



**City of Humboldt**  
**June 24, 2024 - Regular Meeting of Council - 05:30 PM**

- 1 Call To Order**
- 2 Adopt Agenda**
  - 2.1 Conflict of Interest
- 3 Public Acknowledgement**
- 4 Public Hearing**
  - 4.1 Suspend Council Meeting
  - 4.2 Public Hearing - Borrowing Bylaw No. 06/2024
    - 📎 Public Hearing - Borrowing Bylaw No. 06/2024
  - 4.3 Public Hearing - Discretionary Use
    - 📎 Public Hearing - Discretionary Use
  - 4.4 Resume Meeting
- 5 Approve Minutes**
  - 5.1 Minutes of the Regular Meeting of Council held May 27, 2024
    - 📎 Minutes of the Regular Meeting of Council held May 27, 2024
  - 5.2 Minutes of the Special Meeting of Council held June 10, 2024
    - 📎 Minutes of the Special Meeting of Council held June 10, 2024
- 6 Delegations**
- 7 Correspondence**
  - 7.1 "A" Items Requiring Council Resolution
  - 7.2 "B" Items Received for Information Only
- 8 Committee Reports**
  - 8.1 Executive Committee
    - 📎 Minutes of the Executive Committee Meeting held June 10th, 2024
  - 8.2 Reid Thompson Public Library Board
    - 📎 Minutes of the Reid Thompson Public Library Board Meeting held May 13, 2024
- 9 Bylaws**
  - 9.1 Recommendation - Interim City Clerk - Bylaw 06/2024 2024 Wastewater Treatment Facility Borrowing Bylaw
    - 📎 Report - 2024 Wastewater Treatment Facility Borrowing Bylaw
    - 📎 Bylaw 06/2024 - 2024 Wastewater Treatment Facility Borrowing Bylaw
  - 9.2 Bylaw 06/2024 - 2024 Wastewater Treatment Facility Borrowing Bylaw

- 9.3 Bylaw 06/2024 - 2024 Wastewater Treatment Facility Borrowing Bylaw
- 9.4 Bylaw 06/2024 - 2024 Wastewater Treatment Facility Borrowing Bylaw
- 9.5 Bylaw 06/2024 - 2024 Wastewater Treatment Facility Borrowing Bylaw
- 9.6 Recommendation - Planning Coordinator - Bylaw 07/2024 Zoning Map Amendment –  
Parcels CC and DD
  - 📎 Report - Zoning Map Amendment - Parcels CC and DD
  - 📎 Bylaw 07/2024 - Amend Bylaw 04/2016 The Zoning Bylaw
- 9.7 Bylaw 07/2024 - Amend Bylaw 04/2016 The Zoning Bylaw
- 9.8 Recommendation - Planning Coordinator Bylaw 08/2024 Zoning Map Amendment -  
Parcel 152463674
  - 📎 Report - Zoning Map Amendment - "East Caleb Lot"
  - 📎 Bylaw 08/2024 - Amend Bylaw 04/2016 The Zoning Bylaw
- 9.9 Bylaw 08/2024 - Amend Bylaw 04/2016 The Zoning Bylaw
- 10 New Business**
- 10.1 Recommendation - Proclamation - Canadian Comic Book Week
  - 📎 Proclamation - Canadian Comic Book Week
- 10.2 Recommendation - Director of Protective Services - Pest Control Officer Policy
  - 📎 Report - Pest Control Officer Policy
- 10.3 Recommendation - Interim City Clerk - Council Appointments to Boards, Committees,  
and City Positions
  - 📎 Report - Council Appointments to Boards, Committees, and City Positions
- 10.4 Recommendation - City Controller - Construction Loan - Sole-Source
  - 📎 Report - Construction Loan - Sole-Source
- 10.5 Recommendation - Director of Leisure Services - Heavy Duty UTV Sole-Source
  - 📎 Report - Heavy Duty UTV Sole-Source
- 10.6 Recommendation - Director of Public Works - 2024 Pickup Truck Tender
  - 📎 Report - 2024 Pickup Truck Tender
- 10.7 Recommendation - Director of Public Works - South Sector Concept Update
  - 📎 Report - South Sector Concept Update
- 10.8 Recommendation - Marketing & Development Manager - Rezoning of Parcel  
152463674
  - 📎 Report - Rezoning of Parcel 152463674
- 10.9 Recommendation - Marketing & Development Manager - Rezoning of Parcels CC and  
DD
  - 📎 Report - Rezoning of Parcels CC and DD
- 10.10 Recommendation - Planning Coordinator - Discretionary Use Storage  
Compound/Facility
  - 📎 Report - Discretionary Use Storage Compound/Facility
- 11 Enquiries**
- 12 Committee of the Whole**
- 13 Adjourn**



## CITY OF HUMBOLDT REPORT

**TITLE:** Public Hearing – Bylaw No. 06/2024 Borrowing Bylaw

**PREPARED BY:** Jace Porten, Interim City Clerk

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

**PREPARED FOR:** City Council

**DATE:** June 24, 2024

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### RECOMMENDATION

That this report be accepted for information and filed.

### BACKGROUND

Pursuant to Section 3(e) of the City of Humboldt’s Public Notice Policy #4475, Public notice shall be given before Council initially considers borrowing money, lending money or guaranteeing the repayment of a loan. The City is seeking borrowing to fund its portions of the Wastewater Treatment Facility and the required upgrades to Lift Stations 1 and 4.

### CURRENT SITUATION

The notice was posted at City Hall and on the City’s web site for ten clear days prior to the Regular Council meeting on June 24<sup>th</sup>, 2024, at which Council will consider the matter. Those wishing to submit their comments on this matter must have made their submission to the Interim City Clerk by noon on Thursday, June 20, 2024.

### FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

### CONCLUSION

The Interim City Clerk did not receive any written submissions by the deadline as a part of the public hearing.



## CITY OF HUMBOLDT REPORT

**TITLE:** Public Hearing – Discretionary Use – Storage Compound/Facility

**PREPARED BY:** Jace Porten, Interim City Clerk

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

**PREPARED FOR:** City Council

**DATE:** June 24, 2024

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### RECOMMENDATION

That this report be accepted for information and filed.

### BACKGROUND

Pursuant to Section 55(2) of the Planning and Development Act 2007, public notice shall be given before Council is to consider a discretionary use application. The City of Humboldt has received a discretionary use application to operate a **Storage Compound/Facility** at 1203 5<sup>th</sup> Ave. - legally described as Block 18 Plan F3466 Ext 2.

### CURRENT SITUATION

The notice was posted at City Hall and on the City's web site for ten clear days prior to the Regular Council meeting on June 24<sup>th</sup>, 2024, at which Council will consider the matter and notices were provided to the property owners within the 75 metre boundary. Those wishing to submit their comments on this matter must have made their submission to the Interim City Clerk by noon on Thursday, June 20, 2024.

### FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

### CONCLUSION

The Interim City Clerk did not receive any written submissions by the deadline as a part of the public hearing.



**City of Humboldt**  
**Meeting Minutes**  
**Regular Council Meeting May 27, 2024 - 05:30 PM**

**PRESENT:**

- Mayor Michael Behiel
- Councillor Larry Jorgenson
- Councillor Roger Nordick
- Councillor Amanda Klitch
- Councillor Rob Muench
- Councillor Roger Korte
- Councillor Kelly Herperger
- City Manager Joe Day
- City Controller/Interim City Clerk Jace Porten
- Director of Public Works Peter Bergquist
- Director of Leisure Services Mike Ulriksen
- Director of Protective Services Mike Kwasnica

**1 Call To Order**

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

**Resolution:**  
2024.109

**2 Adopt Agenda**

**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Kelly Herperger

That the agenda be adopted as presented.

**CARRIED**

**2.1 Conflict of Interest - None**

**3 Public Acknowledgement**

Mayor Behiel acknowledged the grand re-opening of Hearing Life Humboldt and their commitment to health care services in the City and surrounding area.

Mayor Behiel acknowledged the passing of former Mayor Mark Seidel and thanked him for his commitment to the City of Humboldt and committees in the community.

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Mayor – Michael Behiel

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Interim City Clerk – Jace Porten

Councillor Herperger acknowledged North East Pregnancy Options opening a location in Humboldt and mentioned they are taking donations on behalf of mothers and children.

Councillor Jorgenson, on behalf of the Museum and Gallery Board, acknowledged and congratulated the Director of Cultural Services Jennifer Fitzpatrick for receiving a Sask Arts Recognition Award.

- 4 Approve Minutes**  
**Moved By:** Councillor Roger Korte  
**Seconded By:** Councillor Amanda Klitch

**CARRIED**

- Resolution: 4.1 Minutes of the Regular Meeting of Council held April 22, 2024**  
 2024.110  
**Moved By:** Councillor Roger Korte  
**Seconded By:** Councillor Amanda Klitch

That the Minutes of the Regular Meeting of Council held April 22, 2024 be approved as recorded and circulated.

**CARRIED**

- 5 Delegations - None**
- 6 Committee Reports**

**6.1 Vacate Chair**

Mayor Behiel vacated the Chair and Deputy Mayor Klitch presided at 5:33pm.

- Resolution: 6.2 Minutes of the Executive Committee Meeting held May 13th, 2024**  
 2024.111  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Larry Jorgenson

That the Minutes of the Executive Committee Meeting held May 13, 2024 be accepted for information.

**CARRIED**

- Resolution: 6.3 Humboldt and District Museum and Gallery Board Meeting held May 9, 2024**  
 2024.112  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Roger Korte

That the minutes of the Humboldt and District Museum and Gallery Board meeting dated May 9th, 2024 be accepted for information and filed.

**CARRIED**

**7 Bylaws**

**7.1 Recommendation - City Assessor - Bylaw 05/2024 - Mobile Home Fee Bylaw**

That this report be received and filed as information in support of the recommendation to adopt the Mobile Home Fee Bylaw No. 05/2024, repeal Bylaw No. 19/1997, and to rescind Policy #4120.

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Mayor – Michael Behiel

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Interim City Clerk – Jace Porten

**Resolution:** 7.2 **Bylaw No. 05/2024 - Mobile Home Fee Bylaw**  
 2024.113 **Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Roger Nordick

Resolved that Bylaw No. 05/2024, being a bylaw to set the Mobile Home Fees, be introduced and read a first time.

**CARRIED**

**Resolution:** 7.3 **Bylaw No. 05/2024 - Mobile Home Fee Bylaw**  
 2024.114 **Moved By:** Councillor Rob Muench  
**Seconded By:** Mayor Michael Behiel

Resolved that No. Bylaw 05/2024, being a bylaw to set the Mobile Home Fees, be read a second time.

**CARRIED**

**Resolution:** 7.4 **Bylaw No. 05/2024 - Mobile Home Fee Bylaw**  
 2024.115 **Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Roger Korte

Resolved that Bylaw No. 05/2024, being a bylaw to set the Mobile Home Fees, be given three readings at this meeting.

**CARRIED UNANIMOUSLY**

**Resolution:** 7.5 **Bylaw No. 05/2024 - Mobile Home Fee Bylaw**  
 2024.116 **Moved By:** Mayor Michael Behiel  
**Seconded By:** Councillor Roger Nordick

Resolved that Bylaw No. 05/2024, being a bylaw to set the Mobile Home Fees, be read a third time and now be adopted.

**CARRIED**

7.6 **Resume Chair**  
 Mayor Behiel resumed the Chair, the time being 5:38 p.m.

**8 New Business**

**Resolution:** 8.1 **Recommendation - Proclamation - Pride Week**  
 2024.117 **Moved By:** Councillor Amanda Klitch  
**Seconded By:** Councillor Roger Korte

That the Mayor be authorized to proclaim June 10-16, 2024 as "Pride Week" in the City of Humboldt.

**CARRIED**

**Resolution:** 8.2 **Recommendation - Proclamation - Recreation and Parks Month**  
 2024.118 **Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Kelly Herperger

That the Mayor be authorized to proclaim June as "Recreation and Parks Month" in the City of Humboldt.

**CARRIED**

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Mayor – Michael Behiel

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Interim City Clerk – Jace Porten

**Resolution:** 8.3 **Recommendation - Interim City Clerk - Council Appointment to Boards, Committees and City Positions**  
2024.119  
**Moved By:** Councillor Roger Korte  
**Seconded By:** Councillor Larry Jorgenson

That Shelby Kiefer be appointed to the Humboldt Downtown Business Improvement District Board on a two-year term expiring January 31, 2026,

and that Kelsey Rebryna of Municode be added to the list of appointed Building Inspectors for the City of Humboldt, pursuant to provincial requirements.

**CARRIED**

**Resolution:** 8.4 **Recommendation - City Controller - Increasing the City's Established Debt Limit**  
2024.120  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Roger Nordick

That the City of Humboldt apply to the Saskatchewan Municipal Board to increase the City's debt limit by \$13 million, up to \$28 million, so that the City can facilitate the borrowing necessary for the wastewater treatment facility as well as maintaining borrowing capacity for other municipal needs that will likely occur in the near future.

**CARRIED**

**Resolution:** 8.5 **Recommendation - City Controller - 2023 Year End Reserve Update**  
2024.121  
**Moved By:** Councillor Amanda Klitch  
**Seconded By:** Councillor Roger Korte

That the 2023 Year-End Reserve Transfers be approved as presented, including an allocation of \$499,225 to the Contingency Reserve.

**CARRIED**

**Resolution:** 8.6 **Recommendation - City Controller - Payment Authorization Policy Update**  
2024.122  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Rob Muench

That the Payment Authorization Policy #1095 as attached be adopted as amended.

**CARRIED**

**Resolution:** 8.7 **Recommendation - Director of Leisure Services - Road Closure Request - Summer Sizzler Fireworks**  
2024.123  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Rob Muench

That the requested road closure of 5th Avenue from 17th Street to Peck Road from 8:30pm to 11:00pm on June 29th for the Summer Sizzlers fireworks be approved.

**CARRIED**

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Mayor – Michael Behiel

Interim City Clerk – Jace Porten



- Resolution:** 8.8 **Recommendation - Director of Leisure Services - 2024 Summer Sizzler Parade Route Request**  
2024.124  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Roger Korte
- That the route for the Summer Sizzler Parade on Saturday, June 29th be approved as attached.
- CARRIED**
- Resolution:** 8.9 **Recommendation - Director of Leisure Services - Road Closure Request - Living Skies Music Festival**  
2024.125  
**Moved By:** Councillor Amanda Klitch  
**Seconded By:** Councillor Rob Muench
- That the requested road closure of 5th Avenue from Peck Road to the HCI teacher parking lot entrance June 15th from 8:00am to midnight for the Living Skies Music Festival be approved.
- CARRIED**
- Resolution:** 8.10 **Recommendation - Director of Public Works - Lift Station 1 & 4 Tender Results**  
2024.126  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Roger Korte
- That the contract for Sewage Pumping Station number 1 & 4 upgrades be awarded to Con-Tech General Contractors Ltd. in the value of \$5,160,999.00 plus applicable taxes.
- CARRIED**
- Resolution:** 8.11 **Recommendation - Director of Public Works - Dust Control – 3Yr Agreement**  
2024.127  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Kelly Herperger
- Administration be authorized to complete a 3-year contract with an option to extend an additional 2 years with Tiger Calcium.
- CARRIED**
- Resolution:** 8.12 **Recommendation - Director of Public Works - DL-10 Dust Control – Sole Source**  
2024.128  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Kelly Herperger
- Administration be authorized to sole source Pacific Chemicals Inc. for the application of DL-10 dust control to select gravel roads in the city at a cost of approximately \$14,100 including PST.
- CARRIED**
- Resolution:** 8.13 **Recommendation - Marketing & Development Manager - Recommendation from Memorials Committee**  
2024.129  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Larry Jorgenson
- That, as recommended by the Memorials Committee, the membership composition of the Bronco Memorials Committee Terms of Reference be revised as proposed in the attached.
- CARRIED**

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 Mayor – Michael Behiel

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 Interim City Clerk – Jace Porten

**9 Enquiries**

**Resolution:** 10  
2024.130

**Committee of the Whole**

**Moved By:** Councillor Roger Korte  
**Seconded By:** Councillor Kelly Herperger

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

**CARRIED**

**10.1 Authority**

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

**10.2 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, City Controller/Interim City Clerk Jace Porten

**10.3 Report - City Manager - Amendment to Out of Scope Policy #1280**

**10.4 Revert**

**Moved By:** Councillor Roger Korte  
**Seconded By:** Councillor Amanda Klitch

That Council revert to the Regular Meeting, the time being 6:24 pm

**CARRIED**

**Resolution:** 10.5  
2024.131

**Recommendation - City Manager - Amendment to Out of Scope Policy #1280**

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

That Policy 1280 – Out of Scope Staff Policy be amended as shown in Attachment A to this report, and further, that Daniel Bernhard be offered the position of Municipal Engineer.

**CARRIED**

**Resolution:** 11  
2024.132

**Adjourn**

**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Amanda Klitch

That we do now adjourn, the time being 6:25 p.m.

**CARRIED**

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Mayor – Michael Behiel

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Interim City Clerk – Jace Porten



**City of Humboldt  
Meeting Minutes  
Special Council Meeting June 10, 2024 - 05:30 PM**

PRESENT:	Deputy Mayor Amanda Klitch	
	Councillor Kelly Herperger (via Zoom)	
	Councillor Larry Jorgenson	
	Councillor Roger Korte	
	Councillor Rob Muench	
	Councillor Roger Nordick	
	City Manager	Joe Day
	City Controller/Interim City Clerk:	Jace Porten
	Marketing and Development Manager:	Penny Lee
	Director of Public Works and Utilities:	Peter Bergquist
	Director of Public Works	Mike Kwasnica
	Director of Leisure Services	Michael Ulriksen
	Planning Coordinator	Tanner Zimmerman

**1 Call To Order**

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

**Resolution:**  
2024.133

**2 Adopt Agenda**

**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Roger Korte

That the agenda be adopted as presented.

**CARRIED**

**2.1 Conflict of Interest**

**3 New Business**

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Deputy Mayor – Amanda Klitch                      Interim City Clerk – Jace Porten

**Resolution:** 3.1 **Recommendation - City Manager - Development Levy and Servicing Fee Study RFP Award**  
2024.134  
**Moved By:** Councillor Roger Korte  
**Seconded By:** Councillor Larry Jorgenson

That the City of Humboldt award the Development Levy and Servicing Fee Study to the team of Wallace Insights and Catterall & Wright, led by Mr. Alan Wallace as Project Manager, in the amount of \$62,720 plus applicable taxes.

**CARRIED**

**Resolution:** 3.2 **Recommendation - Planning Coordinator - Plan Adoption Westwood Subdivision**  
2024.135  
**Moved By:** Councillor Roger Korte  
**Seconded By:** Councillor Roger Nordick

That the Plan of Subdivision: 510-00401-04 received June 3, 2024, be adopted as the official plan of the Westwood Subdivision;

And That the street names Lakewood Drive and Lakewood Cove be adopted as the legal street names for Phase 1 of the Westwood Subdivision;

And That the relaxation of the requirement for urban roadway cross-sections be approved and replaced with rural roadway cross-sections per the details in plan 510-0401-04 noted within this report.

**CARRIED**

**Resolution:** 3.3 **Recommendation - Director of Protective Services - Regional Emergency Management Organization**  
2024.136  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Rob Muench

To authorize Administration to sign the Terms of Reference and related agreements necessary for a Regional EMO partnership.

**CARRIED**

**Resolution:** 3.4 **Recommendation - Director of Public Works - 6th Avenue Storm Sewer Outfall**  
2024.137  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Kelly Herperger

That a sole-source engineering services contract for the 6th Avenue Storm Sewer Outfall project be awarded to Allied Infrastructure for an approximate value of \$62,000 plus applicable taxes.

**CARRIED**

**Resolution:** 4 **Committee of the Whole**  
2024.138  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Rob Muench

That we sit in a private session as Committee of the Whole, the time being 5:54p.m.

**CARRIED**

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Deputy Mayor – Amanda Klitch

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Interim City Clerk – Jace Porten

**4.1 Authority**

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

**4.1.1 Present in Committee of the Whole**

Deputy Mayor Amanda Klitch, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger (via Zoom), Councillor Roger Korte, City Manager Joe Day, City Controller/Interim City Clerk Jace Porten, Director of Public Works Peter Bergquist, Director of Leisure Services Mike Ulriksen, Director of Protective Services Mike Kwasnica, and Marketing and Development Manager Penny Lee, Planning Coordinator Tanner Zimmerman

**4.2 Report - Interim City Clerk - Rural Transit Solutions Fund Agreement**

**Resolution:**  
2024.139

**4.3 Revert**

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

That Council revert to the Regular Meeting, the time being 6:02 pm.

**CARRIED**

**Resolution:**  
2024.140

**4.4 Recommendation - Interim City Clerk - Rural Transit Solutions Fund Agreement**

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

That the City of Humboldt confirm it has the capacity and meets all the requirements of the Rural Transit Solution Fund Agreement, and that the Interim City Clerk be authorized to execute the agreement on behalf of the City of Humboldt.

**CARRIED**

**Resolution:**  
2024.141

**5 Adjourn**

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

That we do now adjourn, the time being 6:03 p.m.

**CARRIED**

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Deputy Mayor – Amanda Klitch

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Interim City Clerk – Jace Porten



**City of Humboldt**

**Meeting Minutes**

**Executive Committee Meeting June 10, 2024 - 06:00 PM**

**Present:**

**Chairperson:** Amanda Klitch

**Councillors:** Kelly Herperger (via zoom)

Larry Jorgenson

Roger Korte

Rob Muench

Roger Nordick

<b>City Manager:</b>	<b>Joe Day</b>
<b>City Controller/Interim City Clerk:</b>	<b>Jace Porten</b>
<b>Director of Leisure Services:</b>	<b>Mike Ulriksen</b>
<b>Director of Public Works and Utilities:</b>	<b>Peter Bergquist</b>
<b>Director of Protective Services:</b>	<b>Mike Kwasnica</b>
<b>Marketing and Development Manager:</b>	<b>Penny Lee</b>
<b>Planning Coordinator:</b>	<b>Tanner Zimmerman</b>

**1 Call To Order**

Chairperson Klitch called the meeting to order at 6:05 p.m.

**2 Adopt Agenda**

That the agenda be adopted as amended.

**CARRIED**

**2.1 Conflict of Interest**

Councillor Korte and Councillor Muench declared a conflict of interest with Agenda item 6.4

**3 Delegations - None**

**4 Correspondence - None**

**5 Reports From Administration**

**5.1 Director of Protective Services' Report**

**Moved By:** Councillor Roger Korte

That this report be accepted for information and filed.

**CARRIED**

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Chair – Amanda Klitch

Interim City Clerk – Jace Porten

- 5.2 City Controller’s Report**  
**Moved By:** Councillor Kelly Herperger  
**CARRIED**
- 5.3 Director of Cultural Services’ Report**  
**Moved By:** Councillor Larry Jorgenson  
That this report be accepted for information and filed.  
**CARRIED**
- 5.4 Marketing and Development Manager’s Report**  
**Moved By:** Councillor Roger Korte  
That this report be accepted for information and filed.  
**CARRIED**
- 5.5 Director of Community & Leisure Services’ Report**  
**Moved By:** Councillor Rob Muench  
That this report be accepted for information and filed.  
**CARRIED**
- 5.6 Director of Public Works’ Report**  
**Moved By:** Councillor Larry Jorgenson  
That this report be accepted for information and filed.  
**CARRIED**
- 6 New Business**
- 6.1 Recommendation - City Controller - Construction Loan Sole-Source**  
**Moved By:** Councillor Rob Muench  
That the City of Humboldt sole-source a construction loan of \$12 million from RBC Royal Bank for the construction of the new Wastewater Treatment Facility, and the required upgrades to Lift Stations 1 and 4, at a fixed rate of 5.61%.  
**CARRIED**
- 6.2 Recommendation - Director of Leisure Services - FCM Grant 2024 Uniplex Energy Audit Report**  
**Moved By:** Councillor Roger Nordick  
That this report be accepted for information and filed.  
**CARRIED**
- 6.3 Recommendation - Director of Leisure Services - Second Ice Surface Stakeholder Engagement Household Survey**  
**Moved By:** Councillor Kelly Herperger  
That this report be accepted for information and filed.  
**CARRIED**
- 6.4 Recommendation - Planning Coordinator - Discretionary Use Storage Compound/Facility**  
**Moved By:** Councillor Larry Jorgenson  
That this report be accepted for information and filed.  
**CARRIED**

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Chair – Amanda Klitch

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Interim City Clerk – Jace Porten

**6.5 Recommendation - Marketing & Development Manager - CEDI Application**

**Moved By:** Councillor Larry Jorgenson

That Executive Committee direct administration to seek out a proxy/alternate for the Mayor on the CEDI Working Group based on Council Members' interest and availability.

**CARRIED**

**6.6 Recommendation - Director of Public Works - Project Tracking Report**

**Moved By:** Councillor Roger Korte

That this report be accepted for information and filed.

**CARRIED**

**6.7 Recommendation - Director of Leisure Services - Project Tracking Report**

**Moved By:** Councillor Roger Nordick

That this report be accepted for information and filed.

**CARRIED**

**7 Enquiries**

**8 Committee of the Whole**

**Moved By:** Councillor Larry Jorgenson

That we sit in a private session as Committee of the Whole, the time being 7:38 p.m.

**CARRIED**

**8.1 Authority**

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

**8.2 Present in the Committee of the Whole**

Deputy Mayor Amanda Klitch, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger (via Zoom), Councillor Roger Korte, City Manager Joe Day, City Controller/Interim City Clerk Jace Porten, Director of Public Works Peter Bergquist, Director of Leisure Services Mike Ulriksen, Director of Protective Services Mike Kwasnica, and Marketing and Development Manager Penny Lee, Planning Coordinator Tanner Zimmerman

**8.3 City Manager - Verbal Update**

**8.4 Revert**

**Moved By:** Councillor Roger Korte

That Executive Committee revert to the Regular Meeting, the time being 7:44 pm.

**CARRIED**

**9 Next Meeting**

It was noted that the next Executive Committee Meeting will be held July 8, 2024 at 5:30 p.m.

**10 Adjourn**

**Moved By:** Councillor Larry Jorgenson

That we do now adjourn, the time being 7:44 p.m.

**CARRIED**

---

Chair – Amanda Klitch

Interim City Clerk – Jace Porten





## Reid-Thompson Public Library

Wapiti Regional Library

Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: [humcirc@wapitilibrary.ca](mailto:humcirc@wapitilibrary.ca) Phone: 306-682-2034 Website: [www.wapitilibrary.ca](http://www.wapitilibrary.ca)

Reid Thompson Public Library Board Minutes for Meeting on May 13, 2024

Attendance: Susan Bradley, Amanda Klitch, Colleen Jenkins, Sheila Nordick, Jennifer Malmsten, and Rheanne Bedard Schilling

Absent: Marliss Fleischhacker

Recording Secretary: Kate Lucyshyn (Branch Librarian)

Call to order by S. Bradley at 3:34 pm

- 1) Agenda: Moved by R Bedard Schilling, seconded by J. Malmsten to accept the agenda as presented. Carried.
- 2) Review and Approval of Minutes: Moved by S. Nordick, seconded by A. Klitch that the minutes be adopted presented. Carried.
- 3) Correspondence: Moved by J. Malmsten, seconded by S. Nordick that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by S. Nordick, seconded by C. Jenkins that the monthly financial reports be adopted as presented. Carried.
- 5) Branch Librarian's Report: Presented.
- 6) Action List: Moved by R. Bedard Schilling, seconded by S. Nordick that a 20 foot storage container be rented for use during the library solarium renovation, using the other contracted services city of Humboldt library budget line. Carried.  
Moved by C. Jenkins, seconded by S. Nordick that the Branch Librarian is authorized to use up to a maximum of \$500.00 from the Reid-Thompson Public Library fines account to pay for a speaker and microphone. Carried.
- 7) Repairs/Maintenance Report: Update presented.
- 8) Business Arising:
  - a) Summer Hire – P. Gonzales
  - b) Magazine Subscriptions – Recommended that inquires be made as to how other branches order and pay for their subscription.
  - c) Wapiti Annual General Meeting A. Klitch reported on the meeting.
- 9) In Camera session called at 4:50 pm
- 10) Next meeting: June 10, 2024 at 3:30 pm.
- 11) Adjournment: Moved by J. Malmsten, seconded by A. Klitch that the meeting be adjourned at 5:05 pm. Carried.

  
Secretary

  
Chairperson

  
Date



## CITY OF HUMBOLDT REPORT

**TITLE:** 2024 Wastewater Treatment Facility Borrowing Bylaw  
**PREPARED BY:** Jace Porten, Interim City Clerk  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 24, 2024

---

### RECOMMENDATION

That this report be accepted for information and filed.

### BACKGROUND

The City of Humboldt is constructing a new wastewater treatment facility at a total project cost of approximately \$40.1 million. The City has secured federal and provincial funding through the Investing in Canada Infrastructure Program (ICIP) for nearly \$25 million. The City has funded approximately \$1.7 million to date through reserve contributions and requires an additional \$13.4 million, through the end of the construction period, to fund its portion of the project.

### CURRENT SITUATION

As per the Cities Act, Section 134 Borrowing Generally, a City may only borrow money if the borrowing is authorized by bylaw. The bylaw must contain the amount of money being borrowed, the purpose for which the money is being borrowed, the rate of interest and how it is calculated, the term and terms of repayment. It must also state the source of the money used to pay the principal and interest owing.

### ATTACHMENTS

- Bylaw No. 06/2024 – 2024 Wastewater Treatment Facility Borrowing Bylaw

### COMMUNICATION AND ENGAGEMENT

As per City Policy #4475, public notice was issued that this bylaw is to be heard tonight, and the required 10-day window has been met.

### FINANCIAL IMPLICATION

There are no direct financial implications to the City with this Bylaw.

### CONCLUSION

This report is intended to provide background information for the accompanying bylaw.

**CITY OF HUMBOLDT**

**BYLAW NO. 06/2024**

**A BYLAW OF THE CITY OF HUMBOLDT TO PROVIDE FOR THE  
BORROWING OF FUNDS FOR THE PURPOSE OF FINANCING THE  
WASTEWATER TREATMENT FACILITY AND UPGRADES TO LIFT  
STATIONS 1 AND 4**

---

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

1. This bylaw shall be referred to as the 2024 Wastewater Treatment Facility Borrowing Bylaw.
2. In this bylaw:
  - a. “Council” shall mean the council of the City;
  - b. “City” shall mean the City of Humboldt;
3. The Council of the City hereby authorizes borrowing up to Twelve Million Dollars [\$12,000,000] in Canadian funds for the purposes set forth herein,
  - The design and construction of a wastewater treatment facility and upgrades to lift stations 1 and 4.
4. The loan shall be a construction loan for a term of up to 24 months, bearing interest at a rate up to 5.41% compounded monthly with interest only payments due monthly.
5. The Saskatchewan Municipal Board has approved a debt limit of Fifteen Million Dollars (\$15,000,000) for the City of Humboldt and the borrowing contemplated herein is within the debt limit approved by the Saskatchewan Municipal Board.
6. The source of funding for repayment will be from User Fees and Taxation and Grant Revenues.
7. The City Manager and/or City Controller shall execute all contracts, documents and agreements necessarily incidental to the operation of this Bylaw on behalf of the City.

---

Mayor – Michael Behiel

---

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 24<sup>th</sup> DAY OF JUNE 2024.  
READ A SECOND TIME THIS 24<sup>th</sup> DAY OF JUNE 2024.  
READ A THIRD AND FINAL TIME THIS 24<sup>th</sup> DAY OF JUNE 2024.



**CITY OF HUMBOLDT REPORT**

**TITLE:** Zoning Map Amendment – Parcels CC and DD

**PREPARED BY:** Tanner Zimmerman, Planning Coordinator

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

**PREPARED FOR:** City Council

**DATE:** June 24, 2024

---

**RECOMMENDATION**

That this report be received for information and filed.

**BACKGROUND**

Parcels CC and DD, Plan Number 101876452, are currently zoned R4 – Acreage Residential. Recently, City Administration has identified that these parcels have potential for multi-residential development, particularly in the form of street townhouses.

Pursuant to Sections 46, 76 and 207 of *The Planning and Development Act, 2007*, amendments to the Zoning Bylaw must proceed through the bylaw amendment process which includes the following:

- a) First reading (June 24<sup>th</sup>, 2024) to introduce the Bylaw amendment, to be followed by at least two-weeks of public notice of a Public Hearing;
- b) Public hearing to hear any public comments; (likely July 22<sup>nd</sup>, 2024)
- c) Second reading to make any necessary amendments; (possibly July 22<sup>nd</sup>, 2024)
- d) Third reading to approve and adopt the Bylaw or amended Bylaw. (possibly July 22<sup>nd</sup>, 2024)

**CURRENT SITUATION**

Parcels CC and DD are currently City owned properties and are zoned R4. The R4 – Acreage Residential zoning is for the purpose of providing for residential acreages “without allowing for an improper intensity of development”, which would be dependent upon the extension of urban facilities and services. R4 zoning restricts residential developments to single-family houses on large acreage-style lots. Secondary suites are permitted, and garden/garage suites are discretionary. Multi-family housing of any kind is prohibited.

The request is to rezone the parcels to R3A – Small Lot Residential, which outright permits single-family, two-unit and multi-family dwellings in the form of street townhouses.

Multiple-unit dwellings in the form of apartments or bare land condominiums may be considered, but only following a discretionary use process.

The adjacent roadway, 101<sup>st</sup> St., is currently built with two service connections – one per parcel, and likely sized for one single-family home on each parcel. If street townhouses were proposed, City Administration would recommend that the development proposal be required to again utilize only one connection per parcel to minimize the need for significant damage to the existing road surface.

## **OPTIONS**

1. Receive this report for information
2. Refer the matter back to administration.

## **ATTACHMENTS**

- A. Schedule “A” - Proposed Zoning Map Amendment

## **COMMUNICATION AND ENGAGEMENT**

Provided that City Council gives the proposed Zoning Bylaw Amendment first reading, it will be advertised for at least two weeks on Digital Humboldt as well as on the City Website and City Hall. Additionally, all property owners within 75m of Parcels CC and DD will be sent letters directly to invite them for comments at the scheduled public hearing.

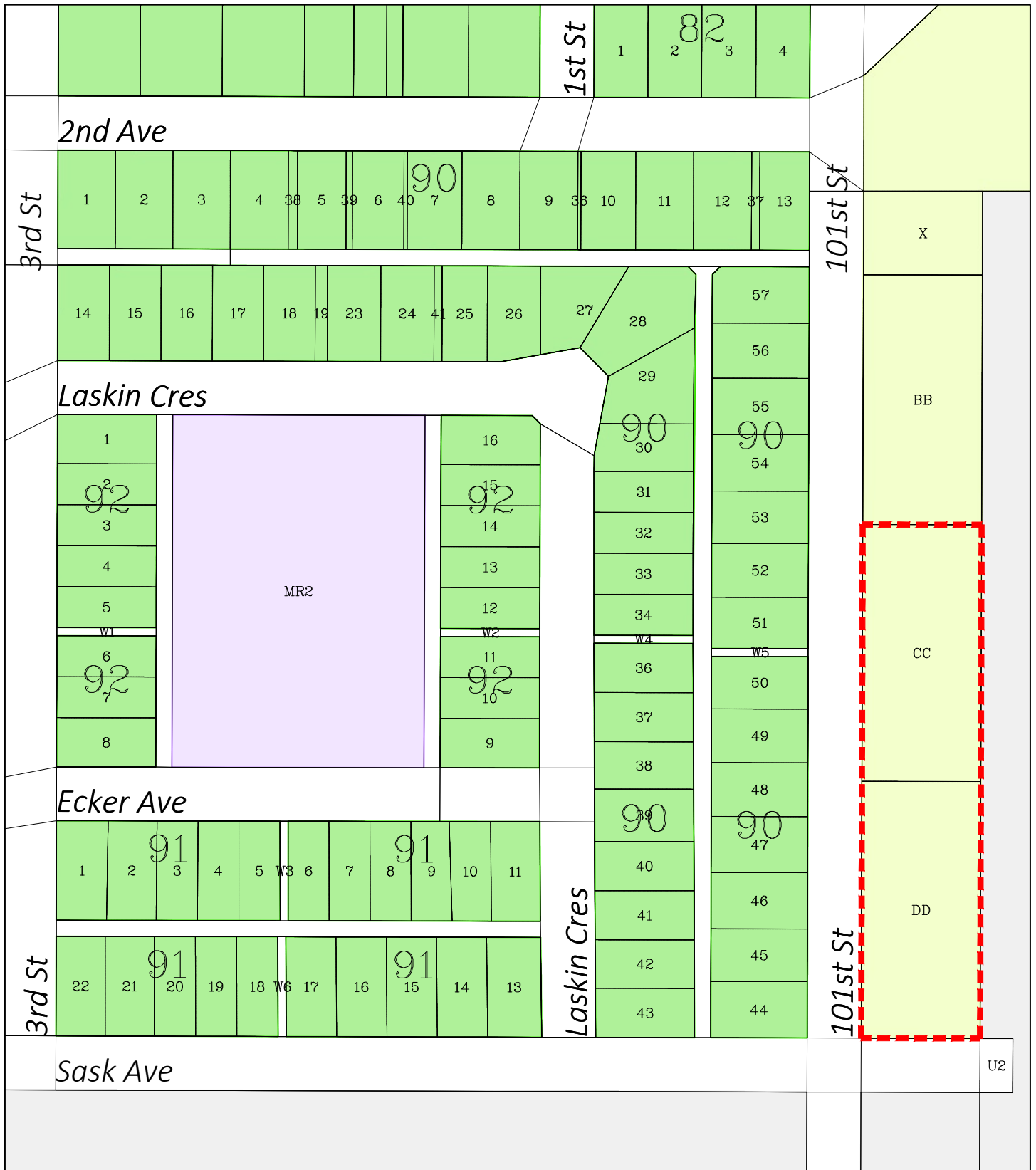
## **FINANCIAL IMPLICATION**

There are no anticipated financial implications.

## **CONCLUSION**

The current zoning designations prevent Parcels CC and DD from being developed into anything other than one single-family dwelling per property. Rezoning of these parcels to R3A – Small Lot Residential will permit more units while not outright permitting apartment buildings.

# Appendix A - Proposed Zoning Change



- R2
- R4
- CS
- UH
- Proposed Changes - R4 to R3A



DRAWN BY: DLB  
SCALE: 1:2000  
DATE: 2024/06/18



# CITY OF HUMBOLDT

## BYLAW NO. 07/2024

### **A BYLAW TO AUTHORIZE AMENDMENTS TO BYLAW NO. 04/2016, BEING A BYLAW TO REGULATE DEVELOPMENT IN THE CITY OF HUMBOLDT, TO PROVIDE FOR THE AMENITY OF THE CITY AND THE HEALTH, SAFETY AND GENERAL WELFARE OF THE HABITANTS CITED AS THE ZONING BYLAW**

---

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

1. That the zoning district map referred to in Section 11 of Bylaw No. 04/2016 be amended in the following manner:
  - a) By rezoning Parcels CC and DD Plan 101876452 from R4 – Acreage Residential District to R3A – Small Lot Residential District as shown on attached drawing marked as Appendix “A” which forms part of this Bylaw.
2. This Bylaw shall come into full force and take effect immediately upon the final passing thereof.

---

Mayor – Michael Behiel

---

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 24<sup>th</sup> DAY OF JUNE 2024.  
READ A SECOND TIME THIS        DAY OF JUNE 2024.  
READ A THIRD AND FINAL TIME THIS        DAY OF JUNE 2024.



Appendix A - Proposed Zoning Change







## CITY OF HUMBOLDT REPORT

**TITLE:** Zoning Map Amendment – “East Caleb Lot”  
**PREPARED BY:** Tanner Zimmerman, Planning Coordinator  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 24, 2024

---

### RECOMMENDATION

That this report be received for information and filed.

### BACKGROUND

In an effort to bring more housing into the City of Humboldt, City Administration has been searching for creative ways to add more lots without over-extending the existing infrastructure. As a result, City Administration has identified a portion of Glen Hall Park that could be rezoned to allow for a multi-family development specifically in the form of apartments.

Subsequent to Sections 46, 76, and 207 of *The Planning and Development Act, 2007*, amendments to the Zoning Bylaw must undertake a bylaw amendment process which includes the following:

- a) First reading (June 24<sup>th</sup>, 2024) to adopt the process and set a date for a public hearing;
- b) Public hearing to hear any public comments; (likely July 22<sup>nd</sup>, 2024)
- c) Second reading to make any necessary amendments; (possibly July 22<sup>nd</sup>, 2024)
- d) Third reading to approve and adopt the Bylaw or amend Bylaw. (possibly July 22<sup>nd</sup>, 2024)

### CURRENT SITUATION

The area – to be referred to as the “East Caleb Lot” - is currently a gravel parking lot east of 910 Main Street – Caleb Village. The lot is currently zoned CS – Community Service/Institutional District and is considered Municipal Reserve (“MR”). CS zones do not allow any form of housing or business activity.

The request is to rezone the parcel to R3 – Core Mixed Residential District. This would allow for higher-density residential within walking distance to the downtown core.

Being that the property is currently MR, a few actions would need to be taken if the rezoning is successful. The City would request that the land is subdivided into two separate parcels. The City would then be required to either dedicate equivalent land or provide cash-in-lieu to the equivalent value of the land.

## **OPTIONS**

1. Receive this report for information.
2. Refer the matter back to administration.

## **ATTACHMENTS**

- A. Schedule "A" - Proposed Zoning Map Amendment

## **COMMUNICATION AND ENGAGEMENT**

The proposed Zoning Amendment will be advertised for at least two weeks on Digital Humboldt as well as on the City Website and City Hall. Additionally, all property owners within 75m of the newly created parcel will be sent letters directly to invite them for comments at the scheduled public hearing.

## **FINANCIAL IMPLICATION**

There are no anticipated financial implications.

## **CONCLUSION**

Rezoning the East Caleb Lot would allow for a multi-unit complex in close proximity to restaurants, parks, and shopping. Extra work will need to be completed as this area is currently zoned for municipal reserve, but the result will be more potential housing units for a growing population.

# Appendix A - Proposed Zoning Change



- C1
- R1
- R3
- R3cz
- CS
- Proposed Changes - CS to R3



DRAWN BY: DLB  
SCALE: 1:2000  
DATE: 2024/06/19



# CITY OF HUMBOLDT

## BYLAW NO. 08/2024

### **A BYLAW TO AUTHORIZE AMENDMENTS TO BYLAW NO. 04/2016, BEING A BYLAW TO REGULATE DEVELOPMENT IN THE CITY OF HUMBOLDT, TO PROVIDE FOR THE AMENITY OF THE CITY AND THE HEALTH, SAFETY AND GENERAL WELFARE OF THE HABITANTS CITED AS THE ZONING BYLAW**

---

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

1. That the zoning district map referred to in Section 11 of Bylaw No. 04/2016 be amended in the following manner:
  - a) By rezoning a portion of Parcel MR1 Plan 64H05159 from CS – Community Services/Institutional District to R3 – Core Mixed Residential District as shown on attached drawing marked as Appendix “A” which forms part of this Bylaw.
2. This Bylaw shall come into full force and take effect immediately upon the final passing thereof.

---

Mayor – Michael Behiel

---

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 24<sup>th</sup> DAY OF JUNE 2024.  
READ A SECOND TIME THIS        DAY OF JUNE 2024.  
READ A THIRD AND FINAL TIME THIS        DAY OF JUNE 2024.

### Appendix A - Proposed Zoning Change





**CITY OF HUMBOLDT**

**PROCLAMATION**

**CANADIAN COMIC BOOK WEEK**

**June 23-29, 2024**

**WHEREAS**, reading comics is recognized as an amazing form of entertainment for young and old alike and can be used as a teaching tool in literacy and arts education;

**AND WHEREAS**, Canada is privileged to have a plethora of amazing comic book creators, including local creators from the City of Humboldt and surrounding area;

**AND WHEREAS**, the City's annual Summer Sizzler will be hosting a Comic Con on Saturday, June 29, 2024;

**NOW THEREFORE**: I, Michael Behiel, Mayor of the City of Humboldt do hereby proclaim the week of June 23 to 29, 2024 as "**Canadian Comic Book Week**" In the City of Humboldt.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Humboldt, SK to be affixed this 24<sup>th</sup> day of June, 2024

---

Michael Behiel  
Mayor of Humboldt

## CITY OF HUMBOLDT REPORT

**TITLE:** Pest Control Services Policy Change  
**PREPARED BY:** Mike Kwasnica, Director of Protective Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 24, 2024

---

### RECOMMENDATION

That Policy No. 4470 – Duties of Pest Control Officer revised as attached.

### BACKGROUND

Council has requested more review on pest control. We spoke to the Provincial Conservation Officer and the RCMP about having them do pest control and neither were interested in performing this task.

### CURRENT SITUATION

Currently the City appoints a Pest Control Officer who is responsible for dispatching nuisance birds such as crows and pigeons. This person must be appointed by Council, supply their own firearm and ammunition, and be vetted by the conservation officers to discharge a firearm in city limits. The Pest Control Officer is reimbursed for their ammunition.

The current Policy has not been updated in the past 23 years. The current policy as well as the proposed new amended policy is attached for consideration.

### OPTIONS

1. Approve the changes to Policy 4470 – Duties of Pest Control Officer.
2. Deny the recommendation.
3. Provide a recommendation to the Administration for further direction.

### COMMUNICATION AND ENGAGEMENT

We will provide information to the public about our program and the changes to our policy.

### ATTACHMENTS

Policy 4470 – Duties of Pest Control Officer (Current)  
Policy 4470 – Duties of Pest Control Officer (Revised)(Changes are highlighted)



**FINANCIAL IMPLICATION**

With a slight increase in cost for honorarium there would be an increase in services of \$1350 per year, less cost of ammunition.

**CONCLUSION**

We will continue to monitor this process and bring any issues that may arise to Council.



# CORPORATE POLICY



Policy Title:		Adopted By:	Policy Number:	
<b>DUTIES OF PREDATOR CONTROL OFFICER</b>		<b>CITY Council</b>	<b>4470</b>	
Origin/Department/Authority:		Jurisdiction:	Approval Date:	Page(s):
		<b>City of Humboldt</b>		<b>1 of 2</b>
Reviewed By:		Related Documents/Legislation:	Revision/Effective Date:	
			<b>Initiated by Council, July 11, 2000</b> <b>Revised by Administration December 10, 2001</b>	

The City of Humboldt shall appoint a Predator Control Officer each year. The Predator Control Officer’s mandate shall be to eliminate crows or other animals that are creating a nuisance in the community.

The City shall obtain a permit for the Predator Control Officer from the Saskatchewan Environment and Resource Management to allow him/her to discharge a firearm in the community.

The Predator Control Officer will follow the guidelines listed below in eliminating crows or other animals that are creating a nuisance in the community.

1. In residential areas shooting crows or other animals shall not occur between dusk and 7:00 a.m., unless the animal is judged to be an immediate danger to the public.
2. Permission from the property owner must be obtained prior to entering property. The Predator Control Officer shall use his/her judgement to determine whether neighbors need to be advised.
3. Birds are not to be shot in flight.
4. The dead crows or other animals must be disposed of at the Landfill.
5. The Predator Control Officer shall be allowed to use a pellet gun, .22 caliber rifle or 410 shotgun in residential areas. He/She shall also be allowed to use a 12-gauge shotgun in more secluded or wooded areas.

**CORPORATE POLICY**



Policy Title:		Adopted By:	Policy Number:	
<b>DUTIES OF PREDATOR CONTROL OFFICER</b>		<b>CITY Council</b>	<b>4470</b>	
Origin/Department/Authority:		Jurisdiction:	Approval Date:	Page(s):
		<b>City of Humboldt</b>		<b>2 of 2</b>
Reviewed By:		Related Documents/Legislation:	Revision/Effective Date:	
			<b>Initiated by Council, July 11, 2000</b> <b>Revised by Administration December 10, 2001</b>	

6. The Predator Control Officer shall be reimbursed for bullets and any landfill disposal fees upon submission of invoices.
  
7. At the end of they year, an honorarium of \$150.00 shall be paid to the Predator Control Officer.

Policy Title:		Adopted By:	Policy Number:
<b>DUTIES OF PEST CONTROL OFFICER</b>		<b>CITY COUNCIL</b>	<b>4470</b>
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
	<b>City of Humboldt</b>		<b>1 of 2</b>
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
		<b>Initiated by Council, July 11, 2000</b> <b>Revised by Administration December 10, 2001</b> <b>Proposed Amendment June 24, 2024</b>	

The City of Humboldt may appoint a Pest Control Officer (PCO) each year. The Pest Control Officer’s mandate shall be to, at the direction of the Director of Protective Services, eliminate crows or other animals that are creating a nuisance in the community.

The Pest Control Officer is required to have and retain a valid Possession and Acquisition License (PAL) to be able to possess and use any unrestricted firearm, as well as to purchase the necessary ammunition.

The City will, if required, obtain a permit from Saskatchewan Environment and Resource Management to allow the PCO to discharge a firearm in the community.

The Pest Control Officer will follow the guidelines listed below in eliminating crows or other animals that are creating a nuisance in the community.

1. In residential areas shooting crows or other animals shall not occur between dusk and 7:00 a.m., unless the animal is judged to be an immediate danger to the public.
2. Permission from the property owner must be obtained prior to entering private property. The Pest Control Officer shall use his/her judgement to determine whether neighbours need to be advised.
3. Birds are not to be shot in flight.
4. The dead crows and other animals must be disposed of at the location determined by the City. The City will be responsible for that associated disposal costs.
5. The Pest Control Officer shall be allowed to use a pellet gun, .22 caliber rifle, 410- or 20-gauge shotgun in residential areas. He/She shall also be allowed to use a 12-gauge shotgun in more secluded or wooded areas.
6. The Pest Control Officer shall be responsible for cost of ammunition.
7. At the end of they year, an honorarium of \$1,500.00 shall be paid to the Pest Control Officer.

**CORPORATE POLICY**



Policy Title:		Adopted By:	Policy Number:	
<b>DUTIES OF PEST CONTROL OFFICER</b>		<b>CITY COUNCIL</b>	<b>4470</b>	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
	<b>City of Humboldt</b>		<b>2 of 2</b>	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
		<b>Initiated by Council, July 11, 2000</b> <b>Revised by Administration December 10, 2001</b> <b>Proposed Amendment June 24, 2024</b>		

8. While carrying a firearm within the City for the purpose of his / her duties, the Pest Control Officer shall wear a vest or other similar attire that clearly identifies him / her as the Pest Control Officer.

## CITY OF HUMBOLDT REPORT

**TITLE:** Council Appointment to Boards, Committees and City Positions  
**PREPARED BY:** Jace Porten, Interim City Clerk  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 24, 2024

---

### RECOMMENDATION

That Laurie Warford be removed from Humboldt Broncos Memorials Committee as a member of the Humboldt Bronco Board, and further

That Laurie Warford be appointed to the Humboldt Broncos Memorials Committee as a member of Public at Large, on a two-year term expiring January 31, 2026,

And that Murray Knackstedt be appointed to the City Position of Pest Control Officer, pursuant to provincial requirements.

### BACKGROUND

Council must annually approve the appointment of the various City positions and Committees that require a resolution pursuant to provincial requirements and city policies, which is typically done annually at the January Council meetings.

### CURRENT SITUATION

Following Council's resolution to change the membership composition of the Bronco Memorials Committees Terms of Reference, the board had a vacancy on the committee for a member of Public at Large. The Bronco Memorials Committee has the capacity to allow for another member of Public at Large, and another member of the Humboldt Bronco Board.

When Council appointed the various City positions in January, a Pest Control Officer was not appointed while the Administration reviewed the program.

### OPTIONS

1. Approve the recommendation.
2. Amend appointments to the boards and committees.



**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 the Board Member.

**FINANCIAL IMPLICATION**

There is no anticipated financial impact of the recommended action.

**CONCLUSION**

The City of Humboldt has authority over a number of boards and committees which require a resolution for the approval of its appointees, as well as to City positions, on an annual basis.



## CITY OF HUMBOLDT REPORT

**TITLE:** Construction Loan – Sole-Source  
**PREPARED BY:** Jace Porten, City Controller  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 24, 2024

---

### RECOMMENDATION

That the City of Humboldt sole-source a construction loan of \$12 million from RBC Royal Bank for the construction of the new Wastewater Treatment Facility, and the required upgrades to Lift Stations 1 and 4, at a fixed rate of 5.41%.

### BACKGROUND

City Council previously approved the application to increase the debt limit to accommodate the anticipated loan for this critical infrastructure project. The total project cost is estimated at \$40.1 million, with nearly \$25 million secured through federal and provincial government grants via the Investing in Canada Infrastructure Program (ICIP). The City has funded approximately \$1.7-million to date and requires an additional \$13.4 million through 2024 and 2025 expenditures to complete the project.

### CURRENT SITUATION

With construction currently underway, the Wastewater Treatment Facility project is anticipated to be completed in October 2025, at which point the City will be in a better position to understand what funding sources may be available through the collection of off-site levies, what portion may be able to be funded from internal reserves, and to better understand what the total cost to the City will be. With that information, the City will be in a better position to go to a competitive bidding process for a long-term loan. At this point however the City requires a construction loan for approximately 16 months, depending on the completion of the project and securing long term borrowing.

While a competitive bidding process is generally preferred, sole sourcing allows the City to secure funding for the project in a timely manner. Delays in securing financing could impact the City's ability to fund the ongoing construction which may alter the project timeline and potentially increase construction costs. As the City of Humboldt's financial institution, RBC has conducted

preliminary due diligence and is familiar with the project, allowing for a faster loan approval process.

While the City has applied for a debt limit increase and is awaiting a response from the Saskatchewan Municipal Board, the City is able to accommodate the \$12-million construction loan within their current established debt limit. If the City is successful in its application for an increased debt limit, RBC has advised City administration that we can increase the construction loan, if the need arises.

RBC is proposing the option of an open term at prime rate, which at the time of writing this report is 6.95%, or a fixed rate of 5.41%. Upon the completion of the project, and having a better understanding of what the borrowing amount will be, the City will go to a competitive bidding process to ensure favorable rates and terms.

## **OPTIONS**

1. Approve the recommendation to sole source on the fixed rate.
2. Amend the recommendation to sole source on the open rate.
3. Reject the recommendation to sole source and recommend going to a competitive bidding process.

## **COMMUNICATION AND ENGAGEMENT**

Upon City Council approval, administration will finalize the loan agreement with RBC Royal Bank.

## **FINANCIAL IMPLICATIONS**

Depending on the timing of the withdrawals necessary for the construction payments and the construction process, the required interest could vary from **\$500,000-\$650,000** over the anticipated 16-month life of the construction loan. This number could be offset by funding a portion from internal reserves during construction, however the City currently earns 5.15% on their operating bank account. Funding a portion from internal reserves would cause a loss in interest revenue that would be relatively close to the interest expense due to RBC.

## **CONCLUSION**

Sole-sourcing the construction loan allows the City to secure borrowing in a timely manner at a competitive rate. Upon the conclusion of construction, and a better understanding of the total funding of this project, the City will have a clearer understanding of what the total borrowing amount will be and will go through a competitive bidding process.





## CITY OF HUMBOLDT REPORT

**TITLE:** Sole-Source Award – Heavy Duty UTV  
**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Council  
**DATE:** June 19, 2024

---

### RECOMMENDATION

That a sole-source purchase be awarded to GBC Equipment for the supply of a Kubota Heavy-Duty Utility Task Vehicle (UTV) to replace Unit #L252 at an estimated cost of \$35,510 (plus GST).

### BACKGROUND

The Community and Leisure Services Department continues to adapt our parks fleet to serve the current and future needs of the department in a cost-effective manner. In 2017, the City purchased its first Utility Task Vehicle (UTV), a 2015 Polaris side-by-side. Since then, the department has increased to five utility task vehicles of various sizes and functions.

In the fall of 2023, the department posted a tender in search of a heavier-duty UTV that would have a larger payload and capacity to improve efficiency across a broad range of tasks including turf, cemetery and sports field maintenance. At that time, the fleet plan was reviewed and updated to replace the original Polaris side-by-side and a larger truck with two heavy-duty UTVs. One unit was purchased in the fall in order to provide an opportunity for the department to test and operate the unit, prior to committing to a second unit.

### CURRENT SITUATION

After a few months in operation, the initial heavy-duty UTV purchase has shown itself to be the solution that we have been looking for to transport a wide range of materials, supplies and equipment. The unique features that the unit has provided the department including a larger payload capacity, longer box and flatbed conversion capabilities have already been shown as an asset for the department.

When the initial tender for a heavy-duty UTV was posted, only two vendors submitted proposals. While one vendor failed to meet several of the specifications, we were able to award the purchase to GBC Equipment, whose option fit what we were looking for. The unit has since proved to meet the needs of the department and as such we are confident in purchase a second identical unit for the fleet. Furthermore, having two identical units in our fleet, both of which can be serviced locally, allows for less staff training and the makes stocking replacement parts and supplies much simpler.

Administration believes that there is justification in awarding a sole-source contract due to the lack of responses in the recent tender process. Furthermore, the ability to purchase an identical unit to the one currently in use, provides operational efficiencies and will allow both units to be tendered at the same time when they come up for replacement in the future.

#### **OPTIONS**

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

#### **ATTACHMENTS**

NA

#### **COMMUNICATION AND ENGAGEMENT**

NA

#### **FINANCIAL IMPLICATION**

The replacement of unit #L252 was approved in the 2024 budget with a replacement cost of \$45,000, with \$42,000 drawn from reserves and \$3,000 from the sale of the existing Polaris. The recommended option is \$35,510 (plus GST), resulting in a positive variance of \$9,490.

#### **CONCLUSION**

Given that Administration completed a competitive tendering process for the purchase of the initial heavy-duty UTV within the past seven months, we have no indication that a new tender process would produce different results. If approved, we expect to have the new unit delivered to the department within the next month, allowing us to benefit from having the unit for a prolonged period of the 2024 parks season.



CITY OF HUMBOLDT REPORT

TITLE: 2024 Pickup Truck Tender
PREPARED BY: Peter Bergquist, A.Sc.T.; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: June 24, 2024

RECOMMENDATION

That Capital GMC be awarded the tender for supply of one 1/2 ton truck in the value of \$51,148.64 including PST; and further,
That South 20 Dodge be awarded the tender of supply of one 3/4 ton truck in the value of \$65,633.06 including PST; and further,

That the pickup trucks being replaced be sold through a public competition.

BACKGROUND

A public tender occurred from May 31st to June 12th. The tender was for a 1/2 ton truck for the Public Works Department and a 3/4 ton truck for the Community and Leisure Services Department. These units are replacing similar, older units in the fleet.

CURRENT SITUATION

The bids were tabulated and ranked based on their overall specifications, price, year built, kilometers, and delivery dates.

1/2 Ton Pickup Truck

Table with 5 columns: Supplier Name, Ranking, Bid Price (Including PST), Delivery (weeks), Year/Brand. Rows include Discovery Ford, Capital GMC, Discovery Ford, Capital Ford, Triple Seven Chrysler, Colony, South 20 Dodge, Crestview Chrysler, and Discovery Ford.

A&R Project Solutions	10	\$67,336.06	1	2023 Ram 1500 Big Horn
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\* 12,000km, Quad Cab, needed trailer brake controller, Pintle Hitch and Rubber Floor Mats.  
 \*\*Truck is Grey, 74,000km on it.

**¾ Ton Pickup Truck**

Supplier Name	Ranking	Bid Price (Including PST)	Delivery (weeks)	Year/Brand
<b>South 20 Dodge</b>	<b>1</b>	<b>\$65,633.06</b>	<b>3</b>	<b>2024 Ram 2500 Tradesman</b>
Crestview Chrysler	2	\$63,732.50	16-24	2024 Ram 2500 Big Horn
Triple Seven Chrysler	3	\$68,620.16	1	2024 Ram 2500 Tradesman
Capital	4	\$67,380.42	8-12	2024 F-250 SD Crew
Discovery Ford	5	\$68,130.44	12-16	2024 F-250 XL Crew
Colony	6	\$72,380.16	0	2024 Silverado 2500 Crew
Quill Plains	7	\$72,482.80	3	2024 Sierra 2500HD Crew
Capital	8	\$71,521.84	8-12	2024 Sierra 2500 Crew Pro
A&R Project Solutions	9	\$71,162.50	1	Ram 2500 Tradesman Crew
Discovery Ford	10	*\$51,779.94	0	2020 F350 XLT Crew
A&R Project Solutions	11	\$101,802.26	3	2024 Ram 2500 Rebel

\* 94,747km on it, size larger than specified.

**OPTIONS**

1. Approve the recommendation.
2. Amend the recommendation.

**COMMUNICATION AND ENGAGEMENT**

Council’s decision will be communicated to the bidders.

**FINANCIAL IMPLICATION**

The budget for the trucks in the 2024 budget was \$62,500 each assuming a \$5,000 sale value of the old trucks.

The recommended award for the Public Works ½ ton truck is \$51,148.64 which is approximately \$11,351.36 below budget. Note: This truck is replacing a 2006 ¾ ton truck which contributes to why the expenditure is below budget. The recommended award for the Leisure Services ¾ ton truck is \$65,633.06 which is approximately \$3,133.06 over budget.

**CONCLUSION**

The recommendations comply with the City of Humboldt purchasing policies and are sufficient to meet the needs of the departments.



## CITY OF HUMBOLDT REPORT

**TITLE:** South Sector Stormwater Concept Update  
**PREPARED BY:** Peter Bergquist, A.Sc.T.; Public Works and Utilities Director  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** June 24, 2024

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### RECOMMENDATION

That a sole-source engineering services contract for the South Sector Stormwater Concept Update be awarded to Allied Infrastructure for an approximate value of \$24,000 plus applicable taxes.

### BACKGROUND

The City-Wide Storm Water Study was completed in April 2022. Potential development activity on the south side have prompted the refinement of the stormwater concepts. When, what, where and how developments occur have a direct impact on how the overall storm system will work on the south side. This refinement will better focus on the land needed and costs associated with the improvements for the city and developers.

### CURRENT SITUATION

In order for developers to establish design plans sufficient for approval, they are reliant on how the city's overall system will function. For the City to establish this, analysis and specialized modeling will be needed to ensure that the systems function as desired during heavy rainfall events. As time is of the essence, discussions with Allied Infrastructure have occurred. The lead Engineer was involved with the City-Wide Storm Water Study, the Carl Schenn Project, is well versed on Humboldt's issues and currently has the available capacity to do the work on short notice to help satisfy the desire of developers to move forward with plans. The consulting work is estimated to take 4 weeks.

### OPTIONS

1. Approve the recommendation.
2. Decline the recommendation.

### ATTACHMENTS

N/A



**COMMUNICATION AND ENGAGEMENT**

Council’s decision will be communicated to the Consultant.

**FINANCIAL IMPLICATION**

The services have been estimated at \$18,000 to \$24,000 depending on extent of involvement needed in the different phases of the work. As the consultant is well versed with the project and issues, the value for money to “learn and understand the problems/situation” is greatly reduced or not as applicable in this situation. This background knowledge help timelines, so the work is accomplished sooner.

It is anticipated that the cost of this contract can be covered by the 2024 budget allocation and funding from grant programs.

**CONCLUSION**

Updating of specific documents will progress potential developments on the south side of the city while also focusing on more focused solutions to relieving existing areas along 2<sup>nd</sup> Avenue.



**CITY OF HUMBOLDT REPORT**

**TITLE:** Rezoning of Parcel 152463674

**PREPARED BY:** Penny Lee, Marketing & Development Manager

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

**PREPARED FOR:** City Council

**DATE:** June 24, 2024

**RECOMMENDATION**

That Administration proceed with the steps necessary to bring the property known as Parcel 152463674, Blk/Par MR1-Plan64H05159, Ext. 0 to market as multi-residential properties.

**BACKGROUND**

The City currently has only 1 city owned multi-family lot on the market. City Administration has been examining potential opportunities in areas that can be serviced and marketed as multi-family residential lots.

Parcel 152463674 (referred to as “East Caleb Lot”) is adjacent to the existing senior’s condominium complex known as “Caleb Village” on Ogilvie Avenue and north of Humboldt Public School. The intention would be to rezone and subdivide so that the area that is a gravel parking lot plus approximately 0.22 acres of the sports field to the east of the parking area would be marketed for an apartment complex.

**CURRENT SITUATION**

Recognizing the lack of housing as a National concern, CMHC has created incentives for developers specifically for apartment complexes and the Federal Government has launched other funding initiatives to spur construction across the country.

Within the Humboldt region, multi-family housing is anticipated to become more in demand not only due to the expansion of local industries, but also due to people looking to relocate to a more affordable community compared to larger centers in Saskatchewan.

East Caleb Lot has some services up to the property line that would accommodate an apartment complex.

**OPTIONS**

1. Approve the recommendation.
2. Not approve the recommendation.



**ATTACHMENTS**

1. Satellite Image with approximate proposed property lines.

**COMMUNICATION AND ENGAGEMENT**

None at this time.

**FINANCIAL IMPLICATION**

There will be costs to the City associated with ISC fees, servicing, and for marketing the parcels. However, hard upfront costs will be recovered when determining a fair market price.

**CONCLUSION**

The location of this parcel is close to downtown and the school. It would be an attractive location for a developer and for families looking at moving to Humboldt. It would be prudent for the City to prepare and market this property as a multi-family residential property this time due to the anticipated demand.





## CITY OF HUMBOLDT REPORT

**TITLE:** Rezoning Parcels CC and DD

**PREPARED BY:** Penny Lee, Marketing & Development Manager

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

**PREPARED FOR:** City Council

**DATE:** June 24, 2024

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### RECOMMENDATION

That Administration proceed with the steps necessary to bring properties known as Parcels CC and DD, Plan Number 101876452 to market as multi-residential properties.

### BACKGROUND

The City currently has only one city owned multi-family lot on the market. City Administration has been examining other potential areas that can be serviced quickly and marketed as multi-family residential lots.

Parcels CC and DD are on the southeast end of 101<sup>st</sup> Street. Both parcels are approximately 1.04 acres in size and have servicing to the property lines.

### CURRENT SITUATION

It has been speculated that the province will need to increase its housing inventory by 39,000 additional units to align with the Organization for Economic Cooperation & Development average. Saskatchewan has a growth goal of 219,000 new residents by 2030.<sup>1</sup>

Recognizing the lack of housing as a National concern, CMHC has created incentives for developers specifically for apartment complexes and the Federal Government has launched other funding initiatives to spur construction across the country.

Within the Humboldt region, multi-family housing is anticipated to become more in demand not only due to the expansion of local industries, but also due to people looking to relocate to a more affordable community compared to larger centers in Saskatchewan.

Considering that the City currently owns only one multi-family lot, more opportunities should be made available.

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<sup>1</sup> [https://saskatchewanrealtorsassociation.ca/wp-content/uploads/2022/05/SASKATCHEWANS-CURRENT-HOUSING-CONTINUUM-FINAL\\_05112022.pdf](https://saskatchewanrealtorsassociation.ca/wp-content/uploads/2022/05/SASKATCHEWANS-CURRENT-HOUSING-CONTINUUM-FINAL_05112022.pdf)



**OPTIONS**

1. Approve the recommendation.
2. Not approve the recommendation.

**ATTACHMENTS**

1. Parcel Pictures of both Parcels.
2. Satellite Image

**COMMUNICATION AND ENGAGEMENT**

None at this time.

**FINANCIAL IMPLICATION**

There will be costs to the City associated with ISC fees, servicing, and for marketing the parcels. However, hard upfront costs will be recovered when determining a fair market price.

**CONCLUSION**

It would be prudent for the City to prepare and market additional multi-family residential properties at this time due to the anticipated demand.





## CITY OF HUMBOLDT REPORT

**TITLE:** Discretionary Use – Storage Compound/Facility  
**PREPARED BY:** Tanner Zimmerman, Planning Coordinator  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Mayor Behiel and City Council  
**DATE:** June 24, 2024

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### RECOMMENDATION

That a Discretionary Use be approved to operate a Storage Compound at 1203 5<sup>th</sup> Ave – legally described as Block 18, Plan F3466 Ext. 2.

### BACKGROUND

The City has received a discretionary use application to operate a Storage Compound at 1203 5<sup>th</sup> Ave. – legally described as Block 18, Plan F3466 Ext. 2 – from the Humboldt Motors Company (“HMC”).

**“Storage Compounds and Facilities:** a development used for the enclosed interior or screened and enclosed exterior storage of vehicles, personal items, or products.”

Sections 3.10.4, 8.17, and 8.22 of *the Zoning Bylaw, 2016* outlines special regulations for Discretionary Uses, Shipping Containers, Storage Compounds and Facilities, respectively. The regulations are as follows:

- 3.10.4
  - 3.10.4(13)(a) – The use shall be located, where practical, in an area that is not highly visible to pedestrians or high volumes of motor traffic, and screened to avoid any adverse visual impact. Landscaping and screening acceptable to Council shall be provided in all yards facing a public roadway or properties in residential use.
- 8.17
  - 8.17.1 – All shipping containers must be painted and maintained to be aesthetically representative of exterior colours of the principal building or a neutral colour prior to their placement above grade on site.
  - 8.17.2 – Shipping Containers shall not be stacked atop one another.
  - 8.17.3 – Shipping containers may not be used for the storage of junk, trash, or other forms of refuse or hazardous substances or perishable items.
  - 8.17.4 – Shipping containers that are rented for storage and located on the site of the rental/sales operation must be situated at least 3 metres from

- any property line and shall not be located in any required front or side yard.
- 8.17.5 – Shipping containers that are rented for storage and located on the site of the rental/sales operation require a move-in permit.
  - 8.17.6 – Shipping containers shall only be used for shipping or storage purposes and shall not be used for residential purposes or commercial office space.
  - 8.17.7 – Shipping containers shall be placed on a hard packed level surface and any bottom drainage holes shall be secured against the environment and /or rodents.
- 8.22
    - 8.22.1 – All storage compounds and storage facilities shall be required to provide landscaping in accordance with Section 7 of this bylaw.
    - 8.22.2 – All storage compounds and storage facilities shall be required to provide a fence to a minimum height of 2.4 metres. Barbed wire shall not be permitted. Fences for compounds and facilities adjacent to a residential zoning district shall be constructed of a solid material such as wood, stone, concrete, brick or other similar material, to form a continuous visual obstruction.
    - 8.22.3 – Fences shall be setback from the property lines in accordance with the yard requirements for storage compounds and storage facilities in the corresponding zoning district.

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

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

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

### **CURRENT SITUATION**

The property, which is zoned C2 – Medium Density Commercial District, is located where Storage Compounds and Facilities are considered discretionary uses. There are currently two Pepsi-co trailers on the lot with one being set for removal. The other one will be a part of the storage compound.

HMC will be moving in approximately five shipping containers to be used as storage containers. These containers will be available to the public for rent as well as personal storage for business purposes. These containers are expected to be utilized for one year as they will be moving their business operations to the site permanently.

HMC has expressed their desire to work with the city to fulfill all requirements as set out in Bylaw No. 04/2016 – *The Zoning Bylaw*. As with any development, HMC will be required to apply for a development permit if this discretionary use is approved. It is at this point that the City can place conditions based on zoning regulations for Storage Compounds/Facilities.

It should be noted that 1203 5<sup>th</sup> Ave. is adjacent to a residential area which *The Zoning Bylaw* discourages for Storage Compounds/Facilities, but is not prohibited.

### **OPTIONS**

1. Approve the recommendation as presented.
2. Approve the recommendation with amendments.
3. Refer the matter back to administration.

### **ATTACHMENTS**

- A. The application as submitted by Humboldt Motors Company

### **COMMUNICATION AND ENGAGEMENT**



In the lead up to the public meeting for June 24, 2024, the City sent public notice letters to all residents who own property within 75m of 1203 5<sup>th</sup> Ave. Additionally, public notices were posted at City Hall and on Digital Humboldt.

**FINANCIAL IMPLICATION**

There is no anticipated financial impact of the recommended action.

**CONCLUSION**

Humboldt Motors Company is applying for a discretionary use for the operation of a Storage Compound at 1203 5<sup>th</sup> Ave. This is a temporary use as HMC will eventually be using the lot to expand their business operations. HMC has stated that they are willing to work with the City to ensure that the area is safe and follows all regulations in *The Zoning Bylaw*.



### DISCRETIONARY USE APPLICATION

THIS IS NOT AN APPROVAL OF A DISCRETIONARY USE, DEVELOPMENT PERMIT, OR BUILDING PERMIT

#### SECTION A: PROPOSED DEVELOPMENT INFORMATION

SITE INFORMATION	Civic Address <b>1203 5th Ave</b>	Legal Land Description (optional)		
	Zoning District	Lot	Block <b>18</b>	Plan No. <b>F3466 Ext2</b>
	Description of Existing Land Use and Buildings <b>Empty Lot - Leased Space for container for PepsiCo presently on lot.</b>			

DEVELOPMENT INFORMATION	Description of Proposed Development <b>Would like to put C-Can storage units for private use/rental on lot. Placement would be considered for optimal access and best use, within the allotment of services, etc.</b>
	Reasons to support the Discretionary Use Application (use additional pages if necessary)

#### SECTION B: CONTACT INFORMATION

APPLICANT	Contact Name <b>Jason Bobinski</b>	Company Name (if applicable) <b>Humboldt Motors Body Shop</b>		
	Address <b>P.O. Box 250</b>	City <b>Humboldt</b>	Province <b>SASK</b>	Postal Code <b>S0K 2A0</b>
	Phone Number(s) Main <b>306-682-7913</b> Other <b>306-390-7728</b> Fax <b>306-682-3378</b>	E-mail Address (Required) <b>humboldtmotorsbodyshop@gmail.com</b>		
	Applicant's Interest in the Property: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Option to Buy <input type="checkbox"/> Other: _____			
PROPERTY OWNER	Owner Name or Same as Applicant <input checked="" type="checkbox"/>	Company Name (if applicable)		
	Address	City	Province	Postal Code
	Phone Number(s) Main Other Fax	E-mail Address (Required)		

#### SECTION C: APPLICATION CHECKLIST

Applications must include the following:	Submitted
Site Plan	<input checked="" type="checkbox"/>
Architectural Plans	<input checked="" type="checkbox"/>
Non-refundable application fee of \$500	<input checked="" type="checkbox"/> <i>transfer rebate sent for fee</i>


#### SECTION D: DECLARATION OF THE APPLICANT

I Jason Bobinski DO HEREBY DECLARE:  
that the above statements contained within this application and attached drawings are true and correct. I agree that Discretionary Use Approval does not relieve the owner or the applicant from complying with all of the City of Humboldt Bylaws and/or Provincial and Federal acts & regulations and that it is my responsibility to ensure compliance with such legislation regardless of any review or inspections that may or may not be carried out by the City of Humboldt or its authorized representatives. I agree that no construction shall commence without a development permit and a building permit.

May 27/24  
DATE

  
APPLICANT SIGNATURE

**LEGEND:**

Measurements are in metres and decimals thereof.  
 Area to be approved, is outlined by a heavy dashed line.  
 The boundaries of all parcels affected by this feature are 0 unless otherwise shown.  
 Width of Right of Way is 6.00m unless otherwise shown.  
 New Right of Way limits are shown in red.  
 Measurements found are shown in blue.  
 Reference points are shown thus:   
 The Datum Used: NAD83 (CSRS)  
 The Projection Used: UTM Zone 13N Extended  
 Geo-referenced points derived from GNSS observations  
 RP Coordinates were derived on September 20th, 2019

**Saskenergy Incorporated**

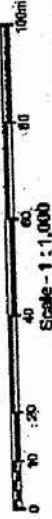
Descriptive Plan - Type 2  
 Showing

**FEATURE UTILITY RIGHT OF WAY**

Within  
**Block 18, Plan F3466**  
**N.E. 1/4 Section 19**  
**Twp. 37 - Rge. 22 - W.2Mer.**  
**City of Humboldt**  
**Saskatchewan**

By: Mathieu M. Bourgeois, S.L.S.

Date: September 20th, 2019



Index: JT-894-MB  
 Sheet File: W900200413  
 Job No.: 247415  
 Drawing No.: 21744602

**AltusGroup**  
 ayes geomatics Limited Partnership

