



City of Humboldt
February 10, 2025 - Special Meeting of Council - 05:30 PM

- 1 Call To Order**
- 2 Land Acknowledgement**
- 3 Adopt Agenda**
 - 3.1 Conflict of Interest
- 4 Delegations**
 - 4.1 Wallace Insights - Development Charges Review & Update
 - 📎 Presentation from Wallace Insights
 - 📎 Wallace Insights Development Charges Review & Update dated Feb 3, 2025
- 5 Bylaws**
 - 5.1 Recommendation - Planning Coordinator - Bylaw No. 05/2025 - The Development Charges Bylaw
 - 📎 Report - Bylaw No. 05/2025 - The Development Charges Bylaw
 - 📎 Bylaw No. 05/2025 - The Development Charges Bylaw
 - 5.1.1 Bylaw No. 05/2025 - Development Charge Bylaw
 - 5.2 Recommendation - Planning Coordinator - Bylaw No. 06/2025 - OCP Amendment
 - 📎 Report - Bylaw No. 06/2025 - OCP Amendment
 - 📎 Bylaw No. 06/2025 - Amend Bylaw No. 03/2016 The Official Community Plan
 - 5.2.1 Bylaw No. 06/2025 - An amendment to Bylaw No. 03/2016 The Official Community Plan
- 6 New Business**
 - 6.1 Recommendation - City Controller - FCM Board of Directors
 - 📎 Report - FCM Board of Directors
- 7 Adjourn**

Development Charges Review & Update



Presentation to City of Humboldt

February 2025

Capital Costs are the estimated cost of providing:

- construction
- planning
- engineering
- administration



Development Charges are based on estimates of capital expenditures over a ten-year period

Eligible costs are for constructing or expanding municipal infrastructure to support growth.

Two Types of Servicing Costs

- Direct
 - Directly serve a subdivision/development
 - Developer pays these costs
- Off-Site
 - Indirectly serve a subdivision
 - Municipality pays these costs

Direct:

Infrastructure located within or directly serving a subdivision.

Off-site:

water treatment, sewage treatment, major roadways, recreation facilities, etc.



Eligible Costs

Capital costs may include construction, planning, engineering, and legal services for the following:

- Water
 - Wastewater
 - Stormwater
- Roadways & Related
 - Parks
- Recreation Facilities



Two ways to recover costs:

1. Development Levy
2. Service Agreement Fees

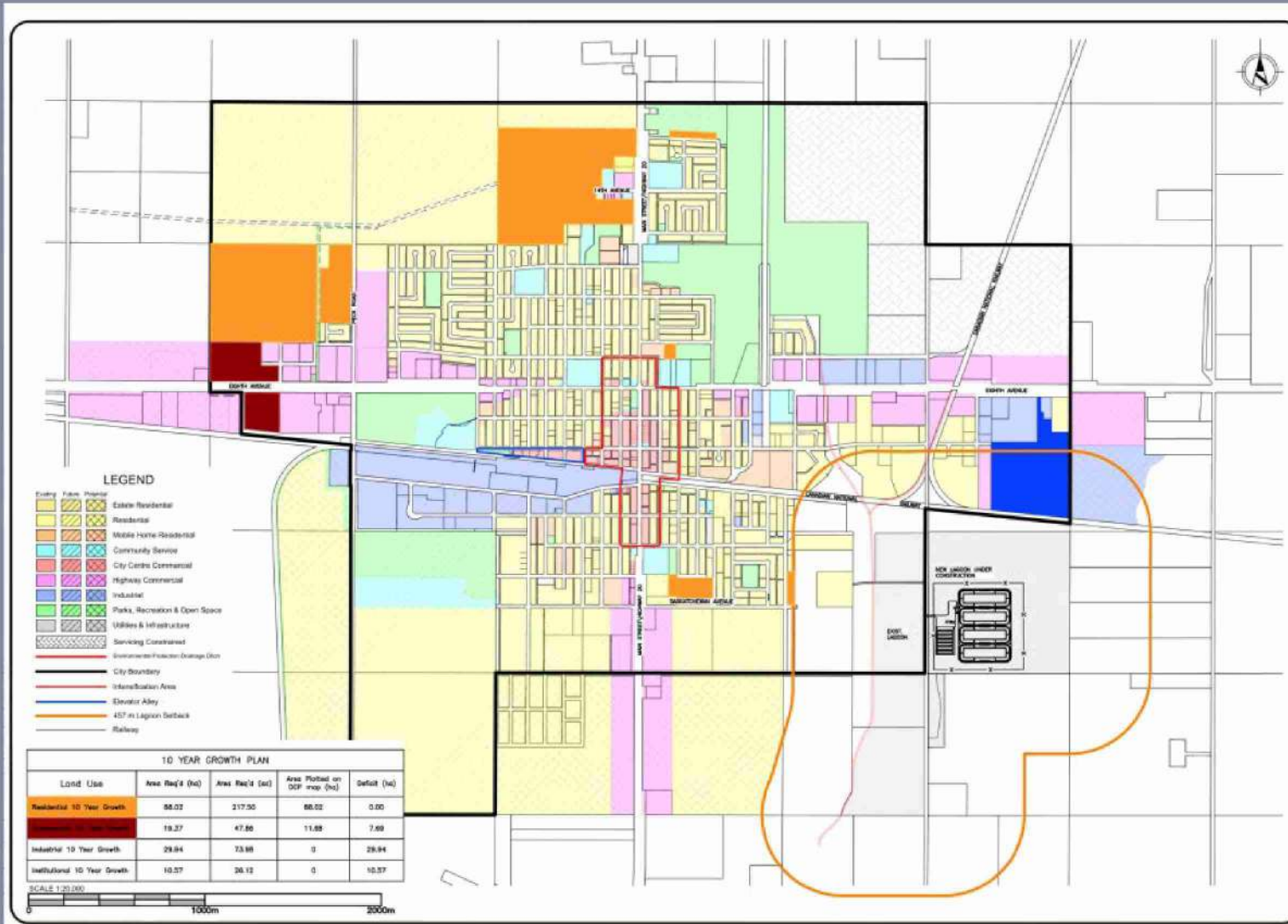
Both of these comprise what we refer to as 'Development Charges'

*Development Levies:
used when no
Subdivision is involved.*

*Service Agreement
Fees:
used when Subdivision
is approved.*



Estimated Off-Site Infrastructure Costs to Accommodate Growth based on these areas



Used a 10-year planning horizon.

Identified Off-site Capital Needs

Development Charge Summary(2025 – 2034)

Development Charge Summary

Development Charge Description	Capital Project Cost Summary	2024-2034 Projected Capital Cost	Uncollected Development Charges/Funding*
Arterial Roads	Arterial Road Construction	\$ 9,730,000	\$ 1,211,050
WPH & Reservoir	WPH & Reservoir Upgrades	\$ 4,275,140	\$ 3,005,423
Wastewater Treatment	Lagoon & SPS's	\$ 43,797,510	\$ 31,150,108
Community Parks & Recreation			
	<i>Gym/Court Facility</i>	\$ 12,000,000	\$ 9,300,000
	<i>Second Ice Surface</i>	\$ 16,000,000	\$ 12,400,000
	<i>Senior/U18 Ball Diamond (x1) Minor (x2-3)</i>	\$ 2,000,000	\$ 1,550,000
	<i>Theatre / Black Box / Flex Space Upcharge</i>	\$ 2,000,000	\$ 1,550,000
Stormwater Upgrades		\$ 1,480,000.00	\$ 814,000
Planning & Administration	Planning & Administration fees	\$ 1,677,500	\$ 473,750
	Total	\$ 92,960,150	\$ 61,454,332
	Projected Cost Recovery from Development Charges	\$	\$ 31,505,818

*Other Revenue Sources other than developers, ie: City contributions, sponsorship, funding

Capital Cost Total :
\$92,960,150

*Cost Recovery
from Development
Charges:*
\$31,505,818



Allocation of Benefit

Development Charge Item	Recommended Allocation of Benefit	
	Existing City Contribution (%)	Contribution from Growth (%)
Arterial Roads	12%	88%
WPH & Reservoir	70%	30%
Wastewater Facilities & Treatment	71%	29%
Stormwater Upgrades	55%	45%
Community Parks & Recreation		
<i>Gym/Court Facility</i>	77%	23%
<i>Second Ice Surface</i>	77%	23%
<i>Senior/U18 Ball Diamond (x1) Minor (x2-3)</i>	77%	23%
<i>Theatre / Black Box / Flex Space Upcharge</i>	77%	23%
Planning & Administration	28%	72%

Allocation of Benefit recognizes that existing residents can benefit from new infrastructure.



Proposed Charges

Development Charge (no subdivision)	2015 Rate (existing)	2024 Rate (proposed)	Notes
Residential (one & two unit)	\$ 82,976	\$ 276,997	Recommend rates be uniform within each land use category. Based on standard density of 39p/ha.
Multi-Unit Residential	\$ 116,167	\$ 565,300	Based on density of standard rate of 80p/ha.
Commercial & Industrial	\$ 75,462	\$ 341,535	Based on average of commercial & industrial development charges.
Service Agreement Fee (subdivision)	2015 Rate (existing)	2024 Rate (proposed)	Notes
Residential (one & two unit)	\$ 165,953	\$ 276,997	Recommend rates be uniform within each land use category. Based on standard density of 39p/ha.
Multi-Unit Residential	\$ 165,953	\$ 565,300	Based on density of standard rate of 80p/ha.
Commercial & Industrial	\$ 107,803	\$ 341,535	Based on average of commercial & industrial development charges.

Increases are due mainly to:

1. *Catchup – using 2015 rates*
2. *Costs of Growth*
3. *Inflation*



Options for Consideration

- 1. Accept the charges as presented with no adjustment. This is a policy choice for Humboldt. If development charges are reduced, the costs would be placed on mil rate increases or future government grants (if and when available).**
- 2. Reduce the rates by reducing the planned expenditure of growth-related infrastructure (ie. future recreation facilities). This infrastructure would need to be paid for through Mil Rate increases or grants.**
- 3. Phase the increases in over time and add a 7.95% inflation factor (see below for explanation).**



DEVELOPMENT CHARGES REVIEW & UPDATE CITY OF HUMBOLDT, SASKATCHEWAN

Final Council Report

February 3, 2025



TABLE OF CONTENTS

4
**Summary of Findings and
Recommendations**

10
Introduction

11
Background

16
Policy Analysis

20
**Development Charge
Calculations**

37
**Summary of Development
Charge Changes**

APPENDICES

Appendix A – Detailed Cost Tables

Appendix B – Comparison of Selected Municipal Development Charges

Appendix C – Reference Drawings

Appendix D – OCP Policy Amendment and Draft Bylaw

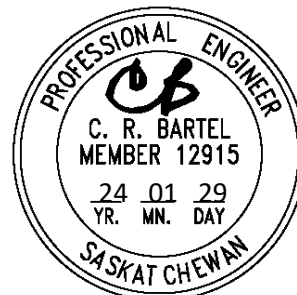
Acknowledgements

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Analysis and Recommendations Approved:



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Carleen Bartel, P.Eng.

SUMMARY OF FINDINGS AND RECOMMENDATIONS

Recommended Development Charges

Development Charges are implemented for cost recovery purposes. If eligible development costs are not recovered through development charges, other sources of revenue must be used to cover those costs (mil rate, government grants, user fees). After considering the full costs of growth (off-site infrastructure) over a ten-year period for Humboldt, the following table summarizes the capital costs to be collected through development charges. Although the capital costs shown below are projected to be incurred within the next ten years, the benefitting population extends beyond ten years of growth for two categories of development charges: 1) Wastewater and 2) Community Parks & Recreation. The capital costs for these items were reduced to account for the additional benefit that will be collected in the future.

Development Charge Summary

Development Charge Description	Capital Project Cost Summary	2024-2034 Projected Capital Cost	Uncollected Development Charges/Funding*
Arterial Roads	Arterial Road Construction	\$ 9,730,000	\$ 1,211,050
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Wastewater Treatment	Lagoon & SPS's	\$ 43,797,510	\$ 31,150,108
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Planning & Administration	Planning & Administration fees	\$ 1,677,500	\$ 473,750
	Total	\$ 92,960,150	\$ 61,454,332
	Projected Cost Recovery from Development Charges		\$ 31,505,818

**Other Revenue Sources other than developers, ie: City contributions, sponsorship, funding*

The following development charges are based on the projected ten-year growth period, with reductions made for items that service population growth beyond ten years. Allocation of benefit was assessed with a combination of shared benefit with the existing population to produce a fair approach for each development charge. See Allocation of Benefit discussion in **Section 5** and the following table for reference.

Development Charge Item	Recommended Allocation of Benefit	
	Existing City Contribution (%)	Contribution from Growth (%)
Arterial Roads	12%	88%
WPH & Reservoir	70%	30%
Wastewater Facilities & Treatment	71%	29%
Stormwater Upgrades	55%	45%
Community Parks & Recreation		
<i>Gym/Court Facility</i>	77%	23%
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<i>Senior/U18 Ball Diamond (x1) Minor (x2-3)</i>	77%	23%
<i>Theatre / Black Box / Flex Space Upcharge</i>	77%	23%
Planning & Administration	28%	72%

The following table outlines the existing development charges from 2015. As shown, the 2015 residential charges were based on dwelling unit (du) densities per hectare. Reductions were made for commercial and industrial land uses with further reductions for Service Agreement Fees resulting from subdivision of land versus a Development Levy, where no subdivision is required.

Development Charge Item	2015 Existing Development Charges			
	Residential <80 du/ha (<32 units/ac) \$/ha	Residential >80 du/ha (>32 units/ac) \$/ha	Itemized Reduction for Commercial & Industrial (%)	Commercial & Industrial (\$/ha)
Arterial Roads	\$ 18,966	\$ 18,966	0%	\$ 18,966
WPH & Reservoir	\$ 79,917	\$ 79,917	43%	\$ 45,553
Wastewater Facilities & Treatment	\$ 89,614	\$ 89,614	43%	\$ 51,080
Community Parks & Recreation	\$ 40,689	\$ 40,689	25%	\$ 30,517
Planning & Administration	\$ -	\$ -	0%	
Storm Water Management	\$ 7,889	\$ 7,889	0%	\$ 7,889
Subtotal Development Charge	\$ 237,075	\$ 237,075		\$ 154,004
Reduction from Subtotal (%)	30%	30%		30%
Adjusted Service Agreement Fee (subdivision)	\$ 165,953	\$ 165,953		\$ 107,803
Reduction from Subtotal (%)	65%	30%		30%
Adjusted Development Levy (no subdivision)	\$ 82,976	\$ 116,167		\$ 75,462

The table below shows the final adjusted 2015 rates.

Existing 2015 Rates	Residential <80 du/ha. (<32 units/ac)	Residential >80 du/ha. (>32 units/ac)	Commercial	Industrial
Development Charge (no subdivision)	\$ 82,976	\$116,167	\$ 75,462	\$ 75,462
Service Agreement Fee (subdivision)	\$165,953	\$165,953	\$107,803	\$107,803

Recommended Charges and Rate Increases

The following table outlines the recommended development charges for residential and non-residential development based on a review of shared benefits. The consultant team recommends standardizing and simplifying development charges between Development Levies and Service Agreement Fees. The table below shows the recommended 2024 development charges compared with the 2015 rates.

Development Charge (no subdivision)	2015 Rate (existing)	2024 Rate (proposed)	Notes
Residential (one & two unit)	\$ 82,976	\$ 276,997	Recommend rates be uniform within each land use category. Based on standard density of 39p/ha.
Multi-Unit Residential	\$ 116,167	\$ 565,300	Based on density of standard rate of 80p/ha.
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Service Agreement Fee (subdivision)	2015 Rate (existing)	2024 Rate (proposed)	Notes
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Multi-Unit Residential	\$ 165,953	\$ 565,300	Based on density of standard rate of 80p/ha.
Commercial & Industrial	\$ 107,803	\$ 341,535	Based on average of commercial & industrial development charges.

As shown above, single family residential rates are based on a standard density of 39 people per hectare. Multifamily rates are based on a density of 80 people per hectare. Rates are based on a 'net' area basis for all categories. Rates for Commercial and Industrial land were based on a reduced equivalent population density suitable for the nature of commercial and industrial development in the City of Humboldt. The Commercial rate was calculated to be \$376,866 with an Industrial rate of \$603,204; however, these charges were averaged for simplicity to be \$341,535. The development charges for subdivision versus no subdivision are recommended to remain the same, as opposed to the previous 2015 charges which differed.

Options for Consideration

The following options are presented for consideration:

1. Accept the charges as presented with no adjustment. This is a policy choice for Humboldt. If development charges are reduced, the costs would be placed on mil rate increases or future government grants (if and when available).
2. Reduce the rates by reducing the planned expenditure of growth-related infrastructure (ie. future recreation facilities). This infrastructure would need to be paid for through Mil Rate increases or grants.
3. Phase the increases in over time and add a 7.95% inflation factor (see below for explanation).

Annual Cost Increases

The City of Humboldt has the option of adding automatic annual increases to the development charges based on an expected increase in construction costs as indicated by the Building Construction Price Index (BCPI). In Saskatchewan costs of construction has risen significantly since 2017, driven by factors such as labour shortages, increased material costs, and higher interest rates. The annual average increase in building construction costs for both residential and non-residential structures has varied, but a consistent rise of approximately 9.8% (residential) and 6.1% (non-residential) has been observed between 2017 and 2023.

To arrive at an appropriate annual cost increase factor, we are recommending a blended average rate derived from residential and non-residential cost increases. This would be derived by taking 9.8% and 6.1% and averaging these two figures to arrive at an annual rate of increase of **7.95% per year**. We are also recommending that this rate only be used for a maximum of five years, after which, the rate would be recalculated.

The City may choose not to add an automatic annual increase and instead review the development charges at a chosen interval.

Recommended Policy/Bylaw Changes

1. **Uniform and Simplified Rates.** The consulting team is recommending that uniform rates be applied within broad land use categories. At present, there are 4 different rates applied in Humboldt, and these differ depending on if there is a subdivision or not. It is recommended that one rate apply for Residential (one and two-units), Multi-Family, Commercial and Industrial, regardless of whether there is a subdivision or not. This adheres to the principle of ‘growth pays for growth’.
2. **OCP Amendment.** The Humboldt Official Community Plan currently does not have an enabling policy to allow the City to collect Development Levies (Development charges applicable to redevelopment or infill). This can easily be rectified with an amendment to the Official Community Plan and some simple wording. A sample is provided below:
 - a) *New development shall pay all eligible costs (as defined in Section 169 of the Planning and Development Act, 2007) of development which directly or indirectly serve new development through servicing agreements and development charge agreements.*
 - b) *The cost of extending major services which indirectly serve (off-site) new development will be recovered through an analysis of off-site capital projects intended to accommodate growth and the long-term financial impact on the City.*
 - c) *The Development Charges will be reviewed and approved by the City Council on a regular basis or as required to ensure a fair and equitable amount of capital costs of growth are covered.*
 - d) *Where development of land results in an intensification of use and is expected to draw more capacity from off-site municipal services such as water, sewer, roadways, parks and recreation facilities, the developer **may** be required to enter into a development charge agreement with the City to cover the costs of future improvements or upgrades to off-site services. City Council will measure the benefits of charging the development levy against the benefits accrued through infill development and may reduce or waive the collection of the development levy by resolution.*

3. **Simplify Bylaw 15/2015.** The current bylaw is lengthy and could be simplified by moving parts of the bylaw into Policy. A Council Policy would dictate how the bylaw is administered and provide more flexibility for unique circumstances. Procedures, example scenarios, and process could be moved into Policy.
4. **Apply Charges to All Development.** Bylaw 15/2015 authorizes the waiver of development charges when the City of Humboldt is the developer. It is recommended that all land development contribute to the payment of off-site development charges, regardless of ownership. By exempting city-owned land development, the off-site development costs are distributed across a smaller amount of development leading to higher costs for private development. This maintains the principle of ‘all growth paying for growth’.
5. **Exempt Desired Development.** Section 8 of Bylaw 15/2015 could be simplified by exempting certain developments from payment of off-site levies rather than deferral of payment. Deferral of off-site levies for things like affordable housing or desired community services and facilities, is more difficult and complicated to administer. Section 8.6 is unnecessarily complicated. Deferrals or exemptions do not need to be limited as they should be specifically exempted uses.
6. **Simplify Clauses related to Intensification.** Appendix C, clauses a) and b) can be collapsed. These clauses allow the City to lower development charges when the increase in the intensity of land use or the requirement for services is not substantial. Intensity of use is not the main issue. Servicing is the main issue. Would recommend collapsing a) and b) into one policy which focusses on servicing.

1 INTRODUCTION

On June 11, 2024, the City of Humboldt (City) contracted Wallace Insights and Catterall & Wright Consulting Engineers to conduct a review and update of the City's Development Charges. This review is intended to examine the costs to the municipality for providing off-site infrastructure, planning, and engineering services to accommodate future growth and development. The review of development charges also includes an opinion on whether a development levy is warranted in cases where redevelopment of land intensifies the use of land but does not require a subdivision.

Development charges are collected by municipalities from new development under the authority of The Planning and Development Act, 2007 (Act). The charges are intended to recover the costs (in whole, or in part) to the municipality for providing specified infrastructure to facilitate and accommodate growth. The types of infrastructure which are eligible to be included in development charges under the Act are for water, sewer, roadways and related infrastructure, parks, and recreation facilities.

Due to fluctuations and increases in construction costs for material and labour, it is good practice for municipalities to conduct reviews and update their development charges every few years.

This report contains an analysis of development costs, and a review of the city's growth plans and Official Community Plan to form the basis for updated development charges.

1.1 Terminology

Before reviewing development charges there are a few terms used throughout this review which are important to know.

1. **Service Agreement Fees** – development charges contained in a Servicing Agreement associated with the approval of subdivision of land.
2. **Development Levy** – development charges levied when there is no subdivision of land, but the land is being intensified through infill or redevelopment.
3. **Development Charges** – a broad term to describe the rates used for both Service Agreement Fees and Development Levies.

4. **Intensification** – a term used to describe the redevelopment of sites where redevelopment results in a measurable increase in the use of water, sewer, roadways and other infrastructure.
5. **Off-site Infrastructure** – municipal infrastructure consisting of roadways, provision of water, treatment of sewage, drainage, parks, and recreation, etc., which serve to facilitate growth and development within the municipality but are not directly associated with any one development.
6. **Direct Services** – infrastructure associated directly with a particular development and typically located on-site.
7. **Allocation of Benefit** – the principle of allocating some of the costs of new, expanded, or upgraded infrastructure to existing development recognizing that there is some benefit to all existing ratepayers.

2 BACKGROUND

2.1 Sources of Revenue to Fund Growth

There are essentially three sources of funding to fund the development of off-site infrastructure which supports growth and development:

1. Mill Rate (Property Taxes)
2. Government Grants (Provincial or Federal)
3. Development Charges (Service Agreement Fees/Development Levy)

Common questions about the funding of growth have usually been:

- How is growth paid for?
- Is the current funding model sustainable?
- What other funding options are available?

Establishing development charges is a policy choice for a municipality based on balancing cost recovery with encouraging growth and development as part of meeting strategic outcomes desired by the City.

Development charges may be assessed and administered based on:

- Uniform charges applied to all land use classifications across the City.
- Land use specific charges applied uniformly across the City.
- Site specific charges applied uniformly across all land use classifications within the City.
- Site and land use specific charges.

When considering the administration of development charges, it is important to consider the capacity within the Administration to undertake their implementation.

2.2 Why Development Charges?

One of the most misunderstood topics in municipal government is funding growth - who pays, how much, when, and why. It is made more difficult to understand by the fact that each municipality in Saskatchewan chooses to fund growth slightly differently.

Funding growth is mainly about who pays and how much towards the capital costs of extending or expanding off-site municipal infrastructure necessary to support growth. Growth is mainly achieved in two ways - through subdivisions and through the intensification of land use (infill).

The primary purpose of this project is to conduct a thorough review of Humboldt's existing servicing agreement fees and development levies which are charged as a condition of approval of new subdivisions and through development agreements (when there is no subdivision of land). These fees, also known as 'development charges', are authorized by Section 169 of the Act. Through this review we have determined how much cost recovery is currently being achieved and have made recommendations on how the charges should be updated based on the identification of actual costs for new, upgraded or expanded infrastructure. This review forms the basis for recommendations with the goal of ensuring that the City is fully informed about costs of growth and can assess various policy objectives related to costs of growth to provide a basis for fair, competitive, transparent and equitable cost recovery.

2.3 Service Agreement Fees and Development Levies

Service Agreement Fees are charges tied to subdivision approval and form part of a typical servicing agreement. Development Levies are charges which are collected from development where no subdivision is involved but intensification (and higher draw on services) is caused by redevelopment. The City of Humboldt has an Off-site Charges Bylaw which allows costs to be

charged for both new subdivisions and redevelopment. However, the Official Community Plan does not contain an enabling policy for using a Development Levy, as per the Act (recommended).

2.4 Eligible Charges by Province (Western Canada)

For the purposes of comparing how different jurisdictions apply development charges based on differences in provincial legislation, the table on the next page has been produced to illustrate the differences between provincial legislation. It is important to note that each of the eligible growth factors on the left side of the table (next page) is subject to some level of interpretation as to what can and cannot be included within that category. Based on the principle of accountability and transparency, a municipality is required to ‘reasonably’ demonstrate that the rates are based on actual costs and exercise transparency in how the costs are calculated.

Table 1: Eligible Off-site Levies for Western Canadian Provinces

ELIGIBLE OFF-SITE LEVIES FOR WESTERN CANADIAN PROVINCES				
OFF-SITE LEVIES	BRITISH COLUMBIA ¹	ALBERTA ²	SASKATCHEWAN	MANITOBA ³
Water	✓	✓	✓	✓
Wastewater	✓	✓	✓	✓
Stormwater System	✓	✓	✓	✓
Roads	✓	✓	✓	✓
Parks	✓		✓	
Recreation		✓	✓	
Transit				
Police & Fire		✓		
Library		✓		

¹ References: Local Government Act, Part 14, Division 19 – Development Costs Recovery, Vancouver Charter

² Reference: Municipal Government Act, RSA 2000, c M-26 Division 6 https://auma.ca/sites/default/files/off-site_levies_manual_final.pdf

³ References: C.C.S.M. c. P80, The Planning Act – Part 8, Part 9 Development Requirements [C.C.S.M. c. P80 \(gov.mb.ca\)](https://www.gov.mb.ca/c3/c3m/c3m_p80.html)

2.5 Legislative Authority

Development charges are authorized by Sections 169 and 172 of the Act and cover the costs of extending roads, sewer, water, and the provision of other specific infrastructure.

Section 169 in the Act states:

Development Levy Bylaw

169(1) If a council has adopted an official community plan that authorizes the use of development levies, the council may, by bylaw, establish development levies to recover the capital costs of services and facilities as prescribed in subsections (2) and (3).

(2) If a development does not involve the subdivision of land, a council may impose development levies for the purpose of recovering all or a part of the municipality's capital costs of providing, altering, expanding, or upgrading the following services and facilities associated, directly or indirectly, with a proposed development:

- (a) sewage, water, or drainage works;*
- (b) roadways and related infrastructure;*
- (c) parks;*
- (d) recreational facilities.*

Section 172 states:

Servicing agreement

172(1) If there is a proposed subdivision of land, the municipality in which the subdivision is located may require a subdivision applicant to enter into a servicing agreement to provide services and facilities that directly or indirectly serve the subdivision.

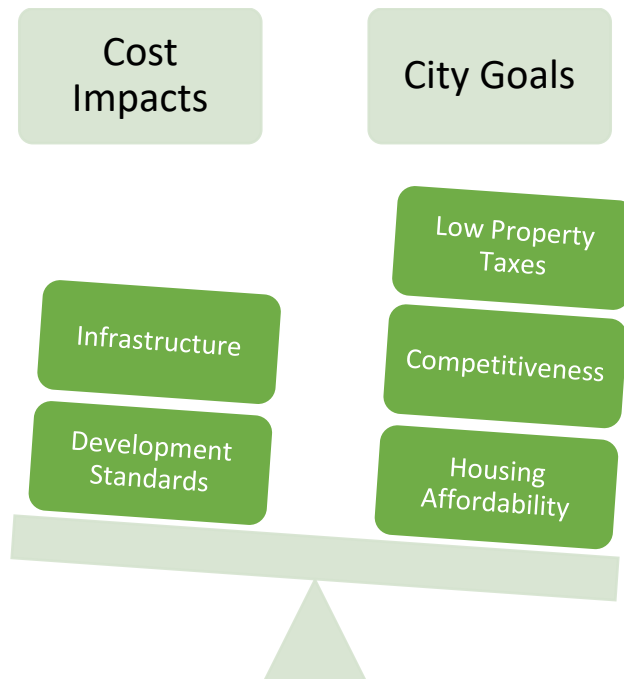
(2) Subdivision applicants shall not receive a certificate of approval from the approving authority if a servicing agreement is required by the municipality and has not been signed by the parties to the agreement.

There are several benefits which accrue from this review; among the most important are:

- evidence-based facts and data are provided as the foundation for justification of changes to fees;
- information about the levels of subsidy in the provision of new servicing and infrastructure to support new development will help to inform ratepayers and City Councillors; and,
- integration of new information concerning servicing costs with on-going asset management and capital planning exercises.

2.6 Competitive Charges

There is no one ‘best practice’ when it comes to development charges. The level of cost recovery through development charges is a local policy decision based on local development costs, level of service (standards), mil rate impacts, housing affordability, and desired level of competitiveness to maintain an attractive investment environment for development and future growth. Therefore, the setting of development charges is a balance of many considerations. Determining the right balance is the job of City Administration and Council using the best available information.



It is important to note that development charges only apply to the capital costs paid by the municipality for constructing, expanding, or extending off-site infrastructure to support new development. The City will need to consider and monitor operations and maintenance (O&M) costs through their approach to asset management. Operation, maintenance, and replacement of existing infrastructure is generally funded from annual property taxes and grants from upper levels of government (when available). This report does not address operating, maintenance, or replacement costs. Development charges cannot be applied to operation and maintenance costs of infrastructure.

3 POLICY ANALYSIS

Development charges provide the municipality with a contribution from new development to help pay for off-site infrastructure and facilities necessary and expected to accommodate and facilitate growth. In Saskatchewan, development charges typically include costs for the construction of the infrastructure listed below and the associated planning, engineering, and legal services related to that construction:

- water;
- wastewater;
- stormwater;
- roadways and related infrastructure;
- parks;
- recreational facilities; and,
- administration.

Development charges for direct costs are not being considered in this analysis since development is required to pay for all direct services to serve their developments in Humboldt. Shallow utilities such as gas, electricity, and cable are not typically provided by municipalities, but are paid for by developers as direct costs for a local area. Other costs such as relocation of major utility infrastructure (e.g., natural gas stations, electrical sub-stations, transmission lines) are also typically paid for directly by developers.

An off-site development charge can only be imposed on new development when the municipality has shown it will incur capital costs necessary to accommodate growth and development. These costs are determined by a study, or studies related to the planned construction, extension or increase in the capacity of infrastructure associated with growth. The study normally sets out the capital costs and considers the future land use patterns and phasing of the required public works. Based on this, a development charge may be collected for recovering all, or a portion of, the municipality's capital cost for providing, altering, expanding, or upgrading the services and facilities located off-site and serve to accommodate a proposed subdivision or development of land. There are options available to vary the charges as set out in a Development Charge Bylaw (Off-Site Charges Bylaw 15-2015) regarding defined areas, land uses, and capital costs related to different classes of development or the size and number of lots in a development.

Development charges are determined from a ‘snapshot’ using publicly adopted capital plans and forecasts of municipal infrastructure and facilities which will be constructed, or begin planning, design or construction within the **next ten (10) years**. The key is that the infrastructure and facilities are identified in municipal plans for growth and development such as the Official Community Plan, Transportation Master Plan, Parks and Recreation Master Plan, and so on.

3.1 Service Agreement Fees

The City of Humboldt’s Official Community Plan contains enabling policy to charge service agreement fees and implement a development levy.

The City of Humboldt Official Community Plan states:

Objective 5.1.4.1: Infrastructure Costs

To ensure that future development contributes to the cost of infrastructure services in a manner which does not create a burden for existing residents, and which does not impede long term growth.

Policy (a) The City will not be responsible for costs associated with the provision of municipal services to new subdivisions, except for City-owned developments. Where a private development requires municipal services, including drainage, the proponent will be responsible for all costs associated with providing such services.

Policy (b) Where a subdivision of land will require the installation or improvement of municipal services such as water and/or sewer lines, drainage, streets, or sidewalks within the subdivision, the developer will be required to enter into a servicing agreement with the City to cover the installation or improvements including, where necessary, charges to cover the costs of improvement or upgrading of off-site services. Council will, by resolution, establish the standards and requirements for such agreements and charges, including the posting of performance bonds or letters of credit.

Municipalities have the authority under Section 172 of the Act to require a developer to enter into a Servicing Agreement to cover the costs of off-site infrastructure which is needed for development. Examples may include sewage infrastructure (lagoons, pipelines), water (treatment facilities, pipelines), roadway improvements or upgrades, or recreation facilities (public halls, pools, rinks, etc.). **Service Agreement Fees cannot include operating or maintenance costs.** An executed Servicing Agreement is required for a subdivision applicant to receive a Certificate of Approval from the approving authority for the subdivision.

The City has established Policy 5.1.4 in the Official Community Plan for the purposes of recovering capital costs related to growth and development. Rates are reviewed periodically; however, the rates in Humboldt have remained relatively unchanged since 2015. The 2015 Off-Site Charges applied to all development is based on estimated off-site capital costs derived in 2014 from the Planning & Engineering for Growth Study, long-term municipal asset and capital management plans as shown below:

Collection For	Estimated Cost
Water	\$9,004,000
Wastewater	\$10,096,500
Stormwater	\$888,850
Transportation (roadways & related)	\$2,136,875
Parks & Recreation Facilities	\$4,584,320
Total:	\$26,710,545

It is important to note that the Service Agreement Fees and Development Levy’s generally apply the same charge.

3.2 Development Levy

A **Development Levy** is used when intensification of land use occurred without a subdivision, and where the municipality will incur costs to expand, enhance, extend, or build new off-site infrastructure to accommodate intensification. The example below shows a gas station site which is redeveloped into a larger building, intensifying the use of the site by drawing more capacity from roads, water, and sewer infrastructure.



To implement a Development Levy, Section 169 of the Act requires the municipality to have enabling policy contained in the OCP, and there must be cost studies completed which demonstrate that there are costs to the municipality incurred resulting from development intensification. Section 5.1.4 of the Humboldt OCP contains enabling policy for the use of Servicing Agreement Fees associated with the subdivision of land. At present, the Humboldt OCP does not contain enabling policy for the use of a Development Levy. The OCP would need to be amended to include enabling policy.

Humboldt is projected to be a fast-growing community. It is reasonable to expect new developments which will intensify the use of land in existing areas, and which draw more capacity from roadways, water and sewer infrastructure and increases the need for parks and recreation facilities. These developments may occur without the need for subdivision. A development levy will ensure that all development contributes fairly to the cost of providing new and expanded infrastructure to support more development.

A Development Levy helps to establish a level playing field for all developments. It is not equitable for one large development to pay development charges when a subdivision is involved, and another large redevelopment to pay no charges, when both incur similar costs to the municipality.

In the interest of fairness, a review of the capital expenditures planned to accommodate growth has been undertaken and the costs have been allocated equally over all development, including redevelopment where land use is intensified. This helps to spread the costs over a larger number of developments keeping development charges as low as possible.

It is important to note that development charges can only be charged once for an area of land. In other words, development charges cannot be charged in areas receiving benefit from municipal services where they were already collected.

Payment of a Service Agreement Fee is normally a condition of approval of a subdivision and payment is required before new lots are registered. Development Levies, where no subdivision is involved, are normally paid as part of the Development Permit application process.

3.3 Comparing Development Charges

Appendix B contains a table which shows a comparison of select municipalities in Saskatchewan to gain insight on other comparable development charges. By reviewing the existing development charges for other municipalities, the consulting team was able to explore different frameworks to help inform our review in line with a cost recovery model. This

aids in understanding the different approaches to development charges and weigh the merits of other models, glean insight and lessons learned from similar jurisdictions.

4 DEVELOPMENT CHARGE CALCULATIONS

The following provides the information and assumptions used in the calculation and development of recommendations towards establishing updated development charges.

Capital Projects identified by Humboldt are summarized below:

Development Charge Summary

Development Charge Description	Capital Project Cost Summary	2024-2034 Projected Capital Cost	Uncollected Development Charges/Funding*
Arterial Roads	Arterial Road Construction	\$ 9,730,000	\$ 1,211,050
WPH & Reservoir	WPH & Reservoir Upgrades	\$ 4,275,140	\$ 3,005,423
Wastewater Treatment	Lagoon & SPS's	\$ 43,797,510	\$ 31,150,108
Community Parks & Recreation			
	<i>Gym/Court Facility</i>	\$ 12,000,000	\$ 9,300,000
	<i>Second Ice Surface</i>	\$ 16,000,000	\$ 12,400,000
	<i>Senior/U18 Ball Diamond (x1) Minor (x2-3)</i>	\$ 2,000,000	\$ 1,550,000
	<i>Theatre / Black Box / Flex Space Upcharge</i>	\$ 2,000,000	\$ 1,550,000
Stormwater Upgrades		\$ 1,480,000.00	\$ 814,000
Planning & Administration	Planning & Administration fees	\$ 1,677,500	\$ 473,750
	Total	\$ 92,960,150	\$ 61,454,332
	Projected Cost Recovery from Development Charges		\$ 31,505,818

**Other Revenue Sources other than developers, ie: City contributions, sponsorship, funding*

Costs associated with Parks and Recreation infrastructure and facilities may include:

- a) Costs for indoor facilities such as Recreation Centres, Indoor aquatic facilities, etc.
- b) City-wide parks which are not funded by developers.
- c) Upgrades, additions, or service enhancements which may include upgrading trails, expanding pedestrian networks, adding recreation equipment to existing parks, etc.

For this study, trails were incorporated with the Arterial Roads section.

The total projected cost recovery from development charges based on ten years of growth is \$31,505,818. The remaining cost to the City of Humboldt will be covered by the City or collected from grant funding arrangements or sponsorship.

4.1 Calculation Assumptions

The following assumptions were made in calculating development charges and are discussed further in this section.

- Review of capital costs eligible under the legislation include both historical and future development charges.
- Capital costs based on available information from the City’s capital planning documents, and studies associated with growth and development.
- Land absorption over a 10-year period to establish a reasonable land area for the basis of calculation has been applied assuming growth factors provided from Administration.
- Recommendation to review development charge rates every three (3) years, with option to revise rates at any time Council feels its necessary due to cost fluctuations.
- ‘Allocation of Benefit’ includes a 10% across the board benefit to existing development in addition to any projected funding.

4.2 Development Charge Methodology and Calculation

This section summarizes the calculation of specific development-related costs within a total development charge by type of development. For all services, the calculation of the “unadjusted” Residential and Non-Residential charges is reviewed.

Based on our review of the legislation within the Act and the eligible capital costs that may be included in development charges, the following methodology and calculations were used to develop off-site charges.

In coordination with City Administration, a 10-year population forecast was created. The population forecast uses the following variables:

- BHP Billiton Jansen mine construction - permanent employment, family size, and spinoff projections.
- City of Humboldt capture rate of BHP growth projections.

- 0.55% growth rate over and above BHP growth projections.

City of Humboldt - 10 yr Population Forecast												
Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
BHP Jansen Site Employees	30	70	140	170	180	140	50					
Family Size (adjusted to x1.5) and 1 year delay		45	105	210	255	270	210	75				
Spin-off Jobs and Population impact (x2.5) and 2 year delay			75	175	350	425	450	350	125			
Overall Population Growth (BHP Related)	30	115	320	555	785	835	710	425	125	0	0	0
Impact on City of Humboldt @ 60% Capture	18	69	192	333	471	501	426	255	75	0	0	0
Other City Growth @ 0.55%		34	34	36	38	40	43	46	48	48	49	49
Estimated City of Humboldt Population	6135	6238	6464	6833	7342	7883	8352	8653	8776	8824	8873	8921
Dwellings Required (2.5pp/dwelling)		41	91	147	203	217	188	120	49	19	19	20

Following the population forecast, a 10-year land absorption forecast was undertaken. The absorption forecast uses the following variables:

- The following residential land use type splits are forecasted:
 - Low Density Single Family – 20%
 - Standard Single Family - 50%
 - Low Density Multi-Family – 10%
 - Standard Multi-Family – 20%
- Land absorption calculations use the following densities:
 - Low Density Single Family – 9 units per ha
 - Standard Single Family – 14 units per ha
 - Low Density Multi-Family – 30 units per ha
 - Standard Multi-Family – 50 units per ha
- Commercial land absorption is calculated using 5.5 ha (13.6 ac) of land per 1,000 additional people.

- Industrial land absorption is calculated using 8.5 ha (21 ac) of land per 1,000 additional people.
- Institutional land absorption is calculated using 3 ha (7.4 ac) of land per 1,000 additional people.
- Recreational land absorption is calculated by applying 10% of gross land (residential) and 5% of gross land (non-residential) and adding that value to each land use.

City of Humboldt - 10 yr Absorption Forecast															
Year	Additional Population / Yr	Low Density Single Family Dwellings	Standard Single Family Dwellings	Low Density Multi Family Dwellings	Standard Multi Family Dwellings	Total Dwellings	Single Family Area Req'd (Ha)	Multi Family Area Req'd (Ha)	Total Residential Area Req'd (Ha)	Commercial Area Req'd (Ha)	Industrial Area Req'd (Ha)	Institutional Area Req'd (Ha)	Recreational Area Req'd (Ha)	Roadway Area Req'd (Ha)	Total Area Req'd (Ha)
2025	226	16	40	10	28	95	4.49	0.91	5.40	1.24	1.92	0.68	0.73	2.49	12.47
2026	369	26	66	17	46	155	7.31	1.48	8.79	2.03	3.13	1.11	1.19	4.06	20.31
2027	509	36	91	23	64	214	10.09	2.04	12.13	2.80	4.32	1.53	1.65	5.61	28.03
2028	541	39	97	25	68	228	10.74	2.17	12.92	2.98	4.60	1.62	1.75	5.97	29.84
2029	469	34	84	21	59	197	9.31	1.88	11.20	2.58	3.99	1.41	1.52	5.17	25.87
2030	301	21	54	14	38	127	5.97	1.21	7.18	1.66	2.56	0.90	0.97	3.32	16.59
2031	123	9	22	6	15	52	2.43	0.49	2.92	0.67	1.04	0.37	0.40	1.35	6.76
2032	48	3	9	2	6	20	0.96	0.19	1.15	0.27	0.41	0.14	0.16	0.53	2.66
2033	49	3	9	2	6	20	0.96	0.19	1.16	0.27	0.41	0.15	0.16	0.53	2.67
2034	49	3	9	2	6	21	0.97	0.20	1.16	0.27	0.41	0.15	0.16	0.54	2.69
TOTAL	2683	192	479	122	335	1128	53.24	10.77	64.01	14.76	22.81	8.05	8.68	29.58	147.89
LDSF is 20%, SSF is 50%, LDMF is 10%, SMF is 20%															

When combining roadways and recreational areas (municipal reserve) into the various land uses, the results of the analysis yield the following gross land requirements:

- Residential 88.02 ha
- Commercial..... 19.37 ha
- Industrial 29.94 ha
- Institutional 10.57 ha
- **TOTAL..... 147.90 ha**

The above areas represent the 10-year land absorption by land use to be levied. When plotted on the City’s Official Community Plan Future Land Use Map the following conclusions were made:

- There are adequate future residential lands within the City boundary. Most of the lands analyzed for the development charges included those in the north and northwest.
- There is a projected deficit of 7.69 ha (19 acres) of commercial lands within the City boundary.
- There is a projected deficit of 29.94 ha (74 acres) of industrial lands within the City boundary.
- There is a projected deficit of 10.57 ha (26 acres) of institutional lands within the City boundary.

Levied Areas

Reference drawings are provided in **Appendix C** for land use projections, arterial roads, water & wastewater.

With the 2024 City of Humboldt population of 6,238, combined with the remaining buildout of these developments, the anticipated residential buildout population is 8,921 (based on Humboldt's Population Forecast) with an additional equivalent population of 1,776 when commercial and industrial equivalent populations are considered. The total equivalent population growth for development charge assessment is 4,459 people.

The following provides a breakdown of each development charge calculation for Arterial Roads, Water Pumphouses & Reservoirs, Stormwater, Wastewater Facilities & Treatment, Community Parks & Recreation, and Planning & Administration.

Arterial Roads

Based on the projections for growth within the next ten years, the following arterial roads, upgrades, and trail improvements are proposed. Costs were estimated and provided by the City of Humboldt.

Arterial Road & Trail Costs						
Item	Area/Street Name	Length (m)	Opinion of Probable Cost	Reduction from Grants	Reduction for Shared Benefit to Existing Population	Cost for New Growth
1	Peck Road (4th Avenue to 12th Avenue)	1,180	\$ 1,258,000		10%	\$ 1,132,200
2	4th Avenue (Main Street to Peck Road)	1,645	\$ 2,255,000		10%	\$ 2,029,500
3	Highway 5 Corridor Improvements		\$ 3,777,000		10%	\$ 3,399,300
4	Main Street and 5th Ave Intersection Upgrade		\$ 1,911,000		10%	\$ 1,719,900
5	Trail Systems	1,194	\$ 529,000	50%	10%	\$ 238,050
Subtotal Arterials & Trails			\$ 9,730,000			\$ 8,518,950

The following table outlines the arterial road development charge, based on new growth paying for 90% of arterial growth, with a reduction of 50% for trail upgrades based on cost recovery from grants. The cost per person is assessed based on new growth and the equivalent population projected from commercial and industrial land uses.

Arterial Roads	
Area Method Equivalent Population	
Total Adjusted Cost of Arterials	\$ 8,518,950
Shared Benefit (10% to Existing Population)	
Item	
Projected 10yr Residential Population 2034	8,921
Additional Benefitting Population	787
Additional Benefitting Population Equivalent	988
Less 2024 Existing Population	- 6,238
Total Equivalent Population for Development Charge Assessment	4,459
Cost per person	\$ 1,911
Single Family (Standard Density) p/ha	39
Single Family Standard Density \$/ha	\$ 74,898
Multi Family (Standard Density) p/ha	80
Standard Multi-Family \$/ha	\$ 152,853
Commercial p/ha	53
Commercial \$/ha	\$ 101,902
Industrial p/ha	43
Industrial \$/ha	\$ 82,795

As shown above, some of the arterials, trails and corridor improvements listed above will benefit some residents within existing developments, so a reduction accounting for shared benefit is recommended (see Allocation of Benefit discussion on page 55).

The calculated development charge is \$74,898/ha for single-family standard density, based on growth paying for growth with consideration of 10% shared benefit from the existing population. Charges for multi-family, commercial and industrial are also shown above and in each table below. Arterial roads, upgrades and trails are shown in Appendix C.

Water

Water system upgrades were completed from 2016-2018 and included reservoir and pumphouse improvements to service growth to 9,000 for storage and 12,000 for distribution pumping. The development charge for this item was calculated as follows:

Water Pumphouse & Reservoir Development Charge	
Shared Benefit (67% Funding & 10% for Existing)	
<i>Item</i>	
Water Distribution Facility	
Water Distribution Facility Retrofit (2016-2018)	\$ 4,275,140
Reduction from Grants (67%)	-\$ 2,864,344
Reduction for Benefit to Existing Population (10%)	-\$ 141,080
Total Capital Cost	\$ 1,269,717
Projected 10 yr Population 2034	8,921
Less 2024 Existing Population	- 6,238
Net Population growth	2,683
Additional Benefitting Population (Commercial)	787
Additional Benefitting Population Equivalent (Industrial)	988
Total Equivalent Population for Development Charge Assessment	4,459
Cost per person (Based on design population)	\$ 285
Single Family (Standard Density) p/ha	39.20
Single Family Standard Density \$/ha	\$ 11,163
Multi Family (Standard Density) p/ha	80.00
Standard Multi-Family \$/ha	\$ 22,782
Commercial (p/ha)	53.33
Commercial \$/ha	\$ 15,188
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.33
Industrial \$/ha	\$ 12,340

Project costs include actual costs from the 2016-2018 upgrade. The recommended development charge is \$11,163/ha for single-family standard density. This option includes Humboldt’s funding contribution and considers an additional 10% benefit to the existing population for the upgraded facility.

Wastewater Treatment

In 2024, the City of Humboldt commenced construction on a significant upgrade to their wastewater treatment and discharge system with a new lagoon and treatment facility to service a residential population of 10,000 with allowance for commercial and industrial usage. The projected capital costs are outlined below along with corresponding sewage pumping station (SPS) upgrades. Note: some of the upgrades to existing SPS’s are specifically for the new lagoon and some are required to support new growth. Consideration could be made for

charging the SPS portion of the levy as a special levy, only to areas that receive direct benefit. The resulting calculation for this development charge is as follows:

Water Pumphouse & Reservoir Development Charge	
Shared Benefit (67% Funding & 10% for Existing)	
<i>Item</i>	
Water Distribution Facility	
Water Distribution Facility Retrofit (2016-2018)	\$ 4,275,140
Reduction from Grants (67%)	-\$ 2,864,344
Reduction for Benefit to Existing Population (10%)	-\$ 141,080
Total Capital Cost	\$ 1,269,717
Projected 10 yr Population 2034	8,921
Less 2024 Existing Population	- 6,238
Net Population growth	2,683
Additional Benefitting Population (Commercial)	787
Additional Benefitting Population Equivalent (Industrial)	988
Total Equivalent Population for Development Charge Assessment	4,459
Cost per person (Based on design population)	\$ 285
Single Family (Standard Density) p/ha	39.20
Single Family Standard Density \$/ha	\$ 11,163
Multi Family (Standard Density) p/ha	80.00
Standard Multi-Family \$/ha	\$ 22,782
Commercial (p/ha)	53.33
Commercial \$/ha	\$ 15,188
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.33
Industrial \$/ha	\$ 12,340

As shown above, the funding subsidizes the cost to new and existing development. In addition, the capital cost was further reduced to account for the population serviced beyond ten years, plus an additional 10% reduction is assessed to the existing population who benefits from this upgraded facility. The recommended development charge for wastewater is \$111,195/ha for single family standard density.

Drainage

Stormwater improvements include upgrades to drainage channels and culvert crossings from Water Ridge Pond to the south end of the lagoon, approximately 3 km in length. It is assumed

that individual developments will build and construct their own storm water management ponds and internal storm sewer, which is common for other municipalities. If a storm water pond is to be shared among multiple developers in an area, a cost-sharing agreement should be put in place.

The following calculation outlines the development charge for Stormwater Upgrades:

Stormwater Upgrades	
Shared Benefit (50% Funding & 10% for Existing)	
Stormwater Channel Upgrade	\$ 1,480,000
Less provincial & federal funding (50%)	-\$ 740,000
Reduction for Benefit to existing population (10%)	-\$ 74,000
Total Cost to Levy	\$ 666,000
Design Population	8,921
Less 2024 Existing Population	- 6,238
Net Population growth	2,683
Additional Benefitting Population (Commercial)	787
Additional Benefitting Population Equivalent (Industrial)	988
Total Equivalent Population for Development Charge Assessment	4,459
Cost per person	\$ 149
Single Family (Standard Density) p/ha	39.2
Single Family Standard Density \$/ha	\$ 5,855
Multi Family (Standard Density) p/ha	80.0
Standard Multi-Family \$/ha	\$ 11,950
Commercial (p/ha)	53.3
Commercial \$/ha	\$ 7,967
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.3
Industrial \$/ha	\$ 6,473

With reductions from projected provincial and federal funding and a 10% reduction for benefit to the existing population, the recommended development charge for single family density development is \$5,855/ha.

Recreation

Several exciting initiatives are planned for recreational facilities in the next ten years. This list provides Administration with the opportunity to review and assess priorities. Projected

reductions for grants and to account for the benefiting population beyond 10 years are shown below, along with an adjustment of 10% to account for benefit to existing residents.

Parks & Recreation

Projected Costs:			Shared Benefit			Cost for Development Charge
Recreation Facility	Population Serviced	Cost	Reduction from Grants/Other Revenue	Reduction for Servicing Beyond 10-yr	Reduction for Benefit to Existing Population	
Gymnasium/Court Facility	12,000	\$ 12,000,000	50%	50%	10%	\$ 2,700,000
Second Ice Surface	12,000	\$ 16,000,000	50%	50%	10%	\$ 3,600,000
Ball Diamond (x1) Senior/U18, (x2-3) Minor	12,000	\$ 2,000,000	50%	50%	10%	\$ 450,000
Theatre / Black Box / Flex Space	12,000	\$ 2,000,000	50%	50%	10%	\$ 450,000
Total		\$ 32,000,000				\$ 7,200,000

The following table summarizes the development charge for each recreational item shown above. Details for each facility are shown in **Appendix A**.

Recreation Facility:	Gymnasium/ Court Facility	Second Ice Surface	Ball Diamonds (1 senior, 2 to 3 minor)	Theatre / Black Box / Flex Space upcharge
<i>Item</i>				
Cost of Facility	\$ 12,000,000	\$ 16,000,000	\$ 2,000,000	\$ 2,000,000
Less 50% Cost for Grants	-\$ 6,000,000	-\$ 8,000,000	-\$ 1,000,000	-\$ 1,000,000
Less 50% Cost for beyond 10 yr service	-\$ 3,000,000	-\$ 4,000,000	-\$ 500,000	-\$ 500,000
Less 10% for Existing Population Benefit	-\$ 300,000	-\$ 400,000	-\$ 50,000	-\$ 50,000
Total Cost for Growth	\$ 2,700,000	\$ 3,600,000	\$ 450,000	\$ 450,000
Population Serviced by Facility	8,921	8,921	8,921	8,921
Less 2024 Existing Population	- 6,238	- 6,238	- 6,238	- 6,238
Net Population growth	2,683	2,683	2,683	2,683
Additional Benefitting Population (Commercial)	787	787	787	787
Additional Benefitting Population Equivalent (Industrial)	988	988	988	988
Total Equivalent Population for Development Charge Assessment	4,459	4,459	4,459	4,459
Cost per person	\$ 606	\$ 807	\$ 101	\$ 101
Single Family (Standard Density) p/ha	39.2	39.2	39.2	39.2
Single Family Standard Density \$/ha	\$ 23,738	\$ 31,651	\$ 3,956	\$ 3,956
Multi Family (Standard Density) p/ha	80.0	80.0	80.0	80.0
Standard Multi-Family \$/ha	\$ 48,445	\$ 64,594	\$ 8,074	\$ 8,074
Commercial (p/ha)	53.3	53.3	53.3	53.3
Commercial \$/ha	\$ 32,297	\$ 43,063	\$ 5,383	\$ 5,383
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.3	43.3	43.3	43.3
Industrial \$/ha	\$ 26,241	\$ 34,988	\$ 4,374	\$ 4,374

When combined, the total recommended Recreation development charge is \$63,302/ha for standard single-family residential. Charges are included for multifamily (\$129,188/ha), commercial (\$86,125/ha) and industrial (\$69,977/ha) development; however, it is worth noting

that some communities do not assess recreation development charges to commercial and industrial development.

Administration (Planning, Engineering, Legal)

Section 168 of The Planning and Development Act, 2007 allows for the inclusion of planning, engineering, and legal fees to be included in the calculation of capital costs related to servicing agreement fees and development charges. These costs vary by municipality. The City of Humboldt has provided an estimate of cost going forward and it results in a total charge of \$1,677,500 for the next ten years. With adjustments for projected funding for future growth studies and consideration of benefit to the existing population, the total cost was reduced to \$1,203,750.

Planning & Administration	
Item	
<i>Projected Growth Studies (next ten years)</i>	\$ 680,000
<i>Projected Administration Costs (next ten years)</i>	\$ 997,500
Less provincial & federal funding (50% for Projected Growth Studies)	-\$ 340,000
Reduction for Benefit to Existing Population (10%)	-\$ 133,750
Total Cost Planning & Admin	\$ 1,203,750
Total Projected Population in 10 years (2034)	8,921
Additional Benefitting Population (Commercial)	787
Additional Benefitting Population Equivalent (Industrial)	988
Less 2024 Existing Population	- 6,238
Total Equivalent Population	4,459
Cost per person	\$ 270
Single Family (Standard Density) p/ha	39.2
Single Family Standard Density \$/ha	\$ 10,583
Multi Family (Standard Density) p/ha	80.0
Standard Multi-Family \$/ha	\$ 21,599
Commercial (p/ha)	53.3
Commercial \$/ha	\$ 14,399
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.3
Industrial \$/ha	\$ 11,699

The development charge for planning and administration is 4% of the total development charge for all land uses. These costs are higher than other communities. For reference, the R.M. of Corman Park recently updated its development charges and included a 2.8% charge

for planning, engineering, and legal services. The cities of Martensville and Saskatoon charges work out to 1.4% against the per front metre charge for administration. Based on the costs and reductions noted above, the resulting development charge is \$10,583/ha for standard single-family residential, with the other land uses shown above.

Multi-Family, Commercial & Industrial

Population density projections were utilized to calculate development charges for multi-family, commercial, and industrial zoning. Charges per person were calculated for these development charges by including the equivalent population of proposed commercial and industrial development.

Multi-family, Commercial, and Industrial rates are calculated for each development charge listed and as shown above based on varying densities which correspond to variable usage of off-site services. The existing development charges from 2015 along with the proposed development charges are summarized below.

Development Charge (no subdivision)	2015 Rate/ha (existing)	2024 Rate/ha (proposed)	Notes
Residential (one & two unit)	\$ 82,976	\$ 276,997	Recommend rates be uniform within each land use category. Based on standard density of 39p/ha.
Multi-Unit Residential	\$ 116,167	\$ 565,300	Based on density of standard rate of 80p/ha.
Commercial & Industrial	\$ 75,462	\$ 341,535	Based on average of commercial & industrial development charges.
Service Agreement Fee (subdivision)	2015 Rate/ha (existing)	2024 Rate/ha (proposed)	Notes
Residential (one & two unit)	\$ 165,953	\$ 276,997	Recommend rates be uniform within each land use category. Based on standard density of 39p/ha.
Multi-Unit Residential	\$ 165,953	\$ 565,300	Based on density of standard rate of 80p/ha.
Commercial & Industrial	\$ 107,803	\$ 341,535	Based on average of commercial & industrial development charges.

The standard residential rate of \$276,997/ha is based on a projected density of 14 units per hectare at 2.8 people per unit, for a density of 39.2 people per hectare. The rate for standard density multi-family is \$565,300/ha. Multi-Family experiences the greatest upcharge due to

the increased population density's impact on resources (39/ha versus 80p/ha, almost double). Commercial and Industrial rates were blended for an average of \$341,535/ha to promote simplicity for administration when assessing these charges.

The costs summarized above provide a realistic method for cost recovery on the equivalent population pressure that commercial and industrial development adds to a municipality. As mentioned above, there are other communities that do not charge any Parks & Recreation costs to commercial and industrial land, which Humboldt could consider.

5 SUMMARY OF DEVELOPMENT CHARGE CHANGES

Below is a table showing the summary of Development Charge Changes resulting from analysis of capital expenditures and growth projections.

Existing Charges (2015 per Ha.)		Development Charges (Proposed per Ha.)		% Increase	Notes
Development Levy					
Low Density Residential (<80/ha.)	\$ 82,976	Low Density Residential	\$ 276,997	234%	2015 rate includes a 30% reduction.
Multi-Family Residential (>80/ha.)	\$165,953	Multi-Family Residential	\$ 565,300	387%	2015 rate includes a 30% reduction.
Commercial & Industrial	\$ 75,462	Commercial & Industrial	\$ 341,535	353%	2015 rate includes a 30% reduction.
Service Agreement Fees					
Low Density Residential (<80/ha.)	\$165,953	Low Density Residential	\$ 276,997	67%	
Multi-Family Residential (>80/ha.)	\$165,953	Multi-Family Residential	\$ 565,300	241%	
Commercial & Industrial	\$107,803	Commercial & Industrial	\$341,535	217%	

Where densities vary from the standard rate, an adjustment can be made. For example, a low-density single-family development with dwellings of 9 units per hectare, assuming 2.8 people per unit, results in a density of 25.2 people/ha and a corresponding 36% reduction. The City of Humboldt could choose to charge an adjusted development charge reflective of this reduction, considering the reduced density of a development.

The Multifamily development charge results in the highest increase from 2015 of 387% with a charge of \$565,300/ha compared to \$165,953/ha in 2015.

Commercial and Industrial rates were calculated based on a reduced equivalent population density to coincide with the equivalent densities expected in the City of Humboldt. For purposes of this study, the City of Saskatoon's New Neighbourhood Design Standards were used as a starting point for determining equivalent population densities. A reduction of 1/3 of the City of Saskatoon's equivalent density projections of 160p/ha for Commercial and 130p/ha for Industrial provides a more realistic population projection for Humboldt's land uses. The commercial development charge was calculated to be \$376,897/ha and \$306,204/ha for industrial. The blended average of these charges is \$341,535, which is recommended for simplicity.

Allocation of Benefit

Allocation of Benefit' is applied by some municipalities to recognize that there can be a benefit to all existing ratepayers when new infrastructure is built or upgraded resulting from growth. It could be a new roadway, improved or widened roadway, better drainage, more provision for water, etc.

The Allocation of Benefit is a principle that is applied to development charges without a standard formula. The most common practice is to apply a reduction (by %) based on an estimated value which can be reasonably justified as having benefit for current ratepayers (in the Municipality). For example, if a new roadway was estimated to cost \$1 million dollars, and it was estimated that 25% of the expected traffic was from existing ratepayers not travelling to or from the new development, then the estimated total development charge would be reduced by 25%. The reduced amount would be paid for from the mil rate (existing ratepayers).

The Allocation of Benefit principle is commonly applied in smaller centres, but not consistently. The final decision about how to apply an Allocation of Benefit rests with City

Council. This report recommends applying an Allocation of Benefit as shown on page 5 after discussion with the administration. We have concluded that this is a reasonable estimate based on a percentage of existing ratepayers who benefit from new or upgraded infrastructure.

APPENDIX A – Detailed Calculations for Development Charge Options

Development Charge Item	2024 Proposed Development Charges			
	Standard Density (39p/ha) Residential (\$/ha)	Standard Multi- Family (80p/ha) Residential (\$/ha)	Commercial (\$/ha)	Industrial (\$/ha)
Arterial Roads	\$ 74,898	\$ 152,853	\$ 101,902	\$ 82,795
WPH & Reservoir	\$ 11,163	\$ 22,782	\$ 15,188	\$ 12,340
Storm Water Management	\$ 5,855	\$ 11,950	\$ 7,967	\$ 6,473
Wastewater Facilities & Treatment	\$ 111,195	\$ 226,929	\$ 151,286	\$ 122,920
Community Parks & Recreation	\$ 63,302	\$ 129,188	\$ 86,125	\$ 69,977
<i>Gym/Court Facility</i>	\$ 23,738	\$ 48,445	\$ 32,297	\$ 26,241
<i>Second Ice Surface</i>	\$ 31,651	\$ 64,594	\$ 43,063	\$ 34,988
<i>Senior/U18 Ball Diamond (x1) Minor (x2-3)</i>	\$ 3,956	\$ 8,074	\$ 5,383	\$ 4,374
<i>Theatre / Black Box / Flex Space Upcharge</i>	\$ 3,956	\$ 8,074	\$ 5,383	\$ 4,374
Planning & Administration	\$ 10,583	\$ 21,599	\$ 14,399	\$ 11,699
Total Cost (per ha)	\$ 276,997	\$ 565,300	\$ 376,867	\$ 306,204

Parks & Recreation Facilities Development Charge Options:

Gymnasium/Court Facility	
<i>Item</i>	
Cost Gym/Court Facility	\$ 12,000,000
Less 50% Cost for Grants	-\$ 6,000,000
Less 50% Cost for beyond 10 yr service	-\$ 3,000,000
Less 10% for Existing Population Benefit	-\$ 300,000
Total Cost for Growth	\$ 2,700,000
Population Serviced by Facility	8,921
Less 2024 Existing Population	- 6,238
Net Population growth	2,683
Benefitting Population (Commercial)	787
Benefitting Population Equivalent (Industrial)	988
Total Equivalent Population for Development Charge Assessment	4,459
Cost per person	\$ 606
Single Family (Standard Density) p/ha	39.2
Single Family Standard Density \$/ha	\$ 23,738
Multi Family (Standard Density) p/ha	80.0
Standard Multi-Family \$/ha	\$ 48,445
Commercial (p/ha)	53.3
Commercial \$/ha	\$ 32,297
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.3
Industrial \$/ha	\$ 26,241

Second Ice Surface	
Shared Benefit (50% Funding, 50% Growth, 10% for Existing)	
<i>Item</i>	
Total Cost Gym/Court Facility	\$ 16,000,000
Less 50% Cost for Grants	-\$ 8,000,000
Less 50% Cost for beyond 10 yr service	-\$ 4,000,000
Less 10% for Existing Population Benefit	-\$ 400,000
Total Cost for Growth	\$ 3,600,000
Population Served by Facility	8,921
Less 2024 Existing Population	- 6,238
Net Population growth	2,683
Benefitting Population (Commercial)	787
Benefitting Population Equivalent (Industrial)	988
Total Equivalent Population for Development Charge Assessment	4,459
Cost per person	\$ 807
Single Family (Standard Density) p/ha	39.2
Single Family Standard Density \$/ha	\$ 31,651
Multi Family (Standard Density) p/ha	80.0
Standard Multi-Family \$/ha	\$ 64,594
Commercial (p/ha)	53.3
Commercial \$/ha	\$ 43,063
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.3
Industrial \$/ha	\$ 34,988

Ball Diamonds (1 senior, 2 - 3 minor)	
Area Method	
Shared Benefit (50% Funding, 50% Growth, 10% for Existing)	
<i>Item</i>	
Cost Ball Diamonds	\$ 2,000,000
Less 50% Cost for Grants	-\$ 1,000,000
Less 50% Cost for beyond 10 yr service	-\$ 500,000
Less 10% for Existing Population Benefit	-\$ 50,000
Total Cost for Growth	\$ 450,000
Population Served by Facility	8,921
Less 2024 Existing Population	- 6,238
Net Population growth	2,683
Benefitting Population (Commercial)	787
Benefitting Population Equivalent (Industrial)	988
Total Equivalent Population for Development Charge Assessment	4,459
Cost per person	\$ 101
Single Family (Standard Density) p/ha	39.2
Single Family Standard Density \$/ha	\$ 3,956
Multi Family (Standard Density) p/ha	80.0
Standard Multi-Family \$/ha	\$ 8,074
Commercial (p/ha)	53.3
Commercial \$/ha	\$ 5,383
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.3
Industrial \$/ha	\$ 4,374

Theatre / Black Box / Flex Space upcharge	
Shared Benefit (50% Funding, 50% Growth, 10% for Existing)	
<i>Item</i>	
Total Cost	\$ 2,000,000
	Less 50% Cost for Grants -\$ 1,000,000
	Less 50% Cost for beyond 10 yr service -\$ 500,000
	Less 10% for Existing Population Benefit -\$ 50,000
Total Cost for Growth	\$ 450,000
Population Serviced by Facility	8,921
Less 2024 Existing Population	- 6,238
Net Population growth	2,683
Additional Benefitting Population (Commercial)	787
Additional Benefitting Population Equivalent (Industrial)	988
Total Equivalent Population for Development Charge Assessment	4,459
Cost per person	\$ 101
Single Family (Standard Density) p/ha	39.2
Single Family Standard Density \$/ha	\$ 3,956
Multi Family (Standard Density) p/ha	80.0
Standard Multi-Family \$/ha	\$ 8,074
Commercial (p/ha)	53.3
Commercial \$/ha	\$ 5,383
Industrial (Light, Heavy & Commercial Industrial) (p/ha)	43.3
Industrial \$/ha	\$ 4,374

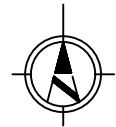
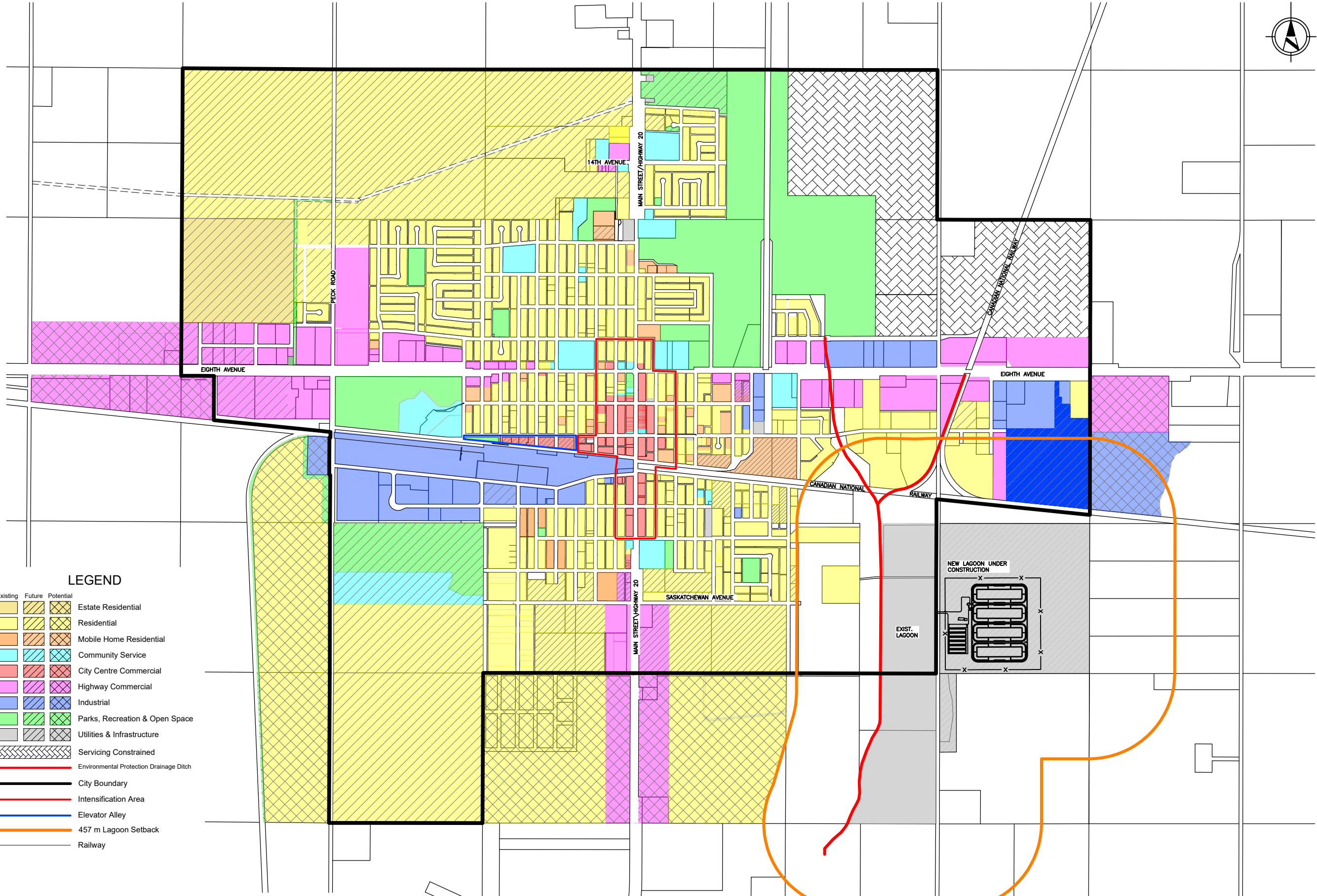
APPENDIX B – Comparison of Selected Municipal Development Charges

Municipality	Year	Residential	Commercial	Industrial	Notes
Saskatoon	2024	\$2,791.43 /front metre Residential lot equivalent: \$41,871.45 per 15m x 33m lot.	\$2,762.90 /f.m. \$981,568/ha*	\$3,157.60 /f.m. \$658,637/ha**	One of only two municipalities to calculate development charge on per front metre basis. *Commercial lots over 60m in depth are charged @169 f.m./hectare = \$981,568/hectare. **Industrial lots over 88m in depth are charged @113 f.m./hectare = \$658,637.45/hectare. Residential rate converted to a per hectare charge shows \$544,328 per ha.
Regina	2025	\$373,000/ha (\$151,012/ac.)	\$373,000/ha (\$151,012/ac.)	\$124,300/ha (50,324/ac.)	Greenfield rates take effect January/25. In 2026 Regina will apply the Stats Can Building Construction Indexes (3 rd quarter report) to these rates. 2024 Review has concluded that rates must increase 26% to cover costs. (\$403,425/ha.).
Moose Jaw	2023	\$54,741.44/ac (\$135,211/ha)	\$54,741/ac (\$135,211/ha)	\$54,741/ac (\$135,211/ha)	Uniform rate for all land uses. City adds 2% per year automatically. Approx. \$7,820 per residential lot (at 7 lots per gross acre). 2018 Walker/Mercer report indicated that levies should be \$80,580/ac. to cover costs.
Prince Albert	2023	\$98,372/ha (\$39,827/ac)	\$98,372/ha	\$98,372/ha	\$5,690 per lot at 7 lots per gross acre.
North Battleford	2022	\$44,500/ha (\$18,016/ac)	\$44,500/ha	\$44,500/ha	Very low rates. Considering a Review.
Martensville	2012	\$1,317.27 per front metre (\$/f.m.)	\$39,518/ac. (\$97,609/ha)	\$39,518/ac. (\$97,609/ha)	Reviewed in 2021. Recommended Rates & Final Levies TBD.
Town of Pilot Butte	2020	\$213,000 /ha. (86,235/ac.)	\$213,000 /ha.	\$213,000 /ha.	28% of costs are not included in Development Charges (Allocation of Benefit).
Warman (proposed)	2023	\$1,620 /front metre	\$75,128/ac. (\$185,566/ha)	\$61,042/ac (\$150,773/ha)	Recommended rates. SUD (15m lot): \$24,300 MUD Rate is \$69,575/ac. (\$171,850/ha)
Humboldt	2015 (Current)	Less than 80 units/ha (32units/ac):	\$75,462/ha of net developable	\$75,462/ha of net developable	Based on 2015 rates.

	<p>\$82,976/ha. – if no subdivision.</p> <p>-----</p> <p>Greater than 80 units/ha (32 units/ac):</p> <p>\$165,953/ha. – if no subdivision.</p> <p>-----</p> <p>Greater than 80 units/ha (32 units/ac):</p> <p>\$165,953/ha. (if subdividing)</p>	<p>area – if no subdivision.</p> <p>-----</p> <p>\$107,803/ha if subdividing.</p>	<p>area – if no subdivision.</p> <p>-----</p> <p>\$107,803/ha if subdividing.</p>	<p>\$12,766 per single family lot @ 13 lots per net hectare.</p>
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A cautionary note about comparing fees. Development costs can vary significantly between municipalities for a lot of reasons. We would advise using caution when considering comparative statistics to set charges. They should be used as a broad guideline and for information purposes only.

APPENDIX C – REFERENCE DRAWINGS



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CONSULTING ENGINEERS

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OWNER/CLIENT
WALLACE INSIGHTS

LOCATION
HUMBOLDT, SK

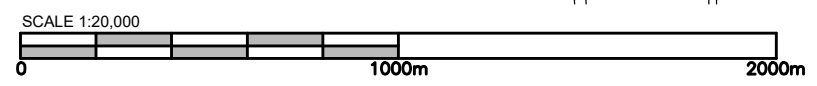
PROJECT
HUMBOLDT DEVELOPMENT
CHARGES REVIEW
& UPDATE

SHEET TITLE
FUTURE LAND USE PLAN

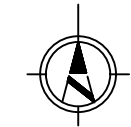
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DATE 24/07/30	SHEET 1 of 4
DRAWING NUMBER	FIGURE 1

LEGEND

- | | | | |
|-----------------------|---|--------------------------------|----------------------------|
| Existing | Future | Potential | Estate Residential |
| Residential | Mobile Home Residential | Community Service | City Centre Commercial |
| Highway Commercial | Industrial | Parks, Recreation & Open Space | Utilities & Infrastructure |
| Servicing Constrained | Environmental Protection Drainage Ditch | City Boundary | Intensification Area |
| Elevator Alley | 457 m Lagoon Setback | Railway | |



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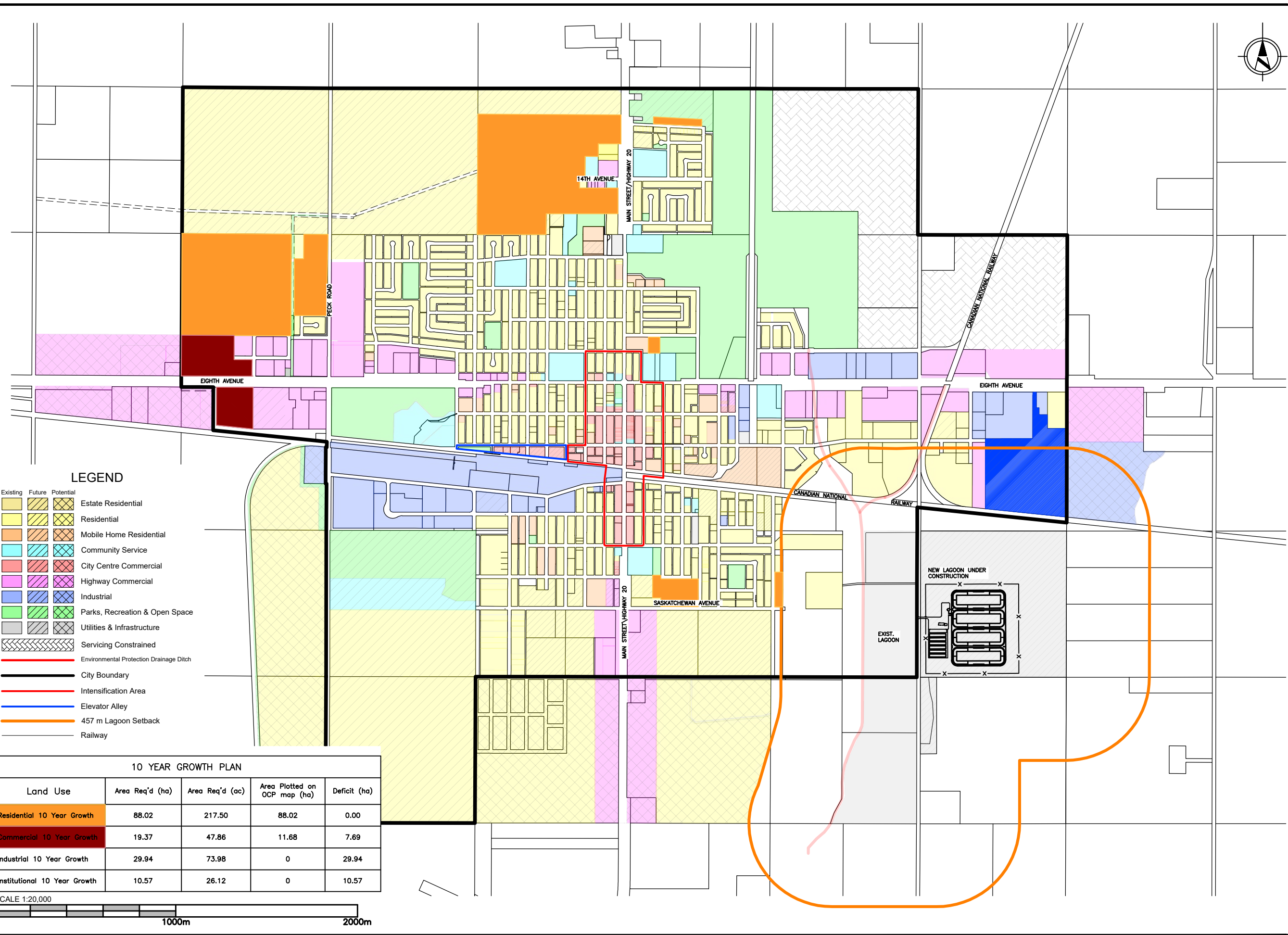


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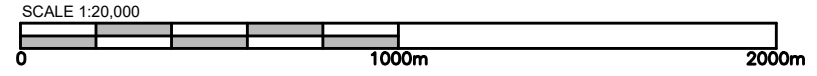


LEGEND

- | | | | |
|----------|--------|-----------|---|
| Existing | Future | Potential | |
| | | | Estate Residential |
| | | | Residential |
| | | | Mobile Home Residential |
| | | | Community Service |
| | | | City Centre Commercial |
| | | | Highway Commercial |
| | | | Industrial |
| | | | Parks, Recreation & Open Space |
| | | | Utilities & Infrastructure |
| | | | Servicing Constrained |
| | | | Environmental Protection Drainage Ditch |
| | | | City Boundary |
| | | | Intensification Area |
| | | | Elevator Alley |
| | | | 457 m Lagoon Setback |
| | | | Railway |

10 YEAR GROWTH PLAN

Land Use	Area Req'd (ha)	Area Req'd (ac)	Area Plotted on OCP map (ha)	Deficit (ha)
Residential 10 Year Growth	88.02	217.50	88.02	0.00
Commercial 10 Year Growth	19.37	47.86	11.68	7.69
Industrial 10 Year Growth	29.94	73.98	0	29.94
Institutional 10 Year Growth	10.57	26.12	0	10.57



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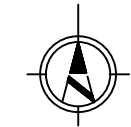
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HUMBOLDT, SK

PROJECT
HUMBOLDT DEVELOPMENT CHARGES REVIEW & UPDATE

SHEET TITLE
10 YEAR GROWTH PLAN

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DRAWING NUMBER	FIGURE 2

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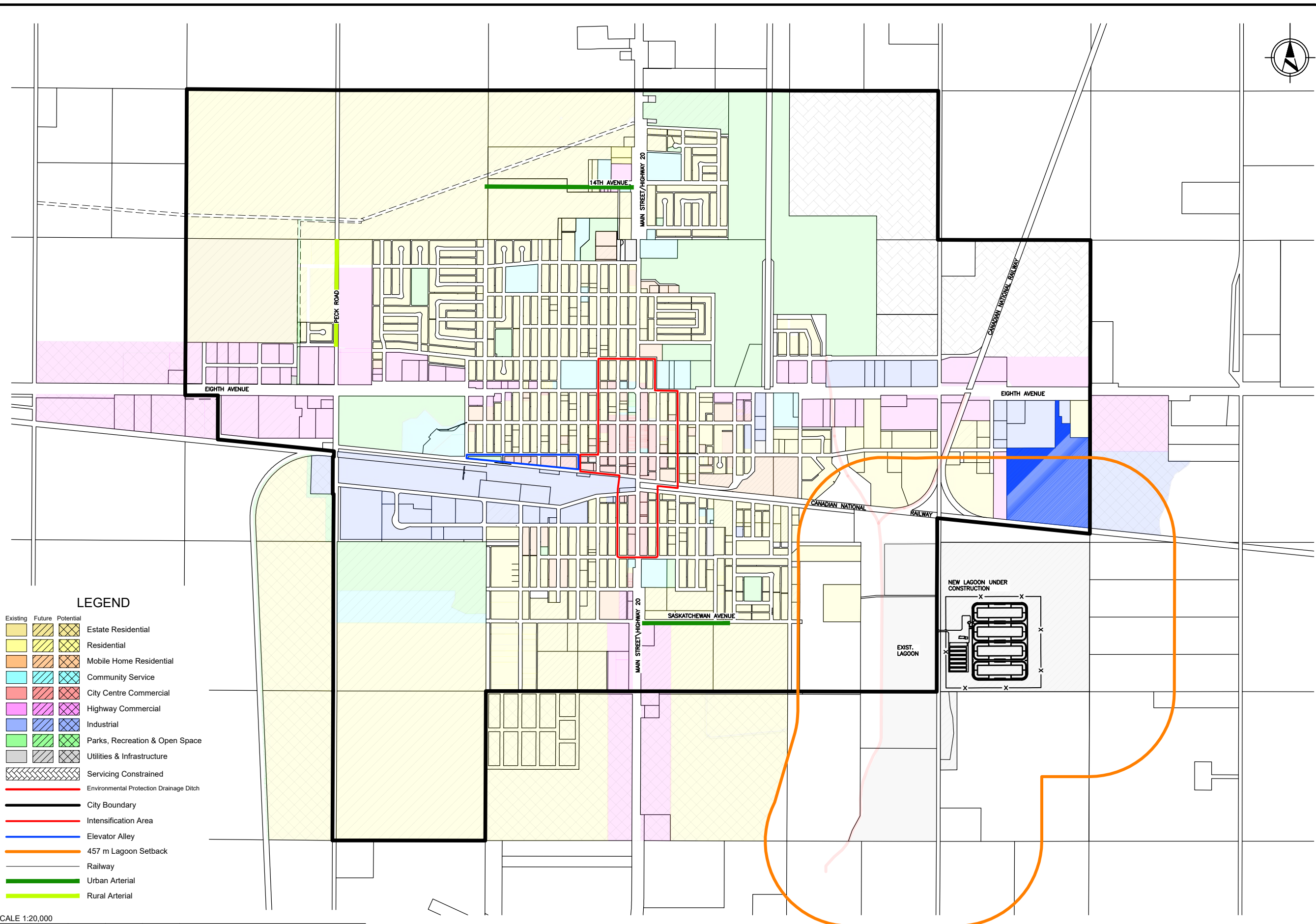


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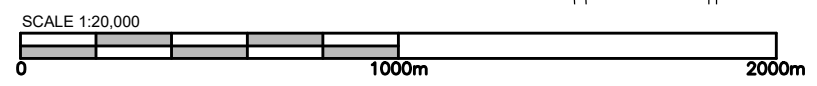
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LEGEND

- | | | | |
|----------|--------|-----------|---|
| Existing | Future | Potential | |
| | | | Estate Residential |
| | | | Residential |
| | | | Mobile Home Residential |
| | | | Community Service |
| | | | City Centre Commercial |
| | | | Highway Commercial |
| | | | Industrial |
| | | | Parks, Recreation & Open Space |
| | | | Utilities & Infrastructure |
| | | | Servicing Constrained |
| | | | Environmental Protection Drainage Ditch |
| | | | City Boundary |
| | | | Intensification Area |
| | | | Elevator Alley |
| | | | 457 m Lagoon Setback |
| | | | Railway |
| | | | Urban Arterial |
| | | | Rural Arterial |



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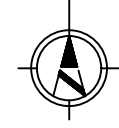
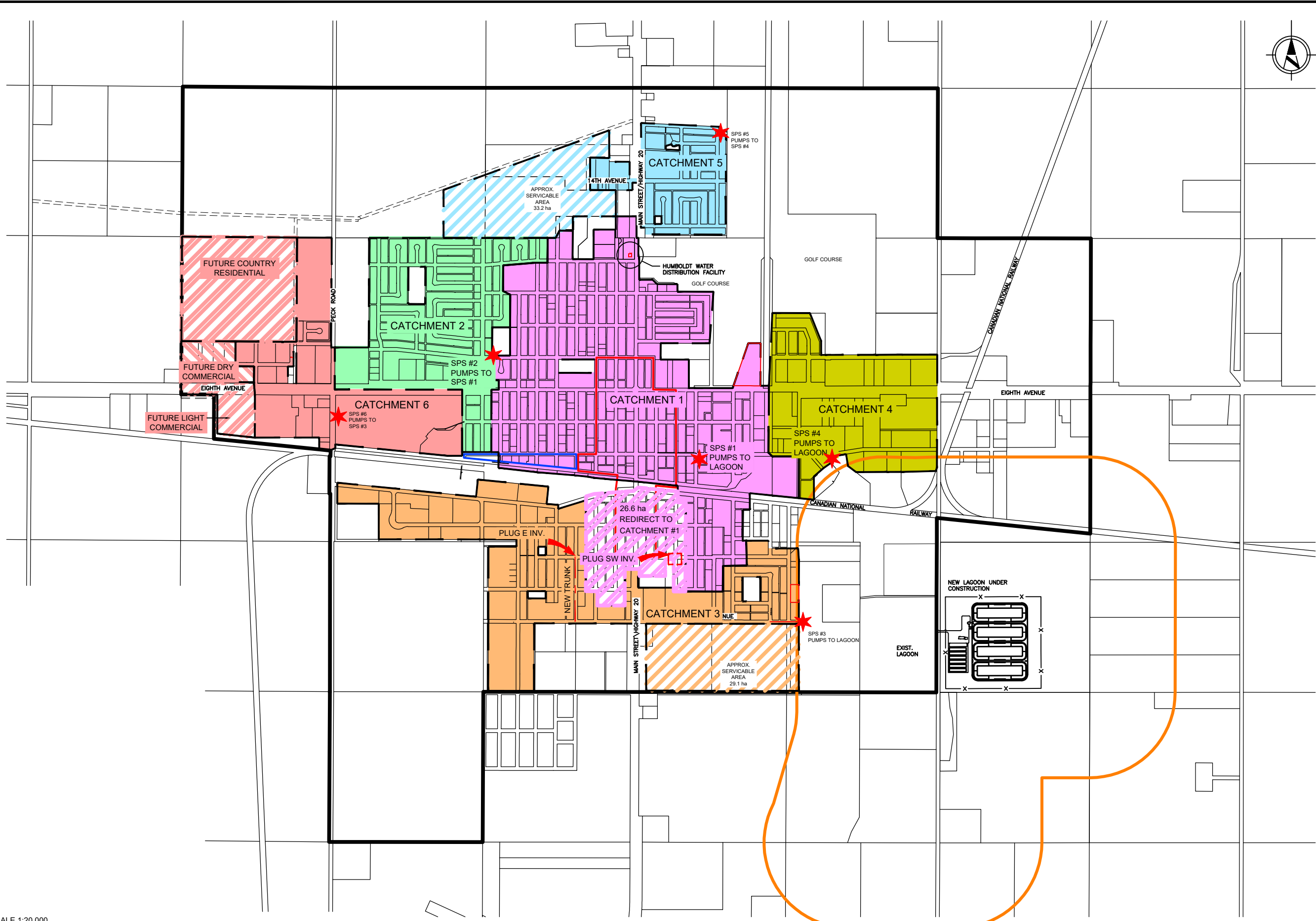
LOCATION
HUMBOLDT, SK

PROJECT
HUMBOLDT DEVELOPMENT
CHARGES REVIEW
& UPDATE

SHEET TITLE
ARTERIAL ROADS

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DATE 24/07/30	SHEET 3 of 4
DRAWING NUMBER	FIGURE 3

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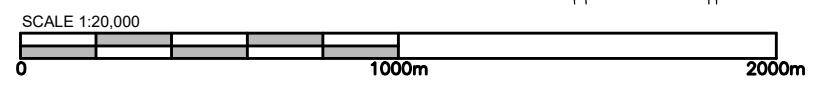
LOCATION
HUMBOLDT, SK

PROJECT
HUMBOLDT DEVELOPMENT
CHARGES REVIEW
& UPDATE

SHEET TITLE
WATER &
WASTEWATER

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DATE 24/07/30	SHEET 4 of 4
DRAWING NUMBER	FIGURE 4

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APPENDIX D – OCP POLICY AMENDMENT AND DRAFT BYLAW

OCP Amendment. The Humboldt Official Community Plan currently does not have an enabling policy to allow the City to collect Development Levies (Development charges applicable to redevelopment or infill). This can easily be rectified with an amendment to the Official Community Plan and some simple wording. A sample is provided below:

- a) *New development shall pay all eligible costs (as defined in Section 169 of the Planning and Development Act, 2007) of development which directly or indirectly serve new development through servicing agreements and development charge agreements.*
- b) *The cost of extending major services which indirectly serve (off-site) new development will be recovered through an analysis of off-site capital projects intended to accommodate growth and the long-term financial impact on the City.*
- c) *The Development Charges will be reviewed and approved by the City Council on a regular basis or as required to ensure a fair and equitable amount of capital costs of growth are covered.*
- d) *Where development of land results in an intensification of use and is expected to draw more capacity from off-site municipal services such as water, sewer, roadways, parks and recreation facilities, the developer **may** be required to enter into a development charge agreement with the City to cover the costs of future improvements or upgrades to off-site services. City Council will measure the benefits of charging the development levy against the benefits accrued through infill development and may reduce or waive the collection of the development levy by resolution.*

City of Humboldt

Development Charge Bylaw XX – 20XX

Being a Bylaw of the City of Humboldt, in the Province of Saskatchewan, for the purpose of establishing a Development Charge for Lands that are to be developed or redeveloped within the municipality.

Section 169 of *The Planning and Development Act, 2007*, Chapter P-13.2 (the Act”) provides that, the Council of a Municipality may pass a bylaw establishing a Development Charge;

Lands within the Municipality are expected to be developed and land use will be intensified. Development charges are comprised of either Service Agreement Fees where a subdivision is proposed, or Development Levy where no subdivision is proposed but land use is intensified through development or redevelopment.

Council for the City of Humboldt is expected to give notice by advertising in a local weekly newspaper and conduct a Public Hearing with regards to the proposed Bylaw - in accordance with the public participation requirements contained in Section 207 of the Act;

Council for the City of Humboldt deems it desirable to establish a Development Charge for the purposes of recovering all or a part of the capital costs of providing services and facilities associated with a proposed development, directly or indirectly, with regards to: sewage, water, and drainage works; roadways and related infrastructure; parks; and recreational facilities and administration costs associated with these services related to future growth;

The City of Humboldt has considered the capital costs of planned public works to help determine a fair and equitable calculation of the Development Charge in accordance with the Act; and

the City of Humboldt wishes to provide for the payment of development charges; to authorize agreements to be entered into in respect of payment of development charges; to set out the conditions upon which the charges will be applied to specify land uses, classes of development, or defined areas; and to indicate how the amount of the charge was determined.

SHORT TITLE

1. This bylaw may be cited as the “Development Charge Bylaw”.

PURPOSE AND INTENT

2. This bylaw is intended to:
 - (a) to impose and provide for the payment of Development Charges;
 - (b) to authorize agreements to be entered into in respect of payment of development charges;
 - (c) to set out the conditions upon which the charges will be applied to specific land uses, classes of development, or defined areas; and
 - (d) to indicate how the amount of the charges were determined.

DEFINITIONS

3. In this bylaw:

“Act” shall mean the Planning and Development Act, 2007, Chapter P-13.2;

“Capital Costs” means the City’s estimated cost of providing, altering, expanding, or upgrading the following services and facilities associated, directly or indirectly, with a Proposed Development:

- i. sewage, water or drainage works;
- ii. roadways and related infrastructure;
- iii. parks; and/or
- iv. recreational facilities;

“City” means the incorporated City of Humboldt;

“Council” means the City Council of Humboldt;

“Development” means the carrying out of any building, engineering, mining, or other operations in, on or over land or the making of any material change in the use or intensity of the use of any building or land;

“Development Lands” means those lands (or any part thereof) within the city, where no previous servicing agreement has been entered into for the specific proposed development and, in the opinion of Council, the City will incur additional capital costs as a result of the proposed development;

“Development Charge” means the charges imposed and created by this bylaw

pursuant to the Act;

“**Development Charge Agreement**” has the meaning ascribed to this term by the Act within Section 171;

“**Development Officer**” shall mean the development officer appointed by the CITY;

“**Development Permit**” means a development permit as defined in the Act;

“**Proposed Development**” means a permitted or discretionary use within the CITY Zoning Bylaw, for which a person or corporation has made an application for a development permit;

“**Servicing Agreement**” has the meaning ascribed to this term by the Act within Section 172;

ADMINISTRATION AND ENFORCEMENT

4. (1) Council hereby delegates to the City Manager or his/her designate the duty and authority to enforce and administer this bylaw, including administering the Development Charge, Development Charge Agreements and Servicing Agreements.

APPLICATION

5. (1) This Bylaw applies to Development Lands that benefit or will benefit from off-site municipal services installed or to be installed by or on behalf of the CITY.
- (2) The Development Charge imposed by this Bylaw is intended to recover part of the off-site Capital Costs incurred by the CITY as a result of a Proposed Development, as set out in **Schedule “A”** attached to and forming part of this bylaw.
- (3) Pursuant to Section 169(3), the Development Charge will only be applied if: the specific proposed development was not previously subject to payment of a Development Charge; and, in the opinion of Council, additional capital costs will be incurred by the CITY.

- (4) Council has the authority to waive or reduce, in whole or in part, any development charge to meet publicly adopted policy objectives or to provide a development incentive.

IMPOSITION OF CHARGE

6. (1) There is hereby imposed on the Development Lands a Development Charge in the amounts set out in Schedule “A” attached to and forming part of this bylaw. Schedule “A” shall be updated to reflect changes in infrastructure costs, as required.
- (2) The amount of the Development Charge that is required to be paid is based on the charge in place at the time when the development permit application is submitted to the City and the application is deemed complete.

AUTHORITY TO ENTER INTO AGREEMENT

7. (1) Any Development Charge Agreement and the obligation to pay the applicable Development Charge shall be binding on successors on title to the original owner or owners, regardless of whether a caveat in respect of the Development Charge Agreement is registered by the CITY against the Development Lands. The amount of the Development Charge payable shall be the amount under Schedule “A”, as amended from time to time.
- (2) Nothing in this bylaw prevents the CITY from imposing additional or new Development Charges on any portion of the Development Lands where the CITY has not previously collected the Development Charge or entered into a Development Charge Agreement or Servicing Agreement.
- (3) The CITY may register an interest based on a development agreement in the land registry against the land that is the subject of the agreement.

PAYMENT

8. (1) The Development Charge provided in this bylaw shall be paid, either:
 - a) 100% prior to issuance of a Development Permit; OR
 - b) In a fashion and timeline deemed appropriate by the CITY within a Development Charge or Service Agreement, pursuant to Section 171

of the Act.

- (2) In the event that any Development Charge payment imposed by this Bylaw payable under a Development Charge Agreement is not paid at the time or times specified within the Agreement and without limiting the remedies of the CITY, the CITY may issue a stop work order prohibiting further development on the Development Lands.

PURPOSE AND USE OF THE CHARGES

9. (1) The Development Charge is intended to reimburse the CITY for the capital costs associated with the construction, altering, expanding, or upgrading of the following:

- i. sewage, water, or drainage works;
- ii. roadways and related infrastructure;
- iii. parks; and/or
- iv. recreational facilities

associated directly or indirectly with the proposed development.

- (2) The Development Charge may be utilized to pay a debt incurred by the CITY as result of expenditure listed above or to reimburse an owner described in clause 173(d) of *The Act*.

CALCULATION OF CHARGES

10. The Development Charges adopted in this Bylaw was determined on the basis set out in Schedule “B” annexed hereto and forming part of this Bylaw.

(include the charge calculations as Schedule B).

SEVERABILITY

11. In the event that any provision of this Bylaw is found to be null or void or contrary to law by any court of competent jurisdiction, then such provision shall be severed from this Bylaw and the remainder of this Bylaw shall continue to be of full force and effect.

ENACTMENT

- 12. This Bylaw shall take effect and come into force upon the date of approval by the Minister of Government Relations.

Read a first time this ___ day of ___, A.D. 20___ Read
a second time this ___ day of ___, A.D. 20__
Read a third time and adopted this ___ day of ___, A.D. 20___

MAYOR

City Manager

Schedule “A”

The Development Charges for both Service Agreement Fees and Development Levies are set out below:

- a) In the case of a proposed residential development, where the land use of the proposed development is:
 - (i) Residential, one and two unit dwellings, the Development Charge shall be \$_____ for every hectare of Net Developable Area; and
 - (ii) Residential, multiple unit dwellings, the Development Charge shall be \$_____ for every hectare of Net Developable Area; and
- b) In the case of a proposed commercial or industrial development, the Development Charge shall be \$_____ per hectare of Net Developable Area.

Schedule “B”



CITY OF HUMBOLDT REPORT

TITLE: Bylaw No. 05/2025 – The Development Charges Bylaw
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: February 10, 2025

RECOMMENDATION

That this report be received for information and filed.

BACKGROUND

The City of Humboldt has been utilizing Bylaw No. 15/2015 since January 1, 2016 to prescribe the rates charged for Development Levies and for Charges for Off-site Servicing Fees.

In early 2023 the City of Humboldt (“the City”) applied for Federal grant funding under the Housing Accelerator Fund (“HAF”) which is administered through CMHC. The application was required to identify six initiatives that would lead to an increase in housing developments in the City compared to the benchmark construction without the initiatives in place. Two of the City’s initiatives were linked to an updated Development Charge study and an updated Development Charge Bylaw. The required completion for these initiatives is February 28, 2025.

CURRENT SITUATION

The City has utilized development levy charges and off-site levies for the past number of years to reflect, in part, the philosophy that “growth should pay for growth”.

To help the reader of this report, and the proposed Bylaw, the following terms are herein defined:

Development Charges – a broad term to describe the rates used for both Service Agreement Fees and Development Levies

Service Agreement Fees – development charges contained in a Servicing Agreement associated with subdivision approval of a parcel of land. These charges can include charges to support off-site infrastructure, as well as costs associated with infrastructure

that would typically be paid directly by the developer but is somehow subject to some other agreed-upon funding formula.

Development Levy – development charges levied when there is no subdivision of land, but the land is being intensified through infill or redevelopment.

Pursuant to Section 169 of the Planning and Development Act (PDA) a municipality must undertake a study in order to set its development charges.

The City engaged Wallace Insights to undertake the necessary study. Alan Wallace of Wallace Insights engaged Catterall & Wright to assist with the engineer-focused areas of the study.

The highlights from the study are that:

- The City of Humboldt is estimated to grow from the estimated population of 6,238 in 2024 up to an estimated 8,921 by 2034.
- This population growth of 2,683 was used to estimate the infrastructure required by the City over the ten-year period.
- There is approximately \$92.96 million in infrastructure affected by the growth of the City over the upcoming 10-year horizon.
- Some of the infrastructure costs come from infrastructure already built, but not yet serving its capacity (water distribution plant), some infrastructure currently under development (waste water treatment upgrades) and some from infrastructure reasonably believed to be required soon (Highway 5 corridor improvements).
- Of the \$92.96 million utilized as the gross overall infrastructure cost, the amount has been reduced for factors such as external funding sources, capacity of the infrastructure beyond the 10-year population growth, and benefit to the existing population.
- Overall the amount of the \$92.96 million that is used in the calculation has been reduced down to approximately \$31.5 million.
- The consultants have developed models to predict the amount of land expected to be utilized for single-family residential, multi-family residential, commercial and industrial as the City grows in population.
 - After evaluating the infrastructure required and the land areas required, they developed a model to assign the appropriate cost per hectare to each use to generate the required revenue.
 - The full cost amounts per hectare from the study are:

▪ Residential (one & two units)	\$276,997 per hectare
▪ Multi-unit Residential	\$565,300 per hectare
▪ Commercial and Industrial	\$341,535 per hectare

There is a balance that City Council must try to find between applying full-cost development levy charges that might discourage development and applying a rate that is arguably too low, which places an unreasonable burden on all taxpayers for the cost of infrastructure needed because of the new population growth.

In 2015, the Council of that time realized it needed to dramatically increase the development charges to get them closer to a “growth-pays-for-growth” philosophy, but they stopped short of endorsing the full 100% charge shown in the study. The Council also provided a phase-in period of almost a year for developers to take advantage of the existing, lower rates. Administration is suggesting that Council, again adopt a similar approach.

The rates utilized for the past nine years based on the 2015 study are:

	Standard Residential	Standard Multi-Family Residential	Commercial	Industrial
Full Rate from 2015 Study	237,076	237,076	154,005	154,005
2016 to 2024 Rates (70%) per Council Bylaw	165,953	165,953	107,803	107,803

Administration is suggesting that City Council consider the following:

- 1) Rate Freeze for Current Year** – adopt rates in the Bylaw to freeze the rates for the remainder of 2025 at the rates that were utilized in 2024. This rate freeze for the remainder of 2025 will provide an incentive to prospective land developers to get their subdivision plans and service agreements finalized in the next 10 months in order to take advantage of the existing rates.
- 2) Harmonization of Rates** – a challenge in determining development charge models and rates is how to account for the infrastructure demands from the different land uses. The 2015 study concluded that commercial and industrial uses should have rates lower than low density residential land use, whereas the current study identified that higher rates are warranted.

Furthermore, although there are reasons to encourage higher residential densities, many City services are directly correlated to costs of an increasing

population, and many municipalities have development charges applied to higher density residential land uses at much higher rates than single-family residential rates. In an effort for Council to further encourage and incentivize multi-family developments, commercial developments and industrial development, it is recommended that all uses initially receive the same development charge rates.

3) Phase-in of New Rate – Council will see that the recommended 100% rate is notably higher than the current rate for standard density residential (67% higher), and substantially more than that for the other land uses. Administration is recommending that,

- 2025 rates be frozen at existing rates,
- 2026 rate be set at 70% of the residential full rate (and applied to all uses),

During 2025 and 2026 City Council and Administration can further refine whether to continue planning for the extent of infrastructure anticipated in the report, whether additional external funding will be required, as well as other options to control the increase in the development levy rates. City Council and Administration can also give more consideration to appropriate rate phase-in models.

If Council adopts the recommendation to phase-in the rates, the following is an example of development charges applied to a standard residential lot.

Year Range	Charge per 6,000 sq ft lot
2008 to 2016	\$ 1,446.28
2016 to 2024	\$ 9,255.62
2025	\$ 9,255.62
2026	\$ 10,814.16
2027 and onward	\$ 10,814.16 (plus future phase in?)

OPTIONS

1. Receive this report for information.
2. Refer the matter back to administration.

ATTACHMENTS

- Bylaw 15 / 2015 – Offsite Charges Bylaw (proposed to be rescinded)

COMMUNICATION AND ENGAGEMENT

The proposed Bylaw 05 / 2025 will be advertised for at least two consecutive weeks on Digital Humboldt as well as on the City Website and City Hall. On February 24th, 2025 the

City will conduct a public hearing to invite members from the public to provide comments on the proposed Bylaw.

FINANCIAL IMPLICATION

The proposed Bylaw is recommended to replace the existing off-site charges Bylaw. The passing of a new Bylaw respecting development charges is an initiative that must be completed by the end of February 2025 in order to remain compliant with the terms of the Housing Accelerator Fund grant. The HAF grant is projected to provide the City with just under \$2.3 million, to be received in \$574,000 payments annually over four years provided that the City stays compliant with the program requirements.

Administration and the consultants working on the Development Charges report identified over \$90 million in eligible projects that are connected to population growth over the next 10-years to be considered within the study. The analysis then scrutinized those projects to conclude that approximately \$31.5 million of the total should be attributed to the land areas that are expected to be developed over that same 10-year period. The calculated development charges are refined by land use categories. If the City adopts a Bylaw that applies rates lower than the rates calculated in the report, it will require the City to fund a greater portion of those projects from property taxation or other funding sources, than what was anticipated in the report.

CONCLUSION

Giving the first reading to Bylaw 05 / 2025 will authorize City Administration to begin the public notice process required to inform the public of the proposed development levy and off-site charges for 2025 and subsequent years for developments in the City.

CITY OF HUMBOLDT

BYLAW NO. 15/2015

A BYLAW OF THE CITY OF HUMBOLDT TO PROVIDE FOR OFF-SITE CHARGES FOR LAND SUBDIVISION AND DEVELOPMENT WITHIN THE CITY

WHEREAS Section 169 of *The Planning & Development Act, 2007*, authorizes City Council to pass a bylaw to establish development levies for the purpose of recovering all or part of the capital cost of providing, altering, expanding or upgrading certain services and facilities associated, directly or indirectly, with a proposed development which does not involve the subdivision of land;

AND WHEREAS Section 172 of *The Planning & Development Act, 2007*, authorizes the City to require a subdivision applicant to enter into a servicing agreement to provide services and facilities that directly or indirectly serve the subdivision, and further authorizes the City to require the payment of fees that City Council may establish as payment in whole or in part for the capital cost of providing, altering, expanding or upgrading services and facilities that directly or indirectly serve the new proposed subdivision;

AND WHEREAS the City has undertaken studies to determine the capital costs of municipal servicing and recreational requirements for the purposes of determining appropriate levies and servicing fees, including but not being limited to the study appended to this Bylaw as Appendix A;

AND WHEREAS the City has considered future land use patterns and development and the phasing of public works, and has determined that the levies and servicing fees provided for in this Bylaw represent the estimated cost of providing, altering, upgrading or expanding services and utilities required to accommodate predicted growth.

IT IS HEREBY ENACTED AS FOLLOWS

1.0 NAME

1.1 This Bylaw may be referred to as the “Off-site Charges Bylaw”.

2.0 PURPOSE

2.1 This Bylaw is enacted for the purposes of recovering all or a portion of the City’s capital costs of providing, altering or upgrading certain services and/or facilities which are located outside and associated with, or intended to directly or indirectly serve a proposed development or subdivision as authorized under the Act, including:

- (a) Sewage, water, drainage or other utilities;
- (b) Transportation related infrastructure; AND

- (c) Parks and Recreational facilities;

all of which are “Off-site Services” for the purposes of this Bylaw.

2.2 The provisions of this Bylaw are intended to govern Off-site Charges and not to limit or restrict in any way the City to otherwise regulate development and subdivision and require any other conditions to be placed on development or subdivision including but not being limited to any requirements related to:

- (a) Any contract zoning agreement;
- (b) Any discretionary use approval;
- (c) Any development levy agreement; and
- (d) Any servicing agreement;

as may be permitted by the Act and are not restricted or otherwise provided for herein.

3.0 INTERPRETATION

3.1 For the purposes of this Bylaw:

- (a) “*Act*” shall mean *The Planning and Development Act, 2007*, and any amendments thereto.
- (b) “*Capital Cost*” shall mean the cost of construction of infrastructure, planning & engineering and legal services that are directly or indirectly related to the provision of Off-site Services to a proposed development or subdivision.
- (c) “*Deferral Period*” shall mean the period of time during which the payment of Off-site Charges may be deferred as provided for in Part 8.0 of this Bylaw
- (d) “*Development*” shall mean the carrying out of any building, engineering, mining or other operations in, on or over land or the making of any material change in the use or intensity of the use of any building or land, and shall include Redevelopment.
- (e) “*Development Agreement*” shall mean an agreement for the Development of land as contemplated in Section 5.1(a) hereof, and which shall serve as and be a development levy agreement as provided for in s. 171 of the Act;
- (f) “*Development Land*” shall mean any land with respect to which any Development or Subdivision is proposed.
- (g) “*Development Levy*” shall mean a levy imposed and provided for by this Bylaw pursuant to the Act.

- (h) “*Base Charge*” shall mean the amount of Off-site Charge initially calculated pursuant to Section 6.3(a) hereof
- (i) “*Development Proponent*” shall mean the legal and beneficial owner of Development Land.
- (j) “*Net Development Area*” shall mean the area of the Development Land, excluding land which is or will be dedicated to public utility rights of way and parcels, and Municipal or Environmental Reserve Parcels.
- (k) “*Off-site Charge*” shall mean either a Development Levy or an Off-site and/or Subdivision Servicing Fee; whichever is applicable.
- (l) “*Off-site Services*” shall have the meaning ascribed in Section 2.1(a) hereof
- (m) “*Off-site and/or Subdivision Servicing Fees*” shall mean the fees for off-site services as may be imposed under a Servicing Agreement.
- (n) “*Redevelopment*” shall mean any Development of land which has been previously the subject of Development.
- (o) “*Servicing Agreement*” shall have the meaning ascribed by s. 172 of the Act.
- (p) “*Subdivision*” shall mean a subdivision of land that will result in the creation of a surface parcel, or the rearrangement of the boundaries or limits of a surface parcel, as surface parcel is defined in *The Land Titles Act, 2000*.
- (q) “*Unit*” shall mean a single dwelling unit, being the living quarters of one family household.

4.0 APPLICATION

4.1 This Bylaw shall apply to all Development Land located within the City of Humboldt.

5.0 AGREEMENT REQUIRED

5.1 Where a Development Proponent makes application for a development permit, or for the subdivision of land, and where Off-site Charges are required by this Bylaw (or otherwise as the City may determine appropriate, the City shall require the Development Proponent to enter into:

- (a) In the case of a proposed Development, a Development Agreement, which shall provide for all terms and conditions to govern the proposed Development, including, but not being limited to:
 - (i) Any conditions placed upon the development approval by the City;
 - (ii) Any conditions and development standards placed upon any discretionary use approval granted by the City;

- (iii) Any other terms or conditions mandated or provided for by statute or bylaw,
 - (iv) Any other terms permitted by statute or bylaw and considered advisable by the City, and/or
 - (v) The amount of all Development Levies as required by this Bylaw.
- (b) In the case of a proposed Subdivision, a Servicing Agreement, which shall provide for all terms and conditions to govern the servicing of the proposed Subdivision, including, but not being limited to:
- (i) Any conditions placed upon subdivision approval by the City;
 - (ii) The services to be constructed and/or otherwise provided by the Development Proponent;
 - (iii) The services to be constructed and/or otherwise provided by the City, including any provisions for payment to the City of all or part of the cost associated therewith;
 - (iv) The subdivision and vesting of all lands to be dedicated for public use, including but not being limited to all public roadways, easements utility parcels and reserve lands;
 - (v) Any other terms or conditions mandated or provided for by statute or bylaw;
 - (vi) Any other terms permitted by statute or bylaw and considered advisable by the City, and/or
 - (vii) Payment of all Off-site Servicing Fees as required by this Bylaw.

6.0 DETERMINATION OF OFF-SITE CHARGES

6.1 Where a Development Proponent applies for a development permit for the Development of land, and the proposed Development does not provide for or require a Subdivision:

- (a) The permit application will be reviewed by the Development Officer; and
- (b) In the event that the proposed Development will result in an increased intensity and/or density of Development the applicable Development Levy shall be determined in accordance with this Bylaw.

6.2 Where a Development Proponent applies for a Subdivision:

- (a) The subdivision application will be reviewed by the Development Officer, and
- (b) In the event that the Subdivision will require the provision of off-site services, the applicable Off-Site Servicing Fees shall be determined in accordance with the provisions of this Bylaw.

6.3 Off-site Charges for a proposed Development and/or Subdivision shall be determined as follows:

- (a) The Development Officer shall calculate a Base Charge as provided for in Appendix B hereto;
- (b) Where the Development Officer shall determine that there are no circumstances which warrant a variation from the Base Charge, then the Off-site Charges shall be set at an amount equal to the Base Charge, and the Off-Site Charges shall be distributed in accordance with Appendix B.
- (c) Where the Development Officer should determine that there are circumstances which may warrant a variation from the Base Charge for a proposed Development and/or Subdivision:
 - (i) The Development Officer shall submit a report to Council, providing particulars of the proposed Development or Subdivision, the circumstances which may warrant a variation in the Development Charge, a recommendation with respect to the appropriate Off-site Charges to be levied, and where the variation may warrant a change to the distribution of Off-site Charges upon collection, the proposed change to the distribution thereof.
 - (ii) Council shall consider the Development Officer's report and may, by resolution of Council:
 - (A) Approve the Development Officer's recommendations;
 - (B) Approve such other variation and/or change to distribution as Council may, in its discretion determine.
 - (iii) Any resolution made pursuant to subparagraph (c)(ii) above shall specify the circumstances by which the variation and/or change to distribution is considered to be justified.
 - (iv) In the event that a resolution made pursuant to subparagraph (c)(ii) shall be passed by Council the Off-Site Charges and the distribution thereof shall be as set forth in the resolution, and a copy of the resolution shall be appended to and form part of the Development Agreement and/or Servicing. Otherwise the Off-site Charges shall be set in accordance with the Base Rate.

6.4 Circumstances warranting a variation in the Development Levy or Off-site Servicing Fees and/or a change in the distribution thereof, may include, but are not limited to the circumstances identified and illustrated in Appendix C to this Bylaw.

7.0 COLLECTION OF OFFSITE CHARGES

7.1 Each Development Agreement and Servicing Agreement shall contain all provisions deemed necessary by the City to secure payment of the obligations of the Development

Proponent thereunder. Each such agreement shall provide for payment of all Off-site Charges by the Development Proponent and/or its successor in title or its assigns. Without limiting the foregoing:

- (a) A Development Agreement shall provide that the Development Levies required by this Bylaw shall be paid either:
 - (i) In full prior to issuance of a Development Permit by the City;
 - (ii) Where deferral is permitted by this Bylaw, in accordance with the provisions governing deferral, or
 - (iii) As otherwise prescribed by Council.
- (b) A Servicing Agreement shall provide that the Off-Site Servicing Fees required by this Bylaw shall be paid either:
 - (i) In full prior to subdivision approval from Community Planning Branch of the Ministry of Government Relations;
 - (ii) Where phased subdivision is to be phased, in full prior to subdivision approval from the Community Planning Branch of the phase to which such fees are to apply;
 - (iii) Where deferral is permitted by this Bylaw, in accordance with the provisions governing deferral; or
 - (iv) As otherwise prescribed by Council.

7.2 Where payment will not be made as provided for in Section 7.1(a)(i) or (b)(i), and as the Development Officer may consider advisable, the City shall take appropriate security from a Development Proponent to secure payment of all Off-site Charges levied in accordance with this Bylaw.

7.3 Upon collection, Off-site Charges may be:

- (a) Applied to reimburse the City for previously incurred Capital Costs, which were incurred by the City to provide Off-site Services to the proposed Development or Subdivision;
- (b) Used to pay for Capital Costs which are intended to be incurred by the City to provide Off-site Services to be constructed or provided in conjunction with the development or servicing of the proposed Development or Subdivision;
- (c) Held by the City for the purposes of paying Capital Costs which are to be incurred by the City in the future to provide Off-site Services to the proposed Development or Subdivision; or

- (d) Used for the reimbursement of Off-site Charges, as provided for in clause 173(d) of the Act.

7.4 Off-site Charges shall be deposited into one or more accounts separate from other funds of the City and used only for the purpose they were collected. Off-Site charges shall be distributed as provided for in Section 6.3.

8.0 EXEMPTION AND DEFERRAL

8.1 Where the City is the Development Proponent, the following proposed developments and/or subdivisions shall be exempt from the payment of Off-site Charges:

- (a) Residential housing;
- (b) Commercial;
- (c) Industrial;
- (d) Municipal recreation;
- (e) Municipal transportation;
- (f) Municipal utility.

8.2 Where the Development Officer shall determine that a proposed development is intended to provide a community service, such as a school or hospital, the Development Officer may authorize the deferral of Off-site Charges as provided below:

- (a) The Development Officer shall require the Development Proponent to enter into a Development Agreement;
- (b) The Development Agreement will identify the proposed use, which provides the intended community service; and
- (c) The Development Agreement will provide, in relevant part, for a Deferral Period which shall commence on the effective date of the Development Agreement and which shall terminate on the occurrence of either of the following:
 - (i) The proposed development is not completed within such time frame as the Development Officer may require; and
 - (ii) The entirety of the Development Land is not used for the specified use and no other use shall be commenced.

8.3 Where the Development Officer should determine that the Development Proponent is a non-profit housing agency, and the proposed development and/or subdivision is for the purposes of constructing and renting affordable dwelling units, the Development Officer may authorize the deferral of Off-site Charges as provided below:

- (a) The Development Officer shall require the Development Proponent to enter into a Development Agreement;
- (b) The Development Agreement will provide for a Deferral Period which shall commence on the effective date of the Deferral Period and which shall terminate upon the occurrence of any of the following:
 - (i) The proposed development is not completed within such time frame as the Development Officer may require;
 - (ii) The entirety of the Development land is not used exclusively for the purposes of constructing, and thereafter renting affordable housing units;
 - (iii) Occupancy of the rental units located on the Development Land is not restricted to renters whose annual household income is below the greater of the most recent:
 - (A) The Maximum Income Limit calculation; and
 - (B) The Housing Income Limit calculation

as published by Saskatchewan Housing Corporation (or such successor agency or governmental department as may publish such calculations from time to time)
 - (iv) The owner of the entirety of the Development Land is no longer a non-profit housing agency.

8.4 Where the Development Officer should determine that the proposed development and/or subdivision is for the purposes of constructing and selling affordable dwelling Units, the Development Officer may authorize the deferral of Off-site Charges as provided below:

- (a) The Development Officer shall require the Development Proponent to enter into a Development Agreement;
- (b) The Development Agreement will specify criteria for eligible purchasers of Units to be constructed as part of the proposed development;
- (c) The Development agreement shall provide for a Deferral Period which shall commence on the effective date of the Development Agreement and, as respects each title arising from the Development Land, shall terminate where:
 - (i) The proposed development is not completed within such time frame as the Development Officer may require;
 - (ii) Legal and/or beneficial title remains in the name of the Development Proponent five years after the effective date of the Development Agreement;

- (iii) The Development Proponent shall rent or lease the land and/or Unit without the express written permission of the City; or
 - (iv) Legal and/or beneficial title having been transferred by the Development proponent, the land and/or Unit is not owned and occupied by an eligible purchaser (whether as transferee of the Development Proponent or the transferee of a previous eligible purchaser).
- (d) The Development Agreement will further provide that where the Development Proponent has transferred title to a Unit to an eligible purchaser, and where dwelling has thereafter been continuously owned and occupied by an eligible purchaser for a period of five years, the Off-site Charges associated with that Unit will be cancelled and the Deferral Period will terminate.
- 8.5 Except as provided for in Section 6.4(d), where a Deferral Period provided for in this Bylaw shall terminate:
- (a) Off-Site Charges shall be immediately payable by the owner of the affected land; and
 - (b) The amount of Off-site Charges shall payable shall be calculated in accordance with such Bylaw as may be in effect at the time at the expiry of the Deferral Period.
- 8.6 Notwithstanding any other provision of this Bylaw, unless authorized by resolution of Council, the Development Officer may only in any calendar year authorize deferrals affecting Development Land to a maximum of 0.125 hectares (0.3 acres), which shall approximate to 2 single family residential lots, 4 townhouse dwellings, or 8 multi-unit dwellings.

9.0 APPEALS

- 9.1 The amount of or requirement to pay Off-Site Charges may be appealed pursuant to Section 176 of the Act.

10.0 SEVERABILITY

- 10.1 In the event that a court shall determine that any provision of this Bylaw is invalid, or contrary to the law, such provision shall be severed from this Bylaw and the remainder of this Bylaw shall continue to be in full force and effect.

11.0 EFFECTIVE DATE

This Bylaw shall come into force and take effect on January 1, 2016.

12.0 REPEAL

Bylaw No. 17/2013 is hereby repealed upon the coming into force of this Bylaw.

Mayor: Malcolm Eaton

City Clerk: Sandra Pauli

INTRODUCED AND READ A FIRST TIME THIS 27th DAY OF July, 2015.

READ A SECOND TIME THIS 24TH DAY OF August, 2015.

READ A THIRD AND FINAL TIME THIS 24th DAY OF August, 2015

APPENDIX A
CAPITAL COST ESTIMATIONS

1.0 Estimations of Capital Costs for Municipal Infrastructure

1.1 Estimations for the capital costs of municipal infrastructure related to growth as determined from the 2014 *Planning & Engineering for Growth Study* as well as long-term municipal asset and capital management plans are as follows:

- (a) Water: \$9,004,000
- (b) Waste Water: \$10,096,500
- (c) Storm Water: \$888,850
- (d) Transportation: \$2,136,875
- (e) Recreation/Leisure Services: \$4,584,320

**APPENDIX B
CALCULATION OF BASE CHARGE
AND DISTRIBUTION OF OFF-SITE CHARGES**

1.0 Calculation of Base Charge for Development Levies

1.1 The Base charge for Development Levies shall be calculated as follows:

- (a) In the case of a proposed residential development, where the density of the proposed development:
 - (i) Will be less than 80 Units per hectare, the Development Levy shall be \$82,976.00 for every hectare of Net Developable Area; and
 - (ii) Will be greater than 80 Units per hectare, the Development Levy shall be \$165,953.00 for every hectare of Net Developable Area; and
- (b) In the case of a proposed commercial or industrial development, the Development Levy shall be \$53,902.00 per hectare of Net Developable Area.

2.0 Calculation of Base Charge for Off-site Servicing Fees:

2.1 The Base Charge for Off-site Servicing Fees shall be calculated as follows:

- (a) In the case of a proposed residential development, the Subdivision Servicing Fee shall be \$165,953.00 for every hectare of Net Developable Area; and
- (b) In the case of a proposed commercial or industrial development, the Subdivision Servicing Fee shall be \$107,804.00 per hectare of Net Developable Area.

3.0 Distribution of Off-site Charges:

3.1 Off-site Charges collected by the City shall, unless otherwise determined by Council resolution, be distributed to the provision of services as follows:

- (a) Water: 33.7 per cent;
- (b) Waste Water: 37.8 per cent;
- (c) Storm Water: 3.3 per cent;
- (d) Transportation: 8.0 per cent;
- (e) Recreation/Leisure Services: 17.2 per cent.

APPENDIX C
VARIATION OF OFF-SITE CHARGES

1.0 Circumstances Justifying Variation

Circumstances justifying a variation from the Base Rate as calculated in accordance with Appendix B to this bylaw include, but are not limited to the following:

- (a) Limited Increase in Intensity – where a proposed Development and/or Subdivision involves previously developed land, the Development Levy or Off-site Servicing Fees may be varied to reflect only the increase in intensity of use resulting from the new Development or Subdivision. An example of a limited increase in intensity includes the Subdivision of a lot formerly occupied by a single Unit into two lots to accommodate a duplex, in which case Off-site Servicing Fees may be reduced by an amount attributable to the first Unit, as it is merely replacing the previous Unit.
- (b) Limited Requirement for Services - where a proposed Development or Subdivision will not benefit from, use or otherwise call on the capacity of an Off-site Service, the Development Levy and/or Off-site Servicing Fee may be varied to reflect the reduced call on Off-Site Services. An example would be a residential acreage lot which will not be connected to the sanitary sewer network, in which case, the Off-Site Charge may be reduced to exempt the proposed Development or Subdivision from contributing to upgrades to that system.
- (c) Services Required Immediately – where a proposed Development or Subdivision shall require the construction or upgrade of and/or provision of services, Off-site Charges may be increased to reflect the extent to which the required costs have not been funded by Off-Site Charges levied on other lands which may or will benefit from the provision of such services. Where such an increase is warranted, consideration may be given to provisions for the reimbursement of the Development Proponent in whole or in part, as levies are collected for other lands which benefit from the services funded by the Development Proponent, as provided for in s. 173(d) of the Act.
- (d) Construction by Development Proponent – where it should be considered advisable that a Development Proponent shall construct or upgrade services lying outside the Development Land, consideration may be given to providing for such construction to take place, with Off-site Charges being varied to reflect the cost thereof.
- (e) Unique Development - in the event of a unique proposed Development, the Development Levy and/or Off-site Servicing Fee may be varied so as to better represent the impact on Approved Services. Where such circumstances exist, the Development Officer shall obtain an engineering report which shall identify the expected impact of the proposed Development on each Approved Service, and the cost increase or decrease associated therewith, which report shall be appended to the Development Officer's report to Council made pursuant to section 6.3(a)(i) of the Bylaw.

2.0 Examples Complying With Intent of Bylaw

Figure 1: Development Levies vs. Off-site Servicing Fees for Comparable Developments

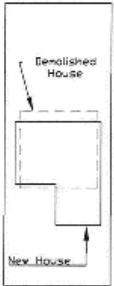
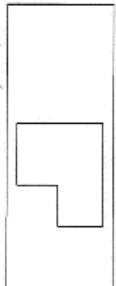


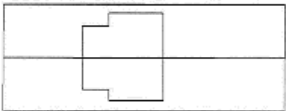


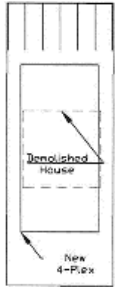
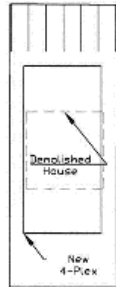
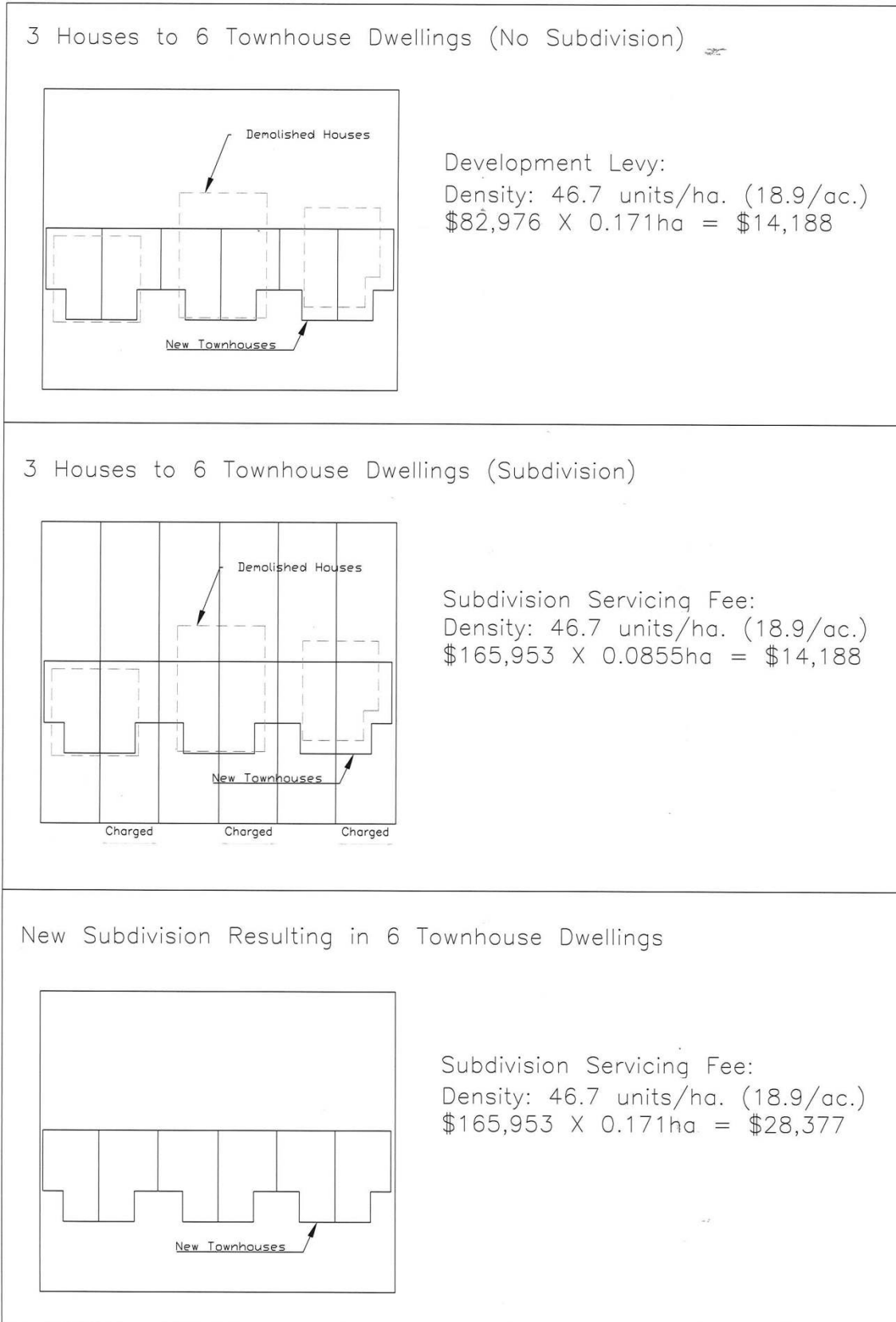
<p>New House replacing existing House</p>  <p>Development Levy: Density: 16.3 units per ha. (6.6/ac.) No Change in Intensity; No Charge</p>		<p>New Subdivision: Single Family House</p>  <p>Subdivision Servicing Fee: $\\$165,953 \times 0.0613\text{ha} = \\$10,172$</p>	
<p>House to Du-Plex (No Subdivision)</p>  <p>Development Levy: Density: 32units/ha. (13.2/ac.) $\\$82,976 \times 0.0613\text{ha} = \\$5,086$</p>	<p>House to Du-Plex (Subdivision)</p>  <p>Subdivision Servicing Fee: Density: 32units/ha. (13.2/ac.) $\\$165,953 \times 0.03065\text{ha} = \\$5,086$</p>	<p>New Subdivision: Du-Plex</p>  <p>Subdivision Servicing Fee: Density: 32units/ha. (13.2/ac.) $\\$165,953 \times 0.0613\text{ha} = \\$10,172$</p>	
<p>House to 4-Plex (No Subdivision)</p>  <p>Development Levy: Density: 65.25units/ha. (26.4/ac.) $\\$82,976 \times 0.0613\text{ha} = \\$5,086$</p>		<p>New Subdivision Resulting in 4-plex</p>  <p>Subdivision Servicing Fee: Density: 65.25units/ha. (26.4/ac.) $\\$165,953 \times 0.0613\text{ha} = \\$10,172$</p>	
<p>House to 5-Unit Dwelling</p>  <p>Development Levy: Density: 81.5 units/ha. (33/ac.) $\\$165,953 \times 0.0613\text{ha} = \\$10,123$</p>		<p>New Subdivision Resulting in 5-plex</p>  <p>Subdivision Servicing Fee: Density: 81.5 units/ha. (33/ac.) $\\$165,953 \times 0.0613\text{ha} = \\$10,123$</p>	

Figure 2: Development Levy (infill) vs. Off-site Servicing Fee (infill) vs. Off-Site Servicing Fee (new subdivision):



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CITY OF HUMBOLDT

BYLAW NO. 05/2025

A BYLAW OF THE CITY OF HUMBOLDT, IN THE PROVINCE OF SASKATCHEWAN, FOR THE PURPOSE OF ESTABLISHING A DEVELOPMENT CHARGE FOR LANDS THAT ARE TO BE DEVELOPED OR REDEVELOPED WITHIN THE MUNICIPALITY

WHEREAS Section 169 of *The Planning and Development Act, 2007*, Chapter P-13.2 (the Act”) provides that, the Council of a Municipality may pass a bylaw establishing a Development Charge;

AND WHEREAS Lands within the Municipality are expected to be developed and land use will be intensified. Development charges are comprised of either Service Agreement Fees where a subdivision is proposed, or Development Levy where no subdivision is proposed but land use is intensified through development or redevelopment.

AND WHEREAS Council for the City of Humboldt is expected to give notice by advertising in a local weekly newspaper and conduct a Public Hearing with regards to the proposed Bylaw - in accordance with the public participation requirements contained in Section 207 of the Act;

AND WHEREAS Council for the City of Humboldt deems it desirable to establish a Development Charge for the purposes of recovering all or a part of the capital costs of providing services and facilities associated with a proposed development, directly or indirectly, with regards to: sewage, water, and drainage works; roadways and related infrastructure; parks; and recreational facilities and administration costs associated with these services related to future growth;

AND WHEREAS The City of Humboldt has considered the capital costs of planned public works to help determine a fair and equitable calculation of the Development Charge in accordance with the Act;

AND WHEREAS the City of Humboldt wishes to provide for the payment of development charges; to authorize agreements to be entered into in respect of payment of development charges; to set out the conditions upon which the charges will be applied to specify land uses, classes of development, or defined areas; and to indicate how the amount of the charge was determined.

IT IS HEREBY ENACTED AS FOLLOWS

1.0 NAME

1.1 This bylaw may be cited as the “Development Charge Bylaw”.

2.0 PURPOSE AND INTENT

2.1 This bylaw is intended to:

- (a) to impose and provide for the payment of Development Charges;
- (b) to authorize agreements to be entered into in respect of payment of development charges;
- (c) to set out the conditions upon which the charges will be applied to specific land uses, classes of development, or defined areas; and
- (d) to indicate how the amount of the charges were determined.

3.0 DEFINITIONS

3.1 In this bylaw:

- (a) “**Act**” shall mean the Planning and Development Act, 2007, Chapter P-13.2;
- (b) “**Capital Costs**” means the City’s estimated cost of providing, altering, expanding, or upgrading the following services and facilities associated, directly or indirectly, with a Proposed Development:
 - i. sewage, water or drainage works;
 - ii. roadways and related infrastructure;
 - iii. parks; and/or
 - iv. recreational facilities;
- (c) “**City**” means the incorporated City of Humboldt;
- (d) “**Council**” means the City Council of Humboldt;
- (e) “**Development**” means the carrying out of any building, engineering, mining, or other operations in, on or over land or the making of any material change in the use or intensity of the use of any building or land;
- (f) “**Development Lands**” means those lands (or any part thereof) within the city, where no previous servicing agreement has been entered into for the specific proposed development and, in the opinion of Council, the City will incur additional capital costs as a result of the proposed development;
- (g) “**Development Charge**” means the charges imposed and created by this bylaw pursuant to the Act;
- (h) “**Development Charge Agreement**” has the meaning ascribed to this term by the Act within Section 171;
- (i) “**Development Officer**” shall mean the development officer appointed by the CITY;

- (j) “**Development Permit**” means a development permit as defined in the Act;
- (k) “**Proposed Development**” means a permitted or discretionary use within the CITY Zoning Bylaw, for which a person or corporation has made an application for a development permit;
- (l) “**Servicing Agreement**” has the meaning ascribed to this term by the Act within (m)Section 172;

4. ADMINISTRATION AND ENFORCEMENT

- 4.1. Council hereby delegates the City Manager or his/her designate the duty and authority to enforce and administer this bylaw, including administering the Development Charge, Development Charge Agreements and Servicing Agreements.

5. APPLICATION

- 5.1. This Bylaw applies to Development Lands that benefit or will benefit from off-site municipal services installed or to be installed by or on behalf of the CITY.
- 5.2. The Development Charge imposed by this Bylaw is intended to recover part of the off-site Capital Costs incurred by the CITY as a result of a Proposed Development, as set out in **Schedule “A”** attached to and forming part of this bylaw.
- 5.3. Pursuant to Section 169(3), the Development Charge will only be applied if: the specific proposed development was not previously subject to payment of a Development Charge; and, in the opinion of Council, additional capital costs will be incurred by the CITY.
- 5.4. Council has the authority to waive or reduce, in whole or in part, any development charge to meet publicly adopted policy objectives or to provide a development incentive.

6. IMPOSITION OF CHARGE

- 6.1. There is hereby imposed on the Development Lands a Development Charge in the amounts set out in Schedule “A” attached to and forming part of this bylaw. Schedule “A” shall be updated to reflect changes in infrastructure costs, as required.
- 6.2. The amount of the Development Charge that is required to be paid is based on the charge in place at the time when the development permit application is submitted to the City and the application is deemed complete.

7. AUTHORITY TO ENTER INTO AGREEMENT

- 7.1. Any Development Charge Agreement and the obligation to pay the applicable Development Charge shall be binding on successors on title to the original owner or

owners, regardless of whether a caveat in respect of the Development Charge Agreement is registered by the CITY against the Development Lands. The amount of the Development Charge payable shall be the amount under Schedule “A”, as amended from time to time.

7.2. Nothing in this bylaw prevents the CITY from imposing additional or new Development Charges on any portion of the Development Lands where the CITY has not previously collected the Development Charge or entered into a Development Charge Agreement or Servicing Agreement.

7.3. The CITY may register an interest based on a development agreement in the land registry against the land that is the subject of the agreement.

8. PAYMENT

8.1. The Development Charge provided in this bylaw shall be paid, either:

- a. 100% prior to issuance of a Development Permit; OR
- b. In a fashion and timeline deemed appropriate by the CITY within a Development Charge or Service Agreement, pursuant to Section 171 of the Act.

8.2. In the event that any Development Charge payment imposed by this Bylaw payable under a Development Charge Agreement is not paid at the time or times specified within the Agreement and without limiting the remedies of the CITY, the CITY may issue a stop work order prohibiting further development on the Development Lands.

9. PURPOSES AND USE OF THE CHARGES

9.1. The Development Charge is intended to reimburse the City for the Capital costs associated with the construction, altering, expanding, or upgrading of the following:

- i. sewage, water, or drainage works;
- ii. roadways and related infrastructure;
- iii. rarks; and/or
- iv. recreational facilities

associated directly or indirectly with the proposed development.

9.2. The Development Charge may be utilized to pay a debt incurred by the CITY as result of expenditure listed above or to reimburse an owner described in clause 173(d) of *The Act*.

10. CALCULATION OF CHARGES

10.1. The Development Charges adopted in this Bylaw were determined on the basis set out by the *Development Charges Review & Update Report* completed February 3, 2025

by Wallace Insights along with Catterall & Wright, and the *The Development Charges Bylaw Report* to City Council Dated February 10, 2025.

11. SEVERABILITY

11.1. In the event that any provision of this Bylaw is found to be null or void or contrary to law by any court of competent jurisdiction, then such provision shall be severed from this Bylaw and the remainder of this Bylaw shall continue to be of full force and effect.

12. ENACTMENT

12.1. This Bylaw shall take effect and come into force upon the date of approval by the Minister of Government Relations.

13. REPEAL

13.1. Bylaw No. 15/2015 is hereby repealed upon the coming into force of this Bylaw.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 10TH DAY OF FEBRUARY 2025.
READ A SECOND TIME THIS DAY OF FEBRUARY 2025.
READ A THIRD AND FINAL TIME THIS DAY OF FEBRUARY 2025.

SCHEDULE "A"

The Development Charges for **Service Agreement Fees** (where subdivision occurs) are set out below:

Effective upon coming into force of Bylaw 05/2025 to December 31, 2025:

- a) In the case of a proposed residential development, where the land use of the proposed development is:
 - (i) Residential, one and two unit dwellings, the Development Charge shall be \$165,953 for every hectare of Net Developable Area; and
 - (ii) Residential, multiple unit dwellings, the Development Charge shall be \$165,953 for every hectare of Net Developable Area; and
- b) In the case of proposed commercial or industrial development, the Development Charge shall be \$154,005 per hectare of Net Developable Area.

Effective upon January 1, 2026:

- a) In the case of a proposed residential development, where the land use of the proposed development is:
 - (i) Residential, one and two unit dwellings, the Development Charge shall be \$193,897 for every hectare of Net Developable Area; and
 - (ii) Residential, multiple unit dwellings, the Development Charge shall be \$193,897 for every hectare of Net Developable Area; and
- b) In the case of proposed commercial or industrial development, the Development Charge shall be \$193,897 per hectare of Net Developable Area.

SCHEDULE "A"

The Development Charges for **Development Levies** apply (where subdivision does not necessarily occur) are set out below:

Effective upon coming into force of Bylaw 05/2025 to December 31, 2025:

- c) In the case of a proposed residential development, where the land use of the proposed development is:
 - (i) Residential, one and two unit dwellings, the Development Charge shall be \$82,976 for every hectare of Net Developable Area; and
 - (ii) Residential, multiple unit dwellings, the Development Charge shall be \$116,167 for every hectare of Net Developable Area; and
- d) In the case of proposed commercial or industrial development, the Development Charge shall be \$75,462 per hectare of Net Developable Area.

Effective upon January 1, 2026:

- c) In the case of a proposed residential development, where the land use of the proposed development is:
 - (i) Residential, one and two unit dwellings, the Development Charge shall be \$193,897 for every hectare of Net Developable Area; and
 - (ii) Residential, multiple unit dwellings, the Development Charge shall be \$193,897 for every hectare of Net Developable Area; and
- d) In the case of proposed commercial or industrial development, the Development Charge shall be \$193,897 per hectare of Net Developable Area

CITY OF HUMBOLDT REPORT

TITLE: OCP Amendment Bylaw
PREPARED BY: Tanner Zimmerman – Planning Coordinator
REVIEWED BY: Joe Day – City Manager
PREPARED FOR: City Council
DATE: February 10, 2024

RECOMMENDATION

That this report be received for information and filed.

BACKGROUND

Pursuant to Section 169 of the Planning and Development Act (PDA) a municipality must undertake a study in order to set its development charges. This study, undertaken by Alan Wallace of Wallace Insights and Catterall & Wright noted that wording must be added to the City's Official Community Plan (OCP) that enables the collection and use of funds collected from Development Levies and Servicing Fees.

Section 5.1.4 of the OCP states the following:

Objective 5.1.4.1: Infrastructure Costs

To ensure that future development contributes to the cost of infrastructure services in a manner which does not create a burden for existing residents and which does not impede long term growth.

- Policy (a) The City will not be responsible for costs associated with the provision of municipal services to new subdivisions, except for a City-owned developments. Where a private development requires municipal services, including drainage, the proponent will be responsible for all costs associated with providing such services.
- Policy (b) Where a subdivision of land will require the installation or improvement of municipal services such as water and/or sewer lines, drainage, streets, or sidewalks within the subdivision, the developer will be required to enter into a servicing agreement with the City to cover the installation or improvements including, where necessary, charges to cover the costs of improvement or upgrading of off-site services. Council will, by resolution, establish the standards and requirements for such agreements and charges, including the posting of performance bonds or letters of credit.

- Policy (c) The City will support the development of Special Projects in order to address cost savings as well support initiatives that are sustainable and environmentally responsible.

CURRENT SITUATION

Mr. Wallace has recommended that we replace Policies (a) through (c) with the following wording:

- Policy (a) New development shall pay all eligible costs (as defined in Section 169 of the *Planning and Development Act, 2007*) of development which directly or indirectly serve new development through servicing agreements and development charge agreements.
- Policy (b) The cost of extending major services which indirectly serve (off-site) new development will be recovered through an analysis of off-site capital projects intended to accommodate growth and the long-term financial impact on the City.
- Policy (c) The Development Charges will be reviewed and approved by the City council on a regular basis or as required to ensure a fair and equitable amount of capital costs of growth are covered.

Mr. Wallace also recommended adding Policy (d) with the following wording:

- Policy (d) Where development of land results in an intensification of use and is expected to draw more capacity from off-site municipal services such as water, sewer, roadways, parks and recreation facilities, the developer may be required to enter into a development charge agreement with the City to cover the costs of future improvements or upgrades to off-site services. City Council will measure the benefits of charging the development levy against the benefits accrued through infill development and may reduce or waive the collection of the development levy by resolution.

OPTIONS

1. Accept for information and file.
2. Refer the matter back to the administration.

ATTACHMENTS

- Bylaw No. 06/2025 – A Bylaw to amend Bylaw No. 03/2016 known as the Official Community Plan under subsection 29(2) of the Planning and Development Act, 2007.

COMMUNICATION AND ENGAGEMENT



Part X of the Planning and Development Act requires all OCP amendments to go through a public notice process. This process includes two weeks of advertisement in a local news outlet and a public hearing to be held in at the Regular Council Meeting in February.

FINANCIAL IMPLICATION

There is no anticipated financial implication other than the fact that funds from Development Charges are enabled through these changes.

CONCLUSION

Adopting these changes will not fundamentally change how we have collected Development Charge, nor how we use them. The wording creates transparency that developers can rely on when considering development in the city.

CITY OF HUMBOLDT

BYLAW NO. 06/2025

A BYLAW TO AMEND BYLAW NO. 03/2016 KNOWN AS THE OFFICIAL COMMUNITY PLAN UNDER SUBSECTION 29(2) OF *THE PLANNING AND DEVELOPMENT ACT, 2007*

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

1. That the following section 5.1.4.1 be deleted:

Policy (a) The City will not be responsible for costs associated with the provision of municipal services to new subdivisions, except for City-owned developments. Where a private development requires municipal services, including drainage, the proponent will be responsible for all costs associated with providing such services.

Policy (b) Where a subdivision of land will require the installation or improvement of municipal services such as water and/or sewer lines, drainage, streets, or sidewalks within the subdivision, the developer will be required to enter into a servicing agreement with the City to cover the installation or improvements including, where necessary, charges to cover the costs of improvement or upgrading of off-site services. Council will, by resolution, establish the standards and requirements for such agreements and charges, including the posting of performance bonds or letters of credit.

Policy (c) The City will support the development of Special Projects in order to address cost savings as well support initiatives that are sustainable and environmentally responsible.

2. That the following section 5.1.4.1 be added:

Policy (a) New development shall pay all eligible costs (as defined in Section 169 of the *Planning and Development Act, 2007*) of development which directly or indirectly serve new development through servicing agreements and development charge agreements.

Policy (b) The cost of extending major services which indirectly serve (off-site) new development will be recovered through an analysis of off-site capital projects intended to accommodate growth and the long-term financial impact on the City.

Policy (c) The Development Charges will be reviewed and approved by the City council on a regular basis or as required to ensure a fair and equitable amount of capital costs of growth are covered.

Policy (d) Where development of land results in an intensification of use and is expected to draw more capacity from off-site municipal services such as water, sewer, roadways, parks and recreation facilities, the developer may be required to enter into a development charge agreement with the City to cover the costs of future improvements or upgrades to off-site services. City Council will measure the benefits of charging the development levy against the benefits accrued through infill development and may reduce or waive the collection of the development levy by resolution.

3. That this Bylaw shall come into force and take effect upon the date it is approved by the Minister of Government Relations.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS DAY OF FEBRUARY 2025.
READ A SECOND TIME THIS DAY OF FEBRUARY 2025.
READ A THIRD AND FINAL TIME THIS DAY OF FEBRUARY 2025.

CITY OF HUMBOLDT REPORT

TITLE: Federation of Canadian Municipalities Board Nomination

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: February 10, 2025

RECOMMENDATION

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

WHEREAS there are current vacancies on FCM's Board of Directors for the remainder of the 2024-2025 board term;

BE IT RESOLVED that Council of the City of Humboldt endorse Sarah McInnis to stand for election on FCM's Board of Directors, for the period starting in March 2025 and ending June 2025; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with Sarah McInnis attending FCM's Board of Directors meetings.

BACKGROUND

The Federation of Canadian Municipalities (FCM), which represents over 2,000 municipalities across Canada, is the national voice of municipal governments. Its board of directors is composed of elected officials from municipalities nationwide. Saskatchewan holds five seats on the FCM board, but following the 2024 municipal elections, three of those seats are currently vacant for the remainder of the 2024-2025 term.

CURRENT SITUATION

The Federation of Canadian Municipalities (FCM) is seeking elected officials from Saskatchewan to fill three vacant board seats, with one or possibly two, to be filled by what is considered smaller municipalities. The term runs from March to June 2025 with successful candidates expected to attend a Board of Directors meeting in Dorval, Quebec (March 18-20) and a conference in

Ottawa, Ontario (May 29-June 1). City Council has opted to participate in the SUMA-FCM Small Communities Travel Fund, which will partially offset travel expenses.

OPTIONS

- **Approve the recommendation.**
- **Decline the recommendation.**

COMMUNICATION AND ENGAGEMENT

Candidates must submit a certified resolution along with their Consent and Board Profile Form by February 17, 2025.

ATTACHMENTS

- None.

FINANCIAL IMPLICATION

The City's travel expenses for the two required events are estimated at \$3,500 to \$4,000, before factoring in any partial reimbursement from the SUMA-FCM Travel Fund.

CONCLUSION

The FCM requires a council resolution authorizing a nominee to run for a position on its Board of Directors and committing to cover the associated meeting attendance costs.