




City of Humboldt
September 25, 2023 - 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 August 28, 2023
 - 📎 Minutes of the Regular meeting of Council held August 28, 2023
- 6 **Delegations - No Delegations**
- 7 **Correspondence**
 - 7.1 "A" Items Requiring Council Resolution
 - 📎 CN Information Bulletin: BHP Mine Spur Construction - September 12, 2023
 - 7.2 "B" Items Received for Information Only
- 8 **Committee Reports**
 - 8.1 Vacated Chair
 - 8.2 Executive Committee Meeting
 - 📎 Minutes of the Executive Committee Meeting held September 11, 2023
 - 8.3 Humboldt & District Museum Gallery Board Minutes - July 2023
 - 📎 Minutes of the Humboldt & District Museum Gallery Board held July 17, 2023
- 9 **Bylaws**
 - 9.1 Resumed Chair
- 10 **New Business**
 - 10.1 Proclamation - Reconciliation Week - September 24 - 30, 2023
 - 📎 Proclamation - Reconciliation Week - September 24 - 30, 2023
 - 10.2 Proclamation - Agriculture Month - October 2023
 - 📎 Proclamation - Agriculture Month - October 2023
 - 10.3 Recommendation - Director of Public Works & Utilities - Emergency Flood Damage Reduction Program
 - 📎 Report - Emergency Flood Damage Reduction Program
 - 10.4 Recommendation - City Manager - Development Appeals Board

 Report - Development Appeals Board

11 Enquiries

12 Committee of the Whole

12.1 Authority

12.2 Present in the Committee of the Whole

12.7 Revert

13 Adjourn



City of Humboldt
Meeting Minutes
Regular Council Meeting August 28, 2023 - 05:30 PM

PRESENT: Mayor Michael Behiel
Councillor Roger Korte
Councillor Larry Jorgenson
Councillor Roger Nordick
Councillor Amanda Klitch
City Manager Joe Day
Acting City Clerk Donna Simpson
Marketing and Development Manager Penny Lee
Fire Chief/Director of Protective Services Mike Kwasnica
Finance Manager Jace Porten

VIA ZOOM: Councillor Kelly Herperger

- 1

Call To Order
Mayor Behiel called the meeting to order at 5:30 p.m.
- Resolution: 2023.188

2

Adopt Agenda
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Roger Nordick
That the agenda be adopted as presented.

CARRIED
- 2.1

Conflict of Interest
- 3

Public Acknowledgement
- 4

Public Hearing - Contract Zone Application
- Resolution: 2023.189

4.1

Suspend Council Meeting
Moved By: Councillor Roger Korte
Seconded By: Councillor Kelly Herperger
That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:31 p.m.

CARRIED
- Resolution: 2023.190

4.2

Public Hearing - Contract Zone Application
Moved By: Councillor Roger Korte
Seconded By: Councillor Kelly Herperger
That this report be accepted for information and filed.

CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

Resolution: 2023.191	4.3	Resume Meeting Moved By: Councillor Roger Nordick Seconded By: Councillor Larry Jorgenson	That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:32 p.m.	CARRIED
	5	Approve Minutes		
Resolution: 2023.192	5.1	Regular Meeting of Council held July 24, 2023 Moved By: Councillor Larry Jorgenson Seconded By: Councillor Roger Korte	That the Minutes of the Regular Meeting of Council held July 24, 2023 be approved as recorded and circulated.	CARRIED
	5.2	Minutes of the Special Meeting of Council held August 14, 2023 Moved By: Councillor Amanda Klitch Seconded By: Councillor Roger Korte		
Resolution: 2023.193		That the Minutes of the Special Meeting of Council held August 14, 2023 be approved as recorded and circulated.	CARRIED	
	6	Delegations		
Resolution: 2023.194	7	Correspondence		
	7.1	"A" Items Requiring Council Resolution Moved By: Councillor Larry Jorgenson Seconded By: Councillor Kelly Herperger		
Resolution: 2023.195		That the City of Humboldt send up to 2 representatives to the 2023 ATPC Convention being held October 10 – 12, 2023.	CARRIED	
	7.2	"B" Items Received for Information Only		
Resolution: 2023.195	8	Committee Reports		
	8.1	Executive Committee Meeting Moved By: Councillor Amanda Klitch Seconded By: Councillor Roger Korte		
		That the Minutes of the Executive Committee Meeting held August 14, 2023 be accepted for information.	CARRIED	
	9	Bylaws		

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

	10	New Business
Resolution: 2023.196	10.1	<p>Proclamation - Rail Safety Week - September 18 - 24, 2023 Moved By: Councillor Roger Nordick Seconded By: Councillor Kelly Herperger</p> <p>That the Mayor be authorized to proclaim September 18 - 24, 2023 as "Rail Safety Week" in the City of Humboldt.</p> <p>CARRIED</p>
Resolution: 2023.197	10.2	<p>Recommendation - Leisure Services Director - Official Donation Receipting - North Hospital Recreational Development Project Moved By: Councillor Larry Jorgenson Seconded By: Councillor Roger Korte</p> <p>That the North Hospital Park Recreational Development Project be approved as an eligible project for the issuance of Official Donation Receipts for Income Tax Purposes.</p> <p>CARRIED</p>
Resolution: 2023.198	10.3	<p>Recommendation - Director of Public Works & Utilities - Automated Watermain Leak Monitoring System Moved By: Councillor Larry Jorgenson Seconded By: Councillor Roger Korte</p> <p>That Hetek Solutions Inc be awarded the RFP for automated leak detection monitoring at an approximate cost of \$105,800 including PST.</p> <p>CARRIED</p>
Resolution: 2023.199	10.4	<p>Recommendation - Director of Public Works & Utilities - Medium Truck Tender Moved By: Councillor Roger Nordick Seconded By: Councillor Kelly Herperger</p> <p>That administration be authorized to purchase a 2024 F750 Ford Truck and box from Capital Ford Lincoln Regina in the value of \$146,287.42 including PST.</p> <p>Further, upon receiving the new truck, staff be authorized to sell the existing medium duty truck through an online public process.</p> <p>CARRIED</p>
Resolution: 2023.200	10.5	<p>Recommendation - Community Development Coordinator - Contract Zoning for Modular Multi-Family Homes in an R5 Zone Moved By: Councillor Roger Korte Seconded By: Councillor Amanda Klitch</p> <p>That the attached service agreement and contract zoning agreement permitting ‘modular multi-family homes’ be approved to rezone an area within Southern Pine Acres Trailer Park, legally described as Block ZZ, Plan 85H04805 for a period of fifteen years ending September 1st, 2038.</p> <p>CARRIED</p>
Resolution: 2023.201	10.6	<p>Recommendation - Finance Manager - Official Donation Receipt - HGC Roofing Campaign Moved By: Councillor Roger Nordick Seconded By: Councillor Kelly Herperger</p> <p>That the Humboldt Golf Club’s Roofing Campaign be accepted as an eligible project to receive Official Donation Receipts for Income Tax Purposes from the City of Humboldt.</p> <p>CARRIED</p>

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

	11	Enquiries	
Resolution: 2023.202	12	Committee of the Whole Moved By: Councillor Amanda Klitch Seconded By: Councillor Roger Korte That we sit in a private session as Committee of the Whole, the time being 5:52 p.m.	CARRIED
	12.1	Authority The Committee met under Section 5(3) of Part III of <i>The Local Authority of Freedom of Information and Privacy Act</i> .	
	12.2	Present in the Committee of the Whole Mayor Michael Behiel, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Roger Korte, Councillor Amanda Klitch, City Manager Joe Day, Acting City Clerk Donna Simpson, Fire Chief/ Director of Protective Services Mike Kwasnica, Finance Manager Jace Porten and Marketing and Development Manager Penny Lee. Councillor Kelly Herperger attended via Zoom.	
	12.3	Marketing & Development Manager - St. Mary's Villa Update	
Resolution: 2023.203	12.4	Revert Moved By: Councillor Roger Korte Seconded By: Councillor Roger Nordick That Council revert to the Regular Meeting, the time being 6:05 p.m.	CARRIED
Resolution: 2023.204	12.5	Recommendation - St. Mary's Villa Update Moved By: Councillor Larry Jorgenson Seconded By: Councillor Roger Korte That this report be accepted for information and filed.	CARRIED
Resolution: 2023.205	13	Adjourn Moved By: Councillor Larry Jorgenson Seconded By: Councillor Kelly Herperger That we do now adjourn, the time being 6:05 p.m.	CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson



Work is now well underway on CN's construction of a rail spur to connect our network to the BHP potash mine near Jansen, SK.

CN's Civil Works contractor EllisDon Industrial, and a group of specialists supporting their work, report the following construction highlights from the past few weeks:

- EllisDon began removing topsoil from key locations and setting it aside to preserve the material for future use. They also began to build the grade for the new rail spur. Sediment and erosion control measures are put in place as the work proceeds to protect wetlands near the project.

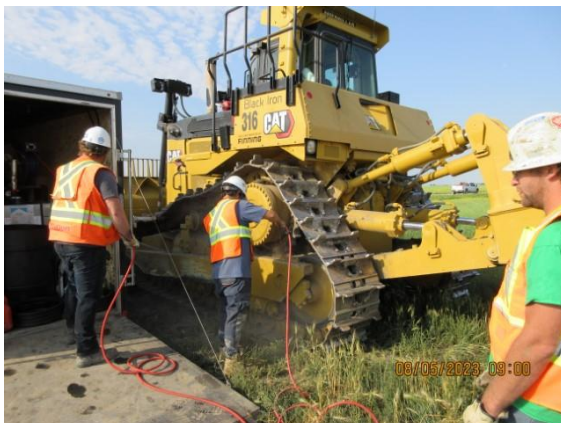


Figure 1: Topsoil Removal

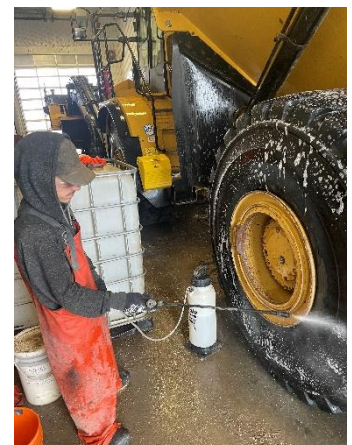


Figure 2: Grade Construction

- EllisDon implemented equipment cleaning protocols to prevent the spread of agricultural diseases, like clubroot. These protocols were developed through consultation with agricultural experts. **Level 1 cleaning** is used on machinery that moves from one location on the route of the spur construction to another. This type of cleaning involves scraping and blowing off dirt and debris. All equipment brought in from outside the region is subjected to **Level 2 cleaning**, which involves washing equipment with a bleach solution at a location off the project site. The completion of each individual equipment cleaning is independently verified and documented.



Left image:
Level 1 cleaning



Right image:
Level 2 cleaning



- Environmental monitoring for the project is fully in place. This includes nesting bird surveys, erosion and sediment control, soil management procedures, water management, amphibian relocations, and general environmental practices. The environmental monitoring team works closely with CN and our contractor to ensure best management practices are implemented in the field.
- Multiple land purchases were completed along the length of the project. These become the property of CN to create the Right of Way (ROW) for the new rail spur. Our survey team then surveys and stakes out the purchased properties.



Figure 3: Land Survey Work

What to expect in the coming weeks:

- Trans Gas will be working with SaskEnergy throughout September to complete minor work on high-pressure and low-pressure lines. They will contact any residents affected by the work.
- Once permits are in place, EllisDon will begin to move aggregate material along public roads by truck, from the source area to where it will be placed. They will also continue to build the grade for the new rail spur. Steps will be taken to avoid impacting farmer access to their fields during the busy harvest season. In the unlikely event the temporary placement of construction material inadvertently prevents access to a field or section of land, please contact Site Foreman Brent Reich at (306) 850-5154.

Although any construction project is bound to cause some disruptions, CN's goal is to ensure the people who represent us on this project act professionally and show respect towards our neighbours and the community they are working in. All workers on the spur construction project are required to adhere to the **CN Code of Conduct** as they perform their tasks.

If you have questions or concerns about behaviours you observe onsite, or about the project itself, please call CN's Public Inquiry Line at 1-888-888-5909. Inquiries can also be submitted in writing through a web form by clicking on [this link](#).

In the event of an emergency or safety concern, please contact the CN Police at 1-800-465-9239. This line is staffed 24 hours a day, 7 days a week.



CN, and all our project partners, intend to work collaboratively with the communities impacted by this project. We will provide regular updates on our construction progress and will do our best to minimize disruptions caused by our work.

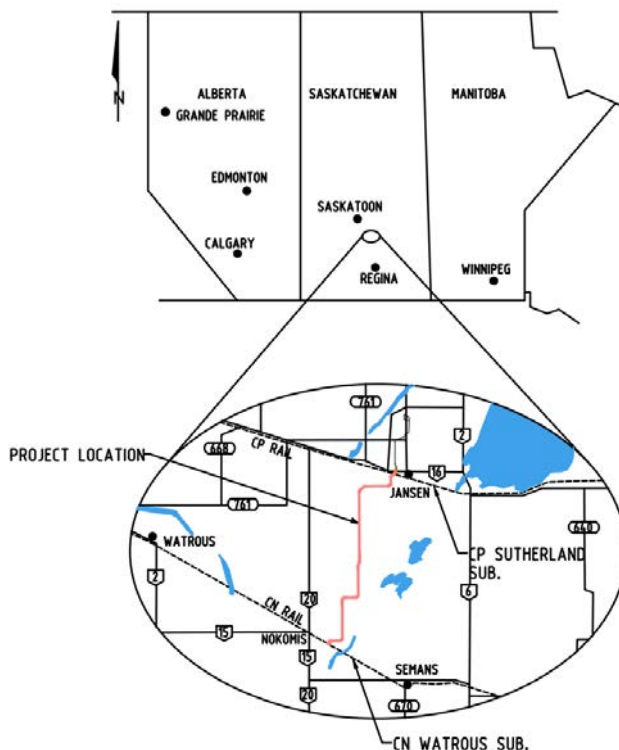
Scott Brown
CN Public Affairs Manager
Saskatchewan



Background:

On July 27, 2023, the Canadian Transportation Agency authorized CN to proceed with the construction of the **CN Jansen Spur** to connect the BHP Jansen potash mine with CN's mainline. Located approximately 140 km east of Saskatoon, CN will use this 47 km long spur to move potash from the mine to a west coast port in British Columbia to allow for international export once production begins. The spur crosses multiple utilities, private properties, fields, existing roadways, and minor waterways. The project will bring significant economic value to neighbouring communities. More details about the project can be found on the project website: cnjansenrailspur.ca.

The coloured line in the image below shows the route the spur will take:



CN and BHP developed the route after extensive consultation and engagement with local governments and residents. Once the final route was determined, the companies partnered to gather additional feedback and host information sessions, including town hall meetings in the spring of 2022. Following these sessions and a public comment period, CN applied to the Canadian Transportation Agency pursuant to Section 98 of the *Canada Transportation Act* on June 23, 2022, for approval for the construction of the rail spur.

Over the following months, the Canadian Transportation Agency requested additional information, further stakeholder consultations, and a second public comment period as part of its review of the application.



The project received approval from the Canadian Transportation Agency (CTA) on July 27, 2023 (Determination No. R-2023-156).

Prior to this date, the project advanced some construction activities that did not require federal approval, including surveying and stripping topsoil for the borrow pits on BHP property that would be required for the project. Contractors also ordered items that require extended time to assemble, such as the aggregate supply, rail materials, and box culverts.

Once the project was approved, work began within the right-of-way for the rail spur construction.

There are several parties involved in the delivery of this massive undertaking:

- **CN** (Rail Owner)
- **RM of Mount Hope, RM of Prairie Rose, RM of Osborne**
- **Hatch-Bantrel** (Engineers of Record)
- **Colliers Project Leaders** (Overall Project Manager)
- **EllisDon Industrial** (Civil Contractor)
- **Trek** (Geotechnical Consultant)
- **Caltech** (Surveyor)
- **WSP Golder** (Environmental Consultant)
- Rail contractors are yet to be determined

Each of these parties has a specific role to play and will work together to help minimize impacts on residents along the spur route.

Area residents can expect to see several different stages of construction over the two-year timeline of the project. Each stage involves different types of work, and each will have a different impact on communities in the area. Measures to protect the environment, including water sources, and to mitigate the spread of crop diseases like clubroot will be in place throughout the spur construction.

Highlights of the project include:

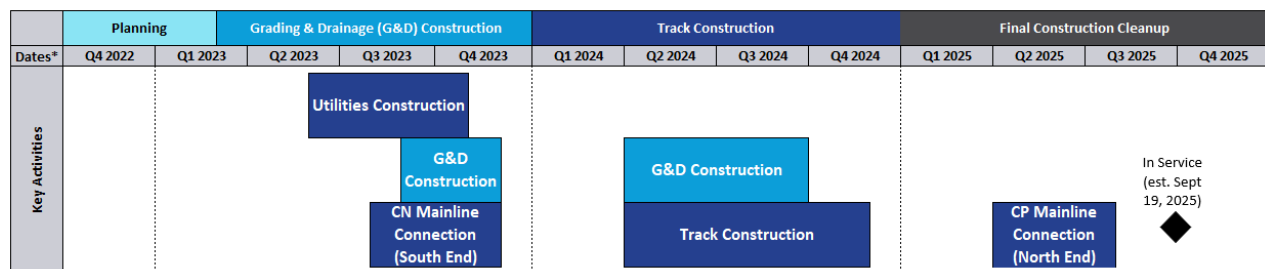
- **Utility Construction:** In this stage, utility companies will move utilities (such as power, gas, and telecommunications services) and prepare utility crossings for the spur construction. There will be heavy machinery completing this work on an intermittent basis.
- **Grading & Drainage (G&D) Construction:** For this stage, our contractor works to prepare the ground along the route for track construction. The contractor will work in multiple locations at the same time so we can complete ground preparations as quickly as possible. This will help to minimize disruptions for residents. Residents can expect to see trucks hauling materials from pits directly to where work is being performed on the route. Our contractor will also bring in machinery to improve drainage and complete grading. This work will



continue through the end of 2023 and into 2024. Work is not currently planned for the winter season. Throughout construction, our contractor will take measures to minimize dust from trucks on the road and appropriately manage water. The contractor will also actively monitor and repair any damage caused to roads by truck and machinery traffic. Residents can expect to see survey companies active in the project area throughout this period.

- **CN Mainline Connection (South End):** CN will install a rail connection to the CN Mainline near Township Road 292 by Nokomis, SK during this stage. Residents can expect to see specialized rail machinery working to install the track. There may be some localized increased noise levels and rail equipment engines idling in the area until this work is complete in late 2023.
- **Track Construction:** Once the main track construction begins in 2024, a contractor will work to lay railroad ties and pieces of rail along the entire 47 km length of the spur route. Most of the work during this stage will take place within the rail line right-of-way, although there will be some machinery travelling on local roads. Residents may notice temporarily increased noise levels and locomotive or rail equipment engines idling at locations along the route as we work to bring material into the area and assemble the track.
- **CP Mainline Connection (North End):** The final portion of the project will take place in early 2025. The new track will be laid north and south of the existing CP mainline by Jansen, SK, north of Township Road 325. Residents can expect to hear noise from the construction works and see some machinery travelling on local roads. Locomotive engines bringing material into the area, and rail construction equipment working on the junction may be heard idling.

The estimated timelines for each stage of the project construction are illustrated below:



*Dates are approximate and subject to change

The new rail line is expected to be in service by September 2025. By this date, we estimate the spur construction will be complete and the rail line connected in both the north and south. Trains will be using the track and all safety warning and signal equipment will be in place and operating.

Meeting Minutes

Present:	Chairperson:	Amanda Klitch
	Mayor:	Michael Behiel
	Councillors:	Roger Nordick
		Roger Korte
		Larry Jorgenson
		Rob Muench
	Via Zoom:	Kelly Herperger
	City Manager:	Joe Day
	Acting City Clerk:	Donna Simpson
	Leisure Services Director:	Mike Ulriksen
	Director of Public Works:	Peter Bergquist
	Finance Manager:	Jace Porten
	Director of Protective Services/Fire Chief	Mike Kwasnica
	Via Zoom:	Jennifer Fitzpatrick

CARRIED

Acting City Clerk – Donna Simpson

- 5.3

Cultural Services Director’s Report

Moved By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED
- 5.4

Marketing & Development Manager's Report

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed.

CARRIED
- 5.5

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

Recommendation - Director of Protective Services - Panhandling Bylaw

Moved By: Mayor Michael Behiel

That this report be accepted for information and filed, and that Administration will monitor the situation.

CARRIED
- 7

Enquiries
- 8

Next Meeting

It was noted that the next Executive Committee Meeting will be held Tuesday, October 10th, 2023 at 5:30 p.m.
- 9

Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 6:17 p.m.

CARRIED

Chairperson – Amanda Klitch

Acting City Clerk – Donna Simpson



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on July 17, 2023 commencing at 10:30 am at the Gallery.



PRESENT:	Chairperson: Carol McLaren Board Members: Ivan Buehler Karen Siermachesky Kevin Garinger Susan Bellamy Aaron Lukan Larry Jorgenson – City Council Rep Jennifer Fitzpatrick – Director Joe Day, City Manager
REGRETS:	There were no regrets.
CALL TO ORDER:	Carol called the meeting to order at 9:00 AM and welcomed City Manager Joe Day.
LAND ACKNOWLEDGEMENT:	Carol read the municipal land acknowledgement to open the meeting.
ADOPT AGENDA:	Bellamy / Buehler: That the agenda of July 17, 2023, Humboldt & District Museum & Gallery be adopted. <div>Motion Carried</div>
ACKNOWLEDGEMENTS:	Karen acknowledged Jennifer for making the front page of the Star Phoenix with the story about Original Humboldt fieldschools and the upcoming provincial recognition. Carol acknowledged the community for the wonderful tourism opportunities it provides for her relatives and other visitors.
ADOPT MINUTES:	Garinger / Lukan: That the minutes of June 8, 2023, Humboldt & District Museum & Gallery be adopted as presented. <div>Motion Carried</div>
BUSINESS ARISING:	There was no business arising.
CITY MANGER:	The City Manager reported on the benchmarking survey that will focus on financial information. The board expressed concern over finding relevant comparative data, the lack of contextual information, and the compressed timeline. The board was invited to provide feedback on the survey.
DEPARTURE/RETURN:	Director Jennifer Fitzpatrick left the meeting at 9:30 am and returned at 9:45 am. The City Manager reported on the progress of the development of the Humboldt Broncos Tribute Center in connection to the exhibit of memorial items on the second floor of the gallery.
DEPARTURE:	City Manager Joe Day departed from the meeting at 10:10 am.
DIRECTOR’S REPORT:	Jennifer highlighted areas of the report including extending museum exhibits as new exhibits are not ready due to staff shortage, high levels of engagement in programming, grant results, pilot program, new Cultural Programmer, and upcoming programs.

Chairperson’s initials

The plans for the potential donation of a large provincial piece were discussed. The application for funding support from SkArts to transport the piece was not approved, but the project will proceed.

Garinger / Siermachesky
That Brent Fitzpatrick be provided an honourarium for assisting with the transport of the painting.

Motion Carried

The Director’s report was received for information.

FINANCIAL STATEMENT: Jennifer presented the financial statement, which was received for information.

MUNICIPAL HERITAGE ADVISORY COMMITTEE: There was nothing to report at this time.

FRIENDS OF THE MUSEUM REPORT: Karen noted that there was nothing to report at this time.

FOUNDATION REPORT: Carol noted that there was nothing to report at this time.

ORIGINAL HUMBOLDT REPORT: Jennifer reported that the fieldschools were a great success with over 260 participating. A story about the site was published on the front page of the Saskatoon Star Phoenix.

SPORTS HALL OF FAME REPORT: Aaron noted that there was nothing to report at this time.

PUBLIC ART COMMITTEE REPORT: Jennifer reported that she is working on a replacement reproduction of the art for the heritage garden.

WATER TOWER COMMITTEE REPORT: Jennifer reported on the awarding of the contract for the painting project, which was within the budget allocation. She also reported on the successful fundraising barbecue, donations for the Staircase of Honour, summer tours and programs, and the Jen Reimer musical residency.

COUNCIL REPORT: Larry did not have anything further to report at this time.

OTHER BUSINESS: There was no other business at this time.

NEXT MEETING: The Director requested direction on the development of the 2024 budget which is scheduled for mid-August with Administration. Councillor Jorgenson noted that the budget should be developed as status quo.

The scheduled meeting date for the Board is September 14 at 9 am at the Gallery, however, an additional meeting may be required earlier at the call of the Chairperson.

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

Motion Carried

Carol McLaren - Chairperson

Jennifer Fitzpatrick – Secretary



CITY OF HUMBOLDT

PROCLAMATION

WHEREAS: The Truth and Reconciliation Commission of Canada calls for a national day to honour survivors of residential schools, to remember the thousands of children who did not survive, and to ensure the public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and,

AND WHEREAS: The Federal Government of Canada has designated September 30th as National Day for Truth and Reconciliation, the date that coincides with Orange Shirt Day, which has become a symbol of remembrance to honour Indigenous children forced to leave their families to attend residential schools;

AND WHEREAS: September 30th has been reclaimed by survivors as a day to listen to the stories of those affected by the residential school system, to celebrate the inherent value of Indigenous Peoples and their cultures, and to reflect on the ways in which our society must improve in order to better uplift and respect Indigenous Peoples living in Canada;

AND WHEREAS: We must take stock of the damage caused to Indigenous people, repair harm, admit mistakes, and participate in rebuilding a healthy relationship between Indigenous Peoples and *all* Canadians;

AND WHEREAS: The City of Humboldt is striving to be a City of Reconciliation, creating new relationships based on mutual understanding and respect;

NOW THEREFORE: on behalf of Council and the residents of Humboldt, I, Michael Behiel, Mayor, do hereby proclaim the week of September 24th to September 30th, 2023 as “**Truth and Reconciliation Week**” in the City of Humboldt and encourage all citizens to publicly participate in commemorating the history and legacy of residential schools and develop an understanding of the historical impacts.

Michael Behiel
Mayor



CITY OF HUMBOLDT

PROCLAMATION

WHEREAS: The Minister of Agriculture has proclaimed the month of October as Agriculture Month in Saskatchewan to recognize and raise awareness of the importance of agriculture to our community.

AND WHEREAS: this proclamation provides an opportunity to celebrate the industry that contributes to a key economic driver both in Saskatchewan and across Canada.

AND WHEREAS: the Ministry will be working hard all month to engage the entire Province in sharing their food stories with friends, family and consumers.

AND WHEREAS: citizens of Humboldt are encouraged to celebrate the people along the agricultural value chain who deliver healthy, affordable and safer products in a sustainable manner every day.

NOW THEREFORE: the City of Humboldt does hereby proclaim the month of October 2023 as Agriculture Month in the City of Humboldt.

Mayor – Michael Behiel

CITY OF HUMBOLDT REPORT

TITLE: Emergency Flood Damage Reduction Program

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

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: September 25, 2023

RECOMMENDATION

That administration be authorized to apply for a \$30,000 East Side Drainage Design Project to the Emergency Flood Damage Reduction Program (EFDRP).

BACKGROUND

Staff have heard concerns from residents and businesses in the east area, specifically in the Burce Street area of the city as to how the area will drain in the future as the area develops. The EFDRP accepts applications until October 1st.

CURRENT SITUATION

The east area of the city is generally low lying and has been identified as an area to explore implementing a drainage channel to help with current and future storm water issues as the area develops. The EFDRP funding is provided by the Water Security Agency and is a \$500,000 per year program with individual applications not exceeding \$100,000. 50% is funded by the WSA if successful.

Staff are proposing applying for a \$30,000 project to survey and design a drainage channel for the east area. If successful, the expense to the city would be \$15,000 with the other \$15,000 covered by the program.

OPTIONS

- Approve the application.
- Not approve the application



ATTACHMENTS

N/A

COMMUNICATION AND ENGAGEMENT

Council will be updated on the application's success at a later date.

FINANCIAL IMPLICATION

The work would be anticipated for 2024 if successful. Storm water levy funds would fund the city's portion of the project.

CONCLUSION

The application will allow staff to better plan a strategy to mitigate storm water issues in the area as it develops.

CITY OF HUMBOLDT REPORT

TITLE: Development Appeals Board
PREPARED BY: Joe Day, City Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: September 25th, 2023

RECOMMENDATION

That Sandra Pauli, Dave Mueller, and Frank Carpentieri be named to the City of Humboldt's Development Appeals Board.

BACKGROUND

City Council normally appoints individuals to Boards and Committees annually at one of the first meetings each year. Pursuant to the requirements of the Planning and Development Act, City Council "...shall appoint not less than three persons to constitute the board for the municipality."

In the past when the City appointed 'Gord Krismer and Associates' to provide Assessment Appeal Board services, that group was also appointed as the City's Development Appeals Board. When Gord Krismer and Associates discontinued operations, the City appointed 'Nor-Sask Board Services' as the Assessment Appeal Board, however that group does not do Development Appeal Board work. At that time the City should have recognized that it needed to identify individuals to serve on a Development Appeals Board, however it appears that task got overlooked.

CURRENT SITUATION

With development activity increasing in the City of Humboldt, it is increasingly likely that the City's Development Officer will need to deny some aspect of a development that does not comply with the City's Zoning Bylaw, and the prospective developer will want to appeal the decision. The City must have a Development Appeal Board to address these situations. Only the Development Appeal Board has the authority to override the City's Zoning Bylaw. City Councillors and City Staff are not eligible to be named to the Development Appeal Board.

Each of the three individuals named above have been contacted and are agreeable to being named to this Board.

OPTIONS

- Name the three individuals listed above to the Development Appeals Board.
- Refer this matter back to the Administration for further consideration.

COMMUNICATION AND ENGAGEMENT

The three individuals will be advised of Council's decision.

ATTACHMENTS

None.

FINANCIAL IMPLICATION

There is some amount that the City will pay the panel members for attending to the duties of the Board, however the total annual expenditure is minimal and will be accommodated within existing budgets.

CONCLUSION

The City of Humboldt is required to have individuals named to a Development Appeals Board, however through an oversight, this was not completed earlier in the year. The above recommendation will fulfill the City's obligation in this matter.