



City of Humboldt
February 12, 2024 - Executive Committee Meeting - 05:30 PM

- 1 Call To Order**
- 2 Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 Delegations - No Delegations**
- 4 Correspondence**
 - 📎 CN Information Bulletin: Jansen Mine Spur Construction
 - 📎 Central Area Transportation Planning Committee - Minutes of the October 25, 2023
- 5 Reports From Administration**
 - 5.1 Fire Chief/Protective Services Director's Reports
 - 📎 Report - Fire Chief/Protective Services Director's Reports
 - 5.2 Cultural Services Director's Report
 - 📎 Report - Cultural Services Director
 - 5.3 Marketing & Development Manager's Report
 - 📎 Report - Marketing & Development Manager
 - 5.4 Community & Leisure Services Director's Report
 - 📎 Report - Community & Leisure Services Director
 - 5.5 Works & Utilities Director's Report
 - 📎 Report - Public Works & Utilities Director
- 6 New Business**
 - 6.1 Recommendation - Finance Manager - Mobility Van - Request for Proposal
 - 📎 Report - Mobility Van - Request for Proposal
 - 6.2 Recommendation - Leisure Services Director - CLS Project Summary Report
 - 📎 Report - CLS Project Summary Report
- 7 Enquiries**
- 8 Committee of the Whole**
 - 8.1 Authority
 - 8.2 Present in the Committee of the Whole
 - 8.6 Revert
- 9 Next Meeting**
- 10 Adjourn**

CN JANSEN SPUR CONSTRUCTION INFORMATION BULLETIN

HIGHLIGHTS

- **EllisDon** has stopped fencing replacement activities for the winter season. Focus has shifted to ensuring field accesses are in place for spring farming activities and preparing the right-of-way for spring runoff.
- **Environmental teams** continue working with EllisDon to ensure no temporary habitat is created during construction activities.

CONSTRUCTION UPDATES

- EllisDon has multiple shifts working to complete as many activities during this construction season as possible. There is no night work expected for the remainder of the winter.
- Fencing activities have stopped for the construction season. Frost depths will be monitored in the spring to determine when fencing activities can resume.
- Geotechnical teams are working closely with the contractor to ensure that the cold weather is not impacting the quality of the construction activities.
- Corrugated steel pipe culverts are being installed in the south end of the project to direct spring runoff resulting from snow melt.
- Field approaches are being prepared for spring access.
- Granular material is being brought in from the RM of Usborne to prepare for track installation.
- The site will be shut down during extreme weather events, when required.



Figure 1: EllisDon installing a culvert in the south end of the project site. Courtesy of Howie McInnes



Figure 2: EllisDon installing a box culvert at Mile 9. Courtesy of Howie McInnes

ENVIRONMENT

- Biologists are working with the contractor to identify and remove temporary habitat created by construction activity.
- EllisDon continues to use **equipment cleaning protocols** to prevent the spread of agricultural diseases, like clubroot. This is not affected by cold weather.

WHAT'S NEXT?

- **Culverts and topsoil** to be replaced throughout the winter, as conditions permit.
- **Work at the south end of the project has accelerated** to prepare for track installation.
- **Granular material sourced from the RM of Usborne is being hauled to site. There will be an increased presence of rock trucks on the roads.** [Click here](#) to view the haul routes.
- **Track installation is set to begin in the Spring** in the south. Crews will work north along the right-of-way. These crews will also follow equipment cleaning protocols.

CN JANSEN SPUR CONSTRUCTION INFORMATION BULLETIN

EXPECTED HAUL ROUTES

Effective immediately, granular material is being sourced from the RM of Usborne and EllisDon is now hauling along public roads.

As per Council resolution, the following roads have been authorized as haul roads:

- Inflow to site utilizing TWP Rd 312 (Lockwood Grid) from HWY20 or Range Road 2210
- Township Road 294 (Nokomis Grid) – Between Highway 20* and 2213
- Township Road 302 (Taylor Grid) – Between range roads 2220 and 2211
- Township Road 304 (Well Road) – Between range roads 2220 and 2210
- Range Road 2210 (Jansen Grid) – Between township roads 304 and 310
- Range Road 2211 – Between township roads 302 and 310
- Range Road 2213 – Between township roads 292 and 302
- Range Road 2214 – Between township roads 292 and 294
- Range Road 2215 – Between township roads 291 and 292

* Route corrected from range road 2220 to HWY20.

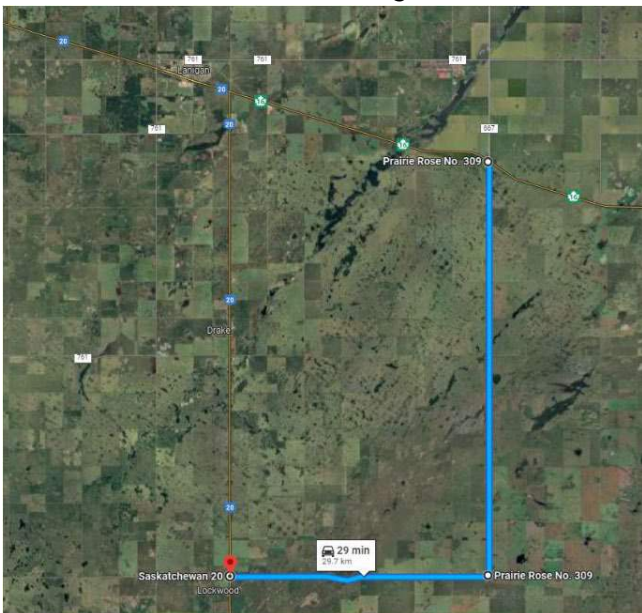


Figure 3: Traffic can inflow to site utilizing TWP Rd 312 (Lockwood Grid) from HWY20 or Range Road 2210 (Esk Grid) from HWY16.

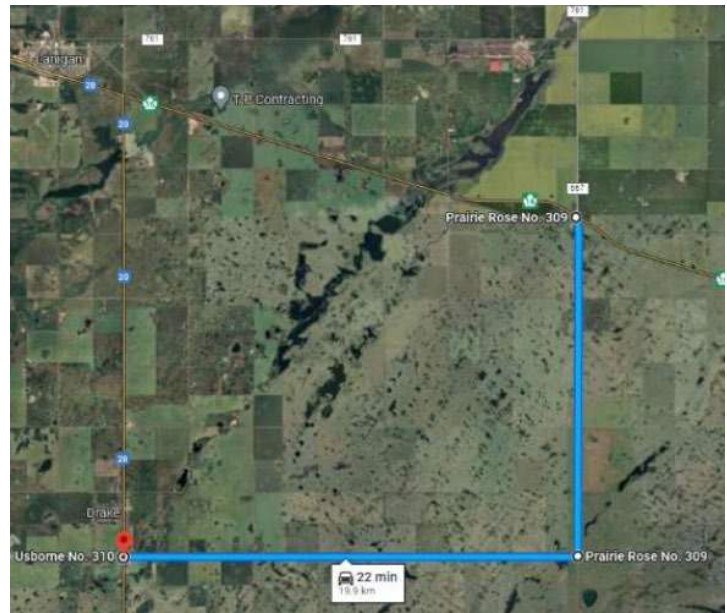


Figure 4: Traffic can outflow from site utilizing TWP Rd 324 (Drake Grid) to HWY 20 or Range Road 2210 (Esk Grid) to HWY 16.

CONTACT US

Questions or concerns about behaviours you observe onsite, or about the project itself?

Please call CN's Public Inquiry Line at **1-888-888-5909**. Inquiries can also be submitted in writing through a web form by clicking on [this link](#).

In the event of **an emergency or safety concern**, please contact **the CN Police at 1-800-465-9239**. This line is staffed 24 hours a day, 7 days a week.

CN, and all our project partners, intend to work collaboratively with the communities impacted by this project. We will provide regular updates on our construction progress and will do our best to minimize disruptions caused by our work.

Scott Brown
CN Public Affairs Manager
Saskatchewan

Central Area Transportation Planning Committee
Meeting Minutes
Town Office, Council Chambers – Central Butte, SK.

October 25, 2023

Call to order

The October 25, 2023 regular meeting of the Central Area Transportation Planning Committee was called to order at 10:11 a.m. in Council Chambers at the Town Office in Central Butte, Sk.

Present

Darin Pedersen, Larry Sommerfeld, Brian Ford, Alan Thomarat, Grant Berger, Grant McIntosh, Iv-Lee Kane, Alan Lindsay, Ministry of Highways, Bryan Matheson, SUMA, and Sheri Pedersen, Convention Organizer

Regrets: Cody Jordison, SARM

Declarations of Conflict of Interest: Darin Pedersen declared a conflict of interest regarding the discussion of the payment of the Convention Organizer.

Approval of the meeting agenda

2023-033: **Grant Berger** moved that the agenda, for the October 25, 2023 regular meeting of the Central Area Transportation Planning Committee be approved.

CARRIED.

Approval of Minutes from last meeting:

2023-034: **Brian Ford** moved that the minutes of the June 21, 2023 regular meeting of the CATPC be approved.

CARRIED.

Business arising from the minutes of the last meeting:

Correspondence

- a) Alan Lindsay, MoH – Funding Advancement 2023-2024
- b) Sheri Pedersen – Request to set up electronic EFT

- Iv-Lee Kane – information on costs and requirements
 - Sheri Pedersen - reply
- c) Iv-Lee Kane – Request for signed copy of Ministry Funding Agreement
- Darin Pedersen – Signed and returned
- d) Alan Lindsay – Weekly Highways Construction Update June 27, 2023
- Emailed to Executive 2023.06.27
- e) Sheri Pedersen – Follow up from June 21st meeting – deadline July 5th
- f) Iv-Lee Kane – request for bookings - town office and restaurant for Oct 25th meeting
- Grant Berger – Reply 1 - options
 - Iv-Lee Kane – Reply 2 - Town Office and Hotel Café
- g) Alan Lindsay – Weekly Highways Construction Update July 20, 2023
- Emailed to Executive 2023.07.20
- h) Sheri Pedersen – Tentative Convention Agenda as at July 25, 2023
- i) George Hendersson – Request for information re: receipt of membership cheque and Focus of CATPC activities
- Iv-Lee Kane – Thank you, cheque received, website links to information
- j) Sheri Pedersen – request for membership pricing structure
- Iv-Lee Kane – sent membership fee structure as per Motion 2023-016 passed 2023.04.26
- k) Alan Lindsay – Weekly Highways Construction Update August 10, 2023
- Emailed to Executive 2023.08.14
- l) Alan Lindsay – Q1 Call for Projects Submissions 2023-2024 CATPC
- Iv-Lee Kane – Will add to correspondence
- m) Sheri Pedersen – 2023 Registration Package ATPC Convention
- n) Darin Pedersen – Virtual Meeting re: Conference - Sept. 27, 9:00 a.m. - Sheri providing Agenda
- o) Alan Lindsay – Conference registration deadline – Sept 15, 2023
- p) Sheri Pedersen – request for member and AGM information
- Iv-Lee Kane – Information sent
- q) Alan Lindsay – Documents from Chairs Meeting August 30, 2023
- ATPC Call for Projects Guidelines

- ATPC Call for Projects User Guide
- ATPC Corridor – Why Document
- ATPC Strategic Investment Form
- Iv-Lee Kane – emailed to Executive 2023.09.23
- r) Alan Lindsay – Weekly Highways Construction Update September 5, 2023
 - Emailed to Executive 2023.09.09
- s) Alan Lindsay – Additional Chairs Meeting Presentation Information
 - Emailed to Executive 2023.09.09
- t) Sheri Pedersen – Convention Update
- u) Darin Pedersen – Date change: Virtual Meeting re: Conference Sept. 20, 2023 at 8:30 a.m.
- v) Alan Lindsay – Weekly Highways Construction Update September 20, 2023
 - Emailed to Executive 2023.09.21
- w) RM Usborne No. 310 – Lane Acceleration Information & Six attachments
 - Iv-Lee Kane – replied 2023.09.27
- x) Iv-Lee Kane – Meeting Notification and Request for Executive Reports
- y) Cody Jordison, SARM – Unable to attend October 25th meeting.
- z) Alan Lindsay – Weekly Highways Construction Update October 16, 2023
 - Emailed to Executive 2023.10.16
- aa) RM of Dufferin #190 – CATPC Attendance at Nov. 16, 2023 meeting and Form
 - Iv-Lee Kane – emailed to Larry 2023.10.20
- bb) Iv-Lee Kane – Second request for reports
- cc) Alan Lindsay – request for Agenda and minutes

2023-035: Alan Thomarar moved that the correspondence be filed.

CARRIED.

Reports

Chairman’s Report: **Darin Pedersen** provided an electronic version of his report – attached to minutes. Darin added that Meeting notification and request for e-reports be sent out by the Wednesday prior to CATPC meetings. EWC e-reports for CATPC meetings need to be emailed to the Administrator by noon on the Thursday prior to each meeting so

that the Administrator can include them in the meeting packages, and that meeting packages need to be sent out to EWC members by noon on the Friday prior to the meeting.

Regional Reports: Larry Sommerfeld, Brian Ford and Grant Berger each submitted electronic reports, copies of which are attached to the minutes. **Alan Thomarat** reported the it was good work on Highway 211 but a speed limit drop to 50-60 kilometres per hour at the S-curve would be helpful as it is a high collision-risk area. **Grant McIntosh** reported that Highway #45 is looking good. Grant mentioned coring on 219 to see if it is suitable for primary weight. Jonathon Kotylak, Executive Director, Network Planning and Investment Branch, with the Ministry of Highways is coming out to have a look and discuss. Last year \$135,000. in fines were served in a four-day period.

Ministry of Highways: Alan Lindsay reported to the Committee that Fall Tenders are out. The Fall Tenders Document can be found at:

<file:///C:/Users/Iv/Downloads/Highways%20Fall%202023%20Tender%20Plan.pdf>

Alan told the Committee that Network Planning and Investment with the Ministry is going through a reorganizational process. Effective September 1, 2023, Alan will now be a Development Officer. Where there were formerly five entities, Transportation Planning, Investment Group, Capital Planning, Federal Funding and Development Group, there will now be three: Transportation Planning, Investment Group, and Development Group. Alan revisited the need for earlier notification to the Ministry when municipalities are expecting future development in their areas, noting again that one possible solution is for the municipalities to provide future businesses and entities with Ministry of Highways contact information. He once again provided Committee Members with Ministry business cards for distribution.

Q&A for Alan Lindsay

- **Bryan Matheson:** Is old Highway 11 the RM's responsibility?
 - **Alan:** Yes. Turned over to the RM 30-40 years ago
- Any plans for a new Prince Albert Bridge?
 - **Alan:** Alternate locations would be Gronlid and Petrovsky
- **Darin:** who looks after stockpiles with weeds?
 - **Alan:** email details and I will notify the District Operations Manager
- **Darin:** Projects like Imperial to Liberty – repaired 3-4 times in one area. Why not do it all at once.
 - **Alan:** Resurfacing done only when repair of deficiency is corrected. Also Maintenance only had that much funding.
 - **Darin:** possibly submit as segments
- #2 Cudworth/Wakaw – when will it be done

- **Alan:** Done in three stages: Review done 15-16 years out, Planning done 3 – 10 years out, Delivery is 2-5 years out. It will probably be resurfaced in the next 5 years.
- Would Road South of Hanley be a good candidate for MG 30?
 - **Alan:** MG 30 is a cement base. More water overtime undermines the product. Gravel changes the ionic state making it hydrophobic and it only degrades with the addition of more clay.
- **Larry:** On #16 Highway, traffic was significantly slowed as the crowds were leaving Ag In Motion. Why was Highway traffic not re-routed into the fast lane to make the right turn out of Ag In Motion more safe, and easier.
 - **Alan:** Email concern to me. Iv-Lee create a letter and cc Porky at the NCTPC
- **Grant B:** South of Central Butte, a culvert that was put installed in 1967 is eroding.
 - **Alan:** It's been flagged, maintenance is aware and they probably have a plan in place.

SUMA Report: Bryan Matheson provided an electronic version of his report – attached to minutes.

SARM Report:

Financial Reports:

Iv-Lee Kane provided electronic versions of the Bank Reconciliations and Statement of Receipts and Expenditures for the months ending June 30, 2023, July 31, 2023, August 31, 2023, and September 30, 2023.

2023-036 **Grant McIntosh** moved that we accept the financial reports for the months ending June 30, 2023, July 31, 2023, August 31, 2023, and September 30, 2023 as presented.

CARRIED.

Old Business:

- a) Call for Projects
 - Alan told the Committee with the conference behind us, it was to get back to Call for Projects and Segment Improvements work. He also noted that effective Sept 1, 2023 the Network Corridor Evaluation Deliverables can be submitted. Alan also noted that the Quarterly Scans should be added to upcoming Agendas so the information can be gathered from the Executive and combined into one document for submission. The Administrator requested that members submit their information in a written document to facilitate the creation of one inclusive quarterly scan document.
- b) Call for Segment Improvements –

New Business:

- a) **Convention Update** - Sheri Pedersen provided an electron report and summary of the convention. Alan added that Jonathon Kotylak was happy to see the diversity of participants in attendance at the conference and happy with the number of delegates and attendees. He added that the speakers chosen were very appropriate for the Central Area.
- b) **Convention Remuneration**
 - Darin Pedersen, declared a pecuniary interest and left the meeting. Sheri Pedersen left the meeting. Iv-Lee Kane left the meeting.

2023-037 **Grant Berger** moved that Sheri Pedersen, CATPC Convention Organizer, be compensated in the sum of \$3,000.00 for her work organizing the 2023 ATPC’s Annual Conference held October 10-12, 2023 in Saskatoon.

CARRIED.

2023-038 **Grant McIntosh** moved that Iv-Lee Kane, Convention Partner Program Co-Ordinator, be compensated in the sum of \$1,000.00 for her work organizing the Partner Program for the 2023 ATPC’s Annual Conference held October 10-12, 2023 in Saskatoon.

CARRIED.

- Darin Pedersen, Sheri Pedersen, and Iv-Lee Kane were called back into the meeting.

Next Meeting:

The next meeting of the CATPC be held Wednesday, November 22, 2023 at 10:00 a.m. in Allan.

Adjournment:

2023-039: Alan Thomarat, moved that the October 25, 2023 regular meeting of the Central Area Transportation Planning Committee be adjourned. Time: 3:23.

CARRIED.

CITY OF HUMBOLDT REPORT

TITLE: Director of Protective Services Report
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: February 12, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the protective services for the month of January 2024.

CURRENT SITUATION

Notable information and updates:

1. Fire Department

- In City Area:
 - 11 - fire alarm response.
 - 1 - EMS Assist.
 - 1 - investigation of smoke smell.
 - 1 - vehicle fire/structure fire.
 - 3 - CO alarm responses.
- Weekend Standbys:
 - No standbys during this period.
- Fire Department Practice:
 - Sprinkler/Fire Alarm System-Theory.
 - Sprinkler System/Fire Alarm – Toured numerous example buildings.
 - Annual Meeting with members.
- HDFPA Area
 - 1 -fire alarm response.
 - 1 -two vehicle MVC with injuries.
 - 1 -Investigation of smoke.
- Conducted 15 Fire inspections in January.

2. Emergency Measures Operations

Currently waiting for results of the application for the TSS grant. As well developing a job description for an Emergency Service Officer for the region that could assist communities in preparing for EMO, assess their fire department requirements.

3. Planning and Building

Online Permit Application - Meetings were held with multiple parties regarding an online permitting process. Ultimately, we decided to remain with CityReporter. An online permitting applications system will be beneficial in many ways including application document organization, ease of access, and decreased permit review times.

Northwest Area Sector Plan – The City and Crosby Hanna are reaching increasingly closer to a sector plan that will be beneficial for the city and stakeholders in the area.

Enquiries – There have been several enquiries regarding housing starts within the city.

The Planning department continued the momentum from December into January. We are working hard to make our processes more efficient while maintaining a relative ease for various stakeholders in the city.

- 1 development permits Issued.
 - Solar Panel Installation – residential.
- 4 building permits issued.
 - Renovation of commercial property on Main St.
 - Move-In Mobile Home.
 - Move-In Mobile Home.
 - Remove and replace exterior walls.

4. Occupational Health and Safety

The Safety Coordinator has been busy with the following.

- Developed 12 Monthly Safety Topics -audit corrective action plan.
- Updated EMO Documents.
- Quarterly Meeting with WCB.
- Developed Health and Safety Guides for Parks and Rec and Maintenance Departments.
- Site Visits/Audits/Discussions.
- Audit- Corrective Action Plan Items.
- Safety Orientations for Employees and Contractors
- Developing Onboarding Checklist for each Department
- Audit- Corrective Action Plan Items
- City Reporter-Health and Safety-Developing Forms

OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation.



ATTACHMENTS

RCMP Report for January.
CSO Report for January.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

FINANCIAL IMPLICATION

N/A

CONCLUSION

All areas within Protective Services continue to see increases in service. Spring of 2024 is anticipated to be the start to a very busy building season.



NCO i/c RCMP
Box 1480
Humboldt, Sask.
S0K 2A0

February 1, 2024

City of Humboldt
Box 640
Humboldt, Sask.
S0K 2A0

City of Humboldt – Updated Police Report for the Month of January, 2024.

Please find the attached Police report for the month of January 2024.

Reported incidents are down this month (97) as compared to last month (137), and down from January 2023 (128). Traffic charges are down this month (15) as compared to last month (37) and down from January 2023 (32).

There were (3) reported False Alarms this month. This is down from last month (8), and down from January 2023 (10).

Criminal Record Checks are completed on a walk-in basis on Tuesday, Wednesday and Thursday of every week. No appointments are needed. The total number of record checks completed this month was 80.

If you have any questions or concerns, please feel free to contact us at your convenience.

Yours truly,

S/Sgt Rod Rudnisky
Detachment Commander - Humboldt RCMP

HUMBOLDT CITY DETACHMENT

FALSE ALARM REPORT

MONTH OF JANUARY 2024

	DATE	HOURS	LOCATION	OVERTIME	ATTENDED
1	2024-01-10	04:36	617 17 Street Humboldt - Humboldt Collegiate	N	N
2	2024-01-23	18:54	1919 8 Ave – Warehouse One	N	Y
3	2024-01-25	04:53	1319 Heidgerken Cres	Y	Y

HUMBOLDT CITY DETACHMENT

POLICING STATISTICS

MONTH OF JANUARY 2024

HUMBOLDT MUNICIPAL 2023	HUMBOLDT MUNICIPAL 2024	OFFENCE CATEGORY
8	5	MVA's (Fatal/injury/Property Damage)
10	15	Traffic Offences (Charges Laid)
22	3	Traffic Offences (No Charges Laid)
0	0	Traffic Offences (Criminal Code)
0	0	Impaired Operation of Motor Vehicle
0	0	Dangerous Driving (Criminal Code)
13	19	Provincial Statues
1	0	Municipal Bylaws
5	4	Other Criminal Code/Federal
0	4	Offensive Weapons
1	0	Drug Trafficking
1	1	Drug Possession
1	0	Sexual Offences
6	3	Robbery/Extortion/Harassments/Threats
1	1	Assaults
4	7	Theft Under \$5,000/Possess Stolen Prop.
1	0	Theft Over \$5,000/Theft of motor vehicle
10	7	Mischief
4	3	Frauds
6	1	Break, Enter and Theft
10	3	False Alarms
20	21	Other (Susp vehicle, animal calls, missing person, wellbeing check)
128	97	Total Calls



CITY OF HUMBOLDT REPORT

TITLE: CSO Report for January 2024
PREPARED BY: Justin Tarrant, Community Safety Officer
REVIEWED BY: Mike Kwasnica, Director of Protective Services
PREPARED FOR: Executive Committee
DATE: February 6, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the CSO for the month of January 2024.

CURRENT SITUATION

For the month of January, the CSO responded to 28 calls for complaints or service. The CSO has also been working at preparing for public education programs, partnered with Safe Communities set to begin later in the year.

The CSO addressed the following violations/concerns:

Traffic/Parking Bylaw Infractions	<ul style="list-style-type: none"> • 4 Bylaw tickets were issued – all were issued through proactive enforcement. • Total amount of bylaw tickets was \$555.00
Traffic Safety Act	<ul style="list-style-type: none"> • 9 Written/Verbal Warnings, or Inspection Notices were issued. • 1 –200 (2) Exceed speed limit in a school zone • 2 – 199 (1) (B) Exceed posted speed limit • 1 – 241.1(2) Using electronic communications device • Total amount of Summary offence fines is \$1,300.00.
Property Maintenance	<ul style="list-style-type: none"> • 0 Yard concerns
Animal Control	<ul style="list-style-type: none"> • 1 complaint addressed
RCMP Assists	<ul style="list-style-type: none"> • 1 case being addressed <ul style="list-style-type: none"> • Mischief



OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation.

ATTACHMENTS

None.

COMMUNICATION AND ENGAGEMENT

Community concerns and complaints remain consistent with regards to neighbor disputes, animal concerns and traffic concerns. Many issues arise in the evening and over night and are dealt with the next working day.

FINANCIAL IMPLICATION

N/A

CONCLUSION

The CSO is seeing the positive impact of a consistent presence within the City.



CITY OF HUMBOLDT REPORT

TITLE: Cultural Services Report
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council Executive Committee
DATE: February 12, 2024

RECOMMENDATION

That this report be accepted for information and filed.

CURRENT SITUATION

1. Museum

- Exhibits –The feature exhibit for January and February is *Surface all the way through* by artist Arianna Richardson with themes of recycling and the use of plastics. The exhibit is sponsored by the Humboldt Area Arts Council through OSAC.
- An accompanying exhibit by local residents showcases historic and contemporary recycling like tea towels made from flour bags, melted scrap aluminum for parts, a purse from blue jeans, a rug from bailer twine, and a 1740s style dress from thrifted fabric.
- Richard Widdifield, artist of the Saskatchewan Centennial mural will share the development of the piece on February 29.
- A new exhibit case for the awards recently won by the Department was installed in the lobby of the museum.
- We have received the archival supplies and the glass display case funded by the Sports Hall of Fame. We appreciate this support of the exhibit.
- Programs – Education programs are underway for *Surface* which share themes of environmentalism and sustainability.
- The *Come Create with Us* program featured Michele Peltrier and rag wreath making.
- Saskatchewan Aboriginal Storytelling Month – This provincial event was launched in Humboldt at the Gallery, in partnership with the Reid Thompson Public Library and Wapiti Regional Libraries. We were pleased to welcome Lyndon Linklater, and have Mayor Behiel, and MLA Todd Goudy join the event. Lyndon spoke to school children in the afternoon.
- Research – Volunteers continue to come in regularly to undertake projects in the archives, this month focusing on the Humboldt Journals, and the Town Minute books.
- Maintenance – We were fortunate to thaw a frozen pipe in mid January before any damage occurred.

2. Gallery

- Exhibits - *Forever and Remembered* are the two feature exhibits on the main floor. Leslie Stadnichuk's exhibit features gorgeous, colourful floral oil paintings, and Kathleen Slavin describes her exhibit, *Remembered*, as inspired by Sassi, an old town in southern Italy.

- *Contemplative Art Glass: Finding the Stories Within* is the feature exhibit on the second floor. The exhibit features 7 pieces of hand-crafted art glass, whose abstract patterns and colours inspired local writers to create written works to accompany them.
- Programs – An opening reception was held on January 20 where Leslie and Kathleen spoke about their art and their process. There was a great turn-out and the artists got many compliments on their work!
- Workshop - We worked with the Humboldt Chapter of the Saskatchewan Social Workers Association to put on a beaded earrings workshop led by Latisha Moar. The workshop was sold out quickly, despite being a 7-hour commitment spread over two nights.
- Writers Night - The first Local Writers Night of 2024 featured 7 local writers: Sarah Miller, Crystal Clarke, Dwayne Anderson, Audrey Freistadt, Carol Gossner, Lee Meyer, and Madeline Pratchler. Thanks to Becky Zimmer for being the MC for this event.
- Maintenance – The heater exchanger on the roof top furnace is being replaced soon.

3. Water Tower

- Staff continue to check the tower on a weekly basis.

4. Original Humboldt

- We are working with Dr. Glenn Stuart of the University of Saskatchewan Department of Archaeology and Anthropology to coordinate the student research at the site in May and June.
- Some of the artists that gathered in the fall at the site are coming back together on Saturday, February 17 to present new work that was inspired by the knowledge shared by Elder Gilbert Kewistep and his son Myron Neapetung.

5. Public Art

6. Administration

- Governance – The Board is conducting research in relation to the Benchmarking study.
- Relationship Building and Reconciliation through Living Heritage Program – The *Building Your Next Steps for Truth and Reconciliation Through Treaty Implementation* noon hour talk with OTC staff was well attended. Rhett Sangster and Shaid Heimbecker led an engaged audience about potential next steps.
- HR - The Collections Clerk attended an online class on *Poisonous Pigment: Exploring Arsenical Green in Collections*. The information was shared with all staff. The Director is enrolled in an 8-part series of two-hour seminars from the Canadian Museums Association on advancing Truth and Reconciliation through their program called Moved to Action – Activating UNDRIP in Museums.
- Grants - The Museum Grant Program application, administered by SaskCulture was approved for the maximum amount of funding. We will receive \$30,000 in funds for 2024 operations and an additional \$30,000 for 2025 operations, conditional on approval of submitted reports.



- Sk Arts – The first application to try and secure two-year operational funding in the Lite Professional Arts Organizations Program was submitted. The notification of funding may not be known until May.
- Young Canada Works – Applications for summer student funding were submitted to the Canadian Museums Association (CMA) and the National Trust for Canada.
- Gift shop – The consignor guidelines were updated and an online application form has been developed. The website was reviewed to remove outdated information and ensure links are working properly.
- Thanks to our volunteers who contributed 135.5 hours of their time in January.

Upcoming Events and Programs

February 10	1:30 pm, Museum	Archives Open House
February 15	6:30 pm, Gallery	Second Writers Night
February 17	1:30 pm, Gallery	Inspired by the Land – Art Presentation
February 29	7:00 pm, Museum	Richard Widdifield Talk – Centennial mural
March 6	6:30 pm, Gallery	Youth Writers Night
March 9	1:30 pm, Gallery	Opening Reception – <i>They Didn't Know we were seeds</i> exhibit

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

None

FINANCIAL IMPLICATIONS

There is no anticipated financial impact of the recommended action.

CONCLUSION

Our programs are developed to support the Our Humboldt core values:

Connected and Creative – We are thankful to our many community volunteers who make our events possible – especially the Santa visits!

Welcoming and Connected – We appreciate the conversation around holiday cultural traditions during the Conversation Café, as it helps us understand and appreciate our community's cultural diversity.



CITY OF HUMBOLDT REPORT

TITLE: Marketing & Development Manager – Executive Committee Report
PREPARED BY: Penny Lee, Marketing & Development Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: February 12, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report summarizes the most significant projects that have been completed and those that are currently underway since the Executive Committee Meeting held on January 8, 2024.

CURRENT SITUATION

1. The Digital Humboldt App was publicly launched on January 15, 2024. The app is Part II of the Digital Humboldt communications system, with the digital displays being Part I. The app delivers not only the same events calendar as our website and the displays, but it will be used to send push notifications, including but not limited to:
 - a. DWA’s
 - b. Road Closures
 - c. Public Notices
 - d. RFP’s, RFQ’s and Tenders
 - e. Emergency Notices

On January 15, the day of launch, there were 74 app users. As of January 31, 2 weeks after the launch, there are 460 app users. As of the date of writing this report there are 496 users.

2. The Marketing & Development Manager and the Director of Protective Services sat in on a demo of “Cloud Permit”, an on-line software product for issuing building permits, followed by another demo of the “City Reporter Customer Portal”, another on-line software product. Being that the City of Humboldt already uses the City Reporter Permitting module for managing permits internally, it was apparent that their Customer Portal for permitting purposes be tested further. City Reporter has been selected as the product of choice. We are in the process of further testing and will likely release the option publicly on our website by March 1, 2024.
3. The Communications Coordinator position has been filled. We welcome Kelsey Dutka who joined us on Monday, February 5, 2024.

4. The City Manager, Finance Manager, Councillor Klitch, and the Marketing & Development Manager attended a meeting with the Chamber of Commerce and 2 representatives from the Province from SaskBuilds and Procurement. The meeting went very well and likely led to a better understanding by the Chamber Executive that the City is doing a lot of things right in our purchasing processes.
5. There are some discrepancies between our on-line Business Directory and businesses who have current business license. (Entry into our Business Directory is a complementary service to businesses when they purchase their Business License to assist in promoting our local businesses.) Marketing & Development has updated the web information form for businesses to complete when they renew their 2024 Business License. This information is then being used to update our Business Directory on our website.
6. It is evident that Humboldt is poised for significant growth over the next few years. There are a number of factors that need to be considered to accommodate this growth, including but not limited to infrastructure, housing, job opportunities, and recreation. The City Manager, Public Works, Planning, Community & Leisure Services, and Marketing & Development have been meeting regularly to discuss opportunities and limitations within the City. With that comes prioritizing appropriate targeted marketing efforts.

These meetings have clearly identified that marketing efforts at this time largely requires targeting developers and home builders to address affordable and adequate housing. This does not mean that attracting new residents and businesses or assisting in attracting much needed labour to the area is not also necessary. It simply means most of our efforts in the near future will be on housing and commercial development.

The Marketing & Development Manager has researched upcoming tradeshow within the region for opportunities to promote Humboldt and to attract developers to address our housing needs. Therefore, to begin with, the Marketing & Development Manager will be attending the “Home Styles” tradeshow in Saskatoon March 15-17 as there will be approximately 6 or more reputable developers in attendance as exhibitors. We will take this opportunity to attend as a visitor to approach these developers to discuss the benefits of considering Humboldt as a prospect for them.

7. Moving forward in a positive effort, the Marketing & Development Manager and the new Executive Director of the Chamber of Commerce will be meeting at least once a month to share information and work together.



OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation.

ATTACHMENTS

1. None

COMMUNICATION AND ENGAGEMENT

Marketing campaigns conducted/underway:

1. Digital Humboldt App
2. Properties For Sale
3. Shop Local

In addition to special projects mentioned previously, publications, routine and on-demand announcements, job postings, Tenders, RFP's, events, and promotions published by Marketing & Development continue on a daily, weekly, and monthly basis.

The Marketing and Development Manager continues to promote properties for sale and monitor real estate market trends and opportunities.

FINANCIAL IMPLICATION

None.

CONCLUSION

That this report be accepted for information and filed.

CITY OF HUMBOLDT REPORT

TITLE: CLS Director’s Report – February 2024
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: February 12, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report is a high-level summary of the Community and Leisure Services activities since the last department update and is intended to provide Executive Committee with highlights from the day-day operations of the department.

CURRENT SITUATION

1. General Updates
 - a. **Curling Rink Brine Leak** – Upon further investigation it was determined that a patch of the existing brine line was not worth attempting a repair due to the extent of the deterioration of the supply line. The options were to continue to operate with a slow leak and hope that the pipe holds through the end of the season or to schedule a temporary shutdown of up to 5 days to fully replace the entire 90’ section of brine pipe and hope to salvage the ice. After discussions with the Curling Club, it was decided that a full replacement will take place after the season and hope that the leak remains manageable until the end of the season.
 - b. **Living Skies Music Festival** – Tickets are now on sale for the Living Skies Music Festival on June 15th. The headliner will be the James Barker Band and will include a number of other performers throughout the day. On-site camping will also be provided as a revenue source for the City.
 - c. **Convention Centre Kitchen** – Administration is in the process of replacing the aging natural gas stoves in the Convention Centre equipment with electrical stoves. The move will allow for a more user-friendly space and hope that this will increase the use of the kitchen. The costs for the conversion will be absorbed within the annual maintenance budgets and from the sale of outgoing equipment.
 - d. **Library Solarium** – Administration is exploring a pre-fabricated solution for the replacement of the Library solarium. The project will seek to limit the impact to

- the Library and is planned to take place in the spring/summer of 2024. Administration was unsuccessful in awarding a contract in 2023 but are prioritizing this project as a necessary project to complete in 2024.
- e. **Swimming Lessons** – The winter set of swimming lessons continued, with 212 participants enrolled at the time of this report. This is on par with the 2023 winter session, which saw 214 participants registered. While the City provides swimming lessons all year long, staff continue to evaluate the needs of the community and determine the most effective dates and times to offer lessons.
 - f. **2024 Annual Maintenance Shutdown** – The annual maintenance shutdown for the Uniplex will take place between August 1st and 16th. The Aquatic Center will receive its annual maintenance, including draining the pool, painting, tile repairs, etc. The shutdown will also include some maintenance work in the curling rink, including a deep clean and painting in select areas. The Arena ice will be installed around the same time, with an anticipated start date of August 19th based on anticipated demand. The Convention Center is expected to remain open for rentals during that time.
 - g. **Summer Sizzler/Canada Day** - Staff has been patiently waiting on last year’s Midway company to provide us with options for bringing them back in 2024. If we are not provided with information in the next few weeks, Administration will have to decide on how to proceed with a Summer Sizzler/Canada Day event in 2024. The decision will be further complicated by the number of major events already scheduled for June, including the Battle of the Bulls, Living Skies Music Festival and the Filipino Music and Food Festival.
 - h. **Outdoor Rinks** – The St. Dominic Outdoor rink is up and running. The new rink at Centennial Park has not been developed due to a combination of factors, not the least of which has been the above normal seasonal temperatures and lack of snow cover on the asphalt pad. We are still awaiting the arrival of the lighting system for the rink and the water supply from the concession building to be outfitted with proper connection in order to flood the rink. For these reasons we will be looking at the 2024-2025 winter to be the first year for use of the new outdoor rink.
 - i. **BHP Parking** – The Leisure Services Department has signed an agreement with Southland Transport Ltd. effective January 29th, 2024, to May 1st, 2027. The agreement will permit a dedicated 25 parking stall bus pickup at the north end of the Uniplex parking lot. The City will receive a monthly lease payment and be responsible for maintaining the space (i.e. snow removal, grading) as required. Signage will be installed in the spring. The parking area will be temporarily relocated from time to time to accommodate other events and we have the right to terminate as needed for future development as necessary.

2. Project Planning and Partnerships

- a. **NA**

3. Upcoming Events

- a. Feb 17/19 – Broncos Annual Player Auction and Shootout
- b. Remaining Bronco Regular Season Games – Feb 17,19,22,24; Mar 6,9,15,16
- c. Feb 23-25 – Lifesaving Society Bronze Cross Lifeguarding Course
- d. March 20-22 – Builder’s Conference
- e. March 22-23 – SK Trappers Association Conference
- f. April 1-5 – Lifesaving Society National Lifeguard Award Course
- g. April 5 – Humboldt Sports Hall of Fame Banquet
- h. April 17-21 – OnStage Dance Festival
- i. April 22-25 – SPRA Training Symposium

OPTIONS

- 1. Approve the recommendation to accept for information and file.
- 2. Provide alternative directions or recommendations pertaining to this report.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

No external communication or engagement required.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The unseasonably warm weather has lifted morale within the department, as staff are eager to get through winter. At the same time, it will put more pressure on the project planning as the department wants to hit the ground running on outside projects as the weather permits.



CITY OF HUMBOLDT REPORT

TITLE: Public Works Director Report for February 2024
PREPARED BY: Peter Bergquist, A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: February 12, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The public works department is responsible for the operations, maintenance, and engineering related to water, wastewater, storm water, roads, signals, signs, lines, and airport.

CURRENT SITUATION

In January and the beginning of February, crews plowed the priority 1's, 2's and 3's to minimize ice buildup from the anticipated thaw. The thaw lasted much longer than expected for that time of year and significant melting occurred. The melting created many slippery situations. Crews continued to salt/sand to address slippery situations.

The Water Security Agency completed the annual inspection of the Water Distribution Facility which went quite well. A water main break occurred on 12th Ave, just west of 10th Street and was repaired by city crews. A local asphalt grinding machine that attaches to the bucket of a loader was trialed to determine the effectiveness in cold situations. Staff were generally impressed by the results and may use it again in the future. The main benefits are that the hole made has nice edges and the milled pieces can be placed back after excavation as fill or a driving surface until the area gets repaved.

The past month staff focus on snow/ice, work orders, sewer jetting, equipment maintenance/repair, removal of Christmas decorations, additional water meter replacements, fat, oil grease (FOG) inspections in commercial businesses, barricade fabrication, and continued fabrication on the new barricade trailer as time permits. Nighttime listening and entry into the sewer was performed to seek visual confirmations

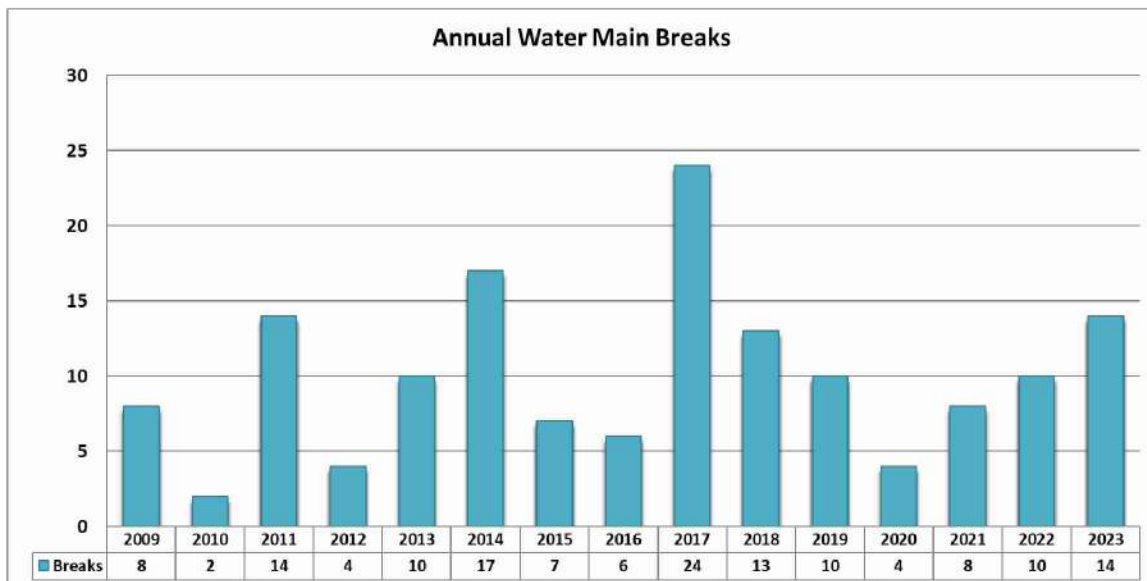
of the leaks. Staff are attempting to get accurate locations of the non-surfacing leaks to minimize road disruption. Several may be related to leaking water services rather than main breaks which complicates finding leaks. The ground is frozen so when excavating, the progress will be slow and require possibly closing busier streets to find the issues. Larger areas may need to be excavated so finding the leak with high confidence is the objective of the department. Ideally waiting until thaw to complete the suspect excavations would be desired however staff are weighing options.

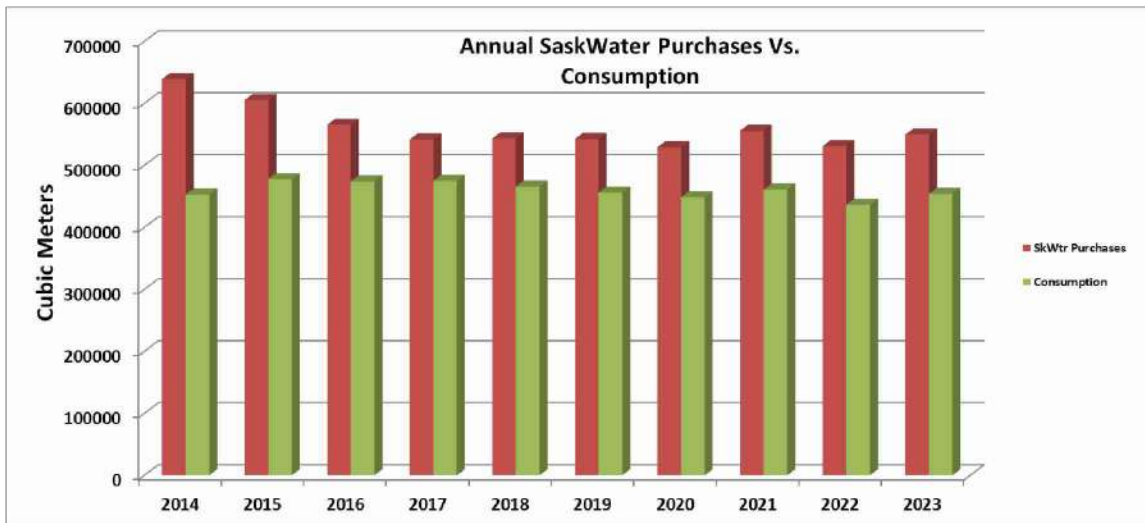
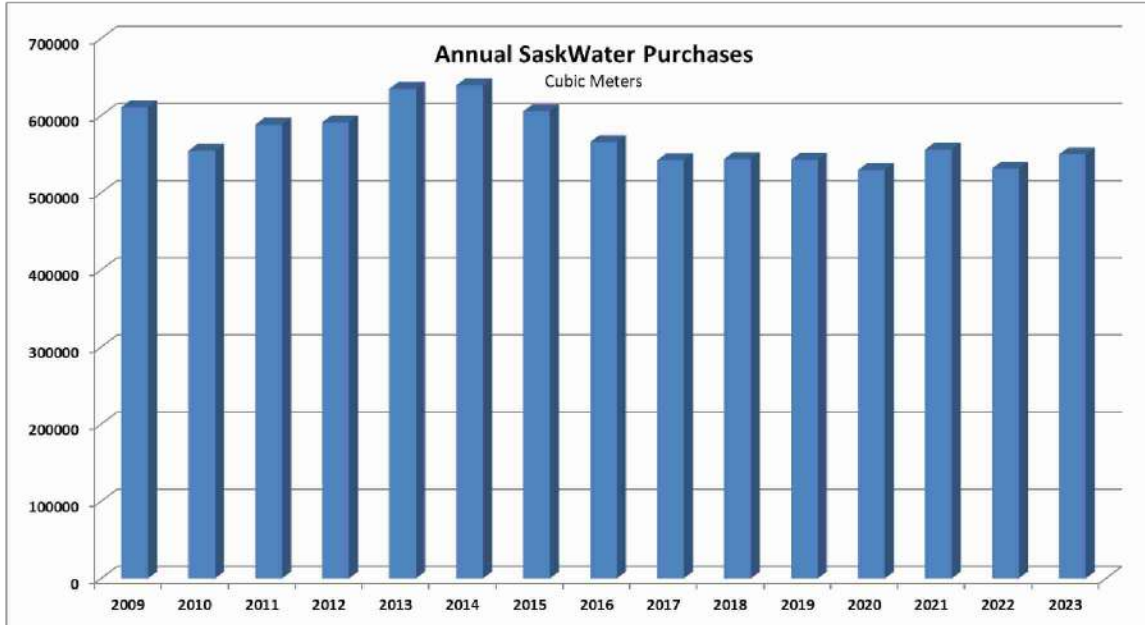
The contractor for the wastewater project is looking to start mobilizing and setting up the site in mid-March. The schedule provided would see the bulk of the work completed in 2024 which will make the area very busy. The contractor is seeking a location to setup a 20-person camp.

Lift Stations 1 and 4 rehabilitation designs are almost complete. The consultant anticipates tendering to start in February.

ATTACHMENTS

2023 Summary of Water Services – For Information





COMMUNICATION AND ENGAGEMENT

Continued daily communications with concerned residents, customers seeking clarifications or maintenance requests occur daily as needed. The department utilizes an electronic work order system to track concerns and work requests. Daily safety meetings occur in the PW department as well as on-site tailgate meetings for larger projects.



FINANCIAL IMPLICATION

N/A

CONCLUSION

The department continues to manage the operations and maintenance of the City's water, sewer, storm, and transportation infrastructure while regularly evaluating potential risks while being accountable and responsible with public funds.

CITY OF HUMBOLDT REPORT

TITLE: Mobility Van – Request for Proposal
PREPARED BY: Jace Porten, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: February 12, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

In July 2023, the City of Humboldt was approved for the Transit Assistance for People with Disabilities (TAPD) – Capital Funding Grant through the Government of Saskatchewan. The grant will fund 75% of the eligible costs of a replacement up to a total of \$55,000.

The City also applied for and is still awaiting a response from the Federal Government’s Rural Transit Solution Fund (RTSF) – Capital Stream which could provide contributions of 80% of funding for the procurement of two wheelchair accessible vehicles and the annual subscription fee for a suitable on-demand routing platform. This grant was applied for May 2023 and Infrastructre Canada has confirmed it is still in the review phase.

CURRENT SITUATION

In order to receive the TAPD Capital grant, the City was informed it must have a new mobility van ordered by February 28, 2024. The anticipated cost of replacement could be as high as **\$150,000-\$165,000**, depending on the type of unit available.

Due to the state of the current Mobility Van and its constant need for repairs, administration is recommending moving ahead with a replacement and issued a Request For Proposal on February 2nd. The RFP is set to close February 16th, the proposals will be reviewed and scored to be brought to City Council at the February 26th meeting for awarding.

The 2023 year-end Transit Fleet Reserve is anticipated to be approximately **\$18,250**. Currently the fleet plan contributes \$5,000 annually to the Transit Reserve, and if the City is unsuccessful in receiving funds from the Federal RTSF grant, the Mobility Van reserve will be put into a deficit position of approximately \$80,000. The annual reserve



contributions would be required to increase upwards of \$10,000 and would be in a deficit position for potentially the next ten years. There is a possibility of one-time top ups or increasing contributions to shorten that timeline.

OPTIONS

N/A

COMMUNICATION AND ENGAGEMENT

N/A

FINANCIAL IMPLICATION

There are no financial implications of accepting this report. City Council will be provided with more definitive financial information once the RFP closes and a recommendation is brought to City Council.

CONCLUSION

While the City has anticipated a reply from the RTSF grant before moving ahead with the purchase, the current state of the Mobility Van has administration recommending replacing the unit under the TAPD grant of \$55,000.



CITY OF HUMBOLDT REPORT

TITLE: CLS Project Summary Report
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: February 12, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The following is a summarized project report of the Community and Leisure Services 2024 approved capital and operational activities. All updates to the report are highlighted in yellow. The following terms have been used to identify the status of each of the projects/purchases:

- Planning – Project is currently in the planning stages.
Procuring – Project is currently undergoing procurement (soliciting quotes, tendering, reviewing).
Con - % - Project is under construction and includes the estimated % of completion.
Completed – Project has been completed in its entirety.
Deferred – Project has been deferred to a subsequent Year.

CURRENT SITUATION

A. Carry-Over Projects

Table with 5 columns: #, Project, Status, 2024 Budget, Actual (YTD). Rows include Library Solarium, North Hospital projects, Outdoor Rink & Multi-Sport Court, Washroom & Concession Facility, Asbestos Abatement, Bill Brecht Playground, and St. Augustine Cemetery.

- 1. Administration continues to look at construction options for the Library to complete the project in spring/summer of 2024.
4a. The light poles for the outdoor rink have been installed. The only remaining components of the project to be completed in early 2024 are the court surfacing/painting, light fixtures, and exterior landscaping.

4b. The Washroom/Concession interior has been framed and all utilities have been roughed in. Exterior is nearly completed, along with all doors and windows. We are on pace for a March/early April completion.

7. Planning for the landscaping around the new columbariums continues and will be finalized over the next two months for completion in 2024.

B. 2024 Operational Projects

#	Project	Status	Project Budget	Actual (YTD)
1	Water Ridge Park Entrance Upgrades	Planning	\$15,000	-
2	Uniplex LED Lighting (Year 4 of 5)	Planning	\$25,000	-
3	Uniplex Lobby Air Conditioning Unit	Planning	\$15,000	-
4	Museum Roof Repairs	Planning	\$20,000	-
5	Fire Hall – LED Lighting	Planning	\$5,000	-

C. 2024 Fleet

#	Project	Status	Project Budget	Actual (YTD)
1	Maintenance Service Van (L110)	Procuring	\$58,000	-
2	Parks General Use (L120)	Planning	\$58,000	-
3	Parks UTV (L252)	Planning	\$42,000	-

1. The purchase of a new maintenance cargo van from Discovery Ford was completed in January. We are currently procuring a storage system for the unit which we will be installing ourselves.

D. 2024 Capital Projects

#	Project	Status	Project Budget	Actual (YTD)
1	NA			

E. Unbudgeted Projects/Commitments

#	Project/Purchase	Status	Est. Cost to City	Funding Source
1				

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The number of new projects added to the list for 2024 is fairly manageable. The majority of 2024 will be focused on completing the list of outstanding projects. We are confident that we will be able to complete most, if not all of those projects this year and be able to shift our focus in 2025 and beyond to a bigger long-term development strategy for recreation within our community.