	1,718,792	1,421,494
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TRANSPORTATION SERVICES

Wages and benefits	734,560	697,582	679,585
Professional/Contractual Services	662,860	848,226	791,790
Utilities	196,240	186,979	179,870
Maintenance, materials, and supplies	108,710	188,760	36,426
Grants and contributions - operating	5,000	10,900	9,300
Amortization	1,084,000	1,236,029	1,063,652
Interest	64,650	64,760	70,102
Allowance for uncollectibles	-	428	-

Total Transportation Services	2,856,020	3,233,664	2,830,725
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City of Humboldt
Consolidated Schedule of Expenses by Function
For the year ended December 31, 2022

Schedule 3 - 2

	2022 Budget	2022	2021
ENVIRONMENTAL AND PUBLIC HEALTH SERVICES			
Wages and benefits	8,820	12,485	13,504
Professional/Contractual services	470,310	652,621	815,467
Utilities	-	607	595
Maintenance, materials and supplies	10,900	18,372	13,050
Grants and contributions - operating	8,300	12,283	19,974
Amortization	10,000	9,653	9,653
Total Environmental and Public Health Services	508,330	706,021	872,243
PLANNING AND ECONOMIC DEVELOPMENT			
Wages and benefits	246,720	198,676	200,101
Professional/Contractual Services	128,190	32,292	31,603
Grants and contributions - operating	26,000	28,048	27,005
Maintenance, materials and supplies	1,200	86,702	77,124
Amortization	7,000	6,604	6,598
Total Planning and Development Services	409,110	352,322	342,431
RECREATION AND CULTURAL SERVICES			
Wages and benefits	2,125,420	2,051,306	1,840,495
Professional/Contractual services	461,500	625,759	570,668
Utilities	452,580	406,315	473,797
Maintenance, materials and supplies	551,070	508,886	342,608
Grants and contributions - operating	196,280	235,535	176,547
Amortization	558,000	564,271	537,898
Interest	20,160	21,373	21,861
Total Recreation and Cultural Services	4,365,010	4,413,445	3,963,874
UTILITY SERVICES			
Wages and benefits	665,130	614,113	597,176
Professional/Contractual services	209,640	354,793	366,676
Utilities	136,810	118,858	114,462
Water purchases - SaskWater	2,124,860	2,021,758	2,115,652
Maintenance, materials and supplies	546,600	637,861	441,920
Amortization	434,000	499,398	479,653
Interest	26,850	26,849	28,293
Allowance for uncollectibles	5,000	442	209
Total Utility Services	4,148,890	4,274,072	4,144,041
TOTAL EXPENSES BY FUNCTION	15,147,350	16,194,202	15,350,422

City of Humboldt

Consolidated Schedule of Segment Disclosure by Function

For the year ended December 31, 2022

Schedule 4

	General Government	Protective Services	Transportation Services	Environmental & Public Health	Planning and Development	Recreation and Culture	Utility Services	Total
Revenues (Schedule 2)								
Fees and Charges	22,047	245,989	42,218	516,270	7,236	946,054	3,913,128	5,692,942
Tangible Capital Asset Sales - Gain (Loss)	-	-	(2)	-	-	(2,409)	(22,315)	(24,726)
Land Sales - Gain (Loss)	-	-	-	-	355,017	-	-	355,017
Investment Income and Commissions	203,275	-	-	-	-	-	-	203,275
Other Revenues	247,222	-	-	-	-	100,277	-	347,499
Grants - Conditional	1,775	-	87,890	100,823	-	172,016	-	362,504
- Capital	-	-	1,860,005	-	-	-	-	1,860,005
Total Revenues	474,319	245,989	1,990,111	617,093	362,253	1,215,938	3,890,813	8,796,516
Expenses (Schedule 3)								
Wages & Benefits	892,077	575,292	697,582	12,485	198,676	2,051,306	614,113	5,041,531
Professional/Contractual Services	498,266	958,329	848,226	652,621	32,292	625,759	354,793	3,970,286
Utilities	25,530	18,026	186,979	607	-	406,315	118,858	756,315
Maintenance Materials and Supplies	48,477	78,537	188,760	18,372	86,702	508,886	2,659,619	3,589,353
Grants and Contributions	875	-	10,900	12,283	28,048	235,535	-	287,641
Amortization	22,828	88,608	1,236,029	9,653	6,604	564,271	499,398	2,427,391
Interest	7,936	-	64,760	-	-	21,373	26,849	120,918
Allowance for Uncollectibles (Recoveries)	(103)	-	428	-	-	-	442	767
Total Expenses	1,495,886	1,718,792	3,233,664	706,021	352,322	4,413,445	4,274,072	16,194,202
Surplus (Deficit) by Function	(1,021,567)	(1,472,803)	(1,243,553)	(88,928)	9,931	(3,197,507)	(383,259)	(7,397,686)
Taxation and other unconditional revenue (Schedule 1)								10,313,485
Net Surplus								2,915,799

City of Humboldt

Consolidated Schedule of Segment Disclosure by Function

For the year ended December 31, 2021

Schedule 5

	General Government	Protective Services	Transportation Services	Environmental & Public Health	Planning and Development	Recreation and Culture	Utility Services	Total
Revenues (Schedule 2)								
Fees and Charges	26,426	256,008	53,663	439,645	8,939	787,039	4,126,739	5,698,459
Tangible Capital Asset Sales - Gain (Loss)	(8)	-	29,927	-	-	(27,870)	(301,659)	(299,610)
Land Sales - Gain (Loss)	-	-	-	-	126,067	-	-	126,067
Investment Income and Commissions	68,007	-	-	-	-	-	-	68,007
Other Revenues	63,644	-	10,469	-	-	158,422	-	232,535
Grants - Conditional	2,405	-	8,505	5,321	-	179,765	-	195,996
- Capital	557,333	-	888,273	-	-	-	-	1,445,606
Total Revenues	717,807	256,008	990,837	444,966	135,006	1,097,356	3,825,080	7,467,060
Expenses (Schedule 3)								
Wages & Benefits	790,745	528,840	679,585	13,504	200,101	1,840,495	597,176	4,650,446
Professional/Contractual Services	876,661	715,684	791,790	815,467	31,603	570,668	366,676	4,168,549
Utilities	27,553	19,674	179,870	595	-	473,797	114,462	815,951
Maintenance Materials and Supplies	46,474	68,324	36,426	13,050	77,124	342,608	2,557,572	3,141,578
Grants and Contributions	7,962	-	9,300	19,974	27,005	176,547	-	240,788
Amortization	18,924	88,156	1,063,652	9,653	6,598	537,898	479,653	2,204,534
Interest	7,283	816	70,102	-	-	21,861	28,293	128,355
Allowance for Uncollectibles (Recoveries)	12	-	-	-	-	-	209	221
Total Expenses	1,775,614	1,421,494	2,830,725	872,243	342,431	3,963,874	4,144,041	15,350,422
Surplus (Deficit) by Function	(1,057,807)	(1,165,486)	(1,839,888)	(427,277)	(207,425)	(2,866,518)	(318,961)	(7,883,362)
Taxation and other unconditional revenue (Schedule 1)								10,169,137
Net Surplus								2,285,775

City of Humboldt
 Consolidated Schedule of Tangible Capital Assets by Object
 For the year ended December 31, 2022

Schedule 6

		2022						2021		
		General Assets					Infrastructure Assets	General/ Infrastructure Assets Under Construction	Total	Total
		Land	Land Improvements	Buildings	Vehicles	Machinery & Equipment	Linear assets			
Assets	Asset Cost									
	Opening Asset costs	1,261,149	2,567,990	16,447,781	684,540	6,813,077	51,539,639	1,883,031	81,197,207	77,981,042
	Additions during the year	186,165	1,364,693	-	-	99,637	2,085,687	682,770	4,418,952	4,086,958
	Disposals and write-downs during the year	-	-	-	-	(62,560)	(65,857)	-	(128,417)	(870,793)
	Transfers (from) assets under construction	-	-	-	-	-	1,341,650	(1,341,650)	-	-
	Closing Asset Costs	1,447,314	3,932,683	16,447,781	684,540	6,850,154	54,901,119	1,224,151	85,487,742	81,197,207
Amortization	Accumulated Amortization Cost									
	Opening Accumulated Amortization Costs	-	968,560	4,848,942	430,659	3,159,277	21,171,226	-	30,578,664	28,886,388
	Add: Amortization taken	-	164,627	385,957	57,288	445,937	1,373,582	-	2,427,391	2,204,534
	Less: Accumulated amortization on disposals	-	-	-	-	(56,281)	(43,540)	-	(99,821)	(512,258)
		Closing Accumulated Amortization Costs	-	1,133,187	5,234,899	487,947	3,548,933	22,501,268	-	32,906,234
	Net Book Value	1,447,314	2,799,496	11,212,882	196,593	3,301,221	32,399,851	1,224,151	52,581,508	50,618,543

1. Total contributed/donated assets received in 2022: \$ 1,678,653

2. List of assets recognized at nominal value in 2022 are:

- Infrastructure Assets \$ -
- Vehicles \$ -
- Machinery and Equipment \$ -

3. Amount of interest capitalized in 2022 \$ -

City of Humboldt
 Consolidated Schedule of Tangible Capital Assets by Function
 For the year ended December 31, 2022

Schedule 7

		2022						2021		
		General Government	Protective Services	Transportation Services	Environmental & Public Health	Planning & Development	Recreation & Culture	Water & Sewer	Total	Total
<i>Assets</i>	Asset cost									
	Opening Asset costs	389,270	1,631,896	33,425,472	201,948	176,617	16,354,602	29,017,402	81,197,207	77,981,042
	Additions during the year	-	16,443	1,959,149	21,600	-	1,674,885	746,875	4,418,952	4,086,958
	Disposals and write-downs during the year	-	-	(8,148)	-	-	(62,561)	(57,708)	(128,417)	(870,793)
	Closing Asset Costs	389,270	1,648,339	35,376,473	223,548	176,617	17,966,926	29,706,569	85,487,742	81,197,207
<i>Amortization</i>	Accumulated Amortization Cost									
	Opening Accumulated Amortization Costs	250,325	638,127	16,142,501	69,434	70,907	6,016,609	7,390,760	30,578,664	28,886,388
	Add: Amortization taken	22,828	88,608	1,236,029	9,653	6,604	564,271	499,398	2,427,391	2,204,534
	Less: Accumulated amortization on disposals	-	-	(8,146)	-	-	(56,281)	(35,394)	(99,821)	(512,258)
	Closing Accumulated Amortization Costs	273,153	726,735	17,370,384	79,087	77,511	6,524,599	7,854,764	32,906,234	30,578,664
	Net Book Value	116,117	921,604	18,006,089	144,461	99,106	11,442,327	21,851,805	52,581,508	50,618,543

Draft for Discussion Purposes Only

City of Humboldt
 Consolidated Schedule of Accumulated Surplus
 For the year ended December 31, 2022

Schedule 8

	2021	Changes	2022
UNAPPROPRIATED SURPLUS (DEFICIT)	487,890	(946,223)	(458,333)

APPROPRIATED RESERVES

Operating:			
Contingency Reserve	1,000,000	844,621	1,844,621
Memorial Reserve 2018 Accident	915,018	5,726	920,744
Operating Reserve	1,915,018	850,347	2,765,365
Capital:			
General Government Services			
Land Development	1,020,251	356,840	1,377,091
Land Development - Pavement	192,901	-	192,901
Land Development - Municipal Reserve	155,508	-	155,508
Building and Equipment	4,128	250,000	254,128
General Government Reserve	1,372,788	606,840	1,979,628
Transportation Services			
Street System Infrastructure	(680,247)	(378,817)	(1,059,064)
Stormwater Levy	1,508,467	275,240	1,783,707
Infrastructure Levy Reserve	702,683	-	702,683
Transportation Reserve	1,530,903	(103,577)	1,427,326
Environmental and Public Health Services			
Cemetery	38,218	10,652	48,870
Cemetery - SEC Capital Reserve	106,682	(590)	106,092
Environmental and Public Health Reserve	144,900	10,062	154,962
Recreation and Culture Services			
Recreation Administration	15,000	(15,000)	-
Parks and Playgrounds	396,584	(9,687)	386,897
Uniplex and HCI Upgrade	63,000	-	63,000
Museum	25,067	-	25,067
Museum - Humboldt Public Art Committee	38,495	(8,536)	29,959
Museum - Water Tower	63,384	4,343	67,727
Telegraph Station	51,152	(3,136)	48,016
Multipurpose/Theatre	41,178	-	41,178
Library	80,000	5,577	85,577
Recreation and Culture Services Reserve	773,860	(26,439)	747,421

Appropriated Reserves subtotal	5,737,469	1,337,233	7,074,702
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City of Humboldt
 Consolidated Schedule of Accumulated Surplus
 For the year ended December 31, 2022

Schedule 8

	2021	Changes	2022
Appropriated Reserves subtotal from previous page	5,737,469	1,337,233	7,074,702
Fleet			
Protective Services Fleet	(126,423)	72,854	(53,569)
Corporate Service Fleet	29,124	-	29,124
Mobility Van	15,000	(3,712)	11,288
Leisure Services Fleet	(25,037)	64,936	39,899
Public Work Fleet	135,608	99,997	235,605
Fleet Reserve	28,272	234,075	262,347
Utility			
Utility - Contingency	1,937,132	113,750	2,050,882
Utility - Public Reserve	44,487	-	44,487
Utility Reserve	1,981,619	113,750	2,095,369
Off Site Fees			
Off Sites - Water	251,203	-	251,203
Off Sites - Waste Water	281,765	-	281,765
Off Sites - Storm Water	24,598	-	24,598
Off Sites - Transportation	59,632	-	59,632
Off Sites - Parks & Recreation Facilities	128,209	-	128,209
Off Sites Fees Reserve	745,407	-	745,407
Total Appropriated	8,492,767	1,685,058	10,177,825
NET INVESTMENT IN TANGIBLE CAPITAL ASSETS			
Tangible capital assets (Schedule 6)	50,618,543	1,962,965	52,581,508
Less: Related debt	(2,974,151)	213,999	(2,760,152)
Net Investment in Tangible Capital Assets	47,644,392	2,176,964	49,821,356
Total Accumulated Surplus	56,625,049	2,915,799	59,540,848



City of Humboldt
Meeting Minutes
Executive Committee May 8, 2023 - 05:30 PM

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

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

1 Call To Order

Chairperson Roger Korte called the meeting to order at 5:19 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 - No delegation

4 Correspondence - No Correspondence

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

5.2 City Clerk/Corporate Services Director’s Report

Moved By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED

Chairperson – Roger Korte

City Clerk – Lori Yaworski

- 5.3 Finance Manager’s Report**
Moved By: Councillor Kelly Herperger
That this report be accepted for information and filed.

CARRIED
- 5.4 Cultural Services Director’s Report**
Moved By: Councillor Amanda Klitch
That this report be accepted for information and filed.

CARRIED
- 5.5 Marketing & Development Manager's Report**
Moved By: Councillor Roger Nordick
That this report be accepted for information and filed.

CARRIED
- 5.6 Community & Leisure Services Director’s Report**
Moved By: Councillor Kelly Herperger
That this report be accepted for information and filed.

CARRIED
- 5.7 Director of Public Works**
Moved By: Councillor Larry Jorgenson
That this report be accepted for information and filed.

CARRIED
- 6 New Business**

 - 6.1 Recommendation - Director of Protective Services - Discretionary Use - Medical, dental and optical lab - Unit 125-1919 8th Ave.**
Moved By: Mayor Michael Behiel
That this report be accepted for information and filed.

CARRIED
 - 6.2 Recommendation - City Clerk - Utility Billing & Collections**
Moved By: Mayor Michael Behiel
That Administration be authorized to amend the Utility billing procedures for unoccupied buildings such that there will be an “Active” utility account for every property that has a water meter, and that those properties be billed the monthly flat amounts.

CARRIED
 - 6.3 Recommendation - City Clerk - Remote Work Policy**
Moved By: Councillor Roger Nordick
That the Remote Work Policy #1370, as attached, replace the existing Temporary Remote Work Policy #1370.

CARRIED
 - 6.4 Recommendation - Assessor - 2023 Tax Policy**
Moved By: Councillor Roger Nordick
That this report be accepted for information and filed.

CARRIED

Chairperson – Roger Korte

City Clerk – Lori Yaworski

- 6.5 Recommendation - Finance Manager - 2022 Reserve Update Report**
Moved By: Councillor Kelly Herperger
 That this report be accepted for information and filed.
CARRIED
- 6.6 Recommendation - Cultural Service Director - BHP Forum on Corporate Responsibility**
Moved By: Councillor Roger Nordick
 That this report be accepted for information and filed.
CARRIED
- 6.7 Recommendation - Leisure Service Director - Project Summary Report**
Moved By: Councillor Roger Nordick
 That this report be accepted for information and filed.
CARRIED
- 6.8 Recommendation - City Manager - Targeted Sector Support - May 2023 Update**
Moved By: Councillor Amanda Klitch
 That this report be accepted for information and filed.
CARRIED
- 6.9 Recommendation - Director of Public Works - Pride Crosswalk**
Moved By: Mayor Michael Behiel
 That administration be authorized to re-install the rainbow crosswalks on the east and west sides of the Main Street and 5th Avenue intersection for a three-year term from 2023 to 2025.
CARRIED
- 7 Enquiries**
 Councillor Nordick inquired about chemical odour in the Water Ridge area and would like the Director of Protective Services to check on the source of the odour. The Director will check on the area for the cause of the odour.
 Councillor Nordick inquired about the business license of concrete company that is working out of the Brockman property. The Director of Corporate Services will check on the business and ensure they are compliance with a valid business license .
 Councillor Jorgenson expressed the concern about a lean on a walkway between Ogilvie Street and King Crescent. The Director of Public Works will investigate and check on the condition of that walkway.
- 8 Committee of the Whole**
Moved By: Councillor Kelly Herperger
 That we sit in a private session as Committee of the Whole, the time being 6:57 p.m.
CARRIED
- 8.1 Authority**
 The Committee met under Section 5(3)(4) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.

 Chairperson – Roger Korte

 City Clerk – Lori Yaworski

8.2 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, Corporate Services Director/City Clerk Lori Yaworski, Community & Leisure Services Director Mike Ulriksen, Cultural Services Director Jennifer Fitzpatrick, Fire Chief/ Director of Protective Services Mike Kwasnica, and Marketing and Development Manager Penny Lee

8.3 Cultural Services Director - Joe Fafard Legacy Project - Official Donation Request

8.4 Cultural Services Director - Water Tower Painting 2023

8.5 Recommendation - Leisure Service Director - Campground Service Agreement

8.6 City Manager - RCMP Retro Payment Plan

8.7 City Manager - BHP Communities of Interest (COI) Report

That this report be accepted for information and filed.

8.8 Revert

Moved By: Mayor Michael Behiel

That Council revert to the Regular Meeting, the time being 7:22 p.m.

CARRIED

8.9 Recommendation - Cultural Service Director - Water Tower Painting 2023

Moved By: Councillor Larry Jorgenson

That the Humboldt Water Tower exterior painting project with an estimated cost of \$116,000 be approved as an unbudgeted project for 2023, and that the funds be drawn from the Water Tower reserve, and from the Saskatchewan Heritage Foundation grant.

CARRIED

8.10 Recommendation - Cultural Service Director - Joe Fafard Legacy Project - Official Donation Request

Moved By: Councillor Rob Muench

That donations to the City of Humboldt from Joe Fafard Legacy project be approved as an eligible project for the issuance of Official Donation Receipts for Income Tax Purposes.

CARRIED

8.11 Recommendation - RCMP Retro Payment Plan

Moved By: Mayor Michael Behiel

That Administration be authorized to inform Public Safety Canada that the City of Humboldt requests a revised payment schedule for repayment of retroactive salary costs to end no later than March 31, 2025.

CARRIED

9 Next Meeting

It was noted that the next Executive Committee Meeting will be held June 12th at 5:30 p.m.

10 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 7:28 p.m.

CARRIED

Chairperson – Roger Korte

City Clerk – Lori Yaworski



Reid-Thompson Public Library

Wapiti Regional Library

Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: humcirc@wapitilibrary.ca

Phone: 306-682-2034

Website: www.wapitilibrary.ca

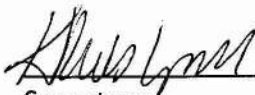
Reid Thompson Public Library Board Minutes for Meeting on April 11, 2023

Attendance: Amanda Klitch, Marliss Fleischhacker, Rosemarie Buttinger, Jennifer Malmsten, Susan Bradley, Sheila Nordick, Colleen Jenkins

Recording Secretary: Kate Lucyshyn (Branch Librarian)

Call to order by M. Fleischhacker at 3:30 pm

- 1) Agenda: Moved by C. Jenkins, seconded by A. Klitch to accept the agenda as presented. Carried.
- 2) Review and Approval of Minutes: Moved by R. Buttinger, seconded by J. Malmsten that the minutes be adopted presented. Carried.
- 3) Correspondence: Iridescence, monthly empowerment evenings proposal is to receive notification about the events proposal acceptance.
Moved by S. Nordick, seconded by A. Klitch that three, conservation clear (UV) plexi panels for the storybook trail be purchased from Art Placement Framing using funds from the Reid-Thompson Public Library fines account. Carried.
Correspondence was received and filed as presented.
- 4) Financial Reports: Moved by S. Nordick, seconded by A. Klitch 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: Update presented.
- 8) Business Arising:
 - a) 2022 Wapiti Branches Cumulative Reporting Summary reviewed.
 - b) TD Summer Reading Club program and funding events – Moved by S. Bradley, seconded by S. Nordick that the O'McDales Friendly Farm to be scheduled for the TD Reading Club be paid for using the money from the 2023 Sask Lotteries Allocation grant with any shortfall being paid for from the Reid-Thompson Public Library fines account. Carried.
- 9) Next meeting: May 8, 2023 at 3:30 pm.
- 10) Adjournment: Moved by R Buttinger, seconded by A. Klitch that the meeting be adjourned at 4:45 pm. Carried.


Secretary


Chairperson


Date



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on April 13, 2023 commencing at 9:00 am at the Gallery.



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Ivan Buehler
Susan Bellamy
Karen Siermachesky
Kevin Garinger
Larry Jorgenson – City Council Rep
Jennifer Fitzpatrick – Director
- REGRETS:** Aaron Lukan sent his 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:** Jennifer requested the addition of Gallery Donation Offer under the Director’s Report.
Buehler / Bellamy:
That the agenda of April 13, 2023, Humboldt & District Museum & Gallery be adopted as amended.
Motion Carried
- ACKNOWLEDGEMENTS:** Carol acknowledged the fantastic array of programming currently underway and noted the high level of public engaging with these programs.
- ADOPT MINUTES:** Garinger / Siermachesky:
That the minutes of March 9, 2023, 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 new Community Connections exhibit, impact and success of public programs, Futuristic Industries partnership, and collections work. The board requested further information on the Broncos Memorials exhibit on the second floor, and the new promotional videos.

Jennifer updated the board on the Reconciliation Project, including the recent survey and upcoming programs.

The Director’s report was received for information.
- FINANCIAL STATEMENT:** Jennifer presented the financial statement, which was received for information.

Jennifer reviewed the proposed donation to the Gallery of a significant collection. She presented considerations to be reviewed about the donation.
Garinger / Siermachesky:
That the proposed donation of artwork be accepted into the collection, pending approval of the project by City council for official donation receipts.
Motion Carried
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.

Chairperson’s initials

Museum Minutes for April 13, 2023, Page 2

- FRIENDS OF THE MUSEUM REPORT:** Karen reported on the lunch that the Friends are providing for the Network meeting tomorrow. Jennifer noted the programs that the Friends are currently sponsoring.
- FOUNDATION REPORT:** Carol thanked John Scott for preparing the Foundation’s Statement of Financial Position for 2023, which was received for information.
- ORIGINAL HUMBOLDT REPORT:** Ivan reported that they are meeting later this month to work on the plans for the summer.
- SPORTS HALL OF FAME REPORT:** Aaron was not present, therefore, no report.
- PUBLIC ART COMMITTEE REPORT:** Ivan noted that there was nothing to report at this time.
- WATER TOWER COMMITTEE REPORT:** Jennifer updated the board on the timelines for the application for funding to support the painting of the Water Tower. The board discussed the timelines and options for funding the project, as well as advocacy development.
- COUNCIL REPORT:** Larry did not have anything further to report at this time.
- OTHER BUSINESS:** There was no other business.
- NEXT MEETING:** The next meeting date will be May 11 meeting at 10:30 am followed by a lunch with the staff.
- ADJOURNMENT:** Garinger / Siermachesky
That the meeting adjourn at 10:35 AM.

Motion Carried

Carol McLaren - Chairperson

Jennifer Fitzpatrick – Secretary



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on May 11, 2023 commencing at 10:30 am at the Gallery.



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Ivan Buehler
Susan Bellamy
Karen Siermachesky
Kevin Garinger
Larry Jorgenson – City Council Rep
Jennifer Fitzpatrick – Director
- REGRETS:** Aaron Lukan sent his regrets.
- CALL TO ORDER:** Carol called the meeting to order at 10:30 AM.
- LAND**
- ACKNOWLEDGEMENT:** Carol read the municipal land acknowledgement to open the meeting.
- ADOPT AGENDA:** Jennifer requested the addition of Gallery Donation Offer under the Director’s Report.
Buehler / Bellamy:
That the agenda of May 11, 2023, Humboldt & District Museum & Gallery be adopted as amended.

Motion Carried
- ACKNOWLEDGEMENTS:** Carol acknowledged the staff for all the terrific programming that is occurring. Susan acknowledged Jennifer and Brent Fitzpatrick for their work on digitizing the oral history cassettes.
- ADOPT MINUTES:** Buehler / Siermachesky:
That the minutes of April 13, 2023, Humboldt & District Museum & Gallery be adopted as presented.

Motion Carried
- BUSINESS ARISING:** The board inquired about an update on the gallery second-floor exhibit space discussion. There was no update at this time. The board discussed digitization of material, digital screens, visitor traffic, facility usage and mandate, storage of collection, and other considerations on community exhibit space. Councillor Jorgenson will look into the matter.
- ARRIVAL:** Kevin Garinger arrived at the meeting.
- DIRECTOR’S REPORT:** Jennifer highlighted areas of the report including the new Futuristic Industries exhibit, public programs, grant funding, pilot program, and levels of engagement.
- MUSEUM BUILDING:** Jennifer reviewed the assessment of the exterior work required on the museum. The board agreed with the plan to undertake the highest priority items this year, and develop a plan for the long-term conservation of the building.
- FORUM:** Jennifer provided an overview of the Forum on Corporate Responsibility being held at the Gallery.
- ART DONATION:** Jennifer provided an update on the potential donation to the Gallery collection.

The Director’s report was received for information.

Chairperson’s initials

Museum Minutes for May 11, 2023, Page 2

- FINANCIAL STATEMENT:** Jennifer presented the financial statement, which was received for information.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.
- FRIENDS OF THE MUSEUM REPORT:** Karen reported on the lunch that the Friends provided for the Network meeting, and thanked everyone for contributing.
- FOUNDATION REPORT:** The annual return was submitted to Revenue Canada.
- ORIGINAL HUMBOLDT REPORT:** Jennifer reported on the revised financial statement and the new sponsorship program for benches at the site.
Buehler / Garinger:
That Don Dunn be appointed to the Original Humboldt committee for a two-year term.

Motion Carried

SPORTS HALL OF FAME REPORT: Jennifer reported on the application for funding through the Saskatchewan Sports Hall of Fame.

PUBLIC ART COMMITTEE REPORT: Jennifer reported that the committee’s request for a three-year painting of a Pride Crosswalk will be reviewed by City Council.

WATER TOWER COMMITTEE REPORT: Jennifer reported on the success of the grant application to the Saskatchewan Heritage Foundation, and the proposed plan for the painting project, which is being reviewed by City Council.

COUNCIL REPORT: Larry did not have anything further to report at this time.

OTHER BUSINESS: There were inquiries about the process of recommendations for the Director’s salary, and any updates on the benchmarking study.

NEXT MEETING: The next meeting date will be June 8 at 9:00 am.

ADJOURNMENT: Garinger / Siermachesky
That the meeting adjourn at 11:40 AM.

Motion Carried

Carol McLaren - Chairperson

Jennifer Fitzpatrick – Secretary



CITY OF HUMBOLDT REPORT

TITLE: 2023 Tax Policy
PREPARED BY: Donna Simpson, Assessor
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 23, 2023

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Each year following budget deliberations, City Council needs to set the property tax rates for the current year. Compared to 2022 there are a few components of the overall tax policy system that City Council may wish to adjust compared to what was utilized in 2022.

CURRENT SITUATION

The City of Humboldt generates the majority of its revenues through the property taxation system and also raises money on behalf of the local School Divisions to go towards their operations.

During the budget process it was determined that the City needed to raise an extra \$381,290 in tax revenue in 2023 compared to 2022. At the time of developing the 2023 budget this increase was estimated as a 5.1% tax increase if applied uniformly to all municipal levies applied to all taxable properties.

Administration evaluated the strengths and weaknesses of the options available to Council for generating the required additional tax revenue through base taxes, or the mill rate, or a combination of increases to base taxes and the mill rate. Council will see that the attached Bylaw recommends an increase to the mill rate with no increase in the base tax amounts.

Administration reviewed the consistency of the base tax procedures and found that residential vacant land was not being billed for the Infrastructure (\$135) and Road (\$70) Levy's. In order to keep things uniform across all property types, Administration is recommending that the 2023 Tax Bylaw be amended to add those base taxes (totaling \$205) to these vacant parcels. This action will also serve as an incentive to property



owners to develop these properties rather than allowing them to remain vacant.

It is estimated that there will be an increase in tax revenue from applying these base taxes to vacant residential properties by **60 parcels × (\$70 + \$135) = \$12,300**

Tax Policy:

The following is a comparison of the 2022 Tax Policy to the recommended 2023 Tax Policy that is to be formalized by Bylaw at an upcoming meeting.

1) Education Mill Rates

The Province has confirmed that the mill rates approved for 2023 have not changed from 2022.

School Mill Rates		
	2022	2023
Agricultural	1.42	1.42
Residential	4.54	4.54
Commercial / Industrial	6.86	6.86
Resource (oil and gas, mines, and pipelines)	9.88	9.88

These mill rates are not affected by mill rate factors or any other tax tools that the City sets.

2) Municipal Mill Rate

Uniform Mill Rates		
	2022	2023
Uniform Mill Rate	8.970	9.606

The Uniform Mill Rate is meant to be the one mill rate that if applied uniformly to all properties (without adjustment by the mill rate factor) will raise the required amount of revenue.

3) Mill Rate Factors

Mill Rate Factors				
	2020	2021	2022	2023
Agricultural	0.787	0.700	0.700	0.700
RM Agricultural	1.426	1.024	1.012	0.995

Residential and Condominiums	0.787	0.828	0.828	0.828
Multi-Residential Apartments	1.167	1.550	1.550	1.550
Hotels/Motels and Malls	2.150	1.500	1.500	1.500
Commercial and Industrial (General)	2.150	1.500	1.500	1.500
Commercial and Industrial (Workshops & Land)	1.775	1.700	1.700	1.700

4) General Municipal Base Tax

The recommendation for 2023 is that the General Municipal Base Tax amounts **remain unchanged**.

General Municipal Base Tax		
	2022	2023
Agricultural Land	\$500	\$500
Vacant Residential	\$500	\$500
Improved Residential	\$500	\$500
Condominium	\$500	\$500
Apartment Buildings	\$500	\$500
Vacant Commercial	\$500	\$500
Improved Commercial	\$500	\$500
Railway	\$500	\$500

Some municipalities have made efforts to tie a General Municipal Base Tax to a particular bundle of services that the municipality provides. Although this can help to justify the amount of the base tax, essentially the main feature of implementing a base tax is that it sets a minimum, or “base” amount of tax that each property will pay irrespective of the assessed value of a property. Whether tied to a particular bundle of services or not, most people understand that regardless of the assessed value of each property within a municipality, they do benefit equally for much of what the municipality is responsible for such as roads, police, fire, administration, etc.

The higher that a base tax is, the less impact the assessed value and the mill rate will have on the calculation of the taxes. This does create a level of stability in the property tax system; however, some argue this causes lower valued properties to pay a disproportionate share of the overall taxes.

5) Infrastructure Base Tax

The recommendation for 2023 is that the Infrastructure Base Tax amounts remain unchanged from the 2022 levels.

Infrastructure Base Tax			
	2022		2023
Residential (per property)	\$135.00	Residential (per property)	\$135.00
Condominium (per property)	\$135.00	Condominium (per property)	\$135.00
Apartment Buildings (per suite)	\$135.00	Apartment Buildings (per suite)	\$135.00
Commercial including Railways, Hotels / Motels & Malls	2022	Commercial including Railways, Hotels / Motels & Malls	2023
Less than \$200,000	\$135.00	Less than \$200,000	\$135.00
\$200,000 to \$299,999	\$270.00	\$200,000 to \$299,999	\$270.00
\$300,000 to \$399,999	\$405.00	\$300,000 to \$399,999	\$405.00
\$400,000 to \$499,999	\$540.00	\$400,000 to \$499,999	\$540.00
\$500,000 to \$599,999	\$675.00	\$500,000 to \$599,999	\$675.00
\$600,000 to \$699,999	\$810.00	\$600,000 to \$699,999	\$810.00
\$700,000 to \$799,999	\$945.00	\$700,000 to \$799,999	\$945.00
\$800,000 to \$899,999	\$1,080.00	\$800,000 to \$899,999	\$1,080.00
\$900,000 to \$999,999	\$1,215.00	\$900,000 to \$999,999	\$1,215.00
\$1,000,000 to \$1,099,999	\$1,350.00	\$1,000,000 to \$1,099,999	\$1,350.00
\$1,100,000 to \$1,499,999	\$2,025.00	\$1,100,000 to \$1,499,999	\$2,025.00
\$1,500,000 to \$1,999,999	\$2,700.00	\$1,500,000 to \$1,999,999	\$2,700.00
\$2,000,000 and above	\$3,375.00	\$2,000,000 and above	\$3,375.00

6) Road Rehabilitation Base Tax

The recommendation for 2023 is that the Road Rehabilitation Base Tax amounts remain unchanged from the 2022 levels.

Road Rehabilitation Base Tax			
	2022		2023
Residential (per property)	\$70.00	Residential (per property)	\$70.00
Condominium (per property)	\$70.00	Condominium (per property)	\$70.00
Apartment Buildings (per suite)	\$70.00	Apartment Buildings (per suite)	\$70.00

Commercial including Railways, Hotels / Motels & Malls:	2022	Commercial including Railways, Hotels / Motels & Malls	2023
Less than \$200,000	\$70.00	Less than \$200,000	\$70.00
\$200,000 to \$299,999	\$140.00	\$200,000 to \$299,999	\$140.00
\$300,000 to \$399,999	\$210.00	\$300,000 to \$399,999	\$210.00
\$400,000 to \$499,999	\$280.00	\$400,000 to \$499,999	\$280.00
\$500,000 to \$599,999	\$350.00	\$500,000 to \$599,999	\$350.00
\$600,000 to \$699,999	\$420.00	\$600,000 to \$699,999	\$420.00
\$700,000 to \$799,999	\$490.00	\$700,000 to \$799,999	\$490.00
\$800,000 to \$899,999	\$560.00	\$800,000 to \$899,999	\$560.00
\$900,000 to \$999,999	\$630.00	\$900,000 to \$999,999	\$630.00
\$1,000,000 to \$1,099,999	\$700.00	\$1,000,000 to \$1,099,999	\$700.00
\$1,050,000 to \$1,499,999	\$1,050.00	\$1,100,000 to \$1,499,999	\$1,050.00
\$1,500,000 to \$1,999,999	\$1,400.00	\$1,500,000 to \$1,999,999	\$1,400.00
\$2,000,000 and above	\$1,750.00	\$2,000,000 and above	\$1,750.00

7) Business Improvement District (BID)

The City has received confirmation that BID wishes that its levy continues to raise approximately \$24,000. The Mill rate component will remain unchanged from 2022 and will achieve the required revenues:

Business Improvement District Rates		
	2022	2023
Base Amount	\$135.00	\$135.00
Mill Rate	0.35	0.35

With the rates shown, the BID Levy will raise approximately \$25,028. In 2022 the levy raised approximately \$25,028 which is then directly transferred to the Humboldt Downtown BID.

OPTIONS

- 1) Receive this report with feedback provided to Administration.
- 2) Request further information from Administration.

ATTACHMENTS

1. Examples of Property Tax Changes for samples of properties from different property classes.
2. Bylaw 02/2023 – 2023 Taxation Rates Bylaw

COMMUNICATION AND ENGAGEMENT

Once the rates are approved by City Council, Administration will determine what level of communication is appropriate before, during and following the issuance of the tax notices.

FINANCIAL IMPLICATION

The mill rates, mill rate factors, and base taxes are being presented concurrently in a Bylaw in order to raise the required revenue from the eligible properties within the City, and in a manner to try to achieve the objectives of Council to control tax shifts.

CONCLUSION

Administration has made an effort to develop a combination of Tax Tools to mitigate many of the large tax increases and decreases that would otherwise occur.

The proposed tax tools generally achieve the following objectives:

- A change to the Uniform Mill Rate to increase property tax revenue by approximately \$381,304 over the 2022 budgeted amount.

2023 Examples of Property Tax Changes

Residential Tax Examples							
Roll Number	2018	2019	2020	2021	2022	2023	Tax Change
505022900	\$ 1,210.62	\$ 1,230.41	\$ 1,243.58	\$ 1,337.29	\$ 1,351.23	\$ 1,379.67	2.10%
505001450	\$ 1,651.30	\$ 1,679.45	\$ 1,703.87	\$ 1,662.34	\$ 1,683.44	\$ 1,726.49	2.56%
495003050	\$ 2,011.24	\$ 2,046.22	\$ 2,079.84	\$ 2,530.68	\$ 2,570.93	\$ 2,840.94	10.50%
505122500	\$ 2,082.90	\$ 2,119.24	\$ 2,154.70	\$ 2,159.74	\$ 2,191.81	\$ 2,257.23	2.98%
495022300	\$ 2,231.16	\$ 2,270.31	\$ 2,309.55	\$ 2,224.38	\$ 2,257.86	\$ 2,326.20	3.03%
494913450	\$ 2,661.13	\$ 2,708.44	\$ 2,758.67	\$ 2,820.14	\$ 2,866.76	\$ 2,961.88	3.32%
494913150	\$ 2,838.22	\$ 2,888.89	\$ 2,943.64	\$ 2,970.95	\$ 3,020.89	\$ 3,122.80	3.37%
494913250	\$ 3,073.78	\$ 3,128.93	\$ 3,189.69	\$ 3,249.16	\$ 3,305.23	\$ 3,419.65	3.46%
494903150	\$ 3,379.38	\$ 3,440.32	\$ 3,508.89	\$ 3,725.96	\$ 3,792.54	\$ 3,928.40	3.58%
485105800	\$ 3,781.33	\$ 3,849.90	\$ 3,928.74	\$ 4,506.26	\$ 4,590.04	\$ 4,760.99	3.72%
495210650	\$ 5,702.98	\$ 5,808.02	\$ 5,935.94	\$ 6,414.38	\$ 6,540.20	\$ 6,796.97	3.93%
	\$30,624.04	\$ 31,170.13	\$ 31,757.11	\$ 33,601.28	\$ 34,170.93	\$ 35,521.22	3.95%

Condominium Tax Examples							
Roll Number	2018	2019	2020	2021	2022	2023	Tax Change
495112328	\$ 2,825.86	\$ 2,876.30	\$ 2,930.74	\$ 3,591.06	\$ 3,654.68	\$ 3,784.47	3.55%
505107759	\$ 1,970.06	\$ 2,004.25	\$ 2,036.82	\$ 2,152.25	\$ 2,184.14	\$ 2,249.23	2.98%
495112356	\$ 2,099.38	\$ 2,136.03	\$ 2,171.90	\$ 2,452.00	\$ 2,490.51	\$ 2,569.08	3.15%
495100379	\$ 2,192.45	\$ 2,230.87	\$ 2,269.12	\$ 2,396.73	\$ 2,434.02	\$ 2,510.11	3.13%
505016457	\$ 2,434.62	\$ 2,477.63	\$ 2,522.07	\$ 2,540.99	\$ 2,581.45	\$ 2,664.03	3.20%
495112347	\$ 2,678.42	\$ 2,726.07	\$ 2,776.73	\$ 3,275.38	\$ 3,332.04	\$ 3,447.64	3.47%
505004827	\$ 2,864.58	\$ 2,915.75	\$ 2,971.17	\$ 2,721.77	\$ 2,766.23	\$ 2,856.93	3.28%
505112052	\$ 3,490.57	\$ 3,553.62	\$ 3,625.03	\$ 3,251.04	\$ 3,307.15	\$ 3,421.65	3.46%
495100388	\$ 2,791.26	\$ 2,841.05	\$ 2,894.59	\$ 3,210.75	\$ 3,265.98	\$ 3,378.67	3.45%
495112394	\$ 2,801.98	\$ 2,851.96	\$ 2,905.78	\$ 3,470.22	\$ 3,531.18	\$ 3,655.54	3.52%
505104811	\$ 2,032.66	\$ 2,068.04	\$ 2,102.21	\$ 2,079.18	\$ 2,109.47	\$ 2,171.27	2.93%
	\$25,355.98	\$25,805.27	\$26,275.42	\$27,550.31	\$28,002.17	\$28,924.15	3.29%

Gen Comm Tax Examples							
Roll Number	2018	2019	2020	2021	2022	2023	Tax Change
504800600	\$ 30,397.49	\$ 30,306.33	\$ 30,608.98	\$ 45,772.94	\$ 46,646.26	\$ 50,203.34	7.63%
505121300	\$ 2,873.81	\$ 2,918.65	\$ 2,941.79	\$ 3,099.77	\$ 3,148.07	\$ 3,254.62	3.38%
505021150	\$ 4,953.37	\$ 5,040.35	\$ 5,084.81	\$ 5,789.83	\$ 5,891.25	\$ 6,114.98	3.80%
505019500	\$ 5,785.85	\$ 5,887.02	\$ 5,940.90	\$ 7,079.65	\$ 7,208.65	\$ 7,493.19	3.95%
505019050	\$ 6,654.53	\$ 6,770.51	\$ 6,834.23	\$ 9,771.78	\$ 9,949.55	\$ 10,341.70	3.94%
505002450	\$ 9,314.74	\$ 9,487.54	\$ 11,380.29	\$ 10,591.41	\$ 12,092.86	\$ 12,589.13	4.10%
505100350	\$ 54,103.00	\$ 55,181.48	\$ 55,731.45	\$ 79,524.05	\$ 81,100.88	\$ 84,578.99	4.29%
494800500	\$ 37,645.66	\$ 38,389.43	\$ 38,783.59	\$ 52,739.17	\$ 53,764.03	\$ 56,024.66	4.20%
495201100	\$ 26,020.11	\$ 26,529.09	\$ 26,800.58	\$ 40,276.16	\$ 41,052.22	\$ 42,764.03	4.17%
505015550	\$ 6,432.52	\$ 6,544.72	\$ 6,605.92	\$ 8,939.06	\$ 9,103.42	\$ 9,465.97	3.98%
505019050	\$ 6,654.53	\$ 6,770.51	\$ 7,969.77	\$ 9,771.78	\$ 9,949.55	\$ 10,341.70	3.94%
	\$190,835.61	\$193,825.63	\$198,682.31	\$ 273,355.60	\$279,906.74	\$293,172.31	4.74%

Whse / Wrkshp Tax Examples							
Roll Number	2018	2019	2020	2021	2022	2023	Tax Change
505023700	\$ 7,341.72	\$ 7,417.93	\$ 7,464.51	\$ 8,591.72	\$ 8,750.52	\$ 9,111.61	4.13%
505104900	\$ 7,249.99	\$ 7,325.50	\$ 7,371.38	\$ 6,733.02	\$ 6,856.05	\$ 7,135.80	4.08%
504910000	\$ 26,373.73	\$ 26,700.43	\$ 26,878.55	\$ 13,633.81	\$ 13,899.96	\$ 14,505.13	4.35%
494808000	\$ 74,915.39	\$ 75,700.83	\$ 76,240.59	\$ 66,882.53	\$ 68,228.95	\$ 71,351.60	4.58%
495305300	\$ 119,031.31	\$ 120,156.43	\$ 121,038.61	\$ 116,207.77	\$ 118,638.35	\$ 124,470.61	4.92%
515010000	\$ 57,210.89	\$ 57,860.01	\$ 58,262.35	\$ 56,733.93	\$ 57,857.30	\$ 60,411.62	4.41%
505200650	\$ 18,685.54	\$ 18,893.56	\$ 19,022.60	\$ 17,622.21	\$ 17,967.01	\$ 18,751.03	4.36%
505116700	\$ 3,701.85	\$ 3,817.19	\$ 3,841.16	\$ 3,832.88	\$ 3,901.63	\$ 4,057.95	4.01%
505009900	\$ 5,069.92	\$ 5,122.10	\$ 5,154.54	\$ 4,623.58	\$ 4,709.72	\$ 4,905.56	4.16%
504910100	\$ 21,985.67	\$ 22,227.59	\$ 22,380.74	\$ 17,269.15	\$ 17,606.19	\$ 18,372.56	4.35%
505014675	\$ 6,107.94	\$ 6,166.31	\$ 6,204.98	\$ 6,368.63	\$ 6,483.78	\$ 6,745.61	4.04%
	\$347,673.95	\$351,387.88	\$353,860.01	\$318,499.23	\$324,899.46	\$339,819.08	4.59%

CITY OF HUMBOLDT

BYLAW NO. 02/2023

**A BYLAW OF THE CITY OF HUMBOLDT IN THE
PROVINCE OF SASKATCHEWAN FIXING THE MILL RATE FOR THE YEAR 2023,
PROVIDING FOR A BUSINESS IMPROVEMENT DISTRICT LEVY AND ESTABLISHING
MILL RATE FACTORS AND BASE TAXES FOR CLASSES AND SUB-CLASSES OF LAND
AND IMPROVEMENTS**

WHEREAS, the Council of every municipality with lands in a school division shall levy the tax rates with respect to those lands and,

WHEREAS, the Council of the City of Humboldt has established a Business Improvement District and shall authorize a levy to be paid by the owners of the properties in the District and,

WHEREAS, the Council of the City of Humboldt shall adopt a property tax bylaw annually, and shall determine a uniform rate sufficient to raise the amount of taxes required to meet the estimated expenditures set out in the budget of the City and,

WHEREAS, the Council of the City of Humboldt deems it necessary to establish Mill Rate Factors to be multiplied by the Uniform Mill Rate for certain classes and sub-classes of property and,

WHEREAS, the Council of the City of Humboldt deems it necessary to establish base taxes payable with respect to classes or sub-classes of property;

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

1. That the Education Property Tax Mill Rate for the year 2023 for Educational purposes as established by the Province of Saskatchewan be set as follows:

Agricultural Property	1.42 mills
Residential Property	4.54 mills
Commercial/Industrial	6.86 mills
Resource (oil and gas, mines & pipelines)	9.88 mills

2. That the Uniform Mill Rate for the year 2023 for municipal purposes be set as follows:

Municipal	9.606 mills
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3. That the Mill Rate Factors mill rate factors be set as follows:

- a) That the mill rate factor to be utilized in respect to the land, improvements, or both of the **agricultural (A)** class as established by the regulations set by the Lieutenant Governor in Council shall be 0.70.
- b) That the mill rate factor to be utilized in respect to the land, improvements, or both of the **RM agricultural (AGRM)** class as defined by Council pursuant to Section 254 of the *Cities Act* shall be 0.9950.
- c) That the mill rate factor to be utilized in respect to the land, improvements, or both of the **residential (R)** class, and **multi-residential (MR)** class as established by the regulations set by the Lieutenant-Governor in Council shall be 0.828.
- d) That the mill rate factor to be utilized in respect to the land and improvements or both of the **Residential Apartment (RA) and Multi-Residential (MA)** class as defined by Council pursuant to Section 254 of the *Cities Act* shall be 1.550.
- e) That the mill rate factor to be utilized in respect to the land, improvements, or both of the **Commercial and Industrial (General) (C)** class as established by the regulations set by the Lieutenant Governor in Council shall be 1.50.
- f) That the mill rate factor to be utilized in respect to the land, improvements or both of the **Motels/Hotels and Malls (MH)** class as defined by Council pursuant to Section 254 of the *Cities Act* shall be 1.50.

- g) That the mill rate factor to be utilized in respect to the land, improvements, or both of the **Commercial and Industrial (Workshops & Land)(CW)** class as defined by Council pursuant to Section 254 of the *Cities Act* shall be 1.70.
- h) That the mill rate factor to be utilized in respect to the land, improvements, or both of the **Railway** class as defined by Council pursuant to Section 254 of the *Cities Act* shall be 1.70.

4. That a base tax for the year 2023 be levied on the following classes of property:

a)	Residential (R) – Improved	\$500.00
b)	Multi-Residential (MR) – Improved	\$500.00
c)	Commercial (C) – Vacant Land	\$500.00
d)	Residential (R) – Vacant Land	\$500.00
e)	Agricultural (A) – Vacant Land	\$500.00
f)	Railway	\$500.00
g)	Commercial (C) – Improved	\$500.00
h)	Multi-Residential (MA) & Res. Apartments (RA)	\$500.00
i)	Commercial Workshops (CW)	\$500.00

5. That an Infrastructure Base Tax be levied on each parcel of land as follows:

- a) a flat rate of \$135.00 per property for every residential property.
- b) Condominiums and apartment buildings will be charged the flat rate of \$135.00 multiplied by the number of units in the property.
- c) Commercial, railway & commercial workshop properties to be based on the following:

Assessment	Amount
Less than \$200,000	\$ 135.00
\$200,000 to \$299,999	\$ 270.00
\$300,000 to \$399,999	\$ 405.00
\$400,000 to \$499,999	\$ 540.00
\$500,000 to \$599,999	\$ 675.00
\$600,000 to \$699,999	\$ 810.00
\$700,000 to \$799,999	\$ 945.00
\$800,000 to \$899,999	\$ 1,080.00
\$900,000 to \$999,999	\$ 1,215.00
\$1,000,000 to \$1,099,000	\$ 1,350.00
\$1,100,000 to \$1,499,999	\$ 2,025.00
\$1,500,000 to \$1,999,999	\$ 2,700.00
\$2,000,000 and above	\$ 3,375.00

6. That a Road Rehabilitation Tax be levied on each parcel of land as follows:

- a) a flat rate of \$70.00 per property for every residential property.
- b) Condominium and apartment buildings will be charged the flat rate of \$70.00 multiplied by the number of units in the property.

- c) Commercial, railway and commercial workshop properties to be based on the following:

Assessment	Amount
Less than \$200,000	\$ 70.00
\$200,000 to \$299,999	\$ 140.00
\$300,000 to \$399,999	\$ 210.00
\$400,000 to \$499,999	\$ 280.00
\$500,000 to \$599,999	\$ 350.00
\$600,000 to \$699,999	\$ 420.00
\$700,000 to \$799,999	\$ 490.00
\$800,000 to \$899,999	\$ 560.00
\$900,000 to \$999,999	\$ 630.00
\$1,000,000 to \$1,099,000	\$ 700.00
\$1,100,000 to \$1,499,999	\$1,050.00
\$1,500,000 to \$1,999,999	\$1,400.00
\$2,000,000 and above	\$1,750.00

7. That a Business Improvement District (BID) Levy of \$135.00 plus 0.35 mills be implemented for the 2023 taxation year in conjunction with Bylaw No. 02/2012 applying to those properties depicted in Schedule “A” attached hereto and forming part of this bylaw.
9. That Bylaw No. 04/2022 is hereby repealed.
10. This Bylaw shall come into force and take effect on the day of its final passing.

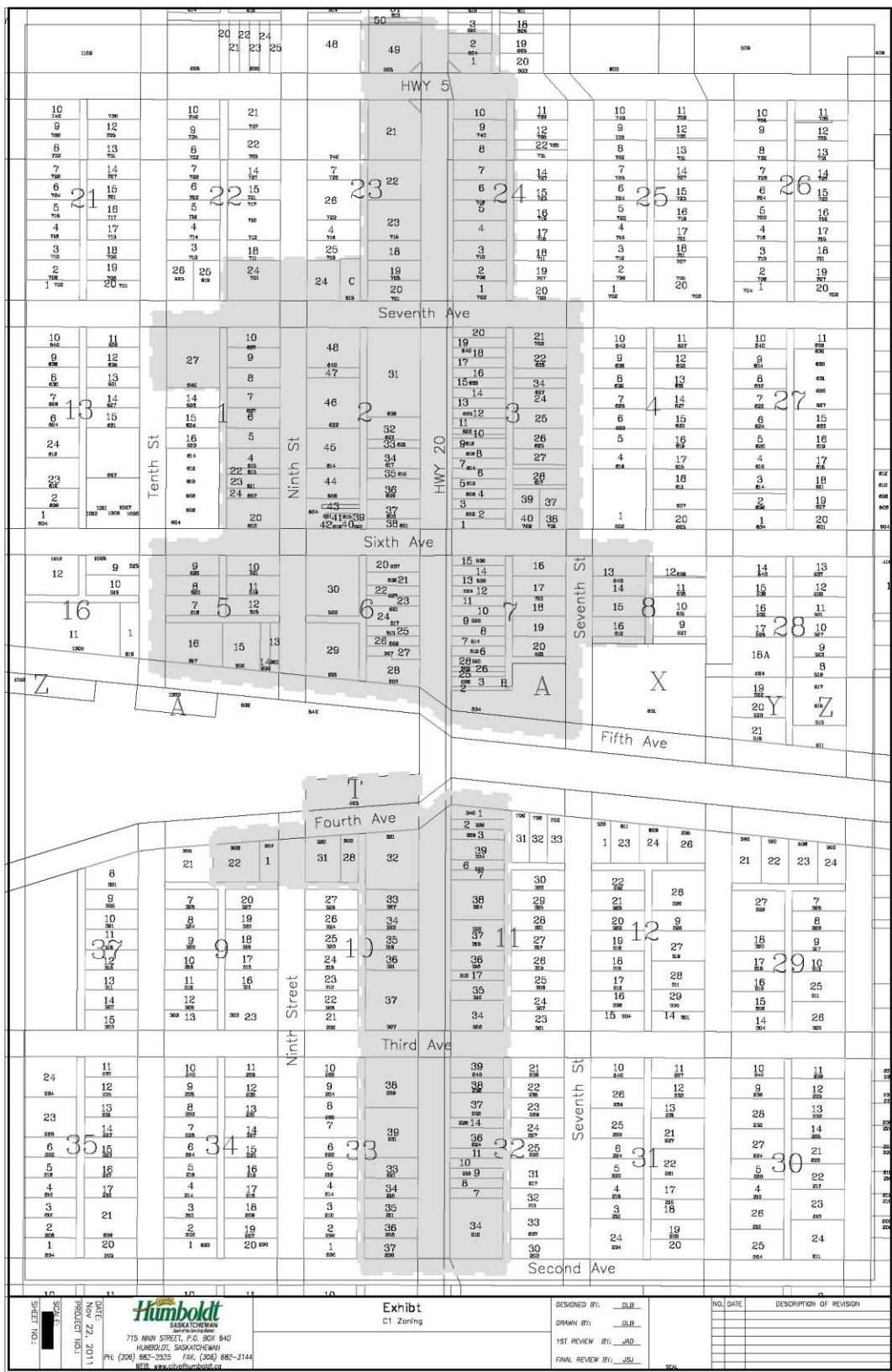
Mayor: Michael Behiel

City Clerk: Lori Yaworski

INTRODUCED AND READ A FIRST TIME THIS 23rd DAY OF MAY, 2023.
 READ A SECOND TIME THIS 23rd DAY OF MAY, 2023.
 READ A THIRD AND FINAL TIME THIS 23rd DAY OF MAY, 2023.

SCHEDULE "A" to Bylaw No. 02/2023

HUMBOLDT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT





CITY OF HUMBOLDT REPORT

TITLE: Bylaw No. 03/2023 – Consolidation of Bylaws Authorization Bylaw
PREPARED BY: Lori Yaworski, Director of Corporate Services/City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 23rd, 2023

RECOMMENDATION

That this report be received for information and filed.

BACKGROUND

Section 27 of *The Cities Act* allows Council by bylaw, to authorize the City Clerk to consolidate one or more bylaws of the city.

The Cities Act Section 27

- (2) In consolidating a bylaw, the clerk shall:
 - (a) incorporate all amendments to it into one bylaw: and
 - (b) omit any provision that has been repealed or that has expired.

CURRENT SITUATION

Consolidated Bylaws provide the opportunity to see the current bylaw in its entirety; rather than the original bylaw with the amendments as separate documents. The consolidation process would begin with the bylaws that are frequently referenced by the public such as the Traffic Bylaw and the Zoning Bylaw. The City Clerk with the assistance of the Tax Assesor will begin the process of prioritizing the Bylaws to be consolidated.

OPTIONS

- 1. Approve the recommendation.
- 2. Reject the recommendation and direct Administration in a different direction.

COMMUNICAND AND ENGAGEMENT

The City Clerk will consolidate bylaws that will include the original bylaws and any amending bylaws. The consolidated bylaws will be provided on the website and to the public for general information only. Every effort will be made to ensure their accuracy but in the event that they differ from the original document; the original will be considered the definitive reference.



ATTACHMENTS

1. Proposed Consolidation of Bylaws Authorization Bylaw.

FINANCIAL IMPLICATIONS

There is no anticipated financial impact of the recommended action.

CONCLUSION

Approving the recommendation allows the City to consolidate Bylaws that have a number of amendments into one document with all the updated information. The consolidation of a bylaw will provide the opportunity to see the current bylaw in its entirety; making it easier to post on the website or when providing bylaws to the public.

CITY OF HUMBOLDT

BYLAW NO. 03/2023

CONSOLIDATION OF BYLAWS AUTHORIZATION BYLAW

A Bylaw to provide for the use of Consolidated Bylaws.

WHEREAS, the Council of the City of Humboldt, in the Province of Saskatchewan, may by bylaw, pursuant to Section 27 of *The Cities Act*, authorizes the consolidation of one or more of the bylaws of the municipality.

THEREFORE, BE IT RESOLVED that the Council of the City of Humboldt assembled enacts as follows:

1. This Bylaw may be cited as the “CONSOLIDATION OF BYLAWS AUTHORIZATION BYLAW”.
2. The Council for the City of Humboldt is hereby authorized and empowered to consolidate a bylaw, incorporating all amendments that have been made to the bylaw, and omitting any provision that has been repealed or that has expired.
3. A printed copy of consolidated bylaw that has been signed by the designated officer is proof, in the absence of evidence to the contrary, of the original bylaw, of all bylaws amending it and of the fact of passage of the original and all the amending bylaws.

Mayor: Michael Behiel

City Clerk: Lori Yaworski

INTRODUCED AND READ A FIRST TIME THIS 23rd OF MAY 2023.

READ A SECOND TIME THIS 23rd DAY OF MAY 2023.

READ A THIRD AND FINAL TIME THIS 23rd DAY OF MAY 2023.



CITY OF HUMBOLDT

PROCLAMATION

WHEREAS: Type 1 Diabetes is a chronic autoimmune disease that affects millions of kids and adults worldwide, and

WHEREAS: Type 1 Diabetes Week provides an opportunity for us to raise awareness about the challenges faced by those living with Type 1 Diabetes and to highlight the importance of research and education in the fight against this disease; and

WHEREAS: community awareness of symptoms of Type 1 Diabetes can help to diagnose a person before their health is at risk; and

WHEREAS: We encourage all citizens to participate in activities and events that will increase awareness of Type 1 Diabetes and support efforts to find a cure. Let us work together to create a world where people with Type 1 Diabetes can live happy and healthy lives free from the burden of disease; and

NOW THEREFORE: be it proclaimed by council that we recognize the importance of Type 1 Diabetes week and call upon our community to support those living with Type 1 Diabetes, the challenges they face, to raise awareness about the symptoms of the disease, and to promote research and education that will lead to better treatments and a cure for the disease.

The City of Humboldt does hereby proclaim the week of May 29th to June 3rd, 2023 as “**Type 1 Diabetes Week**” in the City of Humboldt

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Humboldt to be affixed this 23rd day of May, 2023.

Mayor – Michael Behiel

CITY OF HUMBOLDT

PROCLAMATION

WHEREAS: In Saskatchewan, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents;

AND WHEREAS: Recreation enhances quality of life, promotes active living and contributes to a healthy lifestyle;

AND WHEREAS: Recreation contributes to the social wellbeing of our community by instilling a sense of community pride, strengthens volunteerism and community development and promotes inclusion;

AND WHEREAS: The benefits provided by recreation and parks programs and services reduce health care and social service cost, serve to boost the economy, economic renewal and sustainability, enhance property values, attract new business and increase tourism;

AND WHEREAS: Our parks, open space and trails ensure ecological sustainability, provide space(s) to enjoy nature, help maintain clean air and water and preserve plant and animal wildlife;

AND WHEREAS; In Saskatchewan, we value and benefit from ancestral and contemporary Treaty relationships that allow us to enjoy recreational pursuits on the land we share, which are deeply rooted in traditional and cultural significance;

AND WHEREAS; The City of Humboldt recognizes the important role that municipality has in contributing the support and delivery of recreation and parks services;

NOW THEREFORE: the City of Humboldt does hereby proclaim the month of June, 2023 as “**Recreation and Parks Month**” in the City of Humboldt.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Humboldt to be affixed this 23rd day of May, 2023.

Mayor – Michael Behiel



CITY OF HUMBOLDT REPORT

TITLE: Remote Work Policy

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

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 23rd, 2023

RECOMMENDATION

That the Remote Work Policy #1370, as attached, replace the existing Temporary Remote Work Policy #1370.

BACKGROUND

The Director of Corporate Services and the HR Coordinator are in the process of developing new and updating existing Human Resources policies to further develop the City's Human Resources program. The City's current Temporary Remote Work Policy was approved on April 6th, 2020, and was implemented to create remote work opportunities in response to the COVID-19 pandemic.

CURRENT SITUATION

The City recently completed bargaining for the newest Collective Agreement and during that bargaining, a main focus was to make adjustments to the Collective Agreement that would allow the City to be a more flexible workplace. The Remote Work Policy will be one way that will help in achieving this.

All remote work arrangements will be made based on operational needs and at management's discretion. An employee that is directed or authorized to work from home will be covered by Worker's Compensation while performing an activity required or related to their employment and during hours that they would normally be expected to work. Currently, there is a very limited number of opportunities for staff to work remotely as many of the positions are customer service or require being onsite in a facility or location.

ATTACHMENTS

- Temporary Remote Work Policy #1370 (current)
- Remote Work Policy #1370 (proposed draft)



FINANCIAL IMPLICATION

No Financial Implications.

CONCLUSION

The approval of the Remote Work Policy will replace the Temporary Remote Work Policy that was focused around COVID-19. This updated policy will be more relevant going forward. The updated policy provides the opportunity for staff and management to come to mutual agreements on working from home for reasons other than COVID-19.



1370– Temporary Remote Work Policy

City of Humboldt

Policy Title: Temporary Remote Work		Adopted By:	Policy Number: 1370	
Origin/Authority: Administration		Jurisdiction:	Effective Date April 6, 2020	Page
Reviewed By: Senior Leadership Team		City of Humboldt		1 (7)

1.0 Purpose

- 1.1 The purpose of this policy is to enable effective implementation of temporary Remote Work arrangements for employees within the City of Humboldt due to the COVID-19 Pandemic. Each Temporary Work arrangement must be operationally feasible, maintain service, productivity and safety, and must not generate additional costs.

2.0 Scope

- 2.1 The City of Humboldt has adopted this policy to ensure that all approved work from home agreements are honored by providing staff members with appropriate compensation for their efforts. Remote Work is not a universal privilege and will be arranged on a case-by-case basis between individual employees and their respective supervisor or department head and is subject to approval by the City Manager.

3.0 Definitions

- 3.1 **Remote Work / Work from Home** – refers to a flexible work arrangement whereby employees have approval to carry out some or a portion of their work duties from a remote or home location.
- 3.2 **Official Workplace** – refers to the location where the employee would normally work.
- 3.3 **Remote Workplace** – is the alternate work location; the place where the employee and the employer have mutually agreed that the Remote Work will occur.
- 3.4 **Remote Work** – is the regular performance of work by an employee from a Remote Workplace. Work produced by the employee while working from home remains the property of the City.

4.0 Guidelines

- 4.1 Performance expectations and the parameters of the Remote Work arrangement must be explicitly defined. Remote Work does not alter or supersede the terms of the existing employment relationship, including the Collective Agreement where applicable. The employee remains obligated to comply with all City rules, policies, practices and instructions that would apply if the employee were working at their Official Workplace.
- 4.2 The City of Humboldt recognizes that working from home is not appropriate for all employees or roles, nor is it an obligation, entitlement or right.
- 4.3 Remote Work shall not affect or conflict with any relevant legislation, procedures or policies of the City of Humboldt or the provisions of the Collective Agreement.

5.0 Considerations

5.1 Hours of Work:

- a) Work hours, compensation and leave scheduling while Remote Working shall continue to conform to City Policies and/or Collective Agreement.
- b) Requests to work overtime or use leave entitlements must be approved by the employee's supervisor in the same manner as when working at the Official Workplace.

5.2 Permission to Remote Work:

- a) Permission to Remote Work is subject to prior approval and ongoing review by the employee's Department Head. An employee is required to complete **Schedule A – Application to Work from Home Form**. All requests are subject to approval by the City Manager.
- b) Remote Work is designed to meet business and productivity goals; use of Remote Work will not be allowed to undermine this process.
- c) Remote Work arrangements should be reviewed on an on-going basis with documentation maintained on the employee's official personnel file.

5.3 Remote Work Arrangement Letter:

- a) If the Application to Work at Home is approved, a Remote Work Arrangement Letter – Schedule B, shall be prepared and signed by the employee and the Department Head. A copy of this letter is to be provided to the Human Resources Coordinator and shall be kept in the employee’s official personnel file.
- b) The Remote Work Arrangement Letter shall also include the employee’s general work plan and any other information the Director or Supervisor deems pertinent.

5.4 Performance Management:

- a) No meetings or personal contact with citizens, clients or stakeholders shall occur at the Remote Workplace.
- b) The employee agrees to stay current on department and work team events and facilitate communication with clients and co-workers.
- c) The employee agrees to keep the supervisor informed of progress on assignments worked on at the Remote Workplace and any problems encountered while working from home.
- d) The Employee agrees to structure his or her time to ensure attendance at required meetings as designated by the supervisor. The Supervisor/Director agrees to facilitate communication within the work team.

5.5 Confidentiality:

- a) The employee must hold in strict confidence and safeguard all information of a confidential nature acquired in the course of his or her employment with the City, including that which pertains to a Remote Working arrangement.

5.6 Equipment, Equipment Insurance, Office Supplies:

- a) The employee must ensure the Remote Workplace is adequately equipped and maintained from a health and safety point of view, ensuring dedicated space for use during completion of Remote Work and the Remote Workplace is kept in a professional and safe condition.
- b) The employee is to ensure connectivity to network services from locations outside of City facilities. The City will not provide support for connectivity outside of City facilities.

- c) The employee accepts responsibility for any additional insurance, heat, telephone, internet, or electrical costs that are required to maintain the Remote Workplace.
- d) City owned resources may only be used for City business. The employee is responsible at all times for ensuring the appropriate use of all City property.
- e) The employee agrees to take reasonable steps to protect City property from theft, damage or misuse. Depending on circumstances, the employee may be responsible for damage to, or loss of City property.
- f) When the employee uses personal equipment, software, data, supplies and furniture the employee is responsible for maintenance and repair of these items.
- g) The employee agrees to return, in good working order and in a timely fashion, all City-owned items used at the Remote Workplace upon request or if the Remote Work agreement is discontinued for any reason.
- h) Required office supplies should be readily available to the Remote Worker. Remote Workers are to have access to the same types of supplies they require at the Official Workplace.
- i) Each Remote Work arrangement is unique; needs and requirements will vary. Department Heads will analyze Remote Work arrangements on a case-by-case basis and individual needs and requirements will be considered and determined by the City.


6.0 Attachments

- Schedule A – Application to Work at Home/Remote Work
- Schedule B – Remote Work Arrangement Letter

7.0 Strategic Values

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area	PBB Results Area
	Safe and Caring Community	Implements strategies to enhance the safety of our employees and our citizens.



Schedule A - City of Humboldt Application to Work from Home

Name: _____

Position and Department: _____

Start Date of Working from Home: _____

Anticipated date of Return to Work: _____

I commit to having minimal distractions, conducive to productive work with minimal supervision. Yes No

(Note that ongoing childcare must be handled by others.)

I commit to a general workplan as provided by my Supervisor or Director Yes No

I commit to keeping regular hours of work as outlined in the general work plan. Yes No

I commit to tracking my hours of work and providing regular updates to my Supervisor/Director. Yes No

I commit to maintaining regular communications as defined by my Supervisor/Director. Yes No

I have appropriate technology at home (Wifi, phone) to conduct regular work activities. Yes No

I have a safe and comfortable physical environment to work from home. Yes No

I commit to ensuring the security of City of Humboldt information through my secure wifi. Yes No

I commit to the safe storage of any City of Humboldt equipment and supplies that I am authorized to take home. Yes No

Listed below is the City owned equipment I would need to take home.

Further supplies must be approved by the Supervisor/Director.

Your work from home location: _____

Date Employee Signature

Date City Manager

Cc: Supervisor/Department Head

SCHEDULE B – REMOTE WORK ARRANGEMENT LETTER

Date

Employee Name

Position

Remote Work Address

RE: Temporary Remote Work Arrangement Letter and Acknowledgement

This letter will confirm the details of your Temporary Remote Work arrangement and your agreement to all terms and conditions outlined here and in the City of Humboldt's **Temporary Remote Work Policy**.

The purpose of this Temporary Remote Work arrangement is to ensure the health and safety of all City employees, citizens and the public while maintaining service to those served by the City.

This Temporary Remote Work arrangement is effective beginning _____ and will continue indefinitely contingent upon the state of the COVID-19 pandemic and direction provided to the City by the Province of Saskatchewan and the Chief Medical Health Officer for the Province. As a result, this arrangement may be terminated by the City without notice.

Under this agreement, you are expected to self-isolate at the Remote Work location jointly agreed-upon with your supervisor, to maintain hours of work coordinated with the Official Workplace or as detailed in your general work plan and to carry out duties as instructed by your supervisor or authorized designate.

Other Considerations:

- Timesheets must continue to be submitted by you, for approval as applicable.
- You are required to maintain daily contact with your immediate supervisor.
- Required office supplies are readily available to you.
- You will ensure the Remote Workplace is adequately equipped and maintained from a health and safety point of view, meeting and observing all Occupational Health and Safety standards.
- You will safeguard all information confidential to the City and take reasonable steps to protect City property from theft, damage or misuse.
- You will commit to the general work plan as attached to this letter.

All other provisions as per the **Temporary Remote Work** Policy.

Acknowledgement and Agreement:

I, _____ (Print name) _____, acknowledge that I have read and understand the **Temporary Remote Work Policy** of the City of Humboldt. I further understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Sign

Date

Department Head: _____

Employee: _____

Cc: Human Resources

Policy Title:		Adopted By:	Policy Number:	
Remote Work Policy			1370	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Administration	City of Humboldt	April 6, 2020	1 of 7	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Senior Leadership Team		May		

1.0 Purpose:

The purpose of this policy is to enable effective implementation of Remote Work arrangements for employees within the City of Humboldt. Remote Work arrangement must be operationally feasible, maintain service, productivity, and safety, and must not generate additional costs.

2.0 Scope

The City of Humboldt has adopted this policy to ensure that all approved work from home agreements is honored by providing staff members with appropriate compensation for their efforts. Remote Work is not a universal privilege and will be arranged on a case-by-case basis between individual employees and their respective supervisor or department head and is subject to approval by the City Manager.

3.0 Definitions:

- 3.1 Remote Work/Work from Home** – refers to a flexible work arrangement whereby employees have approval to carry out some or a portion of their work duties from a remote or home location.
- 3.2 Official Workplace** – refers to the location where the employee would normally work.
- 3.3 Remote Workplace** – is the alternate work location; the place where the employee and the employer have mutually agreed that the Remote Work will occur.
- 3.4 Remote Work** – is the regular performance of work by an employee from a Remote Workplace. Work produced by the employee while working from home remains the property of the City.

4.0 Guidelines:

- 4.1** Performance expectations and the parameters of the Remote Work arrangement must be explicitly defined. Remote Work does not alter or supersede the terms of the existing employment relationship, including the Collective Agreement where applicable. The employee remains obligated to comply with all City rules, policies, practices, and instructions that would apply if the employee were working at their Official Workplace.
- 4.2** The City of Humboldt recognizes that working from home is not appropriate for all employees or roles, nor is it an obligation, entitlement or right.
- 4.3** Remote Work shall not affect or conflict with any relevant legislation, procedures or policies of the City of Humboldt or the provisions of the Collective Agreement.

Policy Title:		Adopted By:	Policy Number:	
Remote Work Policy			1370	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Administration	City of Humboldt	April 6, 2020	2 of 7	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Senior Leadership Team		May		

5.0 Considerations:

5.1 Hours of Work:

- 5.1.a Work hours, compensation and leave scheduling while Remote Working shall continue to conform to City Policies and/or the Collective Agreement.
- 5.1.b Requests to work overtime or use leave entitlements must be approved by the employee’s supervisor in the same manner as when working at the Official Workplace.

5.2 Permission to Remote Work:

- 5.2.a Permission to Remote Work is subject to prior approval and ongoing review by the employee’s Department Head. An employee is required to complete **Schedule A – Application to Work from Home Form**. All requests are subject to approval by the City Manager.
- 5.2.b Remote Work is designed to meet business and productivity goals; use of Remote Work will not be allowed to undermine this process.
- 5.2.c Remote Work arrangements should be reviewed on an on-going basis with documentation maintained on the employee’s official personnel file.

5.3 Remote Work Arrangement Letter:

- 5.3.a If the Application to Work at Home is approved, a **Remote Work Arrangement Letter – Schedule B**, shall be prepared and signed by the employee and the Department Head. A copy of this letter is to be provided to the Human Resources Coordinator and shall be kept in the employee's official personnel file.
- 5.3.b The Remote Work Arrangement Letter shall also include the employee’s general work plan and any other information the Director or Supervisor deems pertinent.

5.4 Performance Management:

- 5.4.a No meetings or personal contact with citizens, clients or stakeholders shall occur at the Remote Workplace.
- 5.4.b The employee agrees to stay current on department and work team events and facilitate communication with clients and co-workers.
- 5.4.c The employee agrees to keep the supervisor informed of progress on assignments worked on at the Remote Workplace and any problems encountered while working from home.

Policy Title:		Adopted By:	Policy Number:	
Remote Work Policy			1370	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Administration	City of Humboldt	April 6, 2020	3 of 7	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Senior Leadership Team		May		

5.4.d The Employee agrees to structure his or her time to ensure attendance at required meetings as designated by the supervisor. The Supervisor/Director agrees to facilitate communication within the work team.

5.5 Confidentiality:

5.5.a The employee must hold in strict confidence and safeguard all information of a confidential nature acquired during his or her employment with the City, including that which pertains to a Remote Work arrangement.

5.6 Equipment, Equipment Insurance, Office Supplies:

5.6.a The employee must ensure the Remote Workplace is adequately equipped and maintained from a health and safety point of view, ensuring dedicated space for use during completion of Remote Work and the Remote Workplace is kept in a professional and safe condition.

5.6.b The employee is to ensure connectivity to network services from locations outside of City facilities. The City will not provide support for connectivity outside of City facilities.

5.6.c The employee accepts responsibility for any additional insurance, telephone, internet, or electrical costs that are required to maintain the Remote Workplace.

5.6.d City owned resources may only be used for City business. The employee is responsible at all times for ensuring the appropriate use of all City property.

5.6.e The employee agrees to take reasonable steps to protect City property from theft, damage, or misuse. Depending on circumstances, the employee may be responsible for damage to, or loss of City property.

5.6.f When the employee uses personal equipment, software data, supplies and furniture, the employee is responsible for maintenance and repair of these items.

5.6.g The employee agrees to return, in good working order and in a timely fashion, all City-owned items used at the Remote Workplace upon request or if the Remote Work agreement is discontinued for any reason.

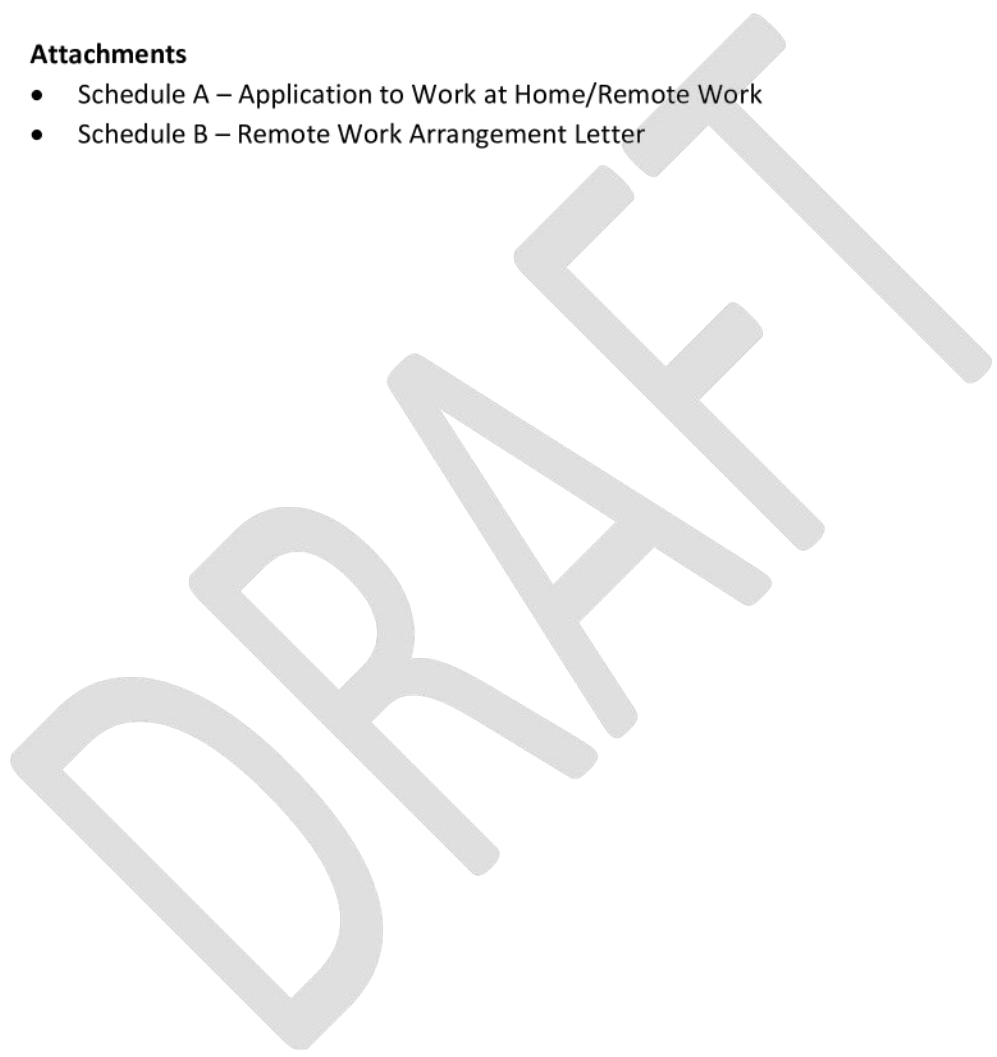
5.6.h Required office supplies should be readily available to the Remote Worker. Remote Workers are to have access to the same types of supplies they require at the Official Workplace.

Policy Title:		Adopted By:	Policy Number:	
Remote Work Policy			1370	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Administration	City of Humboldt	April 6, 2020	4 of 7	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Senior Leadership Team		May		

5.6.i Each Remote Work arrangement is unique; needs and requirements will vary. Department Heads will analyze Remote Work arrangements on a case-by-case basis and individual needs and requirements will be considered and determined by the City.

6.0 Attachments

- Schedule A – Application to Work at Home/Remote Work
- Schedule B – Remote Work Arrangement Letter



Policy Title:		Adopted By:	Policy Number:	
Remote Work Policy			1370	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Administration	City of Humboldt	April 6, 2020	5 of 7	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Senior Leadership Team		May		

Schedule A – Application to Work from Home

Employee Name _____

Position and Department _____

Start Date of Working from Home _____

Anticipated date of Return to Work _____

- I commit to having minimal distractions, conducive to productive work with minimal supervision. (Note that ongoing childcare must be handled by others.) Yes No
- I commit to a general workplan as provided by my Supervisor or Director. Yes No
- I commit to keeping regular hours of work as outlined in the general work plan. Yes No
- I commit to tracking my hours of work and providing regular updates to my Supervisor/Director. Yes No
- I commit to maintaining regular communications as defined by my Supervisor/Director. Yes No
- I have appropriate technology at home (Wi-Fi, phone) to conduct regular work activities. Yes No
- I have a safe and comfortable physical environment to work from home. Yes No
- I commit to ensuring the security of City of Humboldt information through my secure Wi-Fi. Yes No
- I commit to the safe storage of any City of Humboldt equipment and supplies that I am authorized to take home. Yes No

Listed below is the City owned equipment I would need to take home.

Your work from home location: _____

Employee Signature: _____ City Manager Signature: _____

Date: _____ Date: _____

CC: Supervisor/Department Head & Human Resources

Policy Title:		Adopted By:	Policy Number:	
Remote Work Policy			1370	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Administration	City of Humboldt	April 6, 2020	6 of 7	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Senior Leadership Team		May		

Schedule B – Remote Work Arrangement Letter

Date _____

Employee Name _____

Position _____

Remote Work Address _____

RE: Remote Work Arrangement Letter and Acknowledgement

This letter will confirm the details of your Remote Work arrangement and your agreement to all terms and conditions outlined here and in the City of Humboldt’s **Remote Work Policy**.

The purpose of this Remote Work arrangement is to ensure the health and safety of all City employees, citizens and the public while maintaining services to those served by the City.

This Remote Work arrangement is effective beginning _____ and will be revisited in _____ days to either renew or terminate the arrangement.

Under this agreement, you are expected to be present at the Remote Work location jointly agreed-upon with your supervisor, to maintain hours of work coordinated with the Official Workplace or as detailed in your general work plan and to perform duties as instructed by your supervisor or authorized designate.

Other Considerations:

- Timesheets must continue to be submitted by you, for approval as applicable.
- You are required to maintain daily contact with your immediate supervisor.
- Required office supplies are readily available to you.
- You will ensure the Remote Workplace is adequately equipped and maintained from a health and safety point of view, meeting and observing all Occupational Health and Safety standards.
- You will safeguard all information confidential to the City and take reasonable steps to protect City property from theft, damage, or misuse.

Policy Title:		Adopted By:	Policy Number:	
Remote Work Policy			1370	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Administration	City of Humboldt	April 6, 2020	7 of 7	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Senior Leadership Team		May		

- You will commit to the general work plan as attached to this letter.

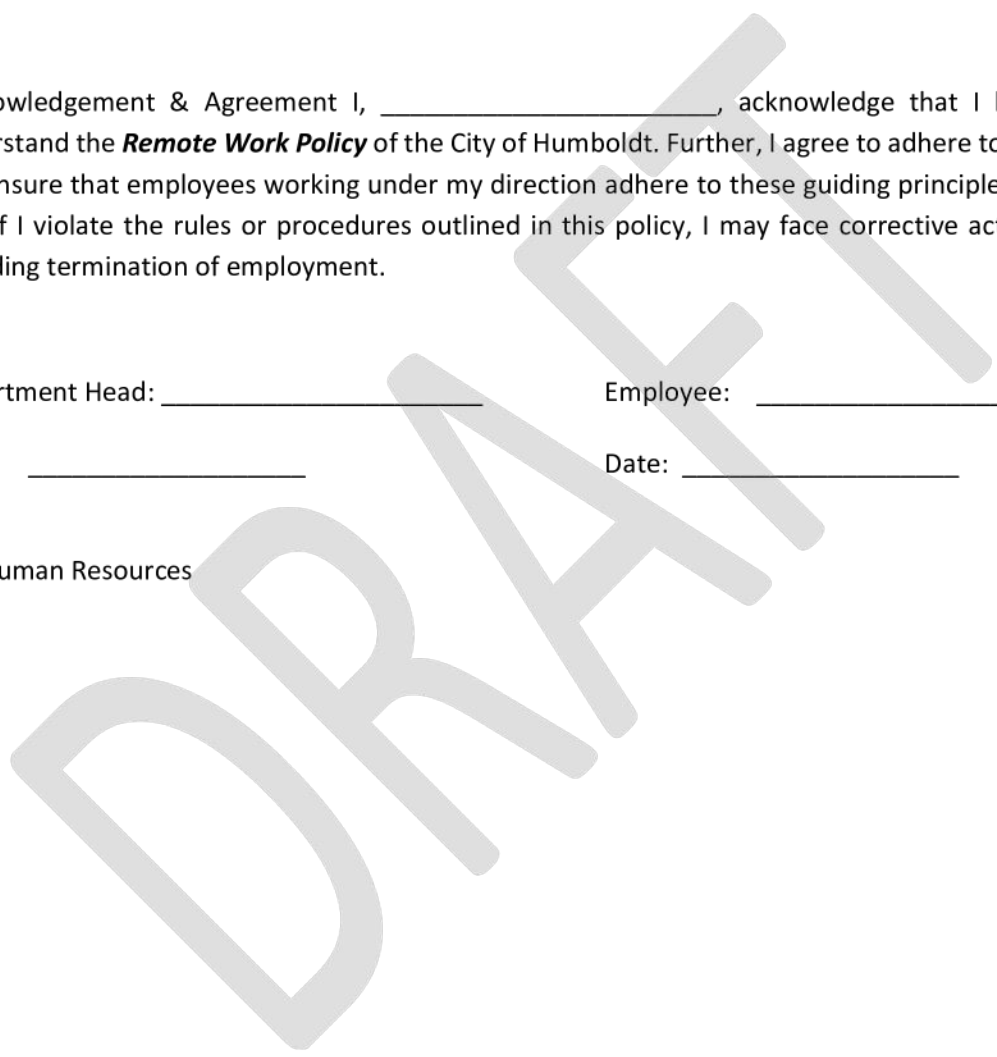
All other provisions as per the **Remote Work Policy**.

Acknowledgement & Agreement I, _____, acknowledge that I have read and understand the **Remote Work Policy** of the City of Humboldt. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules or procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Department Head: _____ Employee: _____

Date: _____ Date: _____

CC: Human Resources



CITY OF HUMBOLDT REPORT

TITLE: 2022 Public Accounts
PREPARED BY: Jace Porten, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 23, 2022

RECOMMENDATION

That sections “A” through “F” of the 2022 Public Accounts for the City of Humboldt be adopted as presented and be combined with the 2022 Audited Financial Statements to be publicly available as the Public Accounts for the City of Humboldt with respect to the year ending December 31, 2022.

BACKGROUND

Pursuant to *The Cites Act*, and *The Cites Act Regulations*, every city in Saskatchewan must prepare and make publicly available its Public Accounts by September 1st of each year. The Public Accounts must include:

- Companies and individuals that the City paid \$50,000 or more,
- Grants given of \$50,000 or more,
- Employees with remuneration of \$50,000 or more,
- Total amount of remuneration for each member of Council,
- The City’s Audited Financial Statements.

CURRENT SITUATION

The portions of the 2022 Public Accounts not including the Financial Statements have been prepared and attached to this document. The adoption of the Public Accounts will allow for them to be combined with the Audited Financial Statements and form the complete Public Accounts for the City of Humboldt for the year ending December 31, 2022.

OPTIONS

1. Approve the recommendation as presented.
2. Refer the matter back to Administration for further analysis.

COMMUNICATION AND ENGAGEMENT

The completed 2022 Public Accounts will be sent to the Ministry of Government Relations, added to the City's website, and posted at City Hall for the public's viewing.

ATTACHMENTS

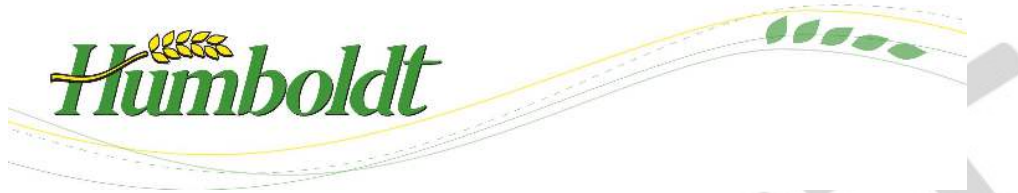
2022 Public Accounts – sections A through F

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

Approving the recommendation allows the City to be compliant with the September 1st deadline.



City of

HUMBOLDT

Saskatchewan

PUBLIC ACCOUNTS

December 31, 2022

DRAFT

CITY OF HUMBOLDT

PUBLIC ACCOUNTS

FOR THE YEAR ENDED DECEMBER 31, 2022

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CITY OF HUMBOLDT

PUBLIC ACCOUNTS

FOR THE YEAR ENDED DECEMBER 31, 2022

City Manager's Report

His Worship the Mayor
and Members of City Council

The Cities Act requires that a city in the Province of Saskatchewan prepare, and make available to the public, a statement of public accounts. The accounts herein presented are in accordance with Section 156.1 of *The Cities Act* and *The Municipal Public Accounts Regulations*.

I am pleased to present the City of Humboldt Public Accounts for the year ended December 31, 2022.

This report is comprised of the following sections:

- (1) Annual Financial Statements for the Year Ended December 31, 2022
- (2) Employee Remuneration
- (3) Contracts for Goods and Services \$50,000 or More
- (4) Grants & Contributions \$50,000 or More

The statements and schedules in this report consolidate the information of all City of Humboldt operations including utilities.

Expenditures for goods and services report both operating and capital expenditures. Expenditures such as those related to investment contracts, tax and water refunds, employee payroll deductions, and similar items are not actual operating or capital expenditures and have therefore not been reported. No attempt has been made to eliminate expenditures that are not chargeable to 2022 operations. Examples would be items in Prepaid Expenses and Inventory accounts.

Respectfully submitted this 23rd day of May A.D. 2023.

Joe Day
City Manager

**City of Humboldt
 Schedule of Council Remuneration
 For the Year Ended December 31, 2022**

Name	Remuneration	Reimbursed Costs	Total
Behiel, Michael	\$46,384.89	\$2,584.90	\$48,969.79
Muench, Robert	\$11,802.00	\$0.00	\$11,802.00
Klitch, Amanda	\$13,121.60	\$780.58	\$13,902.18
Korte, Roger	\$11,966.96	\$68.61	\$12,035.57
Nordick, Roger	\$12,461.80	\$344.62	\$12,806.42
Herperger, Kelly	\$11,802.00	\$41.89	\$11,843.89
Jorgenson, Larry	\$13,121.61	\$1,764.28	\$14,885.89
Total	\$120,660.86	\$5,584.88	\$126,245.74

DRAFT

City of Humboldt
Employee Remuneration
For the Year Ended December 31, 2022

<u>Employee Name</u>	<u>Total Paid</u>
Day, Joe	\$164,069.06
Kwasnica, Mike	\$113,834.81
Bergquist, Peter	\$105,090.51
Ulriksen, Michael	\$104,232.94
Yaworski, Lori	\$97,831.07
McLeod, Chris	\$86,631.31
Fitzpatrick, Jennifer	\$84,018.58
Bernhard, Daniel	\$82,151.94
Lee, Penny	\$77,339.01
Wickenhauser, Darrell	\$76,094.38
Engele, Miles	\$75,823.81
Lung, Patricia	\$75,606.37
Denomy, Vincent	\$75,462.61
Porten, Jace	\$73,407.08
How, Gerry	\$73,241.79
McLaren, Steven	\$70,554.57
Beaudry, Norman	\$69,704.04
Adam, Pamela	\$65,918.01
Carpentieri, Frank	\$65,633.91
Tarrant, Justin	\$62,337.59
Zarazun, Reg	\$62,001.68
Scherbatiuk, Mark	\$61,216.52
Frey, Thomas	\$58,658.16
Simpson, Donna	\$57,444.63
Meckelborg, Noreen	\$57,204.96
Mann, Paige	\$56,502.31
Collins, Jordy	\$56,432.56
Doepker, Matthew	\$56,216.96
Coombs, David	\$54,425.53
Wytrykusz, Chelsea	\$52,751.31
Yaworski, Landon	\$51,665.65
Raab, Charlene	\$51,398.25
Sepke, Nadine	\$51,216.70

City of Humboldt
Contracts for Goods & Supplies
For the Year Ended December 31, 2022

<u>Vendor Name</u>	<u>Total Paid</u>
SaskWater	\$2,101,795.86
Brockman Enterprises Ltd.	\$1,216,600.42
SaskPower	\$650,179.07
Municipal Employees Pension Plan #13035	\$643,010.54
REACT Waste Management	\$567,475.36
DCG Philanthropic Services Inc.	\$310,887.11
Paramount Paving Ltd.	\$290,402.90
Municipal Financing Corporation of Sask	\$250,755.49
Chambers of Commerce Group Insurance Plan	\$239,429.03
Bank of Montreal Credit Card	\$226,782.26
Aon Reed Stenhouse	\$217,658.00
Humboldt Golf Club	\$217,350.00
Weber & Gasper Barristers & Solicitors	\$197,427.03
WestCrete Curb and Landscape	\$196,159.59
Cleartech Industries Inc.	\$194,981.81
Saskatchewan Workers' Compensation	\$170,526.90
Millsap Fuel Distributors Ltd.	\$169,729.89
Sask Energy	\$155,509.30
Catterall & Wright	\$153,608.06
Northland Recreation Supply	\$117,528.90
Flocor	\$77,571.06
Saskatchewan Assessment Management Agency	\$70,647.00
RBC Loan Payments	\$67,341.97
ISL Engineering & Land Services Ltd.	\$65,724.13
Strueby Plumbing & Heating	\$61,307.91
Hergott Electric Ltd.	\$60,968.01
Superior Infrastructure Restoration	\$58,589.99
Sport Resource Group, Inc.	\$57,388.00
Direct Drive Taxi	\$56,076.03
MNP LLP	\$55,888.50
Humboldt & District Chamber of Commerce	\$54,097.75
Olynick Water & Sewer Ltd.	\$52,397.91

**City of Humboldt
Grant Contributions
For the Year Ended December 31, 2022**

<u>Name</u>	<u>Total Paid</u>
Wapiti Regional Library	\$152,725.10

DRAFT

CITY OF HUMBOLDT REPORT

TITLE: Hamon-Fafard Family Donation – Official Donation Request
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 23, 2023

RECOMMENDATION

That donations to the City of Humboldt from the Hamon-Fafard Family Donation be approved as an eligible project for the issuance of Official Donation Receipts for Income Tax Purposes.

BACKGROUND

Joe Fafard was a nationally and internationally acclaimed artist from Saskatchewan. During his lifetime, Joe Fafard was a distinguished full-time artist and sculptor who lived his entire life on the Canadian Prairie. Mr. Fafard was one of Canada’s leading professional visual artists and has exhibitions of a wide variety of work in galleries and museums across the country and around the world, including the United States, Great Britain, France, and Japan. He is widely recognized as having been at the forefront of his art, and his outstanding contributions to the arts have significantly raised the profile of both Saskatchewan and Canada on the national stage.

Joe Fafard and his wife Alyce Hamon were avid art collectors. When Joe passed away in 2019, Alyce wanted to come up with ways to continue to support the arts and keep the legacy of Joe Fafard alive within his home province of Saskatchewan. Alyce is looking to distribute this collection across the province to various institutions of choice to make it possible for others within the province to share and enjoy in the beauty and diversity of this art collection. The artists represented in the collection may include Ernest Lindner, David Thauberger, Jeff Nachtigall, Christin Sowiak, Dmytro Stryjek, Ann Harbruz to name a few.

CURRENT SITUATION

The Humboldt and District Gallery has a fantastic opportunity to become part of the Hamon-Fafard Family Donation project in Saskatchewan. Alyce has proposed a donation of 20-50 works to the City of Humboldt to be held in the permanent collection. The proposed donation was initially assessed by the Artists Review committee of the Gallery in February 2023. This committee of five local artists assesses all potential submissions from artists, based on an extensive criterion and scoring system. The committee recommended that the Humboldt and District Museum and Gallery (HDMG) Board of Directors accept this donation based on the incredible calibre of art, and the opportunity to be part of a larger provincial collection. At the April meeting, the HDMG Board considered several aspects of the potential collection including

provincial significance, current mandate, storage capacity, insurance, appraisal, and selection of pieces.

The HDMG Board approved the donation to the permanent collection and is requesting Council to approve the Hamon-Fafard Family Donation as an eligible project for the issuance of Official Donation Receipts for Income Tax Purposes as the final step in the process. The issuance of a tax receipt is a condition of the donor for donation. An appraisal will be arranged for the collection through a professional art appraisal firm. The Director will then work with the donor and local artists to select pieces for the collection.

OPTIONS

1. Approve the recommendation as presented
2. Refer the matter back to Administration for further analysis

COMMUNICATION AND ENGAGEMENT

The information will be shared with the donor and the HDMG Board of Directors to begin the process of selecting artworks for the collection.

ATTACHMENTS

None

FINANCIAL IMPLICATIONS

It is anticipated that acquiring this collection would increase the gallery's annual insurance fees by \$200 for an additional \$100,000 in coverage for fine art.

It is anticipated that the City of Humboldt's share of any appraisal fees will be approximately \$1,250-\$1,750 according to some comparative data provided by SkArts. This cost will be expensed to the Gallery operations.

CONCLUSION

The Humboldt & District Gallery is very fortunate to be the second institution in Saskatchewan offered pieces from the Hamon-Fafard Family Donation, after the initial donation to the Sk Arts Board permanent collection.

CITY OF HUMBOLDT REPORT

TITLE: Humboldt Water Tower Painting
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 23, 2023

RECOMMENDATION

That the Humboldt Water Tower exterior painting project with an estimated cost of \$116,000 be approved as an unbudgeted project for 2023, and that the funds be drawn from the Water Tower reserve, and from the Saskatchewan Heritage Foundation grant.

BACKGROUND

The Humboldt Water Tower is a unique tourist attraction in Saskatchewan. Built in 1914-15, it is one of only four remaining water towers remaining in the province in the lighthouse style, and the only one converted with a stairwell into an observation tower.

The building was completely rehabilitated by volunteers for over 20 years through fundraising and thousands of hours of sweat equity. The exterior was re-built and painted around 2004 and was upgraded around 2013. Municipal operations and tours began in 2016 through the Cultural Services department. The tower is open three afternoons per week in July and August for guided tours. Operational costs (insurance, utilities, program supplies) beyond staff resources, and are funded through admissions, fundraising, grants and donations.

CURRENT SITUATION

Protecting the integrity of the structural envelope is critical to long term conservation. The current paint is in tough shape and leaving it to continue to deteriorate will affect the wood siding underneath.

The estimated cost for the project is \$116,000 for supplies, labour and lift rentals. The preparation and issuance of an RFP or Tender will begin as soon as possible and we anticipate the proposed work would proceed in the summer/fall of 2023 but is dependent on weather and availability of contractors and rental equipment. The work would include hand scraping loose paint, followed by applying a primer and two coats of paint in the same colour palette as present.

OPTIONS

1. Approve the recommendation.
2. Provide alternate direction to administration.

COMMUNICATION AND ENGAGEMENT

N/A

ATTACHMENTS

N/A

FINANCIAL IMPLICATION

The estimated cost for the project is \$116,000.

As a designated heritage property, the project is eligible for funding through the Saskatchewan Heritage Foundation and was recently awarded \$45,000 through the Built Heritage Grant Program. The Water Tower reserve was established through funds gifted to the city by the committee and at the end of 2022 has a balance of \$67,725.

The combination of the \$45,000 grant, and \$67,725 from reserve, equals \$112,725.

Any minor variance between the RFP/Tender results and the approved funding will be absorbed by the reserve. Any variances RFP/Tender and the approved funding that is considered more significant, will need to be brought back to Council to consider splitting this project across multiple years, or whether to draw the reserve into a notable negative balance.

CONCLUSION

The water tower is a prominent heritage attraction for the City of Humboldt, and the care and upkeep of the exterior is critical to its long-term conservation.

CITY OF HUMBOLDT REPORT

TITLE: 2023 Pavement Program 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: May 23, 2023

RECOMMENDATION

That the City award the 2023 Pavement Program to Paramount Paving Ltd in the amount of \$310,718.00 (plus applicable taxes).

BACKGROUND

The paving program for 2023 includes:

- 14th Street – 6th Avenue to alley north of 8th Avenue
- Various Patching Locations

CURRENT SITUATION

The tender was issued to SaskTenders closed on May 16th. No requests were made to extend the closing date. The lowest bidder was Paramount Paving Ltd. Bids are summarized as follows:

Contractor Name	Net Bid Price (Not Included Taxes)
Paramount Paving Ltd.	\$310,718.00
Acadia Paving Ltd.	\$398,876.25

OPTIONS

- Approve the tender award.
- Not approve the tender award.



ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

The bidding contractors will be notified of the decision.

FINANCIAL IMPLICATION

The 2023 budget anticipated the project cost at \$191,800 (Including PST) for 14th Street. The bid value for that work was \$172,428.08 (including PST); 14th Street paving is tentatively under budget by approximately \$19,372.

The budget used for patchwork was \$100,000 for various locations around the city. The bid was \$156,933 (including PST), Therefore, the patchwork exceeded by approximately \$56,933. The over budget portion is not a concern of staff as it was an approximation of work and the total "Asphalt Road Maintenance" budget is \$274,000 (includes: pavement patching, seam repairs and road maintenance like sand slurry or chip seal). Staff will work within the prescribed budget and direct funds where they are the most effective.

CONCLUSION

The 2023 pavement tender appears to be acceptable. Paramount Paving completed last year's program and staff are confident in their abilities to accomplish the work to the satisfaction of the city.

CITY OF HUMBOLDT REPORT

TITLE: Aerodrome Feasibility Study RFP Award
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 23, 2023

RECOMMENDATION

That the City award the Aerodrome Feasibility Study to Tetra Tech Canada Inc in the amount of \$58,000 plus applicable taxes.

BACKGROUND

On March 27, 2023, Council authorized administration to proceed with the Community Airport Partnership grant to review all aspects including assets, pavement, lighting, security, ownership and management options as the airport is aging.

CURRENT SITUATION

A Request for Proposal (RFP) was issued to SaskTenders and closed on May 15th. The lowest bidder and highest ranked proposal was Tetra Tech Canada Inc. Bids are summarized as follows:

Summary of RFP Evaluations				
Criteria	Max Score	Dillon Consulting Limited	Tetra Tech Canada inc.	Crosby Hanna & Associates
Methodology	20%	14.4%	15.6%	14.3%
Schedule	10%	6.5%	9.5%	8.1%
Reference Projects	20%	17.3%	15.8%	9.1%
Fee Proposal	50%	49.5%	50.0%	49.4%
Total Score	100%	87.6%	90.9%	80.9%
Proposed Fixed Fee	\$60,000	\$58,618	\$58,000	\$58,750
Overall Ranking	(estimated fee for project)	2	1	3

OPTIONS

- Award the study.
- Not award the study.



ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

The bidding consultants will be notified of the decision.

FINANCIAL IMPLICATION

The project was estimated at \$60,000. Tetra Tech is tentatively \$2,000 under the estimate.

CONCLUSION

Tetra Tech appears to specialize in aerodromes/airports, they understood the intentions and are the recommended consultants for the work.

CITY OF HUMBOLDT REPORT

TITLE: Wastewater Treatment Project Land Purchase

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

REVIEWED BY: Joe Day; City Manager

PREPARED FOR: City Council

DATE: May 23, 2023

RECOMMENDATION

That the City execute the purchase of quarter section of SW 21-37-22 W2 according with the terms and condition identified in the report; for the purpose of building the new wastewater treatment facility. The purchase will be funded by the utility reserve.

BACKGROUND

In late 2020 The City of Humboldt received approval to proceed with the Wastewater Treatment System Upgrades with a grant from the Investing in Canada Infrastructure Program (ICIP). Once a consultant was hired, staff proceeded into the consultation process. The outcome of that consultation process led to the Water Security Agency increasing the treatment quality requirements and objectives. The new requirements and objectives led to significant changes needed to the originally proposed lagoon upgrades. The new limits, which are among the strictest among municipalities, led to the system requiring additional work including:

- More recirculation flow than originally anticipated for Nitrogen Reduction
- More recirculation made designs challenging by adding significant costs for large pipes, pumps, cell transfer pipes and headworks structures.
- Berms needed to be raised for the additional flow increase so water flows from cell to cell properly by gravity.
- Because the berms were higher, lift stations 1 and 4 require pumping upgrades, and therefore electronics and power backup upgrades as well.
- Cells needed to be dug deeper to maximize aeration efficiency.
- 2 More SAGR Cells were needed due to the additional recirculation volumes.
- Geotechnical results indicated that the clay is not impermeable enough to meet today's berm standards. Therefore, a Poly Liner in the cells would be needed.

Concern mounted as estimated construction costs increased reaching up to \$44.2M including engineering, contingency and PST. The original project budget was just over \$34M.

The concerns led to stopping design and further exploring alternative options. The design team

reached the conclusion that designing the system at a new location addressed most of the obstacles encountered from trying to upgrade the old system. In addition, the constructability was far simpler. Contractors would not have as much risk digging in old lagoon cells and would not have to worry about working around an active lagoon which still needs to meet quality objectives before releasing effluent in the spring and fall.

CURRENT SITUATION

It is becoming clearer and clearer that new construction adjacent to the existing location appears to be the best solution for how the project and obstacles have evolved.

New Construction Benefits Include:

- Cost – Approximately \$39.3M (plus land). Lower than other options by approximately 4.5 million.
- Layout – Efficient design, piping is short and recirculation simpler.
- Berms – All constructed to current standard with Poly liners.
- Less Hauling – Large cells would be about 5m deep, earth excavated would be used for the new berms.
- Constructability – Far simpler from a contractor perspective. Less risk = less cost. Contractor does not have to worry about effluent treatment during construction. No need to dig in old, saturated cells.
- Effluent Treatment – Continues as normal until redirected to the new system. Sludge removal in old cells would occur at a later date or year.
- Construction schedule – Even though design may take a bit longer, it is anticipated that construction will take less time due to clean new construction.

Once the older cells are abandoned there may be costs for eventually removing sludge and/or pushing in berms and levelling. These costs are not immediate and could be worked on internally over several years. Once completed, the area could accommodate other uses.

The proposed land SW 21-37-22 W2 is in the RM of Humboldt. To build a new system at that location, a discretionary use application needed to be approved by the RM. Staff applied and attended the council meeting on March 21st. The RM held a public hearing on May 9th. The application was approved. The City can now proceed to purchase the property.

OPTIONS

- Purchase the property
- Do not purchase the property

COMMUNICATION AND ENGAGEMENT

The seller will be made aware of the decision.

ATTACHMENTS

- Proposed Land Purchase Area – SW-21-37-22-W2
- Proposed Lagoon Location
- New Wastewater System Preliminary Site Plan

FINANCIAL IMPLICATION

The project is still estimated to cost \$39.3M (including engineering, 10% contingency and PST). This is anticipated to exceed the initial budget of \$34M. The city is tentatively responsible for the difference. The Director is exploring if other grant funding streams can be explored specifically for the lift station upgrades, however these cannot be confidently relied on.

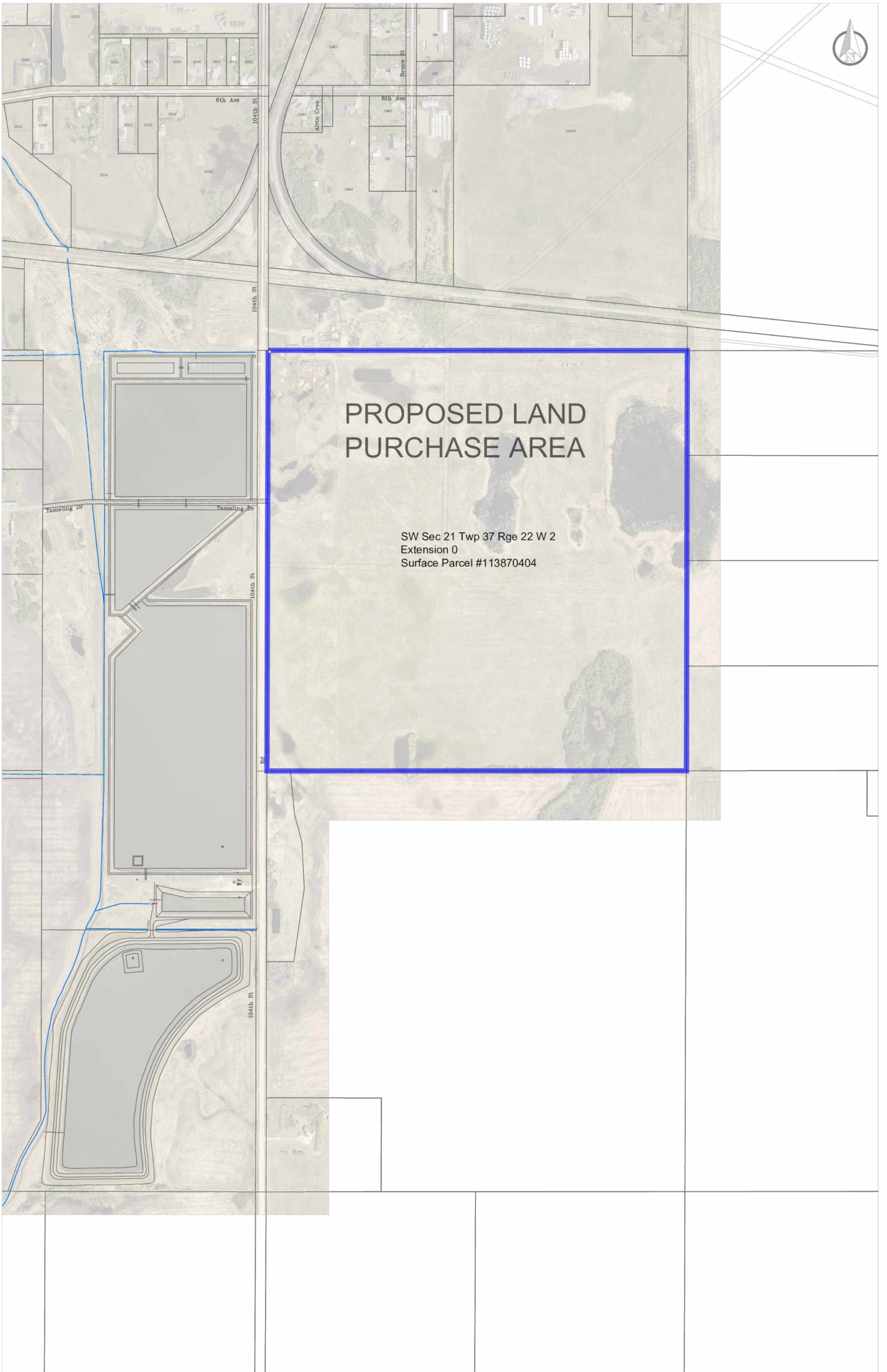
The engineers and city staff are confident that the new layout will be far more appealing for contractors instead of working with old lagoon cells. This should lower their construction risk significantly and hopefully receive good tender results.

Although the project is exceeding the original budget, this would include 2 completely retrofitted lift stations with larger variable drive pumps, electronics, and backup power generators. The largest lift station in the city - Lift 1 is about 27 years old and struggles during heavy rainfall events. Lift 4 is 38 years old and most of the equipment and building is at the end of life. These are upgrades that would be anticipated regardless of the wastewater treatment system upgrades so constructing at the same time is beneficial to match performance needs for the City long term.

The quarter SW 21-37-22 W2 will be purchased for approximately \$463,750. These costs are not eligible under the grant and are a direct cost to the city. The land purchase will be funded from the utility reserve. A condition on title is present in the form of a memorandum of understanding which requires the owner of the land to lease approximately 11.2 acres of the north area to the adjacent property. Discussions have been occurring and appear to be resolvable. A lease agreement will be coming forward at a later date which will note the area negotiated with the city.

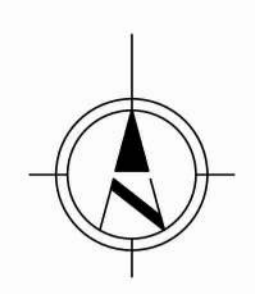
CONCLUSION

The effluent treatment objectives have changed the construction designs significantly compared to the designs anticipated from the onset of this project. This has been challenging for staff and engineers to find the best value for the funds available. The proposed new construction location is appealing at this point and is desired to be pursued.



PROPOSED LAND PURCHASE AREA

SW Sec 21 Twp 37 Rge 22 W 2
Extension 0
Surface Parcel #113870404

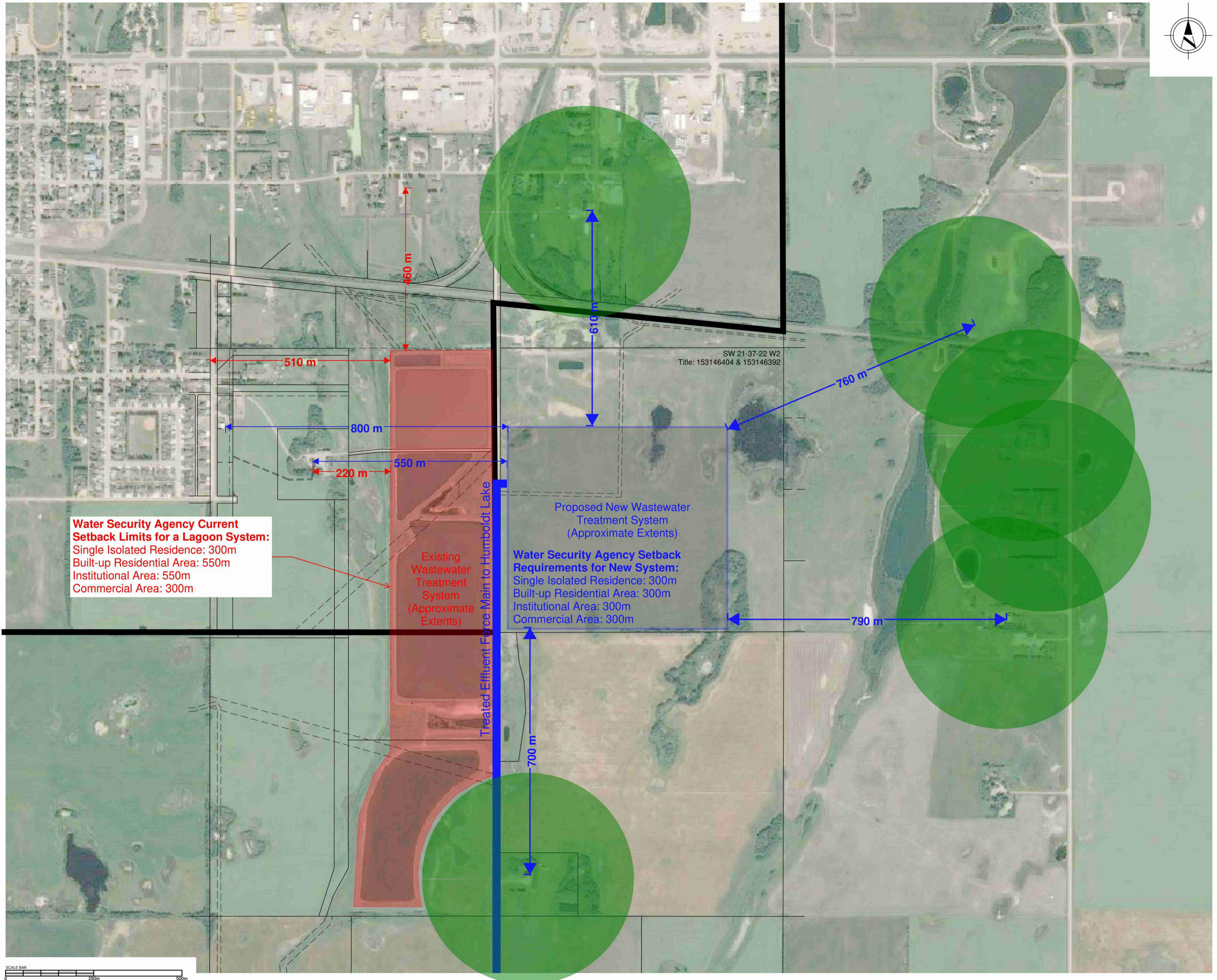


CATTERALL & WRIGHT
CONSULTING ENGINEERS

1231 - 8th STREET EAST
SASKATOON, SK S7H 0S5
www.cwce.ca
TEL: (306) 343-7280 | FAX: (306) 956-3199

PRELIMINARY
NOT FOR CONSTRUCTION

- Proposed New System
- Existing System
- City Limits
- WSA Required Setbacks for New System (300m Radius)



Water Security Agency Current Setback Limits for a Lagoon System:
 Single Isolated Residence: 300m
 Built-up Residential Area: 550m
 Institutional Area: 550m
 Commercial Area: 300m

Water Security Agency Setback Requirements for New System:
 Single Isolated Residence: 300m
 Built-up Residential Area: 300m
 Institutional Area: 300m
 Commercial Area: 300m

SCALE VERIFICATION
 WHEN DRAWING IS PLOTTED FULL SIZE THIS LINE IS 60mm IN LENGTH.

DATE	REVISION

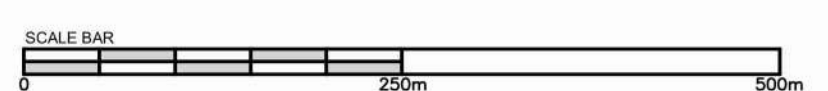
OWNER/CLIENT
CITY OF HUMBOLDT

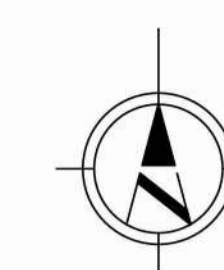
LOCATION
 HUMBOLDT, SK

PROJECT
 WASTEWATER SYSTEM TREATMENT UPGRADES

SHEET TITLE
PROPOSED LAGOON LOCATION

SCALE 1:5000	DESIGNED
DRAWN GCW	CHECKED
DATE 23/03/06	SHEET 1 of 1
DRAWING NUMBER 024-142 P10	

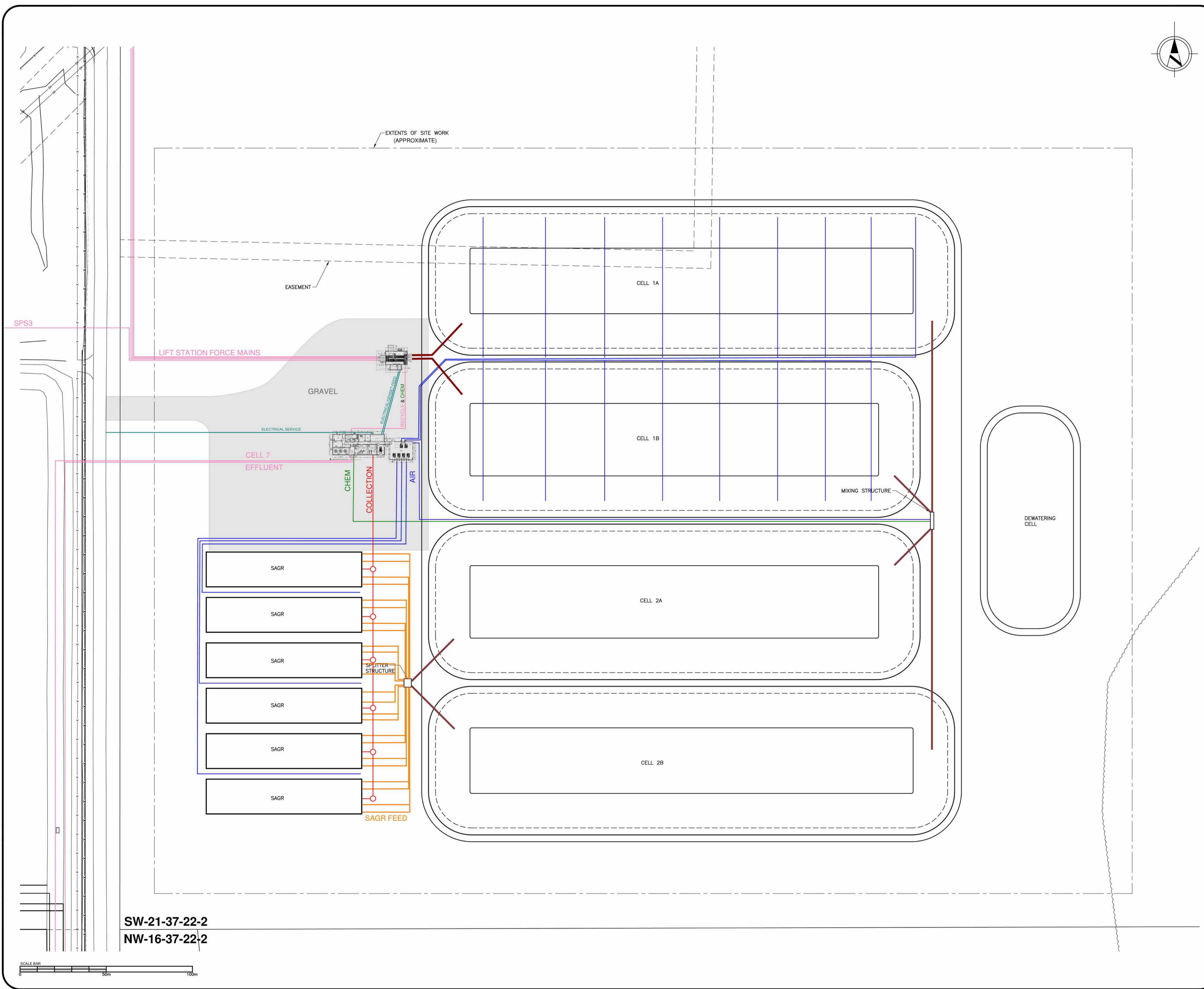




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PRELIMINARY
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DATE	REVISION

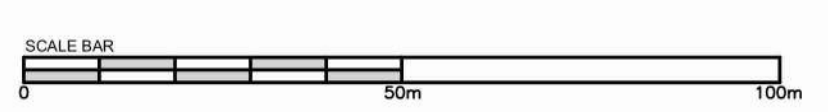
OWNER/CLIENT
CITY OF HUMBOLDT

LOCATION
HUMBOLDT, SK

SHEET TITLE

SCALE	DESIGNED
1:1000	
DRAWN	CHECKED
DATE	SHEET
	of
DRAWING NUMBER	000-00000

SW-21-37-22-2
NW-16-37-22-2



CITY OF HUMBOLDT REPORT

TITLE: Pride Crosswalks
PREPARED BY: Peter Bergquist A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 23, 2023

RECOMMENDATION

That administration be authorized to re-install the rainbow crosswalks on the east and west sides of the Main Street and 5th Avenue intersection for a three-year term from 2023 to 2025.

BACKGROUND

Since 2021, Council has annually approved the painting of rainbow crosswalks at the intersection of Main St and 5th Avenue in response to a request made by the Humboldt and Area Pride Network.

CURRENT SITUATION

The Humboldt and Area Pride Network as well as the Humboldt Public Arts Committee are requesting approval to repaint the crosswalks for a three-year term from 2023 to 2025.

Similar to previous years, staff will coordinate the annual line painter to paint white rectangles with white lines prior to the colour application. Staff will safely close the crosswalk locations for the group to participate in the painting. Dates are coordinated as needed. Staff will then retain the left-over paint to touch up fading or potential vandalism, as necessary.

OPTIONS

- Approve the request.
- Decline the request.

ATTACHMENTS



2021 Rainbow Crosswalk Painting

COMMUNICATION AND ENGAGEMENT

The Public Works department and Cultural Services Director will coordinate the efforts with the groups.

FINANCIAL IMPLICATION

Costs will primarily be absorbed by operating budgets for conventional white line painting. The colorful paint costs are anticipated to be donated.

CONCLUSION

The installation supports the inclusive objectives of the City of Humboldt.