



City of Humboldt
August 22, 2022 - Regular Council Meeting - 05:30 PM

- 1 Call To Order**
- 2 Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 Public Acknowledgement**
- 4 Public Hearing - No Public Hearing**
- 5 Approve Minutes**
 - 5.1 Regular Meeting of Council held July 25, 2022
 - ☞ Minutes of the Regular Meeting of Council held July 25, 2022
- 6 Delegations - No delegations**
- 7 Correspondence - No Correspondence**
 - 7.1 "A" Items Requiring Council Resolution
 - 7.2 "B" Items Received for Information Only
- 8 Committee Reports**
 - 8.1 Executive Committee
 - ☞ Minutes of the Executive Committee Meeting held August 8, 2022
- 9 Bylaws - No Bylaws**
- 10 New Business**
 - 10.1 Proclamation - Big Brothers Big Sisters Month
 - ☞ Proclamation - Big Brothers Big Sisters Month - September 2022
 - 10.2 Proclamation - Welcome Week
 - ☞ Proclamation - Welcome Week - September 11-17, 2022
 - 10.3 Proclamation - Rail Safety Week
 - ☞ Proclamation - Rail Safety Week - September 19-25, 2022
 - 10.4 Finance Manager - External Audit Services RFP
 - ☞ Report - External Audit Services RFP
 - 10.5 City Clerk - Displaced Ukrainians in Saskatchewan
 - ☞ Report - Displaced Ukrainians in Saskatchewan
 - 10.6 City Manager - Westwood Development - Off-site Levies Agreement
 - ☞ Report - Westwood Development - Off-site Levies Agreement

- 11 Enquiries
- 12 Committee of the Whole
- 13 Adjourn

City of Humboldt

Meeting Minutes

Regular Council Meeting July 25, 2022 - 05:30 PM

PRESENT:

Mayor Michael Behiel	
Councillor Rob Muench	
Councillor Roger Korte	
Councillor Larry Jorgenson	
Councillor Amanda Klitch	
City Manager	Joe Day
Acting City Clerk	Donna Simpson
Communication Manager	Penny Lee
Fire Chief/Director of Protective Services	Mike Kwasnica
Via Zoom	
Councillor Roger Nordick	

1 Call To Order

Mayor Behiel called the meeting to order at 5:29 p.m.

Resolution:
2022.254

2 Adopt Agenda

Moved By: Councillor Amanda Klitch

Seconded By: Councillor Roger Korte

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Public Acknowledgement

Mayor Behiel acknowledged the Filipino Festival that was held over the weekend. He said it was very well attended.

4 Public Hearing - Discretionary Use Application

Resolution:
2022.255

4.1 Suspend Council Meeting

Moved By: Councillor Rob Muench

Seconded By: Councillor Larry Jorgenson

That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:30 p.m.

CARRIED

Resolution:
2022.256

4.2 Public Hearing - Discretionary Use Cannabis Retail Store - 607 9th Street

Moved By: Councillor Roger Korte

Seconded By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED

Resolution: 4.3 **Public Hearing - Discretionary Use Cannabis Retail Store - 2416 Westwood Drive**
2022.257 **Moved By:** Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

Resolution: 4.4 **Resume Meeting**
2022.258 **Moved By:** Councillor Rob Muench
Seconded By: Councillor Roger Nordick

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:35 p.m.

CARRIED

5 Approve Minutes

CARRIED

Resolution: 5.1 **Regular Meeting of Council held June 27, 2022**
2022.259 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Rob Muench

That the Minutes of the Regular Meeting of Council held June 27, 2022, be approved as recorded and circulated.

CARRIED

6 Delegations

7 Correspondence - No Correspondence

7.1 "A" Items Requiring Council Resolution

7.2 "B" Items Received for Information Only

8 Committee Reports

Resolution: 8.1 **Executive Committee**
2022.260 **Moved By:** Councillor Amanda Klitch
Seconded By: Councillor Larry Jorgenson

That the Minutes of the Executive Committee Meeting held July 11, 2022, be accepted for information.

CARRIED

Resolution: 8.2 **Humboldt and District Museum and Gallery Board**
2022.261 **Moved By:** Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That the minutes of the Humboldt and District Museum and Gallery Board meeting held July 7, 2022.

CARRIED

9 Bylaws - No Bylaws

10 New Business

- Resolution:** 2022.262 **10.1 Proclamation - Food Day Canada**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

That the City of Humboldt does hereby proclaim July 30th, 2022, as "Food Day Canada" in the City of Humboldt.

CARRIED

- Resolution:** 2022.263 **10.2 Recommendation - City Clerk - Rural Transit Solutions Fund Grant Agreement for Humboldt Community Transit System**
Moved By: Councillor Rob Muench
Seconded By: Councillor Roger Korte

That the City of Humboldt can confirm that it meets all the requirements of the Canada – Rural Transit Solution Fund Agreement, and that the Mayor and City Clerk be authorized to execute the agreement on behalf of the City of Humboldt.

CARRIED

- Resolution:** 2022.264 **10.3 Recommendation - Planning Coordinator - Discretionary Use Application - Cannabis Retail Store 607 9th Street (Lot 24, Block 1, Plan No. 99H01872)**
Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

That 'Saskabuds' be approved to operate a *Cannabis Retail Store* at the property located at 607 9th Street - legally described as Lot 24, Block 1, Plan No. 99H01872.

CARRIED

- Resolution:** 2022.265 **10.4 Recommendation - Planning Coordinator - Discretionary Use Application - Cannabis Retail Store - 2416 Westwood Drive (Block Parcel F, 102045103)**
Moved By: Councillor Rob Muench
Seconded By: Councillor Roger Korte

That '5Buds Cannabis' be approved to operate a *Cannabis Retail Store* at the property located at 2416 Westwood Drive, legally described as Block/Parcel F, Plan No.102045103.

CARRIED

- Resolution:** 2022.266 **10.5 Recommendation - City Manager - Truth and Reconciliation Day - September 30th, 2022**
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Roger Nordick

That the City of Humboldt recognize September 30th, 2022 - Truth and Reconciliation Day, as a paid day off for all City Employees.

CARRIED

11 Enquiries

12 Committee of the Whole

- Resolution:** 2022.267 **13 Adjourn**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That we do now adjourn, the time being 5:45 p.m.

CARRIED

City of Humboldt

Meeting Minutes

Executive Committee - August 8, 2022 - 05:30 PM

Present: **Chairperson:** Roger Nordick
 Mayor: Michael Behiel
 Councillors: Roger Korte
 Larry Jorgenson

 Via Zoom Kelly Herperger
 Amanda Klitch

Director of Corporate Service/City Clerk: Lori Yaworski
Cultural Service Director: Jennifer Fitzpatrick
Leisure Services Director: Mike Ulriksen
Director of Public Works: Peter Bergquist
Director of Protective Services/Fire Chief: Mike Kwasnica
Communication Manager: Penny Lee
Planning Coordinator: Frank Carpentieri

1 **Call To Order**

Chairperson Nordick called the meeting to order at 5:33 p.m.

2 **Adopt Agenda**

Moved By: Councillor Amanda Klitch

That the agenda be adopted as presented.

CARRIED

2.1 **Conflict of Interest**

3 **Delegations**

4 **Correspondence**

Moved By: Mayor Michael Behiel

That the following correspondence be accepted for information:

1. CN - Extreme - Weather - Plan

CARRIED

5 **Reports From Administration**

5.1 **Fire Chief/Protective Services Director's Reports**

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

5.2 City Clerk/Corporate Services Director's Report

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED

5.3 Finance Manager's Report

Moved By: Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED

5.4 Cultural Services Director's Report

Moved By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

5.5 Communications Manager's Report

Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

5.6 Community & Leisure Services Director's Report

Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

5.7 Works & Utilities Director's Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

6 New Business

6.1 Leisure Service Director - Uniplex Combined Heat and Power Unit

Moved By: Mayor Michael Behiel

That Administration be authorized dispose of the combined heat and power unit and all the associated infrastructure to regain use of the space currently occupied by the system.

CARRIED

6.2 Director of Protective Services - Emergency Management Organization

Moved By: Councillor Roger Korte

That Administration be authorized to continue developing the Terms of Reference and to seek funding partnerships including grant opportunities related to developing a Regional EMO Partnership.

CARRIED

6.3 Leisure Service Director Project Summary

Moved By: Councillor Amanda Klitch

That this report be accepted for information and filed.

CARRIED

6.4 Director of Public Works Project Tracking Report

Moved By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

7 Committee of the Whole

Moved By: Mayor Michael Behiel

That we sit in a private session as Committee of the Whole, the time being 6:17 p.m.

CARRIED

7.1 Present in the Committee of the Whole

Mayor Michael Behiel, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Roger Korte, Councillor Amanda Klitch, Corporate Services Director/City Clerk Lori Yaworski, Community & Leisure Services Director Mike Ulriksen, Planning Coordinator and Communication Manager Penny Lee

7.2 Authority

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

7.3 Revert

Moved By: Mayor Michael Behiel

That Council revert to the Regular Meeting, the time being 6:32 p.m.

CARRIED

7.4 Planning Coordinator - Westwood Developments - Off-site Levies Agreement

Moved By: Mayor Michael Behiel

That the City of Humboldt include provisions within the Westwood Development Corporation (Westwood) servicing agreement to allow Westwood to pay the lower of the existing off-site levy rate or the next rate adopted by City Council for off-site levies.

CARRIED

7.5 Director of Leisure Services - Humboldt Campground

Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

7.6 Director of Corporate Services/City Clerk - Personnel Matters

8 Enquiries

Councillor Nordick expressed a concern that a roofing company has placed signs all over the city including on city owned property. He has requested the Director of Protective Services and the Bylaw Officer speak to the owner and have the signs removed.

Councillor Nordick inquired if Public Works can look into the issue of Cattails and overgrown vegetation on Water Ridge pond and if equipment can be used to clean up this area to prevent possible flooding issues.

9 Next Meeting

It was noted that the next Executive Committee Meeting will be held September 12, 2022, at 5:30 p.m.

10 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 6:38 p.m.

CARRIED



CITY OF HUMBOLDT

PROCLAMATION

- WHEREAS:** Big Brothers Big Sisters of Humboldt is a valuable community organization committed to helping youth reach their potential by matching them with caring volunteer mentors within Humboldt and area;
- AND WHEREAS:** the programs offered by Big Brothers Big Sisters of Humboldt make a difference in the lives of young people by providing a friend;
- AND WHEREAS:** Big Brothers Big Sisters of Humboldt relies heavily on the strength and dedication of its volunteers who, through their commitment and support, make a profound impact in the lives of youth in our community;
- AND WHEREAS:** citizens of Humboldt are encouraged to learn more about how mentoring matters in our community and the opportunities available through Big Brothers Big Sisters of Humboldt;
- NOW THEREFORE:** the City of Humboldt does hereby proclaim the month of September 2022 as **Big Brothers Big Sisters** month in the City of Humboldt.

Mayor – Michael Behiel



CITY OF HUMBOLDT

PROCLAMATION

WHEREAS: Our cities success depends on ensuring that all residents of Humboldt feel welcome here.

AND WHERAS: New residents are a vital part of our community – bringing fresh perspectives and new ideas, starting businesses, and contributing to the vibrant diversity that we all value.

AND WHERAS: This week, we honour the spirit of unity that brings neighbours together across the city.

AND WHEREAS: During Welcoming Week, we invite residents of Humboldt to join this movement of communities – nationwide and worldwide – by renewing our commitment to our core values and acting in the spirit of welcoming. By working together, we can achieve greater prosperity and make Humboldt the kind of place where diverse people from around the world feel value and want to put down roots.

AND WHEREAS: Let us come together to build communities where every resident has the opportunity to contribute at their best. Let us come together to create a community and reaffirm that Humboldt is a welcoming community.

NOW THEREFORE: the City of Humboldt does hereby proclaim the week of September 11th to September 17th, 2022 as **Welcoming Week** in the City of Humboldt.

Major – Michael Behiel



CITY OF HUMBOLDT

PROCLAMATION

WHEREAS, Rail Safety Week is to be held across Canada from September 20 to 26, 2021;

WHEREAS, it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

WHEREAS, Operation Lifesaver is a public/private partnership whose aim is to work with public, rail industry, governments, police services, media, and others to raise rail safety awareness;

WHEREAS, CN has requested City Council to proclaim the week of September 20 to 26, as Rail Safety Week in support of its ongoing efforts to raise awareness, save lives, and prevent injuries in communities, including the City of Humboldt.

NOW THEREFORE: I, Michael Behiel, Mayor of the City of Humboldt do hereby proclaim the week of September 20 to 26, 2021 as “**Rail Safety Week**” In the City of Humboldt.

Mayor – Michael Behiel



CITY OF HUMBOLDT REPORT

TITLE: External Audit Services RFP 2022-26

PREPARED BY: Jace Porten, Finance Manager

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: August 22, 2022

RECOMMENDATION

That the MNP LLP proposal for External Audit Services for years' 2022 to 2026 be accepted at an estimated cost of \$42,750 annually.

BACKGROUND

At the conclusion of the 2021 financial year-end, the current External Auditing Services agreement with MNP had concluded, after being the City's auditor since the 2017 year-end.

In June, administration issued a Request for Proposal for the 2022-26 External Audit Services with the deadline for submissions being July 29th and the plan to award auditing services to the winning proposal by the end of August.

CURRENT SITUATION

In total, three responses were received. The Finance Manager and the City Manager evaluated and scored each proposal on a 100-point system used to evaluate the experience, capability, timeliness and cost of all proposals.

The Director of Corporate Services was not involved in the RFP process or scoring due to her daughter being an employee of MNP.

The RFP evaluation was broken down by:

- Capability of Proponent and Team – 25
- Proposed Audit Strategy – 25
- Understanding of Engagement Process – 5
- Cost – 35
- Timeliness – 10

All three submissions were very close in cost, ranging from approximately \$42,750 - \$44,350 annually, and all expressed an ability to meet the City's self-imposed May 31st annual deadline. Which meant the experience and capability of the firms were heavily relied on to determine the final scoring variation.

Based on the evaluation process, the three accounting firms were ranked.

1. MNP LLP – score of 94
2. Baker Tilly SK LLP – score of 88
3. HSA Chartered Professional Accountants – score of 78

OPTIONS

- Accept MNP LLP proposal
- Accept one of the other proposals
- Reject all proposals

ATTACHMENTS

N/A

COMMUNICATION AND ENGAGEMENT

The Finance Manager will contact the successful firm to inform them their proposal was accepted and notify the unsuccessful proposals. No public communication is required.

FINANCIAL IMPLICATION

The annual implications of accepting the proposal will be approximately \$42,750 (plus applicable taxes) annually.

CONCLUSION

Although administration felt all three firms would be capable of being the City's Auditor, MNP LLP lead the scoring in all components of the evaluation process. Additionally, the selection of MNP LLP will allow the City to continue to improve the cleanup process that both MNP and administration has seen in the past few years.

CITY OF HUMBOLDT REPORT

TITLE: Displaced Ukrainians in Saskatchewan
PREPARED BY: Lori Yaworski, Director of Corporate Services/City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 22, 2022

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

As Russia's full-scale invasion of Ukraine continues, Canada has made tremendous strides in its efforts of taking in Ukrainian refugees in Canada. As part of those efforts, there has been a special program put in place to fast track Ukrainian's transition to temporary Canadian residents. This program will reduce how long it takes Ukrainians fleeing the war to apply and be granted temporary resident status.

On August 10, 2022, a flight with 197 displaced Ukrainians arrived at Regina airport. The passengers were either taken to temporary accommodations at the Regina Ramada hotel or the University of Regina. Arrivals have been supported with healthcare, banking, housing, job support and assistance with both applying for Social Insurance and Health cards.

Premier Scott Moe has welcomed the Ukrainian families to the province. A memorandum was signed by two humanitarian organizations, Open Arms and Solidaire, partnering with Saskatchewan to bring five flights, two which have already arrived this summer. In total more than a 1,000 Ukraine citizens will be in Saskatchewan by the end of March 2023.

CURRENT SITUATION

The Provincial Emergency Operations Center (PEOC) established a Saskatchewan-Ukraine Response Division in June 2022 to actively support the displaced Ukrainians coming to Saskatchewan. PEOC recently invited the City of Humboldt to participate in a "One Stop Shop" on August 25th in which the City has the opportunity to showcase to the arriving Ukrainians how Humboldt is a potential place to find employment, housing, and settle

into their new life in our community. The City Manager has authorized the Director of Corporate Services and the Communications Manager to attend on behalf of the City. It is expected that City Administration will be joined by representatives from the Humboldt Regional Newcomer Centre as well.

City Administration met with the staff from the Humboldt Regional Newcomer Centre (HRNC) to determine the needs and the services available to the displaced Ukrainians that come to Humboldt. The HRNC is a recognized regional immigration gateway that is a one-stop collaborative service centre which provides free information and referrals, integration support, resources and related services. The City fully supports the work that is being done by HRNC and believes it can assist in recruiting local individuals, families and organizations who can assist with providing basic supplies and essential services to the arriving, displaced Ukrainians.

OPTIONS

1. Approve the recommendation.
2. Direct Administration to not participate in the PEOC sponsored One-Stop Shop

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

The Communication Manager will create a Volunteer intake form on the City's website to recruit individuals, families and organizations who are willing to assist the displaced Ukrainians who have arrived in Humboldt.

FINANCIAL IMPLICATION

The travel cost and staff time for this one-day session in Regina will be costs related to this initiative and can be accommodated within the existing operational budget. The development of the volunteer forms and ongoing monitoring of volunteer interest is expected to result in an ongoing, small amount of staff time.

CONCLUSION

The City of Humboldt can show support to the Ukraine, Canada, the Province, and the Humboldt Regional Newcomer Center by supporting the efforts to accommodate displaced Ukrainians choosing to settle in Humboldt.

As the situation develops and more displaced Ukrainians arrive in Humboldt, we will try to keep the community and volunteers informed as to the most pressing needs and other critical information.



CITY OF HUMBOLDT REPORT

TITLE: Westwood Developments – Off-site Levies Agreement
PREPARED BY: Joe Day, City Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 22nd, 2022

RECOMMENDATION

That the City of Humboldt include provisions within the Westwood Development Corporation's (Westwood) servicing agreement to allow Westwood to pay the lower of the existing off-site levy rate or the next rate adopted by City Council for off-site levies.

BACKGROUND

Members of City Council will recall that the City recently approved a payment provision to be applied to the Westwood subdivision (phase 1) which will allow the developer to pay the off-site levies as the lots are sold. The Developer however remains concerned by the overall amount of the offsite levy amounts (\$165,953 / ha) which amount to approximately \$224,000 for the 12 lots.

CURRENT SITUATION

The City Manager recently spoke to the principals of Westwood and acknowledged that although the Off-site Levy Bylaw is now getting out-of-date, the current rates apply until a new study is completed and the Bylaw is amended. Westwood inquired about whether a new Bylaw might have rates lower than the current Bylaw. The City Manager's response was, although that is unlikely, that it is possible.

When the current Off-Site Bylaw was adopted by City Council in 2015, there was the opportunity given to developers at that time to pre-pay their off-site levies at the "old" rate before the new rate took effect. Westwood Development might be the first private developer to pay the rates within *Bylaw 15/2015*.

The Planning Coordinator and the City Manager continue to investigate what options are available to the City for getting the Off-site charges updated and bringing a

recommendation to Council to amend the Off-Site Levy Bylaw. Even if Administration finds a way to start the process this fall, there will likely be a request within the 2023 budget to have a consultant assist with this process.

If City Council supports the recommendation within this report, Administration intends to ensure that certain other factors are also included such as:

- The option of a lower rate only applies to this phase (12 lots) of the Westwood subdivision.
- The option of lower rates can only come from the next Off-site levy Bylaw, and that Bylaw has to be completed within a reasonable period of time (2 – 3 years from now).
- If any lots are serviced and sold prior to any new Off-site Bylaw being adopted, and if the amount remitted to the City by Westwood is higher than the rates within the new Bylaw, a process to handle refunds.

If City Council supports the recommendation, the wording for this provision as well as the 'payment at time of sale' provision will be sent to the City's solicitor for review.

OPTIONS

1. Approve the recommendation.
2. Reject the requested variation by Westwood Development Corporation for the opportunity to pay any amount lower than that within the current Bylaw.

ATTACHMENTS

N/A

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

FINANCIAL IMPLICATION

Prior to 2015 the City of Humboldt recognized that growth should pay for growth, and that the City needed an Off-site Levy Bylaw with much higher rates than what had been charged. The 2015 Bylaw sets a rate of \$165,953 per Hectare, resulting in a calculation of approximately \$224,000 for this 12-lot subdivision.

The revenue that the City collects through off-site levies must be utilized on key

infrastructure components that benefit more than just one small neighbourhood. Examples would be upgrades to the storm system, water mains, water distribution plant, lagoon, and facilities within municipal parks, to accommodate population growth.

The 2015 study that resulted in the \$165,953 per ha, shows that the cost of growth is actually higher than than \$165,953 per hectare, and Council selected a rate at 70% of what the estimated full cost. At the time there was a very optimistic growth rate resulting in a significant amount of infrastructure expansion.

There is no certainty that the next Off-site Levy study would result in a lower rate, however that possibility does exist. If the next rate that is adopted by Council is lower than the current rate, it will mean somewhat lower revenue than the \$224,000 for this subdivision, but will be based on current growth estimates and construction costs.

CONCLUSION

Because the current Off-site Levy Bylaw is now over 7-years old, and many of the population growth assumptions and infrastructure needs have not materialized, the City should conduct a new study of growth and infrastructure needs, and then update its Off-site Levy Bylaw accordingly.

There is little risk by agreeing to allow Westwood to pay the lower of the current Off-site Levy rate or the rate from the next study.