



**City of Humboldt**  
**June 12, 2023 - Special Council Meeting - 05:00 PM**

- 1 Call To Order**
- 2 Adopt Agenda**
  - 2.1 Conflict of Interest
- 3 Public Hearing**
  - 3.1 Suspend Council Meeting
  - 3.2 Public Hearing - Discretionary Use - Residential Care Home
    - 📎 Report - Discretionary Use - Residential Care Facility - 638 3rd Street
  - 3.3 Resume Meeting
- 4 New Business**
  - 4.1 Proclamation - Humboldt Pride Week
    - 📎 Proclamation - Humboldt Pride Week - June 19 - June 25, 2023
  - 4.2 Recommendation - Director of Protective Services - Discretionary Use Application - Residential Care Facility - Type II - 638 3rd Street
    - 📎 Report - Discretionary Use Application - Residential Care Facility - Type II - 638 3rd Street
  - 4.3 Recommendation - Leisure Service Director - Uniplex Vending Services RFP Award
    - 📎 Report - Uniplex Vending Services RFP Award
  - 4.4 Recommendation - Leisure Service Director - 2023 Summer Sizzler Parade Route Request
    - 📎 Report - 2023 Summer Sizzler Parade Route Request
  - 4.5 Recommendation - Leisure Service Director - Road Closure Request - July 1st Fireworks Show
    - 📎 Report - Road Closure Request - July 1st Fireworks Show
  - 4.6 Recommendation - Director of Public Works - 2023 Sewer Main Lining Program Tender Award
    - 📎 Report - 2023 Sewer Main Lining Program Tender Award
  - 4.7 Recommendation - City Manager - 2023 Servicing Agreement
    - 📎 Report - 2023 Westwood Servicing Agreement
- 5 Adjourn**



## CITY OF HUMBOLDT REPORT

**TITLE:** Public Hearing – Discretionary Use – Residential Care Facility –  
638 3<sup>rd</sup> Street

**PREPARED BY:** Lori Yaworski, Director of Corporate Services/City Clerk

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

**PREPARED FOR:** City Council

**DATE:** June 12, 2023

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### RECOMMENDATION:

That this report be accepted for information and filed.

### BACKGROUND

The City of Humboldt has received a discretionary use application from Saskatchewan Housing Corporation to set up a **Residential Care Facility** at 638 3<sup>rd</sup> Street; legally described as Lot 1-3, Block 4, Plan G267.

### CURRENT SITUATION

Residential Care Facilities are considered a discretionary use in the R1 Zoning District within the City's Zoning Bylaw No. 04/2016.

*Residential Care Facility: a licensed or approved group care facility governed by Provincial regulations that provides, in a residential setting, 24-hour care of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual. Residential Care Facility – Type II: a residential care facility in which the number of residents, excluding staff is more than four.*

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, the City's web site, and social media platforms for ten clear days prior to the Special Council meeting on June 12<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, June 8, 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 of the residential care facility.



## CITY OF HUMBOLDT

### PROCLAMATION

- WHEREAS:** The City of Humboldt is a diverse, accepting, and safe community for residents and visitors alike;
- AND WHEREAS:** Pride is a global movement that stands for equality and celebration of diversity for lesbian, gay, bisexual, trans, intersex, queer, questioning, two-spirited and their allies;
- AND WHEREAS:** Pride is a way to honour and respect all people regardless of gender identity or sexual orientation, to recognize our differences and uniqueness and to promote and build community through education and understanding.
- NOW THEREFORE:** the Council for the City of Humboldt does hereby proclaim the week of June 19<sup>th</sup> to June 25<sup>th</sup> as "**Humboldt Pride Week**" in the City of Humboldt.
- IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the City of Humboldt to be affixed this 12th day of June, 2023.

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Mayor – Michael Behiel



## CITY OF HUMBOLDT REPORT

**TITLE:** Discretionary Use Application – Residential Care Facility – Type II – 638 3<sup>rd</sup> Street

**PREPARED BY:** Mike Kwasnica, Director of Protective Services

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

**PREPARED FOR:** City Council

**DATE:** June 12, 2023

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### RECOMMENDATION

That Council approve the discretionary use application by Saskatchewan Housing Corporation (SHC) for the operation of a Residential Care Facility – Type II at the property located at 638 3rd Street – legally described as lots 1-3, Block 4, Plan No. G267, subject to:

1. All the necessary permits, including a demolition permit, development permit and building permit are obtained.

### BACKGROUND

A previous application was submitted in 2021 and at a City Council meeting March 23, 2021, that application was approved by City Council. Due to the time that has elapsed since that Council approval a new discretionary use application is required.

A new discretionary use application for a Residential Care Facility – Type II has been submitted by Deana Grunerud from the Saskatchewan Housing Corporation (SHC) for the operation of a Residential Care Facility – Type II at the property located at 638 3rd Street – legally described as lots 1-3, Block 4, Plan No. G267.

*Residential Care Facility: a licensed or approved group care facility governed by Provincial regulations that provides, in a residential setting, 24 hour care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual.*

*Residential Care Facility – Type II: a residential care facility in which the number of residents, excluding staff, is more than four.*



### **CURRENT SITUATION**

In accordance with *Zoning Bylaw 04/2016*, Residential Care Facilities – Type II are permitted in a R1 Low Density Residential District as a discretionary use. The applicant is seeking approval for Type II use as the facility will provide care for up to five individuals with intellectual or physical disabilities.

The proposed residential care facility is part of the Government of Saskatchewan’s Community Living Service Delivery (CLSD) initiative to provide 12 new care homes in communities throughout the province. This facility will contain seven bedrooms, two washrooms with barrier-free access, a kitchen, a living room, patio, fenced-in backyard, and single attached garage. Further details relating to the management and government approvals is outlined in a letter addressed to the City (attachment 1).

### **OPTIONS**

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

### **ATTACHMENTS**

- Drawings prepared by ‘aodbt architecture’

### **COMMUNICATION AND ENGAGEMENT**

Land owners within 75 meters of the subject property have been advised of application and associated public hearing

### **FINANCIAL IMPLICATION**

There are no financial implications of this matter.

### **CONCLUSION**

This application for a Residential Care Facility – Type II satisfies the requirements under the *Zoning Bylaw 04/2016* in relation to Section 8.3 ‘*Residential Care Facilities*’ - and the *Development Standards* under the R1 Low Density Residential zoning designation.

The City believes that the nature of the activity around the operation of a residential care facility will be of no impact to the surrounding neighborhood or its residents. The care facility will in fact provide added vibrancy to the neighborhood, together with the development of a new 3500 square foot detached dwelling. The facility will also give its residents access to a variety of community-based services that Humboldt has to offer.



## CITY OF HUMBOLDT REPORT

**TITLE:** Uniplex Vending Services RFP Award  
**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 26, 2023

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### RECOMMENDATION

That GLH Vending Central Ltd be awarded an exclusive three-year contract, plus an optional two-year extension for providing bulk candy, toy and massage chair vending services within the Uniplex.

That Dale's Snacks Vending Ltd be awarded an exclusive three-year contract, plus an optional two-year extension for providing snack vending services within the Uniplex.

### BACKGROUND

The Community and Leisure Services department operates a full-service concession within the Uniplex that is open for most major functions within the facility. However, the concession is unable to meet all of the demand for food and beverage products for all hours that the Uniplex is operational. As such, historically, the department has utilized a combination of third-party businesses to provide vending services for patrons utilizing the facility, irrespective of whether or not the concession is open. In return, the City is compensated with a commission of the net sales generated by each vending machine.

### CURRENT SITUATION

The City has been operating under expired agreements with our current vendors for a number of years. Recognizing that there may be other proponents interested in the opportunity to provide vending services in the Uniplex, we posted an RFP that closed on May 25<sup>th</sup>. The RFP indicated that we intended to award two separate contracts: 1) a contract for providing snack vending machines and 2) a contract for providing bulk candy and toy vending services. We also noted that we were open to other suggestions on vending machines and services.

At the close of the RFP, we received two bids, both of which are the current vendors that have been supplying vending services to the City over the past several years.



GLH Vending Central Ltd's proposal included providing bulk candy, toy and massage chair vending services to the Uniplex. They are currently providing all of these services. The machines and products are supplied and maintained by the company. The City will receive a % of net sales generated by the machines situated in the Uniplex.

Dale's Snack Vending Ltd's proposal included providing snack vending services for the Uniplex. They are currently our snack vending provider and will continue to supply and manage all machines and products. Their proposal also included the provision of cold drink vending services; however, those services are already provided through our Uniplex Beverage Supply Agreement so we will be declining the offer to provide that service.

#### **OPTIONS**

1. Approve the recommendation.
2. Provide alternative direction to Administration.

#### **ATTACHMENTS**

NA

#### **COMMUNICATION AND ENGAGEMENT**

The RFP was posted on SaskTenders for the entire duration of the competition. The tender was also shared through the City's website and social media channel.

#### **FINANCIAL IMPLICATION**

There is no cost to the City in accepting these recommendations.

In 2022, the City generated over \$30,000 in commissions and exclusivity fees from food and beverage vending agreements within the Uniplex. The services provide the opportunity to still generate revenue, even when the concession is closed during slower times.

#### **CONCLUSION**

Administration has been very satisfied with the work completed by both of the proponents recommended for contracts in this report. We are confident that we will continue to receive quality service from each vendor. All proceeds generated through these agreements are deposited into the Concession cost center.





## CITY OF HUMBOLDT REPORT

**TITLE:** 2023 Summer Sizzler Parade Route Request  
**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 12, 2023

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### RECOMMENDATION

That the route for the Summer Sizzler Parade on Saturday, July 1<sup>st</sup> be approved.

### BACKGROUND

The City will once again include a parade in our annual Summer Sizzler event. The parade will once again be held on the Saturday morning, which this year happens to land on Canada Day due to the date changes required for the event to accommodate a midway.

### CURRENT SITUATION

The Humboldt Summer Sizzler Parade is scheduled for Canada Day, July 1<sup>st</sup>, 2023. We are requesting that Council make a resolution to approve the proposed parade route as indicated below. The parade entries will begin the lineup procedure at 8:30 am, using 5<sup>th</sup> Avenue and corner of Leo Parker Way as its starting point. The Parade will begin at 9:30 am. The estimated time of the parade is 1.5 hrs and the route will run as follows:

Line up: 5<sup>th</sup> Avenue from Leo Parker Way to Peck Rd

Start: Intersection of 5<sup>th</sup> Avenue & 17<sup>th</sup> Street

Route: North on 17<sup>th</sup> Street to 7<sup>th</sup> Avenue  
East on 7<sup>th</sup> Avenue to 16<sup>th</sup> Street  
North on 16<sup>th</sup> Street to 11<sup>th</sup> Avenue (Crossing Hwy 5)  
East on 11<sup>th</sup> Avenue to 8<sup>th</sup> Street (Main Street)  
South on 8<sup>th</sup> Street to 5<sup>th</sup> Avenue (Post Office) (Crossing Hwy 5)

End: Intersection of 5<sup>th</sup> Avenue and 8<sup>th</sup> Street (Post Office)



The Humboldt Fire Department and Public Works will be contacted to assist with barricades for the event. Humboldt RCMP will be contacted to lead the parade. The parade is being organized by the Community & Leisure Services Department.

The request to reverse the route is to ensure we have enough room for the line up. We would like to ensure that all entries are staked out to ensure optimal line up value. There were also concerns regarding entries in the past, not finishing the route by Harry Ford Centre. This would ensure that all senior homes are visited.

**OPTIONS**

1. Approve the recommendation.
2. Provide alternative direction to Administration.

**ATTACHMENTS**

1. Appendix: Parade Route Map

**COMMUNICATION AND ENGAGEMENT**

The Humboldt Fire Department and Public Works will be contacted to assist with barricades for the event. Humboldt RCMP will be contacted to lead the parade. The parade is being organized by the Community & Leisure Services Department. Communication with the Chamber and BID also took place leading up to the decision to adjust the direction of the route.

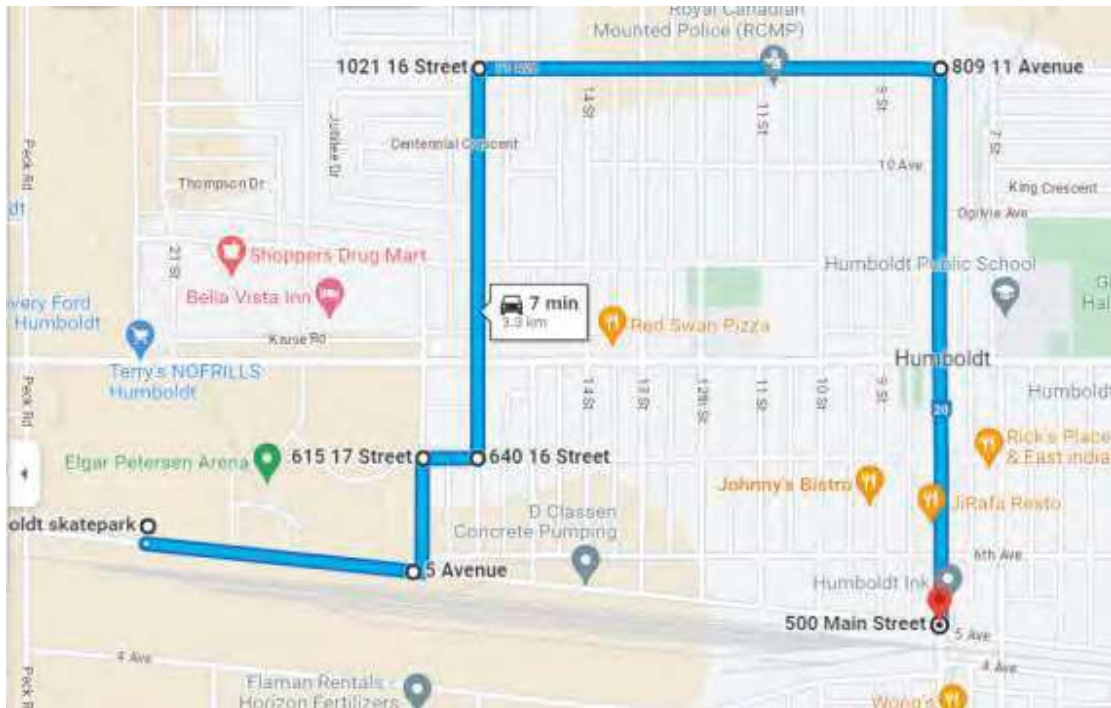
**FINANCIAL IMPLICATION**

There is no financial impact associated with this recommendation.

**CONCLUSION**

As usual, we expect the parade to be well attended and Administration will need to spend a little more time promoting the event and the revised direction of the parade route.

**Appendix: 2023 Summer Sizzler Parade Route Map**





## CITY OF HUMBOLDT REPORT

**TITLE:** Road Closure Request – July 1 Fireworks Show  
**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Council  
**DATE:** June 12, 2023

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### RECOMMENDATION

That the requested road closure of 5<sup>th</sup> Avenue from 17<sup>th</sup> Street to Peck Road from 8:30pm to 11:00pm on July 1<sup>st</sup> for the annual Canada Day Fireworks Show be approved.

### BACKGROUND

Since 2020, the Leisure Services Department has hosted our annual fireworks show at Centennial Park. The response we have received has been overwhelmingly positive. This is due in large part to the availability of parking space within close proximity to the fireworks from several directions.

### CURRENT SITUATION

We are once again planning to have the fireworks show at Centennial Park. To ensure the safety of all spectators and the team hired to set off the fireworks, we are once again requesting that 5th Avenue, from 17<sup>th</sup> Street to Peck Road, be closed off to traffic from 8:30pm to 11:00pm. Spectators will have access to the Uniplex grounds from 17<sup>th</sup> Street and the Hwy 5 entrance or may opt to park in one of the surrounding parking lots. Leisure Services will coordinate with the Fire Department and Public Works for assistance.

### OPTIONS

1. Approve the recommendation.
2. Provide alternative direction to Administration.

### ATTACHMENTS

1. Appendix: Parking Map

### COMMUNICATION AND ENGAGEMENT

NA



**FINANCIAL IMPLICATION**

There is no financial impact associated with this recommendation.

**CONCLUSION**

Centennial Park has proven to be a great location for the fireworks and is logistically much simpler for staff and the team contracted to run the show. We look forward to great crowds again in 2023!

## Appendix: 2023 Fireworks Parking Map



Red Outline = Parking Area  
Blue Outline = Parking Area \*waiting for permission of use as of June 16th, 2020  
Green Outline = Fireworks Launch Area  
Orange Outline = Barricades for Road Closure



**CITY OF HUMBOLDT REPORT**

**TITLE:** 2023 Sewer Main Lining Program Award

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

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

**PREPARED FOR:** Special City Council

**DATE:** June 12, 2023

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**RECOMMENDATION**

That the City award the 2023 Sewer Main Lining Program be awarded to Insituform Technologies Limited the amount of \$110,055.00 (plus applicable taxes).

**BACKGROUND**

The sewer main lining is a non-intrusive rehabilitation that can be completed within days and extend the useful life of the sewer by approximately 50 years. The technology is called Cured-In-Place Pipe (CIPP) lining and has been used in Humboldt since 1996. The liner essentially creates a pipe inside of the existing pipe. The liners seal over joints, cracks and stops root intrusion (if applicable).

The sewer main lining program for 2023 includes:

- 215m of 200mm Sanitary Sewer on the Center Alley of King Crescent
- 170m of 250mm Sanitary Sewer Lining on 10<sup>th</sup> Street between 8<sup>th</sup> Avenue and 9<sup>th</sup> Avenue.

**CURRENT SITUATION**

The tender was issued to SaskTenders & Bids&Tenders on May 18, 2023, and closed on June 6<sup>th</sup> at 2pm. No requests were made to extend the closing date. The lowest bidder was Insituform Technologies Ltd. Bids are summarized as follows:

Contractor Name	Net Bid Price (Not Including Taxes)
Insituform Technologies Ltd Edmonton, Alberta	\$110,055.00
*Carrier McGill Enterprises Ltd Lethbridge, Alberta	*\$127,029.17



Stray Cat Industrial Services Ltd Kamloops, British Columbia	\$223,427.00
Capital Sewer Services Inc. Vaughan, Ontario	\$228,680.00
Sewer Technologies Inc. Port Perry, Ontario	\$309,136.00

\*Note Carrier McGill Enterprises was declared non-compliant as the contractor did not meet the bonding requirements specified in the project documents.

**OPTIONS**

- Approve the tender award.
- Not approve the tender award.

**ATTACHMENTS**

None

**COMMUNICATION AND ENGAGEMENT**

The bidding contractors as well as affected homeowners/businesses will be notified of the decision and plans for the replacement project.

**FINANCIAL IMPLICATION**

The 2023 budget anticipated the project cost at \$152,900 (Including PST) for King Crescent and the 800 block of 10<sup>th</sup> Street, including mobilization.

Applicable Budget:	\$ 152,900.00
Lowest Bid (Net Bid Price):	- \$ 110,055.00
6% PST	- \$ 6,603.30
5% Contingency	- \$ 5,502.75
Preliminary Total Under Budget:	\$ 30,738.95

**CONCLUSION**

The 2023 sewer main lining program appears to be favorable. Insituform has completed work within the city in the past and staff are confident in their abilities to accomplish the work to the satisfaction of the city.





## CITY OF HUMBOLDT REPORT

**TITLE:** Westwood 2023 Servicing Agreement  
**PREPARED BY:** Joe Day, City Manager  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 12, 2023

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### RECOMMENDATION

That the Mayor and City Manager be authorized to sign the attached 2023 servicing agreement with Westwood Development Corporation.

### BACKGROUND

At the Regular Meeting of Council dated May 24, 2022, City Council resolved:

*That the Ministry of Government Relation (Community Planning) be advised that the City of Humboldt supports the approval of subdivision application C0272-22S resulting in the creation of 12 (twelve) residential allotments, road allowance parcel, and Municipal Reserve, subject to the following:*

*Under authority of Section 172 of the Planning and Development Act, 2007, the City shall require the applicant (Westwood Development Corporation) to enter into a service agreement with the City that will provide services and facilities that directly or indirectly serve the subdivision.*

### CURRENT SITUATION

Over the past year, Administration has been working with the principals of Westwood Development Corporation (Westwood) on the details related to the proposed subdivision.

The fundamental components of the Servicing Agreement are:

- This servicing agreement is only for the proposed 12-lot subdivision. This means that the remaining 77.5 acres will be subject to a completely separate servicing agreement sometime in the future.



- The Developer is responsible for installing all services within the subdivision and all of those services must adhere to the City's standards.
- The City has the right to inspect the installation of infrastructure and can issue a stop-work order if necessary.
- The installation of infrastructure is to begin by September 30, 2023, and is to be completed by September 30, 2025.
- The developer cannot transfer title of any parcel until the lots are ready for house construction.
- The City's assurance (security) that work will be properly completed by the developer was negotiated to allow the City to place a caveat on each title preventing the sale of any lot until the City was satisfied with the construction.
- Upon the sale of each parcel there will be an amount paid to the City, which the City will hold until the expiration of the warranty period.
- The Off-site servicing fees were negotiated to allow for the City to place liens against each lot which would need to be paid to the City upon transfer of title of each lot.
- Additionally, the off-site levies are set as the rates in the current bylaw (Bylaw 2015/15) or the next off-site levy rate if that rate is lower than the current rate.

City Administration as well as Westwood are now satisfied that the proposed agreement will allow the City and Westwood to move forward with this subdivision.

On Tuesday June 6<sup>th</sup>, 2023, Westwood advised that they have signed the agreement and are now asking that the City also sign the agreement and that Community Planning be notified that the parties have entered into a servicing agreement.

The next steps following the signing of the servicing agreement will be:

- Community Planning to review the proposed subdivision and either approve the subdivision, reject the subdivision application, or approve the subdivision with conditions.
- Then Westwood will need to register the subdivision with ISC.
- Westwood will need to develop detailed design drawings with elevations, pipe slopes, sizes, road widths, etc. for the City to approve.
- Only after the above steps are complete can Westwood begin placing infrastructure within the site.



#### **OPTIONS**

- Approve the Servicing Agreement as presented,
- Not approve the Servicing Agreement as presented,
- Refer the matter back to Administration for further negotiations.

#### **ATTACHMENTS**

- Servicing Agreement with Westwood Development Corporation

#### **COMMUNICATION AND ENGAGEMENT**

Westwood Development Corporation will be notified of Council's decision.

#### **FINANCIAL IMPLICATION**

Provided that the developers install the infrastructure without the City needing to intervene, the City will not be required to spend any funds in support of this development.

As the developer sells the lots within this subdivision the City will receive payment of the offsite levies. The total revenue from offsite levies for this subdivision is approximately \$230,000.

#### **CONCLUSION**

The negotiation of the servicing agreement between the City of Humboldt and Westwood Development Corporation has taken approximately one year but is now prepared to the extent that it can be signed by both parties. Once this servicing agreement is signed, the developer must get approval from Community Planning, register the plan with ISC, and get approval from the City with respect to the detailed design of the subdivision before construction can begin.