



**City of Humboldt**  
**February 27, 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 - Discretionary Use Application**
  - 4.1 Suspend Council Meeting
  - 4.2 Public Hearing - Discretionary Use - Liquor Store - Westwood Drive
    - 📎 Report - Public Hearing - Discretionary Use - Liquor Store
  - 4.3 Resume Meeting
- 5 Approve Minutes**
  - 5.1 Regular Meeting of Council held January 23, 2023
    - 📎 Minutes of the Regular Meeting of Council held January 23, 2023
- 6 Delegations**
  - 6.1 Delegation - Lions Clubs International
    - 📎 Lions Clubs International
- 7 Correspondence**
  - 7.1 "A" Items Requiring Council Resolution
  - 7.2 "B" Items Received for Information Only
- 8 Committee Reports**
  - 8.1 Vacated Chair
  - 8.2 Executive Committee
    - 📎 Minutes of the Executive Committee Meeting held February 13, 2023
  - 8.3 Red-Thompson Public Library
    - 📎 Minutes of the Red-Thompson Public Library Board meeting held January 8, 2023
  - 8.4 Humboldt & District Museum & Gallery Board
    - 📎 Minutes of the Humboldt & District Museum & Gallery Board held February 9, 2023
- 9 Bylaws**
  - 9.1 Bylaw No 01/2023 Assessment Exemption Bylaw
    - 📎 Report - Bylaw No 01/2023 Assessment Exemption Bylaw
    - 📎 Bylaw No 01/2023 Assessment Exemption Bylaw
  - 9.2 Bylaw No.01/2023 Assessment Exemption Bylaw

- 9.3 Bylaw No.01/2023 Assessment Exemption Bylaw
- 9.4 Bylaw No.01/2023 Assessment Exemption Bylaw
- 9.5 Bylaw No. 01/2023 Assessment Exemption Bylaw
- 9.6 Resumed Chair
  
- 10 New Business**
- 10.1 Recommendation - Council Appointment to Boards and Committees
  - 📎 Report - Council Appointment to Boards and Committees
- 10.2 Recommendation - Finance Manager - Official Donation Receipt Projects for 2023
  - 📎 Report - Official Donation Receipt Projects for 2023
- 10.3 Recommendation - Adjustment, Cancellation and Refund Policy
  - 📎 Report - Adjustment, Cancellation and Refund Policy
- 10.4 Recommendation - Director of Protective Services - Discretionary Use Application
  - 📎 Report - Discretionary Use Application - Liquor Store 2435 Westwood Dr.
- 10.5 Recommendation - City Clerk - Sasktel Phone and Network Refresh
  - 📎 Recommendation - City Clerk - Sasktel Phone and Network Refresh
- 10.6 Recommendation - Assessor - Application for Registration of Liens and Authorization of Proceedings to Request Title to Land with Tax Arrears under the Tax Enforcement Act
  - 📎 Report - Tax Lien Registration & Six-Month Notice Notification
- 10.7 Recommendation - Humboldt Downtown BID Street closures
  - 📎 Report - Humboldt Downtown BID Street closures 2023
- 10.8 Recommendation - Director of Public Works - 5 year Capital Plan changes
  - 📎 Report - 5 year Capital Plan Revision Request
  
- 11 Enquiries**
  
- 12 Committee of the Whole**
  
- 13 Adjourn**



## CITY OF HUMBOLDT REPORT

**TITLE:** Public Hearing – Discretionary Use – Liquor Store  
**PREPARED BY:** Lori Yaworski, Director of Corporate Services/City Clerk  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** February 27, 2023

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### RECOMMENDATION:

That this report be accepted for information and filed.

### BACKGROUND

Humboldt Co-operative Association has submitted a discretionary use application to construct a Liquor Store at 2435 Westwood Drive; and legally described as Block J, Plan 102088885.

### CURRENT SITUATION

Liquor Stores are considered a discretionary use in the C2 – Medium Density Commercial District within the City’s Zoning Bylaw 04/2016. In accordance with Section 24 (1)( c) of the Planning and Development Act, 2007, an approving authority may follow its public notice policy respecting any matters relating to an application for discretionary use pursuant to Section 55.

### COMMUNICATION AND ENGAGEMENT

The Notice was posted at City Hall and on the City’s web site, Discover Humboldt, The Stew, and other social media platforms for ten clear days prior to the Regular Council meeting on February 27<sup>th</sup>, 2023, at which Council will initially consider the matter. The landowners within 75 meters of the application were notified of the public hearing. Those wishing to submit their comments on this matter must have made their submission to the City Clerk by noon on Thursday, February 23, 2023.

### FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

### CONCLUSION

The City Clerk did not receive any written submission or requests to address Council in regard to the discretionary use for a Liquor Store.



**City of Humboldt  
Meeting Minutes  
Regular Council Meeting January 23, 2023 - 05:30 PM**

PRESENT:

Deputy Mayor Roger Korte	
Councillor Roger Nordick	
Councillor Larry Jorgenson	
Councillor Amanda Klitch	
Councillor Kelly Herperger	
Councillor Rob Muench	
City Manager	Joe Day
City Clerk	Lori Yaworski
Finance Manager	Jace Porten
Leisure Services Director	Michael Ulriksen
Director of Public Works	Peter Bergquist
Cultural Services Director	Jennifer Fitzpatrick
Director of Protective Services/Fire Chief	Mike Kwasnica
Marketing and Development Manager	Penny Lee

**1 Call To Order**

Deputy Mayor called the meeting to order at 5:30 p.m.

**Resolution:**  
2023.001

**2 Adopt Agenda**

**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Amanda Klitch

That the agenda be adopted as presented.

**CARRIED**

**2.1 Conflict of Interest**

**3 Public Acknowledgement**

**4 Public Hearing – None**

**5 Approve Minutes**

**Resolution:**  
2023.002

**5.1 2023 Budget Meeting**

**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Larry Jorgenson

That the Minutes of the Budget Meeting of Council held December 5, 2022, be approved as recorded and circulated.

**CARRIED**

\_\_\_\_\_  
Deputy Mayor – Roger Korte

\_\_\_\_\_  
City Clerk – Lori Yaworski

**Resolution:** 5. **Special Meeting of Council**  
 2023.003 **Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Amanda Klitch

That the Minutes of the Special Meeting of Council held December 12, 2022, be approved as recorded and circulated.

**CARRIED**

**6 Delegations**

**Resolution:** 6.1 **Humboldt & District Museum & Gallery Board**  
 2023.004 **Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Roger Nordick

That the presentation of the annual report by the Humboldt & District Museum and Gallery Board be accepted for information.

**CARRIED**

**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**  
 2023.005 **Moved By:** Councillor Amanda Klitch  
**Seconded By:** Councillor Roger Nordick

That the Minutes of the Executive Committee Meeting held January 9th, 2023 be accepted for information.

**CARRIED**

**Resolution:** 8.2 **Reid Thompson Public Library Board**  
 2023.006 **Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Rob Muench

That the minutes of the Reid-Thompson Public Library Board meetings dated November 14, 2022, and December 12, 2022 be accepted for information and filed.

**CARRIED**

**Resolution:** 8.3 **Humboldt & District Museum & Gallery Board**  
 2023.007 **Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Kelly Herperger

That the minutes of the Humboldt District Museum and Gallery Board meeting held December 8, 2022 and January 12, 2023 be accepted for information and filed.

**CARRIED**

**9 Bylaws - No Bylaws**

**10 New Business**

**Resolution:** 10.1 **Recommendation - City Clerk - Municipal Revenue Sharing Grant - Declaration of Eligibility**  
 2023.008 **Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Amanda Klitch

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

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Deputy Mayor – Roger Korte

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City Clerk – Lori Yaworski

Submission of the 2021 Audited Financial Statement to the Ministry of Government Relations;

- Submission of the 2021 Public Report 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;
- All members of council have filed their Public Disclosure Statements, as required; and

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

**CARRIED**

**Resolution:** 10.2  
2023.009

**Recommendation - City Clerk - 2023 City Council appointment to Boards and Committees**

**Moved By:** Councillor Rob Muench

**Seconded By:** Councillor Kelly Herperger

That the following Council appointments be made for the 2023:

- Humboldt and District Rural Fire Protection Association – Council Representative – Roger Nordick
- Reid-Thompson Public Library Board– Council Representative -Amanda Klitch
- Humboldt and District Museum and Gallery Board – Council Representative Larry Jorgenson
- REACT Waste Management Authority– Council Representative – Kelly Herperger
- Wakaw-Humboldt Regional Water Supply Committee – Council Representative – Rob Muench, Alternate Roger Nordick
- Humboldt and District Chamber of Commerce – Council Representative – Michael Behiel, Alternate Larry Jorgenson
- Lanigan Creek Dellwood Brook Watershed Association – Council Representative – Kelly Herperger
- Bronco Memorials Committee – Council Representatives – Rob Muench and Larry Jorgenson
- Wapiti Regional Library Board– Council Representative – Amanda Klitch
- Humboldt Health Council – Council Representative – Roger Korte
- Planning District Committee – Council Representative – Michael Behiel and Roger Korte

**CARRIED**

\_\_\_\_\_  
Deputy Mayor – Roger Korte

\_\_\_\_\_  
City Clerk – Lori Yaworski

**Resolution:** 10.3  
2023.010

**Recommendation - City Clerk - Council appointment to City positions and Boards & Committees**

**Moved By:** Councillor Roger Nordick

**Seconded By:** Councillor Amanda Klitch

The Boards and Committees established under the authority of the City of Humboldt:

Humboldt & District Museum & Gallery Board

(two-year term expires January 31, 2025)

1. Aaron Lukan
2. Ivan Buehler
3. Kevin Garinger

Reid-Thompson Public Library Board:

(one-year term expires January 31, 2024)

1. Shelia Nordick
2. Marliss Fleischhacker
3. Jennifer Malmsten
4. Susan Bradley
5. Rosemarie Buttinger
6. 2 Vacancies

Humboldt Downtown Business Improvement District Board:

(two-year term expires January 31, 2025)

1. Lorenda Thimm
2. Andrew Breker

Humboldt Public Art Committee:

(two -year term expires January 2025)

1. Ivan Buehler
2. Zygmunt Kondzielewski
3. Wayne Schidlowsky
4. Darlene Ford
5. Tyler Dies

And to the appointment of City Positions pursuant to provincial requirements be made for 2023;

1. Police Chief – City Manager Joe Day
2. Community Safety Officer Supervisor – Mike Kwasnica
3. Business Licensing Inspector and Community Safety Officer – Justin Tarrant
4. Building inspector and Bylaw Enforcement Officer – Mike Kwasnica
5. Building Inspector and Bylaw Enforcement Officer – Darrel Wickenhauser

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Deputy Mayor – Roger Korte

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City Clerk – Lori Yaworski

- 6. Building Inspectors from Municode; Clayton Meier, Ryan Thiessen, Travis Elkin, Shenah Cartier, Clint Vargo
- 7. EMO Coordinator – Mike Kwasnica
- 8. Fire Department
  - Captains – Jason Staniec and Craig Stomp
  - Lieutenants – Marcel LeBlanc and Tim Kiefer
  - Secretary/Treasurer – Jamie Dyok
  - Safety Officer – Jordin Dalsin
- 9. Development Officer – City Manager, Joe Day, and Planning Coordinator, Vacant
- 10. Board of Revision: Nor Sask Board Services appointments of panel members; Timothy Furlong, Kirby Fesser, Glen Neuert, Sabrina Saccucci and Mike Ligtermoet as secretary.
- 11. Predator Control Officers: Dawson Atamanchuk, Doug Hogeman
- 12. Auditor – MNP
- 13. Solicitor – Gasper & Weber Law Office
- 14. City Clerk alternate – Donna Simpson

**CARRIED**

**Resolution:**        **10.4**        **Recommendation - Marketing & Development Manager - Recommendation from Memorials Committee**  
 2023.011

**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Roger Nordick

That, as recommended by the Memorials Committee, the City of Humboldt purchase a customized motorcycle created as a tribute to the 2017-18 Humboldt Broncos, with funding from the Memorials Reserve, to be used for a future fundraiser with all proceeds going back to the Memorials Reserve.

**CARRIED**

**Resolution:**        **10.5**        **Recommendation - Leisure Service Director - Library Solarium**  
 2023.012

**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Kelly Herperger

That the City approve the Library solarium renovation project at an estimated cost of \$63,600, including contingencies, and that the project be funded from the Library reserve.

**CARRIED**

**Resolution:**        **10.6**        **Recommendation - 2023 Lagoon Chemical - Ferric Sulphate Award**  
 2023.014

**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Roger Nordick

That administration be approved to award the 2023 lagoon chemical – Ferric Sulphate to Univar at an estimated cost of \$165,615 (including PST).

**CARRIED**

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Deputy Mayor – Roger Korte

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City Clerk – Lori Yaworski



**Resolution:** 2023.015      **10.7 Recommendation - City Manager - Request for Change to Municipal Election Dates**  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Roger Nordick

That on behalf to the Mayor and Council, a letter be sent to the Province of Saskatchewan to request that the municipal election date for urban municipalities be scheduled at a time more suitable than November 13, 2024.

**CARRIED**

**Resolution:** 2023.016      **10.8 Recommendation - City Manager - Golf Course Governance Committee**  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Kelly Herperger

That the City approves the establishment of the Golf Course Governance Committee along with the Terms of Reference as attached.

**CARRIED**

**11 Enquiries**

**12 Committee of the Whole**  
**Moved By:** Councillor Amanda Klitch  
**Seconded By:** Councillor Larry Jorgenson

That we sit in a private session as Committee of the Whole, the time being 6:11 p.m.

**CARRIED**

**12.1 Authority**

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

**12.2 Present in the Committee of the Whole**

Mayor Michael Behiel, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Roger Korte, Councillor Amanda Klitch, City Manager Joe Day, Corporate Services Director/City Clerk Lori Yaworski, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, Finance Manager and Marketing & Development Manager Penny Lee

**12.3 City Manager - Golf Club Governance**

**Resolution:** 2023.017      **12.4 City Manager - Golf Course Funding**  
 That this report be received and filed for information.

**Resolution:** 2023.018      **12.5 Revert**  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Kelly Herperger

That Council revert to the Regular Meeting, the time being 6:36 p.m.

**CARRIED**

\_\_\_\_\_  
 Deputy Mayor – Roger Korte

\_\_\_\_\_  
 City Clerk – Lori Yaworski

**12.6 Recommendation - Golf Club Funding**

**Moved By:** Councillor Roger Nordick

**Seconded By:** Councillor Kelly Herperger

That Council approve the funding of \$32,000 to the golf course for February 2023.

**CARRIED**

**13 Adjourn**

**Moved By:** Councillor Larry Jorgenson

**Seconded By:** Councillor Amanda Klitch

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

**CARRIED**

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Deputy Mayor– Roger Korte

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City Clerk – Lori Yaworski

## Our global causes

While each Lions club has its own service focus, there are five global causes of particular interest around the world.



DIABETES



VISION



HUNGER



ENVIRONMENT



CHILDHOOD  
CANCER

### CONTACT INFORMATION

Name: *Beryl Bauer*

District: *5SKN*

Phone: *306-231-9987*

Email: *bbauer@sasktel.net*

### OUR MISSION

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.



**Lions Clubs International**

EX 511 EN 1/20



**Lions Clubs International**



# Hello!

Get to know the  
world's largest service  
club organization



## Benefits of being a Lion



*I figured that I could maybe make a small difference on my own, but by joining with other like-minded people, we could make a bigger difference.*

- Zarina Luck, Newcastle Lions Club, South Africa



- 1 Make a difference.** Lions clubs around the world are filled with people like you who have chosen to take action and serve others.
- 2 Serve with pride.** As a Lion, you will give your time, share your talents, help your community and know that you have changed lives.
- 3 Build your network.** Develop relationships with community leaders, local Lions and Lions around the world.
- 4 Gain credibility.** As a part of Lions Clubs International, you will gain the respect that comes with being part of a global organization known for serving our world for over 100 years.
- 5 Develop new friendships.** Gain a sense of belonging within your club, and a connection to more than 1.4 million Lions around the world.
- 6 Become a leader.** Hone your leadership skills within your club, and take advantage of leadership opportunities at the club, district, and even international level.
- 7 Receive global support.** Every Lion and every club is supported by a global network of volunteers, the Lions Clubs International staff, and the Lions Clubs International Foundation (LCIF), which provides grant funding to support the compassionate work of Lions, empowering their service and addressing the needs of their communities both locally and globally.

## Starting a new club

Starting a Lions club begins with reaching out to like-minded individuals in your community. The steps include:

- Identify your community. What town or area will you serve?
- Identify needs in the community. What kind of service would most benefit those around you?
- Make connections with local community leaders.
- Recruit a minimum of 20 members.
- Submit a one-time entrance fee.

International dues are in addition to any district or club dues. For more information, visit the Lions Clubs International website at [lionsclubs.org](http://lionsclubs.org).

## Lions clubs are ready to help

Right now, Lions clubs are making a difference around the world. That's because whenever Lions clubs gets together, problems get smaller and communities get better.



## Lions clubs offer a new opportunity

Lions clubs have offered people the opportunity to give back to their communities and help those in need since 1917. Soon, a Lions club will be established in your community, giving you the opportunity to become an active volunteer, a member of a respected international organization, a leader in your community and a friend to people in need.

100+

Years  
serving

1.4

Million  
members

48k

Lions  
clubs

200+

Countries  
served



## City of Humboldt

### Meeting Minutes

Executive Committee February 13, 2023 - 05:30 PM

**Present:**  
**Chairperson:** Roger Korte  
**Mayor:** Michael Behiel  
**Councillors:** Roger Nordick  
 Amanda Klitch

<b>City Clerk:</b>	Lori Yaworski
<b>Cultural Service Director:</b>	Jennifer Fitzpatrick
<b>Leisure Services Director:</b>	Mike Ulriksen
<b>Director of Public Works:</b>	Peter Bergquist
<b>Communication Manager:</b>	Penny Lee
<b>Finance Manager:</b>	Jace Porten
<b>Director of Protective Services/Fire Chief</b>	Mike Kwasnica
<b>Via Zoom:</b>	Councillor Kelly Herperger

**1 Call To Order**

Chairperson Korte called the meeting to order at 5:30 p.m.

**2 Adopt Agenda**

**Moved By:** Councillor Roger Nordick

That the agenda be adopted as amended;

That the following item be added to the in-camera section.

- Director of Corporate Services/City Clerk- SaskTel - Phone and Network Refresh

**CARRIED**

**2.1 Conflict of Interest**

**3 Committee of the Whole**

**Moved By:** Mayor Michael Behiel

That we sit in a private session as Committee of the Whole, the time being 5:33 p.m.

**CARRIED**

**3.1 Present in the Committee of the Whole**

Mayor Michael Behiel, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Roger Korte, Councillor Amanda Klitch, Corporate Services Director/City Clerk Lori Yaworski, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, Cultural Services Director Jennifer Fitzpatrick, Fire Chief/ Director of Protective Services Mike Kwasnica, Marketing and Development Manager Penny Lee, Finance Manager Jace Porten

**3.2 Authority**

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

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Chairperson – Roger Korte

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City Clerk – Lori Yaworski

**3.3 Delegation - RCMP - Sergeant Rielly Knock**

Sergeant Rielly Knock was in attendance to discuss this year's detachment action plan. The council members were given the opportunity to discuss their policing concerns that they would like the detachment to address.

**3.4 Revert**

**Moved By:** Councillor Roger Nordick

That Council revert to the Regular Meeting, the time being 5:58 p.m.

**CARRIED**

**4 Delegations - No delegations**

**5 Correspondence**

**Moved By:** Mayor Michael Behiel

That the following correspondence be accepted for information:

- 1. Humboldt & District Chamber of Commerce - Campground Report
- 2. SUMA Convention - information
- 3. Central Area Transportation Planning Committee Meeting minutes - October 26, 2022
- 4. Hudson Bay Route Association - Annual Achievement Report

**CARRIED**

**5.1 Humboldt & District Chamber of Commerce**

**5.2 SUMA Convention**

**5.3 Central Area Transportation Planning Committee**

**5.4 Hudson Bay Route Association**

**6 Reports From Administration**

**6.1 Protective Services**

**Moved By:** Councillor Kelly Herperger

That this report be accepted for information and filed.

**CARRIED**

**6.2 Corporate Services**

**Moved By:** Mayor Michael Behiel

That this report be accepted for information and filed.

**CARRIED**

**6.3 Finance**

**Moved By:** Councillor Roger Nordick

That this report be accepted for information and filed.

**CARRIED**

**6.4 Cultural Services**

**Moved By:** Councillor Kelly Herperger

That this report be accepted for information and filed.

**CARRIED**

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**Chairperson – Roger Korte**

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**City Clerk – Lori Yaworski**

- 6.5 Marketing & Development**  
**Moved By:** Mayor Michael Behiel  
That this report be accepted for information and filed.  
**CARRIED**
- 6.6 Leisure Services**  
**Moved By:** Councillor Amanda Klitch  
That this report be accepted for information and filed.  
**CARRIED**
- 6.7 Public Works**  
**Moved By:** Councillor Roger Nordick  
That this report be accepted for information and filed.  
**CARRIED**
- 7 New Business**
- 7.1 Recommendation - Director of Protective Services - Discretionary Use Application**  
**Moved By:** Councillor Roger Nordick  
That this report be accepted for information and filed.  
**CARRIED**
- 7.2 Recommendation - City Clerk - Adjustment, Cancellation and Refund Policy**  
**Moved By:** Mayor Michael Behiel  
That the Adjustment, Cancellation and Refund Policy, as attached, be approved and Policy #1060 Cancellation of Accounts be rescinded.  
**CARRIED**
- 7.3 Recommendation - Leisure Service Director - Project Summary Report**  
**Moved By:** Councillor Amanda Klitch  
That this report be accepted for information and filed.  
**CARRIED**
- 7.4 Recommendation - Cultural Services Director - Reconciliation Project**  
**Moved By:** Councillor Kelly Herperger  
That this report be accepted for information and filed.  
**CARRIED**
- 7.5 Recommendation - Director of Public Works - 5-year Capital Plan changes**  
**Moved By:** Councillor Roger Nordick  
That Council approve the proposed 5-year capital plan and direct staff to proceed with the 3rd Avenue water main replacement project in 2023 with funding from reserves.  
**CARRIED**
- 8 Enquiries**
- 9 Committee of the Whole**  
**Moved By:** Mayor Michael Behiel  
That we sit in a private session as Committee of the Whole, the time being 7:11 p.m.

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Chairperson – Roger Korte

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City Clerk – Lori Yaworski

**9.1 Present in the Committee of the Whole**

Mayor Michael Behiel, 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, and Finance Manager Jace Porten.

**9.2 Authority**

The Committee met under Section 5(3)(4) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.

**9.3 Leisure Service Director - Humboldt Bronco Lease Agreement**

**9.4 Leisure Service Director -Curling Club Lease Agreement**

**9.5 Leisure Service Director - Campground update**

**9.6 SaskTel - Phone and Network Refresh**

**9.7 Revert**

**Moved By:** Mayor Michael Behiel

That Council revert to the Regular Meeting, the time being 7:42p.m.

**CARRIED**

**9.8 Recommendation - Leisure Service Director - Humboldt Campground - 2023 Operating Model**

**Moved By:** Mayor Michael Behiel

That Administration proceed with developing a campground operating model for 2023 wherein the City retains the financial and operational control of the facility which may or may not include contracted services providing daily services at the facility.

**CARRIED**

**10 Next Meeting**

It was noted that the next Executive Committee Meeting will be held March 13th at 5:30 p.m.

**11 Adjourn**

**Moved By:** Mayor Michael Behiel

That we do now adjourn, the time being 7:43 p.m.

**CARRIED**

\_\_\_\_\_  
Chairperson – Roger Korte

\_\_\_\_\_  
City Clerk – Lori Yaworski





# Reid-Thompson Public Library

Wapiti Regional Library

Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: humcirc@wapitilibrary.ca

Phone: 306-682-2034

Website: www.wapitilibrary.ca

## Reid Thompson Public Library Board Minutes for Meeting on January 8, 2023

Attendance: Sandy Weyland, Amanda Klitch, Marliss Fleischhacker, Rosemarie Buttinger, Sheila Nordick, Colleen Jenkins, Jennifer Malmsten

Absent: Sharen Graf, Rita Theissing

Recording Secretary: Kate Lucyshyn (Branch Librarian)

Call to order by Weyland at 3:35 pm

- 1) Agenda: Moved by Nordick, seconded by Buttinger to accept the agenda as presented. Carried.
- 2) Review and Approval of Minutes: Moved by Fleischhacker, seconded by Nordick that the minutes be adopted presented. Carried.
- 3) Correspondence: City of Humboldt – Library Board Appointments, contact the city clerk to see when board appointment letters will be sent out.  
Canadian Language Museum Inquiry, this display will not be brought in for 2023 but look for grants to have display brought to Humboldt in February 2024.  
Moved by Malmsten, seconded by Nordick that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by Jenkins, seconded by Nordick that the financial reports be adopted as presented. Carried.
- 5) Branch Librarian's Report: Adopted as presented. Carried.
- 6) Action List: Update presented.
- 7) Repairs/Maintenance Report: Presented. Enquire with the city about the steps needed to hire external cleaning and snow removal over the December holiday season.
- 8) Business Arising:
  - a) Author Reading – Ric Driedigel. Moved by Nordick, seconded by Malmsten that Reid-Thompson Public Library fines account be use to pay Ric Driedigel's travel expenses of for an author reading in the spring of 2023.
- 9) Next meeting: Monday, February 13, 2023 at 3:30 pm.
- 10) Adjournment: Moved by Buttinger, seconded by Malmsten that the meeting be adjourned at 4:20 pm. Carried.

  
Secretary

 Feb 13, 2023  
Chairperson Date



# CITY OF HUMBOLDT

## Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on February 9, 2023 commencing at 9:00 am at the Gallery.



- PRESENT:** Board Members:  
Ivan Buehler  
Susan Bellamy  
Karen Siermachesky  
Aaron Lukan  
Kevin Garinger  
Roger Nordick – City Council Rep  
Jennifer Fitzpatrick – Director
- REGRETS:** Carol McLaren sent her regrets, and therefore Aaron Lukan chaired the meeting.
- WELCOME:** Kevin Garinger was welcomed to his first meeting of the Board. Councillor Roger Nordick was welcomed, as he is filling in for Councillor Jorgenson.
- CALL TO ORDER:** Aaron called the meeting to order at 9:00 AM.
- LAND ACKNOWLEDGEMENT:** Aaron read the municipal land acknowledgement to open the meeting.
- ADOPT AGENDA:** The Director requested that Lions Club Request be added to Other Business. Garinger / Bellamy:  
That the agenda of February 9, 2023, Humboldt & District Museum & Gallery be adopted as amended.  
  
Motion Carried
- ACKNOWLEDGEMENTS:** There were no acknowledgements.
- ADOPT MINUTES:** Siermachesky / Buehler:  
That the minutes of January 12, 2023, Humboldt & District Museum & Gallery be adopted as presented.  
  
Motion Carried
- BUSINESS ARISING:** Jennifer reported that she is meeting with Carol next week for the performance review.  
There was no update on the benchmarking study.
- DIRECTOR'S REPORT:** Jennifer highlighted areas of the report including the fantastic attendance at the Climate Quest exhibit, the new Exploring CQ exhibit, partnership programming with Futuristic Industries, Art Submissions process, and the upcoming exhibits and programs.  
  
A proposal for possible donation to the permanent art collection was discussed and the board supported the initiative. Jennifer was directed to proceed in gathering further information.  
  
The report on the partnership project with Heritage Saskatchewan, Office of the Treaty Commissioner and the Aboriginal Friendship Centers on “Building Better Relationships between Indigenous and non-Indigenous Peoples” was received for information. It was noted that the initial meeting, including a Pipe Ceremony will be held today at Carlton Trail College. The board noted their appreciation to the College for this welcoming gesture.  
  
The Director’s report was received for information.
- FINANCIAL STATEMENT:** The Director presented the financial statement, which was received for information.

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Chairperson’s initials

- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.
- FRIENDS OF THE MUSEUM REPORT:** Karen reported on the recent meeting with the Friends and the direction for the upcoming year.
- FOUNDATION REPORT:** There was nothing to report at this time.
- ORIGINAL HUMBOLDT REPORT:** Ivan updated the board on the recent meeting. It was noted that members Edward Novecosky and Al Hingley are resigning from the committee after being a part of the project since its inception in 2008.
- The 2022 Original Humboldt financial statement was received for information.
- SPORTS HALL OF FAME REPORT:** Aaron reported that the committee is considering an induction this fall.
- PUBLIC ART COMMITTEE REPORT:** Jennifer reported that an orientation for new members is planned for next week.
- WATER TOWER COMMITTEE REPORT:** Jennifer updated the Board on the painting project.
- COUNCIL REPORT:** Councillor Nordick updated the Board on the HUGS project at the hospital, and inquired about a public art piece.
- OTHER BUSINESS:** The board discussed a potential request pertaining to the Humboldt Lions Club.
- NEXT MEETING:** The board discussed options for future meeting dates and decided to continue with the second Thursday of the month at 9 am at the Gallery. The next meeting date will be March 9, 2023 at 9:00 AM at the Gallery.
- ADJOURNMENT:** Siermachesky/ Buehler  
That the meeting adjourn at 10:00 AM.

Motion Carried

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Aaron Lukan – Acting Chairperson

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Jennifer Fitzpatrick – Secretary

## CITY OF HUMBOLDT REPORT

**TITLE:** Bylaw No. 01/2023 – A Bylaw to Provide for the Exemption and Abatement from Taxation for the Assessment of Certain Properties

**PREPARED BY:** Donna Simpson, Assessor

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** City Council

**DATE:** February 27<sup>th</sup>, 2023

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### RECOMMENDATION

That this report be received and filed as information in support of the recommendation to adopt the Exemption and Abatement from Taxation for the Assessment of Certain Properties Bylaw No. 01/2023, and repeal Bylaw No. 02/2022.

### BACKGROUND

Section 262(3) of *The Cities Act* allows a Council to exempt land, and/or improvements from taxation in whole or in part by bylaw. The bylaw must be adopted annually. The attached bylaw includes the list of properties that Council have approved partial exemptions for in the past.

### CURRENT SITUATION

For 2023 the bylaw includes 6 not-for-profit properties where 30% of the land and improvements taxable assessment is exempt, 1 City owned property that has 100% of the land and improvements taxable assessment exempt, and 1 property with 100% of the improvement taxable assessment exempt in accordance with a land purchase agreement. Also included is an abatement of 30% of the municipal portion of the property taxes for The Elizabeth.

### OPTIONS

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

### COMMUNICATION AND ENGAGEMENT

The Assessor will make the required changes to the Tax Roll accordingly for 2023.

### ATTACHMENTS

1. Proposed Exemption or Abatement from Taxation for the Assessment of Certain Properties Bylaw No. 01/2023.



**FINANCIAL IMPLICATIONS**

In 2022, the exemptions and abatement reduced municipal tax revenue by approximately \$17,000 and school tax revenue by approximately \$5,800. With an anticipated tax increase of 5.1% for 2023, the reduction in municipal taxes could potentially be \$17,900 and \$6,100 for school taxes.

**CONCLUSION**

Approving the recommendation allows the City to provide partial or full exemptions from taxation to specific not-for-profit organizations in the City of Humboldt. It also allows the City to provide an abatement for a property as per the Purchase and Development Agreement signed with the Developer in 2016.

# CITY OF HUMBOLDT

## BYLAW NO. 01/2023

### A BYLAW OF THE CITY OF HUMBOLDT TO PROVIDE FOR THE EXEMPTION FROM TAXATION FOR THE ASSESSMENT OF CERTAIN PROPERTIES

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

WHEREAS, section 262(3) of *The Cities Act*, authorizes a Council by bylaw to exempt from taxation in whole or in part any land, improvements, or business; and

WHEREAS various charitable organizations, individuals and businesses have made application to the City of Humboldt for exemption from taxation;

NOW THEREFORE, the Council of the City of Humboldt in Council assembled enacts as follows:

1. That 30% of the land and improvements taxable assessment of the following properties be exempt from taxation:
  - a) Roll Number 50510265001  
Humboldt Community Gathering Place  
Lots 36 – 38, Block 3, Plan 101810832  
701 – 6<sup>th</sup> Avenue
  - b) Roll Number 50511630001  
Futuristic Industries  
Lot 37-38, Block 4, Plan G267  
635 – 2<sup>nd</sup> Street
  - c) Roll Number 50511640001  
Futuristic Industries  
Lots 32 – 36, Block 4, Plan G267  
631 – 2<sup>nd</sup> Street
  - d) Roll Number 50501510001  
Humboldt and District Food Bank Inc.  
Lot 13, Block 5, Plan 99H01872  
901 – 5<sup>th</sup> Avenue
  - e) Roll Number 50490885001  
Calico Gymnastic Club Inc.  
Lot 9, Block 90, Plan 86H08909  
1908 – 4<sup>th</sup> Avenue
  - f) Roll Number 50502165001  
Humboldt Good Neighbor Store Inc.  
Lot 38, Block 33, Plan 99H04824  
239 – Main Street
2. That 100% of the improvement taxable assessment of the following properties be exempt from taxation:
  - a) Roll Number 49510050001  
Humboldt Golf Club House  
Block MR1, Plan 91H07386  
1300 – 1<sup>st</sup> Street
  - b) Roll Number 51520220001  
Joe Taming  
Block AA, Plan 89H02099  
Sask. Avenue East

3. That an abatement of 30% of the municipal portion of the property taxes be applied to the following property:
  - a) Roll Number 49504700001  
The Elizabeth  
Block T, Plan 102201938  
1212 12<sup>th</sup> Street
4. Bylaw No. 02/2022 is hereby repealed.
5. The Bylaw shall come into full force and take effect on the day of its final passing.

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Mayor: Michael Behiel

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City Clerk: Lori Yaworski

INTRODUCED AND READ A FIRST TIME THIS 27<sup>th</sup> OF FEBRUARY 2023.  
READ A SECOND TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023.  
READ A THIRD AND FINAL TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023.

## CITY OF HUMBOLDT REPORT

**TITLE:** Council Appointment to Boards and Committees  
**PREPARED BY:** Lori Yaworski, Director of Corporate Services/City Clerk  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** February 27, 2022

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### RECOMMENDATION

That the following appointments be made to:

The Boards and Committees established under the authority of the City of Humboldt:

- I. Humboldt Bronco Memorial Committee  
(two-year term expires January 31, 2025)
  - 1) Carol Brons
  - 2) Kurt Leicht
  - 3) Ed Tobin
  - 4) Bernadine Boulet
  - 5) Joanne Koski
  - 6) Laurie Warford
  - 7) Councillor Rob Muench
  - 8) Councillor Larry Jorgenson
  
- II Wapiti Regional Library Board:  
(one-year term expires January 31, 2024)
  - 1) Marliss Fleischhacker
  
- III. Public Art Committee:  
(two-year term expires January 31, 2025)
  - 1) Sarah McInnis
  
- IV. Golf Course Governance Committee  
(one-year term expires January 31, 2024)
  - 1) Matt Kelly
  - 2) Dean Hergott
  - 3) Kirk Plemel
  - 4) Dave Hill
  - 5) Councillor Kelly Herperger



- 6) Councillor Roger Nordick
- 7) Councillor Larry Jorgenson

## **BACKGROUND**

At the January Council meeting appointments to various City boards and committees were renewed. The board/Committee appointments for the Humboldt Bronco Memorial Committee, Golf Course Governance Committee and the Wapiti Regional Library Board were deferred to the February 27, 2023, Council meeting. The Reid-Thompson Public Library Board still had two board vacancies and we continued to advertise for those positions.

## **CURRENT SITUATION**

The appointments for the Humboldt Bronco Memorial Committee, a Public Art committee member, the Wapiti Regional Library Board (alternate) and the members of the newly created Golf-Course Governance Committee are listed for approval by Council. A call for volunteers for the vacant Library board positions will continue being posted on the City of Humboldt's website.

## **OPTIONS**

1. Approve the recommendation.
2. To amend appointments to the boards and committees.

## **ATTACHMENTS**

*None*

## **COMMUNICATION AND ENGAGEMENT**

If the recommendation is adopted by City Council for the board and committee appointments, a letter of notification will be sent to each of the Board/Committee Members. Administration will notify each board and committee of the name and contact information of each appointed representative.

## **FINANCIAL IMPLICATION**

There is no anticipated financial impact of the recommended action.

## **CONCLUSION**

The City of Humboldt has the authority over a number of boards and committees which require a resolution for the approval of its appointees. In January, the City Clerk provided a listing of the members which wanted to be re-appointed or others requesting a new appointment. The appointment of the individuals listed in this report will complete the appointments to boards and committees with only two vacancies remaining on the Reid-Thompson Public Library Board.

## CITY OF HUMBOLDT REPORT

**TITLE:** Official Donation Receipt Projects for 2023  
**PREPARED BY:** Jace Porten, Finance Manager  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** September 26, 2022

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### RECOMMENDATION

That the Broncos Tribute Centre, 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 2023.

### BACKGROUND

In 2021, the City of Humboldt adopted the Official Donation Receipt Policy that requires all projects to be approved by City Council prior to administration providing Donation Receipts for Income Tax Purposes.

### CURRENT SITUATION

Administration issued 26 Official Donation Receipts for donation that were deem eligible to the following projects.

- Broncos Tribute Centre (6)
- Bill Brecht Playground (15)
- Humboldt Golf Course (2)
- Original Humboldt (0)
- Public Art (0)
- Water Tower (3)

The City is anticipating the projects to receive donations in 2023 and feel all six should remain eligible.

### OPTIONS

- Approve the recommendation as presented.
- Amend the recommendation to add or remove projects.
- Reject the recommendation.



**FINANCIAL IMPLICATION**

There are no financial implications of accepting this recommendation.

**CONCLUSION**

That the six projects that were previously deemed eligible by City Council be approved to receive Official Donation Receipts in 2023.



## CITY OF HUMBOLDT REPORT

**TITLE:** Adjustment, Cancellation and Refund Policy  
**PREPARED BY:** Lori Yaworski, Director of Corporate Services/City Clerk  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** February 27, 2023

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### RECOMMENDATION

That the Adjustment, Cancellation and Refund Policy, as attached, be approved and Policy #1060 Cancellation of Accounts be rescinded.

### BACKGROUND

Currently, the City of Humboldt does not have a policy that authorizes administration to make water adjustments, refund overcharges, rebates or the cancellation of accounts receivable over \$200.00. Any errors or miscalculations have been handled on a case by case basis. If the error was smaller in nature; there was an agreement reached between administration and the customer. The agreement was discussed with the City Manager and the adjustment was made to the account or a refund was issued. Typically, the City has taken the stance that it will make adjustments or refunds for the last 12 months and nothing further. However, if a customer is not satisfied with that arrangement; they have been directed to approach City Council with their complaint to request further adjustments or refunds.

### CURRENT SITUATION

The City is from time to time faced with customer complaints that there is an error or miscalculation on their utility bill, tax account or other fees which creates an overcharge. Rather than deal with each of these situations on a case by case basis; Council has requested administration draft a policy dealing with write offs, cancellations and refunds. This policy would be beneficial to provide guidance, consistency and transparency when dealing with overcharges on utility & tax accounts and other receivables.

The Finance Manager, Director of Public Works and the City Clerk reached out to their colleagues from other Saskatchewan Urban Municipalities to get feedback how other cities dealt with errors and miscalculation in their various receivable accounts. The city's responses varied with a one to two year time period to address overcharging and provide the adjustment, cancellation, or refund. Many of the cities revert to the Cities Act of the one-year timeframe for simplicity and transparency.

The Director of Corporate Services contacted the City Solicitor for direction to ensure that this policy meets the City's obligation to provide an adjustment, cancellation, or refund. *The Limitation Act (Saskatchewan)* provides a general two year limitation period from the time a claim is discovered. However, the Cities Act precludes any doctrine of discoverability, a city is not liable after one-year of the "event" or "loss", irrespective of when anyone discovered the event.

#### Limitation of action

307(1) Notwithstanding *The Limitations Act*, no action is to be brought against a city for the recovery of damages after the expiration of one year from the time when damages were sustained, and no action is to be continued unless service of the statement of claim is made within that one-year period.

The City Clerk has drafted the Adjustment, Cancellation and Refund policy with the recommendation that the City of Humboldt revert to the Cities Act with the limitation of the one year time frame for any request for adjustment, cancellation or refund of miscalculation or overcharges of any receivable.

#### **OPTIONS**

1. Approve the recommendation.
2. Reject the proposed policy and direct Administration to modify or change the proposed Adjustment, Cancellation and Refund Policy.

#### **ATTACHMENTS**

- Adjustment, Cancellation and Refund Policy – Draft
- Policy #1060 Cancellation of Accounts
- 

#### **COMMUNICATION AND ENGAGEMENT**

No external communications or engagement required.



**FINANCIAL IMPLICATION**

The adoption of this policy would not anticipate having any significant financial impact, any adjustments, cancellations or refunds would be limited to a liability of one year.

**CONCLUSION:**

The City has received complaints from property owners regarding overcharges or miscalculations in utility billing, taxation and assessment and other receivables; in the past they have been handled on a case by cases basis. The purpose of this policy is to provide direction and authorization for addressing errors which create overcharges in utility billing, taxation and other receivables.

Policy Title:		Adopted By:	Policy Number:
<b>Adjustment, Cancellation &amp; Refund Policy</b>			
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
<b>Corporate Services</b>	<b>City of Humboldt</b>		<b>1 of 3</b>
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
<b>Executive Committee</b>			

**1.0 Purpose:**

This policy provides direction and authorization for addressing errors in utility billing, taxation, and other receivables.

**2.0 Definitions:**

- 2.1** “City” refers to the City of Humboldt.
- 2.2** “Council” refers to City Council for the City of Humboldt.
- 2.3** “Customer” refers to the end users of the water and sewer utility, the property owner, an individual that buys good and services.
- 2.4** “Receivable” money that is owed to the City for services or products provided to a customer.
- 2.5** “Damages” the monetary compensation that is claimed by a person who has been injured or suffered a loss because of the wrongful conduct of another party.
- 2.6** “Limitation Period” sets a deadline to commence a claim or court action.
- 2.7** “Date of Occurrence” the latest point of time when the loss or damage occurred and was reported to the City.

**3.0 Policy:**

- 3.1** All processes will abide by legislation set out in:
  - 3.1.a** The Cities Act; Section 307 (1)  
Limitation of action  
**307(1)** Notwithstanding *The Limitation Act*, no action is to be brought against a city for the recovery of damages after the expiration of one year from the time when the damages were sustained, and no action is to be continued unless service of the statement of claim is made with that one- year period.
  - 3.1.b** Related City Policies – Policy #10000 Uniplex Rental and Rate Policy

Policy Title:		Adopted By:	Policy Number:	
<b>Adjustment, Cancellation &amp; Refund Policy</b>				
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
<b>Corporate Services</b>	<b>City of Humboldt</b>		<b>2 of 3</b>	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
<b>Executive Committee</b>				

**3.2 Utility Billing Adjustments:**

The City Manager and/or designate are authorized to adjust utility bills within the following parameters:

- 3.2.a** When, due to an error on the part of the City, a utility bill is found to be inaccurate and resulted in over-billing, the correcting adjustment will be calculated back twelve months from the date of occurrence.
- 3.2.b** In the case of any unauthorized water consumption, unmetered wastage, or tampering with a meter or metering equipment, the City will take actions pursuant to the appropriate Bylaws and Legislation to recover the lost utility revenue as well as fines where applicable.
- 3.2.c** When, due to water leakage within a customer’s building, an unusually large amount of water has flowed through the meter, and the City is satisfied that the source of the leakage has been remedied, City Administration is authorized to calculate a “one-time” adjustment to reduce the bill down to the City’s cost for the water that went through the meter.

**3.3 Taxation Adjustments:**

- 3.3.a** The Cities Act Section 244 (1) provides council the discretion to cancel or reduce. tax arrears, cancel or refund all or part of a tax and defer the collection of a tax within any year..
- 3.3.b** When, due to an error on the part of the City, a tax bill has been found to be inaccurate and resulted in over-billing a customer, and the error is unrelated to errors in Assessment and Assessment appeals, the correcting adjustment will apply only to the current calendar year.

**3.3 Other Receivables**

When, due to an error on the part of the City, any other receivable that has been found to be inaccurate and resulted in over-billing a customer the city will be adjusted or refunded within the limitation period of one year from the date of occurrence.



Policy Title:		Adopted By:	Policy Number:	
<b>Adjustment, Cancellation &amp; Refund Policy</b>				
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
<b>Corporate Services</b>	<b>City of Humboldt</b>		<b>3 of 3</b>	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
<b>Executive Committee</b>				

**4.0 Responsibilities**

**4.1 City Council**

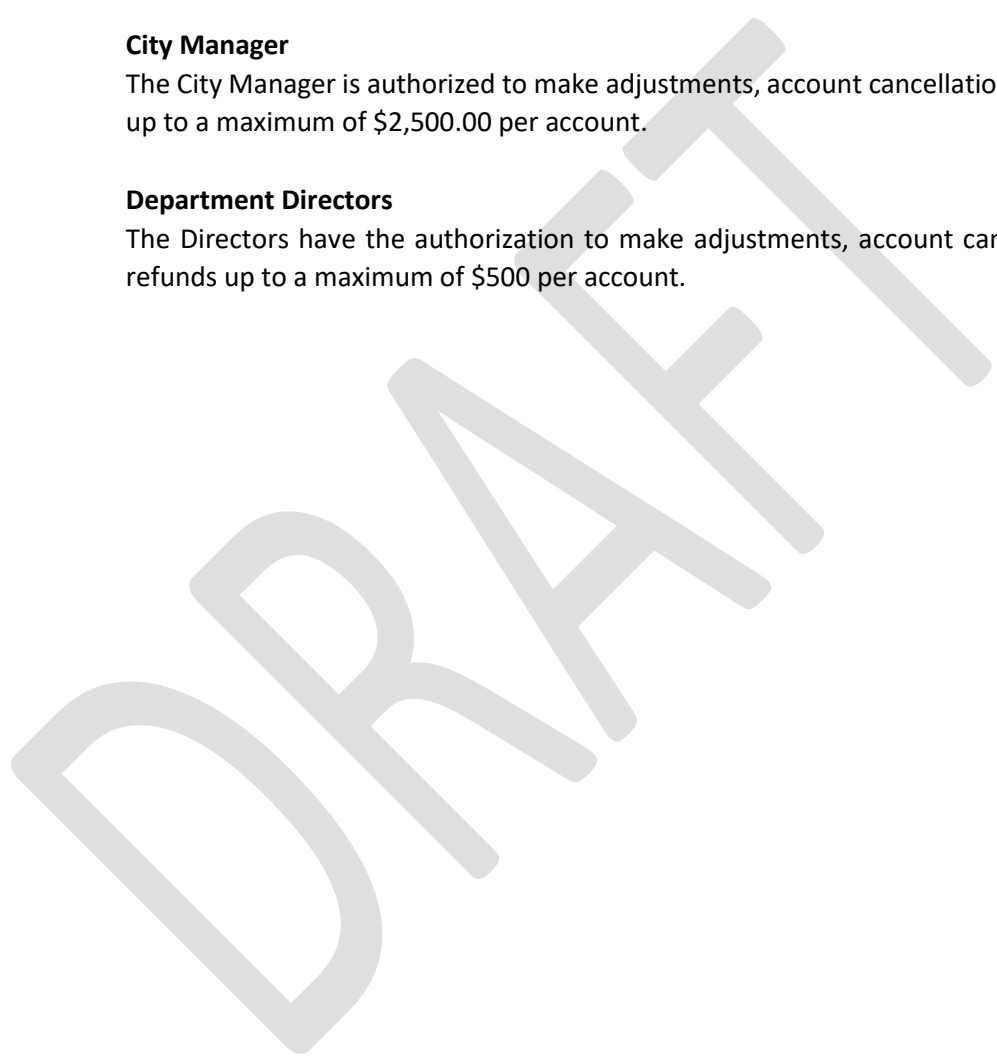
City Council is responsible for approving any adjustment that exceeds \$2,500 per account.

**City Manager**

The City Manager is authorized to make adjustments, account cancellations, and refunds up to a maximum of \$2,500.00 per account.

**Department Directors**

The Directors have the authorization to make adjustments, account cancellations, and refunds up to a maximum of \$500 per account.



## **CANCELLATION OF ACCOUNTS**

The City Manager shall be authorized to cancel Accounts Receivable and interest accrued on Accounts Receivable as follows:

1. Accounts erroneously billed regardless of amount or nature.
2. Outstanding Accounts Receivable to a maximum amount of \$200.00 per account.

INITIATED BY COUNCIL JUNE 25, 1985  
REVISED BY ADMINISTRATION NOVEMBER 28, 1995  
REVISED BY COUNCIL November 7, 2000

## CITY OF HUMBOLDT REPORT

**TITLE:** Discretionary Use Report - Liquor Store  
**2435 Westwood Dr.**

**PREPARED BY:** Mike Kwasnica, Director of Protective Services.  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** Feb 27, 2023

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### RECOMMENDATION

That Council approve the Discretionary Use Application to allow for the construction and operation of the proposed *liquor store*, at 2435 Westwood Dr., legally described as Block J Plan 102088885 subject to the applicant obtaining a Development Permit and all other relevant permits and licenses from the Saskatchewan Liquor and Gaming Authority.

### BACKGROUND

The City of Humboldt has received a discretionary use application from Humboldt Cooperative Association (Humboldt Coop) to construct a **Liquor Store** at 2435 Westwood Dr.; legally described as Block J Plan 102088885.

Private liquor stores are regulated by the Saskatchewan Liquor and Gaming Authority (SLGA) within the province.

S.3.10.3 of the Zoning Bylaw 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 currently zoned C2, where liquor stores are considered a discretionary use in the City's Zoning Bylaw. The floor area of the proposed liquor store is approximately 4400ft<sup>2</sup>.

## **OPTIONS**

As with any Discretionary Use Application, Council will be able to approve, deny or approve the application with further development standards.

## **ATTACHMENTS**

- Map 1 Location
- Map 2 Site Plan
- Conceptual Drawings

## **COMMUNICATION AND ENGAGEMENT**

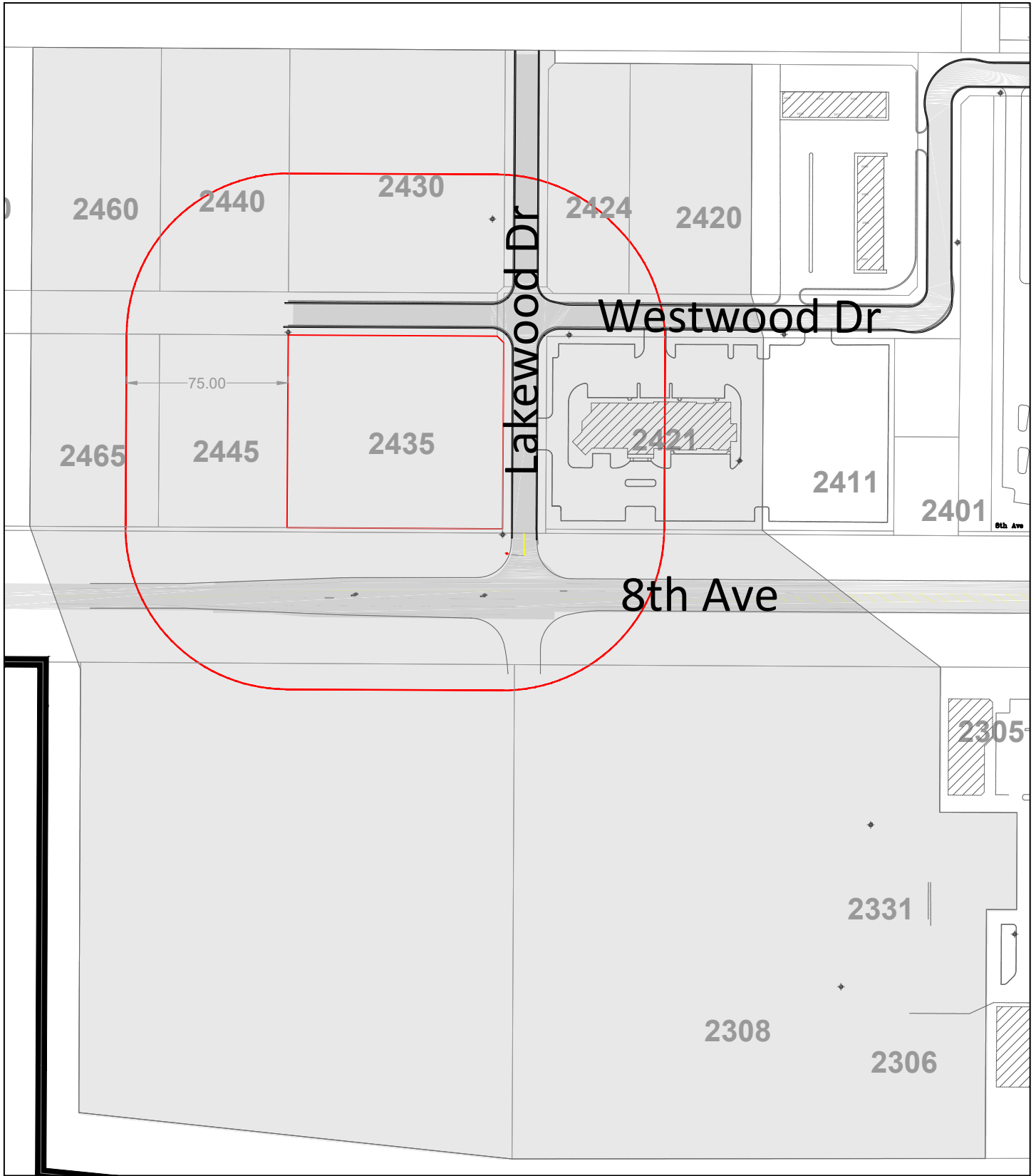
Landowners within 75 meters of the subject property have been advised of this application and the related public hearing for February 27, 2023.

## **FINANCIAL IMPLICATION**

N/A

## **CONCLUSION**

The proposed development meets all the relevant provisions of the Zoning Bylaw including parking requirements, signage, and landscaping. The proposal is unlikely to have any negative impacts on surround land uses.



Notes:

- 75m Setback in Red from 2435 Westwood Dr





**HUMBOLDT CO-OP**  
**HUMBOLDT - LIQUOR STORE**

**FEDERATED CO-OPERATIVES LIMITED**

**LIST OF DRAWINGS:**

DRAWING #	SHEET NAME
101.1	EXISTING SITE PLAN
101.4	PROPOSED SITE PLAN

**FINAL FLOOR PLAN APPROVAL:**

**DATE:**

\_\_\_\_\_  
Retail General Manager

\_\_\_\_\_  
Region Commodity Manager

\_\_\_\_\_  
HO Commodity Manager

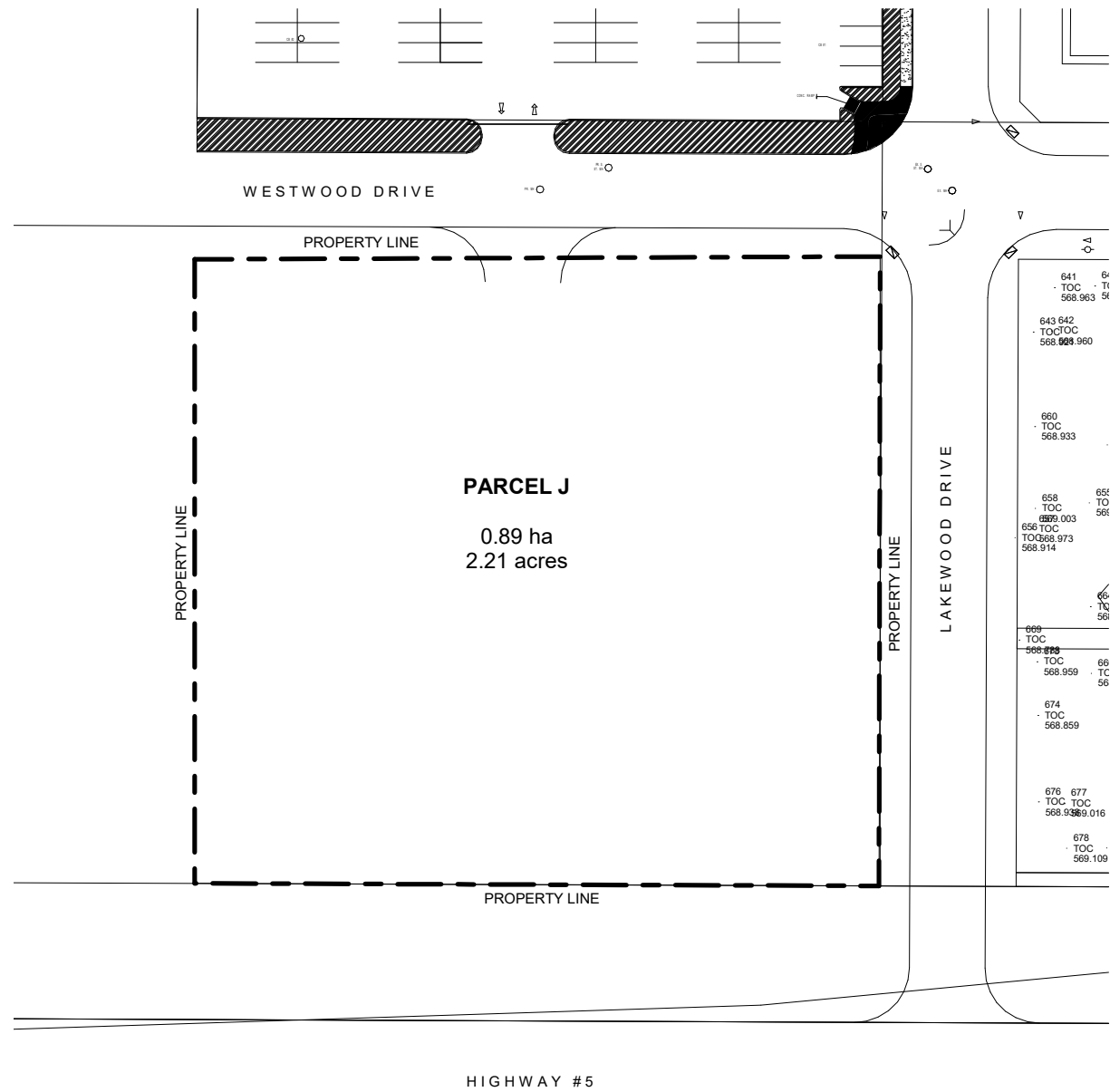
\_\_\_\_\_  
Project Manager

**CHECKED BY:**

**REV:**



FEDERATED CO-OPERATIVES LIMITED



**NOTES:**

1. TOPOGRAPHY, UTILITY AND BOUNDARY SURVEY INFORMATION SHOWN ON THIS DRAWING WAS COMPLETED AND PROVIDED BY [SURVEY COMPANY NAME] ON [DATE SURVEYED] - THEIR FILE # [FILE NO.] / OR / THIS SITE PLAN IS NOT A LEGAL OR TOPOGRAPHICAL SURVEY.
2. SETBACKS  
HIGHWAY:  
FROM CENTERLINE: ?m  
APPROACH: ?m  
SITE TRIANGLE: ?m  
  
CIVIC:  
FRONT YARD ?m  
SIDE YARD ?m  
REAR YARD ?m
3. ALL SITE PLAN DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
4. DO NOT SCALE DRAWINGS OR USE THESE DRAWINGS FOR CONSTRUCTION.
5. ANY ERRORS OR OMISSIONS ON CONSTRUCTION DRAWINGS MUST BE REPORTED TO THE CONSTRUCTION SUPERVISOR IMMEDIATELY.
6. CONTRACTORS TO CONFIRM LOCATION OF ALL FACILITIES AND UTILITIES (ABOVE AND BELOW GROUND) PRIOR TO COMMENCING CONSTRUCTION.

**GENERAL NOTES:**

1. INSTALLATION OF TANKS, LINES, & VENTS MUST CONFORM TO THE LATEST EDITION OF THE NFC, AND ALL APPLICABLE PROVINCIAL AND MUNICIPAL CODES / BYLAWS
2. TANK INSTALLATION TO BE APPROVED BY INSTALLERS
3. CONTRACTOR TO REFER TO ALL PERTINENT PETROLEUM FACILITIES STANDARD DRAWINGS

**LEGEND**

PROPERTY PIN.....	◆
PROPERTY LINE.....	— — — — —
SETBACK.....	— — — — —
ROAD CURBING.....	— — — — —
ROADWAY CENTERLINE.....	— — — — —
ROADWAY EDGE.....	— — — — —
POWER POLE.....	●
OVERHEAD POWER.....	— — — — —
UG POWER.....	— — — — —
UG TELEPHONE.....	— — — — —
STREET LIGHT.....	⊙
CATCH BASIN.....	⊞
STORM SEWER.....	— — — — —
MANHOLE.....	⊗
SANITARY SEWER.....	— — — — —
FIRE HYDRANT.....	◆
WATER VALVE.....	⊕
WATER LINE.....	— — — — —
NATURAL GAS.....	— — — — —
CONTOUR MAJOR.....	— — — — —
CONTOUR MINOR.....	— — — — —
TOP OF DITCH.....	— — — — —
BOTTOM OF DITCH.....	— — — — —

**NOTES:**

1. ALL DIMENSIONS IN MILLIMETERS, UNLESS OTHERWISE NOTED.
2. THIS DRAWING IS FOR REFERENCE ONLY; ALL DIMENSIONS SHALL BE CONFIRMED, ON SITE, BY THE ARCHITECT BEFORE COMMENCING WORK OR ORDERING MATERIALS.
3. CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA.

**REVISION SCHEDULE**

REV #	DATE	LOCATION

PROJ. # 22253

DATE 22 DECEMBER 2022

DRAWN JSR

RETAIL: HUMBOLDT CO-OP

FACILITY: LIQUOR STORE

**LOCATION**

LOT(S)  
BLOCK(S)  
PLAN  
LEGAL DESC.  
CIVIC ADD.  
CITY  
PROVINCE

SHEET EXISTING SITE PLAN

**CONCEPTUAL DRAWING**

**NOT FOR CONSTRUCTION**

DWG. # 101.1

REV.

1 EXISTING SITE PLAN  
1 : 1000



FEDERATED CO-OPERATIVES LIMITED

**ZONING INFORMATION =C2**

**PARKING STATISTICS:**

LIQUOR STORE = 372m<sup>2</sup> = 1 STALL/50m<sup>2</sup> = 8 STALLS

REQUIRED PARKING STALLS = 26 STALLS  
 PROPOSED PARKING STALLS = 93 STALLS

**NOTES:**

- TOPOGRAPHY, UTILITY AND BOUNDARY SURVEY INFORMATION SHOWN ON THIS DRAWING WAS COMPLETED AND PROVIDED BY [SURVEY COMPANY NAME] ON [DATE SURVEYED] - THEIR FILE # [FILE NO.] / **OR** / THIS SITE PLAN IS NOT A LEGAL OR TOPOGRAPHICAL SURVEY.
- SETBACKS  
 HIGHWAY:  
 FROM CENTERLINE: ?m  
 APPROACH: ?m  
 SITE TRIANGLE: ?m  
  
 CIVIC:  
 FRONT YARD ?m  
 SIDE YARD ?m  
 REAR YARD ?m
- ALL SITE PLAN DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
- DO NOT SCALE DRAWINGS OR USE THESE DRAWINGS FOR CONSTRUCTION.
- ANY ERRORS OR OMISSIONS ON CONSTRUCTION DRAWINGS MUST BE REPORTED TO THE CONSTRUCTION SUPERVISOR IMMEDIATELY.
- CONTRACTORS TO CONFIRM LOCATION OF ALL FACILITIES AND UTILITIES (ABOVE AND BELOW GROUND) PRIOR TO COMMENCING CONSTRUCTION.

**GENERAL NOTES:**

- INSTALLATION OF TANKS, LINES, & VENTS MUST CONFORM TO THE LATEST EDITION OF THE NFC, AND ALL APPLICABLE PROVINCIAL AND MUNICIPAL CODES / BYLAWS
- TANK INSTALLATION TO BE APPROVED BY INSTALLERS
- CONTRACTOR TO REFER TO ALL PERTINENT PETROLEUM FACILITIES STANDARD DRAWINGS

**LEGEND**

PROPERTY PIN.....	◆
PROPERTY LINE.....	— — — — —
SETBACK.....	— — — — —
ROAD CURBING.....	— — — — —
ROADWAY CENTERLINE.....	— — — — —
ROADWAY EDGE.....	— — — — —
POWER POLE.....	●
OVERHEAD POWER.....	— — — — —
UG POWER.....	— — — — —
UG TELEPHONE.....	— — — — —
STREET LIGHT.....	☼
CATCH BASIN.....	■
STORM SEWER.....	— — — — —
MANHOLE.....	⊗
SANITARY SEWER.....	— — — — —
FIRE HYDRANT.....	◆
WATER VALVE.....	⊕
WATER LINE.....	— — — — —
NATURAL GAS.....	— — — — —
CONTOUR MAJOR.....	— — — — —
CONTOUR MINOR.....	— — — — —
TOP OF DITCH.....	— — — — —
BOTTOM OF DITCH.....	— — — — —

**NOTES:**

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- CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA.

**REVISION SCHEDULE**

REV #	DATE	LOCATION

PROJ. # 22253

DATE 22 DECEMBER 2022

DRAWN JSR

RETAIL: HUMBOLDT CO-OP

FACILITY: LIQUOR STORE

**LOCATION**

LOT(S)

BLOCK(S)

PLAN

LEGAL DESC.

CIVIC ADD.

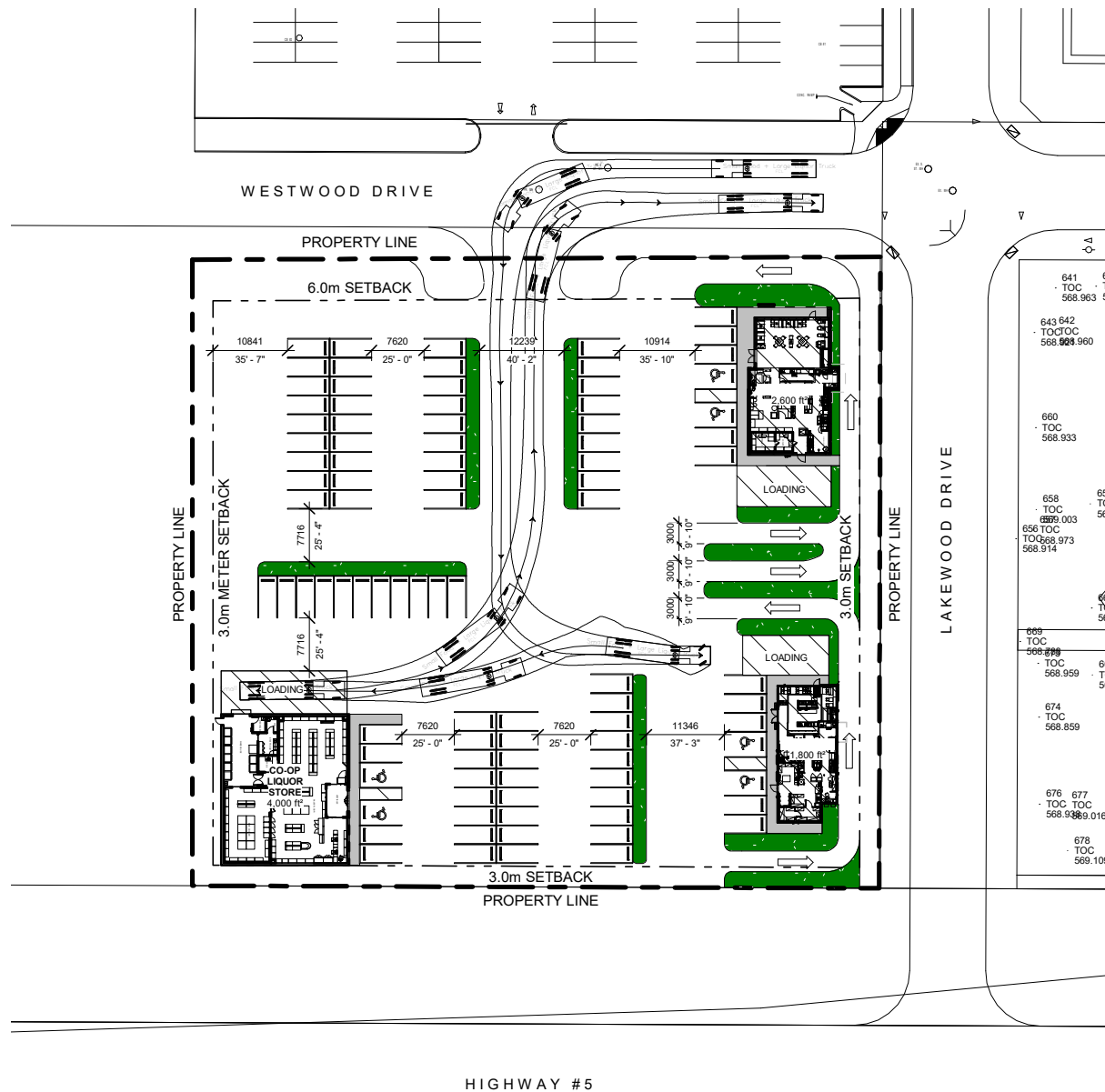
CITY

PROVINCE

SHEET PROPOSED SITE PLAN

DWG. # 101.4

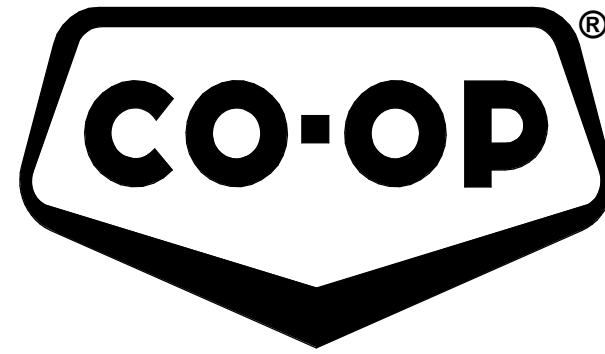
REV.



**1 PROPOSED SITE PLAN**  
 1 : 1000

**CONCEPTUAL DRAWING**  
 NOT FOR CONSTRUCTION





**HUMBOLDT CO-OP**  
**HUMBOLDT - LIQUOR STORE**



**FEDERATED CO-OPERATIVES LIMITED**

LIST OF DRAWINGS:

DRAWING #	SHEET NAME
104.2	PROPOSED FLOOR PLAN
401.1	EXTERIOR ELEVATIONS
401.2	EXTERIOR ELEVATIONS

FINAL FLOOR PLAN APPROVAL:

DATE:

\_\_\_\_\_  
Retail General Manager

\_\_\_\_\_  
Region Commodity Manager

\_\_\_\_\_  
HO Commodity Manager

\_\_\_\_\_  
Project Manager

**CHECKED BY:** Checker

**REV:**

**A**



FEDERATED CO-OPERATIVES LIMITED

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  3. CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA.

**REVISION SCHEDULE**

REV #	DATE	LOCATION

PROJ. # 22253

DATE 14 JANUARY 2023

DRAWN ELM

RETAIL: HUMBOLDT CO-OP

FACILITY: LIQUOR STORE

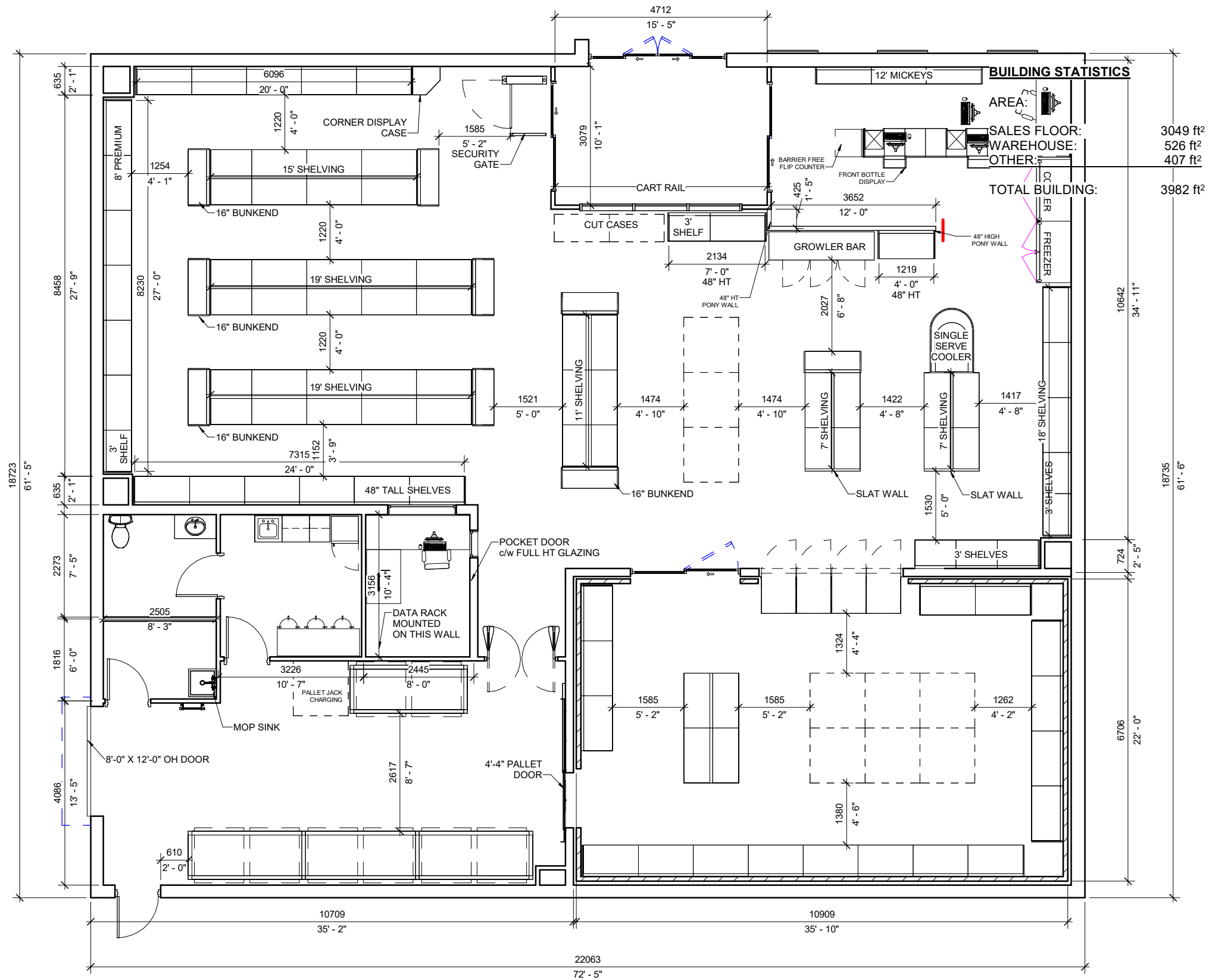
**LOCATION**

LOT(S)  
 BLOCK(S)  
 PLAN  
 LEGAL DESC.  
 CIVIC ADD.  
 CITY HUMBOLDT  
 PROVINCE SASKATCHEWAN

SHEET PROPOSED FLOOR PLAN

DWG. # 104.2

REV. A



**BUILDING STATISTICS**

AREA:	
SALES FLOOR:	3049 ft <sup>2</sup>
WAREHOUSE:	526 ft <sup>2</sup>
OTHER:	407 ft <sup>2</sup>
<b>TOTAL BUILDING:</b>	<b>3982 ft<sup>2</sup></b>



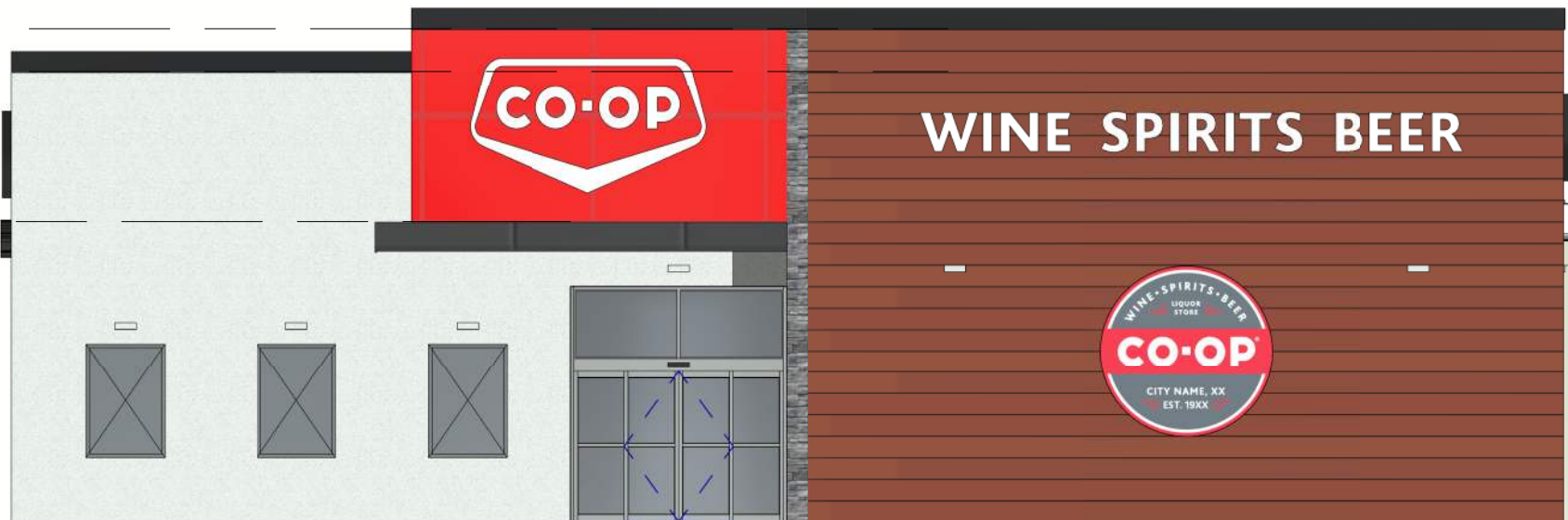
**1 PROPOSED FLOOR PLAN**  
1 : 100

**CONCEPTUAL DRAWING**  
NOT FOR CONSTRUCTION

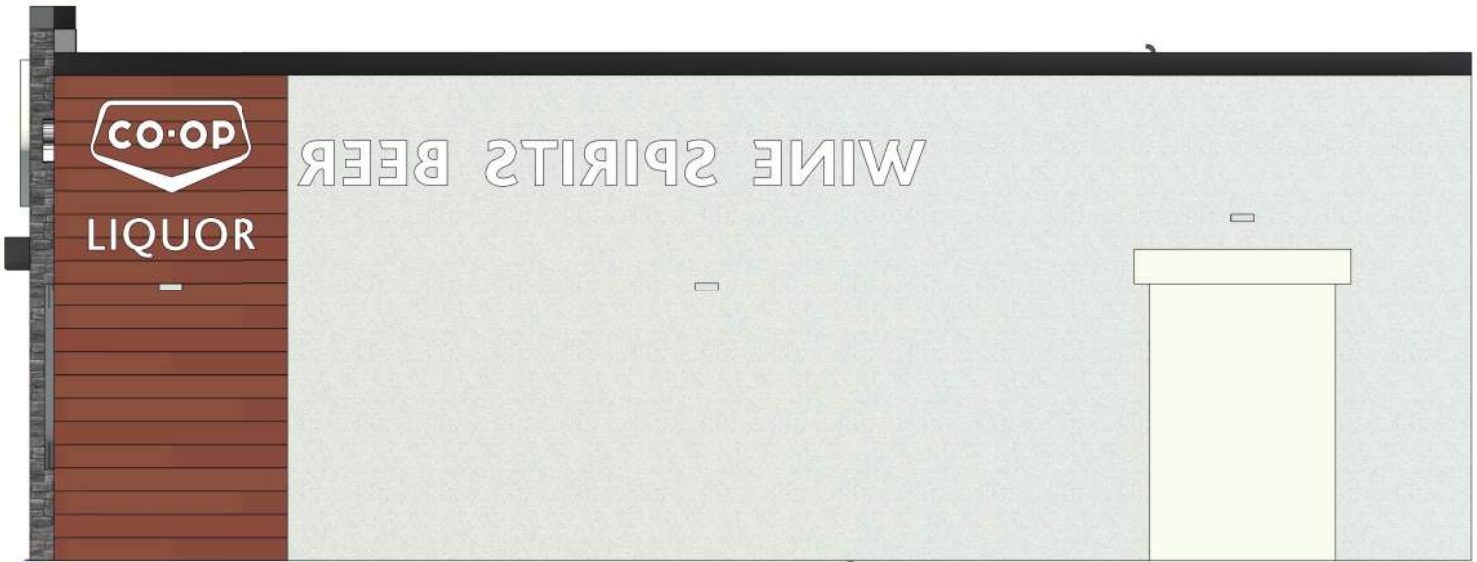
T/O UPPER PARAPET  
7010  
T/O PARAPET  
6401

T/O CANOPY  
4267

T/O FLOOR  
0



1 EXTERIOR ELEVATION - NORTH  
1 : 100



2 EXTERIOR ELEVATION - EAST  
1 : 100

EXTERIOR FINISH LEGEND				
LABEL	DESCRIPTION	MANUFACTURER	PRODUCT	COLOUR
A1	ALUMINUM COMPOSITE METAL PANELS	ARCONIC / 3A COMPOSITES	REYNOBOND / ALUCABOND	EASTMAN RED / PATRIOT RED
A2	ALUMINUM COMPOSITE METAL PANELS	ARCONIC / 3A COMPOSITES	REYNOBOND / ALUCABOND	PROGRAM BLACK / TRI-CORN BLACK
M1	HORIZONTAL METAL CLADDING	VICWEST / WESTMAN STEEL	AD300-R / WS300 with V GROOVE	DARK CEDAR WOODGRAIN / FRONTIER ESPRESSO
S1	STUCCO	ADEX	PEBBLED MONACO	TITANIUM 410B
SM1	SPLIT FACE BRICK	GREAT LAKES	FUSION STONE	CARBON

**CONCEPTUAL DRAWING**  
*NOT FOR CONSTRUCTION*



FEDERATED CO-OPERATIVES LIMITED

- NOTES:**
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  3. CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA.

REVISION SCHEDULE		
REV #	DATE	LOCATION

PROJ. # 22253

DATE 14 JANUARY 2023

DRAWN ELO

RETAIL: HUMBOLDT CO-OP

FACILITY: LIQUOR STORE

**LOCATION**  
LOT(S)  
BLOCK(S)  
PLAN  
LEGAL DESC.  
CIVIC ADD.  
CITY HUMBOLDT  
PROVINCE SASKATCHEWAN

SHEET EXTERIOR ELEVATIONS

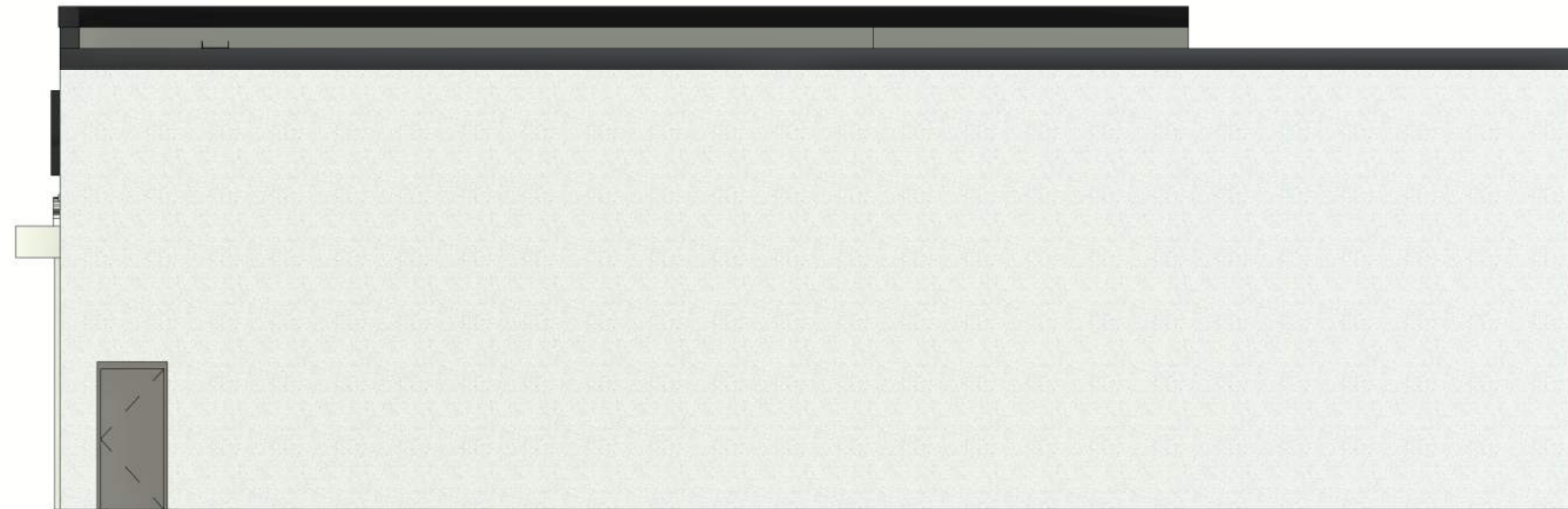
DWG. # 401.1 REV. A



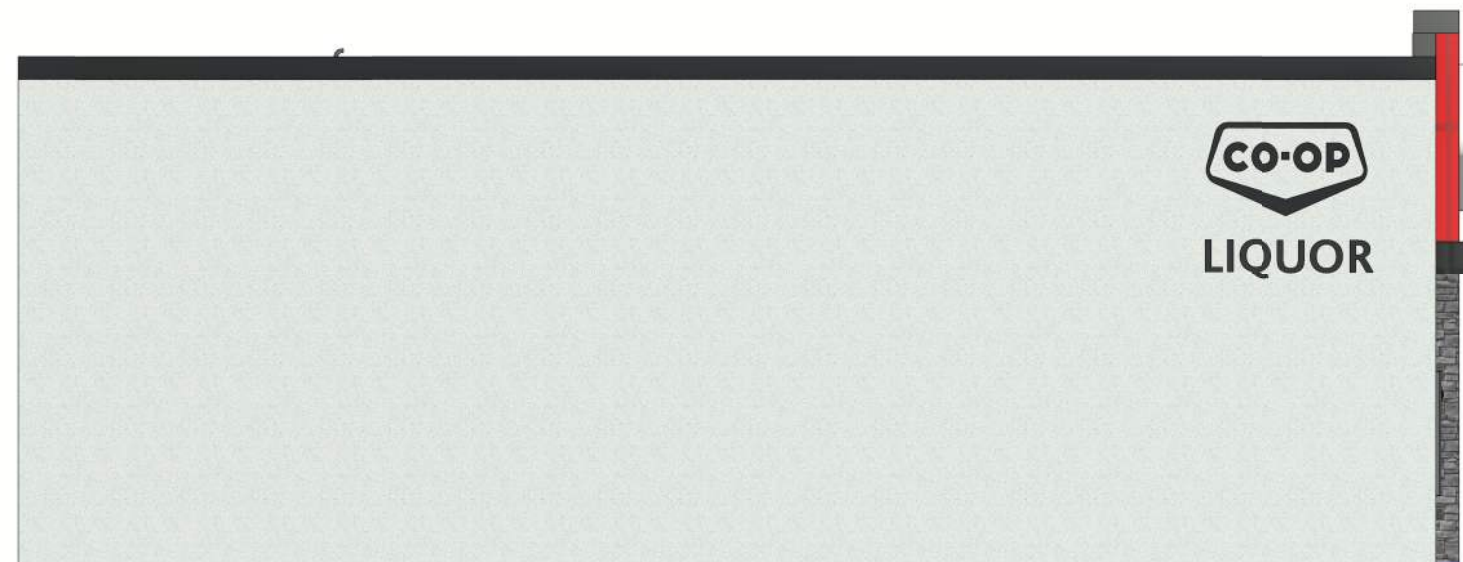
FEDERATED CO-OPERATIVES LIMITED

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**1** EXTERIOR ELEVATION - SOUTH  
1 : 100



**2** EXTERIOR ELEVATION - WEST  
1 : 100

**REVISION SCHEDULE**

REV #	DATE	LOCATION

**PROJ. #** 22253

**DATE** 14 JANUARY 2023

**DRAWN** ELO

**RETAIL:** HUMBOLDT CO-OP

**FACILITY:** LIQUOR STORE

**LOCATION**

LOT(S)  
BLOCK(S)  
PLAN  
LEGAL DESC.  
CIVIC ADD.  
CITY HUMBOLDT  
PROVINCE SASKATCHEWAN

**SHEET** EXTERIOR ELEVATIONS

**DWG. #** 401.2

**REV. A**

EXTERIOR FINISH LEGEND

LABEL	DESCRIPTION	MANUFACTURER	PRODUCT	COLOUR
A1	ALUMINUM COMPOSITE METAL PANELS	ARCONIC / 3A COMPOSITES	REYNOBOND / ALUCABOND	EASTMAN RED / PATRIOT RED
A2	ALUMINUM COMPOSITE METAL PANELS	ARCONIC / 3A COMPOSITES	REYNOBOND / ALUCABOND	PROGRAM BLACK / TRI-CORN BLACK
M1	HORIZONTAL METAL CLADDING	VICWEST / WESTMAN STEEL	AD300-R / WS300 with V GROOVE	DARK CEDAR WOODGRAIN / FRONTIER ESPRESSO
S1	STUCCO	ADEX	PEBBLED MONACO	TITANIUM 410B
SM1	SPLIT FACE BRICK	GREAT LAKES	FUSION STONE	CARBON

**CONCEPTUAL DRAWING**

**NOT FOR CONSTRUCTION**



## CITY OF HUMBOLDT REPORT

**TITLE:** Sasktel- Phone and Network Refresh  
**PREPARED BY:** Lori Yaworski, Director of Corporate Services/City Clerk  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** February 27, 2023

---

### RECOMMENDATION

That the City Clerk be authorized to sign a five-year service agreement for phone and network services with SaskTel.

### BACKGROUND

The City of Humboldt's VOIP (Voice over Internet Protocol) telephone system was purchased from KSP Technology in 2013 as a capital purchase of \$33,000.00 which included a 1 year warranty providing technical time for diagnostic and testing and system updates. It also included nightly backups, 8-hour response time on warranty calls, and remote response during the 8:00 a.m. to 5:00 p.m. business hours. Any user changes and system customization changes were not included and subject to standard labour rates.

The VoIP telephone system uses technology that converts calls into digital signals and sends them over the internet. The benefit of this system is the elimination of landlines, and the phones are plug and play and could be placed anywhere as long as there is a connection to the internet. VoIP phone services are cheaper and rely on the internet to operate.

### CURRENT SITUATION

The current VoIP system is almost 10 year old and KSP is no longer able to provide upgrades for the current phones. The annual maintenance plan continues to increase with limited support as the majority of the assistance is subject to standard labour rates. The 2022 VoIP maintenance fee was \$7,830.00 plus another \$3700.00 is support expenses for user and system changes. The phone system requires internet; and our current internet provider is SaskTel. With two separate companies it increases the complexity and cost of determining the cause of a phone issue and which company to call to repair.

The Director contacted SaskTel to inquire about City facilities access to fibre and was informed that the city is eligible for a Corporate plan. SaskTel has provided information on a new VoIP phone system and the cost of internet included in a Corporate five-year agreement. SaskTel's agreement is offering to provide free of charge a new VoIP phone system which includes 41 phones, 24-7 priority support, cloud-based phone back-up, and free fibre installation. The agreement would also include better internet service with infiNET and until fibre is available in the spring, reduced fees for temporary access equipment.

## **OPTIONS**

1. Approve the recommendation.
2. Reject the recommendation and continue to use KSP technology for the telephone system and support.

## **ATTACHMENTS**

None

## **COMMUNICATION AND ENGAGEMENT**

No external communications or engagement required.

## **FINANCIAL IMPLICATION**

The proposed SaskTel – Phone and Network Refresh – five year agreement would provide a new VoIP phone system and cost savings for the City's telephone (which includes internet) budget. The agreement with SaskTel would eliminate the annual maintenance and support service charges from KSP Technologies which is approximately \$12,000 annually.

## **CONCLUSION**

The authorization to sign a five-year phone and network agreement with SaskTel will eliminate the need for two separate providers for our phone and internet services. The agreement will provide a new VoIP telephone system, cloud-based back-ups, infiNET connectivity and a single support provider for both the phone system and internet service. The proposed SaskTel – Phone and Network Refresh agreement would be a cost saving for the city's telephone budget.



## 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 27<sup>th</sup>, 2023

---

### 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 *The Melfort Journal* 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 Land Registry.

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 Land Registry, 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 Land Registry. 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 \$187,025.82. 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 doesn't 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 23RD, 2023

Date: February 27th, 2023 (Section 3(1) of the Tax Enforcement Act)

Roll Number	Legal				Title	Total Arrears
	Lot	Block	Plan	Unit / Other		
48511135001	27	306	101925121			\$ 5,633.26
48511230001	3	307	102010307			\$ 1,251.49
49490570001	17	85	75H08695			\$ 768.86
49490935001	2	98	79H00113			\$ 2,641.40
49491085001	19	99	79H00113			\$ 3,438.70
49491925001	31	104	86H09891			\$ 3,700.18
49492205001		K	77H11765			\$ 44,743.69
49493155001	30	106	98H07224			\$ 3,664.34
49500185001	7,8	12	G247			\$ 2,023.49
49500275001	B & 15-16	11	G247			\$ 7,043.07
49500370001	3	89	69H04271			\$ 640.16
49500480001	18	83	66H04918			\$ 621.19
49501120001	50	10	99H00626			\$ 3,365.96
49501415001	10	95	79H00113			\$ 2,615.42
49502010001	17	20	59H08595			\$ 3,150.56
49502550001	32	19	99H00626			\$ 2,725.48
49502690001	23	18	99H00626			\$ 616.59
49503070001	40-41	17	99H00626			\$ 1,557.86
49504240001	51	6	99H00626			\$ 2,262.13
49510730001	5	79	62H05650			\$ 887.44
49510840001	14	81	64H05159			\$ 3,376.17
49510870001	20-21	81	64H05159			\$ 3,892.97
49510880001	22	81	64H05159			\$ 1,200.00
49511345001		13	G112			\$ 1,459.56
50490880001	10	90	86H08909			\$ 5,954.64
50500175001	14	45	D182			\$ 2,260.11
50500415001	21	44	99H01872			\$ 508.21
50500440001	18	49	D182			\$ 1,748.75
50501015001	15	14	F3466			\$ 1,365.93
50501110001	8	21	G345			\$ 700.77
50501260501			84H00888	5		\$ 505.00
50501260901			84H00888	9		\$ 2,012.28
50501590001	24	22	99H01872			\$ 4,851.50
50502105001	34	10	99H04824			\$ 2,529.99
50502840001	4	36	G345			\$ 1,332.45
50510215001	5	7	F3466			\$ 3,681.59
50510340001	20	24	F4747			\$ 2,086.34
50510360001	16	24	F4747			\$ 1,549.42
50510786001	5	28	98H01832			\$ 2,713.77

50510800001	8	28	F4747			\$ 2,511.01
50510885001	19	26	F4747			\$ 874.85
50510915001	13	26	G345			\$ 2,083.88
50511300001	11, 12, 13	5	G267			\$ 2,315.39
50511410001	11,12,13	4	G267			\$ 2,355.63
50511705001	21-23	4	G267			\$ 859.38
50512295001	23	32	F4747			\$ 1,739.87
50512420001	18	12	F3466			\$ 569.71
50512650001	18	29	F4747			\$ 2,114.18
50512825001	8	29	F4747			\$ 1,689.30
50513605001	1	81	78H06581			\$ 6,960.12
50520750001		A	D247			\$ 2,032.84
51500075001	5	58	D182			\$ 1,273.04
51500395001	10	55	76H01747			\$ 1,658.51
51500880001		X	62H05144			\$ 2,031.81
51501955001		Q	101954886			\$ 6,622.95
51510115001	13	79	75H11474			\$ 3,228.50
51510250001	10,-15	8	C190			\$ 563.04
51510306001	AA	9	102071258			\$ 627.92
51510855001	2	9	83H10561			\$ 3,446.93
51512180001	15	91	101988029			\$ 4,386.24

SEAL

Submitted to the head of the council this 27th day of February, 2023

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Donna Simpson - City Assessor



## CITY OF HUMBOLDT REPORT

**TITLE:** Humboldt Downtown BID – Request for Street Closures in 2022  
**PREPARED BY:** Lori Yaworski, Director of Corporate Services/City Clerk  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Executive Committee  
**DATE:** February 27, 2023

---

### RECOMMENDATION

That Council approve the request by the Humboldt Downtown Business Improvement District for multiple street closures in 2023.

- June 15, 2023, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive. Please see the attached map Street Closure 1.
- July 20, 2023, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive. Please see the attached map Street Closure 1.
- August 16, 2023, Sixth Avenue from Main Street east to 7<sup>th</sup> Street. The hours of closure would be from 8AM to 8PM. Please see attached map Street Closure Streetfest.
- September 7, 2023, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive. Please see the attached map Street Closure 1.

### BACKGROUND

Pursuant to the City of Humboldt's Policy #4510, requests for a street blockaded are to be presented at a Regular Council meeting for approval. Prior to the request being brought to Council, the City Clerk will consult with the other City departments to ensure that the requested street closures do not conflict with any City maintenance or operations.

## **CURRENT SITUATION**

The Humboldt Downtown Business Improvement District (BID) is working with the community businesses, organizations and the general public to bring vibrant events to the downtown area. The BID is requesting four street closures for events they are planning for the summer of 2023. The three events the BID is planning will feature local musicians, and noon BBQ fundraisers for local community organizations, with family orientated activities and then the fourth will be Streetfest an evening event.

The City Clerk confirmed with the department heads that the requested street closures will have no impact or conflict with any city operations.

## **OPTIONS**

1. Approve the recommendation.
2. Reject the recommendation and not allow the street closures.

## **COMMUNICATION AND ENGAGEMENT**

No external communications or engagement required.

## **ATTACHMENT:**

- The letter from the Humboldt Downtown Bid request for multiple street closure in 2023 including maps.

## **FINANCIAL IMPLICATION**

Any expenses incurred for the Public Works department to drop off and pick up the barricades will be expensed to the organization.

## **CONCLUSION**

The Humboldt Downtown BID has requested for street closures for four events that they have planned for the summer of 2023. With the approval from Council the BID will be able to begin planning their summer events for the downtown area.



January 30, 2023

Mayor and Council  
City of Humboldt

RE: Request for multiple street closures for 2023

Your worship, members of council.

The Humboldt Downtown Business Improvement District is looking forward to another season of working with community businesses, organizations and the general public to bring vibrant events to the downtown. To that end, we are requesting four street closures through the summer of 2023.

Each of the four events we have planned will feature local musicians, performing on the south side of the Humboldt Museum. For three of the events our performers will be asked to perform over the lunch hour, something the BID found was very successful the first two years we have held them and attracted large volumes of people to the downtown and its supporting businesses. The fourth (Streetfest 2023) will be an evening event.

In addition, along with participating partners, we will be hosting a series of BBQs to fundraise for their organization. Our confirmed groups are the Water Tower Committee, the Museum, along with the two other organizations, yet to be determined. In 2022, the addition organizations were the Bill Brecht Park folks along with the Humboldt Scout Troop and the SPCA. It is of interest, that more than \$3,500 was raised for our local non-profit organizations through these events!

As well, at each of the events we will hosting fun, family-oriented experiences to assist in drawing people to the core of the city. The August 16<sup>th</sup> event will once again be a Streetfest Lite, so the request is for a little larger area and longer time period. In 2022, we had numerous vendors attend, along with the 'bouncy castle' that was very well attended. For '23 we will be changing Streetfest Lite '23 to run from 4PM until 9PM. Our requests are:

- June 15, 2023, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive. Please see the attached map Street Closure 1.
- July 20, 2023, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive. Please see the attached map Street Closure 1.
- August 16, 2023, Sixth Avenue from Main Street east to 7<sup>th</sup> Street. The hours of closure would be from 1PM to 10PM. Please see attached map Street Closure Streetfest.
- September 7, 2023, Sixth Avenue from Main Street east to the back alley. The closure would be from 8AM to 2PM inclusive. Please see the attached map Street Closure 1.

...2)

The BID Board of Directors would like to thank you for your attention to this and look forward to hearing from you. Should you have any questions, please don't hesitate to contact us at any time.

Best Regards,

A handwritten signature in black ink, appearing to be 'BF', written in a cursive style.

Brent Fitzpatrick  
Manager, Humboldt Downtown BID

Wages & Benefits

Brickhouse Clothing  
Clothing store

602

Diamonds Of Detroit  
Jewelry store



709

701



6th Ave

6th Ave



Scotiabank

530



Tran's Cafe  
Vietnamese

ain St

The Danish Oven

Wiegers Financial & Benefits

Brickhouse Clothing Clothing store

602

Diamonds Of Detroit Jewelry store

709

701

6th Ave

6th Ave

7 St



Scotiabank

530



Tran's Cafe Vietnamese



Office Experts Office Pro

7 St





## CITY OF HUMBOLDT REPORT

**TITLE:** 5 Year Capital Plan Revision Request  
**PREPARED BY:** Peter Bergquist A.Sc.T; Public Works and Utilities Director  
**REVIEWED BY:** Joe Day; City Manager  
**PREPARED FOR:** City Council  
**DATE:** February 27, 2023

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### RECOMMENDATION

That the 3<sup>rd</sup> Avenue watermain replacement project with an estimated cost of \$592,000 be approved to proceed in 2023, and further,

that the 12<sup>th</sup> Street watermain replacement project with an estimated cost of \$120,000 be approved to proceed in 2023, and further that,

the approval for the 4<sup>th</sup> Avenue roadways project that was previously approved for 2023 be withdrawn and included in the five-year plan as a proposed project for 2024, and further that,

the five-year plan be amended to reflect these changes.

### BACKGROUND

In January 2023, a severe water main break was discovered on 3<sup>rd</sup> Avenue between 12<sup>th</sup> St and 14<sup>th</sup> St. When being repaired, new water breaks surfaced. In total 5 were discovered. This prompted staff to review the water main replacement prioritization list to limit water losses as well as reduce costly and untimely repairs.

At the February 6, 2023, Executive Committee meeting, Administration recommended shifting the 3<sup>rd</sup> Avenue and 12<sup>th</sup> Street projects to 2023 and pushing back the 4<sup>th</sup> Avenue and Leak Monitoring projects to 2024. The Committee expressed a desire to still proceed with the Leak Monitoring Program as early as 2023. This report for Council now retains the leak monitoring program as a 2023 program.

### CURRENT SITUATION

The primary request is for the following projects in the 5 Year Budget be moved from 2024 to 2023 (will be called the 3<sup>rd</sup> Ave project in rest of report):

- 3<sup>rd</sup> Ave – 11<sup>th</sup> St to 16<sup>th</sup> St – Watermains& Road Fill - \$592,000

- 12<sup>th</sup> Street – 3<sup>rd</sup> Ave to 4<sup>th</sup> Ave – Watermains - \$120,000

Then the following projects would be moved from 2023 to 2024:

- 4<sup>th</sup> Avenue from Lane W of 10<sup>th</sup> St to 14<sup>th</sup> St – Roads (BC&A) - \$469,000

Several other costs would be shifted around as well to accommodate the above, which can be seen in the attachments.



3rd Avenue Project

Breaks in recent years have made 3rd Ave the highest ranked for replacement. The sections noted have a combined break history of 23 breaks. The worst section is between 12<sup>th</sup> St and 14<sup>th</sup> St with 17 breaks. If pursued, staff plan to replace the entire sections of the cast iron so no more issues are experienced with this specific type of pipe in this area.

The 3<sup>rd</sup> Avenue project is important to the south side of the City as it is a primary trunk loop supplying fire flow to the industrial area and residential area. The project would replace about 500m of pipe and add a 105m new section on 3<sup>rd</sup> Ave between 11<sup>th</sup> St and 12<sup>th</sup> St.

The pipe is only from 1974 but is failing. For historical context, the pipe along 4<sup>th</sup> Avenue from Main Street to 12<sup>th</sup> Street was also from 1974 and replaced in 2013 for the same reasons. Staff suspect that these pipes may be failing due to ground movement (freeze/thaw) and possibly soil conditions creating corrosion faster to this type of pipe than others. The new pipe would be High

Density Polyethylene (HDPE) which does not corrode and is able to flex with ground movement. Staff are selecting HDPE as it can be directionally drilled (cost effective) as well to minimize the number of excavations. There are only 7 services connected to this trunk (4 residential, the public works shop and the 2 REACT shops). Directional drilling also helps the city avoid utility conflicts in this corridor and allows the area to be reopened to traffic sooner.

If the 3<sup>rd</sup> Avenue water main project is approved to move into 2023, staff request that the 4<sup>th</sup> Avenue Road Reconstruction be moved to 2024 for a more equalized annual spending balance and to balance workloads for staff managing the many large projects in the works for 2023.

#### **OPTIONS**

- Approve changes to the 5 Year Capital plan.
- Not change the 5 Year Capital plan
- Adjust the 5 Year Capital Plan as directed.

#### **COMMUNICATION AND ENGAGEMENT**

Staff will shift focus and move towards completing the new priorities.

#### **ATTACHMENTS**

- Existing 5-Year Budget
- Proposed 5-Year Budget

#### **FINANCIAL IMPLICATION**

Shifting the priorities would result in the following:

2023 – Overall additional expenditure of \$243,000 – Funded by a greater draw from utility reserves, reduced draw from transportation reserves.

2024 – Overall reduced Expenditure of \$437,000 – Greater draw from transportation reserves, reduced draw from utility reserves.

2025 – Overall increased expenditure of \$194,000 - Greater draw from utility reserves. Hwy 20 pipe replacement from 1<sup>st</sup> Ave S to Sask Ave Project moved from 2024 to 2025.



A larger draw from reserves would occur in 2023 than budgeted however the net 3-year forecast ends up being similar to the 5-year plan. The finance department is not concerned with the proposed changes.

**CONCLUSION**

The proposed changes would effectively make 2023 a significant water main replacement year (11<sup>th</sup> Street Project, 12<sup>th</sup> Ave Loop Project, and 3<sup>rd</sup> Avenue project) with minimal roadway work. 2024 would then bring significant roadway work with no water main replacements. This would be a good balance as the bulk of the lagoon project is anticipated for 2024. Not having a water main project in 2024 would allow staff to focus on the lagoon project. Water main replacements would then be set to start again in 2025.

Year	Description	Description	Value ('000)
2023	St Augustine Columbarium* Approved prior to Budget	Cemetery	200
<b>Total</b>			<b>200</b>

Year	Description	Description	Value ('000)
2023	14th St Road - 6th Ave to 8th Ave	Roads (C&A)	344
2023	Carl Schenn Dry Pond and Piping	Storm	1515
2023	4th Ave Road - 10th St West Lane - 14th St	Roads (B, C&A)	469
2023	102nd St Gravel Road - Railway Crossing to 6th Ave	Roads (B)	20
2023	Main St Railway Crossing Improvements (UHCP)	Roads (A)	60
2023	12th Ave Gravel Road - 21st St Lane to Peck Road	Roads (B)	112
2023	11th Street - 6th Ave to 8th Ave	Roads (B)	184
2023	12th Ave Watermain - 21st St Lane to Peck Road	Watermains	90
2023	11th Street - 6th Ave to 8th Ave	Watermains	471
2023	Leak Monitoring Program (Phase 1 of 2)	Watermains	106
2023	Sewer Main Lining - King Cres & 800 Blk of 10th St	Sewermains	153
2023	North Hospital Development	Parks	25
<b>Total</b>			<b>3549</b>

Year	Description	Description	Value ('000)
2024	12th Ave - Stebbings Cres to 21st Street	Roads (B&A)	534
2024	11th Street - 6th Ave to 8th Ave	Roads (C&A)	279
2024	4th Street - 8th Ave to Ogilvie Ave	Roads (B&A)	175
2024	12th Street - 3rd Ave to 4th Ave	Roads (B)	88
2024	3rd Ave - 11th Street to 16th Street	Roads (B) & Storm	107
2024	12th Street - 3rd Ave to 4th Ave	Watermains	120
2024	3rd Ave - 11th Street to 16th Street	Watermains	531
2024	Hwy 20 - 1st Ave S to Sask Ave - SHWUC SL w/Mtr Pit	Watermains	302
2024	Convention Centre Washroom and AV Improvements	Jubilee Hall	100
2024	Public Works Old Shop Insulation and Retrofits	PW Shop	250
2024	Pool Filtration System	Aquatic Centre	100
<b>Total</b>			<b>2586</b>

Year	Description	Description	Value ('000)
2025	9th Ave - 17th St to lane E of Barnes Crescent	Roads (B,C&A)	406
2025	Peck Road from Westwod Dr to 12th Ave	Roads (B)	144
2025	12th Street - 3rd Ave to 4th Ave	Roads (C&A)	95
2025	3rd Ave - 11th Street to 14th Street	Roads (C)	13
2025	13th Street - 5th Ave to 8th Ave	Roads (B)	337
2025	6th Ave - 5th St to 6th St	Roads (B,C&A)	123
2025	7th Ave - 2nd Street to 3rd Street	Roads (B,C&A)	105
2025	13th Street - 5th Ave to 8th Ave	Watermains	763
2025	Arena Ice Plant	Arena	500
2025	Parks Shop - Cold Storage	Parks	100
<b>Total</b>			<b>2586</b>

<b>Year</b>	<b>Description</b>	<b>Description</b>	<b>Value ('000)</b>
2026	13th Street - 5th Ave to 8th Ave	Roads (C&A)	349
2026	13th Street - 8th Ave to 10th Ave	Roads (B)	224
2026	17th St - 5th Ave to 8th Ave	Roads (B&A)	573
2026	13th Street - 8th Ave to 10th Ave	Watermains	538
2026	6th and 7th Avenue Storm Sewer Outfall Twinning	Storm	639
2026	Convention Centre Air Handling Unit	Jubilee Hall	225
<b>Total</b>			<b>2548</b>

<b>Year</b>	<b>Description</b>	<b>Description</b>	<b>Value ('000)</b>
2027	14th Street -Ln N of 8th Ave to 10th Ave	Roads (B)	343
2027	13th Street - 8th Ave to 10th Ave	Roads (C&A)	293
2027	King Crescent	Roads (B,C&A) & Storm	720
2027	14th Street - Ln N of 8th Ave to 10th Ave	Watermains	709
2027	Glenn Hall Park Upgrades (Phase 1)	Parks	650
<b>Total</b>			<b>2715</b>

# Proposed 5-Year Capital Plan

February 27, 2023

Year	Description	Description	Value ('000)
2023	14th St - 6th Ave to 8th Ave	Roads (C&A)	344
2023	Storm Water Mitigation (phase 1)	Storm	1515
2023	102nd St from Rail Crossing to 6th Ave	Roads (B)	20
2023	Main St Railway Crossing Improvements	Roads (A)	60
2023	12th Ave - Lane W of 21st St to Peck Road	Roads (B)	112
2023	11th Street - 6th Ave to 8th Ave	Roads (B)	184
2023	12th Ave - Lane W of 21st St to Peck Road	Watermains	90
2023	11th Street - 6th Ave to 8th Ave	Watermains	471
2023	Leak Monitoring Program - Phase 1 of 2	Watermains	106
2023	3rd Ave - 11th Street to 16th Street	Watermains	531
2023	12th Street - 3rd Ave to 4th Ave	Watermains	120
2023	3rd Ave - 11th Street to 16th Street	Roads - Fill	61
2023	Sewer Main Lining - King Cres & 800 Blk of 10th St	Sewer mains	153
2023	North Hospital Development	Parks	25
<b>Total</b>			<b>3792</b>
Year	Description	Description	Value ('000)
2024	12th Ave - Stebbings Cres to 21st Street	Roads (B&A)	534
2024	11th Street - 6th Ave to 8th Ave	Roads (C&A)	279
2024	4th Street - 8th Ave to Ogilvie Ave	Roads (B&A)	175
2024	12th Street - 3rd Ave to 4th Ave	Roads (B,C&A)	183
2024	3rd Ave - 11th Street to 16th Street	Roads (B&C) & Storm	59
2024	4th Avenue from Lane W of 10th St to 14th St	Roads (B, C&A)	469
2024	Convention Centre Washroom and AV Improvements	Jubilee Hall	100
2024	Public Works Old Shop Insulation and Retrofits	PW Shop	250
2024	Pool Filtration System	Aquatic Centre	100
<b>Total</b>			<b>2149</b>

Year	Description	Description	Value ('000)
2025	9th Ave - 17th St to lane E of Barnes Crescent	Roads (B,C&A)	406
2025	Peck Road from Westwod Dr to 12th Ave	Roads (B)	144
<del>2025</del>	<del>12th Street - 3rd Ave to 4th Ave</del>	<del>Roads (C&amp;A)</del>	
<del>2025</del>	<del>3rd Ave - 11th Street to 14th Street</del>	<del>Roads (C)</del>	
2025	13th Street - 5th Ave to 8th Ave	Roads (B)	337
2025	6th Ave - 5th St to 6th St	Roads (B,C&A)	123
2025	7th Ave - 2nd Street to 3rd Street	Roads (B,C&A)	105
2025	13th Street - 5th Ave to 8th Ave	Watermains	763
2025	Hwy 20 - 1st Ave S to Sask Ave - SHWUC SL w/Mtr Pit	Watermains	302
2025	Arena Ice Plant	Arena	500
2025	Parks Shop - Cold Storage	Parks	100
<b>Total</b>			<b>2780</b>

Year	Description	Description	Value ('000)
2026	13th Street - 5th Ave to 8th Ave	Roads (C&A)	349
2026	13th Street - 8th Ave to 10th Ave	Roads (B)	224
2026	17th St - 5th Ave to 8th Ave	Roads (B&A)	573
2026	13th Street - 8th Ave to 10th Ave	Watermains	538
2026	6th and 7th Avenue Storm Sewer Outfall Twinning	Storm	639
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<b>Total</b>			<b>2548</b>

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2027	14th Street - Ln N of 8th Ave to 10th Ave	Watermains	709
2027	Glenn Hall Park Upgrades (Phase 1)	Parks	650
<b>Total</b>			<b>2715</b>