



City of Humboldt
January 13, 2025 - Special Meeting of Council - 05:30 PM

- 1 Call To Order**
- 2 Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 Public Hearing**
 - 3.1 Suspend Council Meeting
 - 3.2 Recommendation - Interim City Clerk - Discretionary Use Educational Institution (Unit R80 1919 8th Avenue)
 - 📎 Report - Discretionary Use Educational Institution (Unit R80 1919 8th Avenue)
 - 3.3 Recommendation - Interim City Clerk - Discretionary Use Educational Institution (520 9th Street)
 - 📎 Report - Discretionary Use Educational Institution (520 9th Street)
 - 3.4 Resume Council Meeting
- 4 Bylaws**
 - 4.2 Recommendation - Director of Public Works - Bylaw No. 01/2025 - 2025 Water and Sewer Rates Bylaw
 - 📎 Report - Bylaw No. 01/2025 - 2025 Water and Sewer Rates Bylaw
 - 📎 Bylaw No. 01/2025 - 2025 Water and Sewer Rates
 - 4.3 Bylaw No. 01/2025 - 2025 Water and Sewer Rates (First Reading)
 - 4.4 Bylaw No. 01/2025 - 2025 Water and Sewer Rates (Second Reading)
 - 4.5 Bylaw No. 01/2025 - 2025 Water and Sewer Rates (Give All Three Readings)
 - 4.6 Bylaw No. 01/2025 - 2025 Water and Sewer Rates (Third Reading)
- 5 New Business**
 - 5.1 Recommendation - Planning Coordinator - Discretionary Use Educational Institution (Unit R80 1919 8th Ave)
 - 📎 Report - Discretionary Use Educational Institution (Unit R80 1919 8th Ave)
 - 5.2 Recommendation - Planning Coordinator - Discretionary Use Educational Institution (520 9th Street)
 - 📎 Report - Discretionary Use Educational Institution (520 9th Street)
- 6 Adjourn**



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Discretionary Use – Educational Institution
(Unit R80 1919 8th Ave.)

PREPARED BY: Jace Porten, Interim City Clerk

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: January 13, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Pursuant to Section 55 of the Planning and Development Act 2007, public notice shall be provided if a discretionary use application is to be considered by City Council. Section 55 stipulates that notice must also be provided to all assessed property within 75 metres of the boundary of the applicant's land. The City's Public Notice Policy #4475 requires that notice of the matter shall be posted ten days prior to the meeting at which Council will consider the matter.

CURRENT SITUATION

The City received a discretionary use application for an Educational Institution at Unit R80 1919 8th Avenue. Public notice was posted at City Hall and on the City's web site for ten clear days prior to the Special Council meeting on January 13th, 2025, at which Council will consider the matter. Those wishing to submit written comments on this matter must have made their submission to the Interim City Clerk by noon on Thursday, January 9th, 2025 to allow for inclusion in the agenda package.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Interim City Clerk did not receive any written submissions by the deadline as a part of the public hearing. The planning coordinator did receive one inquiry for clarification.



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Discretionary Use – Educational Institution
(520 9th St.)

PREPARED BY: Jace Porten, Interim City Clerk

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: January 13, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Pursuant to Section 55 of the Planning and Development Act 2007, public notice shall be provided if a discretionary use application is to be considered by City Council. Section 55 stipulates that notice must also be provided to all assessed property within 75 metres of the boundary of the applicant’s land. The City’s Public Notice Policy #4475 requires that notice of the matter shall be posted ten days prior to the meeting at which Council will consider the matter.

CURRENT SITUATION

The City received a discretionary use application for an Educational Institution at 520 9th Street. Public notice was posted at City Hall and on the City’s web site for ten clear days prior to the Special Council meeting on January 13th, 2025, at which Council will consider the matter. Those wishing to submit written comments on this matter must have made their submission to the Interim City Clerk by noon on Thursday, January 9th, 2025 to allow for inclusion in the agenda package.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Interim City Clerk did not receive any written submissions by the deadline as a part of the public hearing. The planning coordinator did receive one inquiry for clarification.



CITY OF HUMBOLDT REPORT

TITLE: 2025 Water and Sewer Rates
PREPARED BY: Peter Bergquist, P. Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day - City Manager
PREPARED FOR: City Council
DATE: January 13, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The last revision to the water and sewer rates occurred on January 22, 2024.

Utility rates fund maintenance, operations and infrastructure replacements (Water main replacements, sewer main repairs, lift station repairs, Lagoon systems, lagoon odour control system costs).

CURRENT SITUATION

In the approved 2025 budget, an approximate 5.28% increase overall is being sought for additional funding for the utility. Specifically, an increase of 12% is being applied to the sewer flow rates and sewer base rates to help fund the large wastewater treatment upgrade project which started March 2024 and is anticipated to be completed by October 2026. The water base rate is calculated as a 5.8% increase for inflationary costs related to capital water main replacements and ongoing water meter replacements. The water consumption rate is proposed as a 2% increase to help offset non-revenue water losses and costs associated with repairing water main breaks. Administration anticipate that SaskWater will hold their rate for 2025.

OPTIONS

1. Approve the proposed rates.
2. Modify the proposed rates.
3. Maintain the same rates as 2024.

COMMUNICATION AND ENGAGEMENT

Rates will take effect for the January 2025 billing period.



ATTACHMENTS

- Comparison of 2024 vs Proposed 2025 Utility Rates - Residential
- Schedule B – 2024 Existing Water and Sewer Rates
- Schedule B – 2025 Proposed Water and Sewer Rates

FINANCIAL IMPLICATION

When including the Storm Levy and Waste/Recycling charge; the water and sewer rate adjustment is anticipated to increase a typical family residential bill by \$7.69/month. This is an overall increase between 4.15% to 3.92% increase depending on consumption at each property. The overall expected additional revenue is approximately \$241,160 for the utility.

Please note: The Waste/Recycling charge in the residential rate comparison example was not changed/increased. Administration is aware that REACT plans to update the 2025 rates in the new year with changes being effective April 1st, 2025.

CONCLUSION

The additional revenue is intended to help fund the wastewater treatment upgrades (lagoon), continue water main replacements, water meter replacements, leak monitoring systems as well as address operational and maintenance inflation within the utility.

Comparison of 2024 vs Proposed 2025 Utility Rates					
2024 Residential Example					
Monthly Utilities	Rates	Single (m ³)	Couple (m ³)	Family (m ³)	
		6	10	17	
Wtr. Consumption/m3	\$ 5.39	\$ 32.34	\$ 53.90	\$ 91.63	
Water Base	\$ 25.80	\$ 25.80	\$ 25.80	\$ 25.80	
Swr. Consumption/m3	\$ 0.95	\$ 5.70	\$ 9.50	\$ 16.15	
Sewer Base	\$ 20.19	\$ 20.19	\$ 20.19	\$ 20.19	
Strm Levy	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	
Waste/Recycle	\$ 20.50	\$ 20.50	\$ 20.50	\$ 20.50	
	Monthly Total	\$ 126.53	\$ 151.89	\$ 196.27	
Proposed 2025 Residential Example					
Proposed Monthly Utilities	Rates	Single (m ³)	Couple (m ³)	Family (m ³)	
Increases		6	10	17	
2.0% Wtr. Consumption/m3	\$ 5.50	\$ 32.99	\$ 54.98	\$ 93.46	
5.8% Water Base	\$ 27.30	\$ 27.30	\$ 27.30	\$ 27.30	
12.0% Swr. Consumption/m3	\$ 1.06	\$ 6.38	\$ 10.64	\$ 18.09	
12.0% Sewer Base	\$ 22.61	\$ 22.61	\$ 22.61	\$ 22.61	
0.0% Strm Levy	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	
0.0% Waste/Recycle	\$ 20.50	\$ 20.50	\$ 20.50	\$ 20.50	
	Monthly Total	\$ 131.78	\$ 158.03	\$ 203.96	
Average Residential Increase from 2024 to 2025					
		Single (m ³)	Couple (m ³)	Family (m ³)	
		6	10	17	
	Anticipated Monthly Increases	\$5.25	\$6.14	\$7.69	
	% Increase	4.15%	4.04%	3.92%	



SCHEDULE "B"

Monthly Water and Sewer Service Charges

Meter Size	Water Base Rate		Sewer Base Rate	
Year	2024		2024	
18 mm (5/8, 3/4 in)	\$25.80		\$20.19	
25 mm (1 in)	\$36.18		\$28.27	
40 mm (1.5 in)	\$57.68		\$37.80	
50 mm (2 in)	\$82.44		\$64.44	
50 mm (2 in) – Hotels & Care Fac.	\$163.79		\$117.86	
75 mm (3 in)	\$292.98		\$230.13	
100 mm (4 in)	\$373.07		\$295.89	
Middle Users – South City Limits to Airport	\$62.26		n/a	
South Humboldt Water Users – Year-Round	\$24.02		n/a	
South Humboldt Water Users - Seasonal	\$55.04		n/a	
Additional Unit Charge	\$4.61 per unit		\$4.85 per unit	
Additional Unit Charge – Outside City Limits	\$17.74 per unit		\$18.66 per unit	
		Water Consumption Rate	Sewer Flow Rate	
For all Residential Consumers 3 Units or Less per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$5.39		\$0.95	
For all Multi-Family 4 Units or more and Commercial Consumers per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$5.39		\$1.20	
Outside City per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$7.10		n/a	
South Humboldt Water Users per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$5.54		n/a	
Middle Users – South City Limits to Airport per Cubic Meter; (X 2.83 for per 100 Cubic Feet)	\$5.60		n/a	

SCHEDULE “B”

Monthly Water and Sewer Service Charges

Meter Size	Water Base Rate			Sewer Base Rate		
Year		2025			2025	
18 mm (5/8, ¾ in)		\$27.30			\$22.61	
25 mm (1 in)		\$38.28			\$31.66	
40 mm (1.5 in)		\$61.03			\$42.34	
50 mm (2 in)		\$87.22			\$72.17	
50 mm (2 in) – Hotels & Care Fac.		\$173.29			\$132.00	
75 mm (3 in)		\$309.97			\$257.75	
100 mm (4 in)		\$394.71			\$331.40	
Middle Users – South City Limits to Airport		\$65.87			n/a	
South Humboldt Water Users – Year-Round		\$25.41			n/a	
South Humboldt Water Users - Seasonal		\$58.23			n/a	
Additional Unit Charge		\$4.88 per unit			\$5.43 per unit	
Additional Unit Charge – Outside City Limits		\$18.77 per unit			\$20.90 per unit	
Water Consumption Rate Sewer Flow Rate						
For all Residential Consumers 3 Units or Less per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.50			\$1.06	
For all Multi-Family 4 Units or more and Commercial Consumers per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.50			\$1.34	
Outside City per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$7.24			n/a	
South Humboldt Water Users per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.65			n/a	
Middle Users – South City Limits to Airport per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.71			n/a	

CITY OF HUMBOLDT

BYLAW NO. 01/2025

A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO THE WATER AND SEWER RATES BYLAW NO. 11/2019

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

1. Pursuant to Section 2(d) of The Water and Sewer Rate Bylaw No. 11/2019, Schedule “B” Monthly Water and Sewer Service Charges is hereby deleted, and the attached Schedule “B” inserted thereon.
2. This Bylaw shall come into full force and take effect for the January 2025 billing period.

Mayor: Rob Muench

Interim City Clerk: Jace Porten

INTRODUCED and read a first time this 13th day of January, 2025.

READ a second time this 13th day of January, 2025.

READ a third and final time this 13th day of January, 2025.

SCHEDULE “B”

Monthly Water and Sewer Service Charges

Meter Size	Water Base Rate			Sewer Base Rate		
Year		2025			2025	
18 mm (5/8, ¾ in)		\$27.30			\$22.61	
25 mm (1 in)		\$38.28			\$31.66	
40 mm (1.5 in)		\$61.03			\$42.34	
50 mm (2 in)		\$87.22			\$72.17	
50 mm (2 in) – Hotels & Care Fac.		\$173.29			\$132.00	
75 mm (3 in)		\$309.97			\$257.75	
100 mm (4 in)		\$394.71			\$331.40	
Middle Users – South City Limits to Airport		\$65.87			n/a	
South Humboldt Water Users – Year-Round		\$25.41			n/a	
South Humboldt Water Users - Seasonal		\$58.23			n/a	
Additional Unit Charge		\$4.88 per unit			\$5.43 per unit	
Additional Unit Charge – Outside City Limits		\$18.77 per unit			\$20.90 per unit	
Water Consumption Rate Sewer Flow Rate						
For all Residential Consumers 3 Units or Less per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.50			\$1.06	
For all Multi-Family 4 Units or more and Commercial Consumers per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.50			\$1.34	
Outside City per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$7.24			n/a	
South Humboldt Water Users per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.65			n/a	
Middle Users – South City Limits to Airport per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.71			n/a	

Mayor: Rob Muench

Interim City Clerk: Jace Porten



CITY OF HUMBOLDT REPORT

TITLE: Discretionary Use – Educational Institution
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 13, 2025

RECOMMENDATION

That a discretionary use be approved to operate an Educational Institution at Unit R80 1919 8th Ave., legally described as Block A Plan BL3572.

BACKGROUND

The City has received a discretionary use application to operate an Educational Institution at Unit R80 1919 8th Ave., legally described as Block A Plan BL3572 by Danny Boustani for Collabor8 Architecture & Design Inc. and Stromiga (“**the Applicant**”).

“**Educational Institution:** a post-secondary college, university or technical institution, but shall not include a private school.”

Section 3.10.3 of *the Zoning Bylaw, 2016* requires that a Discretionary Use be reviewed using the following evaluation criteria:

- i) Conformance with the Official Community Plan and applicable sections of the Zoning Bylaw;
- ii) Serviceability by community infrastructure including roadways, water & sewer services, etc.;
- iii) The potential effect of noise, odour, dust, lighting, glare, vibrations, emissions, hazardous substances, etc. to the health, safety, convenience or general welfare of persons residing or working within the vicinity or injurious effects to property, or potential development in the vicinity of the project;
- iv) Landscaping and screening, and, wherever applicable, the preservation existing vegetation;
- v) Potential traffic generation by the use, and the ability for existing roadways to accommodate for the use, as well as the adequate provision of parking accommodations;
- vi) Presence of activities located in the area and on the site, and effects to the surrounding urban environment.

- vii) Pedestrian safety and convenience both within the site, and in terms of the relationship to the road network in and around the adjoining area;
- viii) All operations shall comply with all regulations of Saskatchewan Environment and Saskatchewan Labour which govern their operation and development; and
- ix) Traffic entrances and exits to or from major roadways and truck routes.

CURRENT SITUATION

The property is located in a C2 – Medium Density Commercial District which is intended to provide an area with a wide range of commercial, institutional and residential uses in medium density form, on full urban services and located on Arterial or Collector Streets.

The Applicant is requesting to use a unit of Humboldt Commons as a training facility for incoming BHP employees. It will provide a large area for students to learn the trades necessary to operate the BHP mines, specifically the Jansen Potash Mine.

As a tenant of Humboldt Commons, the training facility will meet all the development requirements in Table 10-8 of *The Zoning Bylaw, 2016* including parking, setbacks, and square footage standards.

OPTIONS

1. Approve the discretionary use as recommended.
2. Refer the matter back to administration.

ATTACHMENTS

- A. The application as submitted by the Developer.

COMMUNICATION AND ENGAGEMENT

In the lead up to the proposed public meeting for January 13, the City undertook all required communications as prescribed in Section 55 of *the Planning and Development Act, 2007*.

FINANCIAL IMPLICATION

There are no anticipated financial implications.

CONCLUSION

The proposed development is considered a discretionary use in a C2 zone, pursuant to *The Zoning Bylaw, 2016*. It is consistent with existing land uses in the surrounding area and provides space for educational training for a project that will benefit the city.

Attachment B

HUMBOLDT COMMONS UNIT R80 - CHANGE OF USE

UNIT R80, 1919 8TH AVE
HUMBOLDT, SASKATCHEWAN

ISSUED FOR DISCRETIONARY CHANGE OF USE

DECEMBER 2024



1
EXISTING NORTH EXTERIOR ELEVATION
SCALE: NTS

MUNICIPAL ADDRESS: UNIT R80, 1919 8TH AVE, HUMBOLDT SASKATCHEWAN, S0K 2A0
LEGAL ADDRESS: BLOCK A, PLAN: BL3572, PLAN B67H00360, PARCEL: C-60410650
ZONING: C2 - MEDIUM DENSITY COMMERCIAL
BUILDING AREA: ±11,275 m² (±121,363 sq.ft)
CONSTRUCTION AREA: ±782 m² (±8,415 sq.ft)
BUILDING HEIGHT: 1 STOREY
PROJECT DESCRIPTION: PROPOSED DISCRETIONARY CHANGE OF USE, FIVE EXISTING COMMERCIAL UNITS TO BE COMBINED INTO ONE PROPOSED UNIT, PROPOSED CHANGE OF USE: EXISTING WORKSHOP USE TO EDUCATIONAL INSTITUTION, NO CHANGES TO BE MADE TO EXISTING EXTERIOR OF UNITS OR TO EXISTING PARKING LOT.

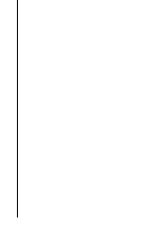
ARCHITECTURAL

COLLABOR8 ARCHITECTURE + DESIGN INC
 203, 1010 1ST AVE N E
 CALGARY, AB T2E 7W7
CONTACT:
 PATRICK SINCLAIR
 [E] psinclair@c-8.ca
 [P](403)233-8448

ARCHITECTURAL:
 DP000 COVER SHEET & DRAWING LIST
 DP100 SITE PLAN
 DP200 FLOOR PLANS

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01 2024.12.03 ISSUED FOR DISCRETIONARY CHANGE OF USE



PROJECT:
HUMBOLDT COMMONS UNIT R80 CHANGE OF USE

UNIT R80, 1919 8TH AVE
 HUMBOLDT, SK, S0K 2A0

COVER PAGE & DRAWING LIST

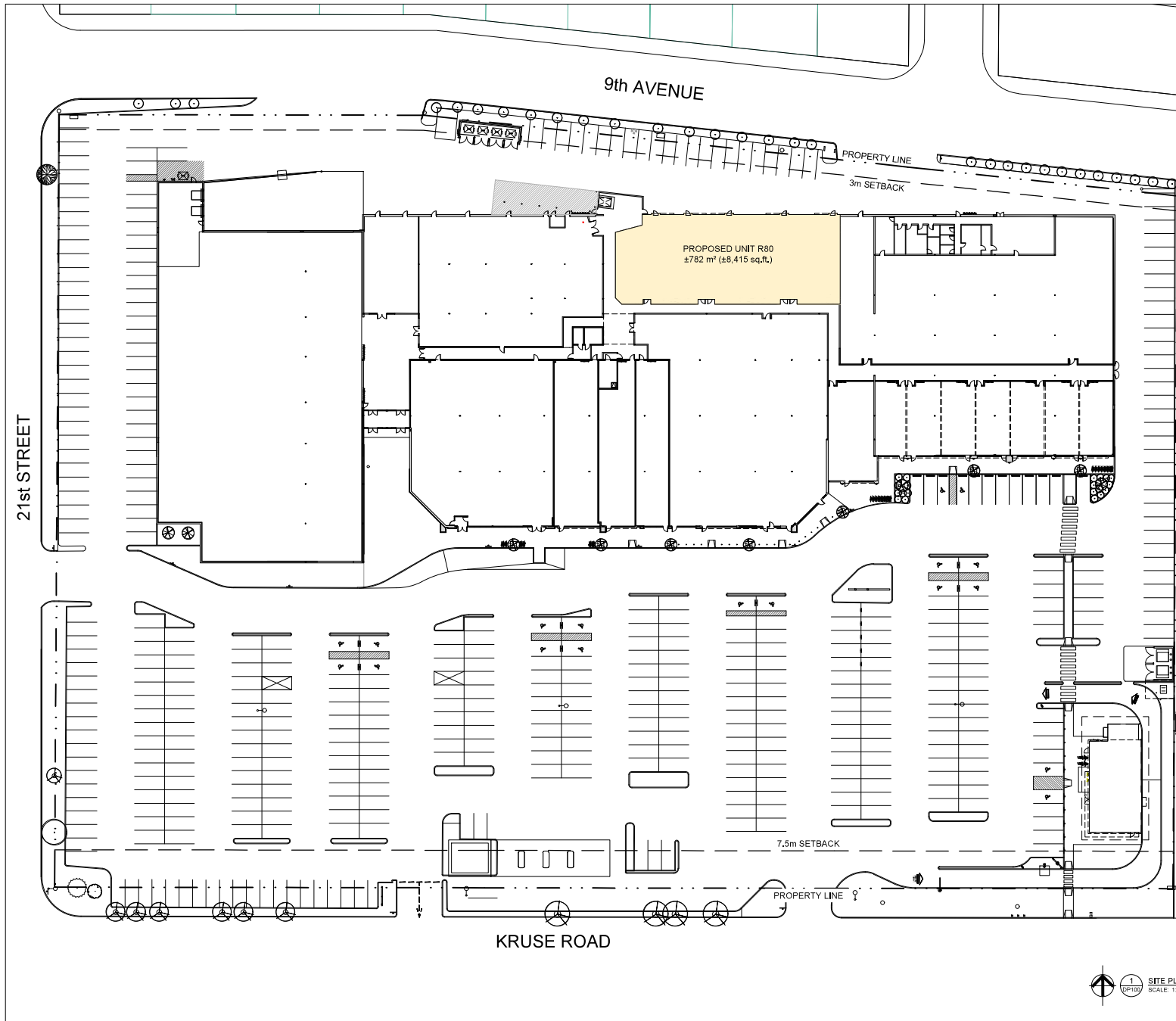
DATE: DECEMBER 2024
 SCALE: AS NOTED
 DRAWN BY: DK
 PROJECT NO: 24.30.02

VANCOUVER
 1 604.611.1338
 • info@collabor8.ca
 • The Metro Building
 100, 100 Burrard St.
 Vancouver, BC
 Canada V6C 2B8

CALGARY
 1 403.233.8448
 • info@collabor8.ca
 • 203, 1010 1st Ave NE
 Calgary, AB
 Canada T2E 7W7

collabor8
 ARCHITECTURE + DESIGN INC.

DRAWING NO: DP000
 REV:



SITE PLAN LEGEND

HATCH INDICATES AREA OF NEW CONSTRUCTION

PROPERTY LINE

SETBACK LINE

PARKING STALL REQUIREMENTS

10 PARKING STALLS ARE PROVIDED FOR PREVIOUS OCCUPANCY.

PARKING STALL REQUIREMENT FOR EDUCATIONAL INSTITUTION (PER TABLE 5.4, CITY OF HUMBOLDT ZONING BYLAW):

- 1.3 STALLS PER CLASSROOM SPACE
- 1 STALL PER 5 STUDENTS AT DESIGN CAPACITY.

PROPOSED UNIT CONTAINS 1 CLASSROOM WL MAX OCCUPANCY OF 24 STUDENTS.

1.3 * (245) = 6.1 7 STALLS REQUIRED

10 STALLS TO BE PROVIDED:

- 7 STUDENT STALLS
- 3 STAFF STALLS

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ISSUED FOR: 01 2024.12.03 ISSUED FOR DISCRETIONARY CHANGE OF USE

CLIENT: STROMIGA INC.

PROJECT: HUMBOLDT COMMONS UNIT R80 CHANGE OF USE

UNIT R80, 1919 8TH AVE HUMBOLDT, SK, S0K 2A0

CONSULTANTS:

SHEET TITLE: SITE PLAN

DATE: DECEMBER 2024
SCALE: AS NOTED
DRAWN BY: DK
PROJECT NO: 24.30.02

VANCOUVER

- 1 604.681.1338
- 1000-1000
- The Mirror Building
- 140, 150 Westmore St.
- Vancouver, BC
- Canada V6C 2G8

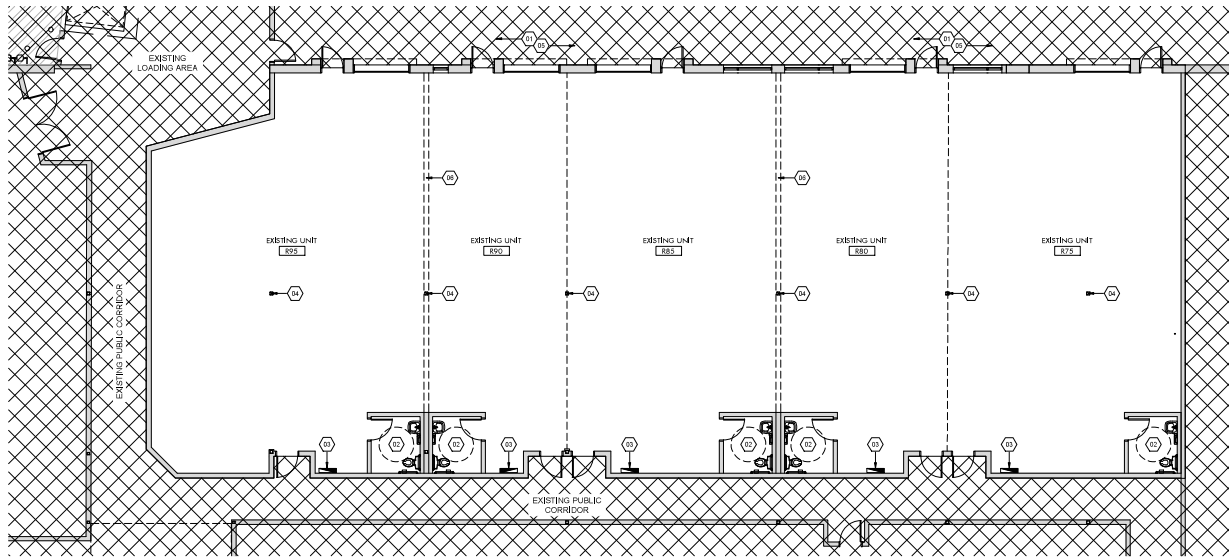
CALGARY

- 1 403.233.8446
- 1000-1000
- 205, 1815 - 1st Ave NE
- Calgary, AB
- Canada T2E 7W7

collabor8 ARCHITECTURE + DESIGN INC.

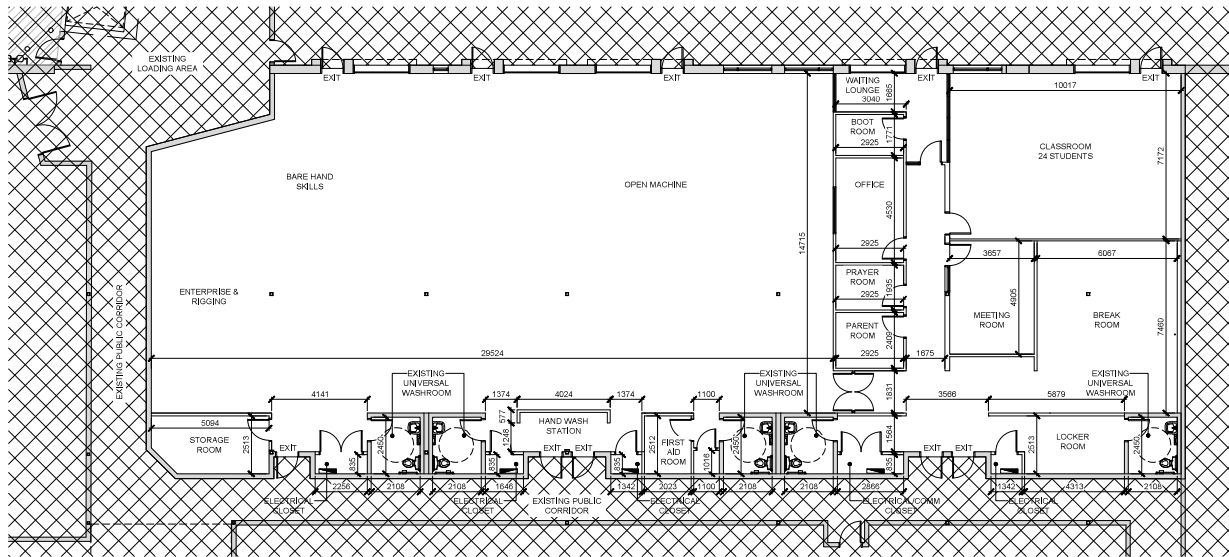
DRAWING NO: DP100 REV: 03

1 SITE PLAN
DP100 SCALE: 1:350



1
EXISTING DEMOLITION PLAN
SCALE: 1:100

- EXISTING PLAN LEGEND**
- HATCH INDICATES AREA NOT IN PROJECT SCOPE
 - HATCH INDICATES EXISTING WALL TO REMAIN
 - EXISTING ASSEMBLY TO BE REMOVED
- DEMOLITION PLAN KEYNOTES**
- NO CHANGES TO BE MADE TO EXTERIOR OF EXISTING UNITS.
 - EXISTING BARRIER-FREE UNIVERSAL WASHROOM, TO REMAIN.
 - EXISTING ELECTRICAL PANEL, TO REMAIN.
 - EXISTING STRUCTURAL COLUMNS, TO REMAIN.
 - EXISTING DOORS, OVERHEAD DOORS, AND GLAZING, TO REMAIN.
 - EXISTING UNIT DEMING WALL, TO REMAIN.



2
PROPOSED UNIT R80 FLOOR PLAN
SCALE: 1:100

- FLOOR PLAN LEGEND**
- HATCH INDICATES AREA NOT IN PROJECT SCOPE
 - HATCH INDICATES EXISTING WALL TO REMAIN.
 - NEW INTERIOR PARTITION

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PROJECT NO. 01 2024.12.03 ISSUES FOR DISCRETIONARY CHANGE OF USE

CLIENT
STROMIGA INC.

PROJECT
HUMBOLDT COMMONS UNIT R80 CHANGE OF USE

UNIT R80, 1919 8TH AVE
HUMBOLDT, SK, S0K 2A0

CONTRACT NO. 2024.12.03

SHEET TITLE
EXISTING & PROPOSED FLOOR PLANS

DATE DECEMBER 2024
SCALE AS NOTED
DRAWN BY DK
PROJECT NO. 24.32.02

VANCOUVER

- 1 604.681.1338
- 1070-10th Street
- The Metro Building
- 100, 100 Burrard St.
- Vancouver, BC
- Canada V6C 2B8

CALGARY

- 1 403.233.8446
- 1070-10th Street
- 205, 10th + 1st Ave NE
- Calgary, AB
- Canada T2E 7W7

collabor8 ARCHITECTURE + DESIGN INC.

DRAWING NO. DP200 REV. 03



CITY OF HUMBOLDT REPORT

TITLE: Discretionary Use – Educational Institution
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 13, 2025

RECOMMENDATION

That a discretionary use be approved to operate an Educational Institution at 520 9th St., legally described as Lot 30, Block 6, Plan 66H01872.

BACKGROUND

The City has received a discretionary use application to operate an Educational Institution at 520 9th St., legally described as Lot 30, Block 6, Plan 66H01872 by Carlton Trail (“**the Applicant**”).

“**Educational Institution:** a post-secondary college, university or technical institution, but shall not include a private school.”

Section 3.10.3 of *the Zoning Bylaw, 2016* requires that a Discretionary Use be reviewed using the following evaluation criteria:

- i) Conformance with the Official Community Plan and applicable sections of the Zoning Bylaw;
- ii) Serviceability by community infrastructure including roadways, water & sewer services, etc.;
- iii) The potential effect of noise, odour, dust, lighting, glare, vibrations, emissions, hazardous substances, etc. to the health, safety, convenience or general welfare of persons residing or working within the vicinity or injurious effects to property, or potential development in the vicinity of the project;
- iv) Landscaping and screening, and, wherever applicable, the preservation existing vegetation;
- v) Potential traffic generation by the use, and the ability for existing roadways to accommodate for the use, as well as the adequate provision of parking accommodations;
- vi) Presence of activities located in the area and on the site, and effects to the surrounding urban environment.

- vii) Pedestrian safety and convenience both within the site, and in terms of the relationship to the road network in and around the adjoining area;
- viii) All operations shall comply with all regulations of Saskatchewan Environment and Saskatchewan Labour which govern their operation and development; and
- ix) Traffic entrances and exits to or from major roadways and truck routes.

CURRENT SITUATION

The property is located in a C1 – Core Mixed Use Commercial District which is intended to provide an area that permits commercial uses in the City Centre at a scale that will serve the daily needs of the residents of the City.

The Applicant is requesting to operate a carpentry program for the months of January to July. The program is expected to be temporary, operating until funding and building plans have been finalized for a dedicated training location.

The location will meet all the development requirements in Table 10-7 of *The Zoning Bylaw, 2016* including parking, setbacks, and square footage standards.

OPTIONS

1. Approve the discretionary use as recommended.
2. Refer the matter back to administration.

ATTACHMENTS

- A. Letter from Applicant describing intended use.

COMMUNICATION AND ENGAGEMENT

In the lead up to the proposed public meeting for January 13, the City undertook all required communications as prescribed in Section 55 of *the Planning and Development Act, 2007*.

FINANCIAL IMPLICATION

There are no anticipated financial implications.

CONCLUSION

The proposed development is considered a discretionary use in a C1 zone, pursuant to *The Zoning Bylaw, 2016*. It is consistent with existing land uses in the surrounding area and provides space for educational training for a project that will benefit the city.

City of Humboldt – City Council
Planning & Development
715 Main Street
Humboldt, SK
S0K 2A0

December 17, 2024

Re: Carlton Trail College Discretionary Use Application

Carlton Trail College is requesting the use of Units 4 & 5 – 520 9th St in Humboldt, Saskatchewan to be used as an Educational Institute facility to run our Carpentry program from January 13 – June 30, 2025. The following are reasons to support Carlton Trail College’s Discretionary Use Application:

- Carlton Trail College’s mission is creating successful learning and development opportunities to foster individual, business, and community growth. The Carpentry program that we are offering will provide students in our region the opportunity to complete their Applied Certificate in Carpentry through Saskatchewan Polytechnic, while staying close to home. We hope that by offering this new program to the College, we are able increase our local workforce and therefore support local businesses.
- Carpentry is an in demand trade in our region and in Saskatchewan. In 2023, there were 48 job vacancies in the Carlton Trail College region and 685 in the province (Ministry of ICT, Feb 2024). The demand for skilled labour in this trade will continue to increase with the planned construction projects in the province. According to the 2023-2032 Construction and Maintenance Labour Outlook for Saskatchewan, due to an increase in projected housing starts, it is anticipated that the supply of qualified carpenters won’t meet demand up to 2027 and supply may be limited after that time.
- Details of the Carpentry program include:
 - o Start date: January 13 – June 30, 2025, alternating Monday to Thursday one week, Monday to Friday the next. There is no class on stat holidays. The first week of class includes orientation, which will be held at Carlton Trail College at 611-17 St., Humboldt, SK.
 - o Class time is 9 am – 3:30 pm.
 - o We will have approximately 4-6 students in the program and one instructor.
 - o The Carpentry program has both in class learning and practical shop experience. The total program hours are 593 hours.

HUMBOLDT (Head Office)
611-17th St. | Box 720
Humboldt, SK S0K 2A0
Tel. 306.682.2623

WATROUS
202A 6th Ave. East | Box 459
Watrous, SK S0K 4T0
Tel. 306.946.2094

WYNYARD
400A Ave. D West | Box 716
Wynyard, SK S0A 4T0
Tel. 306.554.3767

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406 Main St. | Box 190
Punnichy, SK S0A 3C0
Tel. 306.835.4000

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- Some courses do not have shop requirements and are strictly in class learning; this accounts for 93 program hours.
 - At the end of the program students will complete a two week work placement, which will be arranged with local businesses and completed off site. This accounts for 80 program hours.
 - The remaining class hours include both in class learning and practical shop experience; this accounts for 420 hours. When a course has practical shop experience included, the breakdown of class time will be split 50% class time and 50% practical shop time. Therefore, we expect 210 hours of shop time spread out over the length of the six month program, which would be around 35 hours per month, or around 8.75 hours of shop time per week spread out over 4-5 days.
- Carlton Trail College brokers our Post-Secondary programs through Saskatchewan Polytechnic, and as such, we abide by Saskatchewan Polytechnic's rules and regulations around curriculum, facility requirements, and program delivery. A Saskatchewan Polytechnic Carpentry Program Head came to Humboldt to view Units 4 & 5 – 520 9th St. and approved the facility, as it meets their safety requirements that are necessary for delivering this program.
 - The units were found to have proper space for students to complete in class learning and practical shop experience with adequate square footage per student.
 - The shop unit is set up with good power sources, tall ceilings, an overhead door, proper lighting, and appropriate material storage space.
 - There is proper ventilation in the space. Carlton Trail College will be renting a portable ventilation system from Saskatchewan Polytechnic to ensure adequate venting and dust collection.
 - When looking at the facility, the realtor determined the building's walls would provide effective sound retention, ensuring that noise should not pose an issue for neighboring businesses, as the units are not directly connected. The units were previously occupied by an auto-body shop and gym, both of which are businesses known to generate some level of sound.
 - Carlton Trail College will be leasing the units and therefore will not be making any physical changes to the building. Unit 5 will be used for classroom space for the students, including an office for the instructor, and a student lunch room. Unit 4 is an open shop space and therefore will be used for the practical shop portion of the program. Students will be practicing their practical skills in this area and materials will be stored in this shop space. Please see attached photos of the units.

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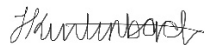
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On behalf of Carlton Trail College, we appreciate your time in reviewing our request. We are excited to bring the Carpentry program to Humboldt for the first time, and the opportunity to educate new carpenters in our region that will drive our local economy and support both business and community growth.

If you have any additional questions, please do not hesitate to contact me at the number below.

Sincerely,



Trisha Kurtenbach
Post-Secondary Program Manager
306-682-6877
kurtenbacht@carltontrailcollege.com

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Humboldt, SK S0K 2A0
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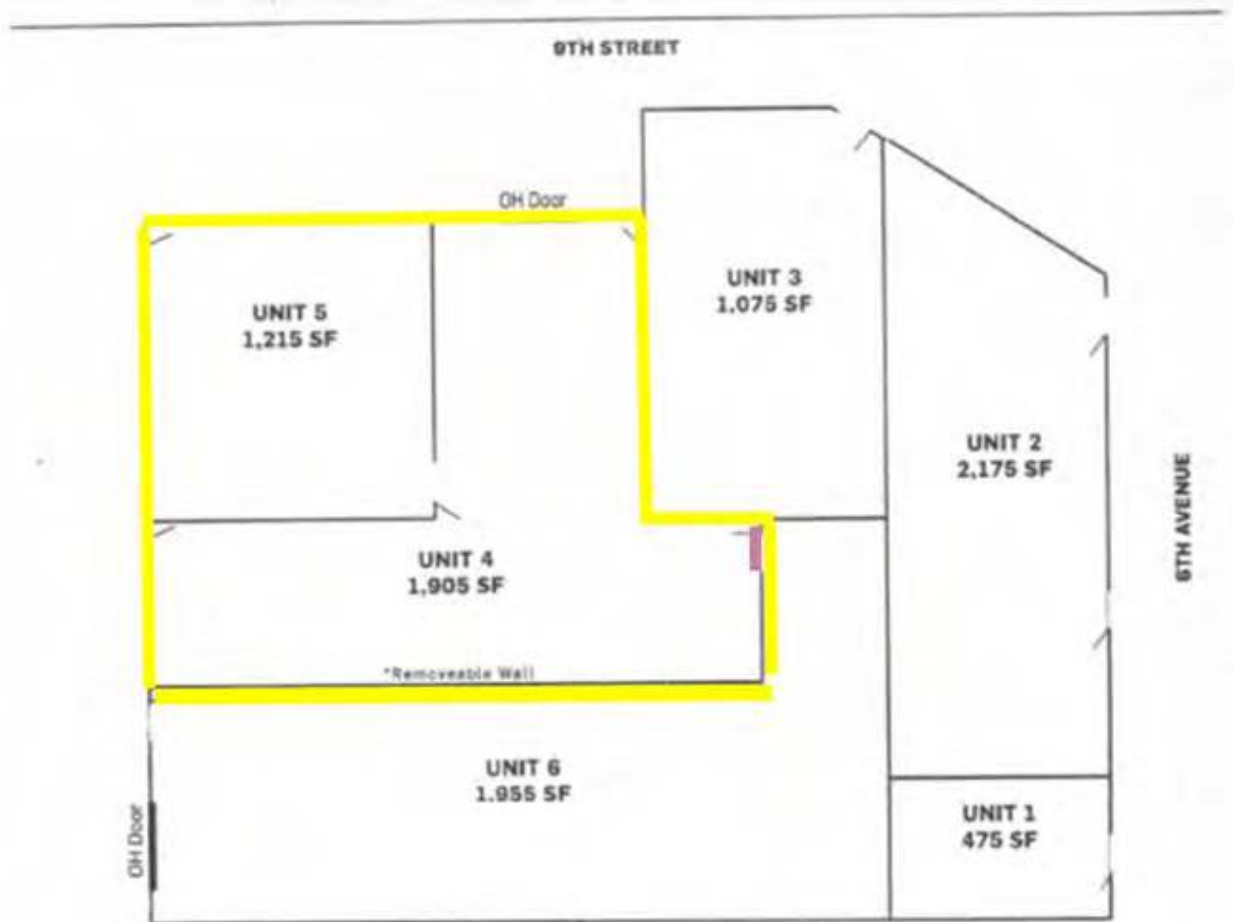
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Units 4 & 5 – 520 9th St Humboldt, Saskatchewan Site Plan



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Units 4 & 5 – 520 9th St. Humboldt, Saskatchewan - Street View



Unit 4 – 520 9th St. Humboldt, Saskatchewan – Shop Space



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Unit 5 – 520 9th St. Humboldt, Saskatchewan – Classroom Space



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