



City of Humboldt
May 27, 2024 - Regular Council Meeting - 05:30 PM

- 1 **Call To Order**
- 2 **Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 **Public Acknowledgement**
- 4 **Approve Minutes**
 - 4.1 Minutes of the Regular Meeting of Council held April 22, 2024
 - 📎 Minutes of the Regular Meeting of Council held April 22, 2024
- 5 **Delegations - None**
- 6 **Committee Reports**
 - 6.1 Vacate Chair
 - 6.2 Minutes of the Executive Committee Meeting held May 13th, 2024
 - 📎 Minutes of the Executive Committee Meeting held May 13th, 2024
 - 6.3 Humboldt and District Museum and Gallery Board Meeting held May 9, 2024
 - 📎 Humboldt and District Museum and Gallery Board Meeting held May 9, 2024
- 7 **Bylaws**
 - 7.1 Recommendation - City Assessor - Bylaw 05/2024 - Mobile Home Fee Bylaw
 - 📎 Report - City Assessor - Bylaw 05/2024 - Mobile Home Fee Bylaw
 - 📎 Bylaw 05/2024 - Mobile Home Fee Bylaw
 - 7.2 Bylaw No. 05/2024 - Mobile Home Fee Bylaw
 - 7.3 Bylaw No. 05/2024 - Mobile Home Fee Bylaw
 - 7.4 Bylaw No. 05/2024 - Mobile Home Fee Bylaw
 - 7.5 Bylaw No. 05/2024 - Mobile Home Fee Bylaw
 - 7.6 Resume Chair
- 8 **New Business**
 - 8.1 Recommendation - Proclamation - Pride Week
 - 📎 Proclamation - Pride Week
 - 8.2 Recommendation - Proclamation - Recreation and Parks Month
 - 📎 Proclamation - Recreation and Parks Month
 - 8.3 Recommendation - Interim City Clerk - Council Appointment to Boards, Committees and City Positions
 - 📎 Report - Interim City Clerk - Council Appointment to Boards, Committees and City Positions

- 8.4 Recommendation - City Controller - Increasing the City's Established Debt Limit
 - 📎 Report - City Controller - Increasing the City's Established Debt Limit
- 8.5 Recommendation - City Controller - 2023 Year End Reserve Update
 - 📎 Report - City Controller - 2023 Year End Reserve Update
- 8.6 Recommendation - City Controller - Payment Authorization Policy Update
 - 📎 Report - City Controller - Payment Authorization Policy Update
- 8.7 Recommendation - Director of Leisure Services - 2024 Summer Sizzler Parade Route Request
 - 📎 Report - Director of Leisure Services - 2024 Summer Sizzler Parade Route Request
- 8.8 Recommendation - Director of Leisure Services - Road Closure Request - Living Skies Music Festival
 - 📎 Report - Director of Leisure Services - Road Closure Request - Living Skies Music Festival
- 8.9 Recommendation - Director of Leisure Services - Road Closure Request - Summer Sizzler Fireworks
 - 📎 Report - Director of Leisure Services - Road Closure Request - Summer Sizzler Fireworks
- 8.10 Recommendation - Director of Public Works - Lift Station 1 & 4 Tender Results
 - 📎 Report - Director of Public Works - Lift Station 1 & 4 Tender Results
- 8.11 Recommendation - Director of Public Works - Dust Control – 3Yr Agreement
 - 📎 Report - Director of Public Works - Dust Control – 3Yr Agreement
- 8.12 Recommendation - Director of Public Works - DL-10 Dust Control – Sole Source
 - 📎 Report - Director of Public Works - DL-10 Dust Control – Sole Source
- 8.13 Recommendation - Marketing & Development Manager - Recommendation from Memorials Committee
 - 📎 Report - Marketing & Development Manager - Recommendation from Memorials Committee

9 Enquiries

10 Committee of the Whole

10.1 Authority

10.4 Revert

11 Adjourn



City of Humboldt

Meeting Minutes

Regular Council Meeting April 22, 2024 - 05:30 PM

PRESENT:

- Mayor Michael Behiel
- Councillor Larry Jorgenson
- Councillor Roger Nordick
- Councillor Amanda Klitch
- Councillor Rob Muench
- Councillor Roger Korte
- Councillor Kelly Herperger (via Zoom)
- City Manager Joe Day
- City Controller/Interim City Clerk Jace Porten
- Marketing and Development Manager Penny Lee
- Director of Public Works Peter Bergquist
- Director of Leisure Services Mike Ulriksen
- Director of Cultural Services Jennifer Fitzpatrick

1 Call To Order

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

Resolution:
2024.086

2 Adopt Agenda

Moved By: Councillor Roger Nordick
Seconded By: Councillor Roger Korte

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Public Acknowledgement

Councillor Nordick acknowledged Breker/Kunz Properties for transforming the trailer park and reinvigorating the area.

4 Public Hearing

Resolution:
2024.087

4.1 Suspend Council Meeting

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

That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:31p.m.

CARRIED

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

4.2 Public Hearing - Humboldt Golf Club Guarantor of Loan

City Controller provided a report on the public hearing, detailing that 10 clear days had been provided for the public hearing and no written submissions were received and no one was present in the galley to speak on the matter.

Resolution: 4.3
2024.088

Resume Council Meeting

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

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:33pm.

CARRIED

5 Approve Minutes

That the Minutes of the Regular Meeting of Council held March 25, 2024 be approved as amended, recorded, and circulated.

Resolution: 5.1
2024.089

Regular Meeting of Council held March 25, 2024

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

That the Minutes of the Regular Meeting of Council held March 25, 2024 be approved as recorded and circulated.

CARRIED

Resolution: 5.2
2024.090

Special Meeting of Council held April 8, 2024

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

That the Minutes of the Special Meeting of Council held April 8, 2024 be approved as recorded and circulated.

CARRIED

6 Delegations - None

7 Correspondence - None

8 Committee Reports

8.1 Vacated Chair

Mayor Behiel vacated the Chair and Deputy Mayor Klitch presided at 5:33pm.

Resolution: 8.2
2024.091

Executive Committee Meeting held April 8th, 2024

That the Minutes of the Executive Committee Meeting held April 8, 2024 be accepted as amended for information.

CARRIED

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

Resolution: 8.3 **Humboldt and District Museum and Gallery Board**
 2024.092
Moved By: Mayor Michael Behiel
Seconded By: Councillor Kelly Herperger

That the minutes of the Humboldt and District Museum and Gallery Board meeting dated March 14th, 2024 be accepted for information and filed.

CARRIED

9 Bylaws

Resolution: 9.1 **Recommendation - City Assessor - 2024 Tax Policy**
 2024.093
Moved By: Mayor Michael Behiel
Seconded By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

Resolution: 9.2 **Bylaw No. 03/2024 - 2024 Taxation Rate Bylaw**
 2024.094
Moved By: Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger

Resolved that Bylaw No. 03/2024, being a bylaw to set the 2024 Taxation Rates, be introduced and read a first time.

CARRIED

Resolution: 9.3 **Bylaw No. 03/2024 - 2024 Taxation Rate Bylaw**
 2024.095
Moved By: Councillor Roger Korte
Seconded By: Councillor Larry Jorgenson

Resolved that No. Bylaw 03/2024, being a bylaw to set the 2024 Taxation Rates, be read a second time.

CARRIED

Resolution: 9.4 **Bylaw No. 03/2024 - 2024 Taxation Rate Bylaw**
 2024.096
Moved By: Councillor Rob Muench
Seconded By: Councillor Kelly Herperger

Resolved that Bylaw No. 03/2024, being a bylaw to set the 2024 Taxation Rates, be given three readings at this meeting.

CARRIED UNANIMOUSLY

Resolution: 9.5 **Bylaw No. 03/2024 - 2024 Taxation Rate Bylaw**
 2024.097
Moved By: Councillor Roger Nordick
Seconded By: Councillor Roger Korte

Resolved that Bylaw No. 03/2024, being a bylaw to set the 2024 Taxation Rates, be read a third time and now be adopted.

CARRIED UNANIMOUSLY

Resolution: 9.6 **Recommendation - City Controller - HGC Guarantor Bylaw Amendment Report**
 2024.098
Moved By: Councillor Larry Jorgenson
Seconded By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

Resolution: 9.7 **Bylaw No. 04/2024 - Amend Bylaw 05/2022 HGC Guarantor Bylaw**
2024.099

Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

Resolved that Bylaw No. 04/2024, being a bylaw to amend Bylaw 05/2022 HGC Guarantor Bylaw, be introduced and read a first time.

CARRIED

Resolution: 9.8 **Bylaw No. 04/2024 - Amend Bylaw 05/2022 HGC Guarantor Bylaw**
2024.100

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

Resolved that Bylaw No. 04/2024, being a bylaw to amend Bylaw 05/2022 HGC Guarantor Bylaw, be read a second time.

CARRIED

Resolution: 9.9 **Bylaw No. 04/2024 - Amend Bylaw 05/2022 HGC Guarantor Bylaw**
2024.101

Moved By: Councillor Larry Jorgenson
Seconded By: Mayor Michael Behiel

Resolved that Bylaw No. 04/2024, being a bylaw to amend Bylaw 05/2022 HGC Guarantor Bylaw, be given three readings at this meeting.

CARRIED UNANIMOUSLY

Resolution: 9.10 **Bylaw No. 04/2024 - Amend Bylaw 05/2022 HGC Guarantor Bylaw**
2024.102

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

Resolved that Bylaw No. 04/2024, being a bylaw to amend Bylaw 05/2022 HGC Guarantor Bylaw, be read a third time and now be adopted.

CARRIED UNANIMOUSLY

9.11 Resumed Chair

Mayor Behiel resumed the Chair, the time being 5:47 p.m.

10 New Business

Resolution: 10.1 **Recommendation - Proclamation - Naturopathic Medicine Week**
2024.103

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

That the Mayor be authorized to proclaim May 12-18, 2024 as "Naturopathic Medicine Week" in the City of Humboldt.

CARRIED

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

Resolution: 2024.104 10.2 Recommendation - Proclamation - National Public Works Week

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

That the Mayor be authorized to proclaim May 19-25, 2024 as "National Public Works Week" in the City of Humboldt.

CARRIED

Resolution: 2024.105 10.3 Recommendation - City Controller - Downtown Business Improvement District 2024 Budget

Moved By: Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger

That the City of Humboldt approve the Humboldt Downtown Business Improvement District (BID) 2024 Budget.

CARRIED

Resolution: 2024.106 10.4 Recommendation - City Controller - Humboldt and District Community Services Parking Request

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

That Council approve the request from Humboldt and District Community Services to supply six parking passes for summer students employed over the summer months.

CARRIED

Resolution: 2024.107 10.5 Recommendation - City Controller - Downtown Street Closure Request

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

That Council approve the request for multiple street closures in 2024 for the purpose of community fundraising barbecues and local performances:

- June 6, 2024, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive.
- July 11, 2024, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive.
- August 15, 2024, Sixth Avenue from Main Street east to back alley. The hours of closure would be from 8AM to 2PM inclusive.
- September 12, 2024, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive.

CARRIED

11 Enquiries

12 Committee of the Whole

Resolution: 2024.108 13 Adjourn

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

That we do now adjourn, the time being 5:57 p.m.

CARRIED

Mayor – Michael Behiel

Interim City Clerk – Jace Porten



City of Humboldt

Meeting Minutes

Executive Committee Meeting May 13, 2024 - 05:30 PM

- Present:**
- Chairperson:** Amanda Klitch
 - Mayor:** Michael Behiel
 - Councillors:** Kelly Herperger
Larry Jorgenson
Roger Korte
Rob Muench
Roger Nordick
 - City Manager:** Joe Day
 - City Controller/Interim City Clerk:** Jace Porten
 - Director of Leisure Services:** Mike Ulriksen
 - Director of Cultural Services:** Jennifer Fitzpatrick
 - Director of Public Works and Utilities:** Peter Bergquist
 - Director of Protective Services:** Mike Kwasnica
 - Marketing and Development Manager:** Penny Lee
 - Community Development Coordinator:** Tanner Zimmerman

1 Call To Order

Chairperson Klitch called the meeting to order at 5:29 p.m.

2 Adopt Agenda

Moved By: Councillor Kelly Herperger

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Delegations

3.1 Andrew Brecker - Land Development Discussion

4 Correspondence - None

5 Reports From Administration

Chairperson – Amanda Klitch

Interim City Clerk – Jace Porten

- 5.1 Director of Protective Services Report**
Moved By: Councillor Larry Jorgenson
That this report be accepted for information and filed.
CARRIED
- 5.2 City Controller's Report**
Moved By: Councillor Roger Nordick
That this report be accepted for information and filed.
CARRIED
- 5.3 Director of Cultural Services Report**
Moved By: Mayor Michael Behiel
That this report be accepted for information and filed.
CARRIED
- 5.4 Marketing & Communications Manager's Report**
Moved By: Councillor Kelly Herperger
That this report be accepted for information and filed.
CARRIED
- 5.5 Director of Leisure Services Report**
Moved By: Councillor Roger Korte
That this report be accepted for information and filed.
CARRIED
- 5.6 Director of Public Works & Utilities Report**
Moved By: Councillor Roger Nordick
That this report be accepted for information and filed.
CARRIED
- 6 New Business**
- 6.1 Recommendation - Leisure Services Director- Project Summary Report**
Moved By: Councillor Kelly Herperger
That this report be accepted for information and filed.
CARRIED
- 6.2 Recommendation - City Controller - Increasing Debt Limit**
Moved By: Mayor Michael Behiel
That the City of Humboldt apply to the Saskatchewan Municipal Board to increase the City's debt limit by \$13 million, up to \$28 million, so that the City can facilitate the borrowing necessary for the wastewater treatment facility as well as maintaining borrowing capacity for other municipal needs that will likely occur in the near future.
CARRIED

Chairperson – Amanda Klitch

Interim City Clerk – Jace Porten

6.3 Recommendation - Community Safety Officer & Director of Protective Services - Review of Pest Control Policies

Moved By: Mayor Michael Behiel

That the matter is referred back to administration to further explore other pest control opportunities.

CARRIED

7 Enquiries

8 Committee of the Whole

Moved By: Councillor Rob Muench

That we sit in a private session as Committee of the Whole, the time being 7:13 p.m.

CARRIED

8.1 Authority

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

8.2 Present in the Committee of the Whole

Chairperson Amanda Klitch, Mayor Michael Behiel, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Roger Korte, City Manager Joe Day, City Controller/Interim City Clerk Jace Porten, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, Fire Chief/ Director of Protective Services Mike Kwasnica, Marketing and Development Manager Penny Lee, and Community Development Coordinator Tanner Zimmerman

8.3 Delegation - Crosby Hanna & Associates - Area Structure Plan

8.4 Marketing & Development Manager - Recommendation from Memorials Committee

8.5 Revert

Moved By: Councillor Kelly Herperger

That Council revert to the Regular Meeting, the time being 8:08 p.m.

CARRIED

8.6 Recommendation - Marketing & Development Manager - Recommendation from Memorials Committee

Moved By: Councillor Roger Korte

That, as recommended by the Memorials Committee, the 2 positions for members of the Public Art Committee be replaced with 2 members of the Public at Large; and further that Penny Lee, Marketing and Development Manager, replace Jennifer Fitzpatrick, Director of Cultural Services as Administrative Liaison.

CARRIED

Chairperson – Amanda Klitch

Interim City Clerk – Jace Porten

9 Next Meeting

It was noted that the next Executive Committee Meeting will be held June 10th, 2024 at 5:30 p.m.

10 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 8:10 p.m.

CARRIED

Chairperson – Amanda Klitch

Interim City Clerk – Jace Porten



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on May 9, 2024, commencing at 9:00 am at the Gallery



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Susan Bellamy
Karen Siermachesky
Kevin Garinger
Aaron Lukan
Larry Jorgenson – Council Rep.
Jennifer Fitzpatrick – Director
- REGRETS:** Ivan Buehler sent his regrets.
- CALL TO ORDER:** Carol called the meeting to order at 9:04 AM.
- LAND**
- ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Siermachesky / Lukan:
That the agenda of May 9, 2024, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- ACKNOWLEDGEMENTS:** Susan acknowledged Jennifer Fitzpatrick – and offered congratulations on the success in procuring significant funding as a result of our first application to the Sk Arts Professional Arts Organization Program – Lite. The Gallery will receive \$11,000 for 2024 and \$11,000 for 2025 programming.
- Carol acknowledged and thanked Susan and Karen for the joint presentation of the Annual Report to Council, and to the volunteers who attended the meeting. Carol was also thanked for this presentation.
- Carol acknowledged and congratulated Jennifer for being honoured at the inaugural Arts of Celebration event of SK Arts which recognizes artists, arts leaders and organizations across the province who have made a significant artistic achievement or contribution within the last 18 months in all arts disciplines. The event will be held at Darke Hall in Regina on May 27 to celebrate the contributions made to enhance our quality of life through the arts in the province.
- ADOPT MINUTES:** Garinger / Bellamy:
That the minutes of March 14, 2024, Humboldt & District Museum & Gallery be adopted as presented.
Motion Carried
- BUSINESS ARISING:** Carol inquired about the results of the Job Evaluation. The results were shared by Jennifer and Larry. The Board discussed additional aspects of the Director’s position.
- JOB EVALUATION:**
- DIRECTOR’S REPORT:** Jennifer provided an overview of her report, highlighting new exhibits and community programming, grants, and maintenance issues.
- The Director’s report was received for information.
- FINANCIAL STATEMENT:** The financial statement was received for information.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE** There was nothing to report at this time.

Chairperson’s initials

Museum Minutes for May 9, 2024, Page 2

- FRIENDS OF THE MUSEUM REPORT:** Karen reported on a recent meeting with the Friends Executive to discuss plans for funding projects for 2024, and the upcoming 25th anniversary of the Festival of Wreaths.
- FOUNDATION REPORT:** Carol reported that John Scott is preparing the financial statements.
- ORIGINAL HUMBOLDT REPORT:** Jennifer reported on the plans for the archaeological fieldschools and spring programs at the site.
- SPORTS HALL OF FAME REPORT:** Aaron was congratulated on a fantastic Induction Banquet. There are no results to date on the MAP grant.
- PUBLIC ART COMMITTEE REPORT:** Jennifer provided a brief overview of the committee’s recent meeting and the projects planned for 2024. The 2024 financial statement was received for information.
- WATER TOWER COMMITTEE REPORT:** Susan provided an overview of the plans for the admission fees, hours of operation, events, programs, and fundraising plans, following the committee meeting. The 2024 financial statement was received for information.
- COUNCIL REPORT:** Larry thanked everyone for the presentation of the Annual Report to Council.
- OTHER BUSINESS:** There was no other business.
- NEXT MEETING:** The next regular meeting for the Board will be June 13, 2024, at 10:30 am at the Gallery.
- ADJOURNMENT:** Garinger / Siermachesky:
That the meeting adjourn at 10:04 AM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary



CITY OF HUMBOLDT REPORT

TITLE: Bylaw No. 05/2024 – A Bylaw to Provide for the Collection of Fees for Mobile Homes

PREPARED BY: Donna Simpson, Assessor

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 27th, 2024

RECOMMENDATION

That this report be received and filed as information in support of the recommendation to adopt the Mobile Home Fee Bylaw No. 05/2024, repeal Bylaw No. 19/1997, and to rescind Policy #4120.

BACKGROUND

Section 270.1 of *The Cities Act* allows a Council to collect fees for mobile homes located in a mobile home park/manufactured home court within the City of Humboldt as an alternative to taxation.

CURRENT SITUATION

Over the past year, the owner of the Southern Pine Acres mobile home park has been revitalizing the mobile home park and has moved in a number of mobile homes causing the policy to become quite lengthy. Since mobile home fees are required by Section 270.1 of *The Cities Act* to be set by bylaw, Policy #4120 is not needed and should be rescinded. Bylaw No. 05/2024 has clearly defined the method in which mobile home fees will be collected in the City of Humboldt.

OPTIONS

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

COMMUNICATION AND ENGAGEMENT

None.

ATTACHMENTS

1. Proposed Bylaw No. 05/2024 A Bylaw to Provide for the Collection of Fees for Mobile Homes.
2. Policy #4120 – 2024 Mobile Home Fees.
3. Bylaw 19.1997 A Bylaw to Provide for the Licensing of Occupants of Trailers and Mobile Homes.



FINANCIAL IMPLICATIONS

None - mobile home fees will continue to be collected from the owner of the mobile home park in the same manner as they have been.

CONCLUSION

Bylaw No. 05/2024 clearly states the manner in which mobile home fees are calculated and collected in the City of Humboldt. By approving Bylaw No. 05/2024, it will supersede Policy #4120, rendering it ineffective, therefore Policy #4120 should be rescinded in its entirety.



CITY OF HUMBOLDT POLICY #4120

TITLE: 2024 Mobile Home Fees

ADOPTED BY: Council

ORIGIN: Administration

REVIEWED BY: Administration

JURISDICTION: City of Humboldt

EFFECTIVE DATE: January 1, 2024 AMENDED: April 30th, 2024

ADDRESS	TAXABLE ASSESSMENT	MONTHLY FEE
#1 & 2 Southern Pine Acres	77,970	135.00
#5 Southern Pine Acres	72,400	129.00
#7 Southern Pine Acres	64,000	120.00
# 8 Southern Pine Acres	22,480	77.00
#11 Southern Pine Acres	49,600	105.00
#12 Southern Pine Acres	106,290	165.00
#14 Southern Pine Acres	38,240	93.00
#16 Southern Pine Acres	38,080	93.00
#21 Southern Pine Acres	32,240	87.00
#22 Southern Pine Acres	36,000	91.00
#23 Southern Pine Acres	51,520	107.00
#24 Southern Pine Acres	34,720	90.00
#25 Southern Pine Acres	96,000	153.00
#26 Southern Pine Acres	34,800	90.00
#27 Southern Pine Acres	70,330	127.00
#28 Southern Pine Acres	70,600	127.00
#29 Southern Pine Acres	50,500	106.00
#30 Southern Pine Acres	58,500	114.00
#31 Southern Pine Acres	28,480	83.00
#32 Southern Pine Acres	80,040	137.00
#33 Southern Pine Acres	67,120	123.00
#40 Southern Pine Acres	91,190	148.00
#42 Southern Pine Acres	44,800	100.00
#43 Southern Pine Acres	73,980	130.00
#44 Southern Pine Acres	83,120	140.00
#45 Southern Pine Acres	44,160	99.00
		\$2,969.00

Pursuant to Bylaw No. 19/97
Taxable Assessment x Total Mill Rate = Monthly Fee (Rounded to dollar.)
12 months

2024
Municipal Mill Rate: 10.035
Residential Mill Rate Factor: 0.828
School Rate: 4.54
Base Tax: \$500.00 Infrastructure Levy: \$ 160.00

TOWN OF HUMBOLDT

BYLAW NO. 19/97

A BYLAW TO PROVIDE FOR THE LICENSING OF OCCUPANTS OF TRAILERS AND MOBILE HOMES

That Council of the Town of Humboldt, in the Province of Saskatchewan, enacts as follows:

1. The occupant of every trailer or mobile home used for residential purposes within the confines of the Town of Humboldt shall within thirty days from the date of entry into the Town register himself as occupant of such trailer or mobile home with the Town Administrator or Clerk of the municipality, and obtain a license.
2. Notwithstanding the provisions of Section 1, where the trailer or mobile home is parked in a trailer park or camp licensed by the municipality, the occupant of such trailer or mobile home shall register himself with the owner or operator of such park or camp and pay to him the prescribed fee for a license.
3. The fee for a license shall be based on the assessment of the trailer or mobile home used for residential purposes.
4. This Bylaw shall, upon final passing thereof, come into force and take effect on the 1st day of January, 1998.
5. Bylaw No. 13/84 is hereby repealed, effective January 1, 1998.
6. Any person found guilty of an infraction of any provision of this bylaw, shall be subject to the penalties provided in the General Penalty Bylaw of the Town of Humboldt.

Introduced and read a first time this 23rd day of December, 1997.

Read a second time this 23rd day of December, 1997.

Read a third and final time this 13th day of January, 1998.

Mayor: Douglas Still

Town Administrator: Willard Struck

CITY OF HUMBOLDT

BYLAW NO. 05/2024

A BYLAW TO PROVIDE FOR THE COLLECTION OF FEES FOR MOBILE HOMES

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

1. This Bylaw shall be known and referred to as the “Mobile Home Fee Bylaw” of the City of Humboldt.
2. Pursuant to Section 270.1 of *The Cities Act*, the City may collect fees for mobile homes located in a mobile home park/manufactured home court within the City of Humboldt from the owner of the property as an alternative to taxation.
3. The fee shall be based on the assessment of the mobile home and be consistent with the annual taxation of residential properties within the City of Humboldt.
4. This Bylaw shall, upon final passing thereof, come into force and take effect on the 27th day of May, 2024.
5. Bylaw 19/97 is hereby repealed, effective May 27th, 2024.
6. Any fee unpaid after 90 days will, along with monthly interest charges, be added to the tax roll of the land on which the mobile home park/manufactured home court is situated.

Introduced and read a first time this 27th day of May, 2024.

Read a second time this 27th day of May, 2024.

Read a third and final time this 27th day of May, 2024.

Mayor: Michael Behiel

Interim City Clerk: Jace Porten



CITY OF HUMBOLDT

PROCLAMATION

WHEREAS: The City of Humboldt is a diverse, accepting, and safe community for residents and visitors alike;

AND WHEREAS: Pride is a global movement that stands for equality and celebration of diversity for lesbian, gay, bisexual, trans, intersex, queer, questioning, two-spirited and their allies;

AND WHEREAS: Pride is a way to honour and respect all people regardless of gender identity or sexual orientation, to recognize our differences and uniqueness and to promote and build community through education and understanding.

NOW THEREFORE: the Council for the City of Humboldt does hereby proclaim the week of June 10th to June 16th as "**Humboldt Pride 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 27th day of May, 2024.

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:** I, Michael Behiel, Mayor of the City of Humboldt do hereby proclaim the month of June 2024 as **“Recreation and Parks Month”** in the City of Humboldt.

Mayor – Michael Behiel

CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to Boards, Committees and City Positions
PREPARED BY: Jace Porten, Interim City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 27, 2024

RECOMMENDATION

That Shelby Kiefer be appointed to the Humboldt Downtown Business Improvement District Board on a two-year term expiring January 31, 2026,

and that Kelsey Rebryna of Municode be added to the list of appointed Building Inspectors for the City of Humboldt, pursuant to provincial requirements.

BACKGROUND

Council must annually approve the appointment of the various City positions that require a resolution pursuant to provincial requirements and city policies, which is typically done annually at the January Council meetings.

CURRENT SITUATION

The City was advised that Downtown Business Improvement District Board received an application from Shelby Kiefer, and that she qualifies to fill a vacant position that existed on that Board.

The City was advised that Kelsey Rebryna was hired by Municode. Municode conducts the Level 3 building inspections for the City of Humboldt, and according to Provincial regulations the Council for a municipality must appoint the building inspectors that will work in the community.

Upon Councils approval, the boards and committees that require council appointments have been filled except for two vacancies for the Reid-Thompson Library. The City had previously put out a call on its website looking for additional board members.

OPTIONS

1. Approve the recommendation.
2. To amend appointments to the boards and committees.



COMMUNICATION AND ENGAGEMENT

If the recommendation is adopted by City Council for the board and committee appointments, a letter of notification will be sent to the Board Member.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The City of Humboldt has authority over a number of boards and committees which require a resolution for the approval of its appointees, as well as to City positions, on an annual basis.

CITY OF HUMBOLDT REPORT

TITLE: Increasing the City's Established Debt Limit

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 27, 2024

RECOMMENDATION

That the City of Humboldt apply to the Saskatchewan Municipal Board to increase the City's debt limit by \$13 million, up to \$28 million, so that the City can facilitate the borrowing necessary for the wastewater treatment facility as well as maintaining borrowing capacity for other municipal needs that will likely occur in the near future.

BACKGROUND

Debt Limits for Saskatchewan Cities are established by the Saskatchewan Municipal Board, and can be increased, decreased or exceeded upon request. The City of Humboldt currently has an established debt limit of \$15-million.

As of December 31, 2023 the City's long-term outstanding debt is approximately \$2.54-million, however the City also guarantees the repayment of two loans which factor against the available limit and the City's ability to borrow. In 2018, the City guaranteed a Humboldt & District Fire Protection Association with a balance outstanding at \$32,375. In 2022, the City guaranteed a Humboldt Golf Club Inc. loan which had an outstanding balance of approximately \$227,288 at 2023 year-end.

The City's available debt limit as of December 31, 2023 is approximately \$12.2 million.

CURRENT SITUATION

The City is anticipating an upcoming loan for the construction of the new Wastewater Treatment System, and the additional required upgrades to Lift Stations 1 + 4. The estimated total cost of the upgrades is \$40-million, of which nearly \$25-million will be covered by the Federal and Provincial Government through the Investing in Canada Infrastructure Plan.

Through the end of 2023, approximately \$1.7-million had been spent on the project and already funded through reserve contributions, leaving the City to fund approximately \$13.3-million to complete the project.

With anticipated growth in Humboldt's future, the City may be required to invest further in other infrastructure capital for this growth. Some of those expenditures may be offset from revenue collected from Off-site levies, but the delay in collecting those levies could necessitate that the City seek additional loans in the interim.

While the City is not seeking borrowing for operational funding, as per the Cities Act Division 6, Section 136, a City is allowed to borrow up to two times the amount of Taxes and Unconditional Grants received in the in the year of borrowing to fund operational expenditures, which according to the unaudited 2023 Financial Statements would equate to approximately \$22-million. The City's current "operational" debt limit is set at \$15 million.

The wastewater treatment upgrade represents such a significant capital project that it justifies an increase to the debt limit related to the approximately \$13 million of borrowing that it will require. Administration recommends that the City of Humboldt request that the Saskatchewan Municipal Board approve an increase the current debt limit of \$13 million, to bring the total debt limit to \$28-million.

OPTIONS

1. Approve the recommendation and increase the debt limit to \$28-million.
2. Reject the recommendation of increasing the debt limit to \$28-million.
3. Suggest a different increase to the City's debt limit.

COMMUNICATION AND ENGAGEMENT

Apply to the Saskatchewan Municipal Board to increase the City's established debt limit.

ATTACHMENTS

N/A

FINANCIAL IMPLICATIONS

There are no financial implications of accepting this report.

CONCLUSION

The City of Humboldt may have to incur extensive capital expenditures to further facilitate growth. Increasing the debt limit for the borrowing required by the wastewater treatment plant will allow the City the ability to take on more debt if the City is in a position of needing to.



CITY OF HUMBOLDT REPORT

TITLE: 2023 Year-End Reserve Update
PREPARED BY: Jace Porten, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 27, 2024

RECOMMENDATION

That the 2023 Year-End Reserve Transfers be approved as presented, including an allocation of \$499,225 to the Contingency Reserve.

BACKGROUND

As a part of the year-end process, the City of Humboldt balances the Appropriated Reserves to the year-end balance of Cash. The individual reserve transactions are not subjected to audit, however completion of Schedule 8 is required to complete the 2023 Audited Financial Statements.

CURRENT SITUATION

The 2023 annual budget anticipated \$3,917,270 in contributions to reserves with \$3,961,790 in draws, for a net draw from reserves of \$44,520. At the conclusion of 2023, the total contributions to reserves were \$5,222,489, with the total draw from reserves being \$7,087,804, for a net draw of \$1,865,315. The variance of the budgeted vs actual is largely due to capital projects approved in prior budgets.

The following tables provide tracking of all reserve transfers that net to the \$1,865,315 calculated draw.

Contingency Reserve

Table with 4 columns: Activity, Budgeted, Actual, Explanation. Rows include Contribution (40,140), Contribution (0), Draw (0), and Total (40,140, 345,396).

Memorial Reserve - Bronco Tribute Campaign

Activity	Budgeted	Actual	Explanation
Contribution	0	407,681	Donations received – unbudgeted
Contribution	0	63,068	Bank account interest earned – unbudgeted
Draw	0	(34,090)	Campaign Expenditures – unbudgeted
Total:	0	436,659	Contribution to Reserve

Land Development

Activity	Budgeted	Actual	Explanation
Contribution	290,000	218,927	Proceeds on Land Development Cost Centre
Total:	290,000	218,927	Contribution to Reserve

Building and Equipment Refurbishment

Activity	Budgeted	Actual	Explanation
Contribution	250,000	250,000	Contribute for the future replacement or refurbishment of the City's existing buildings
Total:	250,000	250,000	Contribution to Reserve

Street Redevelopment

Activity	Budgeted	Actual	Explanation
Contribution	1,395,700	1,564,099	Canadian Community Building Fund (Gas Tax), Roadway Levy, Infrastructure Levy.
Draw	(344,200)	(380,651)	14th St Road (6th to 8th Ave) Roadwork
Draw	(469,000)	(4,500)	4th Ave Road (10th to 14th St) Roadwork
Draw	(20,000)	0	102 nd St Gravel – Costs were covered within operations
Draw	(60,000)	0	Main St Railway Crossing – Project didn't proceed
Draw	(112,000)	(43,204)	12th Ave Road (21st St to Peck Rd) Roadwork
Draw	(183,600)	(207,712)	11th St Road (6th to 8th Ave) Roadwork
Draw	0	(84,352)	12th St Road (3rd to 4th Ave) Roadwork – approved after budget
Draw	0	(5,490)	Purchase of Road Sign Trailer – approved after budget
Total:	206,900	838,189	Contribution to Reserve

Stormwater Levy

Activity	Budgeted	Actual	Explanation
Contribution	345,930	374,962	Surplus of Storm Water Operations
Draw	(1,515,340)	(1,266,311)	Carl Schenn Storm Retention Pond
Total:	(1,169,410)	(891,349)	Draw from Reserve

Cemetery

Activity	Budgeted	Actual	Explanation
Contribution	7,380	13,381	Proceeds of the Cemetery Cost Centre
Draw	0	(205,071)	Columbarium purchase – prior yr project
Total:	7,380	(191,691)	Draw from Reserve

Cemetery – SEC

Activity	Budgeted	Actual	Explanation
Draw	0	(590)	One burial at the St Elizabeth’s Cemetery - unbudgeted
Total:	0	(590)	Draw from Reserve

Parks and Playgrounds

Activity	Budgeted	Actual	Explanation
Contribution	250,000	250,000	Contribution for future park development
Contribution	0	48,325	Bill Brecht Playground Replacement, donations received – prior yr project
Draw	(25,000)	(11,880)	North Hospital Park Development
Draw	0	(303,984)	Outdoor Washroom/Concession – prior yr project
Draw	0	(153,912)	Outdoor Rink and Multi-Sport Court Facility – prior yr project
Draw	0	(60,957)	Bill Brecht Playground – prior yr project
Draw	0	(29,393)	Water Ridge Trail – prior yr project
Draw	0	(190,000)	HGC Operations Support Payment - unbudgeted
Total:	225,000	(463,801)	Draw from Reserve

Uniplex

Activity	Budgeted	Actual	Explanation
Contribution	0	50,000	Donation made to Uniplex – unbudgeted
Draw	0	(13,000)	Centennial Park Power Pack – approved after budget
Total:	0	37,000	Contribution to Reserve

Water Tower

Activity	Budgeted	Actual	Explanation
Contribution	0	(19,948)	Deficit of Water Tower Operations
Total:	0	(19,948)	Draw from Reserve



Original Humboldt

Activity	Budgeted	Actual	Explanation
Draw	0	7,831	Surplus of Original Humboldt Operations
Total:	0	7,831	Contribution to Reserve

Library

Activity	Budgeted	Actual	Explanation
Contribution	10,000	10,000	Yearly Contribution for Façade Replacement
Draw	0	(3,928)	Preliminary Façade Replacement work – prior yr project
Total:	10,000	6,072	Contribution to Reserve

Protective Services Fleet

Activity	Budgeted	Actual	Explanation
Contribution	77,410	102,902	Surplus of Protective Services Fleet Operations
Draw	(60,000)	(74,949)	Purchase of C11J Replacement – Command Unit
Draw	0	(20,494)	Purchase of Drone Replacement – approved after budget
Total:	17,410	7,459	Contribution to Reserve

Transit Fleet

Activity	Budgeted	Actual	Explanation
Contribution	5,000	6,961	Surplus of Transit Fleet Operations
Total:	5,000	6,961	Contribution to Reserve

Leisure Services Fleet

Activity	Budgeted	Actual	Explanation
Contribution	76,320	86,935	Surplus of Leisure Services Fleet Operations
Draw	(65,000)	(56,029)	Purchase of L181 – Parks General Use
Draw	(57,750)	0	Purchase of L126 – Parks General Use – Purchase delayed
Draw	(80,000)	(95,986)	Purchase of L244 – Parks Skidsteer
Total:	(126,430)	(65,080)	Draw from Reserve

Public Works Fleet

Activity	Budgeted	Actual	Explanation
Contribution	245,290	250,387	Surplus of Public Works Fleet Operations
Draw	(150,000)	0	Purchase of P320 – Medium Truck – Unit on Order
Draw	0	(219,849)	Purchase of P341 – Heavy Truck – prior yr
Draw	0	(219,849)	Purchase of P351 – Heavy Truck – prior yr
Total:	95,290	(189,311)	Draw from Reserve

Utility - Contingency

Activity	Budgeted	Actual	Explanation
Contribution	445,500	498,950	Utility Operations and Taxation Surplus for Watermain Replacement
Contribution	478,600	478,600	Wastewater (Lagoon) Project contributions
Draw	(471,200)	(375,056)	11th Street Watermain project
Draw	(90,000)	(127,221)	12th Ave Watermain project
Draw	(152,900)	(142,017)	Sewer Main Lining project
Draw	(105,800)	(109,267)	Leak Monitoring System
Draw	0	(367,840)	3rd Ave Watermains project – approved after budget
Draw	0	(108,676)	12th St Watermains project – approved after budget
Draw		(1,329,067)	Wastewater (Lagoon) Project
Total:	104,200	(1,581,594)	Draw from Reserve

Off Sites - Water

Activity	Budgeted	Actual	Explanation
Contribution	0	25,055	Portion of Collected Offsite Levies (33.7%)
Total:	0	25,055	Contribution to Reserve

Off Sites – Waste Water

Activity	Budgeted	Actual	Explanation
Contribution	0	28,103	Portion of Collected Offsite Levies (37.8%)
Total:	0	28,103	Contribution to Reserve

Off Sites – Storm Water

Activity	Budgeted	Actual	Explanation
Contribution	0	2,453	Portion of Collected Offsite Levies (3.3%)
Total:	0	2,453	Contribution to Reserve

Off Sites – Transportation

Activity	Budgeted	Actual	Explanation
Contribution	0	5,948	Portion of Collected Offsite Levies (8.0%)
Total:	0	5,948	Contribution to Reserve

Off Sites – Parks & Recreation

Activity	Budgeted	Actual	Explanation
Contribution	0	12,788	Portion of Collected Offsite Levies (17.2%)
Total:	0	12,788	Contribution to Reserve

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

Draft of Schedule 8 Consolidated Schedule of Accumulated Surplus, for the year ended December 31, 2023.

FINANCIAL IMPLICATION

There are no direct financial implications of this report.

CONCLUSION

Recommend that the 2023 Year-End Reserve Update be accepted as presented.

	2022	Changes	2023
UNAPPROPRIATED SURPLUS (DEFICIT)	(458,333)	1,061,157	602,824
APPROPRIATED RESERVES			
Operating:			
Contingency Reserve	1,844,621	(345,396)	1,499,225
Memorial Reserve - Bronco Tribute Centre	920,744	436,659	1,357,403
Operating Reserve	2,765,365	91,263	2,856,627
Capital:			
General Government Services			
Land Development	1,377,091	218,927	1,596,018
Land Development - Pavement	192,901	-	192,901
Land Development - Municipal Reserve	155,508	-	155,508
Building and Equipment	254,128	250,000	504,128
General Government Reserve	1,979,627	468,927	2,448,554
Transportation Services			
Street Redevelopment	(1,059,064)	838,189	(220,875)
Stormwater Levy	1,783,707	(891,349)	892,358
Infrastructure Levy Reserve	702,683	-	702,683
Transportation Reserve	1,427,326	(53,160)	1,374,166
Environmental and Public Health Services			
Cemetery	48,871	(191,691)	(142,820)
Cemetery - SEC Capital Reserve	106,092	(590)	105,502
Environmental and Public Health Reserve	154,963	(192,281)	(37,318)
Recreation and Culture Services			
Recreation Administration	-	-	-
Parks and Playgrounds	386,897	(463,801)	(76,904)
Uniplex	63,000	37,000	100,000
Museum	25,067	-	25,067
Museum - Humboldt Public Art Committee	29,959	-	29,959
Museum - Water Tower	67,727	(19,948)	47,779
Original Humboldt	48,017	7,831	55,848
Multipurpose/Theatre	41,178	-	41,178
Library	85,577	6,072	91,649
Recreation and Culture Services Reserve	747,422	(432,845)	314,576
Appropriated Reserves subtotal	7,074,702	(118,096)	6,956,606

	2022	Changes	2023
Appropriated Reserves subtotal from previous page	7,074,702	(118,096)	6,956,606
Fleet			
Protective Services Fleet	(53,569)	7,459	(46,110)
Corporate Service Fleet	29,124	-	29,124
Transit Fleet	11,288	6,961	18,249
Leisure Services Fleet	39,899	(65,080)	(25,182)
Public Work Fleet	235,605	(189,311)	46,294
Fleet Reserve	262,347	(239,972)	22,376
Utility			
Utility - Contingency	2,050,882	(1,581,594)	469,288
Utility - Public Reserve	44,487	-	44,487
Utility Reserve	2,095,369	(1,581,594)	513,775
Off Site Fees			
Off Sites - Water	251,203	25,055	276,258
Off Sites - Waste Water	281,765	28,103	309,868
Off Sites - Storm Water	24,598	2,453	27,051
Off Sites - Transportation	59,632	5,948	65,580
Off Sites - Parks & Recreation Facilities	128,209	12,788	140,997
Off Site Fees Reserve	745,407	74,347	819,754
Total Appropriated	10,177,825	(1,865,315)	8,312,510
NET INVESTMENT IN TANGIBLE CAPITAL ASSETS			
Tangible capital assets	52,581,508	3,432,699	56,014,207
Less: Related debt	(2,760,152)	220,920	(2,539,232)
Net Investment in Tangible Capital Assets	49,821,356	3,653,619	53,474,975
Total Accumulated Surplus	59,540,848	2,849,461	62,390,309



CITY OF HUMBOLDT REPORT

TITLE: Payment Authorization Policy #1095 Update
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 27, 2024

RECOMMENDATION

That the Payment Authorization Policy #1095 as attached be adopted as amended.

BACKGROUND

In 2022, Council adopted the Payment Authorization Policy to ensure controls were in place to limit any potential risk of fraud while allowing administration to maintain an efficient process with a more uniformed set of controls for all payment methods. The policy required two signing authorities to approve all payments, changes in authorizations, etc.

CURRENT SITUATION

Administration has been operating with only two approved signing authorities in the absence of the Director of Corporate Services. Recently the temporary position of City Controller was created, and the Finance Manager position was filled on a term basis. As per the policy, the City Controller is not an approved signing authority.

The amending of this policy adds the position of City Controller as an approved signing authority, further it will allow Administration to authorize the term Finance Manager as a signing authority with RBC, allowing Administration to follow the policy while allowing for flexibility in the absence of one of the approved signing authorities.

OPTIONS

- Approve the recommendation as presented.
- Reject the recommendation.

ATTACHMENTS

- Payment Authorization Policy #1095

COMMUNICATION AND ENGAGEMENT



Update the approved signing authorities with RBC.

FINANCIAL IMPLICATION

There are no financial implications of accepting this recommendation.

CONCLUSION

That the Payment Authorization Policy be adopted as amended and administration be authorized.

CORPORATE POLICY



Policy Title:		Adopted By:	Policy Number:	
Payment Authorization Policy		Council	1095	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	September 26, 2022	1 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Executive Committee				

1.0 Purpose:

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

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

2.0 Definitions:

2.1 “City” refers to the City of Humboldt.

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

2.3 “EFT” refers to Electronic Funds Transfer.

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

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

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

3.0 Policy:

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

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

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

3.4 The Accounts Supervisor is responsible for reviewing the payment request paperwork, entering payment information into the finance software, printing cheques, creating EFT

Policy Title:		Adopted By:	Policy Number:	
Payment Authorization Policy		Council	1095	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	September 26, 2022	2 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Executive Committee				

payment files, and controlling the blank cheque stock, all in accordance with the City’s policies.

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

4.0 Segregation of Duties:

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

5.0 Invoice Approval

- 5.1** Invoices received by the City will be date-stamped and then forwarded to the appropriate department for review and authorization to pay.
- 5.2** Each Department should promptly review each invoice for accuracy, identify the general ledger (GL) account that should be debited, attach a copy of the purchase order (PO) and/or other supporting documents, and obtain Department Head, Manager, or Supervisor signature. The Department Head, Manager, or Supervisor

Policy Title:		Adopted By:	Policy Number:	
Payment Authorization Policy		Council	1095	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	September 26, 2022	3 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Executive Committee				

who signs-off must have knowledge of the transaction and authority to approve the purchase subject to the City’s Purchasing Policy.

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

6.0 Timesheet Approval

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

7.0 Payment Method Approval

7.1 Petty Cash

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

7.2 Credit Card

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

7.3 Electronic Funds Transfer

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

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

Policy Title:		Adopted By:	Policy Number:	
Payment Authorization Policy		Council	1095	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	September 26, 2022	4 of 4	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
Executive Committee				

by the Accounts Supervisor and will be verified and approved by a Signing Officer.

7.3.a.2 The vendor enrollment form will represent a \$.01 invoice and a test EFT payment will be sent to the vendor to confirm the banking information is correct and all subsequent invoices from that vendor shall be paid through EFT. If a vendor changes banking information, the City will repeat the full EFT enrollment process.

7.3.b EFT payments are the preferred method for processing employee pay.

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

7.4 Cheques

7.4.a Cheques will continue to be an acceptable payment method in instances when a vendor does not provide the City banking information for EFT payment.

7.4.b Cheque batches will be created and uploaded by the Accounts Supervisor and will require the approval of two separate signing officers prior to issuance.

7.5 Online Bill Payment

7.5.a Online bill payments are an acceptable payment method for payments to a School Division, the Ministry of Finance, the Canadian Revenue Agency, or any other government authority where the payment can be processed online.

7.5.b Any amounts payable through online bill payments will be calculated by the respective City staff with knowledge of the transaction, uploaded by a delegated Corporate Services employee, and subjected to dual authorisation by two signing officers.

7.6 Pre-Authorized Payment

7.6.a This payment type is unique to the payment of utility bills, credit card statements, or loans. For these payments, the City has authorized external organizations to withdraw an amount from the City’s bank account on an on-going scheduled basis.

7.6.b The setup of this payment type must be approved by two signing officers.

CORPORATE POLICY



Policy Title:		Adopted By:	Policy Number:
Payment Authorization Policy		Council	1095
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Corporate Services	City of Humboldt	September 26, 2022	5 of 4
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Executive Committee			

8.0 Reporting

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



CITY OF HUMBOLDT REPORT

TITLE: 2024 Summer Sizzler Parade Route Request

PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: Council

DATE: May 27, 2024

RECOMMENDATION

That the route for the Summer Sizzler Parade on Saturday, June 29th be approved as attached.

BACKGROUND

The City has included a Saturday morning parade within the Summer Sizzler event nearly every year. The parade runs a route that follows many of the main arteries including main street and 16th Street, allowing residents to spread out throughout the community to take in the event.

CURRENT SITUATION

For 2024, the Humboldt Chamber of Commerce will be running the parade. Historically, the City has organized and run the parade, but with the event being heavily geared towards and supported by the business community, it is a great fit to see the Chamber organization take the lead.

We are requesting that Council make a resolution to approve the proposed parade route as indicated below. The parade route will be returning to the route used prior to 2023, beginning at the post office along main street and ending near the Uniplex. The parade entries will begin the lineup procedure at 8:30 am, using 5th Avenue between main street and 2nd Street as its starting point. The Parade will begin at 9:30 am. The estimated time of the parade is 1.5 hrs and the route will run as follows:

Line up: 5th Avenue from Main Street to 2nd Street

Start: Post Office at Main Street and 5th Avenue

Route: North on 8th Street to 11th Avenue (Crossing Hwy 5)

West on 11th Avenue to 16th Street



South on 16th Street to 6th Avenue (Crossing Hwy 5)

End: Intersection of 6th Avenue and 16th Street

The Humboldt Fire Department and Public Works will be contacted to assist with barricades for the event. Humboldt RCMP will be contacted to lead the parade.

OPTIONS

1. Approve the recommendation.
2. Provide alternative direction to Administration.

ATTACHMENTS

1. Appendix: Parade Route Map

COMMUNICATION AND ENGAGEMENT

The Summer Sizzler marketing will include the changes to the parade route and organization leading the event.

FINANCIAL IMPLICATION

There is no financial impact associated with this recommendation.

CONCLUSION

As usual, we expect the parade to be well attended and is a great annual staple within the Summer Sizzler event.

CITY OF HUMBOLDT REPORT

TITLE: Road Closure Request – Living Skies Music Festival
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 27, 2024

RECOMMENDATION

That the requested road closure of 5th Avenue from Peck Road to the HCI teacher parking lot entrance June 15th from 8:00am to midnight for the Living Skies Music Festival be approved.

BACKGROUND

In 2023, Council approved hosting a one-day music festival within the community, which will take place on June 15th. The event will take place at the Humboldt Uniplex, within ball diamond #2. The event will be a full day of music, with a number of well-known artists both locally and from across the Country.

CURRENT SITUATION

To ensure the safety of patrons attending the event and to eliminate concerns with traffic operating along 5th Avenue near the event stage, Administration is seeking the closure of this roadway for the duration of the event. Parking will be restricted to the HCI parking areas, and the north main parking lots on the property. Attendees will not be able to park in the south curling rink parking lot as this will be blocked off for event personnel and staff.

Attendees will have access to the parking areas off Hwy 5 and 17th Street. Access to the HCI student and teacher parking lots will also be available for traffic to access off 5th Avenue.

OPTIONS

1. Approve the recommendation.
2. Provide alternative direction to Administration.



ATTACHMENTS

1. Appendix: Parking Map

COMMUNICATION AND ENGAGEMENT

We will communicate this closure along with our promotion of the event as we near the event. The closure will likely be anticipated so it should have limited impact on those attending the event.

FINANCIAL IMPLICATION

There is no financial impact associated with this recommendation.

CONCLUSION

We are looking forward to hosting this event in our community and it should not only bring significant traffic to the City but will also once again showcase the types of events that we are able to host. The City will work with the other departments to ensure that the logistics for the event are well managed. The event promotor will also be bringing upwards of 40-50 security personnel to the site to assist with the various areas for the event, which will assist in ensuring crowds are managed effectively.

Appendix: 2024 Living Skies Music Festival Street Closure Map



- Access points off Hwy 20 and 17th Street to the grounds
- Parking also available in HCI student and teacher parking lots
- Concert Area includes stage, spectator areas, washrooms, bar and vendor area
- Orange marks denote barricade locations for the street closures



CITY OF HUMBOLDT REPORT

TITLE: Road Closure Request – Summer Sizzler Fireworks
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 27, 2024

RECOMMENDATION

That the requested road closure of 5th Avenue from 17th Street to Peck Road from 8:30pm to 11:00pm on June 29th for the Summer Sizzlers fireworks be approved.

BACKGROUND

Since 2020, the Leisure Services Department has hosted our annual fireworks show at Centennial Park. The response we have received has been overwhelmingly positive. This is due in large part to the availability of parking space within close proximity to the fireworks from several directions.

CURRENT SITUATION

We are once again planning to have the fireworks show at Centennial Park, however this year, the fireworks show will take place on June 29th instead of July 1st. The fireworks will coincide with the end of our midway, which will run from Thursday, June 27th to Saturday, June 29th as part of the Summer Sizzler's line-up of events.

To ensure the safety of all spectators and the team hired to set off the fireworks, we are once again requesting that 5th Avenue, from 17th Street to Peck Road, be closed off to traffic from 8:30pm to 11:00pm. Spectators will have access to the Uniplex grounds from 17th Street and the Hwy 5 entrance or may opt to park in one of the surrounding parking lots. Leisure Services will coordinate with the Fire Department and Public Works for assistance.

OPTIONS

1. Approve the recommendation.
2. Provide alternative direction to Administration.



ATTACHMENTS

1. Appendix: Parking Map

COMMUNICATION AND ENGAGEMENT

If approved, Administration will put extra effort into our communication of the Fireworks event than in previous years, to ensure that the message gets out to residents and the region that the event will take place on June 29th and not right on July 1st. We will make this a prominent component of our marketing and communication strategy for the Summer Sizzler event.

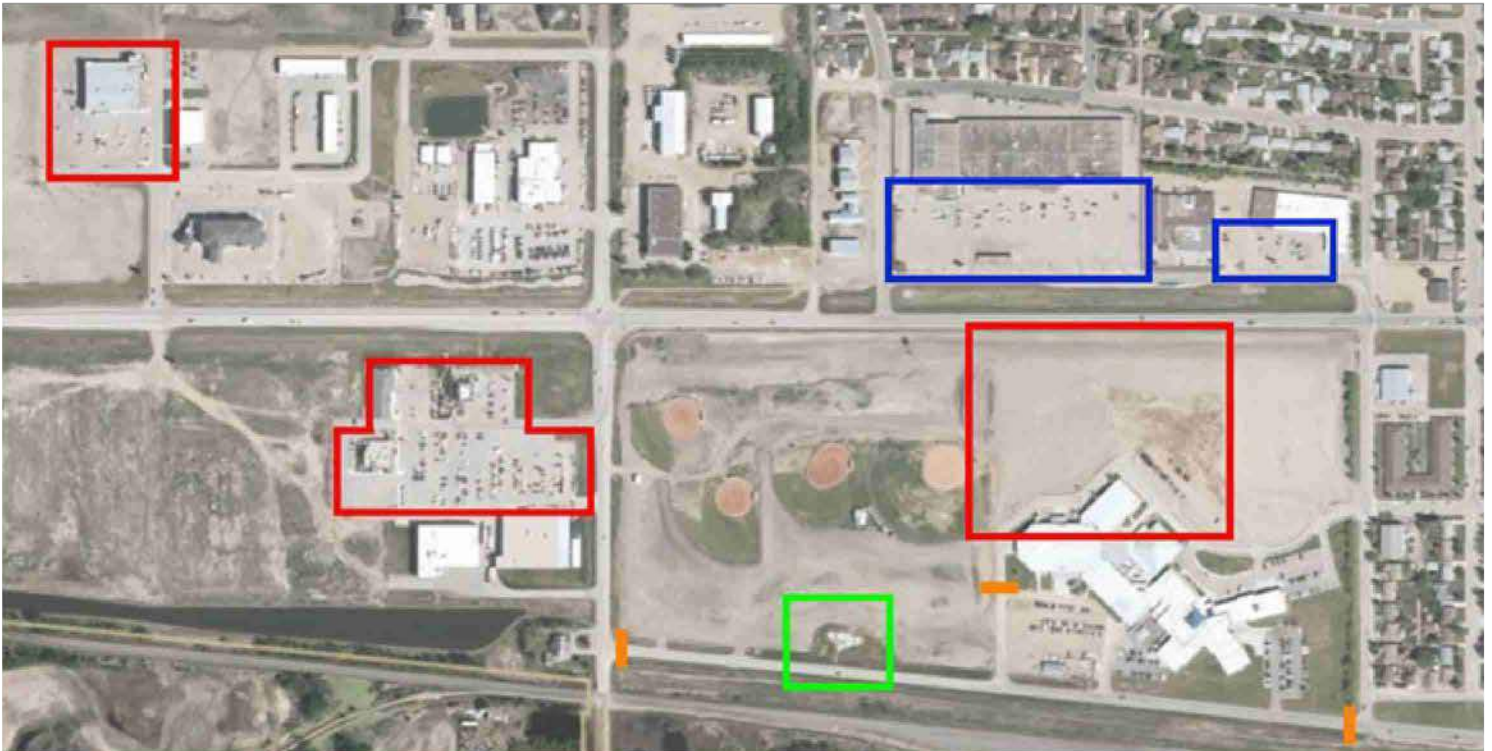
FINANCIAL IMPLICATION

There is no financial impact associated with this recommendation.

CONCLUSION

Centennial Park has proven to be a great location for the fireworks and is logistically much simpler for staff and the team contracted to run the show. We look forward to another great crowd again for 2024 and expect large crowds for the midway as a result of once again being tied to the event.

Appendix: 2024 Summer Sizzler Fireworks Parking Map



Red Outline = Parking Area
Blue Outline = Parking Area
Green Outline = Fireworks Launch Area
Orange Outline = Barricades for Road Closure



CITY OF HUMBOLDT REPORT

TITLE: Lift Station 1 & 4 Tender Results

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

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 27, 2024

RECOMMENDATION

That the contract for Sewage Pumping Station number 1 & 4 upgrades be awarded to Con-Tech General Contractors Ltd. in the value of \$5,160,999.00 plus applicable taxes.

BACKGROUND

Upgrades to lift Station 1 & 4 are required to provide sufficient pumping capacity to the new wastewater treatment system under construction. The lift station designs continued after the award of the new wastewater system. Throughout the design process, the design team discussed upgrades to better accommodate heavy rainfall event challenges and future growth needs.

Lift 1 - (located at 416 6th Avenue) built in 1996 is the largest station in the city. More recently, issues with the generator and electronics have been a concern. The building shell will remain, however all pumps, electronics, air handling units and a new external generator will be installed.

Lift 4 - (located at 10350 6th Avenue) built in 1986 is the oldest lift station in the city. The building will be demolished, but pump wells will remain. Another storage well will be constructed on the west side of it as well for future growth. A new larger building will be constructed to accommodate the bigger equipment.



CURRENT SITUATION

The project was publicly tendered and extended by request. The tender closed on May 9th, 2024. Two bids were received and are as follows:

Contractor Name	Net Bid Price	Status
Con-Tech General Contractors Ltd. Saskatoon, SK	\$5,160,999.00	Compliant
VCM Construction Ltd. Saskatoon, SK	\$10,000,000.00	Non-Compliant

As noted, only one bid is fully compliant - Con-Tech General Contractors Ltd. Con-Tech is the general contractor for the new wastewater treatment system, this is convenient as the timing of the lift station completions is critical to the commissioning of the new wastewater system.

OPTIONS

1. Approve the recommendation.
2. Decline the recommendation.
3. Re-Tender the project, with scope changes. This is not recommended as the scope would need to change significantly to be allowed to retender. The public tender period was more than adequate and even included a site-visit day for interested bidders. Delays would significantly impact the project outcomes with likely no benefits achieved.

ATTACHMENTS

- Attachment – Bid Results and Recommendations – C&W – May 17, 2024

COMMUNICATION AND ENGAGEMENT

Council’s decision will be communicated to the consultant and bidders.

FINANCIAL IMPLICATION

The estimate for the lift station work was provided to Council in December 2023 at a value of \$4,450,000 plus applicable taxes. The lowest bid price is \$5,160,999 plus taxes. Therefore, the lift station upgrades are \$711,000 above the original estimate. The reasons are noted in the attachment which provides some justification. The recommendation is still to proceed with project.

The following is an estimate put together by the Director to estimate the current anticipated costs to the city. Please note, these numbers will change, however there is approximately \$500,000 of contingency which hasn't been used yet but will likely be partially or fully consumed by the end of the project to pay for unforeseen issues that may arise.

Estimated Overall Project Costs – May 17, 2024

Project Component	Estimated Value
New Wastewater Treatment Cells, SAGR Cells, Force mains, Buildings, pumps, electronics, Landscaping, etc.	\$30,200,000 (Includes \$400,000 line item for contingency) \$1,812,000 - PST
Sewage Lift Stations 1 & 4 Retrofitting (Tender in this Report)	\$5,161,000 – Construction (includes \$100,000 contingency) \$366,000 – Engineering (Est) \$314,200 - PST
Land Acquisition (Approximate)	\$460,000
Utility Relocation/Connections (Approximate)	\$179,900 \$10,800 - PST
Engineering – Predesign, Detailed design, tendering, construction oversight, commissioning, post construction, as built drawings. (Approximate)	\$1,648,800 \$50,600 - PST
Tree Screens, Signs, Brochures, Misc, etc. (Estimated)	\$25,000
Change Order Totals to Date	-\$119,600 -\$7,200 - PST
Grand Total (Approximate, Includes PST)	\$40,101,500
ICIP Grant Maximum	\$24,971,100
Portion for City to Fund	\$15,130,400

CONCLUSION

The lift station upgrades will not only meet the pumping needs for the new wastewater system, but also accommodate future growth and better protect properties during heavy rainfall events.

May 17th, 2024

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

via email: peter.bergquist@humboldt.ca

Attention: Peter Bergquist, Director of Public Works and Utilities

RE: SPS No. 1 & 4 UPGRADES – BID RESULTS & RECOMMENDATIONS

BID RESULTS

We received and opened bids for this project on behalf of the City of Humboldt at 2:00 PM on May 9th, 2024. There was one compliant bid received from Con-Tech General Contractors Ltd, and one non-compliant bid (incomplete and unsigned) received from VCM Construction Ltd. When questioned, VCM indicated they were fully intending to bid, however several of their subcontractors pulled out of pricing shortly before bid close so VCM were unable to revise and formally submit a compliant bid. PDF's of both bids are attached, results are summarized as follows:

Contractor Name	Net Bid Price	Status
Con-Tech General Contractors Ltd. Saskatoon, SK	\$5,160,999.00	Compliant
VCM Construction Ltd. Saskatoon, SK	\$10,000,000.00	Non-Compliant

All comments herein are in relation to the single compliant bid from Con-Tech General Contractors. Note the following about the bid results:

- Bid does NOT include GST and PST.
- Ready-for-Takeover is agreed to be attained no later than April 30th, 2025 (for coordination with WWTF work). They have indicated work on site will begin no later than 20 weeks after award of contract.
- There is a \$100,000.00 contingency allowance included in bid prices to allow for extra work that may be required due to changes required once construction begins. Being a retrofit/renovation type project, it is expected that some of this will be utilized for unforeseen circumstances or conditions.

BID AMOUNT COMPARISON

Catterall & Wright provided an estimate for the two station upgrades (SPS1 & SPS4) in December of 2023. These estimates compare to the bid amount as follows:

Station	C&W Estimate (December, 2023)	Con-Tech Bid Price	Difference
Sewage Pumping Station 1	\$2,600,000.00	\$2,662,999.00	2.4%
Sewage Pumping Station 4	\$1,850,000.00	\$2,398,000.00	25.8%
	\$4,450,000.00	\$5,160,999.00	14.8%

It is evident from the above breakdown that the difference between the bid price and estimate is almost entirely from the Sewage Pumping Station 4 work. As this is a similar project scope to the 2019 upgrade of SPS3, the estimate was based off that projects tendered amount, adjusting for some of the project differences as well as several years of economic and industry-specific inflation. The tendered amount for SPS4 is approximately \$550,000 over the estimate, there were several items added towards the end of design that contributed to the increased price. These included;

- Additional wet well space (via new manhole) added to ensure capacity for future City growth and lift station work (i.e. SPS5 contribution and expansion). This includes additional work on the gravity sewers and in the existing wet well.
- Additional roadway approach added to accommodate access to the snow dump area behind SPS4.
- The building was extended to provide additional working space as finalized equipment was larger than anticipated.

Overall, with the items noted above we feel the price received from Con-Tech is reasonable for the scope of work included. While there was no other bid to compare to, it is within reasonable comparison to our previous estimate.

Considering the presence of Con-Tech in the City for the Wastewater Treatment Facility project, we expect their bid would have been one of, or the most competitive of any others received. They already have several crews, supply subcontracts, and accommodations lined up within the City that allows them to hold a competitive advantage against other non-local Generals. We expect this may have also been a contributing factor to the lack of bids from other General Contractors.

The bid price for the SPS upgrades brings the combined projects (Wastewater Facility & SPS1/4 Upgrades) tendered construction cost to \$35,360,998.00. This is still approximately \$2,000,000 less than the next lowest bid from the Wastewater Treatment Facility project alone (Miners Construction - \$37,236,600). While above

the grant funded amount, the total project construction costs are significantly lower than that of the other bidders on the Wastewater Facility project and we are satisfied the City has received competitive, reasonable pricing for the entire project.

RECOMMENDATION

We recommend awarding the contract for the project to Con-Tech General Contractors. Con-Tech has proven to be a reputable Contractor capable of completing this type of project. We have confirmed that they maintain the equipment, personnel, and other related resources to complete the work in a competent and timely manner. Additionally, they will have flexibility to coordinate with their Wastewater Treatment Facility project when it comes time for connections and changeover of force mains. We see this as a significant added benefit to overall project coordination and efficiency, as well as limiting risk to the City in the event timelines of the two projects do not line up.

Bids are open for acceptance for a period of 30 days from the date of bid close, however we recommend that the City award the contract as soon as possible to provide as much lead time as possible for equipment order/delivery so the upgrades can be completed when the Wastewater Facility is ready to receive flow from the lift stations. Upon notification of the City's decision, we will prepare contract documents for execution by both parties.

PROJECT PAYMENTS

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

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

CLOSURE

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

Yours truly,
Catterall & Wright

Per:



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

encl.



CITY OF HUMBOLDT REPORT

TITLE: Dust Control – 3Yr Agreement

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

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 27, 2024

RECOMMENDATION

Administration be authorized to complete a 3-year contract with an option to extend an additional 2 years with Tiger Calcium.

BACKGROUND

Staff completed a request for quotation from known dust control suppliers. Similar to past years, the intent was to secure a 3-year contract with an option to extend it an additional 2 years. Two types of dust control are used on gravel roads. This type of dust control is a lower cost application meant for lower volume roads which is typically Calcium Chloride.

CURRENT SITUATION

The request for quotation was publicly posted on Sask Tenders and the city’s website on April 19th and closed May 3rd. Four bids were received and are as follows.

Contractor	Product	2024 Spring Application
Tiger Calcium	Calcium Chloride	\$14,204
NSC Minerals	Calcium Chloride	\$16,578
Green Earth Road Spraying Inc.	Calcium Chloride	\$19,080
Green Earth Road Spraying Inc.	MG30	\$24,592

OPTIONS

1. Approve the recommendation.
2. Decline the recommendation.

ATTACHMENTS

- None



COMMUNICATION AND ENGAGEMENT

Council's decision will be communicated to the bidders.

FINANCIAL IMPLICATION

The 2024 budget for dust control is \$28,000. There is a full spring application and then partial fall application annually. The lowest bid for a spring application is \$14,204 which is within expectations for budget purposes.

The 2024 and 2025 bids are the same cost, then 2026 is 3.6% higher. The additional 2-year option will be considered by administration near the end of the 3-year contract if the pricing and value align.

Note: A portion of this budget will be for a separate dust control item in a separate report.

CONCLUSION

The contract parameters appear appropriate with past practices and expectations of product. Tiger Calcium has been the primary dust control provider for many years and staff are satisfied with the results of the product and application service.



CITY OF HUMBOLDT REPORT

TITLE: DL-10 Dust Control – Sole Source

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

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 27, 2024

RECOMMENDATION

Administration be authorized to sole source Pacific Chemicals Inc. for the application of DL-10 dust control to select gravel roads in the city at a cost of approximately \$14,100 including PST.

BACKGROUND

PW typically uses Calcium Chloride on gravel roads. Staff have observed select gravel roads that see higher traffic volumes where conventional Calcium Chloride loses its effectiveness too soon before the fall application.

CURRENT SITUATION

In recent years staff have been experimenting with DL-10 which is a mixture that appears to absorb and last longer on busier gravel roads. The cost is higher than Calcium Chloride, so staff determine where to use it sparingly. Staff request to sole source this product for several roads within the community in 2024.

Roadway	From	To
12 th Avenue	21 st Street	Peck Road
Saskatchewan Avenue	Main Street	3 rd Street
101 st Street	2 nd Avenue	4 th Avenue
102 nd Street	8 th Avenue	75m south of 6 th Avenue

OPTIONS

1. Approve the recommendation.
2. Decline the recommendation.



ATTACHMENTS

- None

COMMUNICATION AND ENGAGEMENT

N/A

FINANCIAL IMPLICATION

This application will cost \$14,097.15; however, about 1/4 of the cost will be charged to the new 12th Ave gravel road construction capital project budget. The remainder will be charged to the dust control budget which is \$28,000 for 2024. The costs are anticipated to be within budget.

CONCLUSION

The sole source selection of this product is premised that staff support the quality and value of the product to meet the dust suppressant expectations of the residents living in the area of these busier gravel roads.



CITY OF HUMBOLDT REPORT

TITLE: Recommendation from Memorials Committee
PREPARED BY: Penny Lee, Marketing & Development Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 27, 2024

RECOMMENDATION

That, as recommended by the Memorials Committee, the membership composition of the Bronco Memorials Committee Terms of Reference be revised as proposed in the attached.

BACKGROUND

In January 2019, City Council approved the creation of the proposed Bronco Memorials Committee and the Terms of Reference. The purpose of the committee is to consider all options for the development of appropriate site and structure for a memorial, or memorials. At that time, it was unknown what a permanent memorial would look like or where it would be placed (ie: a piece of art on display publicly in Humboldt).

In early 2023, the 2 members from the Public Arts Committee stepped down as they felt that the vision for the project had taken a new direction, and that a permanent memorial would likely not be as simple as a piece of public art; that was becoming something much larger. At that time, the Director of Cultural Services also felt that her role as Administrative Liaison on the committee was not suited. Therefore, the Marketing & Development Manager, who had been observing the meetings since June of 2020, stepped in to draft agendas, take minutes, and schedule Committee meetings.

CURRENT SITUATION

The 2 seats for members of the Public Art Committee have not been filled. The Committee appreciates the input and interest of the members of the Public Art Committee. However, given the vision for the memorial, they believe that perhaps members of the Public at Large who have an interest in and a passion for being a part of the development and creation of a memorial paying tribute to the 2017-18 Humboldt Broncos would be beneficial.

OPTIONS

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



ATTACHMENTS

1. Draft revised City of Humboldt Bronco Memorials Committee Terms of Reference

COMMUNICATION AND ENGAGEMENT


None at this time.

FINANCIAL IMPLICATION

None at this time.

CONCLUSION

The Memorials Committee would benefit with 2 members of the Public at Large in that it could further engage the community and their interest in the work and goals of the Committee. Further, the Marketing and Development Manager has been working with representatives of the 2017-18 Broncos Families, the City Manager, and the Director of Community & Leisure Services in other capacities since the tragedy. As one of the Administrative Liaison's for the Committee, she would serve as a helpful resource, when required.



**City of Humboldt Terms of Reference
Bronco Memorials Committee**

1. Name

The name of the Committee will be the ***Bronco Memorials Committee***

2. Mandate and Purpose

The Bronco Memorials Committee will be an advisory committee to City Council.

The bus accident of April 6th, 2018 resulted in the tragic loss of life and has created an outpouring of support from around the world with many individuals and corporations wishing to contribute in some way to memorialize the event and those who lost their lives. The City of Humboldt recognizes that a semi-permanent or permanent memorial will likely be located somewhere on public lands and it is in the best interest of the City to work with the Humboldt Bronco Organization, the families impacted by those who died in the accident, as well as others in resolving a number of the issues related to the placement of any memorials.

The purpose of the Committee will be as follows:

- a) Facilitate the identification of appropriate sites for memorials.
- b) Consider the options for developing, creating, constructing, or otherwise obtaining one or more permanent memorial.
- c) Review the proposals of artwork, sculptures, architecture and similar items and structures that are proposed to be placed on public property.
- d) Provide guidance and feedback to City officials on matters that the City refers to the Committee regarding tributes, events, and other activities or proposals that Administration believes are related to the purpose of the Committee.
- e) Provide advice to City Council as necessary on the matters identified herein.

3. Membership

a) *Composition*

The Committee will consist of between four and ten members:

- i. Up to two (2) members from City Council
- ii. Up to two (2) members from the Humboldt Bronco Board
- iii. Up to four (4) members who represent the survivors of the accident and the families of the people who died as a result of the accident.
- iv. Up to two (2) members from the Public At Large.

The Director of Leisure Services and the Marketing and Development Manager will serve as Administrative Liaisons to the committee and will attend meetings but will not be entitled to vote.

b) *Appointment of Members*

Individuals will be appointed by the City Council.

c) *Term*

The term of members on the Committee will be for two (2) years. Each member will reconfirm their commitment by January 31st of each year.

- d) *Appointment of Chair*
The Committee will select a Chair for the Committee. The role of the Chair shall be to:
 - Chair Committee Meetings
 - Assist the Director of Leisure Services and Marketing and Development Manager in the Development of an agenda
 - Proactively seek input from members unable to attend the meeting.

4. Compensation

Committee members will not receive remuneration while sitting on the Committee.

5. Meetings

- a) *Frequency*
Meetings will be held at the call of the Chair
- b) *Attendance*
Committee members that miss three (3) consecutive meetings, without cause, shall be deemed to have resigned from the Committee.
- c) *Quorum*
A quorum will consist of a majority of the total number of appointed members.
- d) *Voting*
The committee shall make decisions by the Chair calling for a vote of the other members, wherein a simple majority will determine all resolutions and recommendations. In the event of a tie vote the chair will cast the deciding vote.

6. Reporting

- a) All discussion items will be recorded in formal minutes.
- b) The Chair will work with the Director of Leisure Services and the Marketing and Development Manager to liaise with City Council and to make recommendations to City Council from the Committee.

7. Insurance

- a) The City of Humboldt shall assume responsibility for maintaining insurance policies for public liability and property damage with respect to the activities of the committee.

8. Life Cycle Management of Memorials

- a) Any completed memorials located on City-owned lands will be maintained as an asset of the City of Humboldt. The City will be responsible for monitoring and maintaining the memorial, unless other arrangements are made.

9. Relocating or Removal of Memorials

- a) Due to the changing nature of urban environments, the City of Humboldt maintains the right to relocate or remove any memorial located on its lands for whatever reason deemed necessary.