











City of Humboldt
May 26, 2025 - Regular Meeting of Council - 05:30 PM

- 1 Call To Order**
- 2 Land Acknowledgement**
- 3 Adopt Agenda**
 - 3.1 Conflict of Interest
- 4 Public Acknowledgement**
- 5 Approve Minutes**
 - 5.1 Regular Meeting of Council held April 28th, 2025
 - 📎 Minutes of the Regular Meeting of Council held April 28th, 2025
 - 5.2 Special Meeting of Council held May 12th, 2025
 - 📎 Minutes of the Special Meeting of Council held May 12th, 2025
- 6 Delegations**
 - 6.1 Geoff Lucas - Humboldt Housing Authority
 - 6.2 Jeffery Pylatuik - Airport Stakeholders
- 7 Correspondence**
 - 7.1 Items Received for Information Only
 - 📎 WUQWATR Letter dated May 16th, 2025
- 8 Committee Reports**
 - 8.1 Vacate Chair
 - 8.2 Executive Committee Meeting held May 12th, 2025
 - 📎 Minutes of the Executive Committee Meeting held May 12th, 2025
 - 8.3 Humboldt & District Museum & Gallery Board dated April 10, 2025
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board dated April 10, 2025
- 9 Bylaws**
 - 9.1 Recommendation - Planning Coordinator - Bylaw No. 12/2025 - Zoning Bylaw Amendment
 - 📎 Report - Bylaw No. 12/2025 - Zoning Bylaw Amendment
 - 📎 Bylaw No. 12/2025 - Zoning Bylaw Amendment
 - 9.1.1 Bylaw No. 12/2025 - First Reading
 - 9.2 Resume Chair
- 10 New Business**
 - 10.1 Proclamation - Humboldt Pride Week

- 10.2  Proclamation - Humboldt Pride Week
Recommendation - City Controller - Street Closure Request
- 10.3  Report - Street Closure Request
Recommendation - City Controller - Downtown Business Improvement District 2025 Budget
- 10.4  Report - Downtown Business Improvement District 2025 Budget
Recommendation - City Controller - PAMI Lease Agreement
- 10.5  Report - PAMI Lease Agreement
Recommendation - Finance Manager - Additional Community Safety Officer
- 10.6  Report - Additional Community Safety Officer
Recommendation - Finance Manager - Canada Housing Infrastructure Fund Grant Authorization
- 10.7  Report - Canada Housing Infrastructure Fund Grant Authorization
Recommendation - Director of Leisure Services - Cemetery Concrete Headstone Ribbons
- 10.8  Report - Cemetery Concrete Headstone Ribbons
Recommendation - Planning Coordinator - Subdivision Request – Proposed Block 93, Lots 1-11
-  Report - Subdivision Request – Proposed Block 93, Lots 1-11
- 11 **Enquiries**
- 12 **Committee of the Whole**
- 13 **Adjourn**



City of Humboldt
Meeting Minutes
Regular Meeting of Council April 28, 2025 - 05:30 PM

PRESENT: Mayor Rob Muench
Councillor Larry Jorgenson
Councillor Roger Korte
Councillor Sarah McInnis
Councillor Dave Rowe
Councillor Marilyn Scott
Councillor Karen Siermachesky
City Manager Joe Day
City Controller Jace Porten
Director of Protective Services Mike Kwasnica
Director of Public Works Peter Bergquist
Director of Cultural Services Jennifer Fitzpatrick
Communications Coordinator Angie Rolheiser

- 1 Call To Order**
Mayor Muench called the meeting to order at 5:30 p.m.
- 2 Land Acknowledgement**
As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

Resolution: **3 Adopt Agenda**
2025.128 **Moved By:** Councillor Sarah McInnis
 Seconded By: Councillor Roger Korte
 That the agenda be adopted as presented.

CARRIED

- 3.1 Conflict of Interest**
Councillor McInnis declared a Conflict of Interest with respect to item 11.4, as her husband is on the fire brigade, and item 11.5 as she is the FCM nominee.
- 4 Public Acknowledgement**
Mayor Muench acknowledged the victims, families, and first responders following the tragic events of the Lapu Lapu festival in Vancouver.

Councillor Rowe acknowledged the U13 Humboldt Broncos winning a provincial championship.

5 Public Hearing - Bylaw No. 10/2025

Resolution: 2025.129	5.1	Suspend Council Meeting Moved By: Councillor Sarah McInnis Seconded By: Councillor Larry Jorgenson That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:33 p.m. CARRIED
Resolution: 2025.130	5.2	Recommendation - City Controller - Public Hearing Bylaw No. 10/2025 Moved By: Councillor Roger Korte Seconded By: Councillor Larry Jorgenson That this report be accepted for information and filed. CARRIED
Resolution: 2025.131	5.3	Resume Meeting Moved By: Councillor Marilyn Scott Seconded By: Councillor Karen Siermachesky That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:34 p.m. CARRIED
	6	Approve Minutes
Resolution: 2025.132	6.1	Minutes of the Regular Meeting of Council held March 24, 2025 Moved By: Councillor Larry Jorgenson Seconded By: Councillor Marilyn Scott That the Minutes of the Regular Meeting of Council held April 1, 2025 be approved as recorded and circulated. CARRIED
Resolution: 2025.133	6.2	Minutes of the Special Meeting of Council held April 1, 2025 Moved By: Councillor Sarah McInnis Seconded By: Councillor Roger Korte That the Minutes of the Special Meeting of Council held April 1, 2025 be approved as recorded and circulated. CARRIED
	7	Delegations - Aerodrome Ownership & Operations Request for Proposal Results
Resolution: 2025.134	7.1	Terry Rohrke - Flight Training Interests Moved By: Councillor Marilyn Scott Seconded By: Councillor Sarah McInnis That this presentation be accepted for information and filed. CARRIED
Resolution: 2025.135	7.2	Jeffery Pylatuik and Blair Thiemann - The Humboldt Flying Club and Supporting Stakeholders Moved By: Councillor Roger Korte Seconded By: Councillor Sarah McInnis That this presentation be accepted for information and filed. CARRIED

Resolution:

2025.136

7.3

Kyle Ollerich - Ollerich Farms

Moved By: Councillor Sarah McInnis

Seconded By: Councillor Larry Jorgenson

That this presentation be accepted for information and filed.

CARRIED

Resolution:

2025.137

7.4

Clayton Rempel - Clayton Air Services

Moved By: Councillor Marilyn Scott

Seconded By: Councillor Larry Jorgenson

That this presentation be accepted for information and filed.

CARRIED

8 Correspondence

8.1 "A" Items Requiring Council Resolution

Resolution:

2025.138

8.1.1

Royal Canadian Legion Branch #28

Moved By: Councillor Sarah McInnis

Seconded By: Councillor Dave Rowe

That Administration be directed to work with the Royal Canadian Legion Branch #28 to bring a recommendation to an upcoming Council meeting to accommodate the request.

CARRIED

8.2 "B" Items Received for Information Only

Resolution:

2025.139

8.2.1

Central Area Transportation Planning Committee Meeting Minutes

Moved By: Councillor Roger Korte

Seconded By: Councillor Sarah McInnis

That the following correspondence be accepted for information:

1. Central Area Transportation Planning Committee Meeting Minutes dated December 4th, 2024

2. Central Area Transportation Planning Committee Meeting Minutes dated February 26th, 2025

CARRIED

9 Committee Reports

9.1 Vacate Chair

Mayor Muench vacated the Chair and Deputy Mayor Jorgenson presided at 6:37pm.

Resolution:

2025.140

9.2

Minutes of the Executive Committee Meeting held April 16th, 2025

Moved By: Councillor Marilyn Scott

Seconded By: Mayor Rob Muench

That the Minutes of the Executive Committee Meeting held April 16th, 2025 be amended to update the Municipal Engineer in attendance as Daniel Bernhard and remove Peter Bergquist, and be accepted for information.

CARRIED

10 Bylaws

Resolution: 2025.141 **10.1 Recommendation - Planning Coordinator - Bylaw No. 10/2025 - A bylaw to authorize the sale of municipal reserve land**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky
That this report be accepted for information and filed.
CARRIED

Resolution: 2025.142 **10.1.1 Bylaw No. 10/2025 - Second Reading**
Moved By: Councillor Roger Korte
Seconded By: Mayor Rob Muench
Resolved that Bylaw No. 10/2025, being a bylaw to authorize the sale of municipal reserve land, be read a second time.
CARRIED

Resolution: 2025.143 **10.1.2 Bylaw No. 10/2025 - Final Reading**
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe
Resolved that Bylaw No. 10/2025, being a bylaw to authorize the sale of municipal reserve land, be read a third time and now be adopted.
CARRIED

Resolution: 2025.144 **10.2 Recommendation - City Assessor - Bylaw No. 11/2025 - 2025 Tax Policy**
Moved By: Councillor Karen Siermachesky
Seconded By: Mayor Rob Muench
That this report be accepted for information and filed.
CARRIED

Resolution: 2025.145 **10.2.1 Bylaw No. 11/2025 - First Reading**
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe
Resolved that Bylaw No. 11/2025, being the 2025 tax policy bylaw, be introduced and read a first time.
CARRIED

Resolution: 2025.146 **10.2.2 Bylaw No. 11/2025 - Second Reading**
Moved By: Mayor Rob Muench
Seconded By: Councillor Karen Siermachesky
Resolved that Bylaw No. 11/2025, being the 2025 tax policy bylaw, be read a second time.
CARRIED

Resolution: 2025.147 **10.2.3 Bylaw No. 11/2025 - Given all three readings at this meeting**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis
Resolved that Bylaw No. 11/2025, being the 2025 tax policy bylaw, be given all three readings at this meeting.
CARRIED UNANIMOUSLY

Resolution: 2025.148 **10.2.4 Bylaw No. 11/2025 - Final Reading**
Moved By: Mayor Rob Muench
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 11/2025, being being the 2025 tax policy bylaw, be read a third time and now be adopted.

CARRIED

10.3 Resume Chair

Mayor Muench resumed the Chair, the time being 6:59 p.m.

11 New Business

Resolution: 2025.149 11.1 Proclamation - Naturopathic Medicine Week
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky

That the Mayor be authorized to proclaim the week of May 4th-10th, 2025 as “Naturpathic Medicine Week” in the City of Humboldt.

CARRIED

Resolution: 2025.150 11.2 Proclamation - National Public Works Week
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Roger Korte

That the Mayor be authorized to proclaim the week of May 18th-24th as “National Public Work Week” in the City of Humboldt.

CARRIED

Resolution: 2025.151 11.3 Recommendation - Director of Public Works - Aerodrome Ownership & Operations Request for Proposal Results
Moved By: Councillor Dave Rowe
Seconded By: Councillor Marilyn Scott

That this matter be postponed to the June 23rd City Council meeting.

CARRIED

Resolution: 2025.152 11.4 Recommendation - Director of Protective Services - Fire Brigade Membership and Pay
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

That Policy #4745 “Fire Brigade Membership and Pay” be approved as presented.

CARRIED

Resolution: 2025.153 11.5 Recommendation - City Controller - FCM Board of Directors Nomination
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Dave Rowe

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM’s Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

WHEREAS FCM’s Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, May 29 to June 1, 2025, followed by the election of FCM’s Board of

Directors;

BE IT RESOLVED that Council of the City of Humboldt endorse Sarah McInnis to stand for election on FCM’s Board of Directors, for the period starting in June 2025 and ending June 2026; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with Sarah McInnis attending FCM’s Board of Directors meetings.

CARRIED

Resolution: **11.6** **Recommendation - City Controller - Street Closure Request - DBID**
2025.154
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That the requested street closure for a special event on August 22nd to the 24th, 2025 be approved.

- Main Street, from 5th Avenue to 8th Avenue (Hwy 5), including portions of 7th Avenue from east of back alley to Main Street and from Main Street to the west side of the back alley, and a portion of 6th Avenue from east of back alley to Main Street, and from Main Street to the west side of the back alley.

CARRIED

Resolution: **11.7** **Recommendation - City Controller - Street Closure Request - Community BBQ's**
2025.155

That the requested street closures for the purpose of community fundraising barbecues and local performances be approved.

- June 12th, 2025, Sixth Avenue from Main Street east to the back alley.
- July 10th, 2025, Sixth Avenue from Main Street east to the back alley.
- August 14th, 2025, Sixth Avenue from Main Street east to back alley.
- September 4, 2025, Sixth Avenue from Main Street east to the back alley.

Resolution: **11.8** **Recommendation - City Controller - Street Closure Request - Summer Sizzler and Music Festival**
2025.156
Moved By: Councillor Dave Rowe
Seconded By: Councillor Marilyn Scott

That the requested street closures for special events be approved.

- June 28th, 2025 – 5th Avenue from Main Street to 2nd Street, Main Street from 4th Avenue to 11th Avenue, 11th Avenue from Main Street to 16th Street, and 16th Street from 11th Avenue to 6th Avenue.
- June 28th and 29th, 2025 – 5th Avenue, from Peck Road to 17th Street.
- July 1st, 2025 – 5th Avenue, from Peck Road to the Uniplex Entrance, known as Leo Parker Way.

CARRIED

Resolution: **11.9** **Recommendation - City Controller - Council Appointment to Boards and Committees**
2025.157
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

That the following appointments be made to the Boards and Committees established under the authority of the City of

Humboldt:
I. Reid-Thompson Public Library Board (1-yr term expires Jan 31, 2026)
a. Erika Stebbings
b. Linda Salikin Dufault

CARRIED

Resolution: **11.10** **Recommendation - City Controller - 2024 Year End Reserve Update**
2025.158

Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

That Council approves the 2024 Year-End Reserve Transfers and authorizes administration to contribute \$593,650 to the Contingency Reserve and further,

That the Infrastructure Levy Reserve be consolidated into the Street Redevelopment Reserve.

CARRIED

Resolution: **11.11** **Recommendation - Director of Leisure Services - Transition to Reusable White Ice Mesh at Elgar Petersen Arena**
2025.159

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Dave Rowe

That the City purchase a reusable white ice mesh from Goal to Goal Solutions Inc. at an estimated cost of \$42,000 plus freight and taxes.

CARRIED

12 Enquiries

Councillor Scott enquired with Administration if the City will resume back alley inspections now that snow has melted. The City Manager responded the Community Safety Officer will soon be doing inspections to ensure the back alleys are passible.

Councillor McInnis enquired with Administration on the availability of the Community Safety Officer having funds regarding car seats. The City Manager responded that he believes the Community Safety Officer may work with Non-Government Offices to facilitate a program.

Councillor Korte enquired with the Director of Public Works regarding previous conversations regarding a walk-way infront of the "old Shell" property along Highway 5. The Director responded the City does want a permanent sidewalk in that location and it may be appropriate to revisit in future budget discussions.

Mayor Rob Muench enquired with the City Manager on the City's lot inventory for sale. The City Manager responded that the City is progressing with making some lots available along 101st Street and on the south side of Saskatchewan Avenue.

Resolution: **13** **Committee of the Whole**
2025.160

Moved By: Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis

That we sit in a private session as Committee of the Whole, the time being 7:52 p.m.

CARRIED

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

13.2 Present in the Committee of the Whole
Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, City Controller Jace Porten, Director of Cultural Services Jennifer Fitzpatrick.

13.3 City Controller - Authorization to Renew Lease - SW 16-37-23 W2

Resolution: 2025.161 **13.4 Revert**
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis
That Council revert to the Regular Meeting, the time being 7:55 pm.

CARRIED

Resolution: 2025.162 **13.5 Recommendation - City Controller - Authorization to Renew Lease - SW 16-37-23 W2**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Roger Korte
That the Interim City Clerk be authorized to renew the lease for approximately 35 acres of farmland known as SW 16-37-23 W2 for \$1,225, plus GST, to Geroge Ries and Colin Ries for a 3-year term ending December 31, 2027, for the purpose of farming the land.

CARRIED

Resolution: 2025.163 **14 Adjourn**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Dave Rowe
That we do now adjourn, the time being 7:56 p.m.

CARRIED



City of Humboldt
Meeting Minutes
Special Meeting of Council May 12, 2025 - 05:30 PM

PRESENT:	Mayor Rob Muench	
	Councillor Larry Jorgenson	
	Councillor Roger Korte	
	Councillor Sarah McInnis	
	Councillor Dave Rowe	
	Councillor Marilyn Scott	
	Councillor Karen Siermachesky	
	City Manager	Joe Day
	City Controller	Jace Porten
	Director of Cultural Services	Jennifer Fitzpatrick
	Director of Leisure Services	Mike Ulriksen
	Director of Protective Services	Mike Kwasnica
	Director of Public Works	Peter Bergquist
	Planning Coordinator	Tanner Zimmerman
	Communication Coordinator	Angie Rolheiser

1 Call To Order

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

2 Land Acknowledgement

As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

Resolution:
2025.164

- 3 Adopt Agenda**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky
That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

4 New Business

Resolution:
2025.165

- 4.1 Proclamation - Early Childhood Educator Appreciation Day**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Sarah McInnis
That the Mayor be authorized to proclaim the day of May 14th, 2025 as “Early Childhood Educator Appreciation Day” in the City of Humboldt.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution:

2025.166

4.2

Recommendation - City Manager - Housing Needs and Demand Study

Moved By: Councillor Roger Korte

Seconded By: Councillor Marilyn Scott

That ‘Preferred Choice Development Strategists’ (Preferred Choice) be awarded a sole-source contract to complete a Housing Needs and Demand Study at an estimated cost of \$20,000 plus taxes.

CARRIED

Resolution:

2025.167

5

Adjourn

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Karen Siermachesky

That we do now adjourn, the time being 5:35 p.m.

CARRIED



Wascana & Upper Qu'Appelle Watersheds Association Taking Responsibility, Inc.

May 16, 2025

Re: End of the Road for WUQWATR

Greetings!

For almost 20 years, the Wascana & Upper Qu'Appelle Watersheds Association Taking Responsibility, Inc. (WUQWATR) has delivered meaningful programming and broad-scope advice for sustainable watershed management. However, the WUQWATR Board of Directors has made the decision to discontinue operation as a nonprofit organization, as many of the programs we initially provided are now part of a suite of services offered by other organizations and funding sources have dried up. This process will occur later in the year as items are addressed to discontinue operations.

The focus has been on proactive watershed stewardship across one of the largest and most populated areas of Saskatchewan with boundaries that extend from Humboldt in the north, Tyvan to the south, Central Butte to the west and Balgonie to the east. This area includes 109 communities and covers 23,443 square kilometers! Our members included rural and urban municipalities, resort villages, industry, conservation and development associations, towns and cities, and many individual residents.

The purpose of this letter is to share with you the news of discontinuing WUQWATR operations. The WUQWATR ALUS program is being transitioned to the Saskatchewan Association of Watersheds (SAW). WUQWATR will announce when and where the Member Special Meeting will be held to officially cease the WUQWATR operations. We are researching methods to encourage funding support of watershed stewardship projects within our watersheds. More information will follow at a later date.

This letter is being sent to WUQWATR members as well as elected provincial and federal politicians, whose electoral constituencies are within our watersheds. The WUQWATR Board of Directors is proud of what we have accomplished but unanimously agree future efforts will not be sustainable. Unfortunately, WUQWATR is now at the end of our stream.

This has been a difficult decision, but we want to thank you for your participation and support over the years. It has made a significant difference and is appreciated.

Sincerely,

David Sloan
Chair, WUQWATR Board of Directors

www.wuqwatr.ca info@wuqwatr.ca 306-946-6533

PO Box 965 Regina, Saskatchewan S4P 3B2



**City of Humboldt
Meeting Minutes**

Executive Committee Meeting May 12, 2025 - 05:45 PM

Present:	Chairperson:	Larry Jorgenson
	Mayor:	Rob Muench
	Councillors:	Roger Korte
		Sarah McInnis
		Dave Rowe
		Marilyn Scott
		Karen Siermachesky
	City Manager:	Joe Day
	City Controller:	Jace Porten
	Director of Cultural Services:	Jennifer Fitzpatrick
	Director of Leisure Services:	Mike Ulriksen
	Director of Protective Services:	Mike Kwasnica
	Municipal Engineer:	Peter Bergquist
	Planning Coordinator:	Tanner Zimmerman
	Communications Coordinator:	Angie Rolheiser

- 1

Call To Order

Chairperson Jorgenson called the meeting to order at 5:37 p.m.
- 2

Land Acknowledgement

As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.
- 3

Adopt Agenda

Moved By: Councillor Marilyn Scott

That the agenda be amended to include a Land Matter item presented from the City Manager.

CARRIED
- 3.1

Conflict of Interest
- 4

Delegations
- 5

Correspondence
- 6

Reports From Administration
- 6.1

Director of Protective Services' Reports

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED
- 6.2

City Controller's Report

Moved By: Mayor Rob Muench

That this report be accepted for information and filed.

CARRIED

6.3 **Director of Cultural Services’ Report**
Moved By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

6.4 **Communication Coordinator’s Report**
Moved By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

6.5 **Director of Leisure Services’ Report**
Moved By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

6.6 **Director of Public Works’ Report**
Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

6.7 **CLS Project Summary Report**
Moved By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

7 **New Business**

7.1 **Recommendation - Director of Public Works - Aerodrome Ownership & Operations Options**
Moved By: Councillor Roger Korte

That Administration be authorized to re-engage selected surrounding municipalities that are believed to benefit the most from the airport in discussions regarding ownership model options for the airport, and further,

that Administration negotiate with those municipalities as well as other airport stakeholders to arrive at a financial model that can support the necessary runway improvements at the Humboldt Aerodrome.

CARRIED

7.2 **Recommendation - City Controller - Humboldt and District Community Services Parking Pass Request**
Moved By: Mayor Rob Muench

That Executive Committee endorse Administration to grant the request from Humboldt and District Community Services to supply six parking passes for summer students employed over the summer months.

CARRIED

7.3 **Recommendation - City Manager - Board and Committee Background Material**
Moved By: Councillor Marilyn Scott

That Administration be authorized to develop a binder of background material with respect to each of the Boards and Committees to which City Council appoints City Council members and other individuals to.

CARRIED

8 Enquiries

Councillor McInnis enquired with the Director of Leisure Services on a follow-up on the Humboldt and Community Services.

9 Committee of the Whole

Moved By: Councillor Roger Korte

That we sit in a private session as Committee of the Whole, the time being 6:53 p.m.

CARRIED

9.1 Authority

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

9.2 Present in the Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, City Controller Jace Porten, Director of Protective Services Mike Kwasnica, Planning Coordinator Tanner Zimmerman, and Communications Coordinator Angie Rolheiser.

9.3 Director of Protective Services - Additional Position Request

9.4 Planning Coordinator - Bylaw Updates

9.5 City Manager - Grant Update

9.6 City Manager - Land Matter

9.7 Revert

Moved By: Councillor Sarah McInnis

That Council revert to the Regular Meeting, the time being 7:56 pm.

CARRIED

9.8 Recommendation - Director of Protective Services - Additional Position Request

Moved By: Mayor Rob Muench

That the City create a position of a casual Community Safety Officer (CSO), and further

that Administration be authorized to negotiate with interested communities in the region for the delivery of Bylaw / CSO service to those municipalities.

CARRIED

9.9 Recommendation - Planning Coordinator - Bylaw Updates

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten

9.10 Recommendation - City Manager - Grant Update

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

9.11 Recommendation - City Manager - Land Matter

Moved By: Councillor Dave Rowe

That Administration be authorized to advise Mr. Bopari of Walnut Grove Developments, (101126950 SK. Ltd.):

1. That the City will not commit to paying for all of the infrastructure requirements east of the Burton Crescent intersection, and
2. That the City is prepared to further discuss a program to defer the receipt of development levies to the time of lot sale (or equivalent), and
3. That the question of a three-year tax abatement on developed, but unsold lots, be referred to Administration for a follow-up report.

CARRIED

10 Next Meeting

11 Adjourn

Moved By: Councillor Marilyn Scott

That we do now adjourn, the time being 7:59 p.m.

CARRIED

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on April 10, 2025, commencing at 9:00 am at the Gallery



PRESENT:	Chairperson: Carol McLaren Board Members: Ivan Buehler Andrew Breker Susan Bellamy Karen Siermachesky – City Council Rep Jennifer Fitzpatrick – Director of Cultural Services
REGRETS:	Kevin Garinger and Aaron Lukan sent their regrets.
CALL TO ORDER:	Carol called the meeting to order at 9:00 AM.
LAND ACKNOWLEDGEMENT:	Carol read her land acknowledgement to open the meeting.
ADOPT AGENDA:	The Director requested the addition of an In-camera conversation around Collections under the Director’s report. Bellamy / Buehler: That the agenda of April 10, 2025, Humboldt & District Museum & Gallery be adopted as amended. Motion Carried
ACKNOWLEDGEMENTS:	Carol thanked Karen for joining her to share the performance appraisal with the City Manager, and thanked fellow board members for their input.
ADOPT MINUTES:	Breker / Siermachesky: That the minutes of March 13, 2025, Humboldt & District Museum & Gallery be adopted as presented. Motion Carried
BUSINESS ARISING:	The board discussed the outstanding issues following the Director’s Performance Appraisal.
DIRECTORS REPORT:	Jennifer provided an overview of the report and highlighted the excellent engagement to date, grant funding, exhibits and plans. The Director’s report was received for information.
FINANCIAL STATEMENT:	The financial statement was received for information.
COMMITTEE OF THE WHOLE:	Bellamy / Siermachesky: That we sit in a private session as Committee of the Whole, the time being 9:38 am. Motion Carried
AUTHORITY:	The committee met under Section 5(3) of Part III of The Local Authority of Freedom of Information and Privacy Act.
PRESENT IN COMMITTEE OF THE WHOLE:	Present in committee of the whole: Chairperson Carol McLaren, Vice-chairperson Susan Bellamy, Board Members: Ivan Buehler, Andrew Breker Councillor Karen Siermachesky and Director Jennifer Fitzpatrick
REVERT:	Bellamy / Buehler: That we revert back to the regular meeting, the time being 9:52 am.

Chairperson’s initials

MUNICIPAL HERITAGE ADVISORY COMMITTEE:	The board reviewed the list of tangible and intangible heritage resources listing.
FRIENDS OF THE MUSEUM REPORT:	Karen reported that the Friends recently helped with the Network Meeting. Jennifer thanked Karen and Carol for handling this event.
FOUNDATION REPORT:	<p>Jennifer reviewed the 2024 Statement of Financial Position for the Foundation that were prepared by John Scott, and the Board discussed potential projects.</p> <p>Buehler / Breker: That the 2024 Humboldt & District Museum & Gallery Public Foundation Statement of Financial Position be received for information.</p> <p>Motion Carried</p> <p>This statement is attached to the minutes.</p>
ORIGINAL HUMBOLDT REPORT:	Ivan updated the committee on the Treaty 6 project, and the board discussed options for a community event around National Indigenous Peoples Day in June.
SPORTS HALL OF FAME REPORT:	Aaron was not present, therefore, no report.
PUBLIC ART COMMITTEE REPORT:	Ivan updated the Board on the Iron Triangle sculpture project.
WATER TOWER REPORT:	Susan reported on the recent committee meeting and the Jen Reimer visit.
COUNCIL REPORT:	Karen reported that the Director’s Performance Appraisal was distributed to Council, as per the bylaw. She thanked Jennifer for arranging a land acknowledgement workshop for City Council and the City Manager.
OTHER BUSINESS:	There was no other business.
NEXT MEETING:	The next regular meeting for the Board will be May 8, 2025, at 1:00 pm at the Museum.
ADJOURNMENT:	<p>Buehler/ Siermachesky: That the meeting adjourn at 10:30 AM.</p> <p>Motion Carried</p>

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary

Humboldt & District Museum & Gallery Public Foundation
Statement of Financial Position

December 31	2024	2023
Assets		
Cash on deposit	6,146	8,792
Interest receivable	278	337
Certificates of deposit	188,736	189,509
Net assets	<u>195,160</u>	<u>198,638</u>
Unrestricted net assets	<u>195,160</u>	<u>198,638</u>

Humboldt & District Museum & Gallery Public Foundation
Statement of Operations

December 31	2024	2023
Revenue		
Interest	7,542	7,218
Fundraising	-	163
Donations	229	-
	<u>7,771</u>	<u>7,381</u>
Expenses		
Projects	14,000	-
Professional fees	249	-
	<u>14,249</u>	<u>-</u>
Net revenue in excess of expenses (expenditures in excess of revenue)	<u>(6,478)</u>	<u>7,381</u>

Humboldt & District Museum & Gallery Public Foundation
Statement of Changes in Net Assets

December 31	2024	2023
Unrestricted net assets, beginning of year	198,638	191,257
Excess of revenue over expenses	<u>(6,478)</u>	<u>7,381</u>
Unrestricted net assets, end of year	<u>192,160</u>	<u>198,638</u>

Approved by the Board





CITY OF HUMBOLDT REPORT

TITLE: Bylaw No. 12/2025 – First Reading
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: May 26, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Bylaw No. 04/2016 – The Zoning Bylaw was adopted in 2016 – nearly ten years ago. Since then, there have been a handful of amendments with the last non-rezoning amendment occurring in 2019.

An increase in population is expected with the development of the BHP Jansen Mine. With this increase, along with a general shift in zoning discussions, City Administration has identified a need to update the City's Zoning Bylaw.

CURRENT SITUATION

Attached, is a list of recommended amendments to the Zoning Bylaw and the rationale behind each amendment. The list is comprised mostly of minor amendments, such as grammar corrections. The list also has some recommended amendments that are intended to ease pressure on developers and homeowners.

OPTIONS

1. Receive this report and file for information.

ATTACHMENTS

- A. A list of recommended amendments to *Bylaw No. 04/2016 – The Zoning Bylaw* and the rationale for recommending said amendments.

COMMUNICATION AND ENGAGEMENT

Pursuant to Part X of *The Planning and Development Act*, 2007, two clear weeks of public notice are required between a first and second reading of a bylaw to amend the Zoning Bylaw.



FINANCIAL IMPLICATION

There is no anticipated financial implication.

CONCLUSION

Bylaw No. 04/2016 – The Zoning Bylaw is due for an update. A list of amendments has been provided. The amendments include wording corrections, reference corrections, and regulation relaxations. The amendments promote new housing units while maintaining the safety and character of the City.

Attachment A

Section	Existing	Amendment	Rationale
2	Neutral Colour: natural colours such as blues, greens, browns, clays and other earth tones and neutral colours such as grey, white, cream and black	Neutral Colour: colours such as grey, white, and cream, as well as earth tone colours approved by the Development Officer	The current wording does no prescribe shades of green, brown, etc. which can equate to colours that may not necessarily be seen as “neutral”.
2	<i>New</i>	<p>Required Front Yard – the minimum front setback as referred to in Tables 10-1 through 10-14.</p> <p>Required Rear Yard – the minimum rear setback as referred to in Tables 10-1 through 10-14.</p> <p>Required Side Yard – the minimum side setback as referred to in Tables 10-1 through 10-14.</p>	There are multiple referrals throughout the Zoning Bylaw to the “required rear/front/side yard,” but a definition has not been provided.
3.2.3	<p>The effective period for a development permit is consistent with the building permit or business license to which it applies. This period may be extended by the Development Officer for an additional 6 months if requested in writing by the permit holder. A development permit shall be automatically invalid if:</p> <ol style="list-style-type: none"> (1) the proposed development is not commenced within 6 months from the permit issuance date; or, (2) the proposed development is legally suspended or discontinued, for a period of 6 or more months, unless otherwise indicated by Council or the Development Officer 	<p>The effective period for a development permit is one year from the date of issuance. This period may be extended by the Development Officer for an additional 6 months if requested, in writing, by the permit holder. A development permit shall be automatically invalid if:</p> <ol style="list-style-type: none"> (1) the proposed development is not commenced within one year from the permit issuance date; or, (2) the proposed development is legally suspended or discontinued, for a period of one year, or more, unless otherwise indicated by Council or the Development Officer. 	This amendment allows developers more time to ensure their proposed development is permitted, if they do not apply for a development permit and building permit at the same time. It also allows for more time for negotiations of matters such as Servicing Agreements.
3.7.5	Where a person wishes to appeal to the Board, he/she	Where a person wishes to appeal to the Board, that person shall file written notice of	This amendment has already been made, and

	shall file written notice of his/her intention to appeal with the secretary of the Board, together with a sum of not more than \$50.00 that the Board may specify to be applied to the expense of the appeal."	their intention to appeal with the secretary of the Board, together with a sum of not more than \$300.00 that the Board may specify to be applied to the expense of the appeal."	is reflected in Section 3.16.2; however, it was not changed in Section 3.7.5.
3.10.1 (1) (e)	As per section 207 of <i>The Act</i> , the Development will set a date for the meeting at which the application will be considered by Council and will give notice by ordinary mail to assessed owners of property within 75 metres of the boundary of the applicant's land.	As per Section 55 of <i>The Act</i> , the Development Officer will set a date for the meeting at which the application will be considered by Council and will give notice by ordinary mail to assessed owners of property within 75 metres of the boundary of the applicant's land.	Reference correction.
3.12.4	Contract zones are subject to Section 8.6 of this Bylaw.	Contract zones are subject to Section 9.6 of this Bylaw.	Reference correction.
3.16.2 (1)	An applicant applying for the following permits and / or certificates shall pay a fee in accordance with the following: <ul style="list-style-type: none"> (a) Permitted principal use: \$100.00 (b) Permitted accessory use: \$100.00 (c) Permitted ancillary use: \$100.00 (d) Discretionary principal use: \$500.00 (e) Discretionary accessory use: \$500.00 (f) Discretionary ancillary use: \$500.00 (g) Development Appeal Fee: up to \$50 as specified by the Development Appeals Board (h) Minor Variance \$75.00 (i) Zoning Compliance Certificate \$25.00 (j) Zoning Amendment \$750.00 	An applicant applying for the following permits and/or certificates shall pay a fee in accordance with the following: <ul style="list-style-type: none"> (a) Permitted use: \$100.00 (b) Discretionary use: \$100.00 (c) Development Appeal Fee: \$300.00 (d) Minor Variance: \$50.00 (e) Zoning Compliance Certificate: \$25.00 (f) Zoning Amendment \$500.00 	This amendment condenses some fees into similar categories, decreases the fees for Minor Variances and Zoning Amendments, and corrects the Development Appeal Fee.
3.16.3	<i>New</i>	Any person to whom a Development Permit has been issued may request a refund for a Development Permit fee, if the approved development has not commenced within a	A refund period allows an applicant to recover of the application fee if the applicant rescinds their

		<p>period of one month. Refund amounts shall be calculated as follows:</p> <ol style="list-style-type: none"> (1) An amount of 75% of the application fee shall be refunded if an application is rescinded within one week of approval; (2) A amount of 50% shall be refunded if an application is rescinded within one week of approval; (3) A refund shall not be granted if: <ol style="list-style-type: none"> a. An application is cancelled after one or more month(s); or, b. A development has commenced. 	application after approval.
4.6.2 (1)	Trees, shrubs, walks, uncovered driveways, fences, trellises, flag poles and lamp posts; and	Subject to Section 4.7, trees, shrubs, walks, uncovered driveways, fences, trellises, flag poles, and lamp posts; and	This amendment refers to the fence regulations in Section 4.7.
4.7.4 (1)	<i>New</i>	Any wall, fence or other structure located parallel to the front site line, and behind the required front yard is limited to a height of no more than 1.8 metres above grade level, except for trellises or archways that, in the opinion of the Development Officer, will not create a safety hazard.	This amendment allows for fences to be built to a height in line with the regulations for backyard fences, as long as the fence is further than the required front setback.
4.8.5 (1)	Private garages and carports, attached to the principal building by a substantial roof structure, are considered as part of the principal building and subject to the regulations governing the principal building.	Private garages and carports, attached to the principal building by a substantial roof structure, are considered as part of the principal building and subject to the regulations governing the principal building, except that: <ol style="list-style-type: none"> (a) Any attached garage with a vehicle door facing towards a street must have a minimum setback of at least 4.5 metres from the vehicle door to the adjacent site line. 	This amendment requires that attached garages are setback from site lines in a manner that creates more visibility for vehicles leaving the garage.
4.8.6 (2) (b)	In any R district, accessory buildings shall be located behind the rear line of the principal building.	In any R district, accessory buildings shall be located behind the front line of the principal building.	This amendment allows accessory buildings to be built adjacent to a principal building, if enough space is available between the principal building and side property line.
4.9.4 (7)	Regardless of the number of home based businesses that may be located on any one site, a total of no more than two (2) client or business related visits	Regardless of the number of home-based businesses that may be located on any one site, a total of no more than two (2) client or business related visits per hour shall be made to home-based businesses on any one site,	This amendment allows for more flexibility in approvals for home-based businesses such as hairdressers.

	per day shall be made to home based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the business by a vehicle with a gross vehicle weight of more than 5,455 kg, or by a vehicle with a total length of more than 6.7 metres.	and no deliveries of merchandise, goods or equipment shall be made to the business by a vehicle with a gross vehicle weight of more than 5,455 kg, or by a vehicle with a total length of more than 6.7 metres.	
7.3.3	Notwithstanding the requirements for perimeter planting, parking areas containing 20 stalls or more shall provide interior landscaping equal to ten percent (10%) of the total parking area. The required landscaping shall be placed within the parking area so as to delineate entrance routes and circulation, and provide visual relief.	Notwithstanding the requirements for perimeter planting, parking areas containing 50 stalls or more shall provide interior landscaping equal to four percent (4%) of the total parking area. The required landscaping shall be placed within the parking area so as to delineate entrance routes and circulation, and provide visual relief.	This amendment decreases the required landscaping, making the regulation less prescriptive.
8.11.1 (1)	Garden and garage suites shall only be permitted on sites where in the principal use is a single detached dwelling.	Secondary, garden and garage suites shall only be permitted on sites wherein the principal use is a single detached or semi-detached dwelling.	This amendment allows for secondary, garage, and garden suites in semi-detached dwellings, creating more opportunity for housing units. The amendment also simplifies the wording pertaining to 8.11.3 (1). Municipalities such as Saskatoon, Weyburn, and Pilot Butte have already made this change.
8.11.2 (2)	In order to accommodate a secondary suite, a single detached, semi-detached, or two unit dwelling must have a gross floor area, including the area of any basement, of at least 100 m ² (per unit).	In order to accommodate a secondary suite, a single detached or semi-detached dwelling must have a gross floor area, including the area of any basement, of at least 100 m ² (per unit).	Wording correction.
8.11.2 (5)	The exterior finishing of a secondary suite, if any, shall be consistent with the exterior of	The exterior finishing of a secondary suite, if any, shall be consistent with the exterior of the remainder of the principal dwelling to give	Wording correction.

	the remainder of the principal dwelling to give the entire building the appearance of a single detached (or semi-detached or two-unit) dwelling.	the entire building the appearance of a single detached or semi-detached dwelling.	
8.17.4	Shipping containers 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.	Shipping containers 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.	Wording correction.
Table 10-1	Semi-detached dwellings and two-unit dwellings are Discretionary Uses.	Semi-detached dwellings and two-unit dwellings are Permitted Uses.	<p>This amendment allows for gentle density which creates opportunity for housing without damaging neighbourhood character.</p> <p>Cities such as Saskatoon, Regina, and Lloydminster have already made this change.</p>
Table 10-8	The maximum height for hotels and motels is 11m	The maximum height of hotels and motels is 18.5m	This amendment allows for hotels and motels in a C2 district to be built to height of 18.5m, aligning with the requirements for hotels in a C1 and C3 district.

CITY OF HUMBOLDT

BYLAW NO. 12/2025

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 following be deleted from Section 2:

Neutral Colour: natural colours such as blues, greens, browns, clays and other earth tones and neutral colours such as grey, white, cream and black.

2. That the following be added to Section 2:

Neutral Colour: colours such as grey, white, and cream, as well as earth tone colours approved by the Development Officer.

Required Front Yard – the minimum front setback as referred to in Tables 10-1 through 10-14.

Required Rear Yard – the minimum rear setback as referred to in Tables 10-1 through 10-14.

Required Side Yard – the minimum side setback as referred to in Tables 10-1 through 10-14.

3. That the following Section 3.2.3 be deleted:

The effective period for a development permit is consistent with the building permit or business license to which it applies. This period may be extended by the Development Officer for an additional 6 months if requested in writing by the permit holder. A development permit shall be automatically invalid if:

- (1) the proposed development is not commenced within 6 months from the permit issuance date; or,**
- (2) the proposed development is legally suspended or discontinued, for a period of 6 or more months, unless otherwise indicated by Council or the Development Officer.**

4. That the following Section 3.2.3 be added:

The effective period for a development permit is one year from the date of issuance. This period may be extended by the Development Officer for an additional 6 months if requested, in writing, by the permit holder. A development permit shall be automatically invalid if:

- (1) The proposed development is not commenced within one year from the permit issuance date; or,**
- (2) The proposed development is legally suspended or discontinued, for a period of one year, or more, unless otherwise indicated by Council or the Development Officer.**

5. That the following Section 3.7.5 be deleted:

Where a person wishes to appeal to the Board, he/she shall file written notice of his/her intention to appeal with the secretary of the Board, together with a sum of not more than \$50.00 that the Board may specify to be applied to the expense of the appeal.”

6. That the following Section 3.7.5 be added:

Where a person wishes to appeal to the Board, that person shall file written notice of their intention to appeal with the secretary of the Board, together with a sum of not more than \$300.00 that the Board may specify to be applied to the expense of the appeal.”

7. That the following Section 3.10.1 (1) (e) be deleted:

As per section 207 of *The Act*, the Development will set a date for the meeting at which the application will be considered by Council and will give notice by ordinary mail to assessed owners of property within 75 metres of the boundary of the applicant’s land.

8. That the following Section 3.10.1 (1) (e) be added:

As per Section 55 of *The Act*, the Development Officer will set a date for the meeting at which the application will be considered by Council and will give notice by ordinary mail to assessed owners of property within 75 metres of the boundary of the applicant’s land.

9. That the following Section 3.12.4 be deleted:

Contract zones are subject to Section 8.6 of this Bylaw.

10. That the following Section 3.12.4 be added:

Contract zones are subject to Section 9.6 of this Bylaw.

11. That the following Section 3.16.2 (1) be deleted:

An applicant applying for the following permits and / or certificates shall pay a fee in accordance with the following:

(a)	Permitted principal use:	\$100.00
(b)	Permitted accessory use:	\$100.00
(c)	Permitted ancillary use	\$100.00
(d)	Discretionary principal use:	\$500.00
(e)	Discretionary accessory use:	\$500.00
(f)	Discretionary ancillary use:	\$500.00
(g)	Development Appeal Fee:	up to \$50 as specified by the Development Appeals Board.
(h)	Minor Variance	\$75.00
(i)	Zoning Compliance Certificate	\$25.00
(j)	Zoning Amendment	\$750.00

12. That the following Section 3.16.2 (1) be added:

An applicant applying for the following permits and/or certificates shall pay a fee in accordance with the following:

(a)	Permitted use:	\$100.00
(b)	Discretionary use:	\$500.00
(c)	Development Appeal Fee:	\$300.00
(d)	Minor Variance:	\$50.00
(e)	Zoning Compliance Certificate:	\$25.00

(f) Zoning Amendment: \$500.00

13. That the following Section 3.16.3 be added:

Any person to whom a Development Permit has been issued may request a refund for a Development Permit fee, if the approved development has not commenced within a period of one month. Refund amounts shall be calculated as follows:

- (1) An amount of 75% of the application fee shall be refunded if an application is rescinded within one week of approval;**
- (2) An amount of 50% shall be given to the applicant if an application is rescinded within one month of approval;**
- (3) A refund shall not be granted if:**
 - (a) An application is cancelled after one or more month(s); or,**
 - (b) A development has commenced.**

14. That the following Section 4.6.2 (1) (b) be deleted:

Trees, shrubs, walks, uncovered driveways, fences, trellises, flag poles, and lamp posts; and

15. That the following Section 4.6.2 (1) (b) be added:

Subject to Section 4.7, trees, shrubs, walks, uncovered driveways, fences, trellises, flag poles, and lamp posts; and

16. That the following Section 4.7.4 (1) be added:

Any wall, fence or other structure located parallel to the front site line, and behind the required front yard is limited to a height of no more than 1.8 metres above grade level, except for trellises or archways that, in the opinion of the Development Officer, will not create a safety hazard.

17. That the following Section 4.8.5 (1) be deleted:

Private garages and carports, attached to the principal building by a substantial roof structure, are considered as part of the principal building and subject to the regulations governing the principal building.

18. That the following Section 4.8.5 (1) be added:

Private garages and carports, attached to the principal building by a substantial roof structure, are considered as part of the principal building and subject to the regulations governing the principal building, except that:

- (a) any attached garage with a vehicle door facing towards a street must have a minimum setback of at least 4.5 metres from the vehicle door to the adjacent site line.**

19. That the following Section 4.8.6 (2) (b) be deleted:

In any R district, accessory buildings shall be located behind the rear line of the principal building.

20. That the following Section 4.8.6 (2) (b) be added:

In any R district, accessory buildings shall be located behind the front line of the principal building.

21. That the following Section 4.8.6 (d) (i) be added:

Where a detached garage is accessory to a semi-detached dwelling, there shall be no side setback where a common wall divides two garages.

22. That the following Section 4.9.4 (7) be deleted:

Regardless of the number of home based businesses that may be located on any one site, a total of no more than two (2) client or business related visits per day shall be made to home based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the business by a vehicle with a gross vehicle weight of more than 5,455 kg, or by a vehicle with a total length of more than 6.7 metres.

23. That the following Section 4.9.4 (7) be added:

Regardless of the number of home-based businesses that may be located on any one site, a total of no more than two (2) client or business related visits per hour shall be made to home-based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the business by a vehicle with a gross vehicle weight of more than 5,455 kg, or by a vehicle with a total length of more than 6.7 metres.

24. That the following Section 7.3.3 be deleted:

Notwithstanding the requirements for perimeter planting, parking areas containing 20 stalls or more shall provide interior landscaping equal to ten percent (10%) of the total parking area. The required landscaping shall be placed within the parking area so as to delineate entrance routes and circulation, and provide visual relief.

25. That the following Section 7.3.3 be added:

Notwithstanding the requirements for perimeter planting, parking areas containing 50 stalls or more shall provide interior landscaping equal to four percent (4%) of the total parking area. The required landscaping shall be placed within the parking area so as to delineate entrance routes and circulation, and provide visual relief.

26. That the following Section 8.11.1 (1) be deleted:

Garden and garage suites shall only be permitted on sites wherein the principal use is a single detached dwelling.

27. That the following Section 8.11.1 (1) be added:

Secondary, garden and garage suites shall only be permitted on sites wherein the principal use is a single detached or semi-detached dwelling.

28. That the following Section 8.11.2 (2) be deleted:

In order to accommodate a secondary suite, a single detached, semi-detached, or two unit dwelling must have a gross floor area, including the area of any basement, of at least 100 m² (per unit).

29. That the following Section 8.11.2 (2) be added:

In order to accommodate a secondary suite, a single detached or semi-detached dwelling must have a gross floor area, including the area of any basement, of at least 100 m² (per unit).

30. That the following Section 8.11.2 (5) be deleted:

The exterior finishing of a secondary suite, if any, shall be consistent with the exterior of the remainder of the principal dwelling to give the entire building the appearance of a single detached (or semi-detached or two-unit) dwelling.

31. That the following Section 8.11.2 (5) be added:

The exterior finishing of a secondary suite, if any, shall be consistent with the exterior of the remainder of the principal dwelling to give the entire building the appearance of a single detached or semi-detached dwelling.

32. That the following Section 8.11.3 (1) be deleted:

Garden and garage suites shall only be permitted on sites wherein the principal use is a single detached dwelling.

33. That the following Section 8.17.4 be deleted:

Shipping containers 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 of side yard.

34. That the following Section 8.17.4 be added:

Shipping containers 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.

35. That the following Table 10-1 be amended by updating Residential Uses Rows (2) and (4) as follows:

(2)	Semi-detached dwellings	P	1		225	7.5	6	1.2 ⁽¹⁾	6	50	8.5
(4)	Two-unit dwellings	P	1		450	15	6	1.2	6	50	8.5

36. That the following Table 10-8 be amended by Commercial and Industrial Uses, Row 32 as follows:

(32)	Hotels and motels	P	10		1,700	30	6	3	3		18.5
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Mayor – Rob Muensch

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 26 DAY OF MAY 2025.
READ A SECOND TIME THIS _ DAY OF _____ 2025
READ A THIRD AND FINAL TIME THIS DAY __ OF ____ 2025.



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:** I, Rob Muench, Mayor of the City of Humboldt do hereby proclaim the week of June 9th to June 15th, 2025 as “**Humboldt Pride Week**” in the City of Humboldt.

Mayor – Rob Muench

CITY OF HUMBOLDT REPORT

TITLE: Street Closure Request – Community Event
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 26, 2025

RECOMMENDATION

That the requested street closures for the purpose of a community event be approved.

- June 6th, 2025, Westwood Drive from Lakewood Drive west to the dead end. The closure would be from 1pm to 6pm inclusive.

BACKGROUND

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

CURRENT SITUATION

The Humboldt Co-op is hosting a Summer Carnival on June 6th and hosting an array of activities on the lot south of the Food Store. As a part of the festivities the Co-op is looking to host a barbecue on Westwood Drive between the parking lot and the location of the festivities. As the Co-op is the only affected property along the roadway, Administration doesn't see any concerns for allowing the temporary closure to host the event.

OPTIONS

1. Approve the recommendation.
2. Reject the recommendation and suggest alternative street closure location.
3. Reject the recommendation and not allow street closure.

ATTACHMENTS

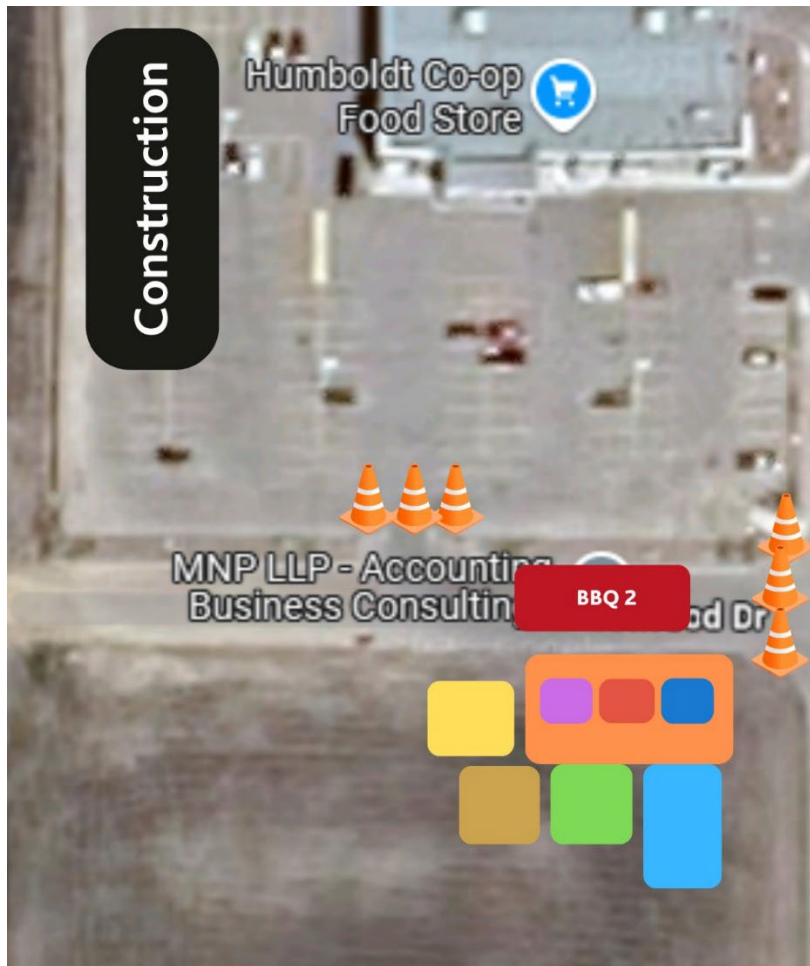
- Map of proposed closure.

FINANCIAL IMPLICATION

There are no significant financial implications for accepting this recommendation.

CONCLUSION

Administration has no concerns the street closure will affect any City maintenance or operations.



BBQ	2-6
Giant Slide 5-12+	2-6
Toddler Big Top 0-5	2-6
Warren Balloon Man	2-5
O'McDale Farm	2-6
2 or 3 Games	2-6
Humboldt Ink-Airbrush	3-6
Conservation Trailor	2-6
Firetruck	2-6



CITY OF HUMBOLDT REPORT

TITLE: Downtown Business Improvement District (BID) Budget Request

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 26, 2025

RECOMMENDATION

That the City of Humboldt approves the Humboldt Downtown Business Improvement District (BID) 2025 Budget.

BACKGROUND

In 2012, the City of Humboldt established Bylaw 02/2012 - Downtown Business Improvement District to designate an area in the downtown core and establish a board of management. The purpose of the District is to encourage the development of a vibrant and prosperous downtown, improving the District's appearance and image, promoting and marketing the District, and undertaking initiatives and projects that facilitate the ongoing enhancement and redevelopment of the District as a business and shopping area.

Each year the BID is to provide a budget to City Council, for its approval, showing the revenue and expenditure estimates for the upcoming year, and indicates a grant that is required from the City. The City levies an amount to the businesses within the BID area and also calculates which percentage the City should pay for City owned buildings located within the district. In 2024 the City collected \$25,430 on behalf of the DBID and provided a grant for the City owned properties of \$1,950, totaling \$27,380.

CURRENT SITUATION

The 2025 budget for the BID requests a similar levy as 2024 of approximately \$27,000. There is anticipated to be more revenue earned through Streetfest than the 2024 actuals, and the BID anticipates similar spending trends for operations as last year. The exceptions being a \$20,000 addition for spending on Capital Projects. Overall, the 2025 Budget submitted by the DBID anticipates a \$24,525 draw from reserves to balance.

OPTIONS

1. Approve the DBID Budget as presented.
2. Not approve the DBID budget as presented and request that the DBID provide a budget with additional detail and clarity.

ATTACHMENTS



- 2025 Humboldt Downtown BID Budget.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

FINANCIAL IMPLICATION

The City has levied approximately \$24,300 from applicable downtown businesses in 2025 and will remit that amount to the BID. The City calculates an “amount in lieu” of what the levy would equate to for the exempt city-owned properties in the downtown and additionally remits that amount to the BID as a grant. The 2024 implications were \$1,950.

CONCLUSION

Pursuant to the Bylaw, for a BID levy to be placed on the tax notices of the applicable downtown businesses, City Council must approve the BID budget to be a part of a Tax Levy Bylaw. As the budget was not submitted prior to the Bylaw adoption, Administration and the DBID had preliminary conversations to ensure the levy amount would not be affected.

BID BUDGET				
Item	2024 (Actual)		2025 (Budget)	
Income				
BID Levy	\$ 27,380.88		\$ 27,000.00	
Streetfest	\$ 39,274.00		\$ 60,000.00	
Moonlight Madness	\$ -		\$ -	
Interest	\$ 1,308.42		\$ 1,000.00	
Garland	\$ 1,140.00			
Other	\$ 25.00			
Total Income	\$ 69,128.30		\$ 88,000.00	
Expenses				
Streetfest	\$ (84,211.29)		\$ (80,000.00)	
Capital Projects			\$ (20,000.00)	
Beautification			\$ (1,000.00)	
Moonlight Madness			\$ (2,500.00)	
Horse Rides	\$ (1,000.00)			
Fire Pits	\$ (312.44)			
BID Bucks	\$ (150.00)			
Santa & Grinch	\$ (200.00)			
Printing	\$ (108.76)			
Advertising	\$ (525.00)			
Banners	\$ (261.94)			
Supplies	\$ (422.94)			
Total		\$ (2,981.08)		
Garland	\$ (2,123.08)			
Accounting	\$ (871.35)			
Chamber Membership			\$ (150.00)	
Administrative Contract	\$ -		\$ (6,000.00)	
Website			\$ (2,800.00)	
Bank fees	\$ (75.00)		\$ (75.00)	
Total Expenses	\$ (90,261.80)		\$ (112,525.00)	
Revenue	\$ (21,133.50)	Net Loss	\$ (24,525.00)	Net Loss



CITY OF HUMBOLDT REPORT

TITLE: PAMI Lease Agreement
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 26, 2025

RECOMMENDATION

That the Interim City Clerk be authorized to sign a 10-yr lease agreement with Prairie Agricultural Machinery Institute (PAMI) for a portion of land located at Parcel A, Plan 101813385, for use of land to display the "Iron Triangle" public art piece.

BACKGROUND

The Humboldt Public Art Committee along with Cultural Services are set to unveil a new public art sculpture focusing on themes of Manufacturing and Agriculture, specifically a life-size metal farm horse made from new and recycled parts from local "Iron Triangle" manufacturers. The committee sought financial and material support from manufacturers within the Iron Triangle with the intention for the sculpture to be placed near Prairie Agricultural Machinery Institute (PAMI) along Highway 5.

CURRENT SITUATION

As the art piece would be City owned, but placed on land owned by PAMI, the two are looking to establish a lease agreement for use of the land and to accurately identify ownership and liability of the art piece. The agreement will be for ten years with the ability to renew it on five-year terms. There are no costs associated with the lease and the City will be required to maintain liability insurance which, confirmed by our insurance provider, would fit within the scope of our established general liability insurance.

OPTIONS

1. Approve the recommendation.
2. Reject the recommendation and identify an alternative location.

ATTACHMENTS

- Lease agreement between PAMI and The City of Humboldt

FINANCIAL IMPLICATION

There are no significant financial implications for accepting this recommendation.



CONCLUSION

Signing the lease agreement provides clear and mutually beneficial framework for the placement of the City-owned art piece on PAMI's land.

LAND LEASE AGREEMENT

This Agreement is made on the ____ day of _____, 20____, between:

Prairie Agricultural Machinery Institute (PAMI)

Box 1150, 2215-8th Avenue

Humboldt, SK S0K 2A0

and

The City of Humboldt

715 Main Street

Humboldt, SK S0K 2A0

1. Purpose

- 1.1 PAMI agrees to lease a portion of its land, being a section of Parcel A, Plan 101813385, as specifically outlined in the Piles Drawing attached to this Agreement as Schedule “A” (the “Land”), to the City of Humboldt (“the City”) for the City’s use and benefit, subject to the terms and conditions set out below.

2. Consideration

- 2.1 The Parties acknowledge and agree that this Agreement is supported by good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged. Without limiting the generality of the foregoing, such consideration includes:
- The mutual covenants contained in this Agreement;
 - The City's assumption of responsibility for development, maintenance, and restoration of the Land;
 - The City's provision of public benefit and use through the intended purpose of the Land; and
 - The waiver by PAMI of any rental fee during the Term.
- 2.2 The Parties agree that the lease of the Land at no monetary cost reflects a shared commitment to public interest and community development.

3. Term

- 3.1 This Agreement shall remain in effect for ten (10) years from the Effective Date.
- 3.2 The Agreement may be renewed for additional five (5) year terms by mutual written agreement at least 90 days before expiry.

4. Early Termination

- 4.1 Notwithstanding the specified Term of this Agreement, either Party may terminate this Agreement at any time by providing the other Party with no less than one (1) year's prior written notice of termination. Upon such termination, the provisions outlined in the Return and Restoration section shall apply in full.

5. Use and Development

- 5.1 The City is solely responsible for all development activities on the Land, including:
- Securing all required municipal, provincial, and federal permits;
 - Conducting pre-construction checks;
 - Installing necessary infrastructure.

6. Return and Restoration

- 6.1 Upon termination or expiry, the City shall:
- Remove all physical property installed, and
 - Restore the Land to its original condition (except for reasonable wear and tear), unless otherwise agreed in writing by PAMI.

7. Liability and Risk

- 7.1 The City hereby releases, waives, discharges, and agrees not to sue PAMI, its officers, directors, employees, agents, successors, and assigns (collectively, the "Released Parties") from any and all liability, claims, demands, actions, or causes of action arising out of or related to any loss, damage, injury, or death to persons or property, including but not limited to the City's employees, agents, contractors, invitees, or the general public, that may occur during the Term and as a result of the City's use or occupancy of the Land, except to the extent caused by the gross negligence or willful misconduct of PAMI.

- 7.2 The City acknowledges that its use of the Land involves certain risks, including but not limited to [e.g., environmental hazards, uneven terrain, weather conditions], and the City knowingly and voluntarily assumes all such risks associated with the Permitted Use of the Land.
- 7.3 The City agrees to indemnify, defend, and hold harmless the Released Parties from and against any and all claims, liabilities, damages, losses, costs, or expenses (including reasonable attorneys' fees) arising out of or related to the City's use of the Land, including any acts or omissions of the City, its employees, agents, contractors, or invitees, during the Term.
- 7.4 The City shall, at its own expense, maintain during the Term comprehensive general liability insurance with limits of not less than \$5,000,000 per occurrence naming PAMI as an additional insured and will provide at least 30 days' written notice of any cancellation or material change to the insurance policy. The City shall provide PAMI with a certificate of insurance prior to commencing use of the Land. Additionally, the City shall confirm the existence of physical damage insurance on the statue or confirm that PAMI is in no way responsible for loss or damage to the statue.
- 7.5 The City agrees to erect appropriate signage around the statue indicating restrictions such as "No Climbing" and shall confirm whether a fence will be built around the statue for safety purposes. If fencing is required, the City shall be responsible for erecting, maintaining, and disposing of the fencing at termination of the agreement.

8. General Provisions

- 8.1 This Agreement is governed by the laws of the Province of Saskatchewan.
- 8.2 Any amendments must be in writing and signed by both Parties.
- 8.3 This document constitutes the full agreement between the Parties and supersedes all prior understandings.

9. Severability

- 9.1 If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the

remainder of the Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

IN WITNESS WHEREOF, the Parties have signed this Agreement effective as of the date written above.

PRAIRIE AGRICULTURAL MACHINERY INSTITUTE (PAMI)

Per: _____

Name: _____

Title: _____

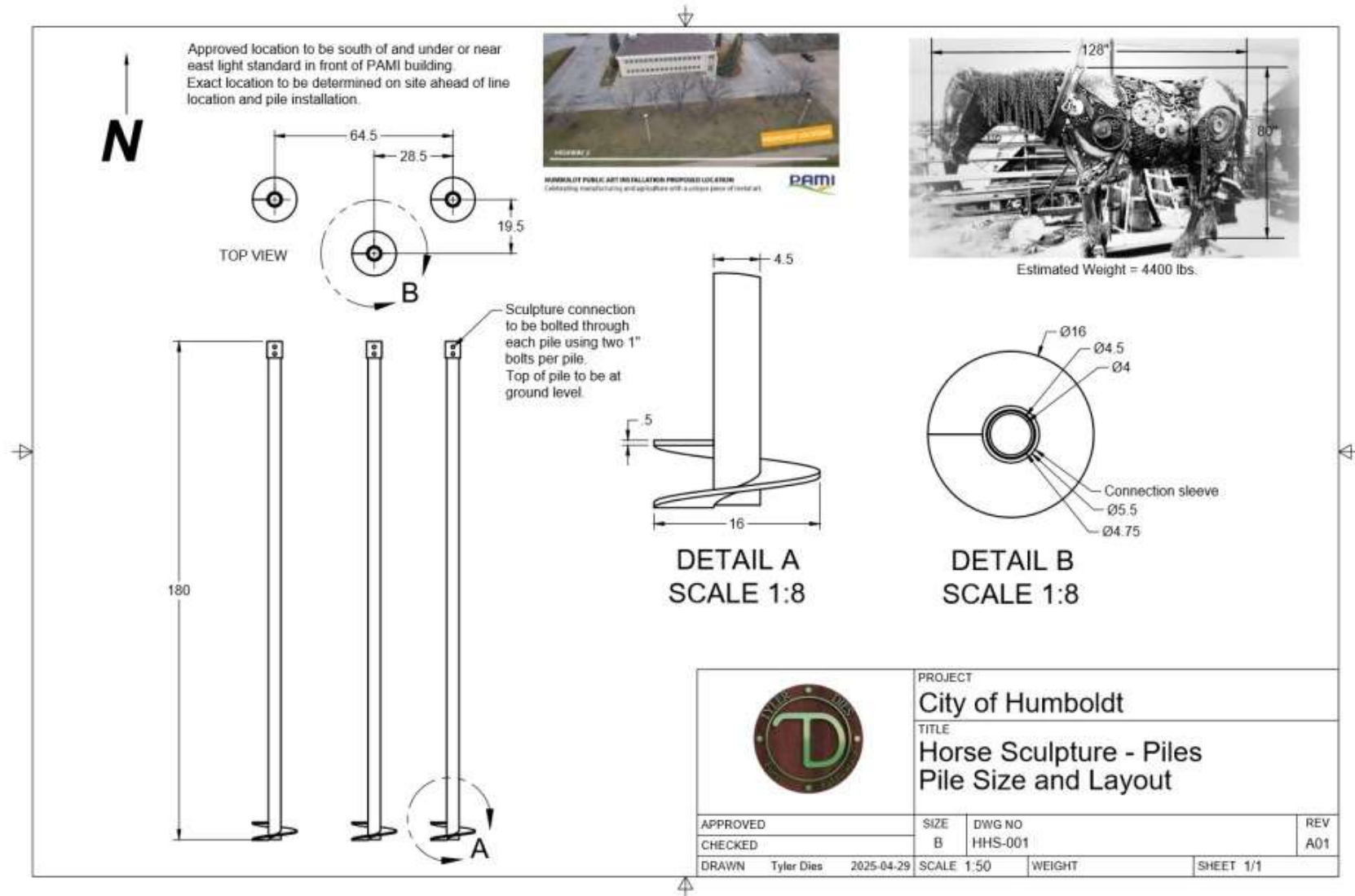
THE CITY OF HUMBOLDT

Per: _____

Name: _____

Title: _____

Schedule A



CITY OF HUMBOLDT REPORT

TITLE: Additional CSO Officer
PREPARED BY: Connor Piller, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: May 26, 2025

RECOMMENDATION

That the City create a position of a casual Community Safety Officer (CSO), and further that Administration be authorized to negotiate with interested communities in the region for the delivery of Bylaw / CSO service to those municipalities.

BACKGROUND

The Community Safety Officer (CSO) program has been in effect in the City since 2023. For the 2024 and 2025 budget processes requests were submitted for an additional CSO. Neither request was approved. It has come to Administration's attention that a retired police officer residing in Humboldt is interested in working for the City of Humboldt as a CSO on a part-time (casual) basis.

CURRENT SITUATION

The second CSO position is proposed to be less than full-time hours and would function similarly to the current officer's mandate where they would spend their time enforcing City bylaws and providing CSO services. In addition to the typical duties of a CSO related to enforcing Provincial statutes and Municipal Bylaws, the City will likely also utilize the person to assist in the improvement to the City's Emergency Measures Officer (EMO) initiative.

The specific individual interested in the opportunity has significant experience as a police officer and should not require any additional training.

City Administration has contacted a few urban and rural municipalities surrounding Humboldt to determine if they have a need for CSO/Bylaw services. What was discovered is that many of these communities have been using the Commissionaires service, and, as of recently, the Commissionaires have limited the distance their employees may travel to 100km out of the City of Saskatoon. This is now leaving some of these municipalities without a bylaw enforcement officer. As a result, these municipalities have expressed interest in the City of Humboldt providing Bylaw/CSO services on a contract basis. The



City of Humboldt is determining a rate that can be set such that all costs incurred by the City would be recovered. A preliminary estimate is that the City of Humboldt would likely need to charge \$22,000 to \$25,000 per year to deliver a once per week service to a nearby municipality.

OPTIONS

- 1) Approve the recommendation as presented.
- 2) Delay the hiring of a second CSO to a later year's budget decisions.
- 3) Not hire a second CSO.

ATTACHMENTS

None.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

FINANCIAL IMPLICATION

The City did not allocate any funds in the 2025 budget for additional CSO services. The cost of a CSO position is approximately \$450 per day, or in other terms, the provision of a once per week CSO service costs between \$22,000 to \$25,000 annually.

For the year 2025:

Within Protective Services, \$25,000 was provided for the funding of a regional EMO project. It appears that as a result of benefitting from a Targeted Sector Support grant, the actual cost to the City will be approximately \$7,000 for this project in 2025. By utilizing the remaining \$18,000, the City can fund approximately 37 of the 125 working days remaining in the year, assuming a start day of July 1, 2025.

If only two other municipalities enter into contracts that equate to one day per week, the CSO position would be employed at approximately 70% of an FTE for the remainder of the year.

For the years 2026 and beyond:

If the demand for the position evolves to become full-time, the City would need to budget an additional \$110,200 annually as the gross cost of the position. The City and each participating municipality could share this cost on the basis of approximately \$22,000 to \$25,000 per "day per week" contract.



CONCLUSION

An additional CSO would not only result in additional coverage within the City but also provide our neighbors with an essential community service at no additional cost to the City.

CITY OF HUMBOLDT REPORT

TITLE: CHIF Grant Authorization

PREPARED BY: Connor Piller, Finance Manager

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 26, 2025

RECOMMENDATION

That the City of Humboldt support the application for a Canada Housing Infrastructure Fund (CHIF) grant for 'City of Humboldt - Northwest and South Housing Infrastructure Expansion Project' and Council agrees to:

- Meet legislated standards;
- Meet the terms and conditions of the CHIF program;
- Commit to paying the City's share of the eligible costs and ongoing (operating and other) costs associated with the project; and
- Ensure legislative and regulatory requirements will or have been met including requirements for a federal environmental assessment process, provincial environmental assessment process, and requirements for Indigenous consultation or engagement.

BACKGROUND

The City of Humboldt, as well as eight other municipalities within the province, was approved to participate in the first intake of the federal-provincial stream of the CHIF program.

The CHIF program offers 73.3% funding to municipalities for projects that result in housing enabling infrastructure. That infrastructure is limited to drinking water, wastewater, stormwater, and solid waste. City Administration submitted its application May 16th without the necessary Council Resolution – which may be submitted as late as June 1st.

CURRENT SITUATION

The City is permitted to only submit one application and has submitted this as the "Northwest and South Housing Infrastructure Expansion Project". The locations and infrastructure proposed are as follows:

1) Saskatchewan Avenue

- a. Sanitary sewer twinning along Saskatchewan Avenue from 6th Street easterly to Lift Station #3.
- b. Watermain extension along Saskatchewan Avenue from Highway 20 to 3rd Street.
- c. Stormwater main installation from 6th Street to 101st Street.
- d. Once the storm infrastructure is installed, the Saskatchewan Avenue roadway would be designed as an urban collector roadway from Main Street to 3rd Street. The expenses associated with this portion of the project would be considered *ineligible* for funding.

2) South 40

- a. The City is completing subdivision plans for its "South 40" area and envisions space for approximately 160 single family lots as well as high-density sites. Phase 1 of this development is estimated at 62 single family lots with additional high density housing units. The water mains, sanitary sewer mains, and the stormwater infrastructure within this development are included in this project.
- b. A storm pond is planned along the existing drainage channel. The pond is sized to accommodate the storm runoff from the entire "South 40" development area. Once the pond is completed, the drainage channel would tie into the new storm pond.
- c. The City intends to install all the remaining infrastructure for the south 40 development once the underground utilities have been installed. This includes the roads, sidewalks, gas, power, communication, and streetlights. The expenses associated with this portion of the project would be considered *ineligible* for funding.

3) Northwest Development Area Improvements

- a. Water Main installation on 9th St from 12th Avenue to 14th Avenue and then 14th Avenue from 9th St to 10th St. The existing 150mm Waterline will be abandoned and a new 250mm waterline will need to be installed.
- b. A new Sanitary Sewer main will be installed on 14th Ave from 9th St to 10th St.
- c. A new Storm Sewer main will be installed on 14th Avenue from Highway 20 to 10th St. This line ties into an existing Storm Line.
- d. 14th Avenue from Main St to 10th St would be rebuilt as an urban collector roadway with a pedestrian trail. Streetlights would also be installed as needed. 9th St from 12th Ave to 120m North would be rebuilt as a local

cul-de-sac with a sidewalk. The expenses associated with this portion of the project would be considered *ineligible* for funding.

OPTIONS

- 1) Approve the recommendation as presented.
- 2) Decline the recommendation as presented.

ATTACHMENTS

- 1) CHIF Update May 2025

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required at this time.

FINANCIAL IMPLICATION

As mentioned above, the grant will cover approximately 73.3% of the eligible costs of the project. The City is responsible for the remaining 26.7% as well as 100% of all ineligible costs. Regardless of the funding source, the total cost of all projects within this application is approximately \$11,200,000, of which \$5,935,000 are eligible costs. Over the course of all projects, the City would be responsible for \$6,899,250. A cost breakdown follows:

CAD\$	Total Costs	Eligible	CHIF Funded (73%)	City Funded (27%)	Ineligible	Total City Cost
South 40	4,301,250	1,497,500	1,093,000	404,500	2,803,750	3,208,250
Sask Ave	4,288,750	3,038,750	2,218,000	820,750	1,250,000	2,070,750
NW Sector	2,641,250	1,398,750	1,021,000	377,750	1,242,500	1,620,250
Total	11,231,250	5,935,000	4,332,000	1,603,000	5,296,250	6,899,250

The table above illustrates a “Total City Cost”, and Administration is advising that the initial source of City funding will be from reserves. Administration is further advising that the reserves will be at least largely restored through lot sales and service agreements with private developers, with a smaller amount from general taxation.

CONCLUSION

The City has the opportunity to receive approximately \$4.3 million in funding for crucial infrastructure which would enable, directly or indirectly, up to 800 new residential lots. Not only would the City be working towards its HAF obligations but could also use this opportunity to showcase the demand for developed lots within the City spurring other land developers to take action.

CITY OF HUMBOLDT REPORT

TITLE: Cemetery Concrete Headstone Ribbons

PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: May 26, 2025

RECOMMENDATION

That Administration be authorized to spend up to \$15,000 for the installation of new concrete headstone ribbons at the St. Augustine and Public Cemeteries in 2025.

BACKGROUND

The City has been installing concrete ribbons within the Catholic Cemetery for over a decade, providing a level and stable platform for the placement of headstones. This process, combined with the double width grave plots, serves to simplify and improve safety for the grave dig process, while improving esthetics and ease of maintenance.

CURRENT SITUATION

With the cemeteries, grave plots are sold sequentially, meaning that the burial rights to each plot are sold in the order in which they are located in the cemetery. This creates an ordered system within the cemetery and allows Administration to anticipate when additional headstone ribbons will be needed. As the existing ribbons in use are nearly sold, the Parks Supervisor has requested funding to install the next section of concrete headstone ribbons.

The St. Augustine Cemetery will get a concrete ribbon, roughly 60 linear metres, measuring 0.6m wide by 100mm thick. The Public Cemetery will receive roughly 15 linear metres of new concrete ribbons measuring 1.2m wide and 100mm thick. The public cemetery ribbon will be a doublewide ribbon. The Appendix below shows the general locations of the new ribbons.

If approved, the installation would be completed within the next few months.

OPTIONS

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

ATTACHMENTS

1. Appendix A & B – Propose Concrete Ribbon Locations



FINANCIAL IMPLICATION

Administration has received preliminary estimates of \$15,000 for materials and labor to install the two proposed concrete ribbons. The cemetery budget for 2025 is projecting a \$27,190 net profit, which would contribute to the cemetery reserve at year-end. The reserve is meant for projects of this nature. In the unlikely event that the cemetery operations do not result in a net revenues in 2025 sufficient to cover the cost of this project, any additional proceeds required as a result of this project will be pulled from the existing reserves.

The cemetery reserve is currently in a deficit position as a result of the columbarium purchase in 2023, however columbarium sales are expected to return the reserve to a positive position within the next 4-6 years, as projected.

CONCLUSION

While this is a necessary expense, Administration is seeking Council's authorization to proceed as it was not identified as a budget item prior to finalizing the 2025 budget. Administration has seen significant benefits from the concrete headstone ribbons already in use at the cemeteries and will continue to recommend their use moving forward.

APPENDIX A: St. Augustine Cemetery – Proposed Concrete Ribbon



APPENDIX B: Public Cemetery – Proposed Concrete Ribbon



CITY OF HUMBOLDT REPORT

TITLE: Subdivision Request – Proposed Block 93, Lots 1-11
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: May 26, 2025

RECOMMENDATION

That the City of Humboldt approve the subdivision of Parcels CC/DD, Plan 101876452 as shown in Attachment A – The Plan of Proposed Subdivision, and further;

That, if it is determined that MR was not previously dedicated for the subject area, then a total of \$5,100 be allocated to the City’s Dedicated Lands account.

BACKGROUND

The City of Humboldt has been asked by the Community Planning Branch of the Government of Saskatchewan (“Community Planning”) to comment on an application to Subdivide Parcels CC/DD, Plan 101876452 to create Lots 1-11, Block 93.

The subdivision application was made by Meridian Surveyors on behalf of the City of Humboldt (“the City”). The plan is to subdivide two acreage-sized parcels into 11 lots sized to approximately match the developed lots on the west side of 101st Street.

When originally subdivided, Parcels CC/DD were designated as R4 – Acreage Residential. In July of 2024, Council adopted Bylaw No. XX/2024 which changed the designation of Parcels CC/DD from R4 – Acreage Residential District to R3A – Small Lot Residential District.

CURRENT SITUATION

Zoning Bylaw

The application is compliant with *Bylaw No. 04/2016 – The Zoning Bylaw* as it is zoned R3A – Small Lot Residential which allows for various housing types.

OCP

The application is compliant with the City’s *Official Community Plan* (“OCP”) as the area is designated as a residential land use in “Map 1 – Future Land Use Concept.”

Municipal Reserve

At this time, it is uncertain if Parcels CC and DD were included when Municipal Reserve Parcel MR2, Plan 91H07220 was dedicated to the City. If Administration and Community Planning discover that MR2 did not include Parcels CC and DD, the City must provide money in lieu of Municipal Reserve. The projected value is \$30,000/acre. With this number, the City would need to move approximately \$5,100 into a Dedicated Lands account.

OPTIONS

ATTACHMENTS

- A. Plan of Proposed Subdivision
- B. Letter from Community Planning requesting the City's input

COMMUNICATION AND ENGAGEMENT

Upon decision, a letter will be sent to Community Planning, along with the Council Resolution, communicating Council's decision.

FINANCIAL IMPLICATION

If money in lieu of municipal reserve is required. The City must move \$5,100 to a Dedicated Lands account. This calculation is derived from a \$30,000/acre land value multiplied by 0.17 acres of required municipal reserve – 10% of the net developable land area.

CONCLUSION

The City of Humboldt has applied to subdivide Parcels CC/DD, Plan 101876452 to create additional residential land in an established neighbourhood. Approving the subdivision will help provide much residential to the City. The subdivision is in line with both the Zoning Bylaw and OCP of the City.

PLAN OF PROPOSED SUBDIVISION

OF ALL OF
PARCEL CC & DD - PLAN 101876452
S.E. ¼ SEC. 20-TWP. 37-RGE. 22-W. 2Mer.
CITY OF HUMBOLDT, SK

SCALE 1:1000

NOTES

PRELIMINARY SURVEY DONE ON MARCH 25, 2025.
PORTION TO BE SURVEYED IS OUTLINED IN A HEAVY DASHED LINE, AND CONTAINS
0.81 ha. (2.13 acres).
MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.
DISTANCES ARE APPROXIMATE AND MAY VARY BY ± 0.5 METRE.
SOURCE PARCEL DIMENSIONS ARE 161437709 AND 161437710.
SOURCE PARCEL DIMENSIONS AND AREAS ARE DERIVED FROM ISC PARCEL MAPPING.
CONTOUR ELEVATIONS SHOWN ARE DERIVED FROM PRECISE POINT POSITIONING (PPP).
CONTOUR INTERVAL = 1.0m
ORTHOMETRIC ELEVATIONS SHOWN ARE DERIVED FROM PRECISE POINT POSITIONING (PPP).
VERTICAL DATUM USED: CGVD28 (HT 2.0)
UNDERGROUND FACILITIES SHOWN ARE FROM ADMIN LOCATES.
MERIDIAN SURVEYS LTD. MAKES NO GUARANTEE AS TO THE EXACT LOCATION OF UNDERGROUND
FACILITIES SHOWN ON THIS PLAN. THE LOCATION OF UNDERGROUND FACILITIES MUST BE FIELD
VERIFIED PRIOR TO ANY CONSTRUCTION ACTIVITIES.
PARCEL BB (PLAN 101876452) & PROPOSED LOT 12 TO BE PARCEL TIED.

LEGEND	
	Sanitary Sewer Line
	Overhead Power Cable
	Centerline of Road
	Buried Gas Line
	Edge of Asphalt Road
	Back of Sidewalk
	Buried Telephone Line
	Contourline

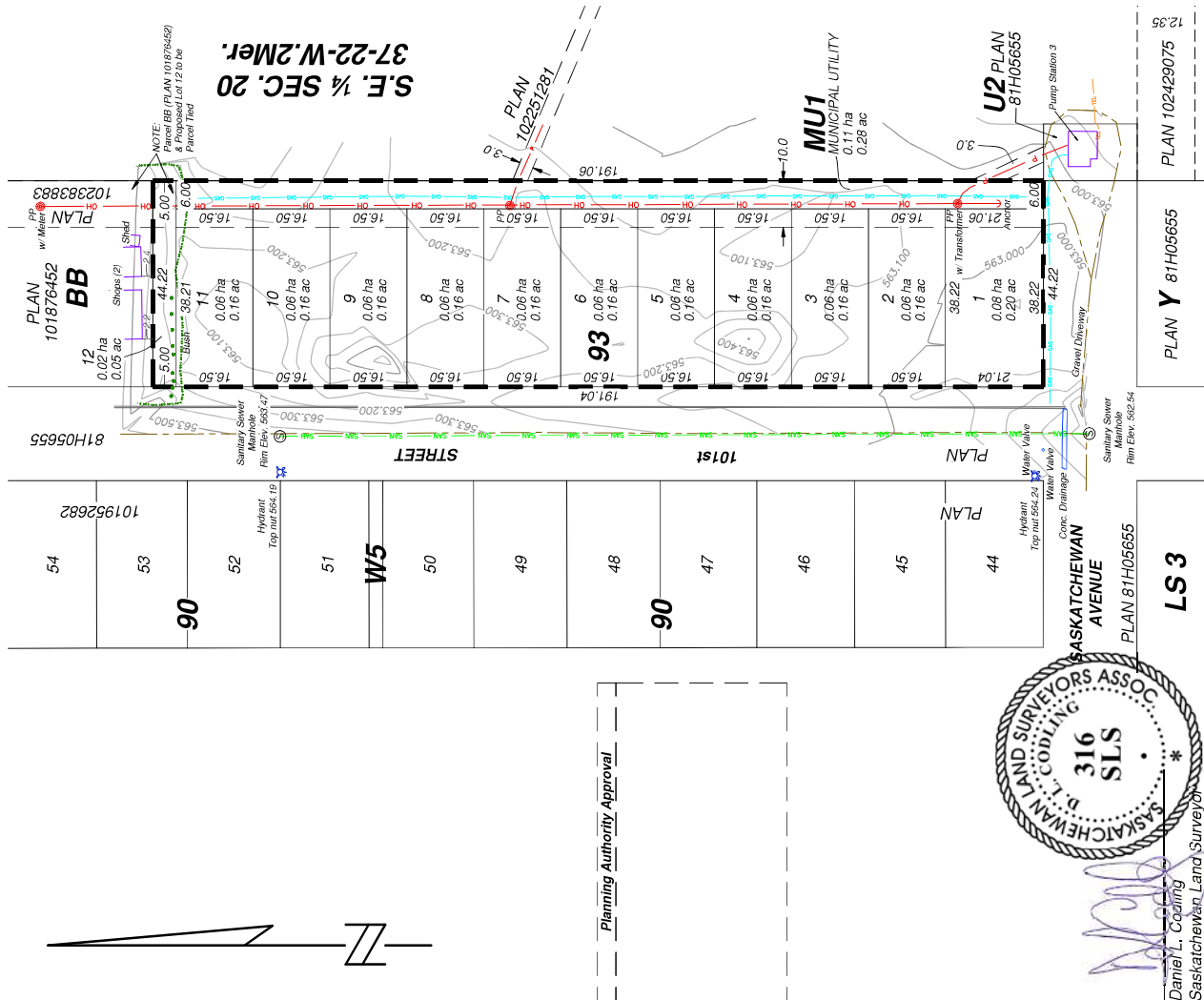
CITY OF HUMBOLDT (Representative)
Approval: Owner PARCEL CC & DD - PLAN 101876452



No.	REVISIONS	DATE	DR.	CH.
0	Preliminary Plan	April 9, 2025	AB	DLC
1	Corrected LLD	May 13, 2025	AB	DLC

FILE: SA251727

DWG: SA251727DEV.R1





Ministry of Government Relations

Community Planning
978 – 122 3rd Avenue North
Saskatoon, Canada S7K 2H6
Phone (306) 933-6937

May 14, 2025

Our File: SUBD-004558-2025

Surveyor File: SA251727

Tanner Zimmerman
City of Humboldt
PO Box 640
HUMBOLDT SK S0K 2A0

Dear Tanner Zimmerman:

**RE: City of Humboldt
SE ¼ Section 20-37-22-W2M
Proposed Lots 1-12 – Residential
Proposed MU1 – Municipal Utility**

Your subdivision application was received on April 29, 2025. Thank you for the amended plan received May 13, 2025. *The Planning and Development Act, 2007* (PDA), requires us to send a copy of the application for comments to the offices listed below. They have 40 days to reply to us. Some offices may contact you for more information.

SaskPower
SaskEnergy/TransGas
SaskTel
Ministry of Environment
Water Security Agency

The following matters must be addressed to complete your application. More detail may be needed as our review proceeds.

Utility Declaration Form

The Utility Declaration submitted with your application will assist with expediting the subdivision review process. **This does not replace the requirement to sign easements for existing facilities that may be required by utility companies.**

Municipal Reserve

The PDA requires, where no exemption from dedication is applicable, that new subdivision applications have municipal reserve land for public use. **On this application, 0.07 hectares are required.** The webpage provided below explains three ways for meeting the requirement:

... 2

dedication, monetary settlement, or deferral. The options for meeting the requirement should be discussed with Council. The Director's final decision on the option will consider both Council's comments and the applicant's. Additional information can be found on the following webpage: <https://www.saskatchewan.ca/government/municipal-administration/community-planning-land-use-and-development/lands-for-parks-public-amenities-and-municipal-reserves>

If land is to be dedicated, it must be shown on the plan of proposed subdivision.

If a monetary settlement is arranged, we need a letter from the municipality confirming that it has received payment. In most rural areas, a monetary settlement is made and the municipality uses the funds for centralized parks and recreation facilities.

If deferral is agreed to, we need consent letters agreeing to the deferral from the municipality and the owner of the land on which our interest is to be registered.

Municipal Bylaws

As part of our review, we need to know if the proposal complies with the City of Humboldt municipal planning bylaws. The PDA does not allow us to approve a subdivision that contravenes a municipal zoning bylaw. Your proposal appears to contravene the Zoning Bylaw for the following reasons:

The area is currently zoned R4 – Acreage Residential. To comply with site size regulations, it will need to be zoned to a residential zone that allows for smaller lot sizes. If Council agrees to start an amendment, it must advertise its intention and hold a public hearing. We will wait for Council's reply before making a decision on your application.

Servicing Agreement

The PDA permits a council to require a servicing agreement with a subdivision applicant to cover the costs of new roads or other municipal services for a new subdivision. An agreement may require the developer to provide certain services or pay fees for the capital cost of providing, altering, expanding or upgrading specific services. Capital cost means the municipality's estimated cost of providing construction, planning, engineering and legal services directly related to those services to be undertaken by the municipality or the applicant as authorized by section 172 of the PDA.

The amount of fees to be paid by the applicant are to be specified in the agreement. It is the municipality's responsibility to set the fee in advance to ensure transparency and include all fees for applicants to fully understand the total amount to be paid prior to signing the agreement. Specifying the fee in the agreement allows an applicant to consider the full agreement of services and fees during the negotiation of the servicing agreement.

If an applicant disagrees with the services required to be provided, the amount of fees to be charged or if an agreement cannot be reached within 90 days, appeal of the servicing agreement can be made to the Planning Appeals Committee, Saskatchewan Municipal Board in accordance with subsections 176(1) through (4). Negotiations of such matters can be complex and challenging for which seeking legal advice is advisable.

Further Considerations

During the course of our review we may identify further information required to complete the application, and we will advise you accordingly. We will endeavour to issue a decision within 90 days of our receipt of all required information. This time limit may be extended by mutual consent. Pursuant to Section 134 of the PDA, you may, within 30 days after this time limit expires, appeal in writing to the Saskatchewan Municipal Board. Information on the appeal process is available at: www.smb.gov.sk.ca/planning_appeals.htm.

Until our decision has been issued, you should not undertake any construction or site preparation work, nor should you enter into any binding agreements for such work or for selling the proposed property.

Fees

Our application fees are \$300.00 for each new parcel resulting from the proposed subdivision, plus \$150.00 for issuing a Certificate of Approval. Additional fees may be required for such things as interest registration which will be explained in later correspondence. Thank you for your payment covering our examination and approval fees. Please accept this as a receipt of payment.

Please call me at (306) 933-5749, if more details are needed or you wish to discuss further.

Sincerely,



Jace Ryan
Planning Consultant

cc: Dan Codling, SLS (dan.codling@meridiansurveys.ca)