



City of Humboldt
February 24, 2025 - Regular Meeting of Council - 05:30 PM



- 1 Call To Order**
- 2 Land Acknowledgement**
- 3 Adopt Agenda**
 - 3.1 Conflict of Interest
- 4 Public Acknowledgement**
- 5 Public Hearing**
 - 5.1 Suspend Council Meeting
 - 5.2 Recommendation - Acting City Clerk - Bylaw No. 04/2025 - Zoning Bylaw Amendment
 - 📎 Report - Bylaw No. 04/2025 - Zoning Bylaw Amendment
 - 5.3 Recommendation - Acting City Clerk - Bylaw No. 06/2025 - The Official Community Plan Amendment
 - 📎 Report - Bylaw No. 06/2025 - The Official Community Plan Amendment
 - 5.4 Recommendation - Acting City Clerk - Bylaw No. 05/2025 - The Development Charges Bylaw
 - 📎 Report - Bylaw No. 05/2025 - The Development Charges Bylaw
 - 5.5 Resume Meeting
- 6 Approve Minutes**
 - 6.1 Minutes of the Regular Meeting of Council held January 27, 2025
 - 📎 Minutes of the Regular Meeting of Council held January 27, 2025
 - 6.2 Minutes of the Special Meeting of Council held February 10, 2025
 - 📎 Minutes of the Special Meeting of Council held February 10, 2025
- 7 Delegations**
- 8 Correspondence**
 - 8.1 "A" Items Requiring Council Resolution
 - 8.2 "B" Items Received for Information Only
- 9 Committee Reports**
 - 9.1 Vacate Chair
 - 9.2 Minutes of the Executive Committee Meeting held February 10, 2025
 - 📎 Minutes of the Executive Committee Meeting held February 10, 2025
 - 9.3 Minutes of the Humboldt & District Museum & Gallery Board Meeting held January 9, 2025
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board Meeting held January 9,

2025

- 9.4 Minutes of the Humboldt & District Museum & Gallery Board Meeting held February 12, 2025
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board Meeting held February 12, 2025

- 10 Bylaws**
- 10.1 Recommendation - Planning Coordinator - Bylaw No. 04/2025 - Amendment to Bylaw No. 04/2016 - The Zoning Bylaw
 - 📎 Report - Bylaw No. 04/2025 - Amendment to Bylaw No. 04/2016 - The Zoning Bylaw
 - 📎 Bylaw No. 04/2025 - Amendment to Bylaw No. 04/2016 - The Zoning Bylaw
- 10.1.1 Bylaw No. 04/2025 - Amend Bylaw No. 04/2016 - The Zoning Bylaw (second reading)
- 10.1.2 Bylaw No. 04/2025 - Amend Bylaw No. 04/2016 - The Zoning Bylaw (third reading)
- 10.2 Recommendation - Planning Coordinator - Bylaw No. 06/2025 - OCP Amendment
 - 📎 Report - Bylaw No. 06/2025 - OCP Amendment
 - 📎 Bylaw No. 06/2025 - OCP Amendment
- 10.2.1 Bylaw 06/2025 - An Amendment to Bylaw No. 03/2016 The Official Community Plan (second reading)
- 10.2.2 Bylaw 06/2025 - An Amendment to Bylaw No. 03/2016 The Official Community Plan (third reading)
- 10.3 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 2
- 10.3.1 Bylaw No 05/2025 - The Development Charges Bylaw (second reading)
- 10.3.2 Bylaw No. 05/2025 - The Development Charges Bylaw (third reading)
- 10.4 Recommendation - City Controller - Bylaw No. 07/2025 - An Amendment to Bylaw No. 02/2025
 - 📎 Report - Bylaw No. 07/2025 - An Amendment to Bylaw No. 02/2025
 - 📎 Bylaw No. 07/2025 - An Amendment to Bylaw No. 02/2025
- 10.4.1 Bylaw No. 07/2025 - An Amendment to Bylaw No. 02/2025 (first reading)
- 10.4.2 Bylaw No. 07/2025 - An Amendment to Bylaw No. 02/2025 (second reading)
- 10.4.3 Bylaw 07/2025 - An Amendment to Bylaw No. 02/2025 (given all three readings)
- 10.4.4 Bylaw No. 07/2025 - An Amendment to Bylaw No. 02/2025 (third reading)
- 10.5 Resume Chair

- 11 New Business**
- 11.1 Recommendation - City Assessor - Tax Lien Registration & Six-Month Notice Notification
 - 📎 Report - Tax Lien Registration & Six-Month Notice Notification
- 11.2 Recommendation - Director of Cultural Services - Museum Repairs Project
 - 📎 Report - Museum Repairs Project
- 11.3 Recommendation - Director of Public Works & Utilities - 2025 Lagoon Chemical Award
 - 📎 Report - 2025 Lagoon Chemical Award
- 11.4 Recommendation - Director of Public Works & Utilities - 2025 Road Reconstruction & Paving Program

- 11.5  Report - 2025 Road Reconstruction & Paving Program
- 11.5 Recommendation - Director of Public Works & Utilities - 2025 Water Main Replacement Program
-  Report - 2025 Water Main Replacement Program
- 12 **Enquiries**
- 13 **Committee of the Whole**
- 14 **Adjourn**



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Bylaw No. 04/2025 – Zoning Bylaw Amendment

PREPARED BY: Donna Simpson, Acting City Clerk

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: February 24, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Pursuant to Section 24(1)(a) of the Planning and Development Act 2007, public notice shall be given before Council is to consider the adoption, amendment or repeal of a bylaw for an official community plan district plan, or zoning bylaw.

At the City Council meeting on January 27, 2025, the City of Humboldt introduced Bylaw No. 04/2025, a bylaw to amend Bylaw No. 04/2016 – The Zoning Bylaw. The amendment, if approved, will rezone Lot 27, Block 58, Plan 102200038 from C2 – Medium Density Commercial District to R3 – Core Mixed Residential District.

CURRENT SITUATION

The notice was posted at City Hall and on the City’s web site for two weeks prior to the Regular Council meeting on February 24th, 2025, at which Council will consider the matter, and notices were provided to the property owners within the 75 metre boundary. Those wishing to submit their comments on this matter must have made their submission to the Acting City Clerk by noon on Thursday, February 20th, 2025.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

ATTACHMENTS

- S. Helperl email of support
- All Saints Church email of support

CONCLUSION

Two emails were received in support and are attached to this report.

From: Shayla Helperl
Date: January 29, 2025 at 9:33:18 PM CST
To: Jace Porten <finance@humboldt.ca>
Subject: Rezoning application for 123 Mainstreet

Sending this email to say I support the application put forward, to rezone the property from the current C2 zoning, to R3 core mixed residential for the address of 123 Main Street of Humboldt SK.

Sent from my iPhone

From: Lillian Stadnyk
Sent: February 19, 2025 11:46 AM
To: Lori Yaworski <cityclerk@humboldt.ca>
Subject: RE:Zoning Amendment -C2 toR3

As treasurer and representative for All Saints Church . We agree that the amendment be approved to
rezone lot 27,Block58, Plan 102200038 from C2- Thank you
Lillian Stadnyk
Sent from my iPad



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Bylaw No. 06/2025 – The Official Community Plan Amendment

PREPARED BY: Donna Simpson, Acting City Clerk

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: February 24, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Pursuant to Section 24(1)(a) of the Planning and Development Act 2007, public notice shall be given before Council is to consider the adoption, amendment or repeal of a bylaw for an official community plan, district plan or zoning bylaw.

At the Special Council meeting on February 10, 2025, the City of Humboldt introduced Bylaw No. 06/2025, a bylaw to amend Bylaw No. 03/2016 – The Official Community Plan. The amendment, if approved, will replace section 5.1.4.1 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.

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.

CURRENT SITUATION

The notice was posted at City Hall and on the City’s web site for two weeks prior to the Regular Council meeting on February 24th, 2025, at which Council will consider the matter. Those wishing to submit their comments on this matter must have made their submission to the Acting City Clerk by noon on Thursday, February 20th, 2025.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

ATTACHMENT

- N/A

CONCLUSION

The Acting City Clerk did not receive any written submissions by the deadline as a part of the public hearing.



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Bylaw No. 05/2025 – The Development Charges Bylaw

PREPARED BY: Donna Simpson, Acting City Clerk

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: February 24, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Pursuant to Section 24(1)(b) of the Planning and Development Act 2007, public notice shall be given before Council is to consider the adoption, amendment or repeal of a development levy bylaw.

At the Special Council meeting on February 10, 2025, the City of Humboldt introduced Bylaw No. 05/2025, The Development Charges Bylaw.

Development Charges are fees collected from Developers to cover some or all of the costs associated with new development. The costs include upgrades to existing infrastructure such as water/sewer lines, lift stations, and arterial roads outside of the area being developed. The costs also include the establishment of new facilities such as recreational facilities.

CURRENT SITUATION

The notice was posted at City Hall and on the City's web site for two weeks prior to the Regular Council meeting on February 24th, 2025, at which Council will consider the matter. Those wishing to submit their comments on this matter must have made their submission to the Acting City Clerk by noon on Thursday, February 20th, 2025.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

ATTACHMENT

- Northridge Developments submission



CONCLUSION

The Acting City Clerk received one written submission which is attached to this report.

CITY OF HUMBOLDT DEVELOPMENT LEVY BYLAW 05/2025

CITY COUNCIL PUBLIC HEARING SUBMISSION

Please accept this written submission from North Ridge Development Corporation (101148645 Saskatchewan Ltd) in respect to this Bylaw and the substantial reports from your consultants and Administration. We have reviewed them all thoroughly and commend the thoughtful and thorough analysis and context presented. North Ridge has substantial land development experience in 8 Saskatchewan communities and holds a dominant position in Humboldt with the existing Westwood subdivision and 42.76 acres in the first phase of your North West Plan. They have invested over \$6 million in land development in the city over the last 12 years.

We have very much appreciated the transparent preparation process your Administration is following with the North West Plan and now the capital planning with Levy financing to be ready for development servicing when the market demand supports the investment. North Ridge has 22 serviced lots in Westwood and additional land available for immediate servicing for and additional 60 single family lots or higher density housing. That subdivision has paid all applicable Levy Amounts through a 2015 Agreement. The company has carried that levy payment and land servicing cost despite slow land sales.

Your Administration reports project growth trends similar to what we have anticipated and expected. We share the optimism for Humboldt and region growth driven by the highly successful world class BHP mine. We have actively participated with your Administration and BHP in all their housing and land development planning. To date the demand trend has not met expectations that has delayed further development. We remain optimistic and ready to invest when we can see the economic opportunity and acceptable risk exposure. Recently we have seen a few additional lot sales in Westwood that are encouraging. There must be more land development and housing to meet the employment projected as BHP staffs up and existing city and regional inventory is absorbed.

Having reviewed your reports we find them consistent with our experience in other communities in policy context and projected capital costs to be shared by Levies. We understand and accept that new growth brings new infrastructure demand and it is impacted by escalating costs. The new infrastructure and land development are mutually inseparable.

We accept the results of your considerable work and have a high respect for Wallace Insights and Catterall and Wright with whom we have considerable experience. Your Administration has been most supportive and open with us as we prepare for development.

We share your objective to get ready and use this time to complete the planning. As we review your Bylaw we want to raise two key points for your further consideration framed within the overriding caution that the current uncertain and slow market demand places high risk on both the developer and City when front ending expenses for infrastructure and lot servicing to be recovered only when lots sell. Servicing the first phase of a new subdivision will require several million dollars front ended by the developer absorbing that risk.

- Your recommended phase in is very progressive and responsive to acknowledge and mitigate this risk. We find the 2025 and 2026 recommendations very supportable. We do ask that the review for 2027 and succeeding years be prioritized to determine timing for the capital expenditures and a continued rate phase in until a clear demand path emerges to support investment and mitigate risk. We do understand and accept annual inflationary increase.
- The Payment schedule for the Levy under Section 8 of the Bylaw is 100% before Development Permit or a timetable deemed appropriate. We are aware this provision was utilized for another development requiring payment as lots sell. That reduces cash flow risk to the developer recognizing market uncertainty. The developer must front end the actual services and accepts that risk. Phasing in the Levy payment is a very realistic and necessary incentive to encourage the investment. We ask that be accepted as a Servicing Agreement understanding for the North West Sector.

North Ridge supports the planning work being undertaken and accepts the Levy recommendations asking only the considerations set out. They remain optimistic for the housing demand and Humboldt growth evidenced by their active investment for the last decade and continue to work to get ready for more. Cooperation and consistent, timely consultation with your Administration has supported our planning to be ready and able to respond quickly to demand to achieve our mutual growth expectations.

Respectfully submitted

Bob Linner on behalf of North Ridge Development Corporation (101148465 Sask Ltd)

February 20, 2025



City of Humboldt

Meeting Minutes

Regular Meeting of Council January 27, 2025 - 05:30 PM

- PRESENT:
- Mayor Rob Muench
 - Councillor Larry Jorgenson
 - Councillor Roger Korte
 - Councillor Sarah McInnis
 - Councillor Dave Rowe
 - Councillor Marilyn Scott
 - Councillor Karen Siermachesky
 - City Manager Joe Day
 - City Controller/Interim City Clerk Jace Porten
 - Director of Protective Services Mike Kwasnica
 - Director of Public Works Peter Bergquist
 - Director of Leisure Services Mike Ulriksen
 - Director of Cultural Services Jennifer Fitzpatrick
 - Planning Coordinator Tanner Zimmerman
 - Communications Coordinator Angie Rolheiser

1 Call To Order

Deputy Mayor Jorgenson called the meeting to order at 5:34 p.m.

Resolution:
2025.014

2 Adopt Agenda

Moved By: Councillor Karen Siermachesky

Seconded By: Councillor Marilyn Scott

That the agenda be adopted as amended to include a personnel update and development update to the Committee of the Whole section.

CARRIED

2.1 Conflict of Interest

3 Public Acknowledgement

Councillor Siermachesky acknowledged the Humboldt Legion for the assembly and distribution of Christmas baskets to veterans. Councillor Siermachesky gave recognition to the management of Humboldt A&W and their initiatives to support those who would be alone during the holidays. The team at A&W also provides food and beverages for those who are in need and the costs are covered by donations made by people in the community. During frigid weather, the managers will also open the doors for those who need a warm place to stay.

Councillor Siermachesky extended thanks to the sponsors of the Munro and Patrick show that took place in January at the Humboldt and District Gallery which included the Humboldt Area

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Arts Council, Friends of the Museum, Good Neighbour Store and HSA.

Councillor Siermachesky also congratulated the recipients of the Community Initiatives Fund which supports initiatives that promote community development and enhance quality of life for residents. The recipients were: The Humboldt Community Soup Kitchen, Prairie Sky Trails Collective, St. Dominic School Breakfast Program, and the Wapiti Regional Library for Chair Fitness for Seniors.

Councillor Siermachesky acknowledged two youth residents for their successes in the 2024 Get a Bigger Wagon Young Entrepreneur Awards at the Edwards School of Business. The recipients were Tristan Forrester of Prairie Sky Meadows of Farm Fresh Poultry and Judith King of King Creations.

Councillor Rowe congratulated Brad Lefebvre who recently sold his share of Schuler-Lefebvre Funeral and Cremation Services.

4 Approve Minutes

Resolution: 2025.015 **4.1 Minutes of the 2025 Budget Meeting held December 2nd, 2024**
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That the Minutes of the 2025 budget Meeting held December 2nd, 2024 be approved as recorded and circulated.

CARRIED

Resolution: 2025.016 **4.2 Minutes of the Special Meeting of Council held December 9th, 2024**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis

That the Minutes of the Special Meeting of Council held December 9th, 2024 be approved as recorded and circulated.

CARRIED

Resolution: 2025.017 **4.3 Minutes of the Special Meeting of Council held January 13th, 2025**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

That the Minutes of the Special Meeting of Council held January 13th, 2025 be approved as recorded and circulated.

CARRIED

5 Delegations

6 Correspondence

6.1 "A" Items Requiring Council Resolution

Resolution: 2025.018 **6.2 "B" Items Received for Information Only**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Marilyn Scott

That the following correspondence be accepted for information:

1. Letter from the School Safety Patrol Program

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

7 Committee Reports

Resolution: 7.1 **Minutes of the Executive Committee Meeting held January 13th, 2025**
2025.019

Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That the Minutes of the Executive Committee Meeting held January 13th, 2025 be accepted for information.

CARRIED

Resolution: 7.2 **Minutes of the Humboldt & District Museum & Gallery Board dated December 12th, 2024**
2025.020

Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Dave Rowe

That the Minutes of the Humboldt & District Museum & Gallery Board Meeting held December 12th, 2024 be accepted for information.

CARRIED

8 Bylaws

Resolution: 8.1 **Recommendation - City Controller - Council Procedure Bylaw**
2025.021

Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Resolution: 8.1.1 **Bylaw No. 02/2025 - The Procedure Bylaw (first reading)**
2025.022

Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 02/2025, known as the procedure bylaw, be introduced and read a first time.

CARRIED

Resolution: 8.1.2 **Bylaw No. 02/2025 - The Procedure Bylaw (second reading)**
2025.023

Moved By: Councillor Roger Korte
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 02/2025, known as the procedure bylaw, be read a second time.

CARRIED

Resolution: 8.1.3 **Bylaw No. 02/2025 - The Procedure Bylaw (given all three readings)**
2025.024

Moved By: Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

Resolved that Bylaw No. 02/2025, known as the procedure bylaw, be given all three readings at this meeting.

CARRIED UNANIMOUSLY

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 8.1.4 **Bylaw No. 02/2025 - The Procedure Bylaw (third reading)**
2025.025
Moved By: Mayor Rob Muench
Seconded By: Councillor Dave Rowe

Resolved that Bylaw No. 02/2025, known as the procedure bylaw, be read a third time and now be adopted.

CARRIED

Resolution: 8.2 **Recommendation - Director of Protective Services - Parks and Open Spaces Bylaw**
2025.026
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Resolution: 8.2.1 **Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (first reading)**
2025.027
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Roger Korte

Resolved that Bylaw No. 03/2025, known as the parks and open spaces bylaw, be introduced and read a first time.

CARRIED

Resolution: 8.2.2 **Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (second reading)**
2025.028
Moved By: Mayor Rob Muench
Seconded By: Councillor Sarah McInnis

Resolved that Bylaw No. 03/2025, known as the parks and open spaces bylaw, be read a second time.

CARRIED

Resolution: 8.2.3 **Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (given all three readings)**
2025.029
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 03/2025, known as the parks and open spaces bylaw, be given all three readings at this meeting.

CARRIED

Resolution: 8.2.4 **Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (third reading)**
2025.030
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

Resolved that Bylaw No. 03/2025, known as the parks and open spaces bylaw, be read a third time and now be adopted.

CARRIED

Resolution: 8.3 **Recommendation - Planning Coordinator - Zoning Map Amendment – 123 Main Street**
2025.031
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 8.3.1 **Bylaw No. 04/2025 - Amendment to Bylaw No. 04/2016 - The Zoning Bylaw (first reading)**
2025.032
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 04/2024, being a bylaw to amend Bylaw No. 04/2016 - The Zoning Bylaw, be introduced and read a first time.

CARRIED

9 New Business

Resolution: 9.1 **Recommendation - City Controller - Council Appointment to City Positions**
2025.033
Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

That the following appointments be made to City Positions pursuant to provincial requirements be made for 2025;

- I. Police Chief – Joe Day
- II. Community Safety Officer Supervisor – Mike Kwasnica
- III. Business Licensing Inspector and Community Safety Officer – Justin Tarrant
- IV. Building inspector and Bylaw Enforcement Officer – Mike Kwasnica
- V. Building Inspector and Bylaw Enforcement Officer – Darrel Wickenhauser
- VI. Building Inspectors from Municode; Clayton Meier, Ryan Thiessen, Travis Elkin, Shenah Cartier, Clint Vargo, Matthew Stepp, Kelsey Rebryna
- VII. Fire Department
 - 1) Captains – Jason Staniec and Craig Stomp
 - 2) Lieutenants – Matt Schidlowsky and Tim Kiefer
 - 3) Secretary/Treasurer – Krista Prunkl
 - 4) Safety Officer – Jordin Dalsin
- VIII. EMO Coordinator – Mike Kwasnica
- IX. Development Officer – City Manager, Joe Day, and Planning Coordinator, Tanner Zimmerman
- X. Board of Revision: Western Municipal Consulting, with the following to serve as members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh, with Kara Lindal to serve as Secretary to the Board of Revision.
- XI. Development Appeals Board: Sandra Pauli, Frank Carpentieri and David Mueller with remuneration of \$250 per full day & \$125 for ½ day for the Chairman and \$200 per full day & \$100 for ½ day for members.
- XII. Pest Control Officers – Darren Whitbread and Murray Knackstedt
- XIII. External Auditor – MNP
- XIV. City Solicitor – Weber & Gasper Law Office
- XV. City Clerk alternate – Donna Simpson

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 9.2
2025.034

Recommendation - City Controller - Council Appointment to Boards and Committees

Moved By: Councillor Karen Siermachesky

Seconded By: Councillor Sarah McInnis

That the following appointments be made to the Boards and Committees established under the authority of the City of Humboldt:

I. Humboldt & District Museum & Gallery Board (2-yr term expires Jan 31, 2027)

- a. Ivan Buehler
- b. Andrew Breker
- c. Kevin Garinger
- d. Aaron Lukan

II. Reid-Thompson Public Library Board (1-yr term expires Jan 31, 2026)

- a. Susan Bradley
- b. Rhéanne Bédard Schilling
- c. Laura Peters
- d. 4 vacancies

III. Humboldt Downtown Business Improvement District Board (2-yr term expires Jan 31, 2027)

- a. Andrew Breker
- b. 1 vacancy

IV. Humboldt Public Art Committee (2-yr term expires Jan 31, 2027)

- a. Ivan Buehler
- b. Tyler Dies
- c. Darlene Ford
- d. Jesse Green
- e. Zygmunt Kondziewski
- f. Wayne Schidlowsky

V. Golf Course Governance Committee (1-yr term expires Jan 31, 2026)

- a. Aaron Baker
- b. Dean Hergott
- c. Kirk Plemel
- d. Dave Hill

VI. Humboldt Broncos Memorials Committee (2-yr term expires Jan 31, 2027)

- a. Bernadine Boulet
- b. Carol Brons
- c. Kurt Leicht
- d. Ed Tobin
- e. Joanne Koski
- f. Nancy Jefferson
- g. 1 Bronco Board Member vacancy

CARRIED

Resolution: 9.3
2025.035

Recommendation - City Controller - Municipal Revenue Sharing Eligibility

Moved By: Councillor Dave Rowe

Seconded By: Councillor Sarah McInnis

The Council of the City of Humboldt confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2023 Audited Financial Statement to the Ministry of Government Relations;

Mayor – Rob Muench

Interim City Clerk – Jace Porten

- Submission of the 2023 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed their Public Disclosure Statements, as required; and

That we authorize the Interim City Clerk to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

Resolution: 9.4 Recommendation - City Controller - Response to HGC Request for Funding
2025.036

Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

That the City of Humboldt provide the Humboldt Golf Club with a \$100,000 grant with the following conditions;

1. That the Humboldt Golf Club be restricted from taking on any new debt or lease obligations without prior City Council approval,
2. The HGC provide no less than two positions on the Board for City of Humboldt representatives.

CARRIED

Resolution: 9.5 Recommendation - City Controller - Official Donation Receipt Projects for 2025
2025.037

Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

That the Broncos Tribute Campaign, Bill Brecht Playground, Humboldt Golf Course, Original Humboldt, Public Art, and the Water Tower be accepted as eligible projects to receive Official Donation Receipts from the City of Humboldt for donations made in 2025.

CARRIED

Resolution: 9.6 Recommendation - Director of Leisure Services - Official Donation Receipting – Glen Hall Park Lighting
2025.038

Moved By: Mayor Rob Muench
Seconded By: Councillor Roger Korte

That the Glen Hall Park Lighting Project be approved as an eligible project for the issuance of Official Donation Receipts for Income Tax Purposes.

CARRIED

Resolution: 9.7 Recommendation - Director of Leisure Services - Aquatic Centre Flooring Sole Source Contract
2025.039

Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Sarah McInnis

That a sole-source contract for the pool flooring replacement project be awarded to Rubber Stone Paving Group at an estimated cost of \$132,288, including contingency (20%) and PST.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 9.8
2025.040

Recommendation - Director of Cultural Services - Collections Policies – Humboldt & District Museum & Gallery

Moved By: Councillor Karen Siermachesky

Seconded By: Councillor Sarah McInnis

That the Humboldt & District Museum & Gallery (HDMG) policies, namely the:

- Collections Management Policy,
 - Accession Policy,
 - Deaccession Policy,
 - Conservation and Care Policy,
 - Loans Policy,
 - Dissolution Policy, and the
 - updated and combined Research and Oral History Policy,
- be approved as presented.

CARRIED

Resolution: 9.9
2025.041

Recommendation - Finance Manager - FCM Grant Application – Climate Risks and Hazards Assessments

Moved By: Councillor Sarah McInnis

Seconded By: Councillor Roger Korte

That the City of Humboldt apply for the grant ‘Local Leadership for Climate Adaptation Initiative’ from the Federation of Canadian Municipalities (FCM) to fund a Climate Risks and Hazards Assessment.

CARRIED

10 Enquiries

Councillor McInnis enquired with Administration on a Cemetery plot situation. The Director of Leisure Service responded the Cemetery Bylaw could be brought forward for review if Council was wanting any changes made.

Councillor McInnis enquired with the Director of Public Works on cross walk lighting at a St Augustine school. The Director responded that the department would review the matter.

Councillor McInnis enquired with the Director of Public Works on the Burger King and Family Resource entrance in regard to a median on the highway. The Director responded with the anticipated plans for the median at that location.

Councillor McInnis enquired with respect to the Dangerous Goods Route through the City, as residents have identified that dangerous goods are being transported through the City on Highway 5 passing schools and daycares. The Director of Public Works responded that Highway 5 is the heavy truck route and dangerous goods route through the City in addition to 4th Avenue and 5th Avenue via other streets for access.

Councillor McInnis enquired with the Director of Public Works about school bus pickup locations at City parks and any plans for shelter opportunities as there are not designated spots at these locations. The Director responded that a conversation could be had between Public Works, Leisure Services, the school divisions and interested fundraising groups to explore.

Councillor McInnis enquired with the Director of Leisure Services on the second ice surface survey that was conducted. The Director responded the entirety of the results haven't been published but Administration could review if it makes sense to publish the results now or make it apart of the next round of

consultations.

Councillor Scott enquired with the Director of Protective Services on the process of condemning properties that the public had some concerns with. The Director responded that the properties are being monitored, and the process is lengthy but at this point, the properties are not dilapidated.

Councillor Siermachesky enquired with the Director of Leisure Services in regard to benches at Carl Schenn Park, and if there could be more benches added around the perimeter. The Director responded that the department plans on monitoring the park this spring to see if more are required.

Councillor Siermachesky enquired with Administration in regards to the status of the aging equipment in the City's buildings and in the event of major breakdowns if funding was available for those events. The Controller responded that the City does contribute to a building enhancement and refurbishment fund annually. The City Manager added the City does budget for an allowance in the Facility Maintenance division to ensure the City can hopefully stay on top of those situations.

Councillor Siermachesky enquired if the City was exploring hosting an Inservice to personalize land acknowledgements. The City Manager responded that Administration will look into opportunities.

Mayor Muench enquired with the Director of Leisure Services in regard to the air handling unit at the aquatic centre and its ongoing issues. The Director responded the unit itself has been running good but there have been some ongoing issues with components and that the department is working with a plumbing and heating company to be provided with some insight on maintenance to ensure problems can be handled efficiently.

Mayor Muench enquired with the Director of Leisure Services on the cleanliness of the Arena following some online discussions. The Director responded that the facility is showing its age and staff are taking care of the ongoing cleanups but there are some deep cleans that are likely needed to the facility and the changes to the upcoming season could help address these concerns.

Mayor Muench enquired with the Director of Leisure Services on the North Parking Lot at the Uniplex and the current layouts causing some congestion issues at the Uniplex. The Director responded that any permanent parking installations would impede the City's ability to use that parking lot as an open space, but the department will reexamine if there are opportunities to address the concerns.

Resolution: 11
2025.042

Committee of the Whole

Moved By: Councillor Sarah McInnis

Seconded By: Councillor Marilyn Scott

That we sit in a private session as Committee of the Whole, the time being 7:11 p.m.

CARRIED

11.1 Authority

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

11.2 Present in Committee of the Whole

Mayor Rob Muench (via Zoom), Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manaher Joe Day, City Controller Jace Porten, Director of Public Works Peter Bergquist, Director of Protective Services, Planning Coordinator Tanner Zimmerman.

11.3 Verbal Update - Development

11.4 Verbal Update - Personnel Matters

Resolution:
2025.043

11.5 Revert

Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Sarah McInnis

That Council revert to the Regular Meeting, the time being 7:27 pm.

CARRIED

Resolution:
2025.044

12 Adjourn

Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

That we do now adjourn, the time being 7:27 p.m.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten



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

PRESENT:	Mayor Rob Muench (via Zoom)	
	Councillor Larry Jorgenson	
	Councillor Roger Korte	
	Councillor Sarah McInnis	
	Councillor Dave Rowe	
	Councillor Marilyn Scott	
	Councillor Karen Siermachesky	
	City Manager	Joe Day
	City Controller	Jace Porten
	Director of Cultural Services	Jennifer Fitzpatrick
	Director of Leisure Services	Mike Ulriksen
	Director of Protective Services	Mike Kwasnica
	Director of Public Works	Peter Bergquist
	Planning Coordinator	Tanner Zimmerman
	Communications Coordinator	Angie Rolheiser
	City Assessor	Donna Simpson

1 Call To Order

Mayor Muench called the meeting to order at 5:31 p.m.

2 Land Acknowledgement

As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

Resolution: 3
2025.045

Adopt Agenda

Moved By: Councillor Sarah McInnis

Seconded By: Councillor Karen Siermachesky

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

Councillor McInnis declared a conflict of interest on agenda item 6.1.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

4 Delegations

Resolution:
2025.046

4.1 Wallace Insights - Development Charges Review & Update
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Dave Rowe

That the presentation from Wallace Insights be accepted for information and filed, and further,
That Council adopt the Development Charges Review and Update report dated February 3rd, 2025.

CARRIED

5 Bylaws

5.1 Vacate Chair

Mayor Muench vacated the Chair and Deputy Mayor Jorgenson presided at 6:17.

Resolution:
2025.047

5.2 Recommendation - Planning Coordinator - Bylaw No. 05/2025 - The Development Charges Bylaw
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

Resolution:
2025.048

5.2.1 Bylaw No. 05/2025 - Development Charge Bylaw
Moved By: Councillor Karen Siermachesky
Seconded By: Mayor Rob Muench

Resolved that Bylaw No. 05/2025, being a bylaw for the purpose of establishing a development charge for lands that are to be developed or redeveloped within the municipality, be introduced and read a first time.

CARRIED

Resolution:
2025.049

5.3 Recommendation - Planning Coordinator - Bylaw No. 06/2025 - OCP Amendment
Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Resolution:
2025.050

5.3.1 Bylaw No. 06/2025 - An amendment to Bylaw No. 03/2016 The Official Community Plan
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Dave Rowe

Resolved that Bylaw No. 06/2025, being a bylaw to amend bylaw No. 06/2016 The Official Community Plan, be introduced and read a first time.

CARRIED

5.4 Resume Chair

Mayor Muench resumed the Chair, the time being 6:35 p.m.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

6 New Business

Resolution:
2025.051

6.1 Recommendation - City Controller - FCM Board of Directors

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Marilyn Scott

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.

CARRIED

Resolution:
2025.052

7 Adjourn

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Karen Siermachesky

That we do now adjourn, the time being 6:44 p.m.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten



**City of Humboldt
Meeting Minutes**

Executive Committee Meeting February 10, 2025 - 06:00 PM

- Present:**
- Chairperson:** Larry Jorgenson
 - Mayor:** Rob Muench (via Zoom)
 - Councillors:** Roger Korte
Sarah McInnis
Dave Rowe
Marilyn Scott
Karen Siermachesky
 - City Manager:** Joe Day
 - City Controller:** Jace Porten
 - Director of Cultural Services:** Jennifer Fitzpatrick
 - Director of Leisure Services:** Mike Ulriksen
 - Director of Protective Services:** Mike Kwasnica
 - Director of Public Works and Utilities:** Peter Bergquist
 - Planning Coordinator:** Tanner Zimmerman
 - Communications Coordinator:** Angie Rolheiser
 - City Assessor:** Donna Simpson

1 Call To Order

Chairperson Jorgenson called the meeting to order at 6:47 p.m.

2 Land Acknowledgement

As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

3 Adopt Agenda

Moved By: Councillor Roger Korte

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

Councillor McInnis declared a Conflict of Interest on Item 9.4.

4 Delegations - N/A

5 Correspondence - N/A

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten

6 Reports From Administration

6.1 Director of Protective Services' Reports

Moved By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

6.2 City Controller's Report

Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED

6.3 Director of Cultural Services' Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

6.4 Director of Leisure Services' Report

Moved By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

6.5 Director of Public Works' Report

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

6.6 Planning Coordinator's Report

Moved By: Mayor Rob Muench

That this report be accepted for information and filed.

CARRIED

7 New Business

7.1 Recommendation - City Controller - Amend Council Procedures Bylaw

Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED

7.2 Recommendation - Director of Leisure Services - Cemetery Bylaw Review

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

8 Enquiries

Councillor McInnis enquired with the Director of Leisure Services about if confined space exists at the Aquatic Centre as a member of the public has mentioned that there is underaged staff being directed to enter. The Director responded there is confined space but that no one without training should be entering, he will take the information back and ensure no one is that is not trained to.

9 Committee of the Whole

Moved By: Councillor Sarah McInnis

That we sit in a private session as Committee of the Whole, the time being 7:46 p.m.

9.1 Authority

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

9.2 Present in the Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, City Controller Jace Porten, Director of Leisure Services Mike Ulriksen, City Assessor Donna Simpson, Communications Coordinator Angie Rolheiser.

9.3 Director of Leisure Services - Soup Kitchen Request

9.4 Assessor - Humboldt Public School Child Care Centre Tax Relief

9.5 Revert

Moved By: Councillor Karen Siermachesky

That Council revert to the Regular Meeting, the time being 8:27 pm.

CARRIED

9.6 Recommendation - Director of Leisure Services - Lease Relief Request

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

9.7 Recommendation - Assessor - Tax Relief Request

Moved By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

10 Next Meeting

It was noted that the next Executive Committee meeting will be March 10th, 2025.

11 Adjourn

Moved By: Councillor Karen Siermachesky

That we do now adjourn, the time being 8:28 p.m.

CARRIED

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on January 9, 2025, commencing at 9:00 am at the Gallery



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Susan Bellamy
Ivan Buehler
Karen Siermachesky – City Council Rep
Jennifer Fitzpatrick – Director of Cultural Services
- REGRETS:** Kevin Garinger and Aaron Lukan sent their regrets.
- CALL TO ORDER:** Carol called the meeting to order at 9:00 AM.
- LAND**
- ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Jennifer requested the addition of Board/Committee Terms and Annual Report Presentation to Other Business.
Buehler / Bellamy:
That the agenda of January 9, 2025, Humboldt & District Museum & Gallery be adopted as amended.
Motion Carried
- ACKNOWLEDGEMENTS:** Jennifer thanked the Board for attending the event in honour of the Hamon Fafard Family donation, which all agreed went very well. Jennifer and staff were thanked for the wonderful engagement numbers in the recent report.
- ADOPT MINUTES:** Siermachesky / Buehler:
That the minutes of December 12, 2024, Humboldt & District Museum & Gallery be adopted as presented.
Motion Carried
- BUSINESS ARISING:** Jennifer reported that there were reports on the board’s policies and directions in areas of collections prepared for Council’s review.
- DIRECTOR’S REPORT:** Jennifer provided an overview of the report and highlighted exhibits and planning for 2025.

The Director’s report was received for information.
- FINANCIAL STATEMENT:** The financial statement was received for information.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.
- FRIENDS OF THE MUSEUM REPORT:** Karen noted that the Friends will be having a meeting in February to review the auction and plan for 2025.
- FOUNDATION REPORT:** The funding for the board approved projects was disbursed.
- ORIGINAL HUMBOLDT REPORT:** Jennifer updated the committee on the Treaty 6 art installation.
- SPORTS HALL OF FAME REPORT:** Aaron was not present, therefore, no report.
- PUBLIC ART COMMITTEE REPORT:** Ivan provided an update on the Manufacturing / Agriculture sculpture project.

Chairperson’s initials

WATER TOWER COMMITTEE REPORT: Susan did not have anything to report at this time.

COUNCIL REPORT: DEPARTURE: Director left the meeting at 9:37 am.

COMMITTEE OF THE WHOLE: Bellamy / Buehler:
That we sit in a private session as Committee of the Whole, the time being 9:38 am.
Motion Carried

AUTHORITY: The committee met under Section 5(3) of Part III of The Local Authority of Freedom of Information and Privacy Act.

PRESENT IN COMMITTEE OF THE WHOLE: Present in committee of the whole: Chairperson Carol McLaren, Vice-chairperson Susan Bellamy, Board Members: Ivan Buehler, Councillor Karen Siermachesky

REVERT: Buehler / Siermachesky:
That we revert back to the regular meeting, the time being 9:56 am.

RETURN: The Director returned to the meeting at 9:57 am.

The Board discussed the meeting with City Council and potential next steps.

OTHER BUSINESS: BOARD & COMMITTEE APPOINTMENTS The Board discussed the upcoming appointments to the Board, and was happy to hear that Ivan, Kevin and Aaron are all willing to serve another term on the board, pending Council approval. Jennifer provided information received from Administration about this year’s nomination process, and the board decided to reach out to people who have recently expressed interest in joining the board.
The board discussed the various committees, and the Director reported on current committee members willing to remain, and that there are new people interested in joining these committees.

ANNUAL REPORT: The board will request a presentation to Council about the annual report for the end of February meeting.

NEXT MEETING: The next regular meeting for the Board will be February 13, 2025, at 9:00 am at the Gallery. Meetings times will be reviewed with the new member.

ADJOURNMENT: Siermachesky / Bellamy:
That the meeting adjourn at 10:37 AM.
Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on February 12, 2025, commencing at 9:00 am at the Gallery



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Ivan Buehler
Aaron Lukan
Andrew Breker
Kevin Garinger – via phone
Karen Siermachesky – City Council Rep
Jennifer Fitzpatrick – Director of Cultural Services
- REGRETS:** Susan Bellamy sent her regrets.
- CALL TO ORDER:** Carol called the meeting to order at 9:03 AM. She welcomed new member Andrew Breker to the meeting, and introductions were done.
- LAND ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Jennifer requested the addition of an in-camera report on collections.
Buehler / Lukan:
That the agenda of February 12, 2025, Humboldt & District Museum & Gallery be adopted as amended.
Motion Carried
- ACKNOWLEDGEMENTS:** Carol thanked Karen for offering to assist with the upcoming presentation of the annual report to Council, and thanked Jennifer for the development of the report.
- ADOPT MINUTES:** Siermachesky / Buehler:
That the minutes of January 9, 2025, Humboldt & District Museum & Gallery be adopted as presented.
Motion Carried
- BUSINESS ARISING:** Jennifer reported that the Collections policies were approved by council and copies were distributed to the members.
- CHAIRPERSON & VICE CHAIRPERSON:** Lukan / Breker:
That Carol McLaren be appointed as Chairperson and Susan Bellamy as Vice-chairperson of the Board for a one-year term.
Motion Carried
- COMMITTEE APPOINTMENTS:** Buehler / Lukan:
That the following board members be appointed to the respective committees for a one-year term:
Original Humboldt Committee – Andrew Breker, Kevin Garinger, Ivan Buehler as alternate
Water Tower Committee – Chairperson Susan Bellamy, Aaron Lukan, Andrew Breker as alternate
Collections Management Committee – Susan Bellamy, Carol McLaren, Karen Siermachesky
Friends of the Museum & Gallery – Karen Siermachesky
HDMG Foundation Committee – Chairperson Carol McLaren, Susan Bellamy, Ivan Buehler
Humboldt and District Sports Hall of Fame – Aaron Lukan, Kevin Garinger
Motion Carried

Chairperson’s initials

- COMMITTEE APPOINTMENTS:** Garinger / Buehler:
That the following be appointed to the respective committees for a two-year term:
Water Tower committee - Brad Lefebvre, Thelma Gasmo, Dan Steiner, Harley Bentley, and Dean Possberg
Original Humboldt committee – Dennis Korte, Garry Jenkins, Reynold Fortowsky, Don Dunn, and Lorne Wolfe
Foundation Committee – Carol Oleksyn
Artists Review Committee – Karen Holden, Wayne Schidlowsky, Laura Kneeshaw, Lorraine Jansen and Melanie Gray
- Motion Carried
- The Board is appreciative of the numerous volunteers who are willing to serve on these committees.
- DIRECTORS REPORT:** Jennifer provided an overview of the report and highlighted the museum roof and masonry repair project, and the asbestos abatement plan.
- The Director’s report was received for information.
- DEPARTURE:** Kevin Garinger departed from the meeting.
- FINANCIAL STATEMENT:** The financial statement was received for information.
- ANNUAL REPORT:** Jennifer presented the 2024 annual report for the Board’s review and was thanked for compiling such an encompassing and creative document. The report will be presented to City Council at the end of February.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.
- FRIENDS OF THE MUSEUM REPORT:** Karen reported on the recent meeting of the Friends and their plans for supportive funds and projects for 2025.
- FOUNDATION REPORT:** Carol noted the appreciation of the public for the Sensitive Santa program.
- ORIGINAL HUMBOLDT REPORT:** Jennifer updated the committee on the Treaty 6 art installation.
- SPORTS HALL OF FAME REPORT:** Aaron reported on the MAP grant program.
- PUBLIC ART COMMITTEE REPORT:** Jennifer updated the Board on Iron Triangle sculpture project.
- WATER TOWER REPORT:** Jennifer updated the Board on the Jen Reimer project.
- COUNCIL REPORT:** Karen noted City Council’s acknowledgements for the work of the department, and shared that a land acknowledgement will be part of the City Council meeting agenda going forward.
- OTHER BUSINESS:**
- COLLECTIONS:**
- COMMITTEE OF THE WHOLE:** Buehler / Breker:
That we sit in a private session as Committee of the Whole, the time being 10:06 am.
- Motion Carried
- AUTHORITY:** The committee met under Section 5(3) of Part III of The Local Authority of Freedom of Information and Privacy Act.

Chairperson’s initials

Museum Minutes for February 12, 2025, Page 2

PRESENT IN COMMITTEE OF THE WHOLE: Present in committee of the whole: Chairperson Carol McLaren, Board Members: Ivan Buehler, Andrew Breker, Aaron Lukan and Councillor Karen Siermachesky

REVERT: Lukan / Breker:
That we revert back to the regular meeting, the time being 10:26 am.

OTHER BUSINESS: PERFORMANCE EVALUATION: Carol provided an overview of the process for the Director’s Performance Evaluation which will be completed shortly.

NEXT MEETING: Meeting times were discussed and the schedule will remain as is. The next regular meeting for the Board will be March 13, 2025, at 9:00 am at the Gallery.

ADJOURNMENT: Breker / Lukan:
That the meeting adjourn at 10:30 AM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary

Chairperson’s initials



CITY OF HUMBOLDT REPORT

TITLE: Zoning Map Amendment – C2 to R3
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: February 24, 2025

RECOMMENDATION

That this report be received for information and filed.

BACKGROUND

The City of Humboldt has received an application to rezone 123 Main Street, legally described as Lot 27, Block 58, Plan 102200038 (“the property”) from a C2 – Medium Density Commercial District to an R3 – Core Mixed Use Residential District

Pursuant to Sections 46, 76, and 207 of *The Planning and Development Act, 2007* (“PDA”), amendments to the Zoning Bylaw must undertake a bylaw amendment process which includes the following:

- a) First reading to adopt the process and set a date for a public hearing;
- b) Public hearing to hear any public comments;
- c) Second reading to make any necessary amendments;
- d) Third reading to approve and adopt the Bylaw or amend Bylaw.

The property was given the zoning designation of C2 – Medium Density Commercial prior to the current Zoning Bylaw (Bylaw No. 04/2016). Single-unit dwellings are not a permitted use in this zoning district. However, pursuant to Section 89 of the PDA, if a non-permitted use existed on a lot prior to its current development regulations, it may remain as a non-conforming use. A non-conforming use may remain on the lot so long as the “level of non-conformity” does not change. Additionally, if the non-conforming use is damaged so that repairing it would cost more than 70% of the assessed value, the non-conforming use would no longer be permitted.

In 2015, to enable the subdivision of the property, an amendment was made to the 2008 Zoning Bylaw that allowed for the existing single-unit dwelling to remain on the property, but a new dwelling could not be built there. The amendment did not change the fact that

the single-unit dwelling was a non-conforming use. The amendment also does not circumvent the regulations in Section 89 of the PDA.

CURRENT SITUATION

The applicant is requesting that the property be rezoned to a residential zoning district so that a single-unit dwelling is permitted on the lot. The applicant has expressed that the primary reason for this request is that she cannot obtain full-cost insurance. From the City's understanding, insurance may still be obtained but would only cover the current value of the structures and not the cost to replace the structures.

Reasons to approve the rezoning request

1. Residential properties exist to the west of the property and the property is surrounded by two churches and a school.
2. Enables the current owner to obtain replacement cost insurance and allows construction of a new single-family home on that site.

Reasons to deny the rezoning request

1. The property is located on a crucial Highway corridor that would be better suited for a commercial use in the future, to allow rezoning of the property would allow a new single-family home to be built on this corridor.
2. Highway 20 is a transportation corridor that sees large semi-trucks, making the surrounding area unfit for low-density residential uses.
3. As the City of Humboldt grows, other residential properties along the highway corridors will likely be rezoned to commercial from residential as well.
4. Neither a sidewalk, nor a walking path are accessible from the property, making the property unfit for low-density residential uses.
5. Approving this rezoning request sets the precedent for similar non-conforming uses to be rezoned, nullifying future planning efforts.
6. Following subdivision of the property in 2015, when advertised for sale, it was disclosed that the property was in a C2 zone.

OPTIONS

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

ATTACHMENTS

- Letter from the applicant explaining reasoning for rezoning.
- Proposed Zoning Map Amendment

COMMUNICATION AND ENGAGEMENT

Pursuant to Part X of the PDA, public notice letters were sent to property owners within 75m of the property. Additionally, public notices were posted on the City’s website, at City Hall, and in a newspaper equivalent for at least two clear weeks.

FINANCIAL IMPLICATION

There is no anticipated financial implication. The property is currently taxed as residential and will continue as such unless the use changes to a commercial use.

CONCLUSION

The single detached dwelling at 123 Main Street is an existing, non-conforming use. The Planning and Development Act provides provision for the dwelling to remain as a residential use in a commercial district. That said, the applicant has been unable to obtain full-cost insurance for the property due to the regulations involved with non-conforming uses.

Supporting the rezoning application will allow for the provision that a new single detached dwelling may take the current dwelling’s place. Supporting the rezoning application will also set precedent for other non-conforming, single detached dwellings to be permitted in primary commercial and mixed-use corridors.

APPENDIX “A”
FORM “E” – REASONS TO SUPPORT THE DISCRETIONARY USE APPLICATION

In 2016, me and my former husband, Jeffrey Schedlosky, purchased a residential home located at 123 Main Street, Humboldt, legally described as surface parcel 203157772, Lot 25, Blk/Par 58 Plan No 102200038, Extension 0 (the “**Property**”). Unbeknownst to us at the time, the Property was zoned as C2 – Medium Density Commercial. It is also my understanding that the Property was historically zoned residential, later rezoned to C2- Medium Density Commercial during ownership of the Church.

Presently, me and my current spouse, Matthew, are attempting to refinance the Property. Our initial attempts to refinance began with Affinity Credit Union. Their chosen appraiser informed us, for the very first time, that she was not able to perform the appraisal as she was not a certified commercial appraiser. This led us to discover the current zoning, C2 – Medium Density Commercial. Our lawyer who handled the closing of Jeffrey and I’s purchase back in 2016 reviewed our entire file and informed us that there was nothing in the file that would indicate the Property was zoned anything other than residential. During the discussions with our lawyer and the City of Humboldt prior to the closing of the transaction, no indication was provided to our lawyer about the Property’s non-conforming use.

These issues led us to contacting our title insurer, Stewart Title Guarantee Company (“**Stewart Title**”). The lawyer for Stewart Title, along with a mortgage broker, have exhausted all possibilities of trying to find a more efficient solution.

Our mortgage broker was able to obtain financing approvals from Scotiabank, Affinity Credit Union, as well as twenty other lenders, but all of the lenders denied our financing in the end due to the zoning issue and the associated risk. Stewart Title had additionally offered custom underwriting to the lender as well as to fully insure the mortgage in the event of default. This was still denied by the lenders due to marketability concerns involving the zoning. If we wanted to sell the Property at some point in the future, the prospective buyer would have to pay in cash, with no financing, as the prospective buyer would not be able to obtain financing due to the same zoning issues. These zoning issues will now be present going forward as Scotiabank advised that any prospective purchasers will be alerted as to the zoning. Our mortgage broker has advised us that the Property is required to be rezoned before the lenders will consider any lending on the Property.

An additional issue that we are facing is obtaining home insurance. No home insurer will provide guaranteed replacement coverage due to the zoning. Without us being able to obtain guaranteed replacement coverage in our home insurance, no home insurer in Saskatchewan can meet the lenders insurance requirements. Lastly, we were advised by the City of Humboldt that if we were to lose 75% or more of our home to a fire, we would not be permitted to rebuild a residential property on the Property, as that would not fall within the requirements of the C2 – Medium Density Commercial zoning.

Next, the properties surrounding our Property include an elementary school, a church, and a number of other residential properties directly across the back alley to the west and north-west that are zoned as R3 – Core Mixed Residential District. The current use of the Property as “permitted, non-conforming” while zoned as C2 - Medium Density Commercial has effectively made the property not able to actually be used for residential purposes. Given that our home would have to be demolished and removed, and in considering the surroundings mentioned above, the probability that the Property will ever be used for commercial purposes again is

extremely low, and as such, would further support the rezoning of the property to R3 – Core Mixed Residential District.



Lastly, a further setback for us is the fact that I am currently a full-time University student. With this, Matthew currently holds most of our debt in his name. As a result, unless I quit my university studies and get a job without my degree, I am not eligible to be on the mortgage with Matthew. The outstanding balance on our mortgage is approximately \$120,000.00. This is a feasible mortgage amount for us and gives us a little room to replace our windows, siding, shingles, doors, and furnace that desperately need replaced, as they've never been replaced since the house was built. Unfortunately, as Matthew holds most of our debt, the banks have only approved him for a \$175,000.00 mortgage. If we aren't able to remortgage, we will be forced to try and sell our home that no lenders are willing to lend on. Further, finding a new home on that kind of budget that would also fit our family would be next to impossible. Lastly, we are also not able to relocate due to a custody agreement Matthew currently has in place for his daughter. If we relocate, he will lose his 50/50 custody.

For the reasons mentioned above, we would appreciate your consideration and approval in respect of the rezoning of the Property, from C2 – Medium Density Commercial, to R3 – Core Mixed Residential District.

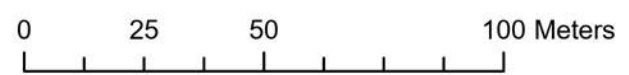
Appendix A - Proposed Zoning Map Amendment



Legend

-  Property to be rezoned
- Zoning**
- Zoning, Special**
-  C1

-  C2
-  CS
-  R3
-  R5




CITY OF HUMBOLDT

BYLAW NO. 04/2025

A BYLAW TO AUTHORIZE AMENDMENTS TO BYLAW NO. 04/2016, BEING A BYLAW TO REGULATE DEVELOPMENT IN THE CITY OF HUMBOLDT, TO PROVIDE FOR THE AMENITY OF THE CITY AND THE HEALTH, SAFETY AND GENERAL WELFARE OF THE HABITANTS CITED AS THE ZONING BYLAW

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

1. That the zoning district map referred to in Section 11 of Bylaw No. 04/2016 be amended in the following manner:
 - a) By rezoning Lot 27, Block 58, Plan 102200038 from C2 – Medium Density Commercial District to R3 – Core Mixed Residential District as shown on attached drawing marked as  in Appendix “A” which forms part of this Bylaw.
2. This Bylaw shall come into full force and take effect immediately upon the final passing thereof.

Mayor – Rob Muench

Acting City Clerk – Donna Simpson

INTRODUCED and READ a first time the 24th day of February, 2025.

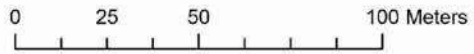
READ a second time the 24th day of February, 2025.



READ a third time and adopted the 24th day of February, 2025.





Appendix A - Proposed Zoning Map Amendment



Legend



-  Property to be rezoned
- Zoning**
- Zoning, Special
-  C1

-  C2
-  CS
-  R3
-  R5



CITY OF HUMBOLDT REPORT

TITLE: Bylaw No. 06/2025 – OCP Amendment
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: February 24th, 2025

RECOMMENDATION

That this report be received for information and filed.

BACKGROUND

At the Special Meeting held February 10, 2025, council for the City of Humboldt passed the first reading of *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.*

As part of The Development Charges update, a study was completed by Alan Wallace of Wallace Insights and Carleen Bartel of Catterall & Wright. One of the recommendations in the study was to update the wording in section 5.1.4 of the City’s Official Community Plan (“OCP”).

The current wording 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 suggested that 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 administration.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Pursuant to Part X of *The Planning and Development Act, 2007*, public notices were posted on the City's website, at City Hall, and on a newspaper equivalent for two separate weeks. Residents and developers were invited to speak to the proposed OCP amendment.



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 Charges, 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

Acting City Clerk – Donna Simpson

INTRODUCED AND READ A FIRST TIME THIS 24th DAY OF FEBRUARY 2025.

READ A SECOND TIME THIS 24th DAY OF FEBRUARY 2025.

READ A THIRD AND FINAL TIME THIS 24th DAY OF FEBRUARY 2025.



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: Regular Council
DATE: February 24, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

On February 10th, 2025, council for the City of Humboldt gave the first reading to *Bylaw No. 05/2025 – The Development Charges Bylaw* (“the bylaw”) was held.

The bylaw updates the fees collected to help pay for infrastructure costs related to new development. The last bylaw used was *Bylaw No. 15/2015 – The Off-site Charges Bylaw*. Updating the Development Charges and adopting a new Development Charges bylaw are two of seven initiatives City Council approved for the Housing Accelerator Fund. Completing all initiatives maintains the City’s eligibility for over \$2 million in funding, split into yearly equal payments.

Pursuant to Section 169 of the *Planning and Development Act* (“PDA”) a municipality must undertake a study that outlines its expected infrastructure costs over a ten-year period in order to set its development charges. The study was completed by Alan Wallace of Wallace Insights and Carleen Bartel Catterall & Wright. Administration has taken the recommendations presented by Mr. Wallace and Ms. Bartel into consideration while designing the bylaw.

CURRENT SITUATION

The study found that there is approximately \$93 million in infrastructure needed directly resulting from growth. This number was reduced due to various factors such as external funding sources, capacity of the infrastructure beyond the ten-year population growth, and benefit to the existing population. The reduced amount is approximately \$31.5 million.

The consultants developed a model to assign the expected cost per hectare to residential, commercial, and industrial uses. As each use will utilize city-owned infrastructure at a different rate, the following full cost amounts per hectare were calculated:

- One- & two-unit Residential \$276,997
- Multi-unit Residential \$565,300
- Commercial and Industrial \$341,535

Taken at face value, these rates would be a 67% increase on one- & two-unit residential developments, a 240% increase on multi-unit residential developments and a 216% increase on commercial and industrial developments.

In the 2015 bylaw, City Council opted to collect 70% of the calculated rates. Administration is proposing a similar structure. The rates would be broken down as follows:

1. 2025 – 2015 rates remain the same, including separate rates for infill development which are not suggested in the updated bylaw.
2. 2026 – set rate at 70% of the residential full rate (and applied to all uses)
3. 2027 and onward – phase-in to be considered by council.

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 – 2016	\$1,446.28
2016 – 2024	\$9,139.24
2025	\$9,139.24
2026	\$10,814.16
2027 and onward	\$10,814.16 + potential future phase-in

To provide insight into the Development Charge comparison between the City of Humboldt and eleven other Saskatchewan municipalities, the following table has been developed:

Municipality	Year	Rate	Conversion Factor	Cost per Lot	Rank
North Battleford		\$44,500.00	17.93946	\$2,480.57	1
Moose Jaw		\$54,741.00	17.93946	\$3,051.43	2

Yorkton		\$88,390.00	17.93946	\$4,927.13	3
Prince Albert		\$98,372.00	17.93946	\$5,483.55	4
Weyburn		\$111,449.57	17.93946	\$6,212.54	5
Humboldt	2015-2025	\$163,953.00	17.93946	\$9,139.24	6
Humboldt	2026	\$193,897.00	17.93946	\$10,808.41	6
Pilot Butte		\$213,000.00	17.93946	\$11,873.27	7
Melfort		\$1,198.73	15.24	\$18,268.65	8
Martensville		\$1,317.00	15.24	\$20,071.08	9
Regina		\$373,000.00	17.93946	\$20,792.15	10
Warman		\$1,620.00	15.24	\$24,688.80	11
Saskatoon		\$2,791.00	15.24	\$42,534.84	12

The “Cost per lot” numbers were calculated using a conversion factor calculate the rates for a standard 6,000 sq. ft. lot. For the municipalities that use a per-front-metre, a standard 15.24 metres was used in the calculation. The table demonstrates that the City’s proposed development charges, for a single-family lot, will not be a drastic increase from the existing charges. Additionally, the table demonstrates that the City is providing a balance between under-and overcharging.

OPTIONS

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

ATTACHMENTS

- Bylaw 15/2015 – The Off-Site Charges Bylaw (proposed to be rescinded)

COMMUNICATION AND ENGAGEMENT

Pursuant to Part X of *The Planning and Development Act, 2007* public notice was posted two separate weeks on our website, at City Hall, and a newspaper equivalent. Residents, and developers were invited to the public hearing held prior to this report.

FINANCIAL IMPLICATION

The proposed Bylaw is recommended to replace the existing off-site charges Bylaw. The passing of a new Bylaw respecting development charge 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

Adopting Bylaw 05/2025 will set updated rates to help cover the increased costs of infrastructure associated with new development. These rates have not been updated since 2015, meaning they have not been increased with inflation. Additionally, as a part of the Housing Accelerator Fund agreement, if the bylaw is not adopted, the City risks losing over \$500,000 in grant funding.

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

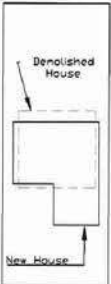
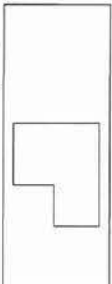
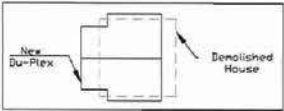
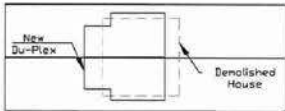
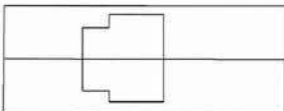


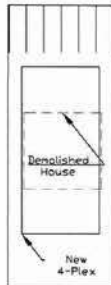
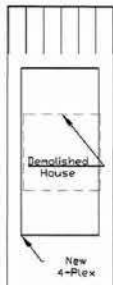
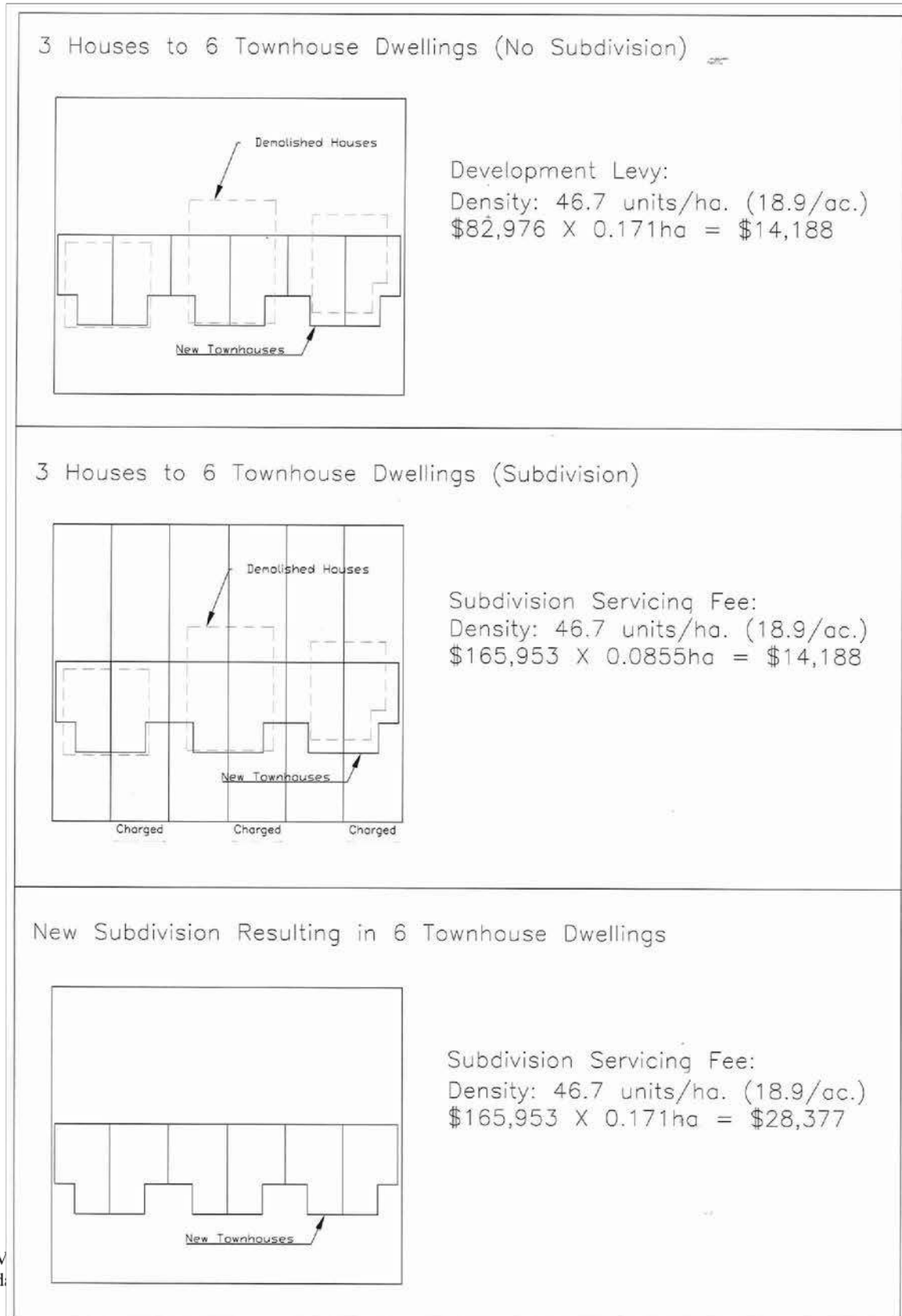
<p>New House replacing existing House</p>  <p>Development Levy: Density: 16.3 units per ha. (6.6/ac.) No Change in Intensity; No Charge</p>		<p>New Subdivision: Single Family House</p>  <p>Subdivision Servicing Fee: $\\$165,953 \times 0.0613ha = \\$10,172$</p>	
<p>House to Du-Plex (No Subdivision)</p>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

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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. parks; 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

Acting City Clerk – Donna Simpson

INTRODUCED AND READ A FIRST TIME THIS 24TH DAY OF FEBRUARY 2025.
READ A SECOND TIME THIS 24TH DAY OF FEBRUARY 2025.
READ A THIRD AND FINAL TIME THIS 24TH 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: Amendment to Council Procedures Bylaw No. 02/2025
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: February 24, 2025

RECOMMENDATION

That this report be received for information and be filed.

BACKGROUND

At the January 27th meeting, Council adopted Bylaw No. 02/2025, which adds a Land Acknowledgement to the Procedures Bylaw. During the bylaw's discussion, council members recommended revisiting section 17.4, the automatic adjournment of meetings at 9:00 pm unless a unanimous vote decides to continue.

CURRENT SITUATION

The proposed bylaw amendment would reverse the current automatic adjournment rule. Instead of meetings automatically adjourning after 9:00 pm unless unanimously voted to continue, any council member could call for adjournment if the meeting extends past that time.

OPTIONS

- **Option 1:** Approve the recommendation as presented.
- **Option 2:** Advise of further changes to the procedure bylaw.
- **Option 3:** Deny the recommendation and make no changes to the Council Procedures Bylaw.

ATTACHMENTS

- Draft Bylaw No 07/2025 – Amend Bylaw 02/2025 Council Procedures Bylaw

CONCLUSION

While the automatic adjournment clause has been inconsistently enforced, revising its wording would achieve the same practical outcome. This change would avoid the need for a formal vote to continue past 9:00 pm, while still empowering council members to adjourn the meeting if desired.

CITY OF HUMBOLDT

DRAFT BYLAW NO. 07/2025

**A BYLAW OF THE CITY OF HUMBOLDT TO AMEND BYLAW NO. 02/2025 – THE
PROCEDURE BYLAW**

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

1. That the following Section 17.4 be deleted:

Every regular meeting of Council shall automatically adjourn at the hour of nine(9:00)o'clock p.m., if in session at that hour, unless otherwise determined by unanimous vote of the members present.

2. That the following Section 17.4 be added:

If any regular meeting of Council is still in session past the hour of nine (9:00) o'clock p.m., the meeting shall be automatically adjourned if any member of Council calls for a motion to adjourn.

Mayor – Rob Muench

Acting City Clerk – Donna Simpson

INTRODUCED AND READ A FIRST TIME THIS 24th DAY OF FEBRUARY 2025.
READ A SECOND TIME THIS 24th DAY OF FEBRUARY 2025.
READ A THIRD AND FINAL TIME THIS 24th DAY OF FEBRUARY 2025.



CITY OF HUMBOLDT REPORT

TITLE: Tax Lien Registration & Six-Month Notice Notification
PREPARED BY: Donna Simpson, Assessor
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: February 24th, 2025

RECOMMENDATION

That administration be authorized to register liens on title for the properties as shown on the list of lands in arrears. Further, that authorization be granted to start the proceedings to request title to the above-mentioned properties if, after six months from the date the lien is registered, there is still arrears outstanding on the property pursuant to the provisions of *The Tax Enforcement Act* sections 10(1) and 23(1).

BACKGROUND

The tax enforcement process is essentially made up of 5 steps and is initiated each year against properties whose taxes remain unpaid or in arrears as of January 1 of the year following the tax levy. The process begins by obtaining City Council approval to apply liens to properties (step 1 of 5). After receiving approval, the list of properties is to be advertised in a publication that circulates in the community, for a period of one week, and posted for viewing on the City of Humboldt website and at Humboldt City Hall for a period of sixty days. After the sixty-day advertising period has expired, the remaining properties in arrears will have the application of lien submitted to Information Services Corp.

Six months after the lien has been registered on a property, if the arrears and associated costs have not been paid in full, Council may authorize Administration to start proceedings for acquiring title to those properties. Once authorization has been given, Administration will send each registered party listed on title, a notice indicating that the City of Humboldt intends to claim title to the property unless the arrears and associated costs are paid in full within 6 months (step 2 of 5). If the property owner is not able to pay the arrears and costs in full, Administration can make repayment arrangements with the property owner, and as long as the payments are being made consistently, Administration will not move forward with further tax enforcement. If the arrears and associated costs remain unpaid after the Six-Month Notice expires and no payment arrangements have been made, Administration will send an application to the Provincial Board of Mediation to acquire title (step 3 of 5). The Mediation Board will try to make payment arrangements with the property owner one last time before giving the City their consent to take the title(s).

CURRENT SITUATION

Administration is asking Council to authorize the commencement of tax enforcement proceedings by submitting lien applications for properties with lands in arrears to ISC, as well as requesting authorization from Council to start the proceedings of requesting title of any of those properties with registered liens that have outstanding arrears after six months, as shown on the following list.

OPTIONS

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

COMMUNICATION AND ENGAGEMENT

The Assessor will advertise the list of properties with arrears in The Melfort Journal for a period of one week and post it on the City of Humboldt website and in City Hall for a period of sixty days. After the sixty-day period has expired the lien applications will be submitted to ISC. The Assessor will then send six-month notices to those properties with arrears still outstanding six months after the lien was registered.

ATTACHMENTS

1. List of Lands in Arrears

FINANCIAL IMPLICATIONS

The total amount of taxes in arrears of the properties on the List of Lands in Arrears is \$173,652.42. Any costs incurred by the City during the tax enforcement process (such as lien registration, title costs and administration fees) are added to the tax roll of each parcel involved. The steps in the tax enforcement process are used to help the City collect the tax arrears from the property owner(s). If that does not happen and the City ends up acquiring title to a property, the City is able to sell that property in order to recover any outstanding amounts. In either situation, there is no negative financial impact for the City.

CONCLUSION

Approving the recommendation allows the City to register liens and start proceedings to apply for title, which are steps the City can take to protect their interest in the properties, and work towards the settlement of the tax arrears.

LIST OF LANDS IN ARREARS

CITY OF HUMBOLDT

PROVINCE OF SASKATCHEWAN

LIST OF LANDS WITH ARREARS OF TAXES AS AT FEBRUARY 19th, 2025

Date: February 24th, 2025 (Section 3(1) of the Tax Enforcement Act)

Legal				Title	Total Arrears
Lot	Block	Plan	Unit / Other		
2	303	98H05391			\$ 7,801.69
3	307	102010307			\$ 2,677.39
3	87	69H04271			\$ 3,375.56
2	98	79H00113			\$ 2,957.49
9 & 20	98	79H00113 & 101811002			\$ 4,039.48
3	102	85H09367			\$ 4,145.77
9	105	87H11576			\$ 4,135.23
30	106	98H07224			\$ 3,916.17
3	89	69H04271			\$ 3,101.07
28	83	69H04271			\$ 3,709.19
53	15	99H00626			\$ 2,142.44
53	21	99H00626			\$ 2,447.43
12	94	78H06305			\$ 3,517.60
42	1	99H00626			\$ 1,662.41
17	20	59H08595			\$ 3,364.57
21	19	99H00626			\$ 3,626.64
32	19	99H00626			\$ 2,727.92
47	3	99H00626			\$ 2,783.65
24	18	99H00626			\$ 1,910.67
		101984766	10		\$ 2,753.53
5	79	62H05650			\$ 3,382.49
14	81	64H05159			\$ 3,606.77
20 & 21	81	64H05159			\$ 4,161.68
5	80	62H05650			\$ 2,829.52
	13	G112			\$ 1,532.51
11	220	01H02741			\$ 6,651.38
12	49	D182			\$ 2,411.10
		96H11050	1		\$ 2,463.92
29	6	99H01872			\$ 11,113.67
1	33	F4747			\$ 3,721.28
21	10	F3466			\$ 1,562.26
18	9	F3466			\$ 1,958.00
8	34	F4747			\$ 2,343.87
15	37	G345			\$ 1,994.95
4	36	G345			\$ 1,428.73
5	7	F3466			\$ 3,355.61
3 & 22	27	F4747 & 101807467			\$ 2,678.05
17	28	F4747			\$ 2,175.61
8	28	F4747			\$ 2,286.73
8	74	BE1887			\$ 3,039.78
9	65	65H00461			\$ 6,932.82
11, 12, 13	5	G267			\$ 755.05
11, 12, 13	4	G267			\$ 2,094.97
17 & 18	1	G267			\$ 2,330.72
21, 22, 23	4	G267			\$ 1,689.22
31	32	99H04824			\$ 2,561.59
18	12	F3466			\$ 689.67
1	81	78H06581			\$ 7,603.64
	A	D247			\$ 2,792.43
	T	85H07792			\$ 2,614.77
11	57	D182			\$ 1,590.83

3	80	75H11474			\$ 3,022.12
31	90	98H05390			\$ 3,941.45
10	92	98H05390			\$ 1,189.21
21	91	101988029			\$ 2,350.12

SEAL

Submitted to the head of the council this 24th day of February, 2025

Donna Simpson - City Assessor

CITY OF HUMBOLDT REPORT

TITLE: Museum Repairs Project
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: February 24, 2025

RECOMMENDATION

That the Humboldt Museum Roof and Masonry repairs project be adjusted from the approved budget of \$60,000 to an estimated cost of \$108,000 due to additional funding from the Saskatchewan Heritage Foundation grant.

BACKGROUND

Protecting the integrity of the structural envelope is critical to long-term conservation of the building. The third floor of the museum has seen damage to the walls and ceilings due to water infiltration. Brad Taylor of JCK Engineering completed a conditional assessment of the building in September 2022. Leisure Services maintenance personnel did some temporary work in 2023, but no further work was completed in 2024. In the fall of 2024, Brad Taylor was asked to assist in the development of a grant application to move this project forward. This included provincial approvals for alteration as the building is a designated Provincial Heritage Property.

In December 2024, the application for funding was approved in the amount of \$48,000 from the Saskatchewan Heritage Foundation through the Built Heritage Grant Program for roofing repairs and masonry work.

CURRENT SITUATION

Administration is planning to complete all the roofing repair work required, plus as much masonry repair work as is possible within the budget of \$108,000 in 2025. This is inclusive of a fixed fee of \$9500 plus taxes for JCK Engineering to develop the scope of the work to align with the funds, preparation of detailed drawings, assistance in assessing the bids, and periodic site visits during construction to ensure the work is completed in accordance with the contract documents.

The preparation and issuance of an RFP or Tender by city administration will begin this spring and we anticipate the proposed work would proceed in the summer/fall of 2025, but is dependent on weather and availability of contractors and rental equipment.

The project may be divided into two tenders, as the priority is the roof repairs which include sealing all joints and edges of the metal roof and eavestrough to stop water from flowing off the roof onto the surface of the brick masonry walls.

The second part includes selective repointing and repairing the brick masonry below the eavestrough where water penetration has caused mortar joint erosion and brick deterioration. Mortar will be matched to the existing mortar for strength, color and aggregate gradation. If bricks are replaced, they will be matched with period appropriate brick that is salvaged from another location, or comparable in terms of size and appearance.

Both contractors will require the rental of a lift to complete the project safely and ensure public safety.

OPTIONS

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

COMMUNICATION AND ENGAGEMENT

N/A

ATTACHMENTS

N/A

FINANCIAL IMPLICATION

The estimated cost for the project is \$108,000.

The 2025 budget approved \$60,000 for this project within Cost Center 5075 – Facility Maintenance. With the successful application for grant funding of \$48,000, the approved budget for this project can increase to \$108,000.

CONCLUSION

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

CITY OF HUMBOLDT REPORT

TITLE: 2025 Lagoon Chemical Award
PREPARED BY: Peter Bergquist, Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: February 24, 2025

RECOMMENDATION

Award the 2025 Lagoon Chemical – Ferric Sulphate to ClearTech at an estimated cost of \$160,450 plus taxes.

BACKGROUND

Ferric Sulphate is used at the lagoon for the odour control system and as an additive to reduce phosphorus in the final treatment stage of effluent release. Staff seek quotes annually and explore the company’s delivery safety practices to determine suitability if the city should purchase from them.

CURRENT SITUATION

As per City purchasing policy 4.6 (f) Council must approve this purchase due to its value exceeding \$75,000.

Staff received pricing from the following vendors:

Supplier Name	Unit Rate	Price fixed Until	Net Bid Price	Net Bid Price (Including PST)
ClearTech	\$668.54/MT x 240MT	July/2025	\$160,450	\$170,077
Klearwater	\$701/MT x 240MT	Oct/2025	\$168,240	\$178,334
Univar	\$740/MT x 240MT	Oct/2025	\$177,600	\$188,256

OPTIONS

1. Approve the recommendation as presented.
2. Not approve of the recommendation as presented.

ATTACHMENTS

None



COMMUNICATION AND ENGAGEMENT

Staff will communicate the outcome to the vendors.

FINANCIAL IMPLICATION

The 2025 budget for this chemical is \$191,000. The lowest bidder meeting specifications for the chemical is ClearTech at a cost of \$160,450 plus PST = \$170,077. Therefore, the project is approximately \$20,923 under budget; however, if an additional load is needed throughout the year, this will cost an additional \$14,173 which is quite possible depending on the year and injection rates. As the new wastewater treatment system is anticipated to be commissioned in 2025, additional chemical may be used than what has historically been consumed. Currently, we are anticipating being within budget for the year.

CONCLUSION

Staff recommend that Council approve the quotation from ClearTech at an estimated cost of \$160,450 plus tax for 2025 as they are the lowest price meeting specifications and have been reliable suppliers for years.

CITY OF HUMBOLDT REPORT

TITLE: 2025 Road Reconstruction and Paving Program
PREPARED BY: Peter Bergquist, P.Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: February 24, 2025

RECOMMENDATION

Award the 2025 Road Reconstruction and Paving Program to Ruskowski Enterprises Inc. in the value of \$477,338.70 plus applicable taxes.

BACKGROUND

The road reconstruction tender includes work in the following locations:

- 6th Avenue – From 5th St to 6th St
- 7th Avenue – From 2nd St to 3rd St
- 9th Avenue – From 17th St to the lane East of Barnes Crescent
- Pavement Patching Program – Various Locations

CURRENT SITUATION

Seven bids were received for the work.

Contractor Name	Net Bid Price (Not Included Taxes)
Ruskowski Enterprises Inc.	\$477,338.70
Paramount Paving Ltd.	\$616,177.55
Acadia Construction Inc.	\$843,239.80
Lafarge Canada Inc.	\$883,917.50
Kirsch Construction (2008) Ltd.	\$935,437.50
Torrent Energy Services Inc.	\$1,001,965.00
HJR Asphalt Inc.	\$1,237,561.00

OPTIONS

1. Approve the recommendation as presented.
2. Not approve of the recommendation as presented.



ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

The bidding contractors as well as affected property owners will be notified of the decision and plans for the project.

FINANCIAL IMPLICATION

The 2025 budget for this work was estimated at \$723,300. The lowest bidder meeting specifications is Ruskowski Enterprises Ltd. at a cost of \$477,338.70 plus PST = \$505,979.02. There is also a purchase of geotextile/cloth for the road reconstruction projects. This is estimated to cost \$23,200. Therefore, the project is approximately \$194,120 under budget. Unanticipated on-site changes may consume a portion of this value.

CONCLUSION

That the 2025 Road Reconstruction & Paving Program be awarded to Ruskowski Enterprises Inc.

CITY OF HUMBOLDT REPORT

TITLE: 2025 Water Main Replacement Program
PREPARED BY: Peter Bergquist, P.Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: February 24, 2025

RECOMMENDATION

Award the 2025 Water Main Replacement Program to Brockman Enterprises Ltd. in the value of \$1,182,686.29 plus applicable taxes.

BACKGROUND

The water main replacement tender includes work in the following locations:

- 10th Street – From 9th Ave to 12th Ave
- Main Street (Hwy 20) – From 1st Ave South to Saskatchewan Ave

CURRENT SITUATION

Received bids for the work.

Contractor Name	Net Bid Price (Not Included Taxes)
Brockman Enterprises Ltd. – Humboldt, SK	\$1,182,686.29
Gee Bee Construction Co. Ltd.	\$1,604,890.00

OPTIONS

1. Approve the recommendation as presented.
2. Not approve of the recommendation as presented.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

The bidding contractors as well as affected property owners will be notified of the



decision and plans for the project.

FINANCIAL IMPLICATION

The 2025 budget for this work was estimated at \$1,605,300. The lowest bidder meeting specifications is Brockman Enterprises Ltd. at a cost of \$1,182,686.29 plus PST = \$1,253,647.47. There is also a purchase of geotextile/cloth for the road reconstruction projects. This is estimated to cost \$30,500. Therefore, the project is approximately \$321,191 under budget. Unanticipated on-site changes may consume a portion of this value.

CONCLUSION

Brockman Enterprises has completed the City's past road reconstruction work to the satisfaction of the city and is recommended for approval.