



City of Humboldt
June 23, 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 **Public Hearing**
 - 5.2 Recommendation - City Controller - Public Hearing Bylaw No. 12/2025
 - 📎 Report - Public Hearing Bylaw No. 12/2025
 - 5.3 Recommendation - City Controller - Public Hearing Bylaw No. 14/2025
 - 📎 Report - Public Hearing Bylaw No. 14/2025
 - 5.4 Recommendation - City Controller - Public Hearing Liquor Store - Units 117 & 118, 1919 8th Ave
 - 📎 Report - Public Hearing Liquor Store - Units 117 & 118, 1919 8th Ave
 - 5.5 Recommendation - City Controller - Public Hearing Shipping Container 706 2nd Ave
 - 📎 Report - Public Hearing Shipping Container 706 2nd Ave
 - 5.6 Recommendation - City Controller - Public Hearing Multi-Unit Dwelling – 620 14th Street
 - 📎 Report - Public Hearing Multi-Unit Dwelling – 620 14th Street
- 6 **Approve Minutes**
 - 6.1 Minutes of the Regular Meeting of Council held May 26, 2025
 - 📎 Minutes of the Regular Meeting of Council held May 26, 2025
 - 6.2 Minutes of the Special Meeting of Council held June 9, 2025
 - 📎 Minutes of the Special Meeting of Council held June 9, 2025
- 7 **Committee Reports**
 - 7.2 Minutes of the Executive Committee Meeting held June 9, 2025
 - 📎 Minutes of the Executive Committee Meeting held June 9, 2025
 - 7.3 Minutes of the Reid-Thompson Library held April 14, 2025
 - 📎 Minutes of the Reid-Thompson Library held April 14, 2025
 - 7.4 Minutes of the Humboldt & District Museum & Gallery Board Meeting held May 8, 2025
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board Meeting held May 8, 2025

- 8 Giving Notice**
- 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
- 9.2 Bylaw No. 12/2025 - Second Reading
- 9.3 Bylaw 12/2025 - Final Reading
- 9.4 Recommendation - Planning Coordinator - Bylaw No. 14/2025 - A Bylaw to Provide for the Closing of a Municipal Street
- 📎 Report - Bylaw No. 14/2025 - A Bylaw to Provide for the Closing of a Municipal Street
 - 📎 Bylaw No. 14/2025 - A Bylaw to Provide for the Closing of a Municipal Street
- 9.4.1 Bylaw 14/2025 - Second Reading
- 9.4.2 Bylaw 14/2025 - Final Reading
- 10 New Business**
- 10.1 Recommendation - Director of Leisure Services - Curling Rink Lease Agreement
- 📎 Report - Curling Rink Lease Agreement
- 10.2 Recommendation - Director of Protective Services - CSO Vehicle Replacement
- 📎 Report - CSO Vehicle Replacement
- 10.3 Recommendation - Safety Coordinator - Corporate Policy Update
- 📎 Report - Corporate Policy Update
- 10.4 Recommendation - Planning Coordinator - Discretionary Use – Liquor Store – Units 117 & 118, 1919 8th Avenue
- 📎 Report - Discretionary Use – Liquor Store – Units 117 & 118, 1919 8th Avenue
- 10.5 Recommendation - Planning Coordinator - Discretionary Use – Shipping Container – 706 2nd Avenue
- 📎 Report - Discretionary Use – Shipping Container – 706 2nd Avenue
- 10.6 Recommendation - Planning Coordinator - Discretionary Use – Multi-Unit Dwelling – 620 14th Street
- 📎 Report - Discretionary Use – Multi-Unit Dwelling – 620 14th Street
- 10.7 Recommendation - Director of Public Works - 2025 Asphalt Maintenance Quotation Results
- 📎 Report - 2025 Asphalt Maintenance Quotation Results
- 10.8 Recommendation - Director of Public Works - Aerodrome Meeting Updates
- 📎 Report - Aerodrome Meeting Updates
- 11 Unfinished Business**
- 11.1 Recommendation - Director of Public Works - Aerodrome Ownership & Operations Request for Proposal Results
- 📎 Report - Aerodrome Ownership & Operations Request for Proposal Results
- 12 Enquiries**
- 13 Committee of the Whole**



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Bylaw No. 12/2025

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: June 23, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

In accordance with Section 55 of the Planning and Development Act 2007, public notice is required when City Council considers amendments to its Zoning Bylaw. The City introduced Bylaw No. 12/2025, which had its first reading at the Regular Council Meeting on May 28th.

CURRENT SITUATION

Following the first reading, public notice was provided for two clear weeks of this evening's meeting. At this meeting, City Council will consider adopting the bylaw. The notice informs the public the hearing will be held to allow for public input.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Interim City Clerk received no written correspondence from the public by the stated deadline.



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Bylaw No. 14/2025

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: June 23, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

In accordance with Section 55 of the Planning and Development Act 2007, public notice must be given when City Council considers a bylaw for permanent street closures. The City introduced Bylaw No. 14/2025, which had its first reading at the Special Council Meeting on June 9th.

CURRENT SITUATION

Following the first reading, public notice was provided for seven clear days leading up to this evening's meeting, where City Council will consider adopting the bylaw. The notice also informed residents of a public hearing that will be held to allow for community input.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Interim City Clerk did not receive any written correspondence from the public by the stated deadline.



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Discretionary Use – Liquor Store

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: June 23, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

In accordance with Section 55 of The Planning and Development Act 2007, public notice is required when City Council considers a discretionary use application. This ensures residents in affected areas have the chance to provide input. Under the City's Zoning Bylaw No. 04/2016, Liquor Stores are classified as a discretionary use.

CURRENT SITUATION

The City has received a discretionary use application for a Liquor Store located at 1919 8th Avenue. Public notice was provided for **two full weeks** leading up to this evening's meeting. Additionally, property owners within 75 meters of the proposed site were directly notified.

ATTACHMENTS

- Email and letters from residents.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Interim City Clerk received one letter and four emails from area residents, all of which are attached to this report.

From: [Heather](#)
To: [Lori Yaworski](#)
Subject: Liquor stores at mall
Date: June 10, 2025 5:18:12 PM

In regards to permits requesting liquor store at the 8th street mall, we certainly don't need another liquor store or vape store (or cannabis store)

We are plagued with additions in our community. How about we make it more attractive for new retail businesses? Maybe give tax break to new clothing stores? Keep residents in Humboldt instead of going to Saskatoon for items such as children's clothes.

Please don't approve another liquor store, vape store or cannabis store!

Thank you

Harlan & Heather Block

Sent from my iPhone

From: [Stevenson, Katelyn](#)
To: [Lori Yaworski](#)
Subject: Response to Proposed Liquor Store Location
Date: June 11, 2025 9:42:58 AM

Good morning,

I hope this message finds you well. I am writing as a resident living directly behind the proposed location for the new liquor store in the vacant mall units.

While I fully support efforts to strengthen our community and boost our local economy, I have some concerns about adding another liquor, vape, or cannabis shop to our community, this is an area already well-served with two established liquor stores. More importantly, I believe it's vital to consider the placement of such businesses—particularly in neighborhoods with family homes and children.

Our community's strength lies in fostering a safe and healthy environment for everyone, especially our children. I feel that placing a liquor store in close proximity to family residences could send the wrong message about what we want to promote in our neighborhood. We have a responsibility to decide what kind of environment we are cultivating for future generations and to consider the potential impacts on our families and community well-being.

I'd like to see Humboldt thrive and build a focus around community health and wellbeing. I do not support this proposal and hope council can support the young growing families in our community that want to see brighter days for our kids.

Thank you for your time, I appreciate your understanding and consideration. Please confirm receipt on this matter.

Kind Regards,

Katie Baker

From: [Christa Yaskow](#)
To: [Lori Yaworski](#)
Subject: Liquor store
Date: June 11, 2025 1:08:41 PM

I'm writing in regards to the possibility of yet another liquor store opening in Humboldt (in the mall). I vote against this. I don't see why this is necessary. There are many other things like people commented here on Facebook that are much more needed than this. Please reconsider.

Christa Yaskow

From: [Jillian Suer](#)
To: [Lori Yaworski](#)
Subject: City Council Meeting June 23
Date: June 11, 2025 1:12:22 PM

Hi,

Further to the application to operate a Liquor Store at Units 117 & 118, 1919 8th Ave. (In the mall), I personally think two liquor stores in Humboldt is enough. Neither location is ever extremely busy already. This is also located in the same area. We do not need a third liquor store in Humboldt. There is a lot of other stores needed over this.

Please pass my opinion on for the June 23 council meeting.

Thank you,

Jillian Suer
Resident of Humboldt

Sent from my iPhone

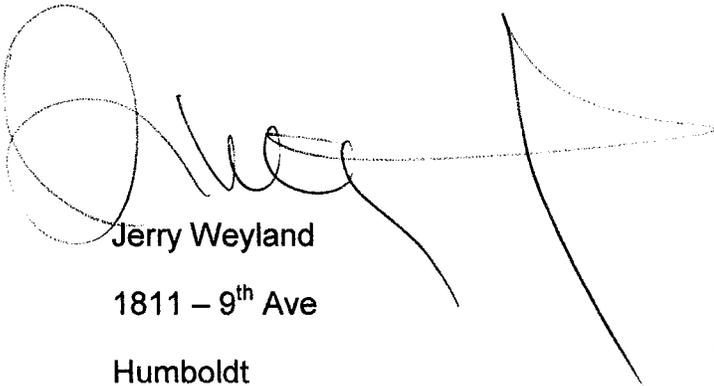
June 17, 2025

To: Humboldt City Council

RE: Discretionary Use Application – Liquor Store Unit 117 & 118, 1919 8th Ave

I have no objection to a Liquor Store occupying the above location but I do have a concern of a drive through. It would have to be on the South East corner where there is a designated fire lane. Also the traffic for the vehicles picking up, would be going North, which is a tight turning corner and two way traffic. It will be a high accident corner. I live across from this corner and have seen accidents there before and there will be more with increased traffic if you allow an after hour pick up for this business.

Check it out yourself and drive around this corner!



Jerry Weyland
1811 – 9th Ave
Humboldt



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Discretionary Use – Shipping Container

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: June 23, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

In accordance with Section 55 of The Planning and Development Act 2007, public notice is required when City Council considers a discretionary use application. This ensures residents in affected areas have the opportunity to provide input. The City's Zoning Bylaw No. 04/2016 classifies Shipping Containers as a discretionary use.

CURRENT SITUATION

The City received a discretionary use application for shipping containers to be placed at 706 2nd Avenue. Public notice was provided for two full weeks leading up to this evening's meeting. Additionally, property owners within 75 meters of the property were also directly notified.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Interim City Clerk received no written correspondence from the public by the stated deadline.



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Discretionary Use – Multi Unit Dwelling

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: June 23, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

In accordance with Section 55 of The Planning and Development Act 2007, public notice is required when City Council considers a discretionary use application. This process ensures residents in affected areas have the opportunity to provide input. The City's Zoning Bylaw No. 04/2016 designates Multi-Unit Dwellings as a discretionary use within R2 (Medium Density Residential) districts.

CURRENT SITUATION

The City received a discretionary use application for a Multi-Unit Dwelling located at 620 14th Street. Public notice was issued for two full weeks leading up to this evening's meeting. Additionally, direct notice was provided to property owners within a 75-meter boundary of the property.

ATTACHMENTS

- Package of letters from residents.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Interim City Clerk received a package of letters from residents, which have been attached to this report.

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

We the residents of 14th St. Oppose a multi unit dwelling on our street

We are concerned with property values:

This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy And has traffic coming from the car wash.. Parking on the street can be congested .

There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 17 2025

Adress: 601-14 St

Print Name: Bernadette Szautner

Signature: B Szautner

Print Name: Winda BRENNA

Signature: W. Brenna

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

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There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 17 / 25

Adress: 602 14th St.

Print Name: Nicole Hopfauf

Signature: N Hopfauf

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

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There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 17, 2025

Address: 625-14th Street

Print Name: Tracy Saretsky

Signature: Tracy Saretsky

Print Name: Denis Saretsky

Signature: Denis S

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

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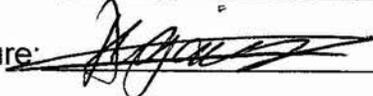
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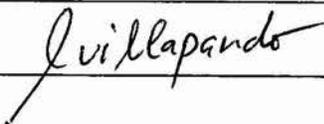
Date: June 17, 2025

Address: 612 - 14th ST.

Print Name: ANSELMO VILLAPANDO

Signature: 

Print Name: LUZVIMINDA VILLAPANDO

Signature: 

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

We the residents of 615 13th live within 75 meters of the property
Oppose a multi unit dwelling on 14th street

We are concerned with property values:

This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy And has traffic coming from the car wash.. Parking on the street can be congested .

There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: 17 June 2025

Address: 615 13th St

Print Name: Blanche Thibert

Signature: Blanche Thibert

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

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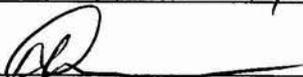
There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 17, 2025

Address: 701 14 ST

Print Name: DIANE HUTCHINSON

Signature: 

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

We the residents of 639 13th ST live within 75 meters of the property
Oppose a multi unit dwelling on 14th street

We are concerned with property values:

This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy
And has traffic coming from the car wash.. Parking on the street can be congested .

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before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 17, 2025

Address: 639 13th ST

Print Name: Corey Atkinson

Signature: 

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

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This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy And has traffic coming from the car wash.. Parking on the street can be congested .

There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: JUNE 17- 2025

Adress: 621 14 ST.

Print Name: I MURRAY GERMAINE

Signature: 

Print Name: DONNA GERMAINE

Signature: 

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

We the residents of ~~14th St.~~ ^{15th} Oppose a multi unit dwelling on ~~our~~ ^{14th} street ~~to~~

We are concerned with property values:

This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy And has traffic coming from the car wash.. Parking on the street can be congested .

There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 19 / 25

Address: 636 - 15th Street, HUMBOLDT

Print Name: G. Michael Selinger

Signature: G. Michael Selinger

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

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We are single family dwellings and we hope it will stay that way.

Date: June 17 / 2025

Address: 635 14th Street

Print Name: DONNA Grouel

Signature: Donna Grouel

Print Name: George Grouel

Signature: George Grouel

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

We the residents of ^{15th} 14th St. Oppose a multi unit dwelling on ~~our~~ ^{14th} street ~~to~~

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There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 18 2025

Address: 624 15th

Print Name: Sheila Martin

Signature: Sheila Martin

Print Name: Sheila Martin

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

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We are single family dwellings and we hope it will stay that way.

Date: June 19, 2025

Address: 628 14th Street

Print Name: Denise Germain

Signature: Denise Germain

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

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We are single family dwellings and we hope it will stay that way.

Date: June 17 2025

Address: ~~Box~~ 14 St 639

Print Name: ELAINE KOSTUK

Signature: 

Print Name: Ed Drachenberg

Signature: 

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

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There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: JUNE 17/25

Address: 618 14th St

Print Name: ALY AN BECKER

Signature: 

Print Name: Barbara MacRae

Signature: 

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

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We are single family dwellings and we hope it will stay that way.

Date: June 17, 2025

Address: #6-615 14th St.

Print Name: Bettyann Gerwing

Signature: Betty Gerwing

Print Name: ANDREW GERWING

Signature: Andrew Gerwing

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
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Oppose a multi unit dwelling on 14th street

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We are single family dwellings and we hope it will stay that way.

Date: June 18 2025

Adress: 619 13th St

Print Name: Kayla Griffin

Signature: Kayla Griffin

Print Name: _____

Signature: _____



June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

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This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy
And has traffic coming from the car wash.. Parking on the street can be congested .

There is a 8 unit condo on the street already. The property was zoned commercial
before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 18 /2025

Adress: 624 13th Street

Print Name: Jeremy Clark

Signature: [Handwritten Signature]

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

We the residents of 14th St. Oppose a multi unit dwelling on our street 🐾

We are concerned with property values:

This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy And has traffic coming from the car wash.. Parking on the street can be congested .

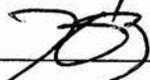
There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 18 2025

Address: 624 14th St

Print Name: Harley Bentley

Signature: 

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

We the residents of 14th St. Oppose a multi unit dwelling on our street

We are concerned with property values:

This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy And has traffic coming from the car wash.. Parking on the street can be congested .

There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: Jun 16 2025

Address: 636 14th St

Print Name: Patrick Harold

Signature: Patrick Harold

Print Name: _____

Signature: _____

June 16, 2025

The City of Humboldt
Humboldt, Sask.
S0K 2A0

Dear Mayor and Council

RE; Multiple Unit Dwelling- 620 14th St
Legally described as Lot 5- Block 43-Plan D182

We the residents of 14th St. Oppose a multi unit dwelling on our street

We are concerned with property values:

This development could decrease property values in the area due to increased noise, traffic and visual impact,

The concern is higher traffic flow on the street. The street already is very busy And has traffic coming from the car wash.. Parking on the street can be congested .

There is a 8 unit condo on the street already. The property was zoned commercial before the condo was built. There was a small grocery store there.

We are single family dwellings and we hope it will stay that way.

Date: June 17 2025

Address: 608 14 street

Print Name: Jackson Parker

Signature: 

Print Name: _____

Signature: _____



**City of Humboldt
Meeting Minutes**

Regular Meeting of Council May 26, 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
 - Director of Leisure Services Mike Ulriksen
 - Planning Coordinator Tanner Zimmerman
 - Communications Coordinator Angie Rolheiser

1 Call To Order

Mayor Muench called the meeting to order at 5:31 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:
2025.168

3 Adopt Agenda

Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

4 Public Acknowledgement

Mayor Muench acknowledged the tragedy and extended condolences to the community of Walkerton, Ontario following the loss of four softball players and their teacher/coach.

Councillor Siermachesky acknowledged the passing of former Councillor Boyd Henderson (1980-1985) who was involved and committed to many boards and committees in Humboldt.

Councillor Siermachesky acknowledged the Humboldt Museum

being highlighted by CBC Radio Blue Sky Noon Hour Show and for receiving the Museum Association's Sticker of Excellence program.

5 Approve Minutes

Resolution:
2025.169

5.1 Regular Meeting of Council held April 28th, 2025

Moved By: Councillor Dave Rowe

Seconded By: Councillor Karen Siermachesky

That the Minutes of the Regular Meeting of Council held April 28th, 2025 be approved as amended, recorded, and circulated.

CARRIED

Resolution:
2025.170

5.2 Special Meeting of Council held May 12th, 2025

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Sarah McInnis

That the Minutes of the Special Meeting of Council held May 12th, 2025 be approved as recorded and circulated.

CARRIED

6 Delegations

Resolution:
2025.171

6.1 Geoff Lucas - Humboldt Housing Authority

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Dave Rowe

That this presentation be accepted for information and filed.

CARRIED

Resolution:
2025.172

6.2 Jeffery Pylatuik - Airport Stakeholders

Moved By: Councillor Roger Korte

Seconded By: Councillor Marilyn Scott

That this presentation be accepted for information and filed.

CARRIED

7 Correspondence

Resolution:
2025.173

7.1 Items Received for Information Only

Moved By: Councillor Karen Siermachesky

Seconded By: Councillor Dave Rowe

That the following correspondence be accepted for information:

1. Letter from WUQWATR dated May 16th, 2025

CARRIED

8 Committee Reports

8.1 Vacate Chair

Mayor Muench vacated the Chair and Deputy Mayor Jorgenson presided at 6:19pm.

Resolution:
2025.174

8.2 Executive Committee Meeting held May 12th, 2025

Moved By: Councillor Marilyn Scott

Seconded By: Councillor Sarah McInnis

That the Minutes of the Executive Committee Meeting held May 12th, 2025 be accepted for information.

CARRIED

Resolution: 8.3 **Humboldt & District Museum & Gallery Board dated April 10, 2025**
 2025.175
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That the Minutes of the Humboldt & District Museum & Gallery Meeting held April 10, 2025 be accepted for information.

CARRIED

9 Bylaws

Resolution: 9.1 **Recommendation - Planning Coordinator - Bylaw No. 12/2025 - Zoning Bylaw Amendment**
 2025.176
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

Resolution: 9.1.1 **Bylaw No. 12/2025 - First Reading**
 2025.177
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

Resolved that Bylaw No. 12/2025, being a bylaw to amend Bylaw No. 04/2016 known as the Zoning Bylaw, be introduced and read a first time.

CARRIED

9.2 Resume Chair

Mayor Muench resumed the Chair, the time being 6:26 p.m.

10 New Business

Resolution: 10.1 **Proclamation - Humboldt Pride Week**
 2025.178
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Sarah McInnis

That the Mayor be authorized to proclaim the week of June 9th to 15th "Humboldt Pride Week" in the City of Humboldt.

CARRIED

Resolution: 10.2 **Recommendation - City Controller - Street Closure Request**
 2025.179
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

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.

CARRIED

Resolution: 10.3 **Recommendation - City Controller - Downtown Business Improvement District 2025 Budget**
 2025.180
Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

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

CARRIED

- Resolution:** 2025.181 **10.4** **Recommendation - City Controller - PAMI Lease Agreement**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Larry Jorgenson
- That the Interim City Clerk be authorized to sign a 10-yr lease agreement with Prairie Agricultural Machinery Institute (PAMI) located at Parcel A, Plan 101813385, for use of land to display the “Iron Triangle” public art piece.
- CARRIED**
- Resolution:** 2025.182 **10.5** **Recommendation - Finance Manager - Additional Community Safety Officer**
Moved By: Councillor Roger Korte
Seconded By: Councillor Larry Jorgenson
- 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 services to those municipalities.
- CARRIED**
- Resolution:** 2025.183 **10.6** **Recommendation - Finance Manager - Canada Housing Infrastructure Fund Grant Authorization**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Larry Jorgenson
- 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.
- CARRIED**
- Resolution:** 2025.184 **10.7** **Recommendation - Director of Leisure Services - Cemetery Concrete Headstone Ribbons**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Roger Korte
- 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.
- CARRIED**
- Resolution:** 2025.185 **10.8** **Recommendation - Planning Coordinator - Subdivision Request – Proposed Block 93, Lots 1-11**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott
- 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.

CARRIED

11 Enquiries

Councillor Rowe enquired with the Director of Public Works on the gravel patches along Highway 5, with respect to when those will be paved. The Director responded that they are proceeding on the work this year and it will hopefully be done soon if contractors are available.

Councillor Rowe enquired with the Director of Leisure Services on the possibility of hosting a car show within the City. The Director responded the initial starting point for events should be the Event Services Manager for the City.

Mayor Muench enquired with the Director of Leisure Services on the status of the installation of the surface of the multi sport court facility. The Director responded that the project was delayed due to weather but should proceed in the very near future.

12 Committee of the Whole - NA

Resolution:
2025.186

13 Adjourn

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Roger Korte

That we do now adjourn, the time being 7:14 p.m.

CARRIED



City of Humboldt

Meeting Minutes

Special Meeting of Council June 9, 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 5:32 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:
2025.187

3 Adopt Agenda

Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

4 Delegations

4.1 MNP - 2024 Audited Financial Statements

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 4.2 **Recommendation - 2024 Audited Financial Statements**
2025.188
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Roger Korte

That the 2024 Audited Financial Statements for the City of Humboldt be adopted as presented.

CARRIED

5 Bylaws

5.1 Vacate Chair

Mayor Behiel vacated the Chair and Deputy Mayor Jorgenson presided at 5:51pm.

Resolution: 5.2 **Recommendation - Planning Coordinator - Bylaw 13/2025 A**
2025.189
Bylaw to Amend Bylaw 10/2025
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

Resolution: 5.2.1 **Bylaw No. 13/2025 - First Reading**
2025.190
Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 13/2025, being a bylaw to amend bylaw no. 10/2025 be introduced and read a first time.

CARRIED

Resolution: 5.2.2 **Bylaw No. 13/2025 - Second Reading**
2025.191
Moved By: Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

Resolved that Bylaw No. 13/2025, being a bylaw to amend bylaw no. 10/2025 be read a second time.

CARRIED

Resolution: 5.2.3 **Bylaw No. 13/2025 - Given all three readings at this meeting**
2025.192
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

Resolved that Bylaw No. 13/2025, being a bylaw to amend bylaw no. 10/2025, be given all three readings at this meeting.

CARRIED UNANIMOUSLY

Resolution: 5.2.4 **Bylaw No. 13/2025 - Final Reading**
2025.193
Moved By: Mayor Rob Muench
Seconded By: Councillor Sarah McInnis

Resolved that Bylaw No. 13/2025, being a bylaw to amend bylaw no. 10/2025 be read a third time and now be adopted.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 5.3 **Recommendation - Planning Coordinator - Bylaw No. 14/2025 - 10th Street Closure**
2025.194

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

That this report be accepted for information and filed.

CARRIED

Resolution: 5.3.1 **Bylaw No. 14/2025 - First Reading**
2025.195
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

Resolved that Bylaw No. 14/2025, being a bylaw to provide for the closing of a municipal street be introduced and read a first time.

CARRIED

5.4 Resume Chair

Mayor Muench resumed the Chair, the time being 6:00 p.m.

6 New Business

Resolution: 6.1 **Proclamation - Recreation and Parks Month**
2025.196
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Dave Rowe

That the Mayor be authorized to proclaim the declare the month of June 2025 as "Recreation and Parks Month" in the City of Humboldt.

CARRIED

Resolution: 6.2 **Recommendation - City Controller - Public Accounts 2024**
2025.197
Moved By: Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

That sections "A" through "F" of the 2024 Public Accounts for the City of Humboldt be adopted as presented and be combined with the 2024 Audited Financial Statements to be publicly available as the Public Accounts for the City of Humboldt with respect to the year ending December 31, 2024.

CARRIED

Resolution: 6.3 **Recommendation - Planning Coordinator - 14th Avenue Subdivision Approval**
2025.198

Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Roger Korte

That the City of Humboldt approve the subdivision of Parcel B – Plan 101813363, Parcel G – Plan 74H07801, St/L 1 – Plan 74H07801, St/L 1 – Plan 81H10393, and St/L 2 – Plan 74H07801.

CARRIED

Resolution: 7 **Adjourn**
2025.199
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Dave Rowe

That we do now adjourn, the time being 6:12 p.m.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten



City of Humboldt

Meeting Minutes

Executive Committee Meeting June 9, 2025 - 06:00 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 6:16 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 Dave Rowe

That the agenda be adopted as amended, to allow for item 6.9 - The Planning Coordinators Report as well as a personel matter in Committee of the Whole.

CARRIED

3.1 Conflict of Interest

4 Delegations

5 Correspondence

6 Reports From Administration

6.1 Director of Protective Services' Reports

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten

- 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 Roger Korte
That this report be accepted for information and filed.
CARRIED
- 6.5 Director of Leisure Services' Report**
Moved By: Councillor Marilyn Scott
That this report be accepted for information and filed.
CARRIED
- 6.6 Director of Public Works' Report**
Moved By: Councillor Roger Korte
That this report be accepted for information and filed.
CARRIED
- 6.7 CLS Project Summary Report**
Moved By: Councillor Dave Rowe
That this report be accepted for information and filed.
CARRIED
- 6.8 Wastewater Treatment System Construction Update**
Moved By: Mayor Rob Muench
That this report be accepted for information and filed.
CARRIED
- 6.9 Planning Coordinator's Report**
Moved By: Councillor Roger Korte
That this report be accepted for information and filed.
CARRIED
- 7 New Business**
- 7.1 Recommendation - Director of Leisure Services - 2028 Saskatchewan Summer Games Expression of Interest**
Moved By: Mayor Rob Muench
That Executive Committee support the submission of a no-commitment Expression of Interest to the Saskatchewan Games Council indicating that the City of Humboldt is interested in exploring the potential of hosting the 2028 Saskatchewan Summer Games.
CARRIED

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten

7.2 Recommendation - Director of Leisure Services - Curling Rink Lease Agreement

Moved By: Councillor Sarah McInnis

That the proposed two-year lease agreement with the Humboldt Curling Club for the 2025–2026 and 2026–2027 curling seasons be recommended to Council for approval.

CARRIED

8 Enquiries

Councillor McInnis enquired with the Director of Leisure Services on the upkeep of the "Welcome" signs to the community. The Director responded that the department is behind in getting to them and that Administration is reviewing the status of the signs overall.

9 Committee of the Whole

Moved By: Councillor Marilyn Scott

That we sit in a private session as Committee of the Whole, the time being 7:14 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, Planning Coordinator Tanner Zimmerman, Communications Coordinator Angie Rolheiser.

9.3 Planning Coordinator - South Area Structure Plan

9.4 City Manager - Verbal Update

9.5 Revert

Moved By: Councillor Roger Korte

That Council revert to the Regular Meeting, the time being 7:32 pm.

CARRIED

9.6 Recommendation - Planning Coordinator - South Area Structure Plan - Midway Update

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

9.7 Recommendation - City Manager - Verbal Update

Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten

10 Next Meeting

It was noted that the next Executive Committee Meeting will be held July 14, 2025 at 5:30 p.m.

11 Adjourn

Moved By: Mayor Rob Muench

That we do now adjourn, the time being 7:33 p.m.

CARRIED

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten



Reid-Thompson Public Library

Wapiti Regional Library

Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: humcirc@wapitilibrary.ca

Phone: 306-682-2034

Website: www.wapitilibrary.ca

Reid Thompson Public Library Board Minutes

Date: April 14th, 2025

Attendance: Susan Bradley, Rheanne Bedard Schilling, Colleen Jenkins, Laura Peters

Absent: Sarah McInnis, Karen Siermachesky

Recording Secretary: Emma Lewis (Branch Librarian)

Call to order by S. Bradley at 3:30 PM

- 1) A) Additions: Addition of the new Wapiti Regional Library printing policy to be discussed within Business Arising.
B) Agenda: Moved by C. Jenkins, seconded by R. Bedard Schilling to accept the agenda as presented. Carried.
- 2) Review and Approval of Minutes: Moved by R. Bedard Schilling, seconded by C. Jenkins that the minutes be adopted presented. Carried.
- 3) Correspondence: Moved by C. Jenkins, seconded by R. Bedard Schilling that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by R. Bedard Schilling, seconded by C. Jenkins that the monthly financial reports be adopted as presented. Carried.
- 5) Branch Librarian Report: Presented.
- 6) Action List: Presented.
- 7) Maintenance Report: Presented.
- 8) Business Arising:
 - a) First Aid Training: Moved by R. Bedard Schilling, seconded by S. Bradley to have funds available up to \$225 for Emma Lewis to receive her first aid training at her chosen institution.
 - b) Flooring: Discussion of whether the City of Humboldt holds reserves for the Reid-Thompson Public Library. It was decided that confirmation is required regarding these funds and whether they are available to be used to replace the flooring in the library.
 - c) Children's Corner: Presentation of the funding received for the children's corner. It was decided that this would be best carried out alongside the flooring updates, which will be discussed in Fall.
 - d) Hiring: Approved by Wapiti Regional Library to hire three (3) casual assistant librarians.
 - e) Hiring: Carissa Lukan to be hired for the Summer Student assistant librarian position. An offer letter will be sent detailing a proposed start date of Monday May 12th followed by a Criminal Record and Vulnerable Sector Check.
 - f) TDSRC: Presentation of the proposed schedule (June, July, August) for the Summer Reading Club. Presentation of the expected budget and grant monies received for the TDSRC.

- g) Printing Policy: Discussion of how the new Wapiti Regional Library printing policy will impact the daily operation of the library. It was decided that further clarification is required and will be added to the agenda in the future for additional discussion.
- 9) Next meeting: May 20th at 3:30 PM.
- 10) Adjournment: Moved by R. Bedard Schilling, seconded by C. Jenkins that the meeting be adjourned at 5:35 PM. Carried.


Secretary


Chairperson


Date



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on May 8, 2025, commencing at 1:00 pm at the Gallery



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Ivan Buehler
Andrew Breker
Susan Bellamy
Aaron Lukan
Karen Siermachesky – City Council Rep
Jennifer Fitzpatrick – Director of Cultural Services
- REGRETS:** Kevin Garinger sent his regrets.
- CALL TO ORDER:** Carol called the meeting to order at 1:00 PM.
- LAND**
- ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Buehler / Lukan:
That the agenda of May 8, 2025, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- ACKNOWLEDGEMENTS:** Susan acknowledged Jennifer and staff for achieving the Stickers of Excellence from the Museums Association of Saskatchewan in all three pillars of provincial standards. The museum is a source of pride for the City of Humboldt. Carol acknowledged the incredible diversity in quality programming in the last month. Jennifer thanked Carol and Karen for handling the lunch at the Quill Plains Museums Network meeting.
- ADOPT MINUTES:** Bellamy / Buehler:
That the minutes of April 10, 2025, Humboldt & District Museum & Gallery be adopted as amended.
Motion Carried
- BUSINESS ARISING:** Jennifer reported on her progress for upcoming reports.
- DIRECTORS REPORT:** Jennifer provided an overview of the report and highlighted recent results in grant funding, collections reviews and plans, and a gallery exhibit issue.

The Director’s report was received for information.
- FINANCIAL STATEMENT:** The financial statement was received for information.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.
- FRIENDS OF THE MUSEUM REPORT:** There was nothing to report at this time.
- FOUNDATION REPORT:** Carol reported that the Foundation’s Registered Charity Information Return was submitted to Revenue Canada this month.
- ORIGINAL HUMBOLDT REPORT:** The board discussed the plans for the Treaties Sculpture installation and ceremony around National Indigenous Peoples Day in June.

Chairperson’s initials

Museum Minutes for May 8, 2025, Page 2

SPORTS HALL OF FAME REPORT: Aaron reported that a MAP grant has been submitted but has not heard about any results to date.

PUBLIC ART COMMITTEE REPORT: The board discussed the Iron Triangle sculpture project.

WATER TOWER REPORT: Susan reminded the Board about the Jen Reimer visit at the end of May, and the upcoming barbecue in June.

COUNCIL REPORT: Karen thanked the Gallery staff for hosting the Coffee with Council meeting. She also updated the board on the CEDI project with the George Gordon First Nation, which both she and the Director are part of.

OTHER BUSINESS: The board discussed the annual lunch with the staff in conjunction with their next meeting.

NEXT MEETING: The next regular meeting for the Board will be determined via doodle poll.

ADJOURNMENT: Breker / Siermachesky:
That the meeting adjourn at 2:00 PM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary

CITY OF HUMBOLDT REPORT

TITLE: Bylaw No. 12/2025
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: June 23, 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 inspected 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

Prior to the proposed public hearing, public notices were posted pursuant to Part X of *The Planning and Development Act*.



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> <ul 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> <ul 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: (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: (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 of 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.	This amendment allows for gentle density which creates opportunity for housing without damaging neighbourhood character. Cities such as Saskatoon, Regina, and Lloydminster have already made this change.
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 Muench

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 26 DAY OF MAY 2025.
READ A SECOND TIME THIS 23 DAY OF JUNE 2025
READ A THIRD AND FINAL TIME THIS DAY 23 OF JUNE 2025.

CITY OF HUMBOLDT REPORT

TITLE: Bylaw No. 14/2025 – 10th Street Closure
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: June 23, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

An agreement between the City, the owner of Block B, Plan 101813363, and the owner of NE 30 37 22 2 Ext 21 has been made to subdivide land that will create a right-of-way for the future 14th Avenue. The subdivision also squares the existing property boundaries. As part of this agreement, the City will be closing Parcel St/L 1, Plan 74H07801 (10th Street), Parcel St/L 1, Plan 81H10393 (10th Street), and Parcel St/L 2, Plan 74H07801 (intersection of 10th Street and 14th Avenue). This parcel was originally planned for a future 10th Street extension but has been deemed no longer necessary.

Pursuant to Section 13 of *The Cities Act, 2002*, street closures may be approved by bylaw. A street closure bylaw is subject to approval by the provincial government through the Minister of Highways and Infrastructure.

At the Special Meeting held June 9th, 2025, Council identified that the following amendments are required prior to giving Bylaw No. 14/2025 a 2nd and 3rd reading:

1. Remove the wording, “Subject to the consent of the Minister of Highways and Infrastructure,”
2. Replace “Mayor – Michael Behiel” with “Mayor – Rob Muench”.

CURRENT SITUATION

As described in Attachment A, St/L 1, Plan 74H07801 will be consolidated with the proposed Parcel BB as shown in Attachment A. St/L 1, Plan 81H10393 will be consolidated with the proposed Parcel AA, and St/L 2, Plan 74H07801 will be consolidated with the proposed 14th Avenue right-of-way.



OPTIONS

1. Accept this report for information.

ATTACHMENTS

- A. Plan of Proposed Subdivision

COMMUNICATION AND ENGAGEMENT

Public Notice was provided pursuant to Section 12 (6) of *The Cities Act, 2002*.

Upon approval, the signed bylaw will be sent to the Ministry of Highways and Infrastructure along with a statutory declaration stating that we have met the public notice requirements.

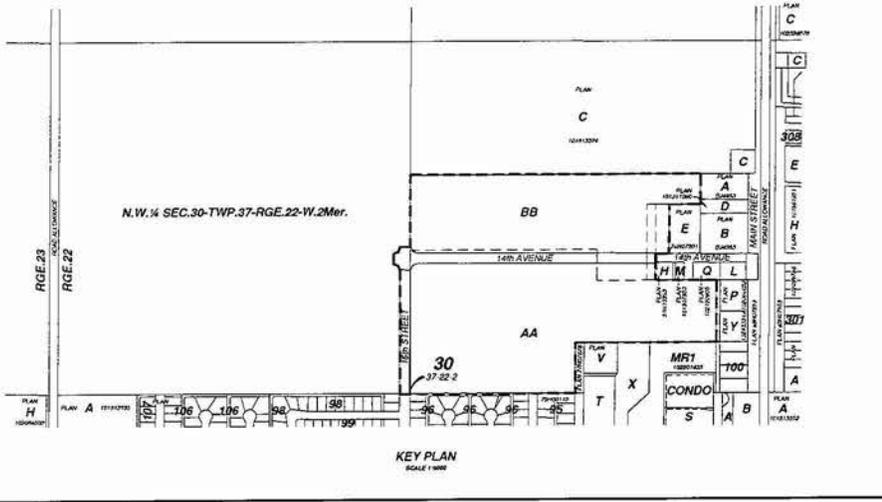
FINANCIAL IMPLICATION

There is no anticipated financial implication related to the passing of this bylaw. Any financially-related matters will be discussed in servicing agreements with affected parties.

CONCLUSION

As part of the creation of the 14th Avenue right-of-way, the undeveloped 10th Street right-of-way will be closed. A bylaw is required to close a street as described in *The Cities Act*.

Attachment A



PLAN OF PROPOSED SUBDIVISION

OF PART OF
N.E. ¼ SEC. 30 & N.W. ¼ SEC. 30,
PARCEL B - PLAN 101813363,
PARCEL G - PLAN 74H07801,
ST/L 1 (10th STREET) - PLAN 74H07801,
ST/L 1 (10th STREET) - PLAN 81H10393
 AND ALL OF
ST/L 2 - PLAN 74H07801
 AND **SURFACE CONSOLIDATION**
 OF PART OF
N.E. ¼ SEC. 30,
PARCEL G - PLAN 74H07801,
ST/L 1 (10th STREET) - PLAN 74H07801
 WITH PART OF
PARCEL B - PLAN 101813363,
 AND PART OF
PARCEL B - PLAN 101813363,
ST/L 1 (10th STREET) - PLAN 81H10393
 WITH PART OF
N.E. ¼ SEC. 30
 ALL IN
TWP. 37-RGE. 22-W. 2Mer.
CITY OF HUMBOLDT, SK
 SCALE 1:2000

NOTES
 PORTION TO BE SURVEYED IS SHOWN IN A HEAVY DASHED LINE AND CONTAINS
 (1) A D.M. 1:5000 IS
 MEASUREMENTS ARE IN METERS AND DECIMALS THEREOF
 DISTANCES ARE APPROXIMATE AND MAY VARY BY 1.5 METERS
 STANDARD BOUNDARY CORRECTIONS ARE 10.136 METERS
 SOURCE PARCEL NUMBERS ARE INTERIOR (INTERNAL) 1107114 AND 1107112
 SOURCE PARCEL CORRECTIONS ARE 1107114 AND 1107112

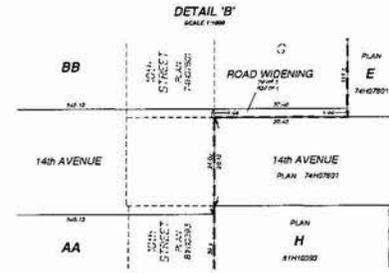
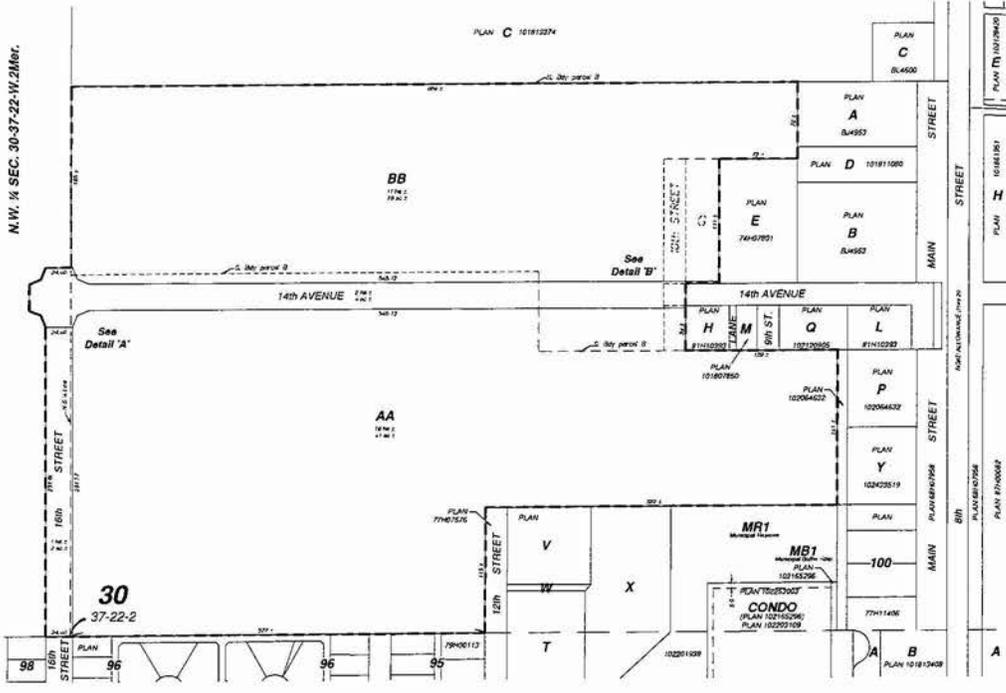


Karamjit Bopara
 Ajit Singh Bopara
 Maninder Kaur Bopara
 Approval: Owners N.W. ¼ SEC. 30-TWP. 37-RGE. 22-W. 2Mer.
 PARCEL B - PLAN 101813363

Jaswinder Bopara
 Ajit Singh Bopara
 Approval: Owners PARCEL G - PLAN 74H07801

131148485 S33GATCHEWAN LTD. (Representative)
 Approval: Owner N.E. ¼ SEC. 30-TWP. 37-RGE. 22-W. 2Mer.

CITY OF HUMBOLDT (Representative)
 Approval: Owner ST/L 1 (10th STREET) PLAN 74H07801 & PLAN 81H10393
 ST/L 2 - PLAN 74H07801



NO.	REVISIONS	DATE	BY	CHK.
1	Prepared Plans	2024.07.10	ASB	SLC
2	Final Plans	2024.07.10	ASB	SLC
3	Final Plans	2024.07.10	ASB	SLC

143 - 1001-1001
 DMS - CAD/CAM/IT



CITY OF HUMBOLDT

BYLAW NO. 14/2025

A BYLAW TO PROVIDE FOR THE CLOSING OF A MUNICIPAL STREET.

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

1. The City agrees to close the right-of-way for the municipal streets described as:

St/L 1, Plan 74H07801 (10th Street)
St/L 1, Plan 81H10393 (10th Street)
St/L 2, Plan 74H07801 (Intersection of 14th Avenue and 10th Street)

Mayor – Rob Muench

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 9 DAY OF JUNE 2025.
READ A SECOND TIME THIS 23 DAY OF JUNE 2025.
READ A THIRD AND FINAL TIME THIS 23 DAY OF JUNE 2025.



CITY OF HUMBOLDT REPORT

TITLE: Curling Rink Lease Agreement
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: June 23, 2025

RECOMMENDATION

That the proposed two-year lease agreement with the Humboldt Curling Club for the 2025–2026 and 2026–2027 curling seasons be approved.

BACKGROUND

The Humboldt Curling Club has long been a seasonal tenant at the Uniplex, operating curling programming throughout the winter months. The current lease agreement will expire at the end of the 2024–2025 curling season. In the last agreement, both the City and Club agreed to reduce the lease agreement term from 25 weeks to 23 weeks.

The Club and City Administration have since met and agreed to continue this lease structure for an additional two seasons.

CURRENT SITUATION

Discussions between Administration and the Humboldt Curling Club have resulted in a mutually agreeable two-year lease renewal for the 2025–2026 and 2026–2027 seasons. The lease terms and operating expectations remain consistent with the previous agreement, including a 23-week season and no significant operational or legal changes. Minor day-to-day matters—such as washroom access, custodial support, and parking—will continue to be managed cooperatively outside the lease framework.

OPTIONS

1. Recommend the lease agreement for Council approval.
2. Provide alternative direction for further negotiation.

ATTACHMENTS

1. Curling Rink Lease Agreement – Proposed two-year agreement (2025-2027)

COMMUNICATION AND ENGAGEMENT

Administration has remained in consistent communication with the Curling Club throughout the previous seasons. The Club has reviewed and agreed to the proposed lease terms.

FINANCIAL IMPLICATION

The proposed lease includes a 23-week term for both the 2025/26 and 2026/27 seasons. Lease rates are as follows:

- 2025-2026 Season: \$47,100
- 2026-2027 Season: \$48,513

These amounts represent a 3% annual increase, consistent with previous agreements.

The City has managed to maintain approximately a 50% cost recovery on the operational side of the curling rink over the past few years. The proposed lease rates are designed to continue realizing that cost recovery percentage. In addition, Administration is continuing to seek ways to increase dry floor usage revenues and reduce overhead expenses to further reduce the tax subsidy of the facility.

CONCLUSION

The two-year lease agreement proposal is acceptable by the club and by Administration as both parties will see benefits from the reduced weeks of ice operations for the next two seasons. The parties will keep communication lines open as we both evaluate the impacts of the changes proposed in this lease agreement.

THIS AGREEMENT MADE IN TRIPLICATE THIS _____ DAY OF _____, A.D., 2025

BETWEEN: THE CITY OF HUMBOLDT, a municipal body under the laws of the Province of Saskatchewan.

(Hereinafter called the "City")

AND:

THE HUMBOLDT CURLING CLUB, of the City of Humboldt, in the Province of Saskatchewan.

(Hereinafter called the "Club")

WHEREAS, the City owns and operates the Humboldt Uniplex and agrees to enter into an agreement with the Humboldt Curling Club to lease the Humboldt Curling Rink under the terms and conditions hereinafter set out.

NOW THEREFORE THE PARTIES MUTUALLY COVENANT AND AGREE TOGETHER AS FOLLOWS:

1. For the consideration to be paid by the Club to the City as hereinafter set out, the City agrees to allow the Club the following:

- a) To use and access the said Curling Rink including; office, curling ice area, basement, storage room areas, and parking lots for the term of twenty three (23) weeks each season with the following dates:
 - 2025/2026 – Mon, Oct 6, 2024 to Sun, Mar 15, 2026
 - 2026/2027 – Mon, Oct 5, 2026 to Sun, Mar 14, 2027

The City will allow up to one week each year, after closing, for the Club to conduct off-ice clean up. The on-ice clean-up is required to be completed by the end of the lease term.

- b) The Club will have access to a cabinet in the basement board room for 12 months of the year to store Club files and other items.
- c) The Club will be allotted half of the space in the storage room located in the curling rink basement for storage of rocks, signage, equipment, etc.
- d) The Club will be permitted to use the storage rooms off the curling rink ice surface all year round.

2. In consideration of the City's covenants and agreements listed below the Club agrees:

- a) To pay the City an annual maintenance fee. This annual fee shall be payable in three equal instalments. The amount of the instalment shall be paid to the City on the 31st day of January, the 28th day of February and the 31st day of March each year as listed below:

	January 31	February 28	March 31	Annual Total
2024	\$15,700.00	\$15,700.00	\$15,700.00	\$47,100.00 (3%)
2025	\$16,171.00	\$16,171.00	\$16,171.00	\$48,513.00 (3%)

- b) To pay the maintenance fee instalments on the pre-scribed dates or interest will be added to out-standing accounts in the following manner: TWO PERCENT (2%) per month to accounts outstanding 30 days after the instalment due date.

3. THE CLUB AGREES

- a) Upon the completion of this said agreement the Club shall turn the previously mentioned facilities back to the City in as good condition as it was upon commencement of this agreement.
- b) To hire, supervise and pay all of their own staff required to complete janitorial duties in basement, office, ice area and lounge. Club staff will be responsible for ice installation and removal, and seasonal maintenance. The Club further agrees that during the course of its occupancy in the Uniplex Curling Rink, it shall maintain leased space in the condition in which it was provided at the start of the lease term.
- c) To supply the city with a yearend audited financial statement from a certified CGA showing all revenues and expenditures. This financial statement must be provided to the City no later than June 30th of each year.
- d) To obtain policies of insurance protecting the Club from liability which may arise or suit which may be made by any person as a result of the activities of the club to be carried on within the Uniplex Curling Rink. The Club further agrees to save the City harmless from legal liability for bodily injury or property damage arising from the Club's negligent use of the Uniplex Curling Rink. The Club shall obtain a minimum of \$1,000,000.00 general liability naming the City of Humboldt as an additional insured. Proof of insurance must be provided to the City prior to November 1, of each year.
- e) That in carrying on their activities in the Uniplex Curling Rink that they obey all Federal and Provincial Laws, and all City Bylaws.
- f) To comply with Labour Standards and Worker's Compensation requirements of the Province of Saskatchewan and with any other laws, regulations, and taxes pertaining to the operation of the Curling Rink within the Uniplex.
- g) That if any property within the Uniplex Curling Rink is lost, removed from the building, or damaged in any way by the Club or employees, the Club shall be deemed to be responsible and be liable to the City or the owner of the property. If the Club fails to pay same and such claims are paid by the City, then the Club agrees this will become a debt due and payable to the City by the Club.
- h) Not to sublet any portion of the Club to any individual or organization during the term of this agreement without first obtaining authority to sublet the said Curling Rink from the City
- i) Appendix A has a list of items that is Club's property, and the Club agrees to maintain and replace, if necessary, these listed items.
- j) That the parking passes provided for the use of the five (5) marked parking stalls and electrical outlets, for the use of the President, Manager, Ice Maintenance Workers, and Lounge Worker are non-transferable and must be displayed clearly on the review mirror of the vehicle.
- k) To abide by all City related policies not described within this agreement.
- l) To allow the Director of Community and Leisure Services and all scheduled City working employees free access to the Uniplex during any activity sponsored by the Club.
- m) That no repairs, renovations, or improvements may take place to the said areas within the Uniplex curling rink without permission first given by the City.
- n) To assume full responsibility for all expenditures applicable to the curling operations.

- o) That due to the health and welfare of the general public the Club will honour the “No Smoking, No e-cigar, & No vapors within City owned and operated facilities and will assist the City with the enforcement of this this Policy by requesting their clientele and patrons or general public to refrain from smoking and the use of e-cigars and vapors in the applicable City owned and operated facilities and surrounding areas.
 - p) Through the City Joint Use Agreement with the city schools the Club agrees to provide 200 hours of ice time for school usage in return the City has lessened the Lease amount by \$8,000.00. Hours over 200 must be negotiated and paid by the schools.
 - q) The Club will follow the “Uniplex Rental and Rates Policy” set out by the City for the serving of food within the Uniplex and Curling Rink area.
3. THE CITY AGREES:
- a) Not to sublet any portion of the Curling Rink to any individuals or organizations during the term of this agreement without first giving ten (10) days notify to the Club Managers.
 - b) To provide snow removal within 48 hours of a snow fall to all parking lots, roadways, sidewalks, and a 15 foot wide path to door #21 for the delivery of supplies to the Lounge.
 - c) To pay all power, gas, water and sewer charges during the term of this agreement for the said Uniplex Curling Rink.
 - d) To maintain, repair and replace, if necessary, all furnaces, refrigeration plant, plumbing, electrical, and building mechanical equipment.
 - e) The City is responsible to have the windows cleaned at the beginning of the season and perform a thorough maintenance check of all areas applicable to this agreement.
 - f) The City will be responsible for unlocking and locking the outside door (door 21) entering into the curling rink lobby.
 - g) That if any items (listed in Appendix A) of the Clubs’ is lost, removed from the building, or damaged in any way by the City or employees, the City shall be deemed to be responsible to the Club as owner of the items. If the City fails to pay same and such claims are paid by the Club, then the club agrees this will become a debt due and payable to the Club by the City.
4. THE PARTIES FURTHER AGREE AS FOLLOWS:
- a) The Club shall be allowed to operate a display advertising program within the Uniplex Curling Rink for the term of the agreement. The said display advertising banners shall be displayed within the ice surface area only and during the off-ice season must be removed and put into storage.
 - b) That the Curling Club Manager and the Director of Community and Leisure Services of the City shall be the responsible liaisons between the City and the Club. At least one meeting is scheduled before and after each season.
 - c) A walk through the facility will be completed by the Curling Club Manager and the Community & Leisure Services Department before and after every curling rink season.
5. CURLING RINK LOUNGE OPERATIONS:
- The City agrees to apply and hold the Liquor Licence for the curling rink lounge. The Club will operate the lounge during the curling season and would retain all revenues and be responsible for associated expenses. The Club will operate the curling rink lounge and maintain the following conditions:
- a) All Provincial liquor regulations must be followed.
 - b) All volunteers or staff serving alcohol must be trained and meet Provincial standards.
 - c) Alcohol will only be sold to adults within the designated lounge area.

- d) The Club will refuse the sale of alcohol to anyone deemed to be intoxicated or disruptive in the facility.
- e) Alcohol will only be sold or served during curling activities in the facility.
- f) All alcohol must be cleared from the lounge and consumed in the lounge by 2:00am
- g) The Club will supply security responsible for the control of servicing the Lounge with alcohol.
- h) The City of Humboldt Community and Leisure Services Department reserves the right to stop the consumption of alcohol in the lounge at any time if it is deemed disruptive to the operation of the facility.
- i) If the Liquor Licence is not in place and the Club is unable to operate the lounge during the term of the agreement, the City agrees to credit \$1,500.00 every week in loss of lounge revenue to the Club.

IN WITNESS WHEREOF THE CITY OF HUMBOLDT has hereunto caused its corporate seal to be affixed as attested by the hands of its proper officers in that behalf, this _____ day of _____, 2025, A.D.

 City Manager

 City Clerk

IN WITNESS WHEREOF THE HUMBOLDT CURLING CLUB has hereunto set their hand and seal this _____ day of _____, 2025, A.D.

 President

 Club Manager

APPENDIX A

Curling Club's Property

1. *Shaw Cable Satellite Dish on Roof*
2. *Office Chair*
3. *2 Televisions*
4. *2 Television stands – one of which is also a trophy stand*
5. *Microwave Oven*
6. *2 wooden cases with 2 old curling stones in them on tv stand*
7. *Laptop, printer and fax*
8. *½ ownership of dishwasher*
9. *½ ownership of bar*
10. *Refrigerator*
11. *Draft beer fridge*
12. *Water cooler*
13. *Great Western Brewery chalk board menu sign*
14. *Memorial pictures on walls*
15. *Great Western Brewery wooden signs and metal signs on walls*
16. *8 wooden square tables*
17. *2 Vacuum cleaners in Lounge*
18. *Different sizes of drinking glasses*
19. *Numerous items for lounge – estimated cost is \$700*
20. *30 curling brooms used for rentals*
21. *Pro Shop items - list is kept each year – grippers/sliders/gloves/mitts/etc - \$3000*
22. *98 regular curling stones plus 16 youth stones*
23. *Ice scraper*
24. *Jet ice system*
25. *Push brooms – 3*
26. *Boot cleaners – 2*
27. *Lockers – 109*
28. *4 measuring sticks*
29. *Vacuum cleaner on ice surface*
30. *Ice decals to put on ice – 12 houses and numerous others which we have a list for \$20,000*
31. *Advertising banners on walls on ice area - \$10000*
32. *Scoreboards - \$6000*
33. *Nippers*
34. *8' Benches (5)*



CITY OF HUMBOLDT REPORT

TITLE: CSO Vehicle Replacement
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: June 23, 2025

RECOMMENDATION

That Council approve the purchase of a 2016 Dodge Charger, fully equipped for Community Safety Officer (CSO) duties, to replace the 2014 Chevrolet Tahoe currently in service.

BACKGROUND

With the launch of the CSO program in late 2022, the City of Humboldt traded a 2011 Ford Escape for a high-mileage 2014 Chevrolet Tahoe that was already equipped with most of the necessary emergency equipment. This was essentially a “straight across” trade. The 2014 Chevrolet Tahoe currently utilized by the Community Safety Officer program has now reached over **350,000 kilometers** and is experiencing significant mechanical issues. Repairs necessary to keep the Tahoe operational are extensive and costly, with no guarantee of long-term reliability. Given its age and condition, the vehicle is no longer dependable or cost-effective to maintain as part of our active fleet.

During the time that the City has had the 2014 Tahoe, the City has been saving for its eventual replacement through the Fleet program.

CURRENT SITUATION

A **2016 Dodge Charger**, already equipped with the required emergency lighting, siren, radio equipment, decals, and other CSO operational tools, has been identified as a suitable replacement. This vehicle provides the following advantages:

- **Operational Readiness:** The Charger is fully outfitted for immediate use, eliminating the additional time and cost required for retrofitting a new vehicle.
- **Cost-Effectiveness:** Purchasing a fully equipped used vehicle is significantly more economical than purchasing and outfitting a new unit.

- **Improved Reliability:** With substantially fewer kilometers (less than 100,000) than the outgoing Tahoe, the 2016 Charger provides a more dependable and safer mode of transportation for the CSO.
- **Fuel Efficiency:** The Charger offers better fuel economy compared to the Tahoe, resulting in ongoing operational savings.
- **Modern Features:** The vehicle includes more current safety and operational technology compared to the outdated 2014 unit.

If Council approves the recommendation, the City of Humboldt will likely strip the Tahoe of its emergency equipment, for potential re-use in the future, and then dispose of the “stripped-down” Tahoe at its market value.

OPTIONS

1. To allow administration to purchase the 2016 Charger from North Battleford.
2. To not go ahead with the purchase and continue with needed repairs to the current vehicle.

ATTACHMENTS

- Photos of Charger

COMMUNICATION AND ENGAGEMENT

- None required

FINANCIAL IMPLICATION

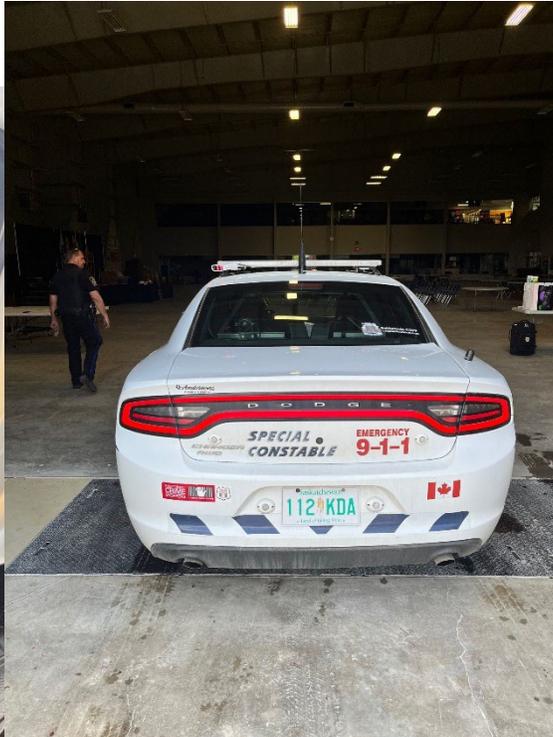
The City of Humboldt uses a fleet program to ensure that each department has funds available for the **replacement** of existing vehicles when they are at the end of their useful life. As of December 31, 2024, Protective Services maintained approximately \$38,500 in its fleet reserve; of which \$26,700 is attributable to the replacement of the CSO vehicle. The recommended purchase would be fully funded, as intended, by this reserve without bringing either balance into a deficit.

Beyond the current year, no significant expenses are foreseen other than those that would be considered operational.

CONCLUSION

The 2016 Dodge Charger offers a reliable, fully equipped, and financially responsible replacement for the aging 2014 Chevrolet Tahoe. It ensures the CSO can continue providing services safely and effectively, without the risk and cost of unexpected breakdowns.







CITY OF HUMBOLDT REPORT

TITLE: Corporate Policy Update
PREPARED BY: Nadine Sepke, Safety Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: June 23, 2025

RECOMMENDATION

That the newly created Violence Prevention Policy #1358 be approved, and further,

That the Workplace Violence and Harassment Policy #1357 be rescinded and the Workplace Harassment Policy #1357 be approved, and further,

That the proposed revisions to the Return-to-Work Policy #1160 be approved.

BACKGROUND

Council adopted the Workplace Violence and Harassment Policy #1357 on February 22nd, 2021. The City also adopted a Return-to-Work Policy #1160 on September 27th of the same year. This was done both to align with the required legislation and to address gaps within Corporate Policies.

CURRENT SITUATION

The Saskatchewan Employment (Part III) Amendment Act, 2022 (commonly referred to as Bill 91) expanded workplace violence policy requirements. These amendments took effect on May 17th, 2024. Under SEA Section 3-21(1) and the Occupational Health and Safety Regulations (Section 3-26), employees must:

1. Develop & implement a written violence policy statement and a prevention plan;
2. Consult with the occupational health committee during its creation; and
3. Include several key elements including the employer's commitment to prevent or reduce violence, identify worksites and job positions, include reporting procedures, prevention measures, responsibility to training staff on the issue of violence in the workplace.

As a result of these changes, the City is required to have separate policies for Workplace Violence and Workplace Harassment. As such, the Administration is proposing the creation of a new Violence Prevention Policy and revising existing policy #1357 to be specifically related to Workplace Harassment.

In updating these corporate policies, it was identified that another policy, the Return-to-Work Policy, was also in need of slight revisions and as such has been included in this report for consideration.

OPTIONS

1. Approve the recommendations as presented.
2. Recommend revisions to the proposed policy changes.
3. Provide alternative directions to Administration.

ATTACHMENTS

1. Violence Prevention Policy – NEW
2. Policy #1357 – Workplace Harassment Policy – PROPOSED REVISIONS
3. Policy #1160 – Return to Work Policy – PROPOSED REVISIONS

COMMUNICATION AND ENGAGEMENT

The Safety Coordinator has led the engagement on each of the policies identified in this report, including the creation of the new Violence Prevention Policy. Following worker input, the Violence Prevention Policy and Workplace Harassment Policy were both reviewed and endorsed at the City's June 5, 2025, Occupational Health and Safety Committee meeting.

FINANCIAL IMPLICATION

There is no direct financial implication associated with these recommendations. Future investments in additional training and safety resources may come to Council at a later date or for future budget considerations as the City reviews its processes and procedures related to ensuring safe worksites for all staff.

CONCLUSION

The recommended policy changes are a result of industry review and internal discussions. While some of the action is a result of legislated mandates, each policy is important in providing a safe and healthy working environment for our staff. The policies are all required by the City; however, these are living documents that will require maintenance and revisions over time.

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Violence Prevention Policy		City Council and OHC Committee	1358	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Health and Safety	City of Humboldt		1 of 10	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
	1357	June 23, 2025		

1.0 PURPOSE

The City of Humboldt (the City) is committed to the prevention of violence and providing a violence free workplace as required by *The Saskatchewan Employment Act (Act)* and *Occupational Health and Safety Regulations 2020 (Regulations)*.

The City of Humboldt strictly prohibits violence in the workplace. Everyone at the City of Humboldt facilities or while representing the City is expected to behave in a professional, respectful manner and work together to achieve common goals. All employees, volunteers, contractors, committee members, students, and council members are personally accountable and responsible for enforcing this policy and must make every effort to prevent and eliminate violence in the workplace. All personnel must intervene immediately by advising the director or manager if they observe a problem or if a problem is reported to them.

The purpose of this policy is to ensure that:

- All workers are protected from acts or threats of workplace violence in accordance with the requirements of the “Act” and “Regulations”.
- Individuals are aware of and understand that acts of workplace violence are considered a serious offence for which necessary action will be imposed.
- Those subjected to acts of workplace violence are encouraged to access any assistance they may require pursuing a complaint; and
- Individuals are advised of available recourse if they are subjected to or become aware of situations involving workplace violence.

2.0 APPLICATION

The City of Humboldt’s violence policy applies to all persons involved in the operation of the City. The City of Humboldt prohibits violence and must protect all employees including managers, supervisors, workers, council members, students, contractors, volunteers, as well as any person doing business with or for the City of Humboldt.

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2.1 Workplaces this Policy is Intended to Cover

The intent of this Policy is to protect the individuals from acts or threats of violence occurring anywhere in the workplace, which includes any location where the individual does or can be reasonably expected to carry out work or representation for The City of Humboldt, including but not limited to:

- Within City of Humboldt facilities, premises, and worksites
- Inside City of Humboldt vehicles and equipment
- Any off-site locations where individuals are required to perform their duties, including but not limited to, offices, sites of business conferences, and City of Humboldt sponsored events.

3.0 DEFINITIONS

In this Policy:

3.1 "The Complainant" is the person who makes the complaint.

3.2 "The Respondent" is the person who has allegedly committed violence.

3.3 "Violence" is defined in Section 3-26(1) of *The Saskatchewan Occupational Health and Safety Regulations, 2020*, as: the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury. Examples include but are not limited to:

- Brandishing a weaponing, shaking fists in front of, or pushing an individual.
- Any expression of intent, written or verbal, to inflict physical force that could cause physical injury.
- Body language or behaviours that leave little doubt in the mind of the worker that the perpetrator intends to cause physical injury.
- Physical attacks like hitting, shoving, pushing, kicking, biting, pinching, or inciting an animal to attack.

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4.0 ROLES AND RESPONSIBILITIES

All employees are responsible, within their level of responsibility and authority, to ensure a healthy and safe work environment.

4.1 Directors, Managers, Supervisors, HR, and Safety

- Act respectfully toward other individuals while at work or any work-related activity.
- Must establish a workplace violence policy outlining expectations, reporting procedures and consequences for violations.
- Regularly evaluate potential workplace violence risks, including identifying high-risk areas and situations.
- Deliver comprehensive training for all employees on recognizing signs of potential violence, reporting procedures, de-escalation techniques, and emergency response.
- Promptly investigate all reported incidents of workplace violence, taking corrective actions to prevent recurrence.
- Provide confidential support to employees affected by workplace violence.
- Maintain detailed records of all incidents, investigations, and corrective actions.
- Provide necessary resources to support the prevention plan, including security measures and employee assistance programs.
- Share results of the violence risk assessment with the Occupational Health and Safety Committee (OHC).

4.2 Employees, Volunteers, Council Members, Students, and Contractors

- Act respectfully toward other individuals while at work or work-related activity.
- Be familiar with the workplace violence prevention policy and report any potential threats or concerning behaviors immediately.
- Participate in training programs and actively contribute to creating a safe work environment.
- Work cooperatively with fellow employees to address potential risks and support one another. Cooperate with any efforts to investigate and resolve matters arising under this policy.
- Follow established safety procedures and emergency response plans.

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4.3 Occupational Health and Safety Committee (OHC)

- Provide input and recommendations to the City on policies, procedures, and initiatives that help prevent workplace violence.
- Examine reports of workplace violence to identify areas that require change and to recommend preventative measures.
- Assist with risk assessments to identify potential sources of violence or risk factors.
- Promote and support employee education and training.
- Take part in the regular review of the Violence Policy to ensure it remains effective, current, and relevant to all municipal operations.

5.0 PROHIBITED CONDUCT

No employee or any other individual affiliated with City of Humboldt shall subject any other person to workplace violence or allow or create conditions that support workplace violence.

An employee, volunteer, student, contractor, or council member that subjects another employee or contractor to workplace violence may be subject to disciplinary action, up to and including dismissal.

It is also a violation of the City’s Violence Policy for anyone to knowingly make a false complaint of violence, or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination.

This Policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

6.0 WORKPLACE VIOLENCE RISK ASSESSMENT

The City of Humboldt has conducted risk assessments in preparation of this policy that considered the following potentials risks:

- Previous incidents of violence in the workplace;

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- Situations where employees interact with members of the public;
- Integrity of site security, equipment, and lighting;
- Effectiveness of emergency procedures;
- Procedures used in cash handling; and
- Procedures for releasing contact phone numbers, names and addresses of employees only to authorized individuals.

A workplace violence risk assessment of the above factors must be performed as often as necessary to protect workers and to provide a safe working environment.

If an employee is at an increased risk of being subject to violence in the workplace, The City of Humboldt will inform employees of the nature and extent of the risk from potential violence in writing, except if the disclosure is prohibited by law. The City of Humboldt will disclose any information in its possession related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.

7.0 WORKPLACE VIOLENCE NOTIFICATION

Where the workplace violence risk assessment finds that there are workplace violence hazards, The City of Humboldt will ensure that workers are properly notified, instructed and trained.

7.1 Notification of Workplace Violence Hazards

Where the workplace violence hazard assessment finds that there are possible violence hazards, notification will consist of, at a minimum:

- Indication of workplace locations where workplace violence is likely to occur;
- Indication of job classifications or operations at high risk of workplace violence;
- Warnings about individuals with a history of violent behaviour that workers are likely to encounter at the workplace, subject to the privacy rights of those co-workers. The City will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

8.0 WORKPLACE VIOLENCE PREVENTION MEASURES

The City of Humboldt has implemented practices, procedures, policies, and work environment arrangements to eliminate, or where total elimination is not possible, minimize hazards that were

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identified in the hazard assessment for each facility. Specific risks and preventative measures identified in the hazard assessment are included in the Safe Work Practices and Procedures for each facility and/or location.

8.1 General Principles for Selecting Controls

In selecting appropriate controls for eliminating or minimizing risks of workplace violence, The City follows the hierarchy of controls, including use of:

- Engineering controls, including but not limited to physical barriers, alarms, surveillance cameras, and lighting.
- Administrative controls, including but not limited to safe work procedures for performing job tasks involving risks of violence, such as handling cash, working alone or in isolation, and dealing with irate customers.
- Personal protective equipment and communications equipment.

9.0 REPORTING WORKPLACE VIOLENCE

The City of Humboldt encourages all employees to report any incidents of workplace violence **immediately** so that complaints can be quickly investigated.

If an employee believes they have been exposed to violence in the workplace, they should immediately report to one of the following: Director, Manager, HR Coordinator, or Safety Coordinator. Employees may be asked to provide a written complaint, which should be specific and include, but not be limited to, the names of the individuals involved, the names of any witnesses, the date, time, and location of the incident.

The City of Humboldt will not retaliate against employees for filing a complaint and will not permit retaliation by management, employees, or co-workers.

Furthermore, no action will be taken against an employee who has made a complaint in good faith which is found to be unsubstantiated. However, a complainant may be subject to disciplinary action where it is proven that the complaint is fraudulent or malicious.

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10.0 INVESTIGATION

Upon receipt of a formal complaint of workplace violence, the Human Resources Coordinator, in conjunction with the Safety Coordinator will determine whether an investigation will be pursued, and will:

- Advise the respondent in writing of the investigation and nature and specifics of the complaint.
- Advise the complainant of the investigation.
- Assign the investigation to an internal or external person to investigate.

The City of Humboldt will document incidents of alleged violence, the investigation and its outcome, which may include documenting who is involved, potential witnesses, and any other related documents.

In the event of an allegation of violence, the City of Humboldt has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said violence including, but not limited to, removing an individual from the workplace.

10.1 Resolution and Discipline

Any City of Humboldt staff members found by the investigation to have engaged in workplace violence will be subject to discipline in accordance with The City of Humboldt Discipline Policy and the terms of any applicable collective agreement. The City will ensure that workers who report workplace violence are notified of the findings of the investigation as soon as reasonably possible and that necessary corrective actions are taken to ensure that problems that led to the incident are adequately addressed.

11.0 CONFIDENTIALITY

The City of Humboldt will not disclose the name of a complainant or the respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint, or as required by law.

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To protect the safety of the complainant and other staff, The City of Humboldt may place an employee on administrative leave if it is deemed necessary to protect employee safety.

12.0 SUPPORT FOR WORKERS VICTIMIZED BY VIOLENCE

The City will provide support and access to counselling to workers who report incidents of violence and/or who suffer injuries or other adverse symptoms because of such incidents. The City recommends that any worker exposed to a violent incident consult their physician for treatment or referral for post-incident counselling, and referral to The City of Humboldt’s Employee and Family Assistance Program. If a worker seeks medical aid or counselling, the Human Resources Coordinator must be notified, and an injury report must be filed with the Saskatchewan Workers’ Compensation Board (WCB).

13.0 TRAINING AND INSTRUCTION

The City of Humboldt is committed to providing a training program for employees that includes:

- The means to recognize potentially violent situations.
- Where the potential for violence may exist (based on risk assessments conducted)
- Procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers.
- The appropriate responses of workers to incidents of violence, including how to obtain assistance; and
- Procedures for reporting violent incidents.
- The methods of summoning immediate help.
- The means to understand their legal obligation to refrain from participating in or carrying out acts of violence.

Site specific training will be applied as per the Safe Work Practices and Procedures for each facility. New workers will also receive training in workplace violence as part of their safety orientation training.

The policy statement and practices and procedures will be reviewed every three years, or whenever there is a change of circumstances that may affect the health or safety of workers, contractors, volunteers and/or Council members including but not limited to:

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- When incidents of workplace violence occur.
- When a new work process involving risks of workplace violence is introduced.
- When a work process or operation changes in such a way as to create new violence risks.
- Before construction of significant additions or alterations to the work site.

Workers will be consulted whenever this policy is being reviewed and will be informed when changes have been planned or made. Re-training will occur as required.

13.1 No Loss of Pay or Benefits

As required by the Act and Regulations, the time a worker spends receiving training and instruction and/or post-incident treatment or counselling under this Policy will be credited as time at work and will not result in the worker’s loss of pay or benefits.

14.0 ACCESS TO POLICY AND POLICY REVIEW

Copies of the policy statement and prevention plan will be made readily available to employees.

This policy shall be reviewed, and revised, if necessary, every three years or whenever there is a change in circumstances that may affect worker health and safety.

This policy was created following consultation with The City of Humboldt’s Occupational Health and Safety Committee.

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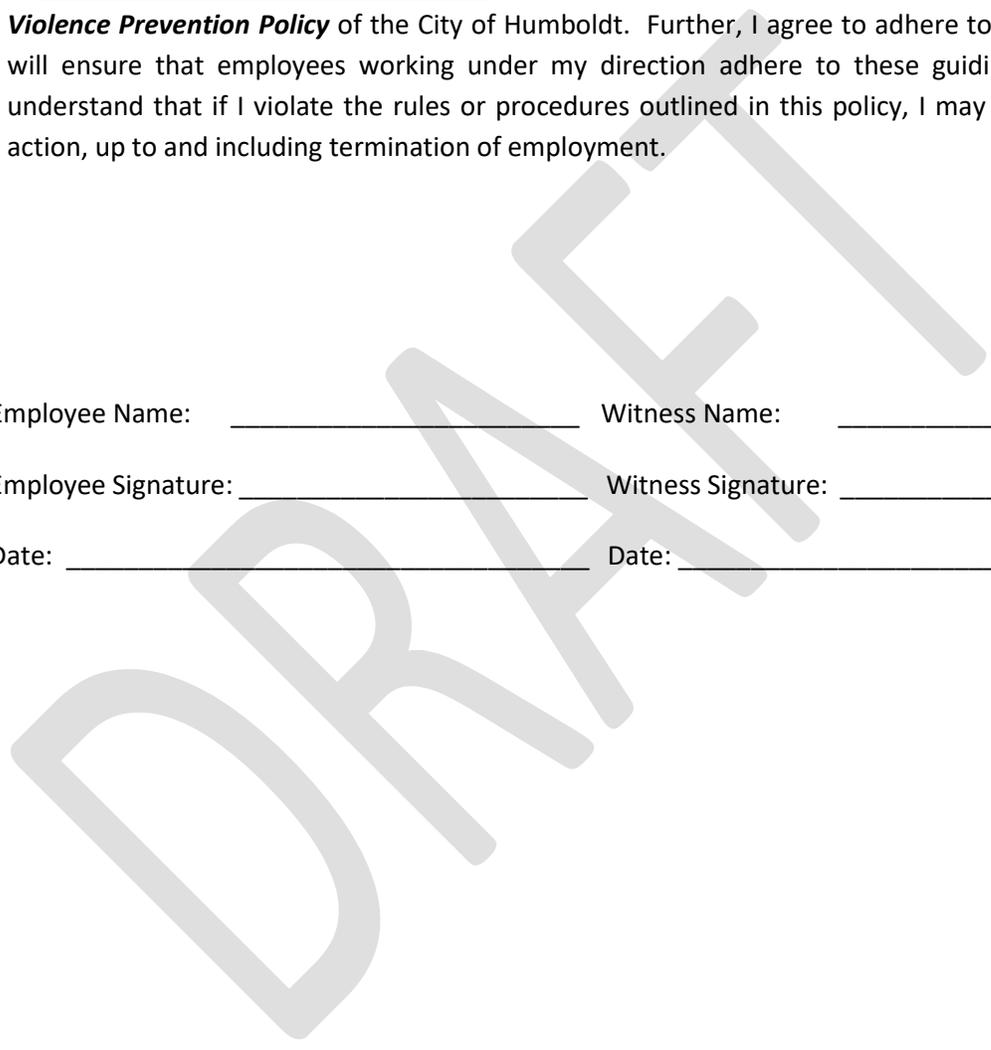
Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the **Violence Prevention Policy** of the City of Humboldt. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules or procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Employee Name: _____ Witness Name: _____

Employee Signature: _____ Witness Signature: _____

Date: _____ Date: _____



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1.0 Purpose:

The City of Humboldt is committed to building and preserving a safe working environment for its employees. In pursuit of this goal, the City of Humboldt does not condone and will not tolerate acts of harassment against or by any employee. Every reasonable precaution will be taken, and measures will be implemented to prevent harassment and to ensure that no worker is subject to harassment in the workplace. This policy is in compliance with The Saskatchewan Employment Act, The Occupational Health and Safety Regulations, and The Saskatchewan Human Rights Code.

2.0 Definitions:

Complainant - The person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

Harassment – Any inappropriate or sexual conduct, comments, display, actions, or gestures, whether repeated or a single occurrence, by a person that constitutes a threat to the health or safety of an employee and is based on a protected ground as outlined in The Saskatchewan Human Rights Code, or that negatively affects the employee’s psychological or physical well-being, and that the person knows or ought reasonably to know it would humiliate or intimidate the employee.

Reprisal - Any direct or indirect act of retaliation, towards a victim, witness, or person who reports harassment or violence.

Respondent - The person whom another individual has accused of committing the act of harassment against another person.

3.0 Policy:

The City of Humboldt strictly prohibits harassment in the workplace. **Everyone at the City of Humboldt facilities or while representing the City is expected to behave in a professional, respectful manner and work together to achieve common goals. All employees, volunteers, contractors, committee members, students, and council members are personally accountable and responsible for enforcing this policy and must make every effort to prevent and eliminate bullying and harassment in the workplace. All personnel must intervene immediately by advising the director or manager if they observe a problem or if a problem is reported to them.** This policy is in place to prevent harassment and minimize risk of injury or harm to employees resulting from harassment. The City of Humboldt is committed to providing a safe and healthy work environment free from harassment and disruptive behaviour for all employees. The City of Humboldt will make every reasonably practicable effort to ensure that no employee is subjected to harassment in the workplace. If the City is aware

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that an employee is likely to be exposed to harassment in their role with the City, every reasonable precaution will be implemented to protect the individual. All employees play a role in preventing workplace harassment and employees will be consulted in the ongoing development of this harassment policy.

All employees of the City of Humboldt have the right to:

- A workplace free of harassment and bullying
- Request the assistance of the City of Humboldt to resolve a complaint of harassment
- File a complaint with the Saskatchewan Human Rights Commission respecting discriminatory practices
- Exercise any other legal rights pursuant to any other law

4.0 Roles and Responsibilities

All employees are responsible, within their level of responsibility and authority, to ensure a healthy and safe work environment.

4.1 Directors, Managers, Supervisors, HR, and Safety

- Act respectfully toward other individuals while at work or any work-related activity.
- Must establish a workplace harassment policy outlining expectations, reporting procedures and consequences for violations.
- Deliver training for all employees on the harassment policy.
- Promptly investigate all reported incidents of harassment, taking corrective action to prevent recurrence.
- Provide confidential support to employees affected by harassment.
- Maintain detailed records of all incidents, investigations, and corrective actions.

4.2 Employees, Volunteers, Council Members, Students, and Contractors

- Act respectfully toward other individuals while at work or any work-related activity.
- Be familiar with the Workplace Harassment Policy and report any concerns immediately.
- Participate in training and actively contribute to creating a safe work environment.
- Follow established safety procedures.

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4.3 Occupational Health and Safety Committee (OHC)

- Provide input and recommendations to the City on policies, procedures, and initiatives that help prevent harassment.
- Examine reports of workplace harassment to identify areas that require change and to recommend preventative measures.
- Promote and support employee education and training.
- Take part in the regular review of the Harassment Policy to ensure it remains effective, current, and relevant to all municipal operations.

5.0 Procedure:

All employees are responsible for adhering to this policy and must refrain from causing or participating in harassment of another employee. For the purposes of this policy, workplace harassment can occur:

- At the workplace, including when employees are working alone or at night;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work related travel;
- Over the telephone if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

This policy is not meant to stop free speech, interfere with everyday interactions, or discourage employees from exercising legal rights; however, what one person finds inoffensive, others may not. It is important to remember it is the perception of the receiver of the potentially offensive message that determines whether something is acceptable or not, whether it is spoken, a gesture, a picture, or some other form of unwelcome or objectionable communication.

Day-to-day management and direction of work involving work assignments and job assessment are not considered harassment.

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5.1 Reporting Harassment in the Workplace

If an employee is either directly affected by, or a witness to any harassment in the workplace, it is imperative for the safety of all employees of the City of Humboldt that they report the incident without delay to their supervisor or other member of the management team.

All complaints will be taken seriously, investigated appropriately, and kept confidential. Any employee who threatens, harasses, or abuses another employee or any other individual at, or from, the workplace will be subject to disciplinary action up to and including termination of employment and the pursuit of legal action.

Any employee who feels threatened by harassment should report the facts directly to their supervisor without fear of reprisal. Employees acting in good faith who witness, or report incidents of harassment will not be subject to any form of reprisal or retaliation because of the complaint. Management will take all reasonable and practical measures to prevent retaliation, threats of reprisal, or further violence. Employees will not be demoted, dismissed, disciplined, or denied promotions because they lodge a complaint when they honestly believe they experienced harassment.

5.2 Informal Procedure

Employees who have been personally harassed may:

- Confront the harasser directly, or in writing, pointing out the unwelcome behaviour and requesting that it stop; or
- Discuss the situation with the harasser's supervisor, their own supervisor, or the Human Resources Coordinator.

In the case of informal complaints where no formal investigation is required, no record of complaint will be kept on the complainant or alleged harasser's employee file. If threats are criminal in nature or pose health and safety risks, supervisors may encourage the complainant to file a formal complaint.

5.3 Formal Procedure

If an employee believes they have been personally harassed they may make a formal written complaint by completing the *Workplace Harassment Complaint Form*. The formal complaint must be delivered to the Human Resources Coordinator.

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5.4 Seeking Immediate Assistance

The City will provide appropriate assistance to any employee who is victim of discrimination or harassment.

5.5 Investigating Reports of Harassment

Immediately after a formal written complaint has been received, the City of Humboldt will complete a thorough investigation, and the investigation will be conducted in a timely manner.

The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant, any person involved in the incident, and any identified witnesses; and
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

Where it is determined that harassment has occurred, a summary of the written report with remedial action will be given to the employees concerned, and appropriate disciplinary measures will be taken as soon as possible. The City will take all reasonable measures to eliminate or mitigate risks identified by the incident, including the use of personal protective equipment, administrative arrangements, and engineering controls.

5.6 Appeal Process

If the complainant or respondent have proceeded through the formal process and feel that it has failed at some point, or that the corrective action is not consistent with the incident that led to the original complaint, an appeal process is in place. The employee must complete a written complaint and submit it to the Human Resources Coordinator. The complaint should include all the reasons why the employee does not feel that the process was equitable. Where necessary, further investigation will be instigated. Once complete, the decision made on the appeal will be the final decision on the matter.

5.7 Fraudulent or Malicious Complaints

This policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded or frivolous allegations of harassment can cause both

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the accused person and the City of Humboldt significant damage. If the City of Humboldt determines that any employee has knowingly made false complaints or provided false statements or information regarding an allegation of harassment, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal up to and including termination without further notice.

5.8 Disciplinary Measures

If the City of Humboldt determines that any employee has been involved in harassment or unacceptable conduct related to another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning, and could result in immediate dismissal without further notice.

5.9 The Right to Refuse Unsafe Work

This is a legal right of every worker. The City of Humboldt is committed to ensuring a safe workplace. Employees who wish to pursue this right should refer to the City’s work refusal policy.

5.10 Special Circumstances

An employee that has a legal court order, such as a restraining or no-contact order, against another individual should notify their supervisor and supply a copy of the order. It will likely be required in instances where the employee strongly feels that the aggressor may attempt to contact them at work, in direct violation of the court order. Such information will be kept confidential.

In cases where criminal proceedings are forthcoming, the City of Humboldt will assist police agencies, attorneys, insurance companies, and courts to the fullest extent.

5.11 Confidentiality

The City of Humboldt will protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully throughout every stage of the complaint, investigation, and disciplinary process. The City will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will

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be disclosed to anyone unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the City and will be proportional to the seriousness of the behaviour concerned. All records of harassment and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

5.12 Training & Education

The City of Humboldt will strive to ensure all employees are trained and educated on harassment and that they are clear about their roles and responsibilities as they relate to this policy and its procedures.

5.13 Review

The City of Humboldt will review and, where necessary, revise this policy every three years, or sooner if there is a change in circumstances that could affect employee health and safety. Any changes will be communicated to employees and a copy of this policy made available.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the **Workplace Harassment Policy** of the City of Humboldt. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules or procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Employee Name: _____ Witness Name: _____

Employee Signature: _____ Witness Signature: _____

Date: _____ Date: _____

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1.0 Purpose:

The City of Humboldt recognizes that the provision of alternate or modified work is important in the recovery from an illness or injury. The City will make every reasonable and practicable effort to provide suitable duties to every worker who is unable to perform their regular duties following an illness or injury. In accordance with the Saskatchewan Employment Act, the Saskatchewan Human Rights Code and the Saskatchewan WCB Act, Regulations, Policies & Procedures, the City has established a Return-to-Work Program for employees who are unable to perform any or all their duties as a result of a professionally diagnosed illness or injury.

2.0 Definitions:

First Aid – A minor injury that can be treated by first aid and does not require medical attention.

Functional Abilities Form (FAF) – Completed first by the Manager, secondly by the treating health professional; provides the employer and injured/ill worker with a common frame of reference about the workers functional abilities to identify jobs that are suitable for the worker.

Health Care Practitioner – A physician, dentist, chiropractor, optometrist, psychologist, counsellor, occupational therapist, acupuncturist, nurse, or any other person who is registered or licensed pursuant to any Act to practice any of the healing arts.

Medical Aid – A work-related injury or illness that requires medical treatment beyond first aid and must be reported to WCB.

Modified Duties – Varying degrees of modifications to an employees’ job to promote recovery from and injury or illness

Permanent Accommodation – Accommodation where there is no expectation that the employee will return to pre-injury or illness duties

Return to Work (RTW) – The process of an employee returning to work which may include supportive devices or equipment, physical modifications to the work environment, modification to the job duties, and/or modifications to the shift schedule.

Return to Work Plan – A documented plan outlining specific physical/psychological limitations to accommodate the return-to-work process to manage an injured or ill employees safe return and progression to regular duties.

Temporary Accommodation – Accommodation where an employee is expected to make a full recovery and return to regular unrestricted duties.

Return to Work Program – An employer’s documented process to identify and provide alternative/modified/light duties for injured or ill workers during their recovery.

Undue Hardship - Generally defined as an unbearable financial cost or a considerable disruption to business, or an interference with the rights of others

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Workers’ Compensation Board (WCB) – A system of insurance that provides compensation to an employee who is absent from work due to an injury or illness related to the workplace.

3.0 Policy:

This policy applies to all City employees who are expected to cooperate fully in facilitating the timely return to work of injured or ill workers. It is expected that all injured or ill workers will cooperate by accepting alternate, light or modified duties within their skills, abilities, and limitations.

This policy will take effect immediately following an injury or illness. Any personal medical information received will be held in the strictest confidence.

3.1 Expectations under this policy include the following:

3.1.1 City Manager or Designate

- Ensure internal policies and procedures are developed and implemented to provide an effective and supportive work environment for the employee returning to work after the injury or illness and to ensure statutory compliance with legislative requirements
- Ensure adequate resources are allocated to support the Return-to-Work Program.

3.1.2 Director

- Ensure procedures are developed, implemented, and communicated for the consistent and proactive assistance for injured or ill workers with a focus on ability rather than injury or illness.
- Support employees participating in the Return-to-Work Program and immediately address any issues where there is a lack of support.

3.1.3 Manager/Supervisor

- When advised of an injury or illness that requires medical attention, provide the employee with a return-to-work information package including any necessary forms that require completion.
- Ensure all required documentation is returned to the Employer within a reasonable timeframe.
- Promote the reporting of workplace incidents and investigate as required.
- Actively maintain an inventory of potential modified or alternate work options within their department.
- Assume responsibility for the operational application of the return-to-work plan.
- Immediately upon the employee’s return to work, lead the return-to-work meeting.
- Monitor employee’s attendance and performance during the return-to-work process, ensuring the employee is performing in accordance with the plan and within their limitations.

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- Discuss any problems with the employee’s return-to-work with the Department Head.
- Complete required documentation throughout the entire process.
- Encourage the employee during recovery of injury or illness.
- Maintain all information received in strict confidence and maintain confidentiality of personal medical information throughout the entire process.

3.1.4 HR Coordinator

- Provide assistance and direction to manager and employee throughout the return-to-work process.
- Collect and store all return-to-work documentation in employee personnel file.
- Liaise between management and the Workers’ Compensation Board or Short/Long Term Benefits provider.

3.1.5 Health and Safety Coordinator

- Promote the reporting of workplace incidents and investigate as required.
- Monitor and evaluate the effectiveness of this program on an ongoing basis.
- Assist HR Coordinator with the return-to-work process.

3.1.6 Occupational Health & Safety Committee

- Monitor and evaluate the effectiveness of this program on an ongoing basis.
- Provide a supportive work environment for employees returning to work after injury or illness.

3.1.7 Employee

- Immediately report any injury or illness to their manager and complete an incident report form.
- If medical aid is required, obtain appropriate forms prior to going to the doctor. Documentation is to be returned to your manager within 24 hours or as soon as possible thereafter.
- Advise your health care practitioner that the City has a Return-to-Work program and provide a Functional Abilities Form (FAF) to your health care practitioner for completion.
- Provide the City with the required/requested medical documentation. Cost for requested medical information shall be borne by the City and billed to the appropriate department. If medical documentation is not provided, a return-to-work plan will not be implemented.
- Complete and submit any required WCB or Group Insurance forms.
- If off work, communicate the status of your condition weekly to the Manager, including the expected return to work date. Check-ins must be in-person or via telephone, where necessary.

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- Take an active and cooperative role in seeking modified/alternative job duties consistent with limitations and capabilities.
- Cooperate and comply with the prescribed treatment plan and return-to-work plan and work within his/her documented limitations.
- Immediately report to Manager any changes in his/her medical situation or difficulties in completing assigned tasks during the return-to-work process.
- When on WCB, record dates and times of all medical appointments and submit to his/her Manager at treatment end.

3.1.8 The Union

- Understand, support, and participate in the Return-to-Work Program.
- Cooperate in finding reasonable accommodation that suits the employee.
- Not impede or interfere with reasonable efforts to accommodate an employee.
- Maintain confidentiality throughout the entire process.

3.2 Performance Standards

3.2.1 Refusal of Return to Work

If an employee refuses a return-to-work plan/program or does not provide the medical information requested (under normal circumstances), WCB and the Group Insurance Plan will be notified accordingly. Nonparticipation of any part of this program may result in disqualification of income benefits under the Workers’ Compensation Board, Group Insurance Disability plans and/or the City of Humboldt sick leave benefits and may also result in disciplinary action up to and including termination.

3.2.2 Temporary Return to Work Plan

In a temporary accommodation, there is an expectation that the employee will achieve a full recovery and return to unrestricted duties.

3.2.3 Permanent Return to Work Plan

In a permanent accommodation, there is no expectation that the employee will achieve a full recovery and return to unrestricted duties. All attempts, up to the point of *undue hardship* will be made to find an alternate position within the abilities of the employee. Determinations of permanent accommodations will be based on objective medical findings. In these cases, the required notice must be given to make any fundamental changes to the employee’s employment. *Permanently accommodated employees are paid at the rate of pay equivalent to the job they are performing.*

3.2.4 Principles of Permanent Accommodations

- There is no obligation on the Employer to create unproductive work or a new unproductive position as a part of the accommodation.

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- There is no obligation on the Employer to displace current employees in order to provide accommodation.
- The work must be productive and meaningful.

3.2.5 Dispute Resolution

If there is a disagreement between the City, the injured or ill employee and/or the Union regarding the process, the City Manager will review the matter to ensure the process had been followed. If there has been an error, or if the process does not address the circumstances, the City Manager will review and recommend the steps necessary to rectify the situation.

If the disagreement is over the suitability of ability of the employee to perform the work, the proposed work will be evaluated against the work restrictions established by the health care practitioner. If there is still a disagreement, the employee may be referred to the health care professional for further clarification. If the agreement cannot be resolved internally, the matter may be referred to WCB, the Group Insurance Plan, or other agencies for further assistance.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the **Return-to-Work Policy** of the City of Humboldt. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules or procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Employee Name: _____ Witness Name: _____

Employee Signature: _____ Witness Signature: _____

Date: _____ Date: _____

CITY OF HUMBOLDT REPORT

TITLE: Discretionary Use – Liquor Store – Units 117 & 118, 1919 8th Avenue
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: June 23, 2025

RECOMMENDATION

That a discretionary use be approved to operate a Liquor Store at Units 117 & 118, 1919 8th Avenue, legally described as Block A – Plans BL3578 and 67H00360.

BACKGROUND

The City has received a discretionary use application to operate a Liquor Store at Units 117 & 118, 1919 8th Avenue, legally described as Block A – Plans BL3578 and 67H00360 by Universal Consulting Group (“the applicant”).

Section 3.10.3 of *Bylaw No. 04/2016 – The Zoning Bylaw*, requires that a discretionary use be reviewed using the following evaluation criteria:

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

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

CURRENT SITUATION

The property is located in an C2 – Medium Density Commercial District which is intended to provide an area with a wide range of commercial, institutional and residential uses in medium density form, on full urban services and located on Arterial or Collector Streets.

Similar uses in the area include a cannabis store, vape store, and a hotel with an associated off-sale liquor sale and bar. Thus, it is in the Planning Coordinator’s opinion that the proposed development will be consistent with neighbouring uses.

The applicant is proposing a walk-up pickup window. It is the understanding of the Planning Coordinator that this window is expected to be used for online liquor sales where customers will park in the parking lot and walk to the East wall. There is a concern that the proposed location of the window is in a fire lane and near a fire department water access. The Fire Department has indicated that the window will not be a concern so long as the parking stalls in the northeast corner of the parking lot are removed to create a new fire lane.

That said, it is important to remember that the Discretionary Use process is solely concerned with the *use* of the property. Any development/building matters will be addressed during the development review process.

OPTIONS

1. Approve the discretionary use as recommended.
2. Refer the matter back to administration.

ATTACHMENTS

- A. The application as submitted by the Developer.
- B. Proposed plans as submitted by the Developer.

COMMUNICATION AND ENGAGEMENT

In the lead up to the proposed public meeting, the City undertook all required communications as prescribed in Section 55 of *The Planning and Development Act, 2007*.



FINANCIAL IMPLICATION

There are no anticipated financial implications.

CONCLUSION

The proposed development is considered a discretionary use in an C2 zone, pursuant to *Bylaw No. 04/2016 – The Zoning Bylaw*. The proposed development is not expected to injuriously affect the neighbourhood as it is generally consistent with the existing nearby land uses.

DISCRETIONARY USE APPLICATION

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

SECTION A: PROPOSED DEVELOPMENT INFORMATION

SITE INFORMATION	Civic Address	Legal Land Description (optional)		
		Lot	Block	Plan No.
	Zoning District			
	Description of Existing Land Use and Buildings			

DEVELOPMENT INFORMATION	Description of Proposed Development			
	Reasons to support the Discretionary Use Application (use additional pages if necessary)			

SECTION B: CONTACT INFORMATION

APPLICANT	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s)		E-mail Address (Required)		
	Main	Other	Fax		
	Applicant's Interest in the Property: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Option to Buy <input type="checkbox"/> Other: _____				

PROPERTY OWNER	Owner Name or Same as Applicant <input type="checkbox"/>		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s)		E-mail Address (Required)		
	Main	Other	Fax		

SECTION C: APPLICATION CHECKLIST

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

SECTION D: DECLARATION OF THE APPLICANT

I _____ DO HEREBY DECLARE:

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

DATE

Meghan King

APPLICANT SIGNATURE

DRAWING SET REQUIREMENTS FOR DEVELOPMENT & BUILDING PERMIT APPLICATIONS

A minimum of one (1) complete sets of drawings are required for one and two unit dwellings, and two (2) complete sets are required for multiple unit and commercial and industrial building/development applications. For one and two unit dwellings, the drawings do not need to be prepared by a professional engineer or architect, but the City of Humboldt must consider the drafter to be capable of the proposed project. All drawings are to be prepared to professional drafting standards and must include a title, scale, and north arrow. Illegible, unprofessional, or drawings marked "preliminary only" or "not for construction" will not be accepted. All drawings for buildings that are designed within the scope of Part 3 of the National Building Code are required to bear the seal and signature of a design professional licensed to practice in the province of Saskatchewan.

SITE PLANS	<p>A site plan is a graphic representation of existing and proposed buildings and features on a property relating to the property lines and one another. When available, a survey certificate may include much of the required information for existing buildings & structures. The minimum required information for site plans includes, but is not limited to:</p> <ul style="list-style-type: none"> • Property lines including dimensions • Civic address & legal land description (lot, block & plan number) • All existing buildings and structures (including dimensions) • Distances between all existing and proposed buildings and structures • Setbacks from buildings/structures to property lines • Water, sanitary, and storm sewer services to buildings and site (including sizes, locations and materials) • Abutting & adjacent streets and lanes including names • Right-of-ways and easements affecting the property • Proposed construction/demolition (with dimensions) • Parking, loading, and vehicle access (with dimensions) to streets and lanes • Fire access route and hydrant locations (where applicable)
FLOOR PLANS	<p>A floor plan provides a view from above, illustrating a scaled layout of the building. A separate drawing for each level is to be included. Wall and partition widths must also be shown to scale (single line wall and partition drawings will not be accepted). The minimum required information for floor plans includes, but is not limited to:</p> <ul style="list-style-type: none"> • Room titles and dimensions • Window and door and frame locations, sizes and schedules • Room finish schedules • Fire resistant ratings of building components (with ULC numbers) (not required for one and two unit dwellings) • Exterior, interior and partition wall layouts and schedules • Plumbing Fixtures and fixed furnishing & equipment including sump pit & discharge • Stair plans and details (not required for one and two unit dwellings)
BUILDING ELEVATIONS	<p>Building elevations are a set of drawings which show the exterior sides of the building. The drawings show the height relationships of the walls and roof, as well as the exterior finish of each building face. A building elevation drawing for each building face is required. The minimum required information for building elevations includes, but is not limited to:</p> <ul style="list-style-type: none"> • Height dimensions of all exterior walls • Top of floor elevations • Top of finish grade • Pitch/slope of Roof • Exterior finishes and materials • Window and door sizes and types • Roof venting • Flashing
CROSS SECTIONS	<p>Building cross sections show a view along an imaginary line cut through the building. These drawings show the construction components of the foundation, walls, floors, and roof. The minimum required information for building cross sections includes, but is not limited to:</p> <ul style="list-style-type: none"> • Room names • Top of finish grade • Bottom of footing elevation • Wall, roof, and floor height dimensions • Wall roof, floor, foundation building components • Roof slope/pitch
SITE DRAINAGE PLAN	<p>A site drainage plan depicts the shaping or sloping of the land to direct and control storm water runoff to avoid negative impacts on the site itself, as well as adjacent properties. Site drainage plans are required for all commercial, industrial, multi-unit residential developments, but may also be required for smaller developments. Site drainage plans must be created by a qualified architect, engineer, or technologist registered to practice in the province of Saskatchewan. The minimum required information for a site drainage plan includes, but is not limited to:</p> <ul style="list-style-type: none"> • Finish grade • Property corner and spot elevations including flow direction and slope/grade • Locations and elevations of catch basins and detention areas • Storm water retention calculations • Storm Sewer pipe sizes, materials, and slope/grades • Identification of ground cover including paved areas, gravel, grass, etc.
STRUCTURAL DRAWINGS	<p>Structural drawings are a set of plans showing the structural components and details of the proposed building or structure. These drawings depict the size and types of materials used in the construction from the foundation to the rooftop. The minimum required information for structural drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> • Foundation plans, details, sections including applicable schedules • Slab plans, sections and details • Floor framing plans, sections and details • Stairs, ramps, and applicable structural details • Roof framing plans, sections, and details • Cast-in-place concrete floor plans • Load bearing walls, pads, columns, beams, and joists • Large, heavy, or high signs, and building mounted antennas (where applicable) <p>*Drawings for pre-engineered buildings are required to be signed and sealed by an engineer licensed to practice in the province of Saskatchewan.</p>
MECHANICAL DRAWINGS	<p>Mechanical drawings show the heating, ventilation, air conditioning, plumbing and fire protection systems for the proposed development. Mechanical drawings for buildings considered to be outside of the scope of Part 9 of the National Building Code are required to be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. The minimum required information for mechanical drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> • Heating, ventilation, air conditioning, and plumbing systems • Kitchen exhaust hoods and fire suppression systems • High hazard industrial systems • Duct and pipe shaft locations and construction details • Fire stop materials, specifications and locations • Ventilation and fire suppression systems for spray coating or powder coating operations • System plans including sizes, layouts, materials, specifications and hydraulic calculations for standpipe & hose, and sprinkler systems • Repair and storage garage ventilation systems, including CO and NO2 detectors. • Fire damper locations and details (ULC listings) • Locations of return-air plenums • Plumbing fixtures and piping (including material specifications)
ELECTRICAL DRAWINGS	<p>Electrical drawings show the materials and equipment included in the electrical system of the proposed development including power, fire alarm, and electrical equipment. Electrical drawings for buildings considered to be outside of the scope of Part 9 of the National Building Code are required to be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. The minimum required information for electrical drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fixtures including locations and schedules • Exit and emergency lighting • Switches, power supplies, emergency back-up and power systems • Electrical panel schedules and locations • Pull stations, detectors, signal devices, annunciators • System schedules and line drawings

Discretionary Use Application

Section A: Proposed Development Information

Civic Address: Units 117 & 118 Humboldt Commons 1919 8th Avenue, Humboldt, SK

Legal Land Description: Block A, Plan BL3572/B67H00360

Zoning District: C2 – Medium Density Commercial

Description of Existing Land Use and Buildings: Retail Space

Description of Proposed Development: Change of use from Retail Space to Liquor Store use. Removal of nine (9) parking stalls to install a new lane way for the Liquor Store's drive through window.

Reasons to support the Discretionary Use Application:

To provide for a business that will contribute to the local economy. The addition of this liquor store will bring more patrons and business to the Humboldt Commons. Additionally, making it a one-stop-shop experience for customers with the other businesses within the Humboldt Commons. This variety can increase the shopping center's appeal to a broader audience, encouraging repeat visits and fostering customer loyalty. This liquor store will also add job opportunities to the community, making it beneficial to those looking for employment. By enhancing convenience, boosting the economy, and providing unique shopping experiences, a liquor store in this location will contribute to a thriving and dynamic retail environment.

Units 117 & 118 Humboldt Commons
 1919 8th Ave Humboldt, SK S0K2A0
 Tenant Improvement - Costcan Liquor



SCOPE OF WORK: LIQUOR STORE (101), COOLER (102), STORAGE (103), AND MECHANICAL ROOM (105)

NOTE:
 BARRIER FREE WATER CLOSET (104) AND DRIVE THROUGH WINDOW ASSOCIATED WORK TO BE PERFORMED UNDER SEPARATE PERMIT BY LANDLORD

Drawing Index

A000	Title Sheet	M1	Underslab Plumbing Systems
A001	Legends & Schedules	M2	Overhead Plumbing Systems
A002	Site Plan	M3	HVAC Systems
A101	Main Floor Plan - Existing & Demo	M4	Equipment Schedule
A102	Main Floor Plan	M5	Details
A103	Main Floor New RCP & Sprinkler Plan	M6	Specifications
A501	Interior Elevations	M7	Specifications
E100	Main Floor Demolition Layout		
E200	Main Floor Lighting Renovation Layout		
E201	Main Floor Power Renovation Layout		
E202	Main Floor Fire Alarm Renovation Layout		
E300	Schedules		

FOR DESIGN INTENT ONLY

**Issued for Permit
 April 3, 2025**

Consultants:

Prime Consultant:
UCG Universal Consulting Group Ltd. Lloydminster, AB
 PH. (780) 875-7550
 Email: megbank@ucgplans.com

Mechanical Consultant:
Bacz Consulting St. Albert, AB
 PH. (780) 428-0243
 Email: bacz-consulting@caisnet.com

Electrical Consultant:
Acuity Engineering & Consulting Services Ltd. Edmonton, AB
 PH. (780) 453-3330
 Email: carol.liang@acuityeng.com



Revision Schedule		
Revision Date	Revision Number	Revision Description
2024/09/12	1	ISSUED FOR REVIEW
2025/04/03	2	ISSUED FOR PERMIT
2025/05/13	3	REVISION 1 - MAY 13
2025/05/15	4	REVISION 2 - MAY 15
2025/05/15	5	RE-ISSUED FOR PERMIT

PROJECT	Costcan Liquor Humboldt
DRAWING	Title Sheet

CLIENT	Subhash
SCALE:	
DATE:	MAY 15, 2025
FILE:	CREIN2024-0022
DRAWN:	MDK
CHECKED:	IEE
DWG No	A000

CONSULTING GROUP UNIVERSAL CONSULTING GROUP LTD. 1919 8TH AVE HUMBOLDT, SK S0K2A0
 LLOYDMINSTER, AB T9E 0B6 CANADA
 TEL: (780) 875-7550 FAX: (780) 875-7551
 WWW.UCGPLANS.COM

Symbol Legend

	Door Tag
	Section Callout
	Wall Tag
	Level Indicator
	Detail Callout
	Room Tag & Number
	View Reference
	Keynote Tag
	Exterior Elevation Tag
	Interior Elevation Tag
	Curtain Wall Tag
	Borrowed Light Tag
	Window Tag
	Storefront Tag
	Glass Block Tag

	Section/Detail Number
	Sheet Number
	Elevation Number
	View Number
	Referencing Sheet Number

View Name
1/8" = 1'-0"

Ceiling Legend

	2'x4' Suspended Ceiling (Armstrong Fluorescent Square Lay-in 15'16")
	2'x2' Suspended Ceiling (Armstrong Fluorescent Square Lay-in 15'16")
	Gypsum Board Ceiling
	2'x4' Recessed Light Fixture
	1'x4' Recessed Light Fixture
	2'x2' Recessed Light Fixture
	1'x4' Surface Mount Light Fixture
	Supply Air Diffuser
	Return Air Grille
	Supply Air Diffuser
	Ceiling Fan
	Return Air Grille
	Supply Air Diffuser
	Recessed Light

ELECTRICAL LEGEND	
	DUPLEX RECEPTACLE
	SPLIT RECEPTACLE
	RECEPTACLE - COUNTER HEIGHT 42" A.F.F.
	220V DUPLEX RECEPTACLE
	GROUND FAULT INTERRUPTER
	WEATHER PROOF RECEPTACLE w/ GFI
	SINGLE POLE SWITCH
	THREE WAY SWITCH
	DIMMER SWITCH
	OCCUPANCY SENSOR SWITCH
	INCANDESCENT FIXTURE - CEILING MOUNT
	INCANDESCENT FIXTURE - WALL MOUNT
	EXIT LIGHT
	PHOTO ELECTRIC CELL - CONFIRM MOUNTING LOCATION
	REMOTE MTD. EM. HEAD
	BATTERY PACK w/ INTEGRAL HEADS & EXIT
	BLUE DATA & WHITE DATA
	BLUE DATA OUTLET
	FLOOD LIGHT
	SMOKE DETECTOR
	NIGHT LIGHT
	THERMOSTAT (REFER TO MECH. DRAWINGS)

Building Code/By-Law Info

Building Use & Classification

- One Storey
- Facing Four Streets
- Group E, Meeting 3.2.2.66 of the 2020 NBC
- Building is Sprinklered
- Non-Combustible Allowed

Legal Description

- Units 117 & 118, Block A, Plan BL3572, Plan B67H00360, Parcel C-82H10650
- 1919 8th Avenue, Humboldt, Saskatchewan S0K2A0

Zoning

- C2 - Medium Density Commercial

Building Area

- Existing Building - 11,319 m² (121,836 ft²)
- To Remain Unchanged
- Proposed Tenant Space - 201.41 m² (2168 ft²)

Building Height

- Existing Ridge Height: 7.95m (26'-1")
- Height to Remain Unchanged

Occupancy Load

- Minimum Area Required 3.70 m²/person = 54 People Max.

Fire Ratings, Etc Required

- Floor Assemblies Shall be Fire Separations with a Fire-Resistance Rating not less than 2h.
- Mezzanine shall have a Fire-Resistance Rating not less than 1h, and Loadbearing Walls, Columns, and Arches shall have a FRR not less than that required for the Supported Assembly.
- 1hr FRR/Fire Separation around Mechanical/Utility Rooms.
- Fire Alarm System is Installed
- Standpipe & Hose System is not Req'd
- Sprinkler System is Req'd

Building Construction

- Exterior Walls**
- Existing Metal Cladding on Existing Walls. To Remain Unchanged.

Floor

- Finished Flooring on Slab on Grade.

Roof

- Existing Metal Roof Cladding on Existing Roof Assembly. To Remain Unchanged.

Spacial Separation (Limiting Distance)

- All Existing Exposing Building Faces to Remain Unchanged with Respect to Limiting Distance and Spatial Separation.

Parking Stall Requirements

- Units 117 & 118**
- Required: 1/50m² = 5 Parking Stalls

Humboldt Commons (Whole Building)

- Provided: 437 Parking Stalls
- Reduction Proposed: 9 Parking Stalls
- Proposed: 428 Parking Stalls

Mark	From Room: Name	To Room: Name	Door Data		Frame Data				Fire Rating	Comments		
			Door Type	Door Finish	Dimensions		Hardware	Frame Type			Jamb Width	Wall Thickness
					Width	Height						
101A	Liquor Store	Exterior	Existing	Existing	3'-2"	7'-0"	Existing	Existing	Existing	Existing	Confirm Keying Requirements	
101B	Liquor Store	Exterior	Existing	Existing	3'-2"	7'-0"	Existing	Existing	Existing	Existing	Confirm Keying Requirements	
102A	Cooler	Liquor Store	D	Aluminum	5'-8"	7'-0"	4	Aluminum Storefront		Aluminum	Confirm Size with Manufacturer	
102B	Storage	Cooler	D	Aluminum	7'-8"	7'-0"	5	Aluminum Storefront		Aluminum	Confirm Size with Manufacturer	
103	Liquor Store	Storage	C	Paint	6'-0"	7'-0"	3	16ga Welded Steel		Paint		
104	Storage	B.F. W/C	A	Paint	3'-0"	7'-0"	2	16ga Welded Steel	0' - 5 3/4"	0' - 4 1/2"	Paint	
105	Storage	Mechanical	B	Paint	3'-0"	7'-0"	1	16ga Welded Steel	0' - 5 3/4"	0' - 4 3/4"	Paint	45 Minute
106A	Storage	Employee Access Hallway	Existing	Existing	3'-0"	7'-0"	Existing	Existing	0' - 5 3/4"	0' - 6"	Existing	Confirm Keying Requirements
106B	Storage	Employee Access Hallway	Existing	Existing	3'-0"	7'-0"	Existing	Existing	0' - 5 3/4"	0' - 6"	Existing	Confirm Keying Requirements

NOTE: ALL OTHER DOORS ARE EXISTING & ARE TO REMAIN

Wall Schedule

INTERIOR WALLS

INTERIOR WALL - COOLER WALL

- WALL FINISH
- 1/2" GYPSUM BOARD
- 6#1 F50 Y MOISTURE BARRIER (TO WARM SIDE)
- 2x6 SPF NO. 1 OR 2 WOOD STUDS @ 16" o.c.
- 3" MINERAL FIBER INSULATION
- 1/2" GYPSUM BOARD

INTERIOR WALL

- WALL FINISH
- 1/2" GYPSUM BOARD
- 2x4 SPF NO. 1 OR 2 WOOD STUDS @ 16" o.c.
- 1/2" GYPSUM BOARD

INTERIOR WALL - 1HR FRR - ULC DESIGN No. W91

- WALL FINISH
- 5/8" TYPE 'X' GYPSUM BOARD
- 2x4 SPF NO. 1 OR 2 WOOD STUDS @ 16" o.c.
- 1/2" GYPSUM BOARD
- (TO US DECK)
- OPTIONAL SOUND INSULATION
- 5/8" TYPE 'X' GYPSUM BOARD
- WALL FINISH

NOTES:

- 1: PERIMETER & EXTERIOR WALLS - ALL EXISTING TO REMAIN

Window Type Schedule



1

QUIKSERV SC-3030
SIDE SLIDING TRANSACTION WINDOW
SIZE: 36"W x 36"H
CLEAR ANODIZED FINISH

WINDOW SPECIFICATIONS:

- MANUFACTURER: QUIKSERV
- MODEL: SC-3030 SIDE SLIDING TRANSACTION WINDOW
- SIZE: 36"W x 36"H (1/4" x 2 3/8" SERVICE OPENING)
- GLAZING: 1/4" CLEAR TEMPERED SAFETY GLASS (OTHER OPTIONAL GLAZING AVAILABLE. CONFIRM WITH OWNER PRIOR TO ORDERING)
- OPERATING SYSTEM: MANUAL OPEN, SELF-CLOSING
- COLOR: CLEAR ANODIZED
- SLIDE DIRECTION: RIGHT OR LEFT HAND UNITS. CONFIRM SLIDE DIRECTION WITH OWNER PRIOR TO ORDERING.
- NOTES:
 - FLUSH MOUNT TO EXTERIOR WALL
 - SECURITY LOCKING SYSTEMS (HOOK-BOLT THUMB TURN LOCK).
 - INCLUDES SELF-LATCHING HANDLE TO ENSURE THE WINDOW IS LOCKED AFTER EACH USE. PROVIDES ADDITIONAL SECURITY.

AIR CURTAIN SPECIFICATIONS:

- MANUFACTURER: READY ACCESS
- MODEL: RAC-E-25 INSIDE MOUNT LOW-PROFILE WINDOW AIR CURTAIN
- SIZE: 36"W x 9'-10" x 7'-1 1/4" (WITHOUT MOUNTING BRACKET)
- COLOR: CLEAR
- NOTES:
 - HEATED
 - 20 AMP
 - 120V / 60 Hz
 - HEATER 1050 WATTS (12.9 AMPS) MOTOR 3 AMPS
 - DIRECTIONAL VENT
 - EXCEEDS 600 FPM AIR VELOCITY AT SILL HEIGHT
 - REDUCES HVAC HEATING & AIR-CONDITIONING LOSS & SATISFIES HEALTH REQUIREMENTS FOR FLY FAN.
 - RECOMMENDED TO PURCHASE WITH MOUNTING-SWITCH PACKAGE TO INTEGRATE WINDOW & FAN OPERATION. USED FOR MOUNTING ON WINDOW WITH ATTACHED WALL.

Door Type Schedule



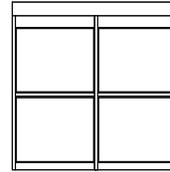
16ga Steel Door
Paint Finish
(Interior Door)



16ga Steel Door
45min FRR
Paint Finish
(Interior Door)



Steel Double Door
Paint Finish
(Interior Door)



Sliding Aluminum Door
Clear Anodized Finish

Door Hardware Schedule

- KEYED LOCKSET
DORMA C500 SERIES - LR LEVER - 626 FINISH
CLOSUR
NRP HINGES
SILENCERS
- KEYED LOCKSET
DORMA C500 SERIES - LR LEVER - 626 FINISH
CAMDEN CWWC13AXSM-PS RESTROOM CONTROL KIT
LOW ENERGY DOOR OPERATOR
BB HINGES (1 1/2 PAIR)
SILENCERS
KICK PLATE
- KEYED LOCKSET
PUSH PLATES (4)
DOUBLE ACTING HINGES (3 PAIRS)
KICKPLATES (4)
BUMPS (2) AS PER TENANT SILENCERS
- SLIDING DOOR HARDWARE
EXTERIOR & INTERIOR SENSORS
KEYED SWITCH
- SLIDING DOOR HARDWARE
EXTERIOR SENSOR
KEYED SWITCH

NOTE:

- PROVIDE ULC RATED/LABELLED HARDWARE TO ALL RATED DOORS AS PER DOOR SCHEDULE
- PROVIDE WALL STOPS FOR DOORS AS REQ'D
- ALL KEYS TO MATCH KEYING SYSTEM. DOOR HARDWARE & ALUMINUM SUPPLIES TO COORDINATE
- HARDWARE SUPPLIER TO COORDINATE WITH ELECTRICAL FOR ALL SENSORS & AUTOMATIC OPERATORS

UNIVERSAL CONSULTING GROUP LTD.

UNIVERSAL CONSULTING GROUP LTD.

UNIVERSAL CONSULTING GROUP LTD.

Revision Schedule

Revision Date	Revision Number	Revision Description
2024/09/12	1	ISSUE FOR REVIEW
2025/04/03	2	ISSUE FOR PERMIT
2025/05/13	3	REVISION 1 - MAY 13
2025/05/15	5	RE-ISSUE FOR PERMIT

PROJECT: **Costcan Liquor Humboldt**

CLIENT: **Subhash**

SCALE: As indicated

DATE: MAY 15, 2025

FILE: GRIN2024-0022

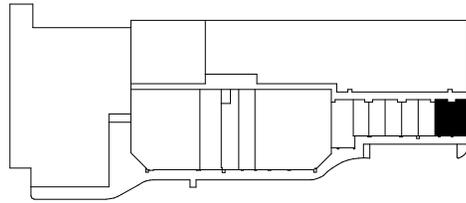
DRAWN: HMK

CHECKED: EER

DWG No: **A001**

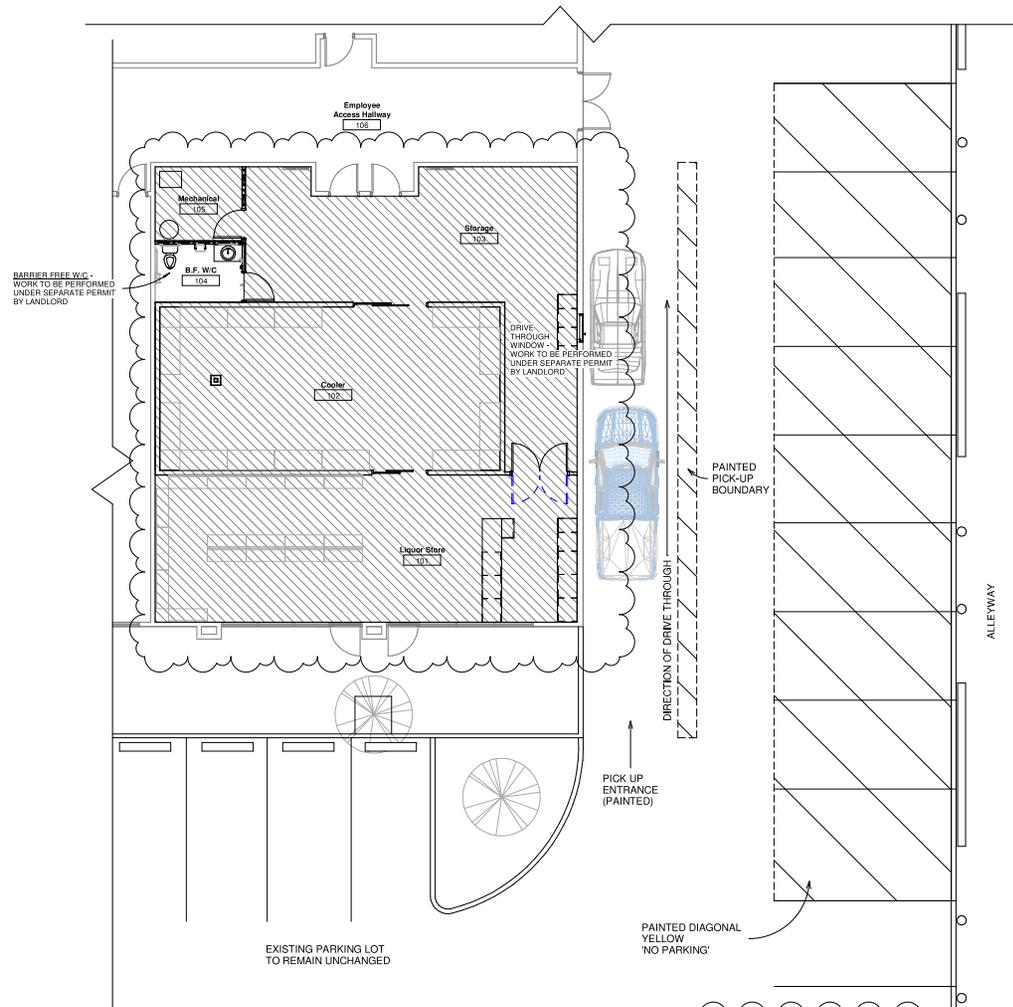
ENGINEER

LEGENDS & SCHEDULES



1 Key Plan
1" = 80'-0"

■ AREA OF WORK - UNIT 117 & 118



2 Site Plan
1" = 75'

LEGAL DESCRIPTION:
Units 117 & 118 Humboldt Commons
1919 8th Ave Humboldt, SK S0K2M2

LEGEND:
■ PROPOSED COSTCAN LIQUOR STORE w/ DRIVE THROUGH

Parking Stall Requirements
Units 117 & 118
- Required: 1,50m² = 5 Parking Stalls

Humboldt Commons (Whole Building)
- Provided: 437 Parking Stalls
- Reduction Proposed: 9 Parking Stalls
- Proposed: 428 Parking Stalls



CONTRACT NO. SK 24-03-0200 CONTRACTOR: UCG CONSULTING

PROJECT: **Subhash**

CLIENT: **Costcan Liquor Humboldt**

DRAWING: **Site Plan**

Revision Schedule		
Revision Date	Revision Number	Revision Description
2024/09/12	1	ISSUE FOR REVIEW
2025/04/03	2	ISSUE FOR PERMIT
2025/05/15	4	REVISION 2 - MAY 15
2025/05/15	5	RE-ISSUED FOR PERMIT

SCALE: As Indicated

DATE: MAY 15, 2025

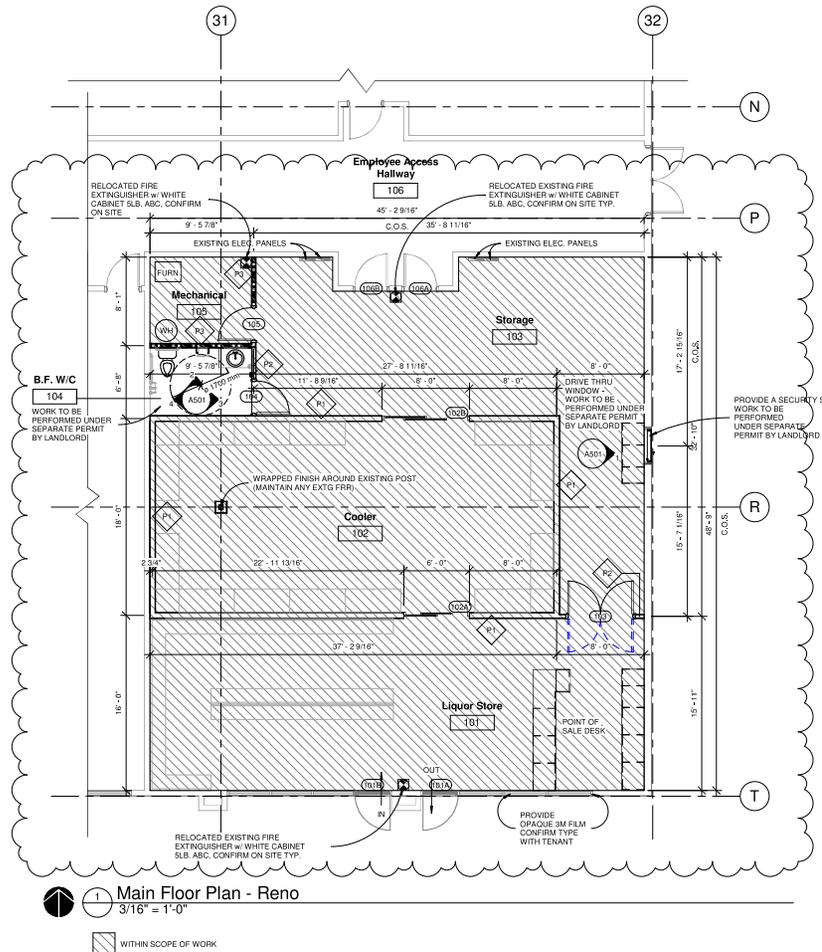
FILE: CREIN2024-0622

DRAWN: MDK

CHECKED: IER

DWG No:

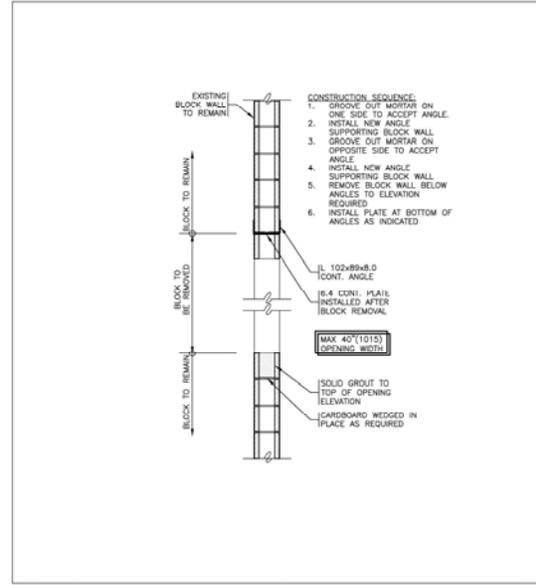
A002



GENERAL NOTES:

1. CONFIRM ALL EXISTING CONDITIONS ON SITE
2. CONFIRM ALL DIMENSIONS ON SITE
3. CONFIRM MALL PREFERRED TRADES ie: ROOFING, HVAC, SPRINKLER, ELECTRICAL, ETC. PRIOR TO HIRING
4. CONFIRM ANY UNDER-SLAB CONFLICTS PRIOR TO PLUMBING IN NEW WASHROOM
5. CONFIRM WHICH ELECTRICAL PANEL TO BE UTILIZED FOR NEW WORKS PRIOR TO START OF CONSTRUCTION
6. CONFIRM EXISTING OPENING LOCATION ON SITE FOR NEW DRIVE THROUGH WINDOW, CONTACT UCG IF ANYTHING DIFFERS FROM THESE DRAWINGS

UNDER LANDLORD SCOPE - WORK TO BE PERFORMED UNDER SEPARATE PERMIT BY LANDLORD



Project COSTCAN LIQUOR DRIVE-THRU WINDOW HUMBOLT, SASKATCHEWAN

Dwg. Name BLOCK WALL REMOVAL DETAIL

Designed BT Date 25/05/12 **Revision** --

Drawn JB Scale AS NOTED **Dwg. No.**

Checked BT Job No. 2025-100 **SK-0512-A**

NOTE:
FOR NEW OPENINGS ONLY, EXISTING OPENINGS TO BE INSPECTED BY STRUCTURAL ENGINEER.



ENGINEER

Revision Schedule		
Revision Date	Revision Number	Revision Description
2024/09/12	1	ISSUE FOR REVIEW
2025/04/03	2	ISSUE FOR PERMIT
2025/05/13	3	REVISION 1 - MAY 13
2025/05/15	4	REVISION 2 - MAY 15
2025/05/15	5	RE-ISSUED FOR PERMIT

PROJECT **Costcan Liquor Humboldt**

DRAWING **Main Floor Plan**

CLIENT **Subhash**

SCALE: 3/16" = 1'-0"

DATE: MAY 15, 2025

FILE: CREIN2024-0622

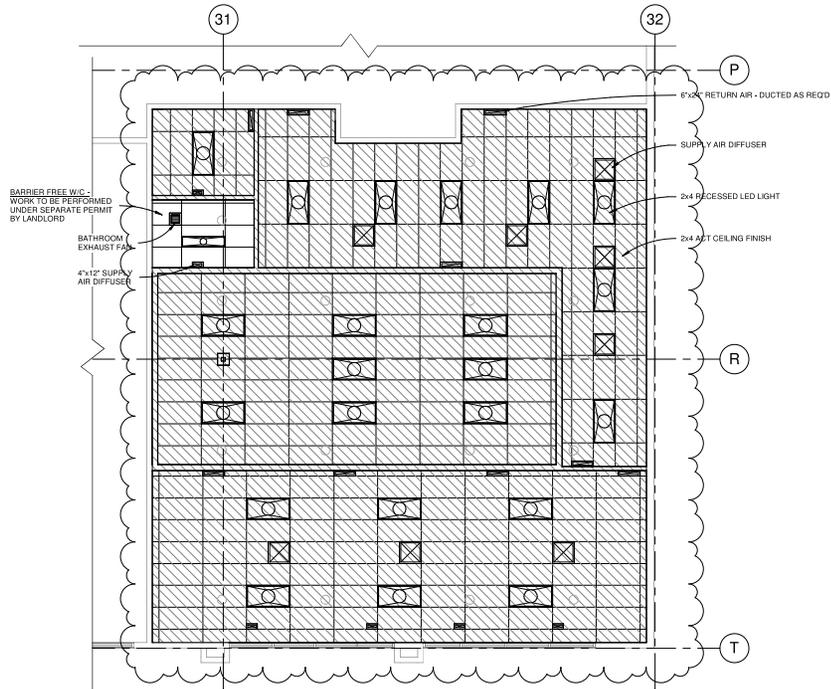
DRAWN: MDC

CHECKED: EER

DWG No

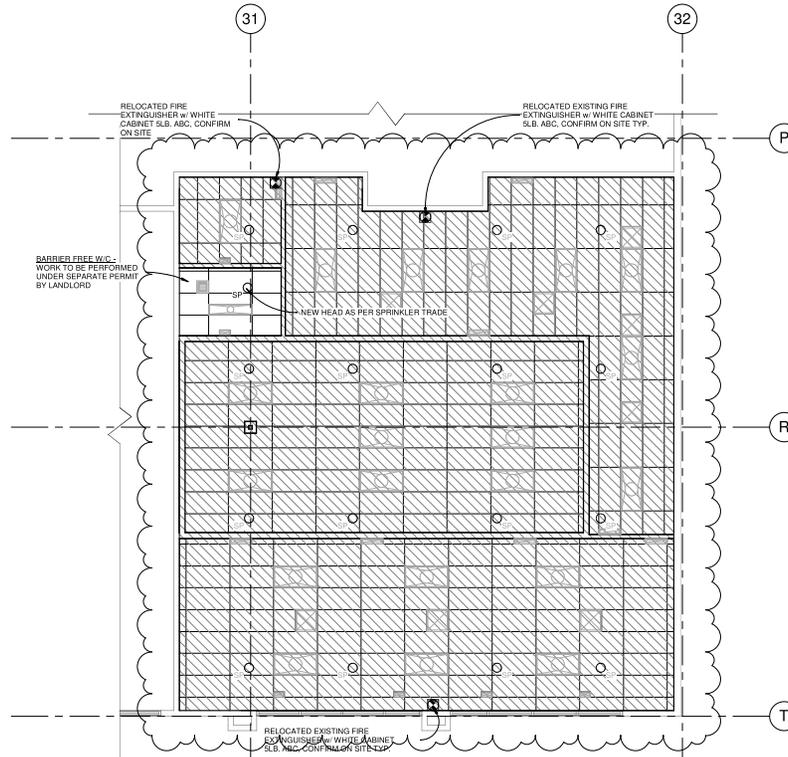
A102

CONTENTS OF THIS DRAWING ARE THE PROPERTY OF UCG. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF UCG.



1 Main Floor RCP
3/16" = 1'-0"

WITHIN SCOPE OF WORK



2 Main Floor RCP - Sprinkler New
3/16" = 1'-0"

WITHIN SCOPE OF WORK

NOTE:
NEW SPRINKLER HEAD LOCATIONS FOR DESIGN INTENT ONLY.
ALL EXISTING SPRINKLER HEAD DIRECTIONS TO BE CONFIRMED/ADJUSTED BY SPRINKLER TRADE.
SPRINKLER SUPPLIER TO PROVIDE ENGINEERED SPRINKLER SYSTEM DRAWINGS.

ENGINEER

Revision Schedule		
Revision Date	Revision Number	Revision Description
2024/09/12	1	ISSUE FOR REVIEW
2025/04/03	2	ISSUE FOR PERMIT
2025/05/15	4	REVISION 2 - MAY 15
2025/05/15	5	RE-ISSUED FOR PERMIT

PROJECT

Costcan Liquor Humboldt

DRAWING

Main Floor New RCP & Sprinkler Plan

CLIENT

Subhash

SCALE: 3/16" = 1'-0"

DATE: MAY 15, 2025

FILE: GREIN2024-0622

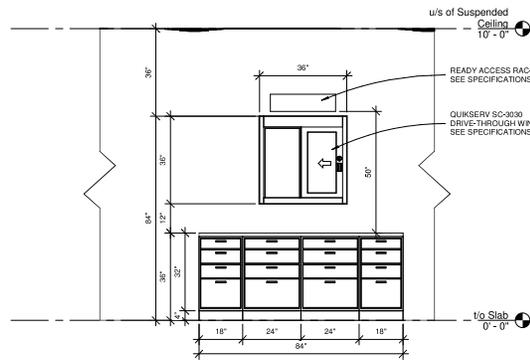
DRAWN: MDK

CHECKED: EER

DWG No:

A103

CONTRACT NO. 2024-0622-001 | 1000 UNIVERSITY AVENUE, SUITE 100 | VICTORIA, BC V8W 2E2 | TEL: 250-383-2222 | WWW.UCGCONSULTING.COM



1 Drive Thru Window
1/2" = 1'-0"

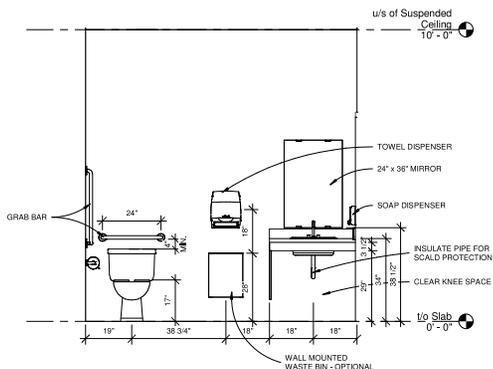
WINDOW SPECIFICATIONS:

MANUFACTURER: QUIKSERV
 MODEL: SC-3030 RISE SLIDING TRANSACTION WINDOW
 SIZE: 36"W x 36"H (14 1/2"W x 29"H SERVICE OPENING)
 GLAZING: 1/4" CLEAR TEMPERED SAFETY GLASS (OTHER OPTIONAL GLAZING AVAILABLE. CONFIRM WITH OWNER PRIOR TO ORDERING)
 OPERATING SYSTEM: MANUAL OPEN, SELF CLOSING
 COLOR: CLEAR ANODIZED
 SLIDE DIRECTION: RIGHT OR LEFT HAND UNITS, CONFIRM SLIDE DIRECTION WITH OWNER PRIOR TO ORDERING.
 NOTES:
 - FLUSH MOUNT TO EXTERIOR WALL
 - SECURITY LOCKING SYSTEMS (HOOK-BOLT THUMB TURN LOCK)
 - INCLUDES SELF-LATCHING HANDLE TO ENSURE THE WINDOW IS LOCKED AFTER EACH USE, PROVIDES ADDITIONAL SECURITY.

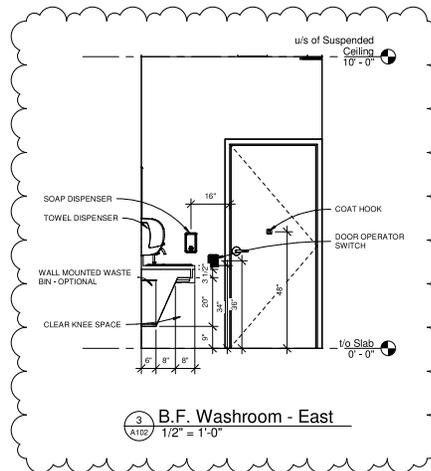
AIR CURTAIN SPECIFICATIONS:

MANUFACTURER: READY ACCESS
 MODEL: RAC-E-22 INSIDE MOUNT LOW-PROFILE WINDOW AIR CURTAIN
 SIZE: 26 1/8"W x 8 1/4"D x 7 1/4"H (WITHOUT MOUNTING BRACKET)
 COLOR: CLEAR
 NOTES:
 - HEATED
 - 20 AMP
 - 120V / 60 Hz
 - HEATER 1550 WATTS (12.9 AMPS) MOTOR 3 AMPS
 - DIRECTIONAL VENT
 - EXCEEDS 800 FPM AIR VELOCITY AT SILL HEIGHT
 - REDUCES HVAC HEATING & AIR-CONDITIONING LOSS & SATISFIES HEALTH REQUIREMENTS FOR FLY FAN.
 - RECOMMENDED TO PURCHASE WITH MOUNTING. SWITCH PACKAGE TO INTEGRATE WINDOW & FAN OPERATION. USED FOR MOUNTING ON WINDOW WITH ATTACHED WALL.

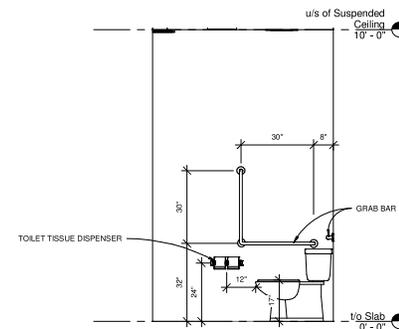
THIS PAGE (A501) UNDER LANDLORD SCOPE - WORK TO BE PERFORMED UNDER SEPARATE PERMIT BY LANDLORD



2 B.F. Washroom - North
1/2" = 1'-0"



3 B.F. Washroom - East
1/2" = 1'-0"



4 B.F. Washroom - West
1/2" = 1'-0"

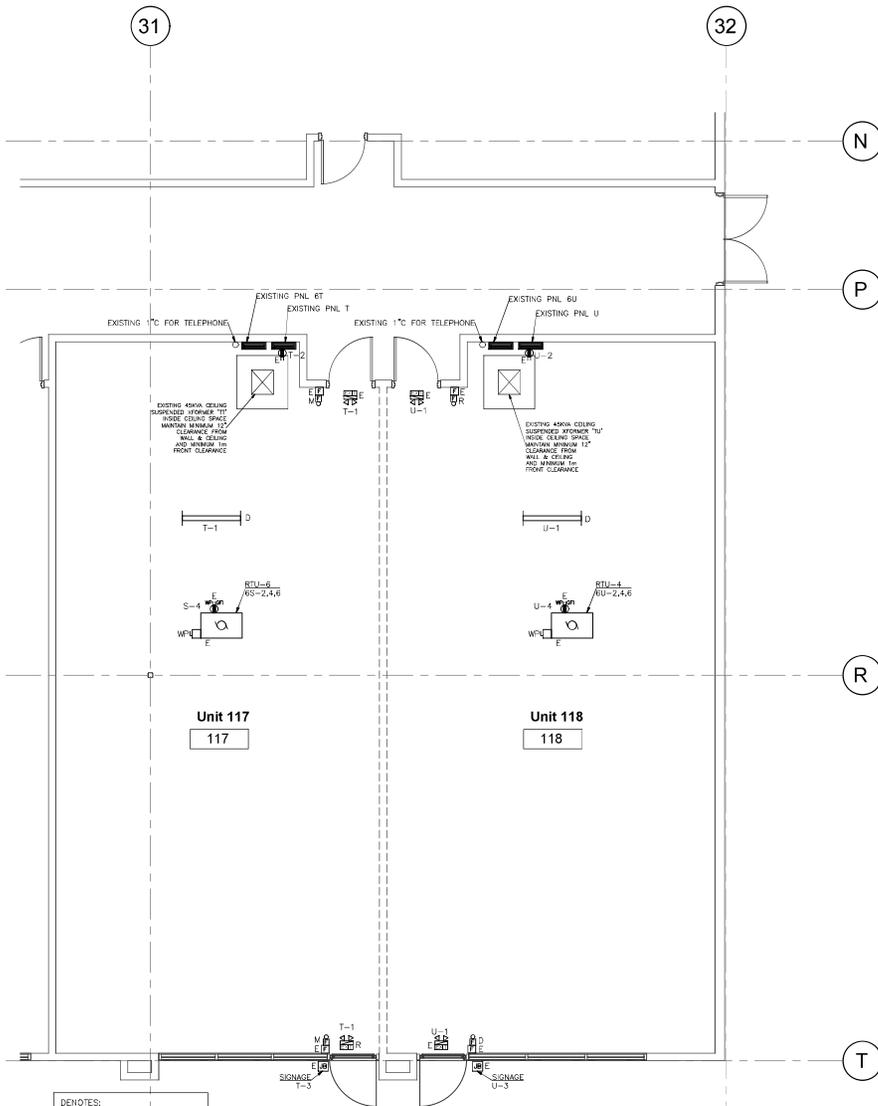


REVISIONS

Revision Schedule		
Revision Date	Revision Number	Revision Description
2024/09/12	1	ISSUE FOR REVIEW
2025/04/03	2	ISSUE FOR PERMIT
2025/05/13	3	REVISION 1 - MAY 13
2025/05/15	4	REVISION 2 - MAY 15
2025/05/15	5	RE-ISSUED FOR PERMIT

PROJECT
Costcan Liquor Humboldt
 DRAWING
Interior Elevations

CLIENT
Subhash
 SCALE: 1/2" = 1'-0"
 DATE: MAY 15, 2025
 FILE: REIN2024-0622
 DRAWN: MDK
 CHECKED: EER
 DWG No
A501



BENOTES:
 E- EXISTING, TO REMAIN
 R- EXISTING, TO BE RELOCATED
 D- EXISTING, TO BE DEMOLISHED
 M- EXISTING, TO BE MODIFIED

ELECTRICAL DEMOLITION NOTES:
 1. E/C MUST MAKE A SITE VISIT DURING THE TENDER STAGE TO FAMILIARIZE THEMSELVES WITH THE SITE CONDITIONS, EXISTING LIGHTS, SWITCHES, EXITS/EMERGENCY LIGHTS ARE NOT SHOWN, NOT ALL POWER OUTLETS, DATA/TELEPHONE OUTLETS, FIRE ALARM DEVICES ARE SHOWN.
 2. ELECTRICAL DEVICES/FIXTURES AFFECTED BY THE DEMOLITION AREA TO BE REMOVED, AND WIRES REMOVED TO SOURCE (OR JUNCTION BOX IF CIRCUIT IS SHARED WITH UNAFFECTED DEVICES.)
 3. E/C SHALL ESPECIALLY MAKE ALLOWANCE TO ENSURE ALL EXISTING CEILING JUNCTION BOXES HAVING LIVE WIRE SHALL BE PROPERLY TERMINATED INSIDE A JUNCTION BOX (C/W COVER PLATE).

MAIN FLOOR DEMOLITION LAYOUT
 SCALE: 1/4" = 1'-0"

LEGEND	
LIGHT FIXTURES	
LIGHT FIXTURE	
WALL MOUNT LIGHT FIXTURE	
RECESSED 1X4 FIXTURE	
4' STRIP FIXTURE	
RECESSED 2X4 FIXTURE	
1X4 FIXTURE	
2X4 FIXTURE	
TRACK LIGHTING	
FIXTURE TYPE DESIGNATION	
PEDESTAL MOUNTED LIGHT FIXTURE	
RECEPTABLES/OUTLETS	
SIMPLEX RECEPTACLE	
DIRECT CONNECTION	
T-SLOT (5-20K) RECEPTACLE	
QUAD T-SLOT (5-20K) RECEPTACLE	
RECEPTACLE-OUTLET	
QUAD RECEPTACLE	
RECEPTACLE-SPLIT WIRED	
RECEPTACLE - WEATHERPROOF	
RECEPTACLE - 42" AFF	
RECEPTACLE - GFI	
SPECIAL RECEPTACLE	
PHOTOCELL	
CABLE TV OUTLET	
TELEPHONE OUTLET	
DATA OUTLET	
DESIGNATION FOR RECEPTACLE	
WP	
SWITCHES	
SINGLE POLE SWITCH	
DESIGNATION FOR SWITCH	
3 OR 4-WAY SWITCH	
D	
M	
OC	
VC	
V	
L	
K	
T	
DOOR OPENER	
MOTORS, ETC.	
LOCAL DISCONNECT	
MOTORIZED EQUIPMENT	
FUSE DISCONNECT	
MOTORIZED EQUIPMENT WITH LOCAL DISCONNECT SWITCH	
MOTORIZED EQUIPMENT WITH SWITCH	
NON MOTORIZED EQUIPMENT	
EMERGENCY/FIRE LEGEND	
FIRE ALARM PULL STATION	
SMOKE DETECTOR	
HEAT DETECTOR (RATE OF RISE)	
SMOKE ALARM W/ BATTERY AND CO DETECTION 120V	
SMOKE DETECTOR WITH ISOLATOR BASE	
HEAT DETECTOR (HIGH TEMPERATURE) (194°F)	
HEAT DETECTOR (HIGH TEMP.) (194°F) W/ ISOLATOR BASE	
HEAT DETECTOR WITH ISOLATOR SHAFT	
HEAT DETECTOR (FIXED TEMP.) (130°F)	
HEAT DETECTOR (FIXED TEMP.) (130°F) W/ ISOLATOR BASE	
STROBE LIGHT W/ # CANDELA AS SHOWN	
COMBINATION HORN/STROBE W/ # CANDELA AS SHOWN	
INPUT MODULE	
CONTROL MODULE	
DUAL MONITOR MODULE	
LINE ISOLATOR MODULE	
RELAY MODULE	
END OF LINE RESISTOR	
SPRINKLER FLOW SWITCH	
SPRINKLER TAMPER SWITCH	
DOUBLE EMERGENCY LIGHT-REMOTE HEAD	
EMERGENCY LIGHT, BATTERY PACK (C/W 2 HEADS)	
EXIT LIGHTS	
EXIT & EMERGENCY LIGHT, BATTERY PACK COMBO	
DOUBLE SIDED EXIT LIGHTS	
MISCELLANEOUS	
TEMPERATURE/TEMPERATURE SENSOR	
SPEAKER	
TELEPHONE PANEL	
ELECTRICAL PANEL	
CEILING FAN	
WALDLOR	
ELECTRIC STRIKE	
HANDCAP PUSH-BUTTON	
SECURITY CAMERA	
DOOR CONTACT	
TIMER	
VACUANCY SENSOR	
OCCUPANCY SENSOR	
REVERSE ACTING T'SW	
DESIGNATION FOR RECEPTABLE/OUTLET	
A	
B	
WP	
GFI	
CM	
FM	
42	
USB	

UCC

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 444-104 STREET
 EDMONTON, ALBERTA, T6B 3J2
 PHONE: 780-483-3330; FAX: 780-483-3334
 EMAIL: INFO@ACUTY.COM

PERMIT TO PRACTICE
 ACUTY ENGINEERING & CONSULTING SERVICES LTD.
 REGISTRATION NO. 224478
 EXPIRES: 2025/03/12
 PERMIT NUMBER: P09260
 Engineer and Supervisor of Plans

ENGINEER

Revision Schedule		
Revision Date	Revision Number	Revision Description
25/03/12	1	REVIEW

PROJECT: Costcann Liquor Humboldt
 1919 - 88 AVENUE, Humboldt, SK
 DRAWING: ELECTRICAL-MAIN FLOOR DEMOLITION LAYOUT

CLIENT: Subhash
 SCALE: As Indicated
 DATE: March, 2025
 FILE: 7214
 DRAWN: NN
 CHECKED: CL
 DWG: N 2

E100

CONSULTING SHALL VERIFY THE INFORMATION PROVIDED BY THE CLIENT AND THE CLIENT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE CONSULTANT.

31



MAIN FLOOR LIGHTING RENOVATION LAYOUT

SCALE: 1/4" = 1'-0"

32

N

P

R

T

Employee Access
Hallway
106

Mechanical
105

Storage
103

B.F. W/C
104

Cooler
102

Liquor Store
101

GENERAL NOTES:
1. CEILING SPACE IS RETURN AIR PLENUM, ALL ELECTRICAL CABLES TO BE PLENUM RATED OR C/W ARMORED SHEATH OR ENCLOSED INSIDE METALLIC CONDUIT.

KEY NOTES:
① -24/7 PROGRAMMABLE TIMER/DIMMER SWITCH(0-10V; 8A/120V); LEVITON D2710; E/C TO COORDINATE WITH OWNER ON SITE TO PROGRAM THE TIMER FOR NORMAL BUSINESS HOURS, OUTSIDE OF BUSINESS HOURS, E/C TO PROGRAM TIMER TO BE AUTOMATICALLY OFF EVERY 2 HOURS.
② -REMOTE WATCHING SWITCH FOR 3 WAY TIMER/DIMMER SWITCH; LEVITON D200R
③ -OVERRIDE SWITCH SO THAT ALL THE PROGRAMMABLE TMR SWITCHES CAN ONLY BE ENERGIZED WHEN OVERRIDE SWITCH IS TURNED ON.



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1700 S. 453-3330; FAX: (781) 453-3334
444-104 STREET
DUNSTON, ALBERTA T0B 3J2
CANADA; PH: (403) 242-2222

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REGISTRATION NO. 224476
DATE: 2025/03/12
PERMIT NUMBER: P02050
The Association of Professional Engineers and Geoscientists of Alberta

ENGINEER

Revision Schedule		
Revision Date	Revision Number	Revision Description
25/03/25	1	REVIEW

PROJECT: Costcann Liquor Humboldt

CLIENT: Subhash

SCALE: As indicated

DATE: March, 2025

FILE: 7214

DRAWN: NN

CHECKED: CL

DWG NO: **E200**

1919 - 8 AVENUE, Humboldt, SK

ELECTRICAL - MAIN FLOOR LIGHTING RENOVATION LAYOUT

CONTRACTOR SHALL VERIFY FOR ALL INFORMATION FOR ALL INFORMATION OF THE JOB AND THE OFFICE SHALL BE ADVISED OF ANY DISCREPANCIES IMMEDIATELY UPON DISCOVERY.

31



MAIN FLOOR POWER RENOVATION LAYOUT

SCALE: 1/4" = 1'-0"

32

N

P

R

T

Employee Access Hallway 106

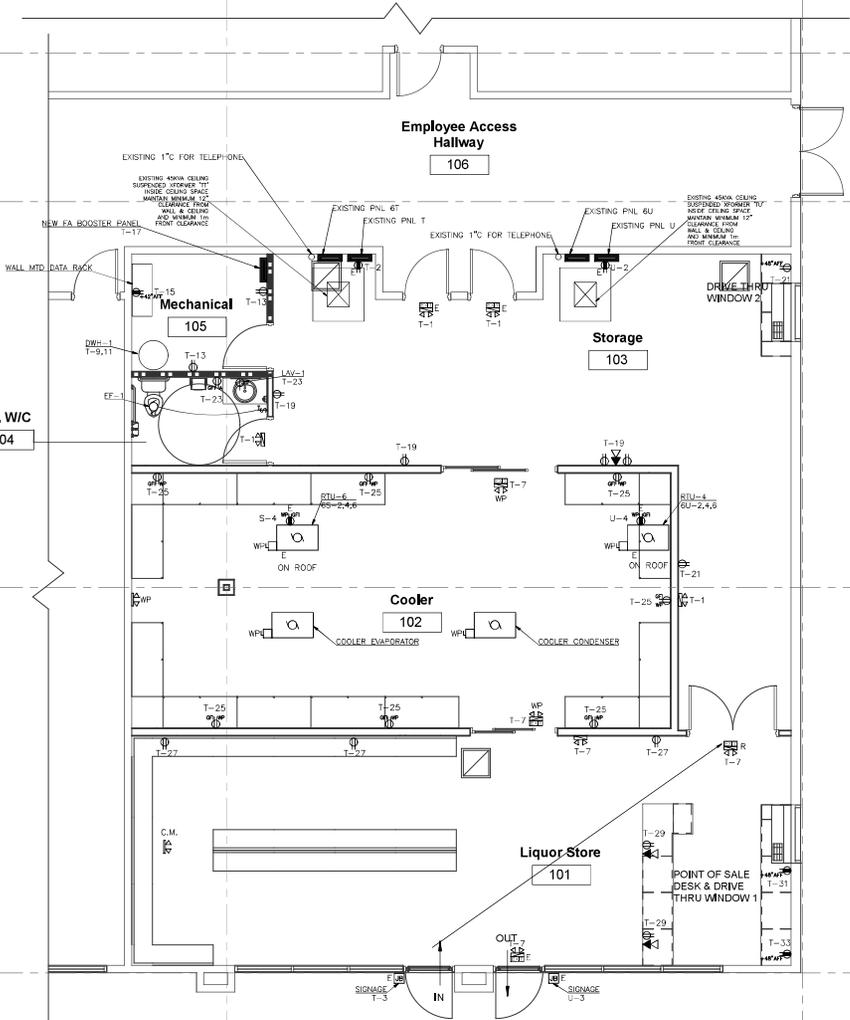
Mechanical 105

Storage 103

Cooler 102

Liquor Store 101

B.F. W/C 104



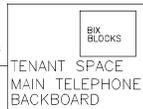
LEGEND:

- E-EXISTING, REMAINED
- R-EXISTING, RELOCATED
- M-EXISTING, MODIFIED

GENERAL NOTES:

1. CEILING SPACE IS RETURN AIR PLENUM, ALL ELECTRICAL CABLES TO BE PLENUM RATED OR C/W ARMORED SHEATH OR ENCLOSED INSIDE METALLIC CONDUIT.

1XCAT 6 IN EXISTING 1\"/>



COMMON AREA & OFFICE NOTE 1



DATA/TELEPHONE NOTES:

1. SEE FLOOR LAYOUTS FOR EXACT NUMBER OF OUTLETS.
2. ALL TELEPHONE CABLES SHALL BE CAT 6 III YELLOW COLOR.
3. DATA CABLES SHALL BE CAT 6 IN BOTH BLUE AND WHITE COLORS. REFER TO DRAWING NOTES FOR QUANTITY OF EACH COLOR.
4. E/C TO INSTALL SINGLE GANG BOX AND TO STUB 3/4\"/>

TELEPHONE RISER

SCALE = N.T.S.

DATA RISER

SCALE = N.T.S.

LOGANVILLE, NC (PL) (704) 875-7557 FAX (704) 875-7800

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 11101 170th Street
 Everett, WA 98203
 PH: (206) 453-3330; FAX: (206) 453-3334
 EMAIL: ACUITY@ACUITY.COM
 170th Street, Everett, WA 98203

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 REGISTRATION NO. 224478
 DATE: 2025/03/12
 PERMIT NUMBER: P09250
 (Seal of the State of Washington)

ENGINEER

Revision Schedule		
Revision Date	Revision Number	Revision Description
25/03/25	1	REVIEW

PROJECT: Costcann Liquor Humboldt
 CLIENT: Subhash
 SCALE: As indicated
 DATE: March, 2025
 FILE: 7214
 DRAWN: NN
 CHECKED: CL
 DWG No: **E201**

CONTRACTOR SHALL VERIFY FOR ALL INFORMATION FOR ALL INFORMATION OF THE JOB AND THE OFFICE SHALL BE ADVISED OF ANY DISCREPANCIES IMMEDIATELY UPON DISCOVERY.

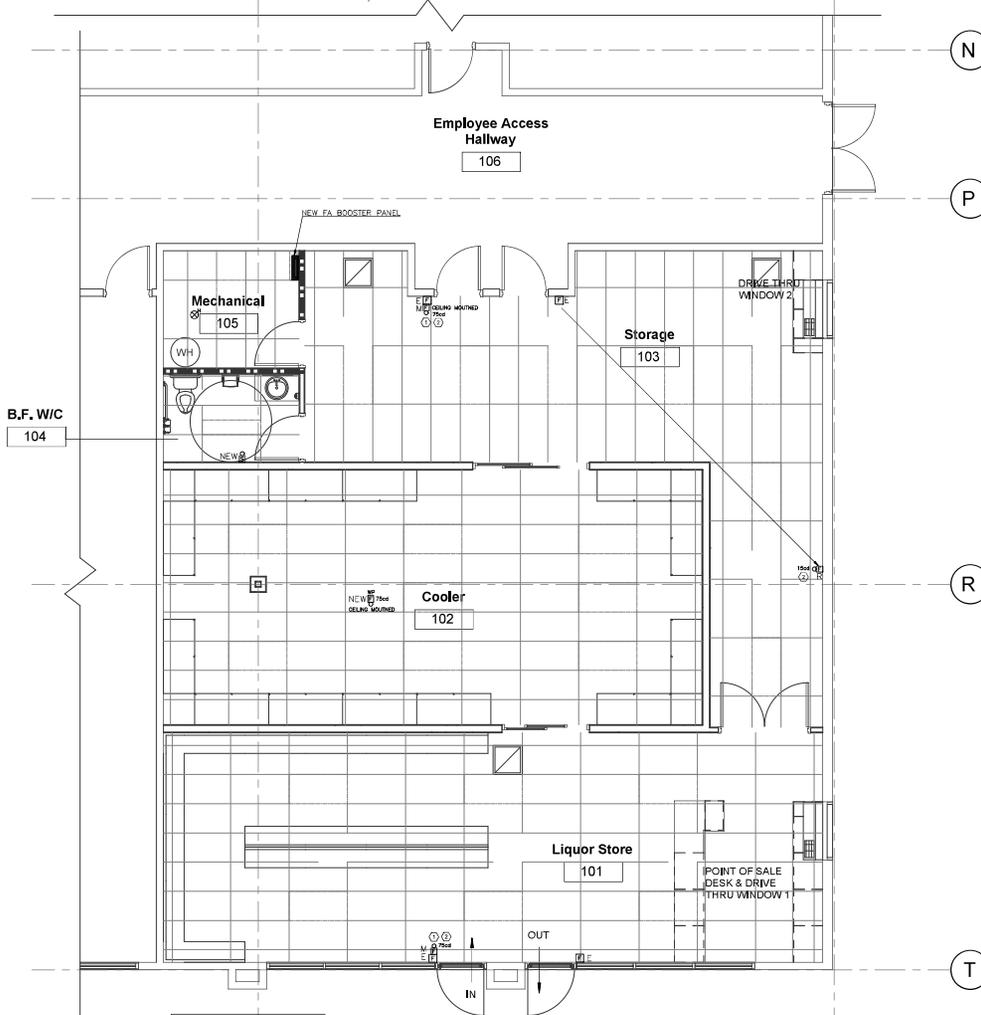
31

32



MAIN FLOOR FIRE ALARM RENOVATION LAYOUT

SCALE: 1/4" = 1'-0"

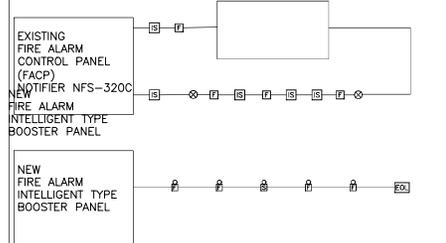


LEGEND:
 E-EXISTING, REMAINED
 R-EXISTING, RELOCATED
 M-EXISTING, MODIFIED

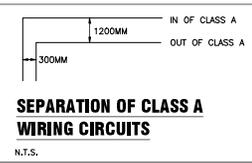
FIRE ALARM GENERAL NOTES:
 1. CEILING SPACE IS RETURN AIR PLENUM, ALL ELECTRICAL CABLES TO BE PLENUM RATED OR C/W ARMORED SHEATH OR ENCLOSED INSIDE METALLIC CONDUIT.
 2. FIRE DETECTORS TO MAINTAIN 4" FROM ANY WALLS AND 18" FROM AIR VENTS/SPRINKLER HEADS.
 3. ALL SURFACE MOUNTED WIRES TO BE INSIDE EMT CONDUIT, NO BX.
 4. UNLESS OTHERWISE NOTED CANDELA OF STROBE LIGHTS ARE TO BE SET TO 15cd
 5. VERIFY SPRINKLER DEVICE LOCATIONS ON SITE.

KEY NOTES:
 (HORN) - E/C TO SET THE CANDELA OF THE EXISTING HORN/STROBE TO 75cd.
 (S) - E/C TO RE-WIRE ALL EXISTING NOTIFICATION DEVICES TO NEW BOOSTER PANEL.

FIRE ALARM RISER DIAGRAM



GENERAL NOTES:
 1. WIRE SIZE FOR INITIATING DEVICE CIRCUIT TO BE MINIMUM 2C-#18AWG+GND.
 2. WIRE SIZE FOR NOTIFICATION DEVICE CIRCUIT TO BE MINIMUM 2C-#12AWG+GND.
 3. FIRE ALARM BATTERIES TO TO BE SIZED TO LAST FOR MINIMUM 30 MINUTES AFTER 24 HOURS UNDER SUPERVISORY POWER.





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 EDMONTON, ALBERTA, T6H 3J2
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 EMAIL: INFO@ACUITYENGINEERING.COM

PERMIT TO PRACTICE
 ACUITY ENGINEERING & CONSULTING SERVICES LTD.
 REGISTRATION NO. 224478
 DATE: 2025/03/12
 PERMIT NUMBER: P09250

ENGINEER

Revision Schedule		
Revision	Date	Description
1	25/03/25	REVIEW

CLIENT
 Subhash

PROJECT
 Costcann Liquor Humboldt

DRAWING
 1919 - 8 AVENUE, Humboldt, SK
 ELECTRICAL - MAIN FLOOR FIRE ALARM RENOVATION LAYOUT

SCALE: As indicated
 DATE: March, 2025
 FILE: 7214
 DRAWN: NN
 CHECKED: CL
 DWG No.

E202

CONTRACTOR SHALL VERIFY ALL INFORMATION FOR ACCURACY. THE USER OF THIS OFFICE SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.

LIGHTING FIXTURE SCHEDULE						
TYPE	DESCRIPTION	MOUNTING	LAMPS	VOLTS	REMARKS	
(A)	SIGNIFY 25BP4060LBCSP-4-UN3-DIM	RECESS	47W LED	120	4000K; 2X4; 6500 LUMENS; 0-10V DIM	
(B)	SIGNIFY 15BP2440LBCSP-4-UN3-DIM	RECESS	31W LED	120	4000K; 1X4; 4000 LUMENS; 0-10V DIM	
(C)	LEVITON VISIONEERING LRT-A-C29-2X4-LED-B-40K-063L-X5	RECESS	50.2W LED	120	4000K; 1X4; 4000 LUMENS; IN COOLER; WET LISTED; NSF	
EXIT/EMERGENCY LIGHTS: REFER TO EMERGENCY LIGHTING EQUIPMENT SCHEDULE TABLE BELOW FOR DETAILS. LOAD TO SUSTAIN MINIMUM 30 MINUTES.						

MECHANICAL EQUIPMENT MOTOR SCHEDULE										
SYMBOL	DESCRIPTION	H.P. OR WATTS		VOLTAGE		BREAKER/FASE		FEEDER SIZE		CONTROL MEANS
		1	2	1	2	1	2	1	2	
EF-1	EXHAUST FAN	FRAC	120	1	15A	#12	-	-	-	CONTROLLED BY TIMER SWITCH 5/15/30 MINUTES
DWH-1	DOMESTIC WATER HEATER	3KW	208	1	14.4	20A	#12	DS	-	
EXISTING RTU-7	XXX	-	600	3	-	-	-	-	-	
EXISTING RTU-8	XXX	-	600	3	-	-	-	-	-	

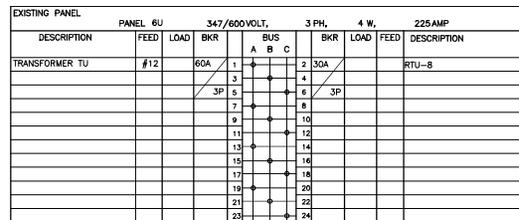
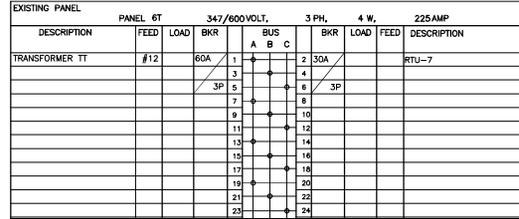
- LS - ILLUMINATED LOAD SWITCH
DS - LOCAL DISCONNECT SWITCH
MS - MAGNETIC STARTER WITH THERMO-PROTECTION C/W HOA SWITCH AND COMBINATION TYPE MAIN DISCONNECT SWITCH (EXTERIOR MOUNTED UNIT SHALL HAVE AN ADDITIONAL NON-COMBINATION TYPE WEATHERPROOFED LOCAL MAIN DISCONNECT SWITCH) AND ILLUMINATED LIGHTS; ALL STARTERS OVER 1HP TO BE C/W OVERLOAD.
RS - RELAY/CONTACTOR AND ILLUMINATED LOAD SWITCH
- GENERAL NOTES FOR MECH. EQUIP. CONNECTION:
- MOTOR DISCONNECT SWITCHES AND (MAGNETIC) STARTERS SHALL BE BY E/C UNLESS OTHERWISE SPECIFIED.
 - E/C SHALL PROVIDE LOCKABLE ELECTRIC DISCONNECTS FOR UNITS OVER 1/3HP FOR SERVICING RIGHT AT THE UNIT.
 - ALL MOTORS BELOW 1/3HP SHOULD BE C/W LOAD SWITCH.
 - ALL MOTORS OVER OR EQUAL 1HP TO BE C/W OVERLOAD.
 - MOTORS WHICH NEED TO BE CONTROLLED MUST HAVE MAGNETIC STARTER C/W HOA SWITCH BY E/C.
 - E/C SHALL WIRE IN LINE VOLTAGE THERMOSTATS, ELECTRIC HEATERS, AND CONTROL TRANSFORMERS PROVIDED BY M/C.
 - E/C SHALL PARTICULARLY WIRE UP OVERRIDE TIMERS AND INTERLOCKS WITH HIS/HER OWN CONDUIT AND RELAYS.
 - ALL WIRING 24 VOLTS AND ABOVE, THERMOSTAT, RELAYS, AND INTERLOCK WIRING SHALL BE THE RESPONSIBILITY OF THE E/C UNLESS SPECIFIED OTHERWISE. CONFIRM VOLTAGES ON SITE BEFORE ORDERING EQUIPMENT.
 - M/C SHALL COMPLETE HIS OWN CONTROLS WIRING WHICH HE/SHE MAY SEPARATELY CONTRACT THE E/C TO DO FOR HIM/HER.

E/C TO CONFIRM LOAD WITH M/C PRIOR TO ROUGH-IN AND SUPPLY WIRE, CIRCUIT BREAKER AS PER MANUFACTURER'S RECOMMENDATION AND THE C.E.G. AS REQUIRED.
M/C TO COORDINATE WITH E/C ON SITE FOR LOCATIONS OF CO/NOX CONTROLLER AND REMOTE CO/NOX SENSORS, AND PROVIDE LINE AND LOW VOLTAGE WIRING ACCORDING TO MANUFACTURER'S INSTALLATION REQUIREMENT.
CO/NOX CONTROLLER REQUIRES LINE VOLTAGE POWER SUPPLY; REMOTE CO/NOX SENSORS REQUIRES LOW VOLTAGE WIRING TO THEIR RESPECTIVE CONTROLLERS.

EMERGENCY LIGHTING EQUIPMENT SCHEDULE	
1.	UNLESS OTHERWISE NOTED, EMERGENCY BATTERY PACKS SHALL BE 'EMERGI-LITE' JMLC SERIES 72W CAPACITY C/W TWO LIGHT HEADS WITH 5 WATT LED LAMPS.
2.	ELECTRICAL CONTRACTOR SHALL SIZE BATTERY PACKS WITH MINIMUM 25% SPARE CAPACITY.
3.	UNLESS OTHERWISE NOTED, EMERGENCY LIGHT REMOTE HEADS SHALL BE 'EMERGI-LITE', EFM9 SERIES C/W 5 WATT LED LAMPS. SEE DRAWING FOR EXACT NUMBER OF HEADS ON EACH UNIT.
4.	UNLESS OTHERWISE NOTED, EXIT SIGNS SHALL BE 'EMERGI-LITE' ES SERIES SELF POWERED, UNIVERSAL FACE, UNIVERSAL MOUNTING AND C/W LED LAMPS.
5.	UNLESS OTHERWISE NOTED, EMERGENCY EXIT/EMERGENCY BATTERY PACK COMBO SHALL BE 'EMERGI-LITE' ESC SERIES 50W CAPACITY, UNIVERSAL MOUNTING, UNIVERSAL FACE, AND C/W LED LAMPS AND TWO LIGHT HEADS WITH 5W LED LAMP.
6.	WEATHER PROOFED EMERGENCY BATTERY PACK TO BE EMERGI-LITE 'SURVIVE-ALL' NXM SERIES 72W CAPACITY C/W TWO LIGHT HEADS WITH 5 WATT LED LAMPS.
7.	WEATHER PROOFED EMERGENCY REMOTE HEAD TO BE EMERGI-LITE 'SURVIVE-ALL' EF39 SERIES C/W TWO LIGHT HEAD WITH 5 WATT LED LAMPS. SEE DRAWING FOR EXACT NUMBER OF HEADS ON EACH UNIT.
8.	WEATHER PROOFED EMERGENCY EXIT/EMERGENCY BATTERY PACK COMBO TO BE EMERGI-LITE 'SURVIVE-ALL' TWO SERIES 50W CAPACITY, UNIVERSAL MOUNTING, UNIVERSAL FACE, AND C/W LED LAMPS AND TWO LIGHT HEADS WITH 5 WATT LED LAMP.
9.	WEATHER PROOFED EMERGENCY EXIT LIGHT TO BE EMERGI-LITE 'SURVIVE-ALL' EN SERIES. SELF POWERED, UNIVERSAL FACE, UNIVERSAL MOUNTING AND C/W LED LAMPS.
10.	LOW VOLTAGE TO BE 12V.

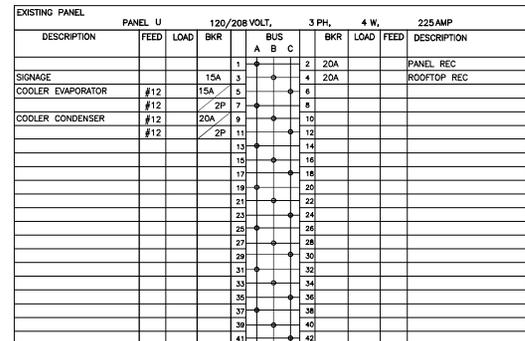
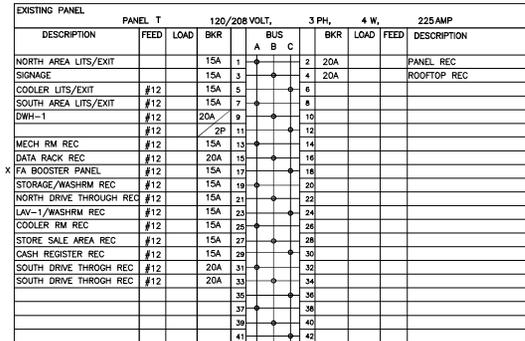
NOTES:

- THE ELECTRICAL CONTRACTOR SHALL SIZE WIRES WITH MAXIMUM 3% VOLTAGE DROP.
- ALL EMERGENCY LIGHTS AND EXIT SIGNS HAVE TO HAVE BATTERY SIZED FOR MINIMUM 30 MINUTES LOAD TEST.
- APPROVED EQUIVALENT PRODUCTS SHALL BE 'LUMACELL', 'READY-LITE', AND EMERGI-LITE.



VOLTAGE DROP	CIRCUIT BREAKER	WIRE SIZE	MAXIMUM FEEDER LENGTH (1/2 CIRCUIT LENGTH)
120V-1P-15A CB	#12 AWG	78'	
120V-1P-15A CB	#10 AWG	125'	
120V-1P-20A CB	#12 AWG	58'	
120V-1P-20A CB	#10 AWG	93'	
208V-3P-15A CB	#12 AWG	155'	
208V-3P-15A CB	#10 AWG	250'	
208V-3P-20A CB	#12 AWG	118'	
208V-3P-20A CB	#10 AWG	185'	

NOTE: IF FEEDER LENGTH EXCEEDS THE MAXIMUM ALLOWED, E/C SHALL FIND AN APPROPRIATE WAY TO KEEP THE VOLTAGE DROP TO 3% OR LESS.



- NOTES:
- ALL UN-USED EXISTING BREAKERS TO BE REMOVED, AND NEW BREAKERS TO BE INSTALLED AS SHOWN.
 - WIRE SIZE SHOWN IS THE MINIMUM SIZE TO BE USED, REFER TO VOLTAGE DROP TABLE FOR DISTANCE LIMITATIONS.



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ACUITY ENGINEERING & CONSULTING
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REGISTRATION NO. 224478
EXPIRES: 2025/03/12
PERMIT NUMBER: P09250
The undersigned is a duly Licensed
Engineer and Structural Engineer in Alberta

ENGINEER

Revision	Schedule
Date	Number
25/03/12	1
	REVIEW

PROJECT: Costcann Liquor Humboldt

CLIENT: Subhash

SCALE: As indicated

DATE: March, 2025

FILE: 7214

DRAWN: NN

CHECKED: CL

DWG No. **E300**

1919 - 8 AVENUE, Humboldt, SK
DRAWING: ELECTRICAL SCHEDULES

CONTRACTOR SHALL VERIFY THE INFORMATION CONTAINED ON THIS DRAWING SHALL BE ACCORDING TO THE ACT AND THE RULES SHALL BE APPLICABLE TO ALL INFORMATION AND MATERIALS SHOWN ON DRAWING.

ELECTRICAL SPECIFICATIONS

1. GENERAL

- 1.1. All clauses in the GENERAL CONDITIONS of Contract and Supplementary shall apply to this trade. Provide 1 set of shop drawings.
- 1.2. This specification covers the supply and installation of all electrical services and distribution, lighting, telephones, cable TV system, fire alarm system, including all apparatus, fixtures, tool services, material and labor required to complete all work specified and as shown on drawings.
- 1.3. The location of various items are approximately correct, and are subject to slight revision as the work is installed in order to accommodate construction and architectural details. The Electrical Contractor shall consult with General Contractor to ascertain any changes that may have to be made and obtain the Architect's approval, in writing through the General Contractor, for any such changes.
- 1.4. The Contractor performing this work must possess a valid Certificate and be familiar with the installation of electrical work as required in this Contract. All work must be done according to the rules and regulations of the CANADIAN ELECTRICAL CODE - latest edition and regulations of the Electrical Inspection Department from which the permit was obtained. The latest revisions and/or amendments to this Code, with applicable data restrictions, shall also govern work on this Contract.
- 1.5. All permits and fees for the execution of this work shall be the responsibility of the Contractor. This trade shall obtain all electrical permits at the beginning of the work.
- 1.6. This Contractor shall be responsible for co-ordination with other trades to ensure that all work is installed in a proper workmanlike manner and shall present a neat mechanical appearance when completed. Work not considered satisfactory to the Engineer shall be corrected at the Electrical Contractor's expense.
- 1.7. Extras will NOT be allowed, unless certified in writing.
- 1.8. Outlets may be recessed up to 3/4" meter without additional charge to the owner.
- 1.9. All equipment shall be as specified on the electrical drawings or approved alternate by the Engineer or Owner.
- 1.10. Contractor shall provide a written one (1) year warranty against defects in materials or workmanship from date of possession and one year from date of Final acceptance in common areas.

2. MAIN SERVICE

- 2.1. Existing.

3. POWER DISTRIBUTION

- 3.1. The main electrical distribution system is as shown. The supplier shall carry arc flash study and coordination study for the entire power distribution system, and make proper labeling as required by applicable codes.

4. GROUNDING

- 4.1. Grounding shall be as required by CANADIAN ELECTRICAL CODE - latest edition and to the local Inspection Authorities approval.

5. FEEDERS

- 5.1. The feeders from the new main distribution to the various locations shall be concealed and sized as shown on the drawings Or As Per CEC.

6. PANELBOARDS

- 6.1. Panelboards shall be as shown on the drawings. All panels shall be bolt-on or push in multi-breaker type c/w enclosing door and TYPEWRITTEN panel directories.

7. WIRING

- 7.1. All systems in the building shall be wired as required by C.E.C.
- 7.2. All wiring in the Office shall be installed concealed, where possible.
- 7.3. All exposed wiring shall be installed neatly, parallel or at right angles to the building lines.
- 7.4. The wirenuts shall be used for both power and communication wiring on demising walls

8. WIRE AND CABLE

- 8.1. Unless otherwise specified, all wire shall be minimum #12 gauge copper - fire stop seal all penetrations as required by Code or as directed by governing authorities.

9. OUTLET AND SWITCH BOXES

- 9.1. All outlet boxes shall be installed flush, except where exposed wiring is used.
- 9.2. Outlet boxes shall be installed as required.
- 9.3. Where outlet boxes are shown on the drawings as being back to back, or neatly so, on opposite sides of a wall, they shall be offset a minimum of one stud space to reduce sound transmission.
- 9.4. All electrical outlet boxes on exterior walls which penetrate an air/vapor barrier to be R&P Vapor-Tite barrier boxes. Any wire passing through the barrier to be sealed with acoustical sealant for air light purposes.
- 9.5. All electrical outlet boxes on demising wall shall be surface mounted

10. SWITCHES

- 10.1. Switches shall be white type Spec. grade and mounted 1220mm above finished floor.
- 10.2. Provide all switches & hook-ups to mechanical equipment.

11. RECEPTACLES

- 11.1. Generally, receptacles shall be grade white color and mounted 16 inches above the finished floor.
- 11.2. All receptacles shall be tamper resistant type.
- 11.3. Receptacle which is surface mounted shall come with a steel cover plate. Mounting height as shown.
- 11.4. Care should be taken to avoid conflicts with baseboards, radiators, splash-backs, etc.
- 11.5. Clause 9.3 shall apply to receptacles.
- 11.6. Public areas receptacles to be white specification grade.
- 11.7. Weatherproof receptacles shall be similar to those specified in 11.4 with weatherproof cover.

12. PLATES

- 12.1. All plates for flush outlets shall be white. Color for different devices to match, no exceptions.
- 12.2. Public area plates to match devices.
- 12.3. Cover plates installed on flush-mounted boxes and surface-mounted outlet boxes shall be of a type for which each is designed.
- 12.4. Surface mounted devices shall be fitted with cadmium plated sheet steel plates with rolled edges.
- 12.4. Telephone plates to match inserts type

13. TELEPHONE /DATA SYSTEM

- 13.1. This Contractor shall co-ordinate and arrange with service company for telephone service to the building
- 13.2. Install console system for both telephone and data systems as per specified on the drawings. Clauses 9.3 & 9.4 shall apply
- 13.3. All telephone/data wall outlets shall be single gang switch boxes mounted similarly to the receptacles, these outlets shall be fitted with plates as per 12.3

14. MOTORS, APPLIANCES AND FANS

- 14.1. The Contractor shall wire to and connect all fans, hoods and appliances. These will be supplied by others unless noted otherwise.
- 14.2. Electrical Contractor shall refer to mechanical drawings and make suitable allowance for same.

15. LIGHTING FIXTURES

- 15.1. Supply the fixtures in accordance with the Lighting Fixture Schedule on the drawings

16. FIRE ALARM SYSTEM

- 16.1. Existing fire alarm control panel is NOTIFIER NFS-310C. To install fire alarm devices as shown on the drawings, All the devices shall be the same manufacturer.
- 16.2. To consult with panel supplier for the requirements of fire alarm system wiring and installation.
- 16.3. Electrical Contractor to include in his tender \$XX for Engineer to be present at the time of fire alarm VERIFICATION. SHOULD DEFICIENCIES OCCUR DURING THE VERIFICATION AND EXTRA TIME HAS TO BE SPENT ON SITE TO COMPLETE THE FIRE ALARM VERIFICATION, THE E/C SHALL COMPENSATE THE ENGINEER FOR EXTRA TIME SPENT ON SITE AND TRAVEL EXPENSE TO COMPLETE THE VERIFICATION.

17. TELEVISION SYSTEM

- 17.1. The Contractor shall provide boxes, wire and RG 6 cable for a complete and operational Cablevision System.
- 17.2. Clauses 9.3 and 9.4 shall apply to TV receptacles.
- 17.3. The Contractor shall confirm exact requirements with local Cable T.V. Ltd. Include any charges which may be incurred.
- 17.4. Any runs over 150 feet to be RG-11 or sub-panels to be installed with RG-11 main feed.

18. ELECTRICAL IDENTIFICATION

- 18.1. Nameplates and labels: engraved three-layer laminated plastic, black letters on white background.
- 18.2. Locations:
 - a. each electrical distribution (including the circuit breaker inside the main electrical distribution and control equipment enclosure
 - b. communication cabinets
- 18.3. Fire alarm module, relay, end of line resistor shall have an identifying label securely attached to the front of the cover plates listing the equipment, device, and zone served.
- 18.4. All junction boxes related to fire alarm system shall be marked as FA, and shall be painted red.
- 18.5. Circuit breakers for fire alarm panel and fire alarm booster panel shall be painted red and having locking device installed. The location of these breakers shall be written on the inside cover of respective panels.
- 18.6. Electrical panels, local disconnects switches shall have identifying labels securely attached to the front of the cover.

19. MOUNTING

- 19.1. Measured from finished floor to centre line of device.
- 19.2. Unless otherwise noted, devices shall be installed as follows:
 - 19.2.1. Receptacles - General 403mm (16")
 - 19.2.2. Receptacles - Above counter 150mm (6")
 - 19.2.3. Panelboards - To top 1820mm (72")
 - 19.2.4. Telephone outlets 403mm (16")
 - 19.2.5. Television outlets 403mm (16")
 - 19.2.6. Switches 1220mm (48")
 - 19.2.7. Thermostats 1350mm (50")
 - 19.2.8. Bells and horns/strobe lights 2350mm (92.5") or 1500mm (6") below finished ceiling, whichever is lower, unless otherwise specified
 - 19.2.9. Bells and horn/strobe lights 4250mm (168") in warehouse/shop locations.
 - 19.2.10. Piezo c/w siren 1150mm (45")
 - 19.2.11. Emergency lighting 2250mm (90") in office and 4115 (162") in shop/warehouse.
 - 19.2.12. Motor disconnect 1500mm (60")
 - 19.2.13. Distribution panels 1800mm (72") to top.
 - 19.2.14. Fire alarm pull station 1150mm (45")
 - 19.2.15. End of line resistor with/n 1700mm (67")
 - 19.2.16. Fire Phone 1450mm (57")
 - 19.2.17. Fire alarm relay/monitor/detector modules to be visible, below finished ceiling, and not above 1-bar

20. FIRE STOPPING

- 20.1. SUPPLY AND INSTALL FIRE STOPPING AS REQUIRED AROUND ALL ELECTRICAL CONDUITS OR RACEWAYS PENETRATING FIRE SEPARATIONS.

21. CLEAN UP

- 21.1. During the course of the work, all surplus material and debris shall be removed and at the final completion, the premises shall be left broom clean.
- 21.2. Remove debris daily from site, halls and suites. No materials will be allowed to be stored in common areas.
- 21.2. All electrical equipment shall be left free of dust and paint.

22. MAINTENANCE MANUALS

- 22.1. The Electrical Contractor shall provide MAINTENANCE MANUALS as per Architectural Specification Book Section 01 78 10 Closeout Submittals

23. AS-BUILT DRAWINGS

- 23.1. The Electrical Contractor shall provide to the Engineer one (1) set of blueprints of the electrical construction drawings marked-up as to the as-built installation. Refer to Architectural Specification Book 01 78 10 Closeout Submittals for details.
- 23.2. The Electrical Contractor shall allow in his tender price for the engineer to transfer all as-built information from the above marked-up blueprints to the original drawings in AutoCad format. If as-builts are not provided, hold back will not be released.

24. GENERAL SERVICE AND DISTRIBUTION

- 24.1. Allow in tender amount for all service charges levied by supply authority for supply of electrical power.
- 24.2. Utility company rules and regulations shall govern the installation of the service.
- 24.3. Utility companies to be notified of work commencement and scheduling.
- 24.4. Working drawings to be submitted to utility companies if requested by same.
- 24.5. Co-ordinate the complete service installations with the serving utility companies.
- 24.6. All trenching & backfill to be by E/C c/w 100% SPD compacted backfill.

25. TEMPORARY POWER

- 25.1. Provide minimum of 2 temporary service panels for use during construction c/w 2 - 220 outlets.

26. TENDERING

- 26.1. These drawings shall be read in conjunction with Architectural, Structural and Mechanical documents, should discrepancies occur between the documents, the contractor shall obtain a ruling from the Engineer or Owner/Architect before submitting his tender. If this is not done, it shall be assumed that the most expensive alternate was figured.



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REGISTRATION NO. 224476
ISSUED: 2025/03/12
PERMIT NUMBER: P09250
The Incorporated Professional Engineer and Architectural Drafter

ENGINEER

Revision Schedule		
Revision Date	Revision Number	Revision Description
25/03/12	1	REVIEW

PROJECT: **Costcann Liquor Humboldt**

CLIENT: **Subhash**

1919 - 40 AVENUE, Humboldt, SK

DRAWING: **ELECTRICAL - SPECIFICATIONS**

SCALE: As indicated

DATE: March, 2025

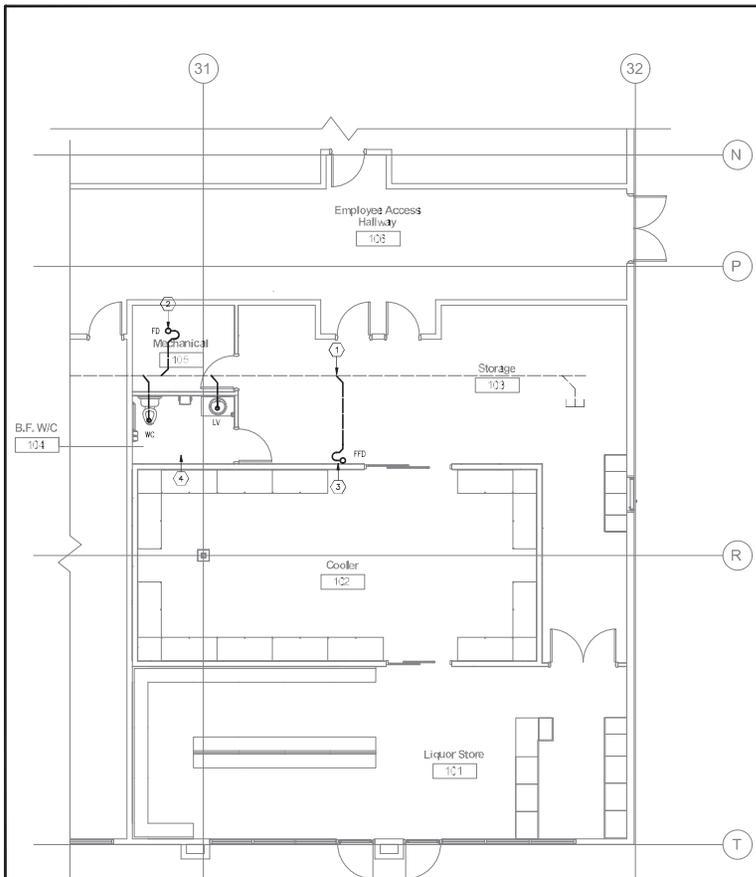
FILE: 7214

DRAWN: NN

CHECKED: CL

DWG No. **E400**

CONTRACTOR SHALL VERIFY THE AS-BUILT INFORMATION FOR ALL INFORMATION ON THE DRAWINGS AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE ARCHITECT AND THE ENGINEER OF ANY SUCH CHANGES.



FIXTURES ROUGH-IN SCHEDULE					
FIXTURE TAG	FIXTURE	DOMESTIC HOT WATER	DOMESTIC COLD WATER	WASTE	VENT
WC	FLUSH TANK (WATER CLOSURE SET)	--	1/2"	4"	2"
LAV	LAVATORY	1/2"	1/2"	1-1/2"	1-1/4"
V/S	VOP SINK	1/2"	1/2"	2"	1-1/4"
SK	SINK	1/2"	1/2"	2"	1-1/4"
D/W	DISH WASHER	1/2"	--	1/2"	--
WB	WASH BOX	1/2"	1/2"	2"	1-1/4"
N/F/B	NON-FREEZE HUBS	--	3/4"	--	--
FD	FLOOR DRAIN	--	--	4"	1-1/2"

* ALL FLOOR DRAINS AND TRENCH DRAINS C/W TRAP PRIMER
 * PROVIDE SHUT-OFF VALVES ON D/W AND D/H W SUPPLY TO FIXTURES

- GENERAL NOTES**
- SOIL AND WASTE PIPE SHALL SLOPE 2% MINIMUM, UNLESS OTHERWISE NOTED OR REQUIRED BY CODE.
 - ALL DRAWN WATER & GAS LINES SHALL BE KEPT TIGHT TO THE UNDERSIDE OF EQUIPMENT & SECURED IN PLACE.
 - VERIFY THE LOCATION OF THE EXISTING SANITARY SEWER ON SITE AND REVISE THE SEWER SYSTEM AS REQUIRED. THE ROUTING AND LAYOUT OF ALL SERVICES IS SCHEMATIC. THE CONTRACTOR IS RESPONSIBLE FOR FIELD MEASURING ALL MATERIAL PRIOR TO INSTALLATION AND TO OFFSET AS REQUIRED TO AVOID CONFLICT WITH OTHER TRADES. RUN EXISTING AS HIGH AS POSSIBLE TO ALLOW FOR MAX. CEILING HEIGHT.
 - PROVIDE TRAP PRIMERS FOR ALL FLOOR DRAINS.
 - ALL CLEANOUTS SHALL BE INSTALLED WHERE READILY ACCESSIBLE. THE CONTRACTOR SHALL COORDINATE ALL CLEANOUT LOCATIONS WITH EQUIPMENT, CABINETS, ETC. AND THE OWNERS REPRESENTATIVE PRIOR TO ANY INSTALLATION.
 - ALL VALVES, TRAP PRIMERS, WATER HAMMER ARRESTORS OR OTHER EQUIPMENT SHOWN IN WALLS OR ABOVE NON-ACCESSIBLE CEILING SHALL BE INSTALLED BEHIND AN ACCESS PANEL.
 - ALL PLUMBING FIXTURE VENTS SHALL TERMINATE A MINIMUM OF 12 INCHES FROM ANY VERTICAL SURFACE AND 10 FEET FROM ANY OUTSIDE AIR INTAKE.
 - PROVIDE GAS PIPING TO UNITS AND ALL FINAL CONNECTIONS REQUIRED FOR OPERATION.
 - INSTALL SHUT-OFF VALVES ON ALL HOT & COLD WATER LINES TO FUTURE OR APPLIANCE. ALL EXPOSED WATER AND WASTE LINES IN KITCHEN AREAS TO BE CHROME PLATED.
 - PROVIDE A LEVER HANDLE GAS SHUT-OFF VALVE IN THE BRANCH PIPING OF EACH APPLIANCE OR PIECE OF EQUIPMENT. FOR EACH APPLIANCE INSTALL QUICK DISCONNECT FLEXIBLE PIPE WHEN ALLOWED BY CODE AND RESTRAINING DEVICE FURNISHED BY OWNER. PROVIDE PRESSURE REDUCING VALVES AT EACH PIECE OF EQUIPMENT OR APPLIANCE IF GAS PRESSURE GREATER THAN 1/2" WC IS USED DOWNSTREAM FROM THE GAS METER.
 - ALL VALVES, UNIONS, ETC. SHALL BE SAME SIZE AS PIPE UNLESS OTHERWISE INDICATED ON DRAWINGS.
 - ALL GAS LINES SHALL BE SUPPORTED SEE SPECS.
 - ALL FLOOR SINKS AND FLOOR DRAINS IN TRAFFIC AREAS SHALL BE INSTALLED FLUSH TO FLOOR SURFACE.
 - PROVIDE WATER HAMMER ARRESTOR FOR ALL WASH SINKS.
 - PROVIDE AIR GAPS FOR INDIRECT DRAINS AS REQUIRED BY CODE. AIR GAP SHALL BE MINIMUM 2 TIMES THE DIAMETER OF THE INDIRECT DRAIN.
 - PRIOR TO COMMENCING WORK ON THIS PROJECT, VERIFY DEPTH, SIZE, LOCATION AND CONDITION OF ALL EXISTING UTILITIES IN FIELD. SHOULD CONDITIONS EXIST OTHER THAN THOSE INDICATED WHICH WOULD CAUSE THE DESIGN TO BE ALTERED, CONTRACTOR SHALL NOTIFY OWNER IMMEDIATELY.
 - COORDINATE INSTALLATION OF PLUMBING WORK WITH ALL OTHER TRADES GO AS TO AVOID UNNECESSARY DELAY OR INTERFERENCES. CONTRACTOR SHALL REVIEW ARCHITECTURAL AND EQUIPMENT SHEETS.
 - FURNISH & INSTALL ALL BACKFLOW PROTECTION DEVICES REQUIRED BY AGENCIES HAVING JURISDICTION. BACKFLOW DEVICES REQUIRING TESTING SHALL BE INSTALLED NO HIGHER THAN 5 FT ABOVE FLOOR.
 - ALL WATER LINES SHALL BE RIM OVERHEAD LINES.
 - ALL WATER LINES SHALL BE FLUSHED PRIOR TO CONNECTING ANY FIXTURES OR EQUIPMENT.
 - PROVIDE EPOXYCHRON PLATES AND SILICONE SEALANT AT ALL UTILITY PENETRATIONS INTO WALLS, CEILINGS, AND FLOORS. DO NOT USE CALKULS OR EXPANDING FOAMS FOR SEALANT.
 - ALL PLUMBING VENT TO BE VENTED ACCORDING TO THE NATIONAL PLUMBING CODE OF CANADA LATEST EDITION.

LEGEND

----	----	SANITARY VENT
- - - -	- - - -	STORM
----	----	SANITARY
----	----	DOMESTIC COLD WATER
----	----	DOMESTIC HOT WATER
----	----	DOMESTIC HOT WATER REGR
○		GAS
----	----	EXIST. STORM
----	----	EXIST. SANITARY
----	----	EXIST. DOMESTIC COLD WATER
○		PIPE DROPPING
○		PIPE RISER
○		PRESSURE REDUCING VALVE
○		BALANCING VALVE
○		CONTROL VALVE
○		SOLENOID VALVE
○		BALL VALVE
○		SHUTOFF VALVE
○		FLUG VALVE
○		CHECK VALVE
○		SWIPESE CONNECTION
○		SANITARY CLEANOUT
○		HOSE BIBB
○		FIRE EXTINGUISHER
○		FLOOR DRAIN
○		PUMP
○		GAS METER
○		WATER METER

- KEYNOTES**
- EXIST. 4" SAN TO BE RE-USED. CONNECT NEW SAN PIPING TO EXIST. SAN SYSTEM. SEE ROUGH-IN SCHEDULE FOR DETAILS.
 - FLOOR DRAIN C/W TRAP PRIMER, TYP. FOR ALL. CONNECT TO EXIST. SAN.
 - FURNISH FLOOR DRAIN C/W TRAP PRIMER, TYP. FOR ALL. CONNECT TO EXIST. SAN.
 - CONNECT PLUMBING FIXTURES AS PER ROUGH-IN SCHEDULE.

MECHANICAL ROUGH-IN NOTES:

- ALL HEIGHTS SHOWN REPRESENT ROUGH-IN HEIGHTS ONLY, TO CENTER OF SERVICE AND ARE NOT FINAL CONNECTION LOCATIONS.
- ANY EQUIPMENT NOT SUPPLIED BY RUSSELL HENDRIX MUST HAVE ROUGH-IN INFORMATION VERIFIED WITH SUPPLIER OR OWNER.
- THIS PLAN MAY NOT INCLUDE ALL ROUGH-IN SERVICE REQUIREMENTS, VERIFY WITH ARCHITECT ANY ADDITIONAL SERVICES THAT MAY BE REQUIRED.
- STOPS TO BE FURNISHED BY MECHANICAL CONTRACTOR AND INSTALLED ON ALL HOT AND COLD WATER LINES AT EQUIPMENT.
- TAIL PIECES SUPPLIED WITH SINKS ARE FLARED BRASS TUBING FOR CONNECTION BY MECHANICAL CONTRACTOR.
- MECHANICAL CONTRACTOR TO SUPPLY AND INSTALL ALL REQUIRED TRAPS.

FLOOR PLAN - UNDERSLAB PLUMBING SYSTEMS
SCALE: 3/16"=1'-0"



SEAL: [Professional Engineer Seal]

PERMIT: [Permit Stamp]

BACZ CONSULTING INC.
 01 April 2025
 01 April 2025
 01 April 2025
 ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF BRITISH COLUMBIA

REVISION	DATE
10 PRELIMINARY FOR REVIEW - NOT FOR CONSTRUCTION	MARCH 03, 2025
20 ISSUED FOR BUILDING PERMIT	MARCH 03, 2025
30 RECHECKED FOR BUILDING PERMIT	MARCH 03, 2025

PROJECT: COSTCANN LIQUOR HUMBOLDT

TYPE: UNDERSLAB PIPING SYSTEMS

DATE: 11 MARCH 08, 2025	OK: SS
SCALE: AS NOTED	
DATE: 25-10	
SCALE: M1	

FIXTURES ROUGH-IN SCHEDULE					
FIXTURE TAG	FIXTURE	DOMESTIC HOT WATER	DOMESTIC COLD WATER	WASTE	VENT
WC	FLUSH TANK WATER CLOSET	-	1/2"	4"	2"
LAV	LAVATORY	1/2"	1/2"	1-1/2"	1-1/4"
WS	W.C. SINK	1/2"	1/2"	2"	1-1/4"
SK	SINK	1/2"	1/2"	2"	1-1/4"
DW	DISHWASHER	1/2"	-	1/2"	-
WB	WASHBCK	1/2"	1/2"	2"	1-1/4"
NFB	NON-FREEZE FREEZE	-	3/4"	-	-
FD	FLOOR DRAIN	-	-	4"	1-1/2"

*ALL FLOOR DRAINS AND TRENCH DRAINS (DW TRAFFIC) PROVIDE SHUT OFF VALVES ON DOW AND DHW SUPPLY TO FIXTURES.

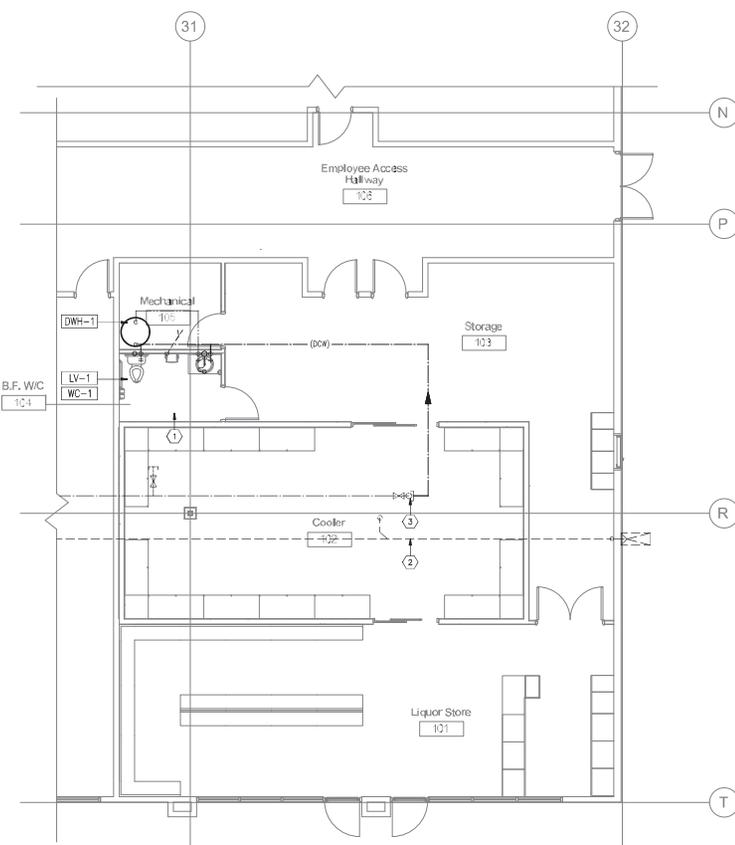
- GENERAL NOTES**
- SOL AND WASTE PIPE SHALL SLOPE TO MINIMUM, UNLESS OTHERWISE NOTED OR REQUIRED BY CODE.
 - ALL DRAIN WATER & GAS LINES SHALL BE KEPT TIGHT TO THE UNDERSIDE OF EQUIPMENT & SECURED IN PLACE.
 - VERIFY THE LOCATION OF THE EXISTING SANITARY SEWER ON SITE AND REVISE THE SEWER SYSTEM AS REQUIRED. THE ROUTING AND LAYOUT OF ALL SERVICES IS SCHEMATIC. THIS CONTRACTOR IS RESPONSIBLE FOR FIELD MEASURING ALL MATERIAL PRIOR TO INSTALLATION AND TO OFFSET AS REQUIRED TO AVOID CONFLICT WITH OTHER TRADES. RUN DUCTWORK AS HIGH AS POSSIBLE TO ALLOW FOR MAX. CEILING HEIGHT.
 - PROVIDE TRAP PRIMERS FOR ALL FLOOR DRAINS.
 - ALL CLEANOUTS SHALL BE INSTALLED WHERE READILY ACCESSIBLE. THE CONTRACTOR SHALL COORDINATE ALL CLEANOUT LOCATIONS WITH EQUIPMENT, CABINETS, ETC. AND THE OWNERS REPRESENTATIVE PRIOR TO ANY INSTALLATION.
 - ALL VALVES, TRAP PRIMERS, WATER HAMMER ARRESTORS OR OTHER EQUIPMENT SHOWN IN WALLS OR ABOVE NON-ACCESSIBLE CEILING SHALL BE INSTALLED BEHIND AN ACCESS PANEL.
 - ALL PLUMBING FIXTURE VENTS SHALL TERMINATE A MINIMUM OF 12 INCHES FROM ANY VERTICAL SURFACE AND 10 FEET FROM ANY OUTSIDE AIR INTAKE.
 - PROVIDE GAS PIPING TO UNITS AND ALL FINAL CONNECTIONS REQUIRED FOR OPERATION.
 - INSTALL SHUT-OFF VALVES ON ALL HOT & COLD WATER LINES TO FIXTURE OR APPLIANCE. ALL EXPOSED WATER AND WASTE LINES IN KITCHEN AREAS TO BE CHROME PLATED.
 - PROVIDE A LEVER HANDLE GAS SHUT-OFF VALVE IN THE BRANCH PIPING OF EACH APPLIANCE OR PIECE OF EQUIPMENT. FOR EACH APPLIANCE, INSTALL QUICK DISCONNECT, FLEXIBLE PIPE WHEN ALLOWED BY CODE AND RESTRAINING DEVICE FURNISHED BY OWNER. PROVIDE PRESSURE REDUCING VALVES AT EACH PIECE OF EQUIPMENT OR APPLIANCE IF GAS PRESSURE GREATER THAN 1/2" WC IS USED DOWNSTREAM FROM THE GAS METER.
 - ALL VALVES, UNIONS, ETC. SHALL BE SAME SIZE AS PIPE UNLESS OTHERWISE INDICATED ON DRAWINGS.
 - ALL GAS LINES SHALL BE SUPPORTED SEE SPECS.
 - ALL FLOOR SINKS AND FLOOR DRAINS IN TRAFFIC AREAS SHALL BE INSTALLED FLUSH TO FLOOR SURFACE.
 - PROVIDE WATER HAMMER ARRESTOR FOR ALL HAND SINKS.
 - PROVIDE AIR GAPS FOR INDIRECT DRAINS AS REQUIRED BY CODE. AIR GAP SHALL BE MINIMUM 2 TIMES THE DIAMETER OF THE INDIRECT DRAIN.
 - PRIOR TO COMMENCING WORK ON THIS PROJECT, VERIFY DEPTH, SIZE, LOCATION AND CONDITION OF ALL EXISTING UTILITIES IN FIELD. SHOULD CONDITIONS EXIST OTHER THAN THOSE INDICATED WHICH WOULD CAUSE THE DESIGN TO BE ALTERED, CONTRACTOR SHALL NOTIFY OWNER IMMEDIATELY.
 - COORDINATE INSTALLATION OF PLUMBING WORK WITH ALL OTHER TRADES SO AS TO AVOID UNNECESSARY DELAY OR INTERFERENCE. CONTRACTOR SHALL REVIEW ARCHITECTURAL AND EQUIPMENT SHEETS.
 - FLUSH & INSTALL ALL BACKFLOW PROTECTION DEVICES REQUIRED BY AGENCIES HAVING JURISDICTION. BACKFLOW DEVICES REQUIRING TESTING SHALL BE INSTALLED NO HIGHER THAN 5 FT ABOVE F.FLOOR.
 - ALL WATER LINES SHALL BE RUN OVERHEAD UNL.O.
 - ALL WATER LINES SHALL BE FLUSHED PRIOR TO CONNECTING ANY FIXTURES OR EQUIPMENT.
 - PROVIDE ESCUTCHEON PLATES AND SLOTTED SEALANT AT ALL UTILITY PENETRATIONS INTO WALLS, CEILING, AND FLOORS. DO NOT USE CAULKS OR EXPANDING FOAMS FOR SEALANT.
 - ALL PLUMBING VENT TO BE VENTED ACCORDING TO THE NATIONAL PLUMBING CODE OF CANADA LATEST EDITION.

- MECHANICAL ROUGH-IN NOTES**
- ALL HEIGHTS SHOWN REPRESENT ROUGH-IN HEIGHTS ONLY, TO CENTER OF SERVICE AND ARE NOT FINAL CONNECTION LOCATIONS.
 - ANY EQUIPMENT NOT SUPPLIED BY RUSSELL HENDRIX MUST HAVE ROUGH-IN INFORMATION VERIFIED WITH SUPPLIER OR OWNER.
 - THIS PLAN MAY NOT INCLUDE ALL ROUGH-IN SERVICE REQUIREMENTS. VERIFY WITH ARCHITECT ANY ADDITIONAL SERVICES THAT MAY BE REQUIRED.
 - STOPS TO BE TURNED BY MECHANICAL CONTRACTOR AND INSTALLED ON ALL HOT AND COLD WATER LINES AT EQUIPMENT.
 - TAIL PIECES SUPPLIED WITH SINGS ARE FLARED BRASS TUBING FOR CONNECTION BY MECHANICAL CONTRACTOR.
 - MECHANICAL CONTRACTOR TO SUPPLY AND INSTALL ALL REQUIRED TRAPS.

LEGEND

---	V	SANITARY VENT
---	ST	STORM
---	SW	SANITARY
---	DCW	DOMESTIC COLD WATER
---	DHW	DOMESTIC HOT WATER
---	DHWR	DOMESTIC HOT WATER REHEAT
---	G	GAS
---	ST	EXIST. STORM
---	SW	EXIST. SANITARY
---	DCW	EXIST. DOMESTIC COLD WATER
---	C	PIPE DROPPING
---	PR	PIPE RISING
---	PR	PRESSURE REDUCING VALVE
---	CV	CONTROL VALVE
---	SV	SOLENOID VALVE
---	BV	BALL VALVE
---	SHV	SHUTOFF VALVE
---	F	PLUG VALVE
---	CV	CHECK VALVE
---	SC	SWISSSE CONNECTION
---	SC	SANITARY CLEANOUT
---	HB	HOSE BIB
---	FE	FIRE EXTINGUISHER
---	FD	FLOOR DRAIN
---	P	PUMP
---	M	GAS METER
---	WM	WATER METER

- KEYNOTES**
- CONNECT PLUMBING FIXTURES AS PER ROUGH-IN SCHEDULE.
 - EXIST. OVERHEAD ST LINE TO STAY.
 - CONNECT NEW 2" DOW LINE TO EXIST. VALVED CONNECTION.



FLOOR PLAN - OVERHEAD PLUMBING SYSTEMS
SCALE: 3/16"=1'-0"



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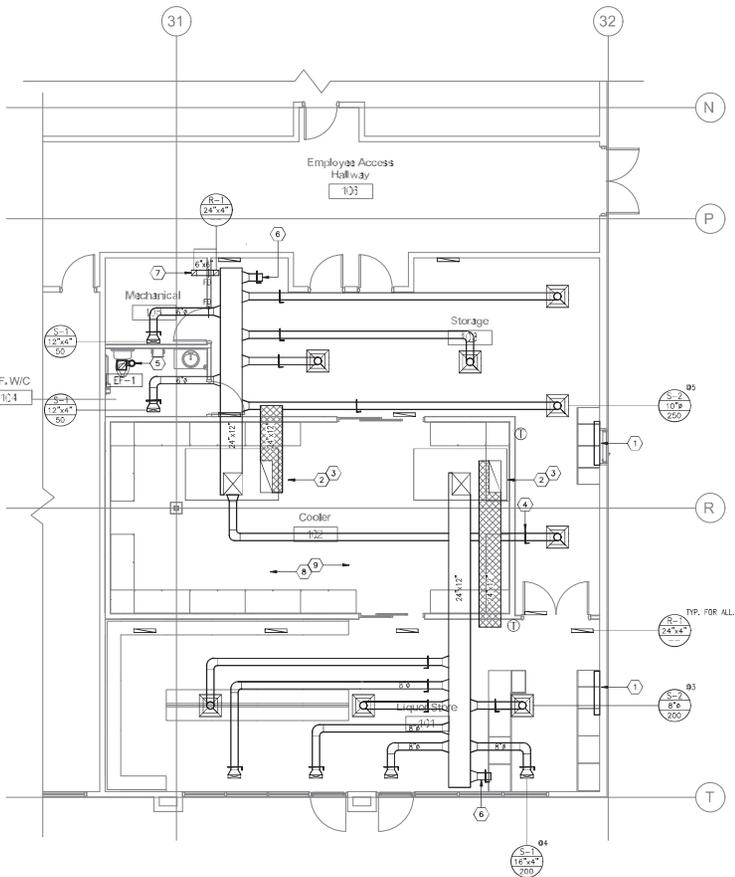
DATE: 01 April 2025

REVISION	DATE
FOR PRELIMINARY FOR HEAVY CONSTRUCTION	MARCH 08, 2025
FOR ISSUED FOR BUILDING PERMIT	MARCH 11, 2025
FOR REVISION FOR BUILDING PERMIT	MARCH 10, 2025

COSTCANN LIQUOR HUMBOLDT

OVERHEAD PLUMBING SYSTEMS

DATE: 11 MARCH 08, 2025	OK SS
SCALE: AS NOTED	
DATE: 25-18	
SHEET: M2	



FLOOR PLAN - HVAC SYSTEMS
SCALE: 3/16"=1'-0"

HVAC LEGEND	
	BALANCING DAMPER
	FIRE DAMPER
	MIXTURE DAMPER
	TURNING VANES
	THERMOSTAT
	EA GRILLE
	SA GRILLE
	SA/DIFFUSER
	RA GRILLE
	TA GRILLE
	B.D.D. BACKDRIFT DAMPER
	OFSD FIRE/SMOKE DAMPER

- GENERAL NOTES**
- BEFORE SUBMITTING THIS TENDER MECHANICAL CONTRACTOR SHALL EXAMINE THE SITE AND ALL EXISTING CONDITIONS AFFECTING THE WORK UNDER THIS CONTRACT. THE CONTRACTOR SHALL INVESTIGATE AND ALLOW FOR COST OF SERVICES TO BE PROVIDED UNDER THIS CONTRACT AND SAFETY HAZARD THAT HE CAN SUPPLY AND INSTALL ALL THE SERVICES WITHOUT ANY ADDITIONAL CHARGES AFTER AWARD THE CONTRACT.
 - THIS DRAWING IS TO BE USED FOR COORDINATION PURPOSES AND IS TO BE READ IN CONJUNCTION WITH ELECTRICAL, STRUCTURAL AND ARCHITECTURAL PLANS. DIMENSIONS ARE TO BE READ AS A WHOLE AND ANY DISCREPANCIES ARE TO BE REPORTED IMMEDIATELY TO THE ENGINEER WHO WILL BE THE SOLE ARBITER OF ANY CONFLICT RESOLUTION. NO CLAIM FOR EXTRA COSTS MAY BE MADE FOR COORDINATION CONFLICTS WHICH WERE ENDED DURING TENDER. NO WORK IS TO COMMENCE ON SITE WITHOUT PRIOR COORDINATION BETWEEN ALL AFFECTED CONTRACTORS. FAILURE TO COORDINATE MAY RESULT IN CONTRACTORS BEING REQUIRED TO RELOCATE BUILDING COMPONENTS AS REQUESTED BY THE ENGINEER AT NO COST TO THE OWNER.
 - THE ROUTING AND LAYOUT OF ALL SERVICES IS SCHEMATIC. THIS CONTRACTOR IS RESPONSIBLE FOR FIELD MEASURING ALL MATERIAL PRIOR TO INSTALLATION AND TO OFFSET AS REQUIRED TO AVOID CONFLICT WITH OTHER TRADES. RUN DUCTWORK AS HIGH AS POSSIBLE TO ALLOW FOR MAX. CEILING HEIGHT.
 - MECHANICAL CONTRACTOR TO BE RESPONSIBLE FOR ALL DAMAGE INCURRED DURING DEMOLITION AND CONSTRUCTION OF MECHANICAL SYSTEM COMPONENTS, PATCH AND REPAIR ALL DAMAGE TO MATCH EXISTING.
 - MECHANICAL CONTRACTOR IS TO VISIT THE SITE AND EXAMINE ALL RELEVANT DRAWINGS FOR THIS PROJECT. REPORT ANY DISCREPANCIES AND CONFLICTS PRIOR TO COMMENCEMENT OF WORK.
 - PRIOR TO FABRICATION AND INSTALLATION OF THE MECHANICAL SYSTEMS COMPONENTS CONFIRM, VERIFY AND COORDINATE EXACT LOCATION AND ELEVATION WITH:
 - STRUCTURAL BEAMS, COLUMNS AND JOISTS LAYOUT
 - CONDUITS AND ELEC. CABLE TRAYS
 - LIGHT FIXTURE LAYOUT
 - CONTRACTOR & SUBTRADES ARE TO VERIFY EXACT ROUGH-IN REQUIREMENTS, LOCATIONS AND HEIGHT WITH OWNERS AND EQUIPMENT SUPPLIER PRIOR TO COMMENCING ANY ROUGH-INS.
 - ANY EQUIPMENT NOT SUPPLIED BY MECH. CONTRACTOR MUST HAVE ROUGH-IN INFORMATION VERIFIED WITH SUPPLIER OR OWNER. THIS PLAN MAY NOT INCLUDE ALL ROUGH-IN SERVICE REQUIREMENTS. VERIFY WITH ARCHITECT ANY ADDITIONAL SERVICES THAT MAY BE REQUIRED.
 - CLEARANCES TO VENT TERMINALS AND COMBUSTION AIR INTAKES TO BUILDING TO BE INSTALLED AS MANUFACTURER INSTALLATION MANUAL. MIN. CLEARANCE FOR MECHANICAL O/A OPENING AND VENTS TO BE 10 FT.
 - ALL GRILLES AND DIFFUSERS TO BE ADJUSTED IN T-BAR - WHERE APPLICABLE. SEE ARCH DIMS. FOR BULKHEAD LOCATION.
 - USE CLG. SPACE AS A R/A PLENUM. ALL MATERIALS ABOVE FINISH CEILING MUST BE NON COMBUSTIBLE MATERIALS AND / OR FIRE TREATED TO MEET BLDG. CODE PLENUM REQUIREMENTS. CONFIRM WITH ARCH. DIMS.

- KEYNOTES**
- REFER TO ARCH DWG. AS01 FOR AIR CURTAIN SPECIFICATION.
 - EXIST. ROOFTOP UNIT TO BE RE-USED.
 - CONNECT NEW S/A AND R/A DUCTS TO EXISTING PLENUMS. PROVIDE 2" ACOUSTIC INSULATION SERVING NEW DUCTWORK.
 - BALANCING DAMPER, TYP. FOR ALL BRANCH DUCTWORK.
 - 6" E/A DUCT UP THROUGH ROOF TO CONDENSECK C/W 2" THERMAL INSULATION AND BLDG. RE-USE EXISTING ROOF OPENING - COORDINATE LOCATION ON SITE.
 - 6" OPEN ENDED S/A DUCT IN CLG. SPACE C/W BD SE AT 200 CFM.
 - 6" R/A 1/A DUCT C/W 2" ACOUSTIC INSULATION.
 - CONDENSERS SERVING COOLERS REFRIGERATION SYSTEM BE INSTALLED OUTSIDE. REFER TO REFRIGERATION EQUIPMENT SUPPLIER FOR DETAILS. PROVIDE CONDENSATE DRAINAGE PER MANUFACTURER REQUIREMENTS.
 - COORDINATE STORE EQUIPMENT FLOORING ROUGH-IN REQUIREMENTS WITH EQUIPMENT SUPPLIER. TYP. FOR ALL THROUGH-OUT THE STORE. ALLOW FOR ALL REQUIRED MECH. CONNECTIONS (PLUMBING AND HVAC).



PERMIT:
BACZ CONSULTING INC.
100 SERRANO ST.
VANCOUVER, BC V6P 4E1
DATE: 01 April 2025
DIP #1740
ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEODESISTS OF BRITISH COLUMBIA

REVISION	DATE
10 PRELIMINARY FOR PERMIT - NOT FOR CONSTRUCTION	MARCH 05, 2025
20 ISSUED FOR B.C. PERMIT	MARCH 11, 2025
30 REVISION FOR BUILDING PERMIT	MARCH 03, 2025

PROJECT:
COSTCANN LIQUOR HUMBOLDT

PHASE:
HVAC SYSTEMS

DATE: 11 MARCH 08, 2025	OK, SS
SCALE: AS NOTED	
FILE NO: 25-18	
SHEET:	

M3

MECHANICAL EQUIPMENTS SCHEDULE NOTES:
 REFER TO MANUFACTURER'S RECOMMENDATIONS FOR MECHANICAL EQUIPMENTS INSTALLATION DETAILS.
 CONFIRM ELECTRICAL REQUIREMENTS WITH ELECTRICAL ENGINEER PRIOR TO ORDER ANY MECHANICAL EQUIPMENT.
 SUBMIT SHOP DRAWINGS TO MECHANICAL ENGINEER FOR REVIEW AND APPROVAL PRIOR TO ORDER ANY MECHANICAL EQUIPMENT.

FAN SCHEDULE

TAG	MAKE	MODEL	AR CAP. (CFM)	EXT. S.P. W.C.	FAN RPM	MOTORS HP	V/6/Hz	REMARKS
EF-1	BROAN	OTVE80	50	0.200	-	FRACTIONAL	120/1/60	ULTRA QUIET CEILING MOUNTED EXHAUST FAN C/W BDD, TIMER, INTERLOCK WITH ON/OFF SWITCH.

NOTE: EACH EXHAUST FAN IS TO BE COMPLETE WITH BACKDRAFT DAMPER (B.D.D.) UNLESS OTHERWISE NOTED

DIFFUSERS, GRILLES & REGISTERS SCHEDULE

TAG	MANUFACTURER	MODEL	DESCRIPTION	REMARKS
S-1		S20	LOWERED SUPPLY AIR GRILLE	
S-2		SCD	SQUARE SUPPLY AIR DIFFUSER 24"x24"	
E-1/R-1		80/TB	EGG CRATE EXHAUST / RETURN GRILLE	

- NOTES:
 1. GENERAL CONTRACTOR TO PAINT DIFFUSER TO MATCH CEILING PAINT. REFER TO ARCHITECTURAL DRAWINGS FOR DETAILS.
 2. DIFFUSER/GRILLE SIZE SHOWN ON DRAWINGS.
 3. NECK SIZE SHOWN ON DRAWINGS.
 4. CONTRACTOR TO SUSPEND DIFFUSER FROM STRUCTURE
- GENERAL NOTES:
 - PROVIDE BALANCING DAMPERS AT ALL TAKE-OFF FITTINGS.
 - PROVIDE 80° ELBOW OR 12" MIN OF PIPE AT EACH DIFFUSER OR GRILLE CONNECTION.
 - PROVIDE BLOCK-OFF CLADRANTS ON DIFFUSERS AS SHOWN.
 - ALL RETURN AND EXHAUST GRILLES SHALL BE COMPLETE WITH HINGED ACCESS FOR CLEANING.
 - ALL DIFFUSERS AND GRILLES SHOWN IN A 11-3/8" CEILING GRID SHALL BE LAY-IN TYPE.
 - PROVIDE DRYWALL FRAMES FOR ALL DIFFUSERS AND GRILLES MOUNTED IN DRYWALL CEILING SYSTEMS.

ELECTRIC DOMESTIC WATER HEATER SCHEDULE

TAG	MAKE	MODEL	STORAGE CAPACITY (GAL)	RECOVERY @ 95°C (GPH)	ELECTRIC HEATER CAPACITY (kW)	V/6/Hz	REMARKS
DWH-1	AO SMITH	DEL-65-3	6	16	3	208/1/60	HEIGHT: 30", DIAMETER: 18", SHIPPING WEIGHT: 130 lbs

ROOF TOP UNIT SCHEDULE - EXISTING

TAG	MAKE	MODEL	AIR			NATURAL GAS HEATING		HTG EFF.	COOLING		ELECTRICAL			WEIGHT (lbs.)	REMARKS
			S/A (CFM)	O/A (CFM)	ESP	INPUT (MBH)	OUTPUT (MBH)		STAGES	COOLING EFFICIENCY	REFRIGERANT TYPE	MCA	MOCP		
RTU-7			1800	330	---	---	---	---	4.0	---	---	---	---	---	EXIST. ROOFTOP UNIT TO BE RE-USED.
RTU-8			1800	320	---	---	---	---	4.0	---	---	---	---	---	EXIST. ROOFTOP UNIT TO BE RE-USED.

PLUMBING FIXTURE SPECIFICATIONS

Plumbing Fixtures: (FINAL SELECTION by owner and Architect)

- LAV-1 LAVATORY**
 AMERICAN STANDARD MODEL AQUALYN 6475.047 (OR EQUIVALENT) COUNTERTOP, ADA COMPLIANT, SINGLE HOLE, C/W SHROUD/KNEE CONTACT GUARD.
 FAUCET: SLOW MODEL EBF-615 (OR EQUIVALENT), 100MM TRIM PLATE, BATTERY POWER SUPPLY, MIXING VALVE, POLISHED CHROME FINISH, MULTI-LAMINAR SPRAY, INFRARED SENSORS.
- WC-1 WATER CLOSET**
 AMERICAN STANDARD MODEL CADET PRO RIGHT HEIGHT ELONGATED TOILET, 16-1/2" RIM HEIGHT FOR ACCESSIBLE APPLICATIONS, FLOOR MOUNTED, VITREOUS CHINA, TANK TYPE TOILET, ELONGATED BOWL C/W OPEN FRONT SEAT LESS COVER.
- FD FLOOR DRAIN**
 WAITS MODEL: FD-100-C-A CAST IRON BODY WITH FLASHING COLLAR AND 5" DIAMETER HEAVY DUTY ADJUSTABLE STRAINER HEAD, REVERSIBLE FLASHING CLAMP WITH SEEPAGE OPENING, 4" DRAIN CONNECTION AND 1/2" TRAP PRIMER CONNECTION.
- CO FLOOR CLEAN OUT**
 WAITS MODEL: CO-200-R EPOXY COATED CAST IRON CLEANOUT WITH 5-1/8" (130) ROUND ADJUSTABLE NICKEL BRONZE (STANDARDS) TOP AND NO HUB CONNECTION
- HAMMER ARRESTORS**
 PROVIDE WATER HAMMER ARRESTORS ON HOT AND COLD WATER SUPPLIES TO ALL QUICK VALVES, SOLENOIDS AND PLUMBING FIXTURES, LOCATE IN AN UPRIGHT POSITION BETWEEN THE LAST FIXTURE ON ALL LINES. MIFAB SERIES HAMMERGUARD ARRESTORS OR P.P.P INC. SERIES SC WITH BRASS PISTON IN A TYPE K COPPER CASING.
- TRAP SEAL PRIMERS**
 ALL BRASS WITH INTERNAL VACUUM BREAKER, NPS 1/2 SOLDER ENDS, NPS 1/2 DRIP LINE CONNECTION, INSTALL FOR ALL FLOOR DRAINS, INSTALL FOR ALL FLOOR DRAINS, INSTALL COLD WATER SUPPLY TO NEAREST FREQUENTLY USED PLUMBING FIXTURE, IN CONCEALED SPACE TO APPROVAL OF ENGINEER, INSTALL SOFT COPPER TUBING TO FLOOR DRAIN, ACCEPTABLE MATERIAL: P.P.P INC., WAITS LFTP300 OR EQUAL.
- INSTALL EACH FIXTURE WITH ITS OWN TRAP, EASILY REMOVABLE FOR SERVICING AND CLEANING. AT COMPLETION THOROUGHLY CLEAN PLUMBING FIXTURES AND EQUIPMENT.
 - PROVIDE CHROME PLATED RIGID OR FLEXIBLE SUPPLIES TO FIXTURES WITH SCREENED STOP, REDUCERS AND ESCUTCHEONS.
 - INSTALL WALL MOUNTED LAVATORIES, URINALS AND WATER CLOSETS WITH APPROVED WALL CARRIERS, MODEL TO SUIT INSTALLATION.
 - MOUNT FIXTURES THE FOLLOWING HEIGHTS ABOVE FINISHED FLOOR:
 WATER CLOSET: STANDARD 385 mm TO TOP OF BOWL RIM, HANDICAPPED 450 mm TO TOP OF SEAT.
 URINAL: STANDARD 550 mm TO TOP OF BOWL RIM, HANDICAPPED 480 mm TO TOP OF BOWL RIM.
 LAVATORY: STANDARD 780 mm TO TOP OF BOWL RIM, HANDICAPPED 800 mm TO TOP OF BOWL RIM.
 5. SOLIDLY ATTACH FLOOR MOUNTED WATER CLOSETS TO FLOOR WITH LAG SCREWS. LEAD FLASHING SHALL NOT HOLD CLOSET IN PLACE.
 6. INSTALL HOSE AND FAUCETS AND HOSE CONNECTIONS WITH VACUUM BREAKERS.



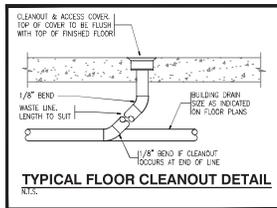
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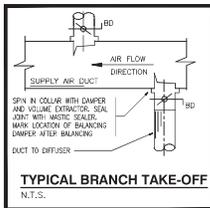
PROJECT:
COSTCANN LIQUOR HUMBOLDT

EQUIPMENT SCHEDULE

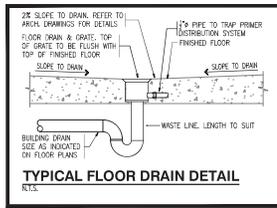
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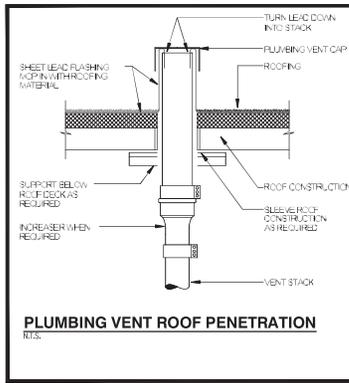
TYPICAL FLOOR CLEANOUT DETAIL
N.T.S.



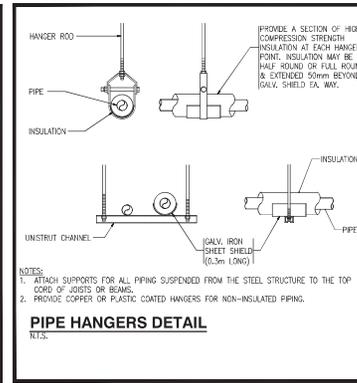
TYPICAL BRANCH TAKE-OFF
N.T.S.



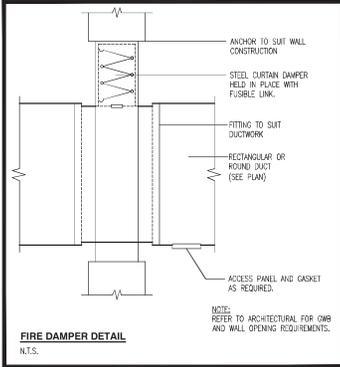
TYPICAL FLOOR DRAIN DETAIL
N.T.S.



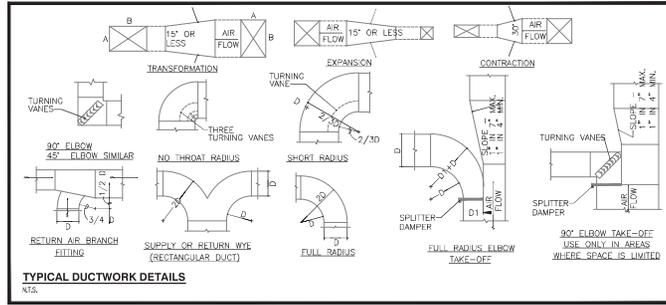
PLUMBING VENT ROOF PENETRATION
N.T.S.



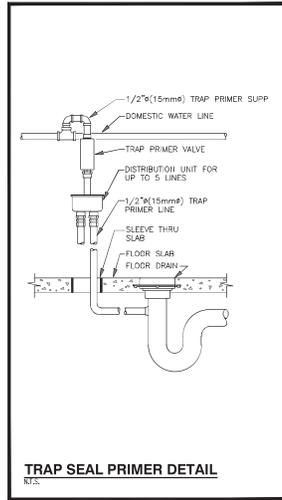
PIPE HANGERS DETAIL
N.T.S.



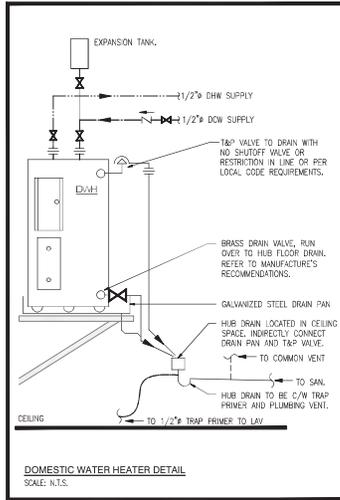
FIRE DAMPER DETAIL
N.T.S.



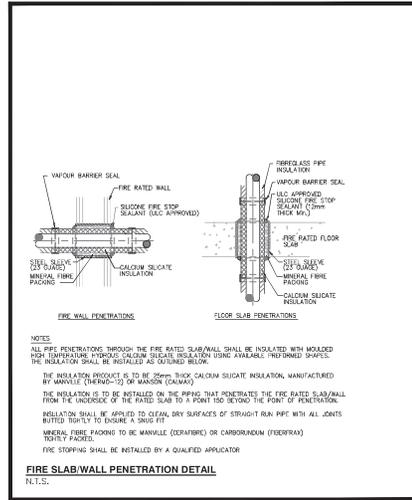
TYPICAL DUCTWORK DETAILS
N.T.S.



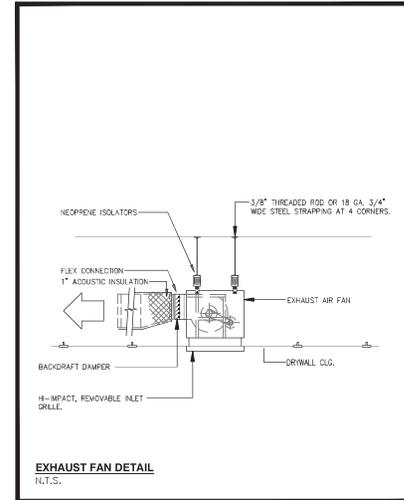
TRAP SEAL PRIMER DETAIL
N.T.S.



DOMESTIC WATER HEATER DETAIL
SCALE: N.T.S.



FIRE SLAB/WALL PENETRATION DETAIL
N.T.S.



EXHAUST FAN DETAIL
N.T.S.

REVISION	DATE
1) PREPARED FOR PERMIT - NOT FOR CONSTRUCTION	MARCH 03, 2025
2) ISSUED FOR PERMIT	MARCH 11, 2025
3) REVISION FOR BUILDING PERMIT	MARCH 03, 2025

DATE: 11 MARCH 08, 2025	OK: SS
SCALE: AS NOTED	
DATE: 25-18	
SCALE:	

MECHANICAL SPECIFICATIONS

- 1.0 INTENT**
- IT IS TO PROVIDE FOR A COMPLETELY AND FULLY OPERATING MECHANICAL SYSTEM IN COMPLETE ACCORD WITH ALL APPLICABLE CODES AND ACCEPTED STANDARDS. THE SPECIFICATION MAY NOT COVER EACH AND EVERY ITEM REQUIRED FOR THE COMPLETE MECHANICAL INSTALLATION, THEREFORE, THE MECHANICAL CONTRACTOR SHALL MAKE HIS OWN PROVISIONS FOR ALL LABOUR, MATERIAL, AND EQUIPMENT DEEMED NECESSARY TO COMPLETE THE MECHANICAL SYSTEM.
 - THIS CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR LAYING OUT HIS WORK AND FOR ANY CHANGE CAUSED TO OWNER OR OTHER CONTRACTOR BY WORKER LOCATION OR CARRYING OUT HIS WORK.
 - THIS CONTRACTOR SHALL PROTECT ALL FINISHED AND UNFINISHED WORK OF HIS OWN AND OTHER CONTRACTORS, INCLUDING EXISTING FROM DAMAGE DUE TO HIS WORK.
 - VERIFY ALL EXISTING ELEVATIONS, DIMENSIONS, LOCATIONS AND BUILDING FEATURES PRIOR TO COMMENCING INSTALLATION.
 - THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ARCHITECTURAL, STRUCTURAL, ELECTRICAL, CIVIL DRAWINGS DRAWINGS, REPORT ANY DISCREPANCIES TO ENGINEER.
- 2.0 CERTIFICATES, FEES, ETC.**
- GIVE ALL NOTICES, OBTAIN ALL PERMITS AND PAY ALL FEES SO THAT THE WORK SPECIFIED HEREIN MAY BE CARRIED OUT. HE SHALL FURNISH ANY CERTIFICATES, AT THE ARCHITECT'S REQUEST, AS EVIDENCE THAT THE WORK INSTALLED CONFORMS WITH THE LAWS AND REGULATIONS FOR ALL AUTHORITIES HAVING JURISDICTION.
- 3.0 CUTTING AND PATCHING**
- THE MECHANICAL CONTRACTOR SHALL CONFORM WITH THE GENERAL CONTRACTOR IN REGARD TO THIS WORK AND SHALL MAKE ONE LOCATION FOR ALL HOLES FOR PIPES, DUCTS, ETC., AND PROVIDE SLEEVES REQUIRED TO EXECUTE THE MECHANICAL INSTALLATION.
 - X-RAY SLAB PRIOR TO CUTTING.
 - LOCATE HOLES AND PROVIDE SLEEVES, CUTTING & FITTING REQUIRED FOR MECHANICAL WORK. RELOCATE IMPROPERLY LOCATED HOLES AND REPAIR WORK ACCORDINGLY.
 - PROVIDE EXPANSION BOLTS, HANGER RODS, BRACKETS AND SUPPORTS.
 - DO NOT ALTER STRUCTURAL MEMBERS OR BUILDING WITHOUT OBTAINING APPROVAL FROM ARCHITECT.
 - PERFORM PATCHING OF FINISHED WORK IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF SPECIFICATIONS.
- 4.0 PAINTING AND IDENTIFICATION**
- ALL PAINTING OF MECHANICAL EQUIPMENT, PIPING AND DUCTWORK SHALL BE DONE BY THE PAINTING SUB-CONTRACTOR UNDER THE GENERAL CONTRACTOR. THIS INCLUDES THE PAINTING OF SYMBOLS AND IDENTIFICATION MARKINGS, WHICH SHALL BE DONE WITH THE CO-OPERATION OF THE MECHANICAL CONTRACTOR. THE MECHANICAL CONTRACTOR SHALL PROVIDE IDENTIFICATION OF ALL EQUIPMENT.
 - PROVIDE FOR IDENTIFICATION OF PIPING & DUCTWORK WITH MARKERS SHOWING SERVICE & DIRECTION OF FLOW. APPLY LABELS AT MAXIMUM 50' INTERVALS, BEFORE AND AFTER PASSING THROUGH WALLS, AT ACCESS DOOR OPENINGS, AT EACH SHUT OFF VALVE AND ADJACENT TO EACH PIECE OF EQUIPMENT.
 - MINIMUM 1" LETTERING AND DRY ADHESIVE BACKING. PROVIDE 3M #79 ADHESIVE IN ADDITION TO DRY ADHESIVE BACKING.
 - TAG AUTOMATIC CONTROLS, ELECTRIC SWITCHES, INSTRUMENTS AND RELAYS WITH LAMPOOD LABELS WITH 1/2" LETTERS AND KEY WITH CONTROL SWITCHES.
- 5.0 FLASHING**
- DO ALL FLASHING AND COUNTER FLASHING WHERE DUCTS AND OTHER MECHANICAL PARTS ARE PASSING THROUGH WEATHER AND/OR WATER PROOF WALLS, FLOORS AND ROOFS, ALL TO THE SATISFACTION OF THE OWNER.
- 6.0 FIRE STOPPING -- BY GENERAL CONTRACTOR**
- PROVIDE FIRE STOPPING & SMOKE SEALS AROUND MECHANICAL SERVICE PIPING AND DUCT PENETRATIONS THROUGH FIRE RATED FLOORS AND ASSEMBLIES. WORK SHALL BE INSTALLED TO MANUFACTURER'S RECOMMENDED INSTALLATION PROCEDURES. INSTALLATIONS SHALL MEET CSA STANDARD CAN-515-M85 & AUTHORITIES HAVING JURISDICTION.
 - ALL FLOOR PENETRATIONS SHALL BE COMPLETE WITH ULTI FIRE RATED PIPE SLEEVES
 - ACCEPTABLE FIRESTOPPING SYSTEMS FOR VERTICAL PENETRATIONS ARE 3M FIRE BARRIER PENETRATIONS SEALING SYSTEM, BIO-FIRE PROTECTION LTD., FIRE STOPPING & SMOKE SEALS, DOWN CORNING FIRE STOP SEALANT, FOR HORIZONTAL PENETRATIONS, APPROVED MANUFACTURER IS FIRE FLAME BY FIRE SLEEVE INDUSTRIES INC.
 - CONFIRM EXTENT & LOCATION OF FIRE SEPARATIONS WITH ARCHITECTURAL DRAWINGS.
- 7.0 PIPE SLEEVES**
- PROVIDE PIPE SLEEVES OF 1/2" SHEET METAL THROUGH FLOOR AND STANDARD PIPE THROUGH WALLS AND ROOFS.
 - PROVIDE CHROME PLATED FLOOR, CEILING OR WALL ESTROUCHINGS AS APPLICABLE FOR COPPER PIPING IN FINISHED AREAS.
- 8.0 TESTING**
- TEST ALL EQUIPMENTS AND MATERIALS WHERE REQUIRED BY SPECIFICATIONS OR AUTHORITIES HAVING JURISDICTION TO DEMONSTRATE ITS PROPER OPERATION TO THE OWNER'S REPRESENTATIVE. TEST PROCEDURES SHALL BE IN ACCORDANCE WITH APPLICABLE PORTIONS OF THE ASME, ASHRAE, SMACNA, NFPA, CSA AND OTHER RECOGNIZED TEST CODES AS FAR AS FIELD CONDITIONS PERMIT.
 - DOMESTIC WATER PIPING: TEST TO 1-1/2 TIMES MAXIMUM WORKING PRESSURE OR 150 PSI WART PRESSURE MEASURED AT SYSTEM LOW POINT.
 - DRAINAGE SYSTEM: TEST BY FILLING WITH WATER TO PRODUCE WATER PRESSURE OF 5" OF WATER COLUMN MINIMUM AND 25" WATER COLUMN MAXIMUM. CHECK FOR PROPER GRADE AND OBSTRUCTION BY BALL TEST.
 - ALL LOW VELOCITY DUCT SYSTEMS, INCLUDING SUPPLY, SHALL BE CHECKED FOR TIGHTNESS. ALL LEAKS SHALL BE REPAIRED BEFORE DUCTS ARE FLASHED. ENSURE TOTAL OUTLET CAPACITY IS WITHIN 5% OF THE QUANTITY BEING SUPPLIED BY THE AIR SYSTEMS.
 - NATURAL GAS PIPING: TEST PIPING IN ACCORDANCE WITH THE REQUIREMENTS OF CAN 1- B149.1, CHECK ALL PIPING JOINTS AND CONNECTIONS FOR LEAKS WITH A WATER/SOAP SOLUTION WHILE THE PIPING IS UNDER PRESSURE. ALL GAS PIPING SHALL BE TESTED AS REQUIRED BY AUTHORITIES HAVING JURISDICTION.

- 9.0 ELECTRICAL MOTORS AND WIRING**
- SUPPLY ALL MECHANICAL EQUIPMENT COMPLETE WITH ELECTRIC MOTORS AS REQUIRED.
 - THE ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE TO SUPPLY ALL MOTOR STARTERS AND DISCONNECT SWITCHES, ALL LINE VOLTAGE WIRING TO STARTERS AND STARTERS TO MOTOR EXCEPT ON PRE-WIRED PACKAGED EQUIPMENT FOR ALL MOTORS FOR THIS PROJECT.
 - CONTROLS (FAN SWITCHES) CONNECTED TO MECHANICAL EQUIPMENTS SHALL BE SUPPLIED BY THE MECHANICAL TRADE AND SHALL BE INSTALLED, WIRED IN AND CONNECTED BY THE CONTROL TRADE.
 - CONFORM ELECTRICAL SERVICE VOLTAGE AND PHASE WITH ELECTRICAL ENGINEER AND /OR CONTRACTOR PRIOR TO ORDERING OF MECHANICAL EQUIPMENT.
 - ALL MOTORS SUPPLIED WITH MECHANICAL EQUIPMENT SHALL OPERATE AT A MAXIMUM OF 1750 RPM UNLESS OTHERWISE NOTED. REFER TO ELECTRICAL DIVISION FOR AVAILABLE VOLTAGE, PHASE AND CYCLE INFORMATION.
- 10.0 CONTROLS**
- PROVIDE SYSTEM COMPONENTS CONSISTING OF THERMOSTATS, CONTROL VALVES, DAMPERS, OPERATORS, INDICATING DEVICES AND INTERFACE EQUIPMENT AS REQUIRED TO OPERATE MECHANICAL SYSTEMS AND TO PERFORM FUNCTIONS SPECIFIED.
 - ALL CONTROLS FOR MECHANICAL EQUIPMENT SHALL BE THE RESPONSIBILITY OF THE MECHANICAL CONTRACTOR. COORDINATE INSTALLATION WITH GENERAL CONTRACTOR AND ELECTRICAL CONTRACTOR WHERE REQUIRED.
 - UNLESS OTHERWISE CALLED FOR, WORK SHALL INCLUDE, BUT NOT BE LIMITED TO THE PROVISION OF THERMOSTATS, CONTROLLERS, OPERATORS, SENSORS, CONTROL VALVES, TRANSFORMERS, INTERFACE EQUIPMENT, CONTROL RELAYS AND ALL OTHER NECESSARY AUXILIARY DEVICES REQUIRED TO PERFORM FUNCTIONS IN REQUIRED SEQUENCES.
 - THE ELECTRICAL TRADE SHALL SUPPLY AND INSTALL ALL ELECTRICAL LINE VOLTAGE WIRING AND CONDUIT REQUIRED BY THE MECHANICAL TRADE.
 - INSTALLATION OF CONTROL WORK BY THE ELECTRICAL TRADE SHALL BE DONE UNDER THE SUPERVISION OF MECHANICAL TRADE.
 - CONTROL WIRING, CONDUIT AND ELECTRICAL DRESSING SHALL COMPLY WITH THE REQUIREMENTS OF ELECTRICAL DIVISION. ALL CONTROL WIRING SHALL BE COLOR CODED AND TAGGED FOR EASY IDENTIFICATION.
 - THERMOSTATS SHALL BE MOUNTED 5 FT ABOVE THE FLOOR LEVEL AND ON LOCK SIDE OF DOORS. THERMOSTATS MOUNTED ON OUTSIDE WALLS SHALL BE SIZED OFF FROM THE WALL BY INSULATED BLOCKS OR BRACKETS WHICH ALLOW FREE AIR MOVEMENT BEHIND T-STAT.
 - IT IS THE RESPONSIBILITY OF THE MECH. CONTRACTOR TO ENSURE THAT ALL CONTROL DEVICES SERVING MECHANICAL EQUIPMENT ARE INSTALLED CORRECTLY AND FUNCTION PROPERLY, AND THAT ALL MECHANICAL EQUIPMENT OPERATES AS DESIGNED AND SPECIFIED, IN CONJUNCTION WITH THE CONTROLS.
 - TAG AUTOMATIC CONTROLS, ELECTRIC SWITCHES, INSTRUMENTS AND RELAYS WITH LAMPOOD LABELS WITH 1/2" LETTERS AND KEY WITH CONTROL SWITCHES.
 - INSTALL MOTOR DAMPERS ON OUTSIDE OF DUCT, NOT IN AIRSTREAM.
- 11.0 RECORD DRAWINGS**
- KEEP IN THE JOB OFFICE AN EXTRA SET OF WHITE PRINTS AND SPECIFICATIONS ON WHICH ALL CHANGES AND DIMENSIONS SHALL BE RECORDED DAILY. AT COMPLETION OF THE PROJECT, TURN OVER TO THE ENGINEER THREE SETS OF NEAT AS-BUILT DRAWINGS AND SPECIFICATIONS. THESE EXTRA SETS OF WHITE PRINT AND SPECIFICATIONS SHALL BE PROVIDED BY THE ARCHITECT.
 - SUBMIT AS BUILT DRAWINGS TO ENGINEER MINIMUM 10 DAYS PRIOR TO THE OWNER'S REQUEST FOR OCCUPANCY PERMIT INSPECTION.
- 12.0 SHOP DRAWINGS**
- BEFORE FABRICATION OF ANY MATERIALS OR EQUIPMENTS, SUBMIT A MINIMUM OF 2 COMPLETE SETS OF DRAWINGS AND DATA SHEETS COVERING ALL ITEMS OF EQUIPMENTS FURNISHED AND INTEND FOR INSTALLATION.
 - THE ENGINEER'S REVIEW SHALL NOT RELIEVE THIS CONTRACTOR FROM RESPONSIBILITY TO PROVIDE MATERIALS AND EQUIPMENTS IN ACCORDANCE WITH THE DESIGN INTENT AND CONTRACT DOCUMENTS. ALL DIMENSIONS AND SUFFICIENCY FOR SITE CONDITIONS ARE THE RESPONSIBILITY OF THE CONTRACTOR. ALL ELECTRICAL CHARACTERISTICS MUST BE COORDINATED WITH THE ELECTRICAL SUB-CONTRACTOR.
 - DO NOT PURCHASE ANY EQUIPMENTS PRIOR TO APPROVAL OF SHOP DRAWINGS.
- 13.0 STANDARD OF WORKMANSHIP & MATERIALS**
- MAKE & QUALITY OF MATERIALS USED ARE SUBJECT TO APPROVAL BY THE ENGINEER. REMOVE CONCEALED MATERIALS AND INSTALL SUITABLE MATERIALS IN THEIR PLACE.
 - MATERIAL SHALL BE NEW & UNIFORM PATENT THROUGHOUT.
 - EMPLOY ONLY TRADESMAN WITH PROPER LICENSE FOR WORK.
- 14.0 INSPECTIONS (SUBSTANTIAL COMPLETION)**
- NOTIFY CONSULTANT 10 BUSINESS DAYS PRIOR TO FINAL CONSTRUCTION PROGRESS REVIEW. ALL SYSTEMS SHALL BE FULLY OPERATIONAL, AND ANY DEFICIENCIES SHALL BE IDENTIFIED TO ENGINEER.
 - ALL DEFICIENCIES SHALL BE COMPLETED WITHIN 2 WEEKS AFTER SUBSTANTIAL COMPLETION. FAILURE TO COMPLETE WORK WITHIN THE TIME FRAME WILL RESULT IN WORK BEING DONE BY THE OWNER AND THE COST BEAR BY THE CONTRACTOR.
- 15.0 EQUIPMENT CLEANUP**
- DUCTS AND EQUIPMENTS SHALL BE THOROUGHLY CLEANED OF DIRT, CUTTINGS AND OTHER FOREIGN SUBSTANCES. CONTRACTOR SHALL INCLUDE AN ALLOWANCE IN HIS TENDER TO DISCONNECT, CLEAN AND RECONNECT W/WHENER NECESSARY FOR THE PURPOSE OF ELIMINATING AND REMOVING OBSTRUCTIONS TO COMPLETE AND INSTALL THE SCOPE OF WORK. CONTRACTOR SHALL REPAIR THE WORK DAMAGED IN THE COURSE OF REMOVING OBSTRUCTIONS. DUCTS SHALL BE PROFESSIONALLY VACUUM CLEANED PRIOR TO TURNING OVER TO OWNER.
 - REPAIR ANY TEMPORARY EQUIPMENT USED FOR TEMPORARY HEAT, TO THE FULL SATISFACTION OF THE OWNER.
- 16.0 GUARANTEE**
- THE MECHANICAL SUBCONTRACTOR, AS A CONDITION PRECEDENT TO FINAL PAYMENT AFTER COMPLETION OF HIS WORK, SHALL GIVE OWNER A WRITTEN GUARANTEE WARRANTING AND GUARANTEE FURNISH UNDER THE CONTRACT FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE OF HIS WORK BY THE ARCHITECT AND ENGINEER.
 - BIND ALL GUARANTEE & WARRANTY CERTIFICATES IN MAINTENANCE MANUALS.
 - ATTEND IMMEDIATELY, AT NO COST TO OWNER, TO ANY AND ALL DEFECTS OCCURRING DURING THE WARRANTY PERIOD.
- 17.0 OPERATION AND MAINTENANCE DATA**
- FURNISH TWO (2) SETS OF OPERATING AND MAINTENANCE DATA FOR ALL EQUIPMENTS AND SYSTEMS. DATA SHALL BE ASSEMBLED IN BOOK FORM WITH HANG OVER AND INDEX. IDENTIFY FRONT COVER WITH NAME AND LOCATION OF THE PROJECT, CONSULTING ENGINEER AND CONTRACTOR. PRIOR TO SUBSTANTIAL COMPLETION SUBMIT ONE COPY TO ENGINEER FOR APPROVAL.
- 18.0 APPROVALS**
- THE PRICE SUBMITTED FOR THIS CONTRACT SHALL BE BASED ON THE USE OF MATERIALS AND EQUIPMENTS SPECIFIED IN THIS CONTRACT. IF THIS CONTRACTOR WISHES TO QUOTE ON EQUIPMENT MATERIALS AND EQUIPMENTS, HE MUST QUOTE ON PRODUCTS APPROVED BY THE ENGINEER IN WRITING, AS AN EQUIPMENT TO THE PRODUCT SPECIFIED.
 - THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY ADDITIONAL WORK OR MATERIALS REQUIRED BY THE MECHANICAL TRADE OR OTHER CONTRACTORS TO ACCOMMODATE APPROVED EQUIPMENT MATERIALS OR EQUIPMENTS. OTHERS SHALL NOT BE APPROVED TO ORDER SUCH WORK.
 - ALL MATERIALS & EQUIPMENTS SHALL BE NEW, RECYCLED, OLD/REFURBISHED SHALL NOT BE ACCEPTED.

- 19.0 VALUATION OF CHANGES**
- FOR EACH CHANGE, SUBMIT A COMPLETE, ITEMIZED BREAKDOWN OF LABOUR AND MATERIAL AT NET COST, SHOWING QUANTITIES, UNIT COST, HOURS PER EACH ITEM INSTALLED, PROFIT, OVERHEAD ETC.
 - ONLY THE NET DIFFERENCE BETWEEN AN EXTRA AND A CREDIT WILL BE SUBJECT TO OVERHEAD AND PROFIT MARK UP.
- 20.0 PLUMBING**
- 20.1 PIPE AND PIPE FITTINGS**
- | SIZE | PIPE | FITTING AND JOINTS |
|---|-------------------------|---|
| 1.0 SANITARY DRAINAGE AND VENT PIPING (ABOVE GRADE) | TYPE L COPPER | WROUGHT OR CAST WITH 50-50 SOLDER JOINT |
| 2.0 SANITARY DRAINAGE AND VENT PIPING (BELOW GRADE INSIDE BUILDING) | CAST IRON | HUB & GASKET |
| 3.0 SANITARY AND STORM DRAINAGE (OUTSIDE BUILDING) | PVC-DWV | MECHANICAL JOINT |
| 4.0 DOMESTIC WATER PIPING (ABOVE GRADE) | TYPE L 1/2" HARD COPPER | PLASTIC C/W SOLVENT WELD JOINT |
| 5.0 DOMESTIC WATER PIPING (BELOW GRADE) UP TO 2" AND OVER 4" | TYPE "K" SOFT COPPER | FLARED JOINT |
| 6.0 FIRE PROOF CAULKING -- ALL PENETRATIONS FOR PIPES AND DUCTS FOR RATED WALLS SHALL BE SEALED BY MECH. CONTRACTOR WITH FIRE RATED SILICONE BASED CAULKING SIMILAR TO "METACALKUL #950" OR "FLAME-X" MINIMUM 7 MM THICK TIGHT AROUND OPENINGS. | C/PVC PRESSURE PIPE | GASKET JOINTS |
- SANITARY, VENT, AND STORM DRAINAGE PIPING ABOVE GRADE MAY BE PVC (PEX SYSTEM XRF) APPROVED BY LOCAL AUTHORITY. PIPE SHALL HAVE MAXIMUM FLAME SPREAD RATING OF 25 AND MAXIMUM SMOKE DEVELOPED RATING OF 50, WHEN TESTED IN ACCORDANCE WITH CAN/ULC-S102 AND/OR CAN/ULC-S102.2.
 - MECHANICAL CONTRACTOR SHALL PROVIDE PORTABLE FIRE EXTINGUISHERS AS PER PLANS AND NFPA-10, ABC-5 (2A-10BC RATING) C/W SURFACE MOUNTED CABINET (OR 6" DIA) 9004" HIGH FITS AT WALL.
- 20.2 PLUMBING PIPING GENERAL**
- SERVICE SANITARY, STORM, DRAINAGE AND VENT (ABOVE GRADE) MATERIAL: DWV COPPER, CAST IRON, PVC DWV. WHERE PLASTIC PIPING SYSTEMS ARE USED ALL RATED PENETRATIONS MUST BE PROTECTED WITH AN APPROVED UL/C LISTED SYSTEM. SHOP DRAWINGS OF THE PROPOSED METHOD OF PROTECTION MUST BE SUBMITTED PRIOR TO INSTALLATION. DO NOT START INSTALLATION OF COMBUSTIBLE PIPING SYSTEMS UNTIL THE FIRE STOPPING METHODS HAVE BEEN REVIEWED. FLAME AND SMOKE DEVELOPMENT CLASSIFICATION MUST MEET ALBERTA BUILDING CODE LATEST EDITION.
 - SERVICE SANITARY, STORM DRAINAGE AND VENT (BELOW GRADE INSIDE BUILDING) MATERIAL: CAST IRON, PVC-DWV, ABS-DWV OR PSM-PVC WITH AND SDR RATING NOT GREATER THAN 35.
 - SERVICE DOMESTIC WATER (ABOVE GRADE INSIDE THE BUILDING) MATERIAL: TYPE "K" COPPER FOR DOMESTIC COLD, HOT AND RECIRCULATION.
 - SERVICE DOMESTIC WATER (BELOW GRADE INSIDE THE BUILDING) MATERIAL: TYPE "K" SOFT COPPER, CROSSLINKED POLYETHYLENE PRESSURE TUBE.
 - SERVICE NATURAL GAS MATERIAL: STEEL SCHEDULE 40, A53 GRADE B, FLEXIBLE GAS PIPING SYSTEMS TO CSA-B44.4 - LATEST EDITION. USE OF FLEXIBLE PIPING SYSTEMS IS RESTRICTED TO FINAL CONNECTIONS TO EQUIPMENT ONLY. DO NOT USE FLEXIBLE GAS PIPING SYSTEMS OUTDOORS, CONCEALED IN WALLS OR INSTALL THROUGH FIRE WALLS. USE ONLY WELDED STEEL WITH NO JOINTS WHERE CONCEALED FOR SECONDARY SERVICES (BARRIED LINES AFTER METER). PROVIDE GAS COMPANY APPROVED HDPF PIPE PRODUCED IN YELLOW AND INSTALLED IN ACCORDANCE WITH ASTM B31.8.
 - COPPER JOINTS TO BE 95-5 SOLDER FOR ALL LINES, EXCEPT DWV WHERE 50-50 MAY BE USED.
 - VERIFY THAT EXCAVATIONS ARE TO REQUIRED GRADE, DRY, AND NOT OVER EXCAVATED.
 - PREPARE PIPING CONNECTIONS TO EQUIPMENT WITH FLANGES OR UNIONS.
 - PROVIDE NON-CONDUCTING DIELECTRIC CONNECTIONS WHEREVER JOINING DISSIMILAR METALS.
 - INSTALL VENT PIPING PENETRATING ROOFED AREAS TO MAINTAIN INTEGRITY OF ROOF ASSEMBLY.
 - WHERE PIPE SUPPORT MEMBERS ARE WELDED TO STRUCTURAL BUILDING FRAMING, SORAPE, BRUSH CLEAN, AND APPLY ONE COAT OF ZINC RICH PRIMER TO WELDING.
 - PROVIDE SUPPORT FOR UTILITY METERS IN ACCORDANCE WITH REQUIREMENTS OF UTILITY COMPANIES.
 - PREPARE EXPOSED, UNFINISHED PIPE, FITTINGS, SUPPORTS, AND ACCESSORIES READY FOR FINISH PAINTING.
 - PIPE VENTS FROM GAS PRESSURE REDUCING VALVES TO OUTDOORS AND TERMINATE IN WEATHER PROOF HOOD.
 - SLEEVES PIPES PASSING THROUGH PARTITIONS, WALLS AND FLOORS.
 - PROVIDE UNIONS DOWNSTREAM OF VALVES AND AT EQUIPMENT OR APPARATUS CONNECTIONS.
 - PROVIDE BRASS WAVE ADAPTERS EACH SIDE OF VALVES IN COPPER PIPED SYSTEM. SOLDER ADAPTERS TO PIPE.
 - ESTABLISH INVERT ELEVATIONS, SLOPES FOR DRAINAGE TO 1/4" INCH PER FOOT (SMALLER THAN 3 INCH PIPE), AND 1/8" INCH PER FOOT (3 INCHES AND LARGER) MINIMUM. MAINTAIN GRADIENTS.
 - SLOPE WATER PIPING MINIMUM 0.25 PERCENT AND ARRANGE TO DRAIN AT LOW POINTS.
 - PROVIDE SUPPORTS AND EQUIPMENT REQUIRED TO CONTROL EXPANSION AND CONTRACTION OF PIPING. PROMOTE LOOPS, PIPE OFFSETS, AND SWING JOINTS, OR EXPANSION JOINTS WHERE REQUIRED.
 - PROVIDE PIPE SLEEVES FOR ALL PIPING PASSING THROUGH FLOOR SLAB OR WHEN TRANSITIONING BETWEEN ABOVE AND BELOW GRADE.
 - SLEEVES SHALL PROJECT 2" ABOVE FINISHED FLOOR LEVEL AND BE CALKED TO MAKE WATER TIGHT PENETRATION.
 - WHERE DISSIMILAR METALS ARE JOINED OR SUPPORTED, THE PIPING SHALL HAVE NON CONDUCTING PIPE CONNECTIONS OR HANGERS TO PREVENT GALVANIC CORROSION.
 - ALL PLUMBING VENTS SHALL TERMINATE AT MINIMUM 6" ABOVE ROOF, 6" FROM PROPERTY LINE, 12" FROM OPENABLE WINDOW/DOOR. MINIMUM PIPE SIZE IS 1/2".
 - COORDINATE UNDERSLAB PIPING LAYOUT WITH STRUCTURAL AND ARCH. DIVISIONS. PROVIDE ADEQUATE SUPPORT FOR ALL UNDERGROUND PIPING WHERE STRUCTURAL SLAB IS BEING USED.

bcsc CONSULTING INC.
Consulting Professional Engineers

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REVISION	DATE
10 PRELIMINARY FOR PERMIT - NETWORK CONSTRUCTION	MARCH 09, 2025
20 PRELIMINARY FOR PERMIT	MARCH 11, 2025
30 PRELIMINARY FOR PERMIT	MARCH 14, 2025

PROJECT: **COSTCAN LIQUOR HUMBOLDT**

DATE: **MARCH 08, 2025**

SCALE: **AS NOTED**

DATE: **25-10**

Sheet: **M6**

CITY OF HUMBOLDT REPORT

TITLE: Discretionary Use – Shipping Container – 706 2nd Avenue
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: June 23, 2025

RECOMMENDATION

That a discretionary use be approved to move in a Shipping Container at 706 2nd Avenue, legally described as Block K – Plan 59H05286;

And that the shipping container at 706 2nd Avenue, legally described as Block K – Plan 59H05286 be permitted to include a mural on its façade.

BACKGROUND

The City has received a discretionary use application to move in a Shipping Container at 706 2nd Avenue, legally described as Block K – Plan 59H05286 by St. Dominic Elementary School (“the applicant”).

“Shipping Container: a prefabricated metal container or box specifically constructed for the transport of goods by rail, ship or transport truck. The term shall also apply to metal storage containers that are commonly known as cargo containers, roll off containers, sea cans, freight containers, intermodal containers but specifically excludes dumpsters or recycling receptacles.”

Section 3.10.3 of *Bylaw No. 04/2016 – The Zoning Bylaw* (“the Zoning Bylaw”), requires that a discretionary use be reviewed using the following evaluation criteria:

1. Conformance with the Official Community Plan and applicable sections of the Zoning Bylaw;
2. Serviceability by community infrastructure including roadways, water & sewer services, etc.;
3. The potential effect of noise, odour, dust, lighting, glare, vibrations, emissions, hazardous substances, etc. to the health, safety, convenience or general welfare of persons residing or working within the vicinity or injurious effects to property, or potential development in the vicinity of the project;

4. Landscaping and screening, and, wherever applicable, the preservation of existing vegetation;
5. Potential traffic generation by the use, and the ability for existing roadways to accommodate for the use, as well as the adequate provision of parking accommodations;
6. Presence of activities located in the area and on the site, and effects to the surrounding urban environment;
7. Pedestrian safety and convenience both within the site, and in terms of the relationship to the road network in and around the adjoining area;
8. All operations shall comply with all regulations of Saskatchewan Environment and Saskatchewan Labour which govern their operation and development; and
9. Traffic entrances and exits to or from major roadways and truck routes.

In addition to the general discretionary use criteria, Section 4.8.7 (2) of *The Zoning Bylaw* states the following:

- (a) Shipping containers may be placed in certain districts for long term storage use. These containers are typically associated with a business requiring storage space.
- (b) Shipping containers shall be considered permitted accessory uses in the C2, C3, M1 and M2 Districts and considered discretionary accessory uses in the R4, C1 and CS Districts.
- (c) Shipping containers are prohibited for placement in any Residential District with the exception of the R4 – Residential Acreage District where they are considered discretionary accessory uses.
- (d) The permanent placement of a shipping container on any site shall require a move-in permit.
- (e) Shipping containers shall only be used for shipping or storage purposes and shall not be used for residential purposes or commercial office space.
- (f) Shipping containers may not be used for the storage of junk, trash, or other forms of refuse or hazardous substances or perishable items.
- (g) Shipping containers for long term storage shall be painted and maintained to be aesthetically representative of exterior colours of the principal building or painted a neutral colour.
- (h) A shipping container shall be accessory to the principal use of the site and shall comply with the regulations for combined floor area for accessory buildings in the applicable Zoning District as outlined in Section 4.8.
- (i) Shipping containers shall not be placed in the required front or side yard of the principal use of the site.

- (j) Where shipping containers are a discretionary use, the Development Officer may require adequate screening from adjacent sites, streets or lands and this requirement may be listed as a condition in the discretionary use approval.
- (k) The total area of the shipping containers used on any site shall not exceed 25% of the floor area of the principal building on the site.
- (l) Shipping containers shall not be stacked atop one another.
- (m) Shipping containers shall be placed on a hard packed level surface and any bottom drainage holes shall be secured against the environment and/or rodents.

CURRENT SITUATION

The property is located in a CS – Community Service/Institutional District which is intended to provide for a wide range of community and institutional activities, on land which is in strategic areas in the City, or which has physical or servicing constraints.

The applicant has expressed that the intended use of the Shipping Container is storage of gym equipment when school is not in session. The applicant has also expressed that they intend to invite a local artist to paint a mural on the container. As per Section 4.8.7 (2) (g) of *The Zoning Bylaw*, Shipping Containers must be painted a neutral colour or be representative of the exterior of the principal building. To allow a mural to be painted, Council must approve the mural.

OPTIONS

1. Approve the discretionary use as recommended.
2. Refer the matter back to administration.

ATTACHMENTS

- A. The application as submitted by the applicant.
- B. Additional material provided by applicant.

COMMUNICATION AND ENGAGEMENT

In the lead up to the proposed public meeting, the City undertook all required communications as prescribed in Section 55 of *The Planning and Development Act, 2007*.

FINANCIAL IMPLICATION

There are no anticipated financial implications.

CONCLUSION

The proposed development is considered a discretionary use in a CS zone, pursuant to *Bylaw No. 04/2016 – The Zoning Bylaw*. The Shipping Container will be used as storage



for gym equipment during the summer and will have a mural painted on it, if Council so permits.

There is no anticipated injurious effects with the proposed development.

DEVELOPMENT AND BUILDING PERMIT APPLICATION

SECTION A: PROPOSED DEVELOPMENT INFORMATION

WORK CLASS	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> RENOVATE	<input checked="" type="checkbox"/> MOVE-IN	START DATE: <u>June 2025</u>	VALUE (EXCLUDING LAND VALUE)
	<input type="checkbox"/> REMOVE	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> OTHER:		COMPLETION DATE: <u>June 2025</u>	
SITE INFORMATION	Civic Address <u>Box 2019 Humboldt SK</u>			Legal Land Description (optional)		
	Description of Existing Land Use and Buildings <u>St. Dominic School</u>			Lot	Block	Plan No.
DEVELOPMENT INFORMATION	<input type="checkbox"/> ONE OR TWO UNIT DWELLING	BASEMENT (<input type="checkbox"/> PARTIAL / <input type="checkbox"/> FULL)		<input type="checkbox"/> DECK	<input checked="" type="checkbox"/> ACCESSORY BUILDING	
	<input type="checkbox"/> MULTIPLE UNIT DWELLING	<input type="checkbox"/> COMMERCIAL / INDUSTRIAL		<input type="checkbox"/> OTHER:		
	Description of Proposed Development <u>C can storage unit</u>					
Additional Information (optional) <u>We would like to purchase a C-can storage unit for physed equipment.</u>						

SECTION B: CONTACT INFORMATION

APPLICANT	Contact Name <u>Monica Corcoran</u>			Company Name (if applicable) <u>St. Dominic School</u>		
	Address <u>Box 2019</u>			City <u>Humboldt</u>	Province <u>SK</u>	Postal Code <u>S0K 2A0</u>
	Phone Number(s) Main: <u>306-682-1080</u> Other: _____ Fax: _____			E-mail Address (Required) <u>mcorcoran@gscs.ca</u>		
OWNER	Owner Name or Same as Applicant <input type="checkbox"/>			Company Name (if applicable)		
	Address			City	Province	Postal Code
	Phone Number(s) Main: _____ Other: _____ Fax: _____			E-mail Address (Required)		
CONTRACTOR	Contractor Name or Same as Applicant <input type="checkbox"/>			Company Name (if applicable)		
	Address			City	Province	Postal Code
	Phone Number(s) Main: _____ Other: _____ Fax: _____			E-mail Address (Required)		

SECTION C: APPLICATION CHECKLIST

One & Two Unit Dwellings	Submitted
Site Plan	<input type="checkbox"/>
Floor Plans / Elevations / Cross Sections	<input type="checkbox"/>
Electrical & Plumbing/Mechanical Layout	<input type="checkbox"/>
Ventilation Form (available at www.humboldt.ca)	<input type="checkbox"/>
All Others Requested by City of Humboldt or MuniCode Services	<input type="checkbox"/>
Application Fee (\$100)	<input type="checkbox"/>

Multi-unit Residential / Commercial / Industrial	Submitted
Site Plan	<input type="checkbox"/>
Architectural Floor Plans	<input type="checkbox"/>
Structural, Mechanical & Electrical Drawings (all signed & sealed)	<input type="checkbox"/>
Fire Protection (where applicable)	<input type="checkbox"/>
Pre-Engineered Drawings (where applicable)	<input type="checkbox"/>
Specifications	<input type="checkbox"/>
Site Drainage Plan	<input type="checkbox"/>
All Others Requested by City of Humboldt or MuniCode Services	<input type="checkbox"/>
Application Fee (\$100)	<input type="checkbox"/>

SECTION D: DECLARATION OF THE APPLICANT

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

May 21st, 2025 Monica Corcoran
DATE APPLICANT SIGNATURE

DISCRETIONARY USE APPLICATION

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

SECTION A: PROPOSED DEVELOPMENT INFORMATION

SITE INFORMATION	Civic Address <u>706 2nd Ave South</u>	Legal Land Description (optional)		
	Zoning District	Lot	Block	Plan No.
	Description of Existing Land Use and Buildings <u>St. Dominic School</u>			
DEVELOPMENT INFORMATION	Description of Proposed Development <u>C can storage unit</u>			
	Reasons to support the Discretionary Use Application (use additional pages if necessary) <u>We would like to purchase a Ccan storage unit for the storage of cross country skis, snowshoes and other equipment for physed and student use at recesses. It will be painted with a mural.</u>			
	<u>C-Can size - 20ft long / 9 ft tall</u> <u>will be placed on pressure treated skids and skids will be on pavement.</u>			

SECTION B: CONTACT INFORMATION

APPLICANT	Contact Name <u>Monica Corcoran</u>	Company Name (if applicable) <u>St. Dominic School</u>		
	Address <u>Box 2019 Humboldt, SK</u>	City <u>Humboldt</u>	Province <u>SK</u>	Postal Code <u>S0K 2A0</u>
	Phone Number(s) Main <u>306-682-1080</u> Other _____ Fax _____	E-mail Address (Required) <u>mcorcorana@gscs.ca</u>		
	Applicant's Interest in the Property: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Option to Buy <input type="checkbox"/> Other: <u>principal</u>			
PROPERTY OWNER	Owner Name or Same as Applicant <input type="checkbox"/>	Company Name (if applicable)		
	Address	City	Province	Postal Code
	Phone Number(s) Main _____ Other _____ Fax _____	E-mail Address (Required)		

SECTION C: APPLICATION CHECKLIST

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

SECTION D: DECLARATION OF THE APPLICANT

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

May 21st, 2025
DATE

Monica L. Corcoran
APPLICANT SIGNATURE

10:55

5G

Yoga & Pilates



Regional Day

THIRD AVE



SEVENTH ST

SIXTH ST

Car Wash & Truckwash

SECOND AVE



SIXTH ST

W 98

 **Cando Community School**

SECOND AVE

 **St. Dominic School**



CITY OF HUMBOLDT REPORT

TITLE: Discretionary Use – Multi-Unit Dwelling – 620 14th Street
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: June 23, 2025

RECOMMENDATION

That a discretionary use be approved to operate a Multiple Unit Dwelling at 620 14th Street, legally described as Lot 5 – Block 43 – Plan D182.

BACKGROUND

The City has received a discretionary use application to operate a Multiple Unit Dwelling at 620 14th Street, legally described as Lot 5 – Block 43 – Plan D182 by Zimroz Designs (“the applicant”).

“**Multiple Unit Dwelling:** a building divided into three or more dwelling units as herein defined and shall include town or row houses and apartment dwellings but not hotels or motels.”

Section 3.10.3 of *Bylaw No. 04/2016 – The Zoning Bylaw*, requires that a discretionary use be reviewed using the following evaluation criteria:

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

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

CURRENT SITUATION

The property is located in an R2 – Medium Density Residential District which is intended to provide for residential development primarily in the form of single detached, semi-detached and two-unit dwellings and other compatible uses.

The applicant originally applied for a two-unit dwelling with a basement suite attached to each unit. However, Section 8.11.2 of *Bylaw No. 04/2016 – The Zoning Bylaw* currently limits basement suite developments as an accessory to single detached dwellings. As a result, the applicant is applying for the proposed building as a four-unit dwelling.

The areas of concern for this development are parking availability, traffic increases, water servicing, and the effect on neighbourhood character.

In the opinion of the Planning Coordinator, the proposed development will be in line with the existing neighbourhood as it is designed as a bungalow-style dwelling which is generally consistent with the area. Additionally, there is an existing four-unit condo across the street.

OPTIONS

1. Approve the discretionary use as recommended.
2. Refer the matter back to administration.

ATTACHMENTS

- A. The application as submitted by the Developer.
- B. Proposed plans as submitted by the Developer.

COMMUNICATION AND ENGAGEMENT

In the lead up to the proposed public meeting, the City undertook all required communications as prescribed in Section 55 of *The Planning and Development Act, 2007*.

FINANCIAL IMPLICATION



There are no anticipated financial implications.

CONCLUSION

The proposed development is considered a discretionary use in an R2 zone, pursuant to *Bylaw No. 04/2016 – The Zoning Bylaw*. The proposed development is not expected to injuriously affect the neighbourhood as it is generally consistent with the existing nearby residences.

DISCRETIONARY USE APPLICATION

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

SECTION A: PROPOSED DEVELOPMENT INFORMATION

SITE INFORMATION	Civic Address 620 14th st Humboldt	Legal Land Description (optional)		
	Zoning District R2	Lot 5	Block	Plan No. 113858792
	Description of Existing Land Use and Buildings Vacant			

DEVELOPMENT INFORMATION	Description of Proposed Development 4 unit Rental
	Reasons to support the Discretionary Use Application (use additional pages if necessary)
	There are a large variety of rentals in the area including an 8 plex across the road and a 4 plex on the corner of 15th st and 7th ave

SECTION B: CONTACT INFORMATION

APPLICANT	Contact Name Isaac Zimroz	Company Name (if applicable) Zimroz Homes LTD		
	Address Box 5378	City Humboldt	Province Sask	Postal Code S0K2A0
	Phone Number(s) Main 3062313471 Other Fax	E-mail Address (Required) isaac@zimrozhomes.ca		
	Applicant's Interest in the Property: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Option to Buy <input type="checkbox"/> Other:			

PROPERTY OWNER	Owner Name or Same as Applicant <input checked="" type="checkbox"/>	Company Name (if applicable) Zimroz Homes LTD		
	Address	City	Province	Postal Code
	Phone Number(s) Main 3062313471 Other Fax	E-mail Address (Required) Isaac@zimrozhomes.ca		

SECTION C: APPLICATION CHECKLIST

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

SECTION D: DECLARATION OF THE APPLICANT

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

May 5 2025
DATE


APPLICANT SIGNATURE

DRAWING SET REQUIREMENTS FOR DEVELOPMENT & BUILDING PERMIT APPLICATIONS

A minimum of one (1) complete sets of drawings are required for one and two unit dwellings, and two (2) complete sets are required for multiple unit and commercial and industrial building/development applications. For one and two unit dwellings, the drawings do not need to be prepared by a professional engineer or architect, but the City of Humboldt must consider the drafter to be capable of the proposed project. All drawings are to be prepared to professional drafting standards and must include a title, scale, and north arrow. Illegible, unprofessional, or drawings marked "preliminary only" or "not for construction" will not be accepted. All drawings for buildings that are designed within the scope of Part 3 of the National Building Code are required to bear the seal and signature of a design professional licensed to practice in the province of Saskatchewan.

SITE PLANS	<p>A site plan is a graphic representation of existing and proposed buildings and features on a property relating to the property lines and one another. When available, a survey certificate may include much of the required information for existing buildings & structures. The minimum required information for site plans includes, but is not limited to:</p> <ul style="list-style-type: none"> • Property lines including dimensions • Civic address & legal land description (lot, block & plan number) • All existing buildings and structures (including dimensions) • Distances between all existing and proposed buildings and structures • Setbacks from buildings/structures to property lines • Water, sanitary, and storm sewer services to buildings and site (including sizes, locations and materials) • Abutting & adjacent streets and lanes including names • Right-of-ways and easements affecting the property • Proposed construction/demolition (with dimensions) • Parking, loading, and vehicle access (with dimensions) to streets and lanes • Fire access route and hydrant locations (where applicable)
FLOOR PLANS	<p>A floor plan provides a view from above, illustrating a scaled layout of the building. A separate drawing for each level is to be included. Wall and partition widths must also be shown to scale (single line wall and partition drawings will not be accepted). The minimum required information for floor plans includes, but is not limited to:</p> <ul style="list-style-type: none"> • Room titles and dimensions • Window and door and frame locations, sizes and schedules • Room finish schedules • Fire resistant ratings of building components (with ULC numbers) (not required for one and two unit dwellings) • Exterior, interior and partition wall layouts and schedules • Plumbing Fixtures and fixed furnishing & equipment including sump pit & discharge • Stair plans and details (not required for one and two unit dwellings)
BUILDING ELEVATIONS	<p>Building elevations are a set of drawings which show the exterior sides of the building. The drawings show the height relationships of the walls and roof, as well as the exterior finish of each building face. A building elevation drawing for each building face is required. The minimum required information for building elevations includes, but is not limited to:</p> <ul style="list-style-type: none"> • Height dimensions of all exterior walls • Top of floor elevations • Top of finish grade • Pitch/slope of Roof • Exterior finishes and materials • Window and door sizes and types • Roof venting • Flashing
CROSS SECTIONS	<p>Building cross sections show a view along an imaginary line cut through the building. These drawings show the construction components of the foundation, walls, floors, and roof. The minimum required information for building cross sections includes, but is not limited to:</p> <ul style="list-style-type: none"> • Room names • Top of finish grade • Bottom of footing elevation • Wall, roof, and floor height dimensions • Wall roof, floor, foundation building components • Roof slope/pitch
SITE DRAINAGE PLAN	<p>A site drainage plan depicts the shaping or sloping of the land to direct and control storm water runoff to avoid negative impacts on the site itself, as well as adjacent properties. Site drainage plans are required for all commercial, industrial, multi-unit residential developments, but may also be required for smaller developments. Site drainage plans must be created by a qualified architect, engineer, or technologist registered to practice in the province of Saskatchewan. The minimum required information for a site drainage plan includes, but is not limited to:</p> <ul style="list-style-type: none"> • Finish grade • Property corner and spot elevations including flow direction and slope/grade • Locations and elevations of catch basins and detention areas • Storm water retention calculations • Storm Sewer pipe sizes, materials, and slope/grades • Identification of ground cover including paved areas, gravel, grass, etc.
STRUCTURAL DRAWINGS	<p>Structural drawings are a set of plans showing the structural components and details of the proposed building or structure. These drawings depict the size and types of materials used in the construction from the foundation to the rooftop. The minimum required information for structural drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> • Foundation plans, details, sections including applicable schedules • Slab plans, sections and details • Floor framing plans, sections and details • Stairs, ramps, and applicable structural details • Roof framing plans, sections, and details • Cast-in-place concrete floor plans • Load bearing walls, pads, columns, beams, and joists • Large, heavy, or high signs, and building mounted antennas (where applicable) <p>*Drawings for pre-engineered buildings are required to be signed and sealed by an engineer licensed to practice in the province of Saskatchewan.</p>
MECHANICAL DRAWINGS	<p>Mechanical drawings show the heating, ventilation, air conditioning, plumbing and fire protection systems for the proposed development. Mechanical drawings for buildings considered to be outside of the scope of Part 9 of the National Building Code are required to be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. The minimum required information for mechanical drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> • Heating, ventilation, air conditioning, and plumbing systems • Kitchen exhaust hoods and fire suppression systems • High hazard industrial systems • Duct and pipe shaft locations and construction details • Fire stop materials, specifications and locations • Ventilation and fire suppression systems for spray coating or powder coating operations • System plans including sizes, layouts, materials, specifications and hydraulic calculations for standpipe & hose, and sprinkler systems • Repair and storage garage ventilation systems, including CO and NO2 detectors, • Fire damper locations and details (ULC listings) • Locations of return-air plenums • Plumbing fixtures and piping (including material specifications)
ELECTRICAL DRAWINGS	<p>Electrical drawings show the materials and equipment included in the electrical system of the proposed development including power, fire alarm, and electrical equipment. Electrical drawings for buildings considered to be outside of the scope of Part 9 of the National Building Code are required to be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. The minimum required information for electrical drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fixtures including locations and schedules • Exit and emergency lighting • Switches, power supplies, emergency back-up and power systems • Electrical panel schedules and locations • Pull stations, detectors, signal devices, annunciators • System schedules and line drawings

DUPLEX/BASEMENT SUITES



GENERAL INFO:

- ALL CONSTRUCTION TO MEET OR EXCEED LOCAL AND RESIDENTIAL NATIONAL BUILDING CODES
- ENG. FLOOR JOISTS TRUSSES AND LVL BEAMS AND LINTELS TO BE ENGINEERED BY A P. ENG LICENCE TO PRACTICE IN SASKATCHEWAN.
- GENERAL CONTRACTOR TO SPECIFY ALL DIMENSIONS PRIOR TO START UP OF CONSTRUCTION.
- DRAWING MAY BE SCALED FOR APPROX DIMENSIONS ONLY ENG DIMENSIONS AND ENG NOTES SHALL GOVERN
- LINTELS LONGER THAN 6'-0" TO BE ENGENDERED BY SUPPLIER
- ROOM SIZES SHOWN ARE APPROXIMATE. ACTUAL ROOM DIMENSIONS MAY VARY WITH FINAL CONSTRUCTION.
- ALL STAIRS, HANDRAILS & GUARDS TO CONFORM TO N.B.C.C 9.8
- INTERIOR GUARDS MUST BE A MINIMUM:
 - 900MM HIGH INCLUDING LANDINGS OVER STAIRS
 - 900MM HIGH ABOVE STAIR NOSINGS
 - MAXIMUM OPENING (100MM)
- GUARD RAILS MUST BE A MINIMUM HEIGHT OF 900MM

LEGEND

- 1 PROJECT OVER VIEW
- 2 SITE PLAN
- 3 GENERAL NOTES
- 4 FOUNDATION PLAN
- 5 MAIN FLOOR PLAN
- 6 MAIN FLOOR ELECTRICAL
- 7 BASEMENT ELECTRICAL
- 8 ROOF PLAN
- 9 SECTION 1
- 10 SECTION 2
- 11 FRONT/BACK ELEVATIONS
- 12 RIGHT/LEFT ELEVATIONS



GENERAL NOTES:
 -DO NOT SCALE DRAWINGS
 -INFORMATION SHOWN IS FOR USE OF THE PROJECT ONLY
 -ALL ERROR AND OMISSIONS SHALL BE VERIFIED BY CONTRACTOR
 -ANY COPYRIGHT OF DRAWINGS IS STRICTLY PROHIBITED
 -CONSTRUCTION TO MEET OR EXCEED PART 9 OF THE NATIONAL BUILDING CODE OF CANADA AND LOCAL BYLAWS
 -MECHANICAL VENTILATION AND MAKEUP AIR REQUIREMENTS SHALL CONFORM TO N.B.C.C 2015
 -ALL STAIRS TO CONFORM TO N.B.C.C 9.8
 -ALL HANDRAILS TO CONFORM TO N.B.C.C 9.8.7

ZIMROZ
HOMES

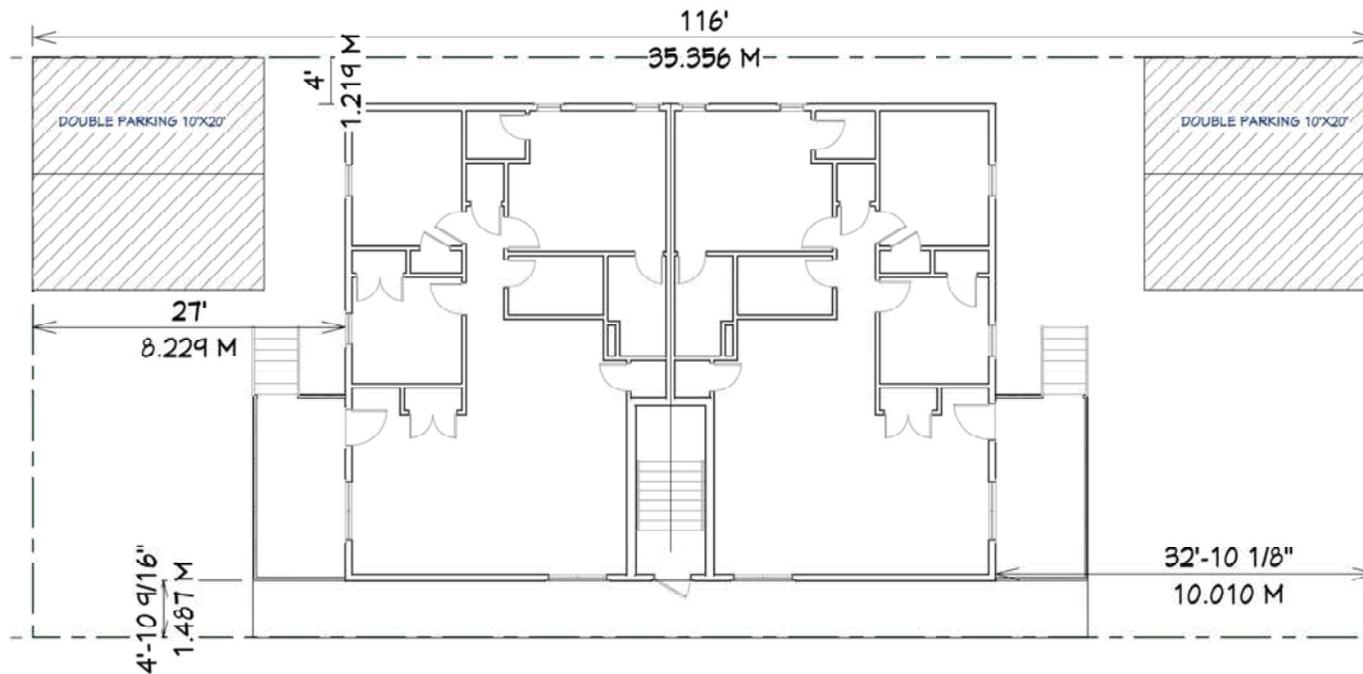
OWNER

DRAWINGS
PROVIDED BY:

DATE: 2025-05-15

SCALE:

PAGE: 1



Plot Plan View

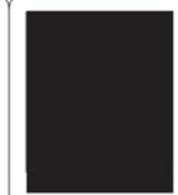
LEGAL DESCRIPTION

LOT: -5
 BLOCK: -
 PLAN: -113858792
 ADDRESS: -620 14TH ST HUMBOLDT

NOTE:

SURVEYOR TO CONFIRM SIZE AND SHAPE OF LOT, PRIOR TO COMMENCEMENT OF CONSTRUCTION. REPORT ANY DISCREPANCIES TO ZIMROZ DESIGNS IMMEDIATELY.
 -SURVEYOR TO CONFIRM SIZE AND LOCATION OF ALL EASEMENTS, IF ANY, PRIOR TO COMMENCEMENT OF CONSTRUCTION. REPORT ANY DISCREPANCIES TO ZIMROZ DESIGNS IMMEDIATELY.
 -IF PROJECT IS LOCATED IN AN ESTABLISHED NEIGHBOURHOOD, CONTRACTOR TO PROVIDE A SITE SECURITY FENCE AT TIME OF EXCAVATION.
 -IT IS THE RESPONSIBILITY OF THE PERMIT APPLICANT TO ENSURE THAT THE PROPOSED STRUCTURE WILL NOT ENCROACH ON ANY ELECTRICAL SERVICE, NATURAL GAS SERVICE OR OTHER ASSESSMENTS REGISTERED AGAINST THE PROPERTY IN QUESTION.
 -DIMENSIONS MAY VARY ACCORDING TO THE SURVEYORS PLAN.

GENERAL NOTES:
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 -ALL STAIRS TO CONFORM TO N.B.C.C 9.8
 -ALL HANDRAILS TO CONFORM TO N.B.C.C 9.8.7



OWNER
 [Redacted]



DATE: 2025-05-15

SCALE: 3/32"=1'-0"

PAGE: 2

GENERAL NOTES:

1. EXTERIOR DIMENSIONS ARE TYPICALLY SHOWN TO OUTSIDE FACE OF STRUCTURE AND CENTER OF BEAM UNLESS NOTED OTHERWISE
2. ALL EXTERIOR WOOD IN CONTACT WITH THE GROUND OR CONCRETE SHALL BE PRESSURE TREATED
3. ENGINEERED ROOF AND FLOOR SYSTEMS TO BE INSTALLED TO MANUFACTURERS SPECIFICATIONS
4. ALL BUILT-UP WOOD POSTS TO BE FULL WIDTH OF SUPPORTED MEMBER
5. STRUCTURAL BEAMS, POSTS, AND FOOTINGS INDICATED ARE GUIDELINES ONLY. FINAL STRUCTURAL BEAMS, POSTS, AND FOOTINGS TO BE SPECIFIED BY ENGINEER
6. ATTIC ACCESS TO BE WEATHER STRIPPED AND INSULATED
7. ALL CONSTRUCTION IS TO MEET OR EXCEED N.B.C 2020
8. ALL DIMENSIONS ARE TO FACE OF STUD, FACE OF EXTERIOR SHEATHING & FACE OF CONCRETE FOUNDATION WALL UNLESS NOTED OTHERWISE.
9. ALL WINDOWS ARE DIMENSIONED TO CENTRE LINES.
10. ALL DOORS ARE LOCATED 4" FROM ADJACENT PERPENDICULAR WALL UNLESS NOTED OTHERWISE.
11. TRUSS MANUFACTURER TO VERIFY ROOF SLOPES & TRUSS TRUSS DESIGN PRIOR TO FABRICATION.
12. ALL STRUCTURAL BEAMS AND COLUMNS DESIGN TO BE VERIFIED BY STRUCTURAL ENGINEER PRIOR TO FABRICATION.
13. INTERIOR PARTITIONS TO BE 2X4 OR 2X6 STUDS AT 16" O.C. G/N DRYWALL.
14. WINDOW SIZES ARE NOMINAL REFER TO WINDOW SUPPLIERS SPECS FOR EXACT R.O. DIMENSIONS.
15. INSULATED WALLS WITHIN 4'-0" OF FURNACE & HOT WATER HEATER AS WELL AS WALL ADJACENT TO STAIRS AND LANDING TO BE DRY WALLED.
16. PROVIDED ADEQUATE BLOCKING UNDER ALL WASHERS, DRYERS AND SOAKER TUBS - IN THE WALL BEHIND THE RANGE, TOWEL BARS, AND TOILET PAPER HOLDERS.
17. STEPPED FASCIA BOARDS, 4" OVER 12". G.C. COORDINATE EXACT SIZES WITH CLIENT.
18. EMBED REINFORCEMENT 2"
19. ALL LINTELS OVER EXTERIOR OPENINGS TO BE 2X10'S UNLESS NOTED OTHERWISE.
20. FOOTINGS TO REST ON NATIVE, UNDISTURBED SOIL HAVING AN ALLOWABLE BEARING PRESSURE 144 KPa ASSUMED(U.N.O).
21. PROVIDE PROTECTION OF INSULATION DAMAGE FROM MECHANICAL DAMAGE OR EXPOSURE TO WEATHER.
22. PROVIDE BUILT-UP STUDS UNDER BUILT-UP BEAMS TO MATCH LAMINATIONS IN THE BEAM(S). 23. 26 GA. G.I. EAVES TROUGH *clw* DOWNSPOUTS. MIN. 5" TROUGH.
24. PROVIDE ROXUL SAFE n SOUND FOR ALL WASHROOM AND LAUNDRY ROOMS.
25. CAULKING SHALL BE PROVIDED WHERE REQUIRED TO PREVENT THE ENTRY OF WATER INTO THE STRUCTURE. CAULKING SHALL BE PROVIDED BETWEEN MASONRY, SIDING/ STUCCO AND ADJACENT DOOR AND WINDOW FRAMES / TRIM, INCLUDING SILLS.
26. WALL SHEATHING GENERAL NOTE: ENSURE A GAP OF MIN. 2mm. (3mm Best Practice) AT ALL JOINTS BETWEEN SHEETS OF WALL SHEATHING MATERIAL
27. FLASHING GENERAL NOTE: - BETWEEN TWO EXTERIOR FINISHES EXCEPT WHERE AN UPPER FINISH OVERLAPS A LOWER FINISH - FLASHING SHALL BE INSTALLED AT EVERY HORIZONTAL JUNCTION FLASHING SHOULD BE INSTALLED OVER ALL EXTERIOR WALL - OPENINGS INCLUDING MECHANICAL PENETRATIONS INCLUDING VENTS, PIPES, ETC. - CIRCULAR PENETRATIONS SHOULD BE INSTALLED THROUGH BATTEN MATERIAL AND CAULKED. - BATTEN MATERIAL IS THEN FLASHED. - FLASHING TO HAVE A MINIMUM SLOPE OF 6% (3/4" : 12" SLOPE)
28. HEAT RECOVERY VENTILATION SYSTEM TO BE INSTALLED AS PER ABC 9.36.3.9 AND 9.36.3.10 REQUIREMENTS.
29. ROOF, WALL, AND FLOOR ASSEMBLIES TO MEET OR EXCEED NBC CODE MINIMUMS.
30. WINDOWS, DOORS, AND SKYLIGHTS TO MEET OR EXCEED NBC CODE MINIMUMS REFER TO MANUF. OR SUPPLIER WINDOW ORDER FOR SPECIFIC U-VALUES.
31. WALL SHEATHING MEMBRANE GENERAL NOTE: AT LEAST ONE LAYER (2 LAYERS BEST PRACTICE) SHALL BE INSTALLED BENEATH SIDING, STUCCO & MASONRY VENEER. - MEMBRANE SHOULD BE INSTALLED HORIZONTALLY FROM BOTTOM UP SO SUCCESSIVE UPPER LAYERS OVERLAP LOWER LAYER - OVERLAP SHALL BE MIN. 4" (6" Best Practice)
32. STEP FOOTINGS TO MAINTAIN MIN. 48" FROST COVERAGE, WHERE EACH STEP IS A MAXIMUM 24" VERTICAL RISE AND MINIMUM 24" HORIZONTAL RUN(U.N.O)
33. ALL WALLS AND CEILINGS OF AN ATTACHED GARAGE TO BE TAPED, DRYWALLED, VAPOUR BARRIERED, AND INSULATED AS PER NBC
34. AIR BARRIER SYSTEM TO BE INSTALLED, SEALED, AND AIRTIGHT AS PER THE 202 NBC USING 6mil POLYETHYLENE WITH 2lb SPRAY FOAM AT JOIST ENDS AND GANTILEYERS.
35. VAPOR BARRIER SYSTEM TO BE INSTALLED, SEALED, USING 6mil POLYETHYLENE UNLESS NOTED OTHERWISE

GENERAL NOTES:
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-ANY COPYRIGHT OF DRAWINGS IS STRICTLY PROHIBITED
-CONSTRUCTION TO MEET OR EXCEED PART 9 OF THE NATIONAL BUILDING CODE OF CANADA AND LOCAL BYLAWS
-MECHANICAL VENTILATION AND MAKEUP AIR REQUIREMENTS SHALL CONFORM TO N.B.C.G 2015
-ALL STAIRS TO CONFORM TO N.B.C.G 9.8
-ALL HANDRAILS TO CONFORM TO N.B.C.G 9.8.7

DATE: 2025-05-15

SCALE:

PAGE: 3

STRUCTURAL NOTES:

GENERAL
 -ALL CONSTRUCTION TO CURRENT NATIONAL BUILDING CODE OF CANADA (NBC)
 -PROTECT AND SAFEGUARD EXISTING BUILDINGS AND SERVICES WHICH MAY BE AFFECTED BY THIS WORK
 -CONTRACTOR TO VERIFY ALL DIMENSIONS, ELEVATIONS, SITE CONDITIONS AND MEASUREMENTS PRIOR TO CONSTRUCTION REPORT ANY DISCREPANCIES IN ENGINEERING IMMEDIATELY.

CONCRETE
 -CONCRETE TO HAVE MINIMUM COMPRESSIVE STRENGTH OF 24 MPa AT 28 DAYS.

CONCRETE PADS

BASEMENT
 -TYPICAL 3" CONC PAD
 -6" CRUSHED ROCK
 -6 MIL HEAVY POLY

REINIF STEEL

ALL REINFORCING STEEL TO CSA G30.18 GRADE 400. INSTALL TO CAN/CSA-A23.3
 -CLEAR COVER 1.5" UNLESS NOTED OTHERWISE AND 3" FOR FLEES
 -MINIMUM SPLICE FOR 10# & 15# REBAR TO BE 15" AND 24"

STEEL PILES

16" HELIX SCREW PILES
FOOTING
 8"X24" CONC FOOTING CFT 2 15M BARS

FOUNDATION WALL/FOOTING

FOOTINGS MUST BEAR ON UNDISTURBED, NATURALLY DEPOSITED SOIL. IF FILL OR SOFT SOIL IS ENCOUNTERED AT FOOTING DEPTH CONTACT ENGINEER PRIOR TO PROCEEDING.
 -DO NOT CAST FOOTING ON FROZEN SOIL. IF SOIL BELOW FOOTING IS ALLOWED TO FREEZE AT ANY POINT AFTER INSTALLATION THEN FOUNDATION DAMAGE COULD OCCUR (AT BUILDERS SOLE RISK)

FINF FOUNDATION WALL

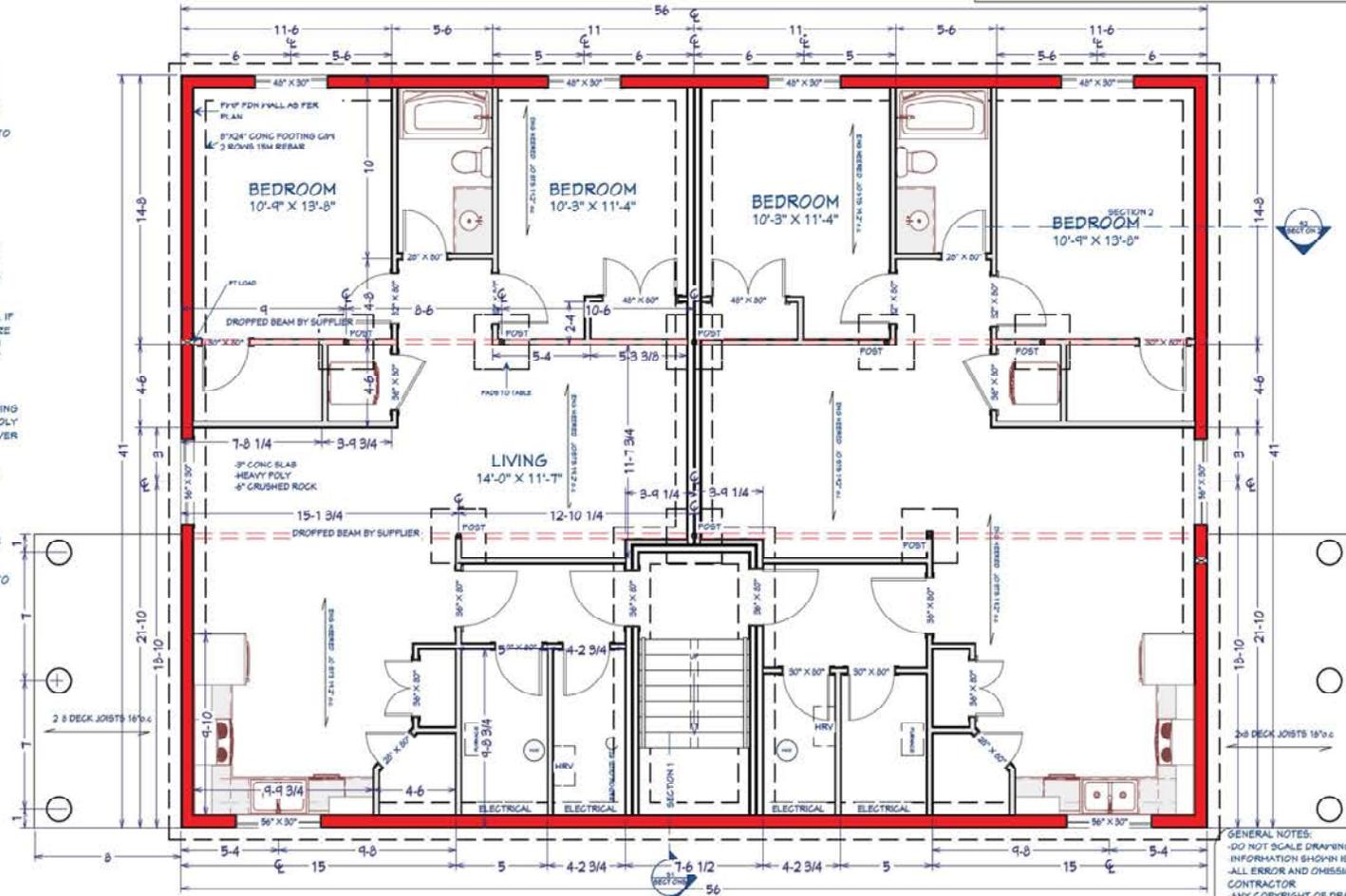
-PARING FROM FINISHED GRADE TO SIDING
 -3/4" X 12" COVER BOARD SEALED - 6 MIL POLY G658 VAPOR BAR, WITH PROTECTIVE COVER OR EQUAL
 -3/4" FINF PLYWOOD SHEATHING
 -2X3 STUDS @ 16" O.C. GAP BLOCKING @ MIDSPAN
 -R28 INSULATION
 -DAMP PROOFING
 -6 MIL POLY G658
 -1/2" BC REEB BOARD TO RUN PERIMETER
 -1/2" DRYWALL, TAPED AND SANDED
 -INSTALL VERTICAL REBAR DOWELS TO INSIDE FACE OF BOTTOM PLATE 16" O.C INTO FOOTING

PAD SCHEDULE: SEE NOTES UNDER CONCRETE SPECS

CAPACITY	REINFORCING	SIZE
10,000LBS	15M 10" O.C EPH, BOTTOM	36"X36"X6"
20,000LBS	15M 10" O.C EPH, BOTTOM	44"X44"X6"
30,000LBS	15M 10" O.C EPH, BOTTOM	54"X54"X10"
40,000LBS	15M 10" O.C EPH, BOTTOM	62"X62"X12"
50,000LBS	15M 10" O.C EPH, BOTTOM	70"X70"X14"
60,000LBS	15M 10" O.C EPH, BOTTOM	76"X76"X16"

PADS & TELEPOSTS

-CONTRACTOR TO READ FLOOR JOIST LAYOUT (AS SUPPLIED FROM FLOOR JOISTS SUPPLIER) AND VERIFY THE LOADING ON ALL TELEPOSTS, AND MATCH LOADING TO TABLE ABOVE TO DETERMINE CORRECT PAD SIZE PRIOR TO FORMING AND POURING PADS
 -PAD SCHEDULE DESIGNED FOR ASSUMED 75KPa SOIL BEARING CAPACITY. IF SOIL CONDITIONS VARY, CONSULT A P.ENG FOR PAD DESIGN.
 -CONTRACTOR TO INSTALL APPROPRIATE TELEPOST TO ACCOMMODATE THE LOADING AS PER THE FLOOR SUPPLIERS LAYOUT



FOUNDATION

GENERAL NOTES:

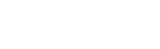
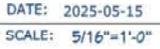
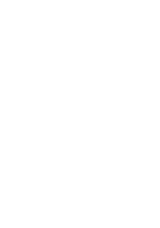
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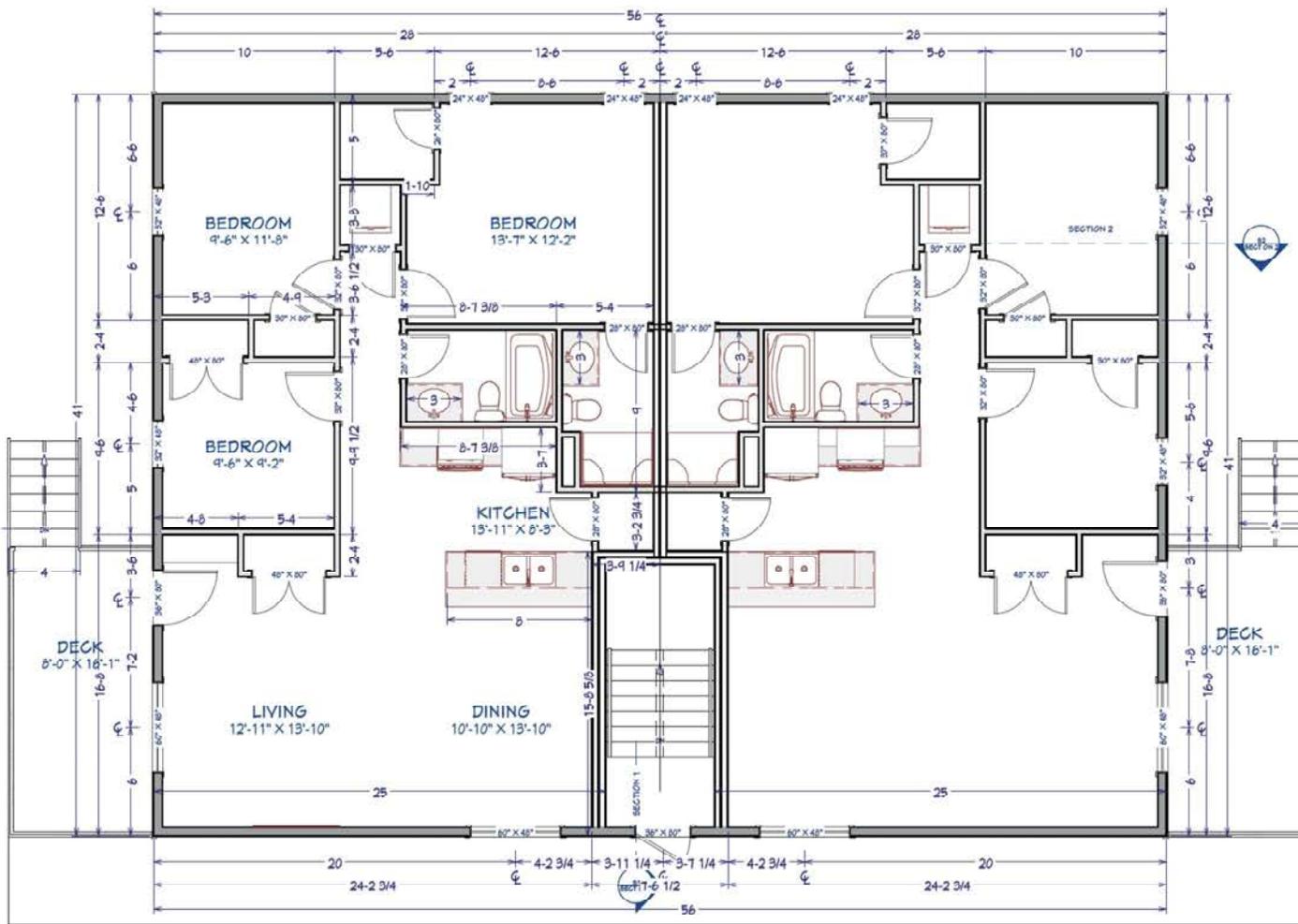
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**1ST FLOOR SUITE 1116 SQ.FT
TOTAL 2253 SQ.FT**

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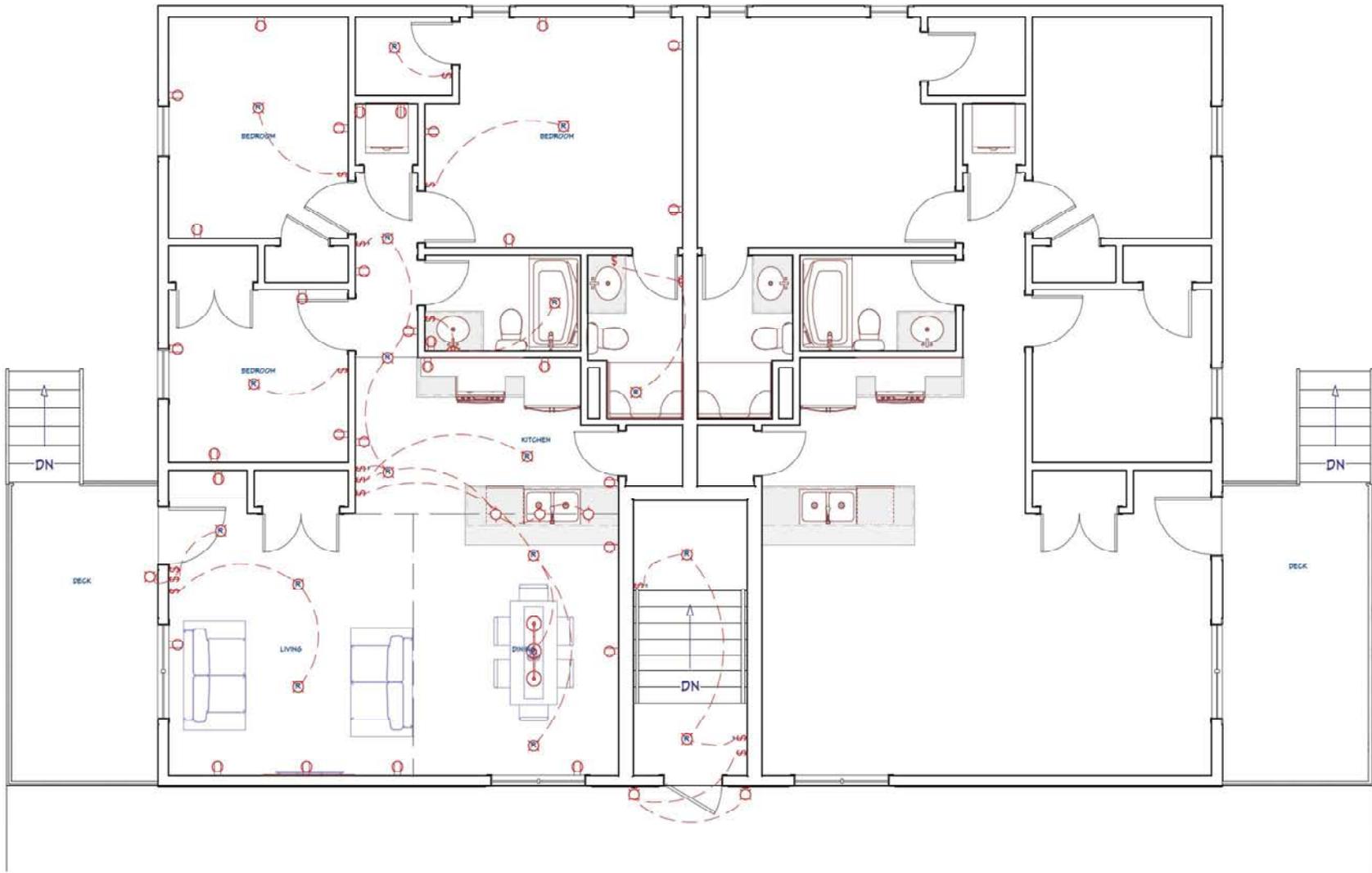


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MAIN FLOOR ELECTRICAL

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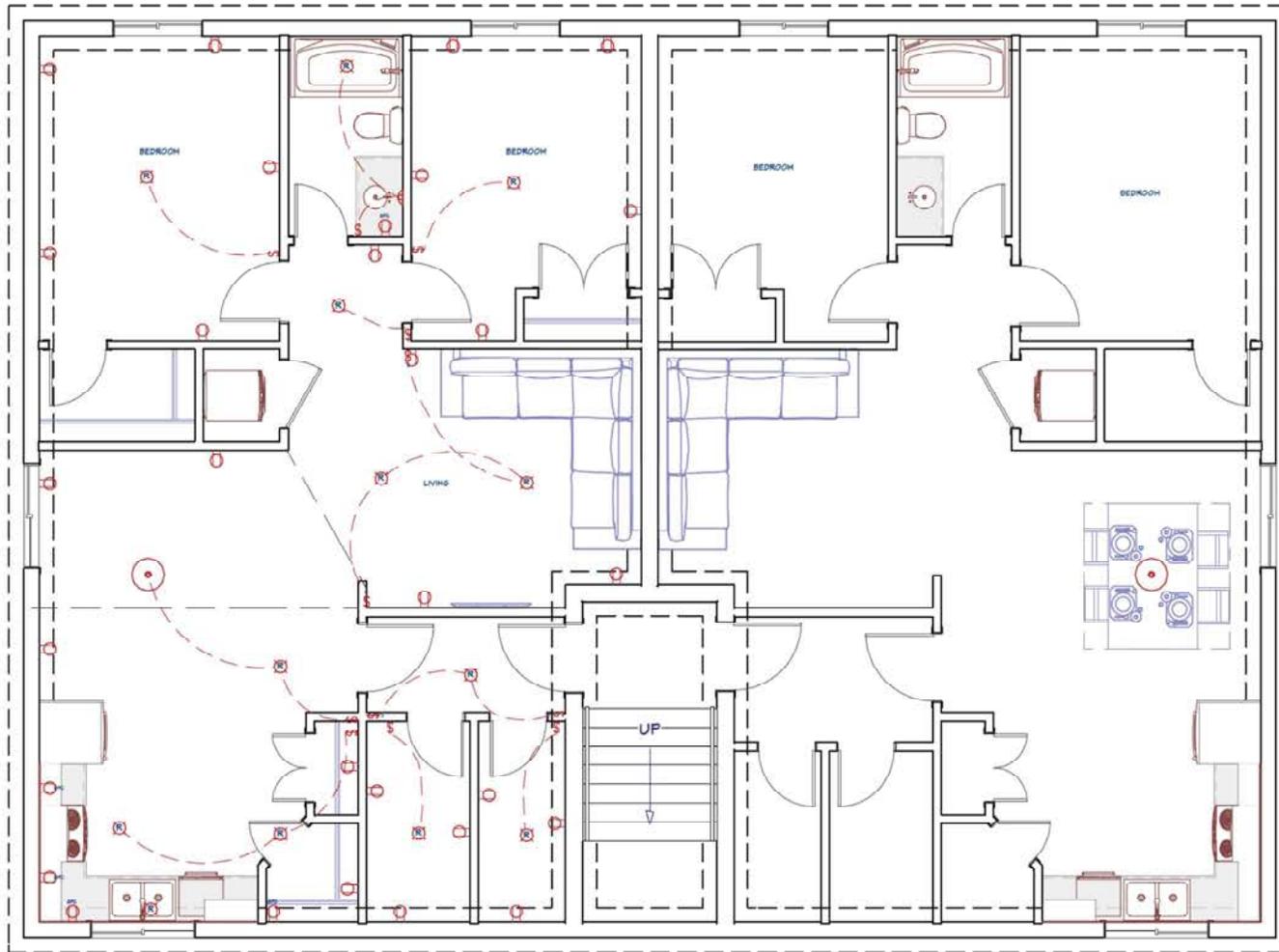
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BASEMENT ELECTRICAL

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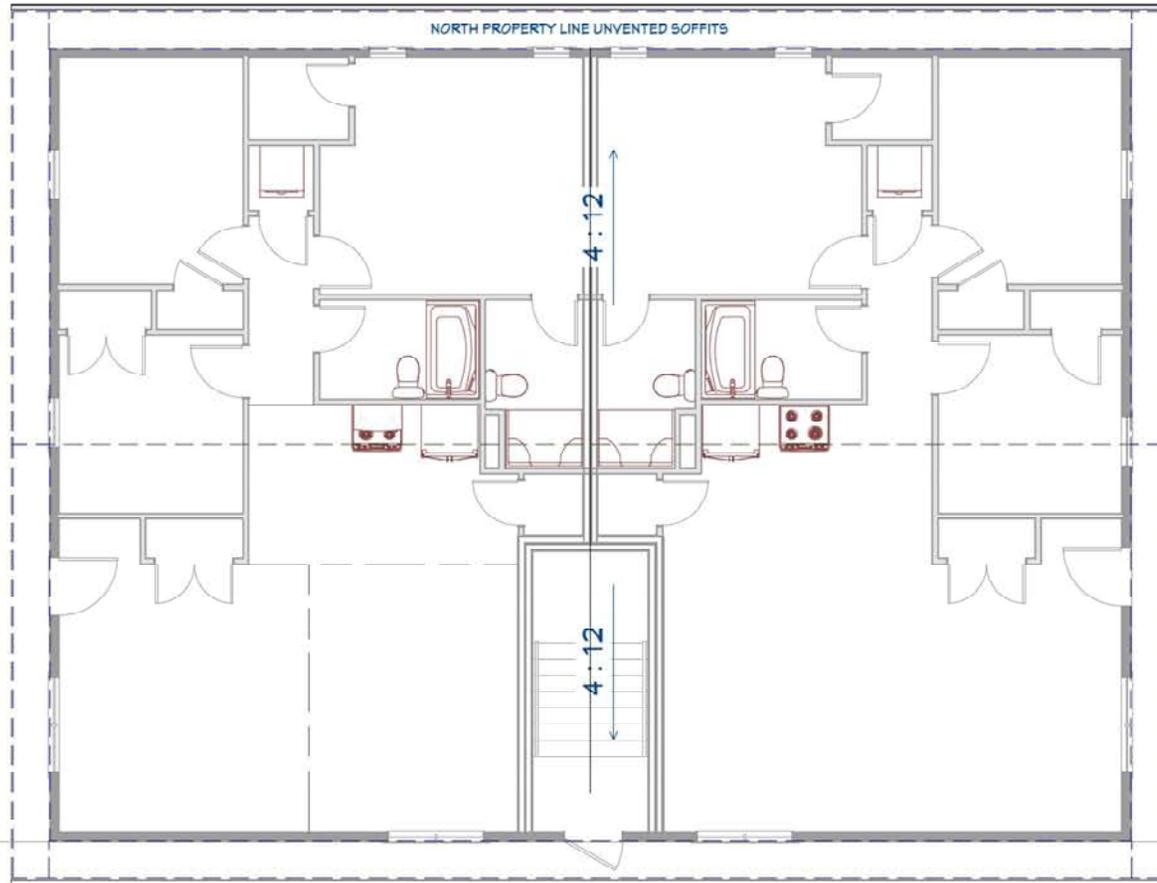
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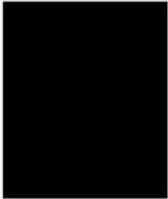
ROOF

- ASPHALT EAVE PROTECTION
- METAL DRIP EDGE
- 7/16" ROOF SHEATHING c/w H-CLIPS
- ENGINEERED ROOF TRUSSES @24"o.c
- R-50 BLOWN IN INSULATION
- 1/2" CEILING BOARD TAPPED AND SANDED
- ROOF VENTS AT NO LESS THAN 1:300 TOTAL AREA
- 2846 SQ.FT ROOF SURFACE AREA
- ENERGY SEAL



Roof Plan View

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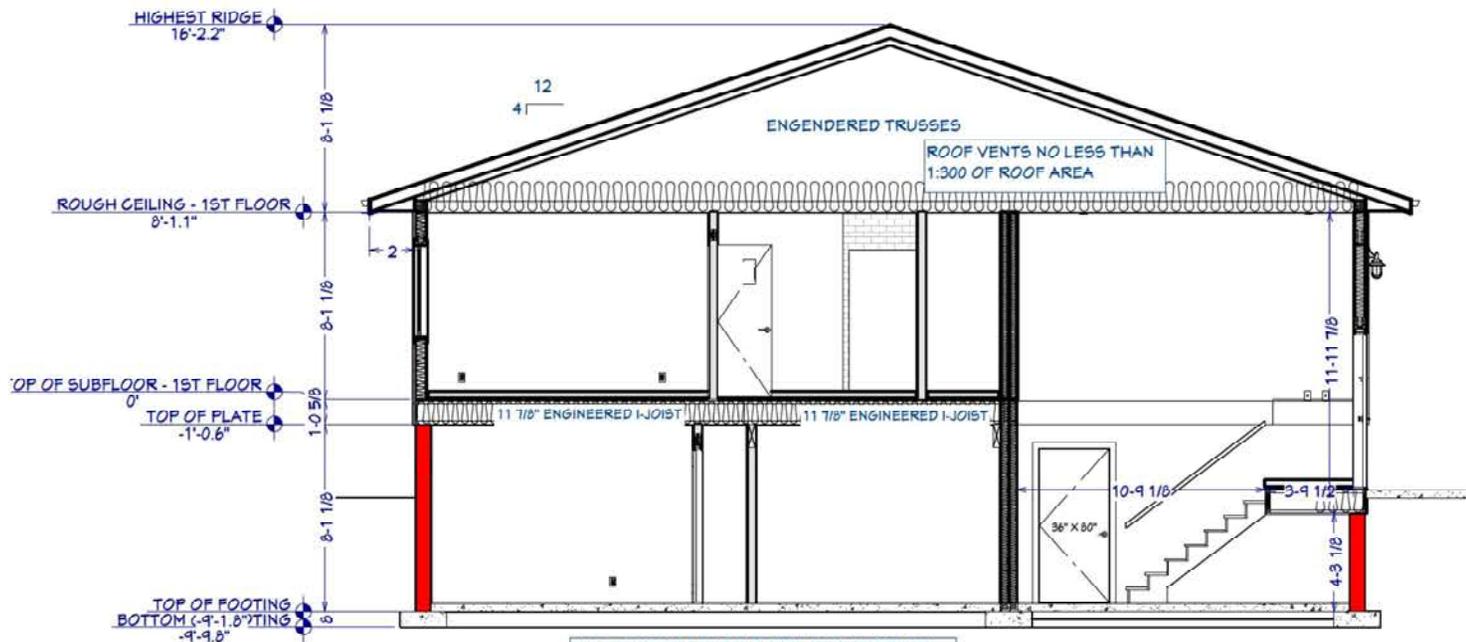
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DATE: 2025-05-15

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SECTION 1

- EXTERIOR WALL**
 AS PER PLANS
 -VINYL SIDING
 -TYVEK HOUSE WRAP
 -5/8" OSB SHEATHING
 -R-22 BATT INSULATION
 -6MIL POLY VAPOR BARRIER
 -1/2" GYPSUM BOARD
 -2x4 STUD 2'-0" o.c.
- INTERIOR WALL**
 -1/2" GYPSUM BOARD (BOTH SIDES)
 -2x4 STUDS 16" o.c.(MAX)
- INTERIOR PLUMBING WALL**
 -1/2" GYPSUM BOARD (BOTH SIDES)
 -2x4 STUDS 16" o.c.(MAX)
- SUITE DIVIDING WALL**
 -5/8" TYPE X DRYWALL
 -SOUND INSULATION
 -2x4 STUD
 -1" AIR SPACE
 -2x4 STUD WALL
 -5/8" TYPE X DRYWALL
- ROOF**
 -ASPHALT EAPE PROTECTION
 -METAL DRIP EDGE
 -7/16" ROOF SHEATHING w/ H-CLIPS
 -ENGINEERED ROOF TRUSSES @24" o.c.
 -R-50 BL/2x4 IN INSULATION
 -1/2" CEILING BOARD TAPPED AND SANDED
 -ROOF VENTS AT NO LESS THAN 1:300 TOTAL AREA
- MAIN FLOOR**
 -TYPICAL FINISHED FLOOR MAIN
 -FINISHED FLOOR
 -3/4" T&G OSB SUBFLOOR NAILED AND GLUED
 -11 7/8" ENGINEERED FLOOR JOISTS @16 2/3" o.c.
 -5/8" TYPE X CEILING BOARD TAPPED AND SANDED
 -SOUND INSULATION IN SUITE AREAS

- RIM JOISTS**
 -EXTERIOR FINISH AS PER ELEVATIONS
 -3/8" OSB SHEATHING
 -HOUSE WRAP
 -RIM JOIST DESIGNED BY FLOOR SUPPLIER
 -R-22 BATT INSULATION

- KEEPING TILE**
 -3" PER TUBING 48" O.C AROUND PERIMETER OF FOOTING 4' O.C
 -MINIMUM 6" CRUSHED ROCK

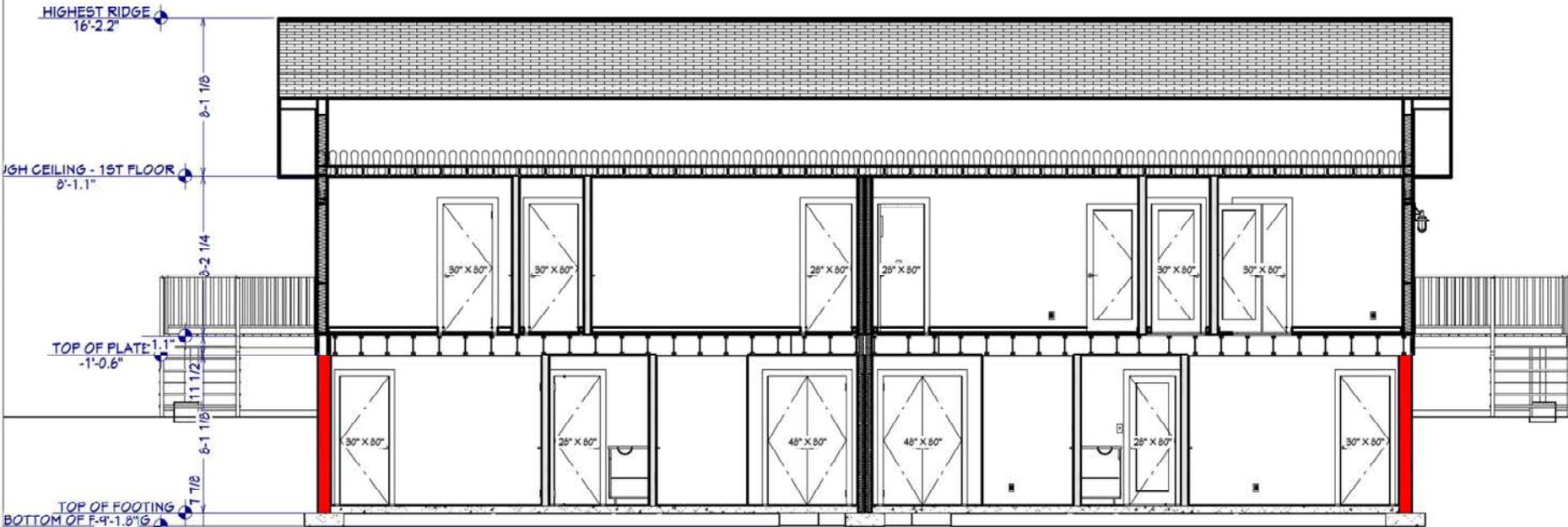
ALL WOOD IN CONTACT WITH CONCRETE OR WITHIN 6" (150mm) OR FINISHED GRADE MUST BE TREATED TO PREVENT ROT

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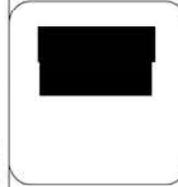


SECTION 2

- EXTERIOR WALL**
 -AS PER PLANS
 -VINYL SIDING
 -TYVEK HOUSE WRAP
 -3/8" OSB SHEATHING
 -R-22 BATT INSULATION
 -6MIL POLY VAPOR BARRIER
 -1/2" GYPSUM BOARD
 -2x6 STUD 2'-0" o.c.
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 -HOUSE WRAP
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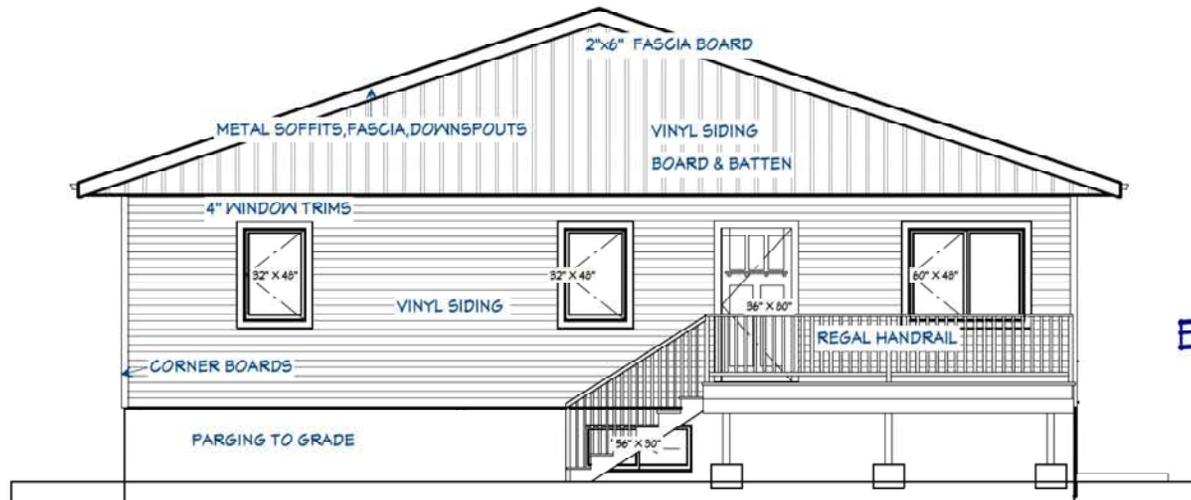
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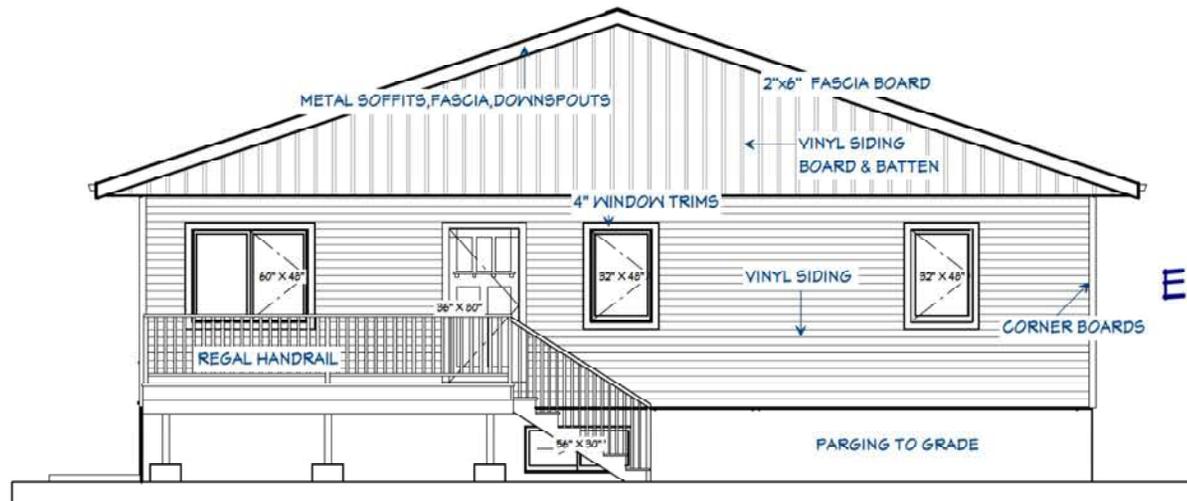

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Elevation 1



Elevation 2

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ZIMROZ HOMES

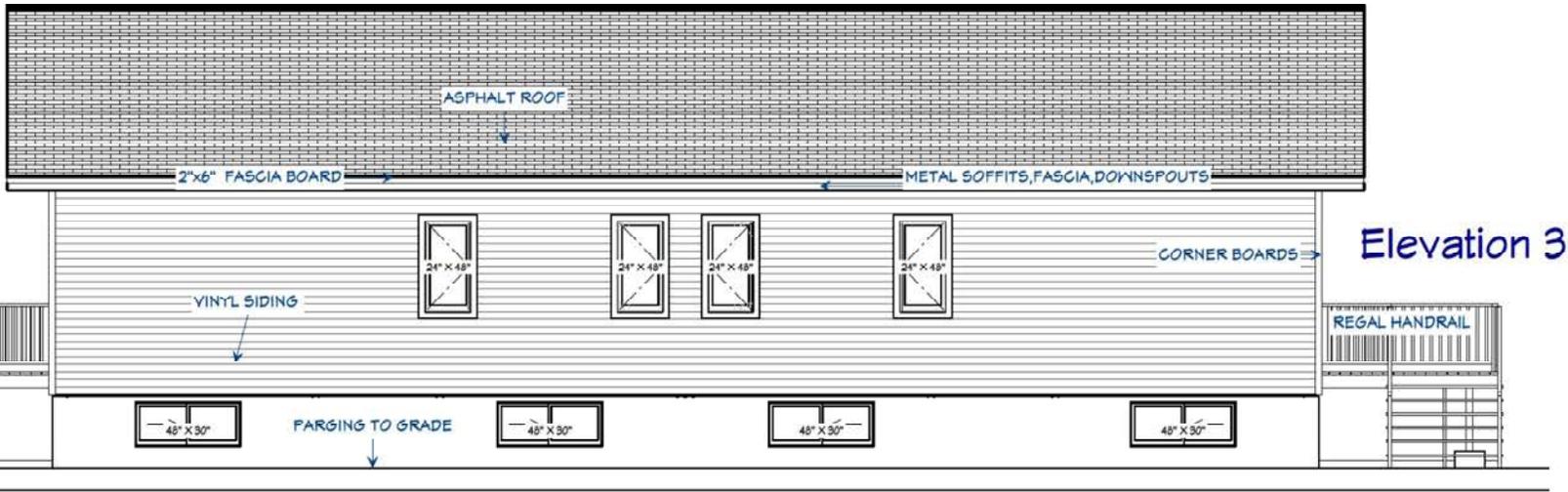
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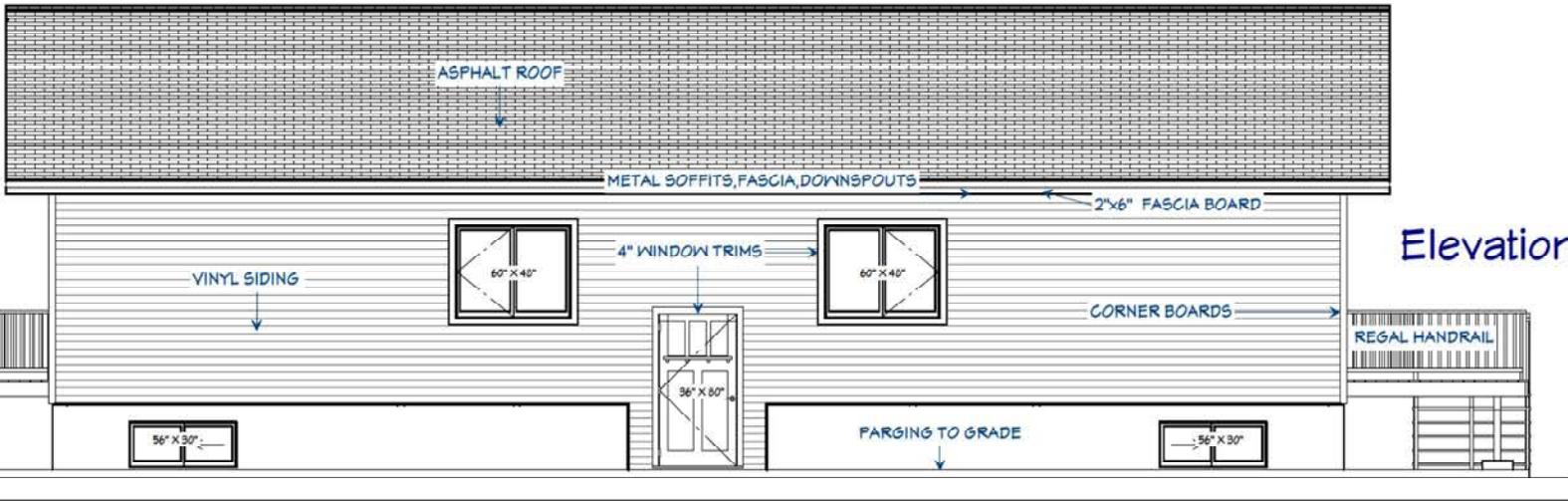
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Elevation 3



Elevation 4

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CITY OF HUMBOLDT REPORT

TITLE: 2025 Asphalt Maintenance Quotation Results
PREPARED BY: Peter Bergquist, P.Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: June 23, 2025

RECOMMENDATION

Award the 2025 Asphalt Maintenance Program to Sask Asphalt Maintenance Ltd. in the value of approximately \$122,305 plus applicable taxes.

BACKGROUND

The Asphalt Maintenance Program includes crack sealing and the application of a surface protection coat to select paved roads that are typically around 10 years old. These roads have begun showing signs of surface deterioration, such as dryness and exposed aggregates. The maintenance treatment restores surface texture and provides a protective bond to extend the pavement’s lifespan. The selected roads for the 2025 program are:

- 14th Avenue from 4th Street to Main Street
- 3rd Street from Laskin Crescent to Sask Ave
- Ecker Avenue
- Laskin Crescent from N Leg to Sask Ave
- Bence Place
- Dust Crescent
- 21st Street from 8th Avenue to Thompson Drive

CURRENT SITUATION

The request for quotation was posted to SaskTenders and received the following submissions:

Contractor Name	Net Bid Price (Not Included Taxes)	Product
Sask Asphalt maintenance Ltd.	\$122,305	2 Coats of Sand Slurry Seal
West-Can Seal Coating Inc.	\$238,408	1 Coat Micro Surface

OPTIONS

1. Approve the recommendation as presented.
2. Do not approve the recommendation.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Both bidding contractors will be notified of the decision. Property owners impacted by the maintenance work will be contacted in advance of the application.

FINANCIAL IMPLICATION

The 2025 budget allocated approximately \$145,000 for this project. The lowest bid that meets specifications totals \$129,644 with PST included—coming in around \$15,356 under budget. However, this surplus may be utilized for unforeseen patching or minor scope growth in crack sealing or slurry seal coverage.

Staff reviewed two product options: Micro Surface and Sand Slurry Seal. While Micro Surface is superior and typically reserved for high-traffic routes, the sand slurry option remains a cost-effective solution with satisfactory results for residential streets. It fits the budget and maintains performance standards.

CONCLUSION

Sask Asphalt Maintenance Ltd. is a newly incorporated firm stemming from Southwest Paving, which has successfully executed sand slurry sealing in Humboldt previously. Given the favorable past performance and competitive pricing, staff recommend awarding the contract to this bidder for the 2025 program.

CITY OF HUMBOLDT REPORT

TITLE: Aerodrome Meeting Updates
PREPARED BY: Peter Bergquist, P.Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: June 23, 2025

RECOMMENDATION

That this report be received as information and filed

BACKGROUND

At the April 28 City Council meeting, staff were directed to gather additional information regarding the Humboldt Airport to support a decision scheduled for June 23. Two collaborative meetings occurred with regional partners and the airport group to explore long-term sustainability options.

- May 23, 2025: A meeting with the airport group yielded a proposed chip/sand seal treatment to extend the runway's life by 10–15 years.
- June 16, 2025: STARS advised they would no longer land at the hospital due to safety regulations; all landings will now occur at the Humboldt Airport.
- June 19, 2025: A regional meeting with the RMs of Humboldt and Wolverine explored operational, financial, and governance solutions for the aerodrome

CURRENT SITUATION

These conversations revealed strong collaboration and a commitment to preserving and enhancing the aerodrome. Key takeaways include:

1. Immediate runway repairs using chip seal could extend its use by 10–15 years.
2. There is growing consensus against privatization and in favor of retaining public ownership.
3. STARS' relocation to the airport has increased its strategic value.
4. Existing aerodrome rates are insufficient; sustainable fee structures must be explored.

5. Establishing an Airport Authority is recommended to manage O&M, revise fee models, and promote growth.
6. Stakeholders are seeking long-term lease agreements (50–100 years) to enable private investment.
7. Taxation on structures, in line with SAMA assessments, may provide added revenue.
8. New revenue strategies—including landing fees or per-acre charges for aerial application—are under consideration.
9. Development of a 10–15-year capital plan will be needed under the direction of the new authority.

OPTIONS

1. Proceed with the sale of the aerodrome to the current recommended proponent.
2. Sell to an alternative proponent.
3. Reject all submitted RFP proposals.
4. Seek additional Information.

ATTACHMENTS

N/A

COMMUNICATION AND ENGAGEMENT

N/A

FINANCIAL IMPLICATION

Preliminary estimates for chip seal and crack/patch work are \$180,000. If CAP grant funding is secured, the local share would be approximately \$90,000. Revenue could be generated through long-term leases, future taxation, and revised fees to support these upgrades.

CONCLUSION

There is growing confidence in a locally driven model for long-term aerodrome sustainability. Regional cooperation has fostered renewed interest and potential that would not be captured through privatization.

Later, during this June 23rd Council meeting, City Council will re-consider the original April 28th report that recommended the sale of the Airport. In light of the developments since April 28th, it is recommended that all RFP submissions regarding Aerodrome Ownership and Operations be rejected to allow further development of a regional management framework.

CITY OF HUMBOLDT REPORT

TITLE: Aerodrome Ownership & Operations Request for Proposal Results
PREPARED BY: Peter Bergquist, P.Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: April 28, 2025

RECOMMENDATION

That the City proceed with the sale of the Humboldt Aerodrome to Clayton Air Services in the value of \$750,000.

BACKGROUND

Prioritizing funding to sustain public operations at the City of Humboldt's aerodrome (CJU4) have been a challenge over the last decade. The aerodrome is now at a point where significant investment is needed to maintain current expectations for a public facility.

A feasibility and planning study was completed in October 2023 which reviewed all considerations in detail. A summary of findings include:

- The aerodrome doesn't have passenger traffic. Our aerodrome is in close proximity to Saskatoon's much larger airport.
- For emergency services, air ambulances (airplanes) are rarely used as helicopters appear to be the preferred mode of transportation as they can land at the hospital.
- In the next 10 years, the report estimated about \$2,055,000 is needed to rehabilitate the existing airfield infrastructure to current day standards.
- Rural Municipalities appear to benefit the most as they hire aerial applicator services (spray planes) that fly out of the aerodrome.
- Regarding the governance of CJU4, the most beneficial position for the City, particularly as it pertains to municipal financial and risk management, is to divest itself of the public facility, if it can find an interested (motivated) party.

An attempt was made to try to obtain regional support for the capital improvements, however all municipal respondents in a 30km radius declined participation. Acknowledging present and future challenges, a decision was made to issue a Request for Proposal (RFP) for the Aerodrome Ownership and Operations. The aerodrome RFP closed on February 24th, 2025.

CURRENT SITUATION

The following proponents presented proposals.

Official Ranking of the Humboldt Aerodrome Ownership & Operations Request for Proposal Process				
Criteria	Max Score	Clayton Air	Ollerich Farms	Humboldt Flying Club
Methodology	75%	57.7%	58.5%	58.0%
Corporate Information & Experience	5%	5.0%	5.0%	5.0%
Purchase Price	20%	20.0%	11.5%	0.0%
Total Score	100%	82.7%	75.0%	63.0%
Proposed Fixed Fee		\$750,000	\$430,000	\$1
Overall Ranking		1	2	3

The proponents prepared relatively short RFP’s. As a result, follow-up questions were asked and summarized in this report. The ranking of the proposals focused heavily on methodology and less on purchase price. All proposal methodologies were within 0.8% of each other. This minimal difference in methodology itself does not clearly identify the strongest proposal. The purchase price, however, varied significantly affecting the total score.

All proposals desired private ownership. The proposals ranged with intent and clarity. Below are the director’s interpretations of each proposal:

Clayton Air:

They are an aviation and agriculture business who have been flying out of the Humboldt aerodrome since 2015 (10 years). CA has built 5 Runways, and owns 4 aerodromes. They have a contract for management of the North Battleford Airport, which their team has done for more than 15 years. Their proposal conveys that they will allow public aircraft for at least 7 years to use the aerodrome with permission. Emergency aircraft would be

allowed to use the facility. This proposal gave approximate timeline commitments where others didn't. This can be viewed both as restrictive while also being clear of intentions.

Recreational flyers will be expected to pay more from the current rates (set in 2014) – (approximately \$1,000 per year). They will be expected to pay \$2,800 + CPI per year. While this is a large increase, this is likely within the appropriate range given inflation and costs in the industry. CA has conveyed that they want to continue to support the aviation industry and there is also financial incentive to keep recreational flyers at the aerodrome to share costs. If recreational flyers desire to leave, CA will buy the hanger at what it was built for. All fuel would be sold through CA. CA may extend the runway in the future as they currently have to carry a smaller loads due to the limited length of the existing runway.

This proposal removes all risk as well as current and future financial obligations for the City. As CA owns and operates other aerodromes, this increases confidence that they can successfully continue operations at this aerodrome.

Ollerich Farms:

Have been flying out of the Humboldt aerodrome for over 10 years. Their proposal indicated that there is family history connected to the aerodrome.

The Director interprets that OF will keep the airport status-quo and will seek a silent partner with an Rural Municipality (RM) so they can get CAP. They note their proposal as private but for the grant funding, the RM will need to be the owner of the land. Through emails, if they don't get grants, this doesn't interfere with their sustainability plans.

They desire to purchase the snow dump with their proposal, but the Director advises against this as the snow dump is critically important to current winter operations and has more value to the city under ownership instead of potential lease.

OF has equipment for winter snow clearing. Their application appears more welcoming to the aviation industry as a whole. On that note however, the generalizations may not foresee all costs, obstacles and challenges related to owning an aerodrome.

Humboldt Flying Club:

The flying club has been around for many years. Most are recreational pilots that own or rent hanger space at the aerodrome. The group has advocated for the City to provide improvements/expansion at the aerodrome for many years.



Their proposal suggests that the land would be private, and they would seek silent partners. Again, the CAP grants would require a Municipality to be the owner for the CAP grants. Their plans appear to still involve the city the most. They desire to own the snow dump and desire to lease it back to the city (no lease value noted). The group is also asking for a minimum contribution of \$5,000 per year from the City. The Director advises against selling the snow dump as it is critically important to current winter operations and has more value to the city under ownership instead of potential lease.

The proposal is based heavily on volunteerism, donations and is ambitious that they can significantly grow the aviation participation at the aerodrome. The Director is concerned that the time and resources needed to maintain, expand and subdivide the lands may affect their plans. If the proposed plans are underestimated this may result in the group needing significant support to continue the operations and/or giving back the aerodrome if not sustainable.

<u>Aerodrome Request for Proposal</u>	Clayton Air Services Ltd.	Ollerich Farms	Humboldt Flying Club Inc.
Ownership Model	Private	Private	Private, Not for Profit
Purchase Offer	\$750,000	\$430,000	\$1
Information, Experience with Maintenance or Ownership	Has an Aerial Applicator Business. Has been at Aerodrome for many years; has built 5 runways, owns 4 aerodromes, and have a contract for management of the North Battleford Airport which their team has done for more than 15 years.	Has an Aerial Applicator Plane and Recreational Plane. Has been at the Aerodrome for the past 15 years. Plans to keep the airport status-quo.	Recreational Plane owners. Club's executives have an extensive knowledge in aviation, specifically relating to airport operations. Diverse backgrounds and experiences.
Expected Active Municipal Partner	None. Will entertain discussions with local RM's if they feel improvements are needed to the airport.	None. Will likely seek a silent partner in the future, either with the City of Humboldt or one of the surrounding RMs for CAP Grants. Plan is sustainable without partners.	City to continue with an annual budget line item - \$5,000 for the Airport. Group will seek a silent municipal partner for CAP Grants.
Commit to leaving land as aerodrome	Yes	Yes	Yes
Snow Dump	Snow dump to be subdivided out. However willing to purchase.	They desire to purchase the snow dump in offer and lease back to city, \$250/yr for 10-15 years.	They desire to purchase the snow dump in offer and lease back to city until expansion/need the area. Could offer more/other lease area for future growth snow storage.
Lessee Considerations	Yes, \$2,800/yr + CPI, for 7 years, then consider buy out for what hangers were built for.	Continue leasing, 5 Year leases like current. No details on cost. May entertain buying, but allow them to move or resell to someone else like current. May look into feasibility of selling lots at a later date.	Lease for 10+ Years, May lease or sell lots to generate funds for initial rehabilitation. May also have annual fees.
Public Use Allowed	Yes, up to 7 Years with Permission & No Taxes (RM Jurisdiction)	Yes, wants all types of aviation to utilize the Airport.	Yes. Will make proposal to RM of Humboldt for tax concessions similar to current for City.
Secure Property and Liability Insurance	Yes	Yes	Yes
Snow Clearing Plans	Will look into what's needed and/or local service providers	Has equipment - Blower, blades.	By Volunteers and/or a local contractor on a bid or donation basis.
Fuel Plans	Right to Sell all Fuel	Fuel will continue to be sold privately through Ollerich Farms. Applicators may bring their own as long as rules laid out by government agencies are followed.	Plans to upgrade to a 24/7 self-serve 100LL. Sold only by club, no external 100LL allowed. Jet-1-A will be the same as now, may be contemplated later.
Haying/Mowing	CAS will mow necessary parts, haying lease for 1-2 years, undecided after and for remaining land.	Has Equipment - Large Mower, small mower there now. Allow Hay Lease to Continue.	Continue to be mowed by current volunteer model.
Line Painting on Runway	Not Noted	By Third Party Contractor	Not Noted
Emergency/Search and Rescue Allowed to Land	Yes	Yes	Yes

OPTIONS

1. Approve the recommendation as presented
2. Not approve of the recommendation as presented
3. Choose a different proponent
4. Keep the aerodrome under the ownership of the City of Humboldt
5. Seek additional Information

ATTACHMENTS

- Airport Property Information – October 21, 2024

COMMUNICATION AND ENGAGEMENT

The proponents will be notified of the decision and plans for the project.

FINANCIAL IMPLICATION

The 2025 budget for the aerodrome is \$43,190 in expenditures, \$38,500 in revenue. The overall taxation cost difference is \$4,690 for minimal operations and maintenance at the aerodrome. No capital or major maintenance expenditures are captured in this budget.

The financial offers in the proposals range from \$1 to \$750,000 for the land noted in the RFP. The Community Airport Partnership grant was desired by two proponents (Ollerich Farms and the Humboldt Flying Club), a municipality would still need to own the asset for this to be pursued. In addition, the grant limits are not adequate for large full project capital needs nor guaranteed for multi-year funding if the project is partitioned. Clayton Air and Ollerich Farms noted that they could be sustainable without partners or grants.

Three lots currently have leases. The expiry of the 5-year leases are as follows:

- B3 – August 30, 2025
- C6 – May 15, 2025
- C7 – May 21, 2025

CONCLUSION

If this aerodrome were to remain public, the financial and liability risks should not be solely on the City of Humboldt as the study identified the limited benefit to the ratepayers of the city. The desired approach would be a shared partnership regionally with Urban and Rural Partners in the form of an “Airport Authority”. Unfortunately, regional partners do not appear interested in contributing to this facility. The situation then begs the question of whether the city still remains the best proponent to own this asset. This aerodrome competes for funding with other city owned assets that are arguably used more by the general population. Changes in emergency services (use of helicopters) as well as the minimal ratepayer usage impact the decision of whether it is worth committing future funds to upgrade and maintain the facility. Like all assets owned by the city, they consume financial resources in the form of staff time, equipment and consumables. These resources could be redirected to high usage assets or new priorities. Maintaining this asset to a sufficient condition is becoming increasingly difficult financially. Not maintaining the asset sufficiently presents risk to the City.

All proposals demonstrated that there are competent interested parties willing to take over the facility and still operate it similar to its current form. More importantly, all would continue to allow emergency/search and rescue services to use the runway. The proposals mostly or fully relieve the city of the ownership obligations which begs the question of why the city should continue to own the facility.

The Director agrees with the CJU4 Feasibility and Planning Study that the city would be best served by removing this facility from their inventory and selling it entirely to remove future financial obligations and liability for the City of Humboldt. Clayton Air appears to be the most experienced with owning/operating other aerodromes and appears to be the best prepared to continue the operations and maintenance of the asset. The sale would yield a value of \$750,000 for the runway (\$500,000) and the land (\$250,000 for 76.25 acres) after the snow dump is subdivided out.

Grass Runway

Surface Parcel #153171738
SE-18-37-22-2
Owners - City of Humboldt
Area: 32.541 Hectares (80.41 Acres)

AIRPORT PROPERTY

City Winter Snow Dump Area
3.64 Ha, 9.0 Acres

Storm Pipe

Surface Parcel #153171716
SW-18-37-22-2
Owners - City of Humboldt
Area: 1.957 Hectares (4.84 Acres)